

**MINUTES OF THE MEETING OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE**

Naples, Florida, June 7, 2017

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee in and for the County of Collier, having conducted business herein, met on this date at 3:00 P.M. in REGULAR SESSION at the Collier County Growth Management Department Building, Conference Room #609/610, 2800 N. Horseshoe Drive, Naples, Florida, with the following members present:

Chairman: William J. Varian
Vice Chairman: Blair Foley
David Dunnavant
James E. Boughton (Excused)
Clay Brooker (Excused)
Brad Schiffer
Chris Mitchell (Excused)
Robert Mulhere (Excused)
Mario Valle
Stan Chrzanowski
Norman Gentry
Marco Espinar
Ron Waldrop (Excused)
Laura Spurgeon DeJohn
Jeremy Sterk

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Caroline Cilek, Manager, Plan Review and Inspection
Jay Ahmad, Director, Transportation Engineering
Rich Long, Director, Plans Review and Inspections
Ken Kovensky, Director, Operations and Regulatory Management
Mike Bosi, Zoning Division Director
Marlene Serrano, Manager of Operations, Code Enforcement
Chris Scott, Planning Manager
Donna Guitard, Operations Coordinator
Shar Hingson, Deputy Fire Marshal, GNFD

Any persons in need of the verbatim record of the meeting may request a copy of the audio recording from the Collier County Growth Management Department – Contact Mr. Evy Ybaceta at 239-252-2400.

I. Call to Order - Chairman

Chairman Varian called the meeting to order at 3:00pm

II. Approval of Agenda

Mr. Foley moved to approve the Agenda. Second by Mr. Schiffer. Carried unanimously 9 - 0.

III. Approval of Minutes from May 3, 2017 Meeting

Mr. Valle moved to approve the minutes of the May 3, 2017 meeting as presented. Second by Mr. Schiffer. Carried unanimously 9 - 0.

IV. Public Speakers

None

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Ms. Serrano provided the report “Code Enforcement Division Monthly Report April 22, – May 21, 2017 Highlights” for information purposes. She noted the Division continues their task force meetings and neighborhoods “sweeps.”

B. Public Utilities Division update – [Tom Chmelik or designee]

Mr. Fey reported:

- The Division is updating the Utility Standards Manual with a detailed review anticipated by the Utilities Subcommittee and the item heard by the BCC in September.
- A Purchase Order was issued for the Conveyance Policy study and is anticipated to be completed by September 2017.

The Committee requested Staff to disseminate a reminder to the Members of the Utility Subcommittee on the upcoming task of reviewing the Utility Standards Manual.

Mr. Dunnivant arrived at 3:08pm

C. Growth Management Department/Transportation Engineering and/or Planning – [Jay Ahmad or designee]

Mr. Ahmad reported:

- Collier Blvd. – Green to Golden Gate Blvd. – paving underway with final completions slated for the end of July.
- Golden Gate Blvd. – on schedule, completion slated for October.
- Immokalee Rd./Collier Blvd. Intersection – project on schedule with completion slated for late September.
- Vanderbilt Dr. bridges – south bridge complete, north bridge under construction.
- Logan Blvd Ext. – September 2017 completion anticipated.
- White Blvd Bridges – temporary bridge under construction.
- Pine Ridge/I75 – Public Information Meeting scheduled for June.

D. County Fire Review update – [Shar Hingson and/or Shawn Hanson]

Ms. Hingson reported:

- Site plan reviews - 2 day, building reviews - 4 day, inspections - 2 day turnarounds.
- A benefit for brush fire victims will be held on June 10 at 11am.
- There is a recall on Honeywell smoke detectors.
- A safety class is scheduled for 6/19/17 at Harley Davidson of Fort Myers.

