

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, November 1, 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 (Excused)

James E. Boughton (Excused)

Clay Brooker

Brad Schiffer

Chris Mitchell

Robert Mulhere

Mario Valle

Stan Chrzanowski

Norman Gentry

Marco Espinar

Ron Waldrop

Laura Spurgeon DeJohn

Jeremy Sterk (Excused)

ALSO PRESENT: Jamie French, Deputy Department Head
Judy Puig, Operations Analyst, Staff Liaison
Trinity Scott, Manager, Transportation Planning
Eric Fey, Sr. Project Manager, Public Utilities
Jeremy Frantz, Senior Planner
Mike Ossorio, Director, Code Enforcement Division
Jon Walsh, Chief Building Inspector
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Rich Long, Director, Plans Review and Inspections
Ken Kovensky, Director, Operations and Regulatory Management
Mike Bosi, Zoning Division Director
Camden Smith, Operations Analyst

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.

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. Second by Mr. Mulhere. Carried unanimously 10 - 0.

III. Approval of Minutes from September 6, 2017 Meeting

Mr. Foley moved to approve the minutes of the September 6, 2017 meeting as presented. Second by Mr. Valle. Carried unanimously 10 - 0.

IV. Public Speakers

None

Mr. Waldrop arrived at 3:03pm

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Ossorio provided the report “Code Enforcement Division Monthly Report August 22, – September 21, 2017 Highlights” for information purposes. He noted Staff:

- Participated in “shelter duty” during Hurricane Irma and post storm, they delivered food and water to those in need
- Is coordinating with the Building Division on permit issues in relation to the storm event.
- Is working on lot clearing and commercial landscaping requirements for replacement due to storm damage.
- Is providing input on changes to the County’s fertilizer ordinance.
- Participated in “National Night Out,” a public outreach endeavor where they provided pamphlets and other literature to interested parties.

Under Committee discussion it was noted the County may want to review:

- *The list of approved canopy trees to determine if any changes should be made based on the damage caused by recent storm events.*
- *The policy on trees planted adjacent to roadways, including if those that block roadways as a result of storm damage should be removed instead of “stood back up” in an effort to minimize the potential for impassable roadways following a storm event.*

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

Mr. Fey reported:

- The County continues their hurricane debris removal program with 269 trucks currently in service.
- The County has 857 pump stations and 90 percent of them were knocked off line during the storm due to power outages.
- The County currently has 44 portable generators and rented 141 generators to aid in alleviating the issue and preventing sewer backups during the recovery.
- The County will be conducting a review of the measures necessary to ensure vital pump stations are equipped, or have access to emergency power during storm events.

The Committee noted it would be beneficial for the County to prioritize which pump stations are equipped with emergency power backup given some of the emergency shelters bathroom facilities were immediately knocked off line during the storm.

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

Mr. Ahmad reported, in response to inquiry of removing downed trees from storm that blocked roadways, it is more cost effective to stand trees up rather than remove them and roadways were quickly re-opened after storm. They are aware of the issue raised by the Committee and will be reviewing the policy.

He provided an update on the following projects:

- Golden Gate Blvd. – East of Wilson to 18th – completed, working on punch list items.
- Golden Gate Blvd. – 18th to Everglades Blvd. – Design/Build services contract being put out to bid.
- Immokalee Rd./Collier Blvd. Intersection – substantially complete.
- Chokoloskee bridge – major damage during the hurricane event due to floodwaters, re-opened within 4 days after event, \$1/2M of damage, contracted extended.
- Vanderbilt Dr. bridges – south completed, north under construction.
- White Blvd. Bridge – Behind schedule, contractor issues.

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

Ms. Hingson noted:

- Two fire stations damaged during the storm (Port of the Island and Everglade City) and two fire fighters lost their homes,
- 144 plan reviews were conducted in September. 33 site plans reviews in October.
- A Fire Resistance Rated Wall Assemblies and Openings and Fire Stopping class provided by the CCFAM and LCFMIA will be held on December 8, 2017.

