

August 2, 2017

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, August 2, 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
Clay Brooker
Brad Schiffer
Chris Mitchell
Robert Mulhere
Mario Valle (Excused)
Stan Chrzanowski
Norman Gentry (Excused)
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn
Jeremy Sterk

ALSO PRESENT: Jamie French, Deputy Department Head
Ken Kovensky, Director, Operations and Regulatory Management
Donna Guitard, Operations Coordinator
Eric Fey, Sr. Project Manager, Public Utilities
Caroline Cilek, Manager, Plan Review and Inspection
Jeremy Frantz, LDC Manager
Mike Ossorio, Director, Code Enforcement Division
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Mike Bosi, Director, Zoning
Jon Walsh, Chief Building Official

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. Schiffer moved to approve the Agenda. Second by Mr. Foley. Carried unanimously 12 - 0.

III. Approval of Minutes from June 7, 2017 Meeting

Mr. Foley moved to approve the minutes of the June 7, 2017 meeting as presented. Second by Mr. Chrzanowski. Carried unanimously 12 - 0.

Mr. Mulhere arrived at 3:05pm

IV. Public Speakers

Tom Despard, Collier County resident addressed the Committee on his concern over sound transmission issues in the construction of townhouses. He noted the County's requirements for sound proofing between units is inadequate and should be addressed. The Florida Building Code has requirements for sound proofing which have not been adopted by the County. He has contacted County GMD Staff who reported they have not had complaints on the issue and recommended he contact the Committee on the concern. He also contacted the Board of County Commissioners who have not responded to him.

Jon Walsh reported the section in question in the Florida Building Code is an Appendix that may be adopted by the County should they so desire. At this point, the BCC has not opted to enact the additional requirements.

Mr. Schiffer stated he is a Member of the Florida Building Commission and would meet with Mr. Despard to discuss the item.

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Ossorio provided the report "*Code Enforcement Division Monthly Report May 22, – June 21, 2017 and June 22 – July 21, 2017 Highlights*" for information purposes. He noted:

- Staff continues to participate in neighborhood cleanups, task forces, civic meetings, etc.
- Staff recently met with the Collier County Sheriff's Office to review the standards of the noise ordinance.
- Two new employees have been engaged for weekend sign patrol.
- Lien search requests continue at a high rate.

Licensing for Soil Compaction, Tamping and Engineering

Mr. Ossorio and Mr. French reported:

- The BCC requested Staff to consider adding a license category for soil compaction, tamping and engineering given some of those preparing residential sites for the installation of concrete slabs are not licensed.

- There is a requirement in Collier County codes to obtain a compaction certification before a slab is poured. This requirement would remain unchanged.
- Those unlicensed parties currently engaged in the activity would be “grandfathered” as the license would be required for those entering the field of service.
- Although Staff has not received any complaints, the BCC is concerned some parties may not be performing the work to an adequate standard.

The Committee noted the additional licensing may not be necessary given compaction tests are required before the concrete slab is “poured.”

Mr. French to provide an update at a future meeting.

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

Mr. Fey reported:

- The AWWA (American Waterworks Association) has changed the standards for PVC pipe and the County will be revising any standards as necessary.
- The revisions to the Technical Specifications section of the Utility Standards Manual have been completed and work continues on updating the remaining sections of the manual.
- Staff is also reviewing any Land Development Code amendments which may need to be revised to ensure consistency in County regulations.
- A study on the requirements for the Utility Conveyance process continues with the County seeking to simplify the process.
- The analysis includes reviewing other Florida jurisdiction’s requirements to identify any items that may aid the County in their process.
- Investigation reveals other jurisdictions do not have a fast track for smaller projects (although the County may consider a process for these systems), generally have a one year warranty periods and do not accept private systems.
- The draft study is anticipated to be completed by August 21, with the final study slated for September 21, 2017.

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

Mr. Ahmad reported:

- Collier Blvd. – Green Blvd. to Golden Gate Blvd. – Project substantially complete.
- Immokalee Rd./Collier Blvd. Intersection – Bridge completed, September 2017 completion date.
- Golden Gate Blvd. – completion slated for October 2017.
- White Blvd. – project not on schedule, completion date anticipated for Summer 2018.