E. North Naples Fire Review update – [Dale Fey]

None

F. Operations & Regulatory Mgmt. Division update [Ken Kovensky]

Mr. Kovensky submitted the “*Collier County May 2017 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- There were 4,000 permit applications in May with an increase in new construction permit requests.
- 19,000 inspections were conducted, a 19 percent increase over the previous month.
- Inspectors are currently averaging 24 visits a day.
- Use of electronic permitting remains steady at 30 percent.
- Credit card fees are increasing to 3.2 percent as of July 1, 2017 due to an increase by the service provider. They are “pass thru” costs and a study is being initiated to determine the feasibility of a County wide system.
- The “*Fee Study*” is to be heard by the BCC on June 13, proposing a decrease in \$1.6M of revenue. The rates would be effective October 1, 2017.
- Budget hearings scheduled for 6/18/17 and the budget is proposed at \$29M with \$12.5M currently held in reserves in conformance with County policy. No additional employees are proposed for the Development Services operation and 5 new employees are proposed for the construction and maintenance operations.

G. Development Review Division update [Chris Scott]

Mr. Scott reported:

- Site plan reviews are at the highest rate in the last 24 months.
- Administration of the new requirements for Type I and II stormwater plans are impacting Staff resources as 80 percent of the plans are rejected upon first submittal.
- The County Appraiser’s office has removed some of its data base of historic aerial photos and Staff is investigating incorporating them into their GIS system.

The Committee noted it may be beneficial to provide educational sessions for the Type I and II stormwater plan requirements.

VI. New Business

A. Insubstantial process change from Hearing Examiner to CCPC [Mike Bosi]

Mr. Bosi reported:

- On June 13, the BCC will be reviewing an item raised by the County Attorney and Clerk’s Office on the current policy of the Planning Commission being the final authority for Insubstantial Site Plan revisions.
- The concern expressed is the BCC was the party that originally approved the applications and they should be required to approve any proposed changes.

- The BCC will be considering 2 options, allowing the current system to remain in place, or directing Staff to revise the policy to have the decisions affirmed by the BCC.

B. New process to provide SDP's at time of building permit [Caroline Cilek]

Ms. Cilek reported:

- The new process requires building permit applicants to identify the original application file on the submittal, absent of submitting paper copies of the plans, as currently required.
- The changes will substantially reduce paper work, however there are currently only a certain number of previously approved plans available through the website portal.
- Staff will continue to add more site plans to the data base over time.
- Next month Staff will provide an update on the simultaneous building and site plan review process.

C. Expired permits bulletin, extension form, upcoming process on informing Permit Holders [Jon Walsh]

Mr. Walsh provided "*Bulletin #16: Expired Permit Notice and Extension Request*" for information purposes. He noted the process to close out expired permits includes:

- Notifying the owner and/or contractor in writing on the status of the permit and allowing 30 days to address the issue. If not addressed:
 - If any fees are due, the contractor's license is placed on 30 day hold.
 - If no fees are due, the case is turned over to Code Enforcement or Contractor Licensing.
 - The contractor may remove themselves from the application if conditions warrant (never undertook the job, someone else completed it, etc.).
- The County is developing a "bulletin" on the requirements for a "*Blower Door Test*" and failure or non completion of a test may require the Certificate of Occupancy to be placed on hold.

VII. Old Business

A. FDEP Templates and Flow Calculation Workbook/LDC subcommittee [Eric Fey/Blair Foley]

Mr. Fey provided an overview of the templates and workbook. The use of the templates and calculation workbook is non mandatory and designed to facilitate the requirements for those involved with permit applications.

Mr. Foley moved to endorse Staff's proposal to utilize the newly created FDEP templates and Flow Calculation Workbook. Second by Mr. Chrzanowski. Carried unanimously 10 – 0.

Mr. Fey noted if the Members have any further comments on the workbook, to contact Staff.

VIII. Committee Member Comments

The Committee reported the regularly meeting scheduled for July 5, 2017 will be cancelled.

IX. Adjourn

Next Meeting Dates

July 5, 2017 GMD Conference Room 610 – 3:00 pm (cancelled)

August 2, 2017 GMD Conference Room 610 – 3:00 pm

September 6, 2017 GMD Conference Room 610 – 3:00 pm

October 4, 2017 GMD conference Room 610 – 3:00 pm

June 7, 2017

November 1, 2017 GMD conference Room 610 – 3:00 pm

December 6, 2017 GMD conference Room 610 – 3:00 pm

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:30PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 8/2/17, as presented _____, or as amended _____.