

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, September 6, 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 (Excused)  
Ron Waldrop (Excused)  
Laura Spurgeon DeJohn  
Jeremy Sterk (Excused)

ALSO PRESENT: Jamie French, Deputy Department Head  
Judy Puig, Operations Analyst, Staff Liaison  
Mike Ossorio, Director, Code Enforcement Division  
Lorraine Lantz, Principal Planner, Transportation Planning  
Matt McLean, Director, Development Review  
Rich Long, Director, Plans Review and Inspections  
Mike Bosi, Zoning Division Director  
Cormac Giblin, Manager, Housing and Grant Development  
Kim Grant, Director, Community & Human Services Administration

**I. Call to Order - Chairman**

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

**II. Approval of Agenda**

*Mr. Valle moved to approve the Agenda subject to hearing a Staff update on Hurricane Irma at the beginning of Item V.A. Second by Mr. Schiffer. Carried unanimously 8 - 0.*

**III. Approval of Minutes from August 2, 2017 Meeting**

*Mr. Chrzanowski moved to approve the minutes of the August 2, 2017 meeting as presented. Second by Mr. Foley. Carried unanimously 8 - 0.*

**IV. Public Speakers**

None

**V. Staff Announcements/Updates**

**Hurricane Irma Update – Jamie French/Mike Ossorio**

**Mr. French and Mr. Ossorio** reported on the County's preparation for Hurricane Irma noting:

- If necessary, post storm damage assessment will be conducted via windshield inspections on the ground, or aerial reconnaissance.
- The County will institute a program to issue paper permits on the spot for those in need of immediate relief.
- A new email address has been created (permitpostirma.colliergov.net) to address the event.
- Reinstating operations of critical core facilities will be the first priority for the County.
- Exemptions will be granted for the permits required to remove downed trees.
- Contractors such as those engaged in tree removal or roofing will be placed on the fast track for licensing – especially if the area is subject to catastrophic damage given many contractors will be traveling from out of state to address the disaster.
- The fast track permits will be granted for a 90 day period.
- The goal will be to displace as few individuals as possible with uninhabitable structures being declared only if absolutely necessary and the building has been deemed structurally unsafe for occupancy.

**A. Code Enforcement Division update – [Mike Ossorio]**

**Mr. Ossorio** provided the report “Code Enforcement Division Monthly Report July 22, – August 21, 2017 Highlights” for information purposes. He noted Staff has been working on pre storm inspections to ensure construction sites do not have loose debris. The Division continues to participate in outreach programs with civic organizations, chamber of commerce, etc.

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

None

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

**Ms. Lantz** reported the Division is working on 3 innovative intersection improvement options for the Pine Ridge Road/Livingston, Pine Ridge Road/Whippoorwill Lane and the Pine Ridge Road/I75 intersections including construction of overpasses, jug handles, etc. The Division anticipates the BCC will provide direction on the concepts in the spring of 2018.

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

None

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

None

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

Mr. Long submitted the “*Collier County August 2017 Monthly Statistics*” which outlined the building plan and land development review activities.

**G. Development Review Division update [Matt McLean]**

Mr. McLean reported:

- The use of the electronic plan submittal format is at 60 percent and Staff is reviewing measures available to increase the usage to 100 percent.
- Site Development Plan applications are on the increase for commercial and residential developments.
- Staff has developed a format for email notification for 800 series inspection.

**VI. New Business**

**A. Landscape update [Jeremy Frantz/Mike Bosi]**

Mr. Bosi noted:

- Staff is reviewing the requirements for replacing commercial landscaping given the current requirements is for the work to be completed to code minimum standards.
- Staff is reviewing requirements in other jurisdictions to determine the practices available to address the issues.
- Public concern is the landowner is allowed to remove mature landscaping and replace it with the minimum standard negatively affecting the character of the areas.
- Landowner concern is the mature landscaping blocks the public's view into the commercial plazas and causes damage to onsite infrastructure or utilities.
- The intent is to provide the BCC with a series of options to address the concerns.

*The Committee noted it may be beneficial for the options to include incentives for the landowner to retain the mature landscaping.*

**B. Revised PUD document template [Mike Bosi]**

Mr. Bosi provided the documents “*Exhibit A – List of Permitted Uses, Exhibit B – List of Development Standards, Exhibit C – Master Plan, Exhibit D – Legal Description, Exhibit F – List of Deviations, Exhibit G – List of Development Commitments*” for information purposes. He noted Staff is reviewing the standards for the model PUD documents to re-format them for consistency. Staff is seeking input from the various stakeholders as part of the activity.

**C. “Draft” of the Community Housing Plan [Cormac Giblin]**

Mr. Giblin presented the “*Draft - #2, Collier County Community Housing Plan – September 26, 2017*” and for information purposes. He provided an overview of the plan and the Committee held a roundtable discussion on the housing issue.

**VII. Old Business**

None

**VIII. Committee Member Comments**

None

**IX. Adjourn**

**Next Meeting Dates**

**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 5:00PM.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 11/1/17, as presented , or as amended \_\_\_\_\_.