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

Ms. Hingson reported:

- Building plan reviews and inspections are at a 4 day and 2 day turn around respectively.
- The Division continues to address requirements for changes from hard line phone line alarm systems to cellular or VOIP services.
- Upcoming fire classes include a legislative class on 8/26, fire alarm transmission/fire investigation class on 9/25 and a wall and barrier class in December 2017.

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

None

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

Mr. Kovensky submitted the “Collier County June and July 2017 Monthly Statistics” outlining building plan and land development review activities. The following was noted during his report:

- Permit applications remain at the same level year over year with approximately 4,000 submitted monthly for May and June.
- Applications decreased by 2 percent for the period January thru June year over year.
- Electronic permit applications now comprise 40 percent of the County submittals.
- The CityView platform will be “down” from August 18 -20 for updates and August 25 – 27 for County wide upgrades by the IT Department.

The Committee requested Staff to review the platform to determine the rationale a permit application may not be revised by the contractor if it has been submitted by a “permit runner.”

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- Land Development application submittals remain at a steady pace.
- The State now allows small cell phone towers to be installed in the County right-of-ways.
- Staff is reviewing any County requirements (Architectural Standards, etc.) that may need to be addressed given the recent legislative changes to the standards for corporate branding of fast food restaurants, gas stations, etc.

Committee discussion occurred on the requirements for removal/retention of mature landscaping on commercial sites.

Staff noted the requirements are under review given applicants have come forth to remove the trees in shopping centers and will provide an update at a future meeting.

VI. New Business

A. Changes to building permit application and update on simultaneous review process [Caroline Cilek]

Building Permit Application

Ms. Cilek and Mr. Walsh presented the new building permit application which will go into effect on August 14, 2017. They provided an overview of the application which now includes an instruction sheet and other features such as a PDF fillable version so the form is more user friendly.

The Committee recommended “Townhouses” be added to the area where one and two family dwellings may be selected.

Simultaneous Review Process

Ms. Cilek reported:

- Currently, a building permit application may be submitted following the completion of the first round of a Site Development Plan review.
- The new process will allow a building permit application to be submitted at any time during the process and upon final approval of the site development plan, the applicant would be required to submit a correction submittal for the approved building permit.

- The “correction” submittal will require nominal fees for the Growth Management Department; however the “Fire Review” aspect of the permit fees may be greater.

B. LDC Amendments [Jeremy Frantz and Richard Henderlong]

Mr. Frantz and Mr. Bosi provided an update on recent LDC amendments noting:

- The BCC extended the moratorium on medical marijuana dispensaries and the proposed amendment is on hold.
- The Collier County Planning Commission reviewed the Off Site Preservation amendment and is considering recommending the option for off site preservation be eliminated. The review will continue on August 17th.

Proposed Amendment to Collier County land Development Code

Mr. Frantz and Mr. Bosi reported Staff is investigating an amendment to the LDC requiring a verbatim transcript be prepared for Neighborhood Information Meetings. The concern is commitments agreed upon at the meeting between landowners and applicants may not be properly documented.

Committee discussion occurred noting:

- The format of the meeting is intended to be ‘informational’ and not a public hearing venue where conditions or commitments are agreed upon.
- The applicant is required to provide summary notes of the meeting for the record and a verbatim transcript would be at a substantial cost to the applicant.
- There may be the need to address the issue given the format.

The Committee expressed concern on the concept and noted it may be more beneficial to require the meetings be video recorded so a review may be conducted by the various parties at a later date (if necessary).

VII. Old Business

None

VIII. Committee Member Comments

Chairman Varian reported the Draft Community Housing Plan will be presented to the Affordable Housing Advisory Committee on 8/7/17 at 8:30am. The meeting will be held on the 5th floor of the County main Administration Building and the proposed plan will be reviewed by the DSAC at a future meeting.

IX. Adjourn

Next Meeting Dates

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

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

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 5:18PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 9/6/17, as presented , or as amended _____.