Ms. Spurgeon DeJohn arrived at 3:25pm

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

Mr. Fey reported:

- 462 site building plan reviews were conducted in September with a 9 day turnaround average and 39 site development plan were reviewed with 5 day turnaround average.
- Community volunteers provided equipment to aid in clearing roadways for emergency responses for 2 days following the storm event.
- Issuance of permits required for businesses seeking to re-open after experiencing storm damage are a priority for Staff.

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

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

- 4,473 permit applications were submitted in October.
- Electronic plan submittal is at 40 percent rate of applications for building plan review.
- The County is adding job bankers to address staffing needs as necessary.

Building Fee Requirements for Emergency Events

Mr. French reported:

- An item was heard by the Board of County Commissioners whereby permit fee refunds were requested certain parties rebuilding homes after the wildfire event.
- The BCC denied the request however Staff is reviewing fee requirements during declared emergency events for any changes that should be implemented.
- Staff is looking for DSAC to form a Subcommittee to assist in the endeavor.

The Committee reported Mr. Varian, Mr. Mulhere, Mr. Valle, Mr. Gentry, Mr. Schiffer and Mr. Dunnivant will serve on the Subcommittee.

Mr. French provided the following updates:

- The Growth Management building on Horseshoe Drive sustained storm damage and the roof and AC units to be replaced.
- Structures located in the flood hazard area with damage in excess of 50 percent of value will be required to be elevated to 1 foot above BFE before any reconstruction is undertaken. The requirement includes concrete structures.

The Committee noted Staff should investigate the feasibility of updating the County LIDAR map.

Mr. Mulhere left the meeting at 3:55pm

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- Right of Way permits will now be issued by the Development Review Staff during the application process.
- Text messaging for notifications of 800 series inspections for single family homes is now available.

The Committee recommended the applicant/contractor/consultants, etc. be notified about the change in the process for issuance of right of way permits at the pre application conference.

Mr. Valle left the meeting at 4:00pm

VI. New Business

A. NIM Discussion [Mike Bosi]

Mr. Bosi provided an update on the requirements for documenting Neighborhood Information Meetings noting:

- The Collier County Planning Commission (CCPC) requested Staff to review the procedures for the public meetings which now include the applicant coordinating the meeting. Staff also attends the meeting to witness the proceedings.
- The CCPC recommended a verbatim transcript of the proceeding be prepared to document all public comments and/or commitments agreed to by the applicant.
- Staff is reviewing the process and will be making recommendations on items such as what the County's role should be in the process, if audio/video should be required, who is responsible to coordinate the meetings, the written record required, etc. and will be coordinating with the DSAC on the activity.

B. Zoning web page re-organization [Mike Bosi/Camden Smith]

Ms. Smith provided the document "Collier County Zoning Division Website" for information purposes and provided an overview of the proposed revamped web site for the Zoning Division. The goal is to ensure it is as user friendly as possible.

The Committee recommended the following design considerations:

1. *Develop the site based on the most frequently accessed content as opposed to the organizational structure of the Division.*
2. *Identify any acronyms used on the site.*
3. *Ensure "related links" are easy to identify and navigate (i.e. FEMA).*
4. *Provide an employee master contact list on the site.*

C. LDC Amendments Update [Jeremy Frantz]

- The new cycle will consist of 12 – 13 proposed amendments and are slated to be heard by the BCC in early 2018.
- The DSAC Land Development Review Subcommittee will be convened to review the proposed amendments and provide comments and/or recommendations to the full Committee as necessary.
- The proposed amendment to Section 3.05.07 (Preservation Standards) is scheduled to be heard by the BCC in December and he provided a copy of the proposed changes for information purposes. The DSAC's recommendation is included in the information going forward to the BCC.

Committee discussion occurred on the proposed amendment to Section 3.05.07 noting:

- They previously provided a recommendation on the proposed amendment to the BCC for their consideration.
- Concern was expressed the changes proposed by the CCPC and Conservation Collier discourage (or eliminate) the potential for parties to donate land or provide monetary payment in lieu of a donation to the County.
- It may be beneficial to provide a further statement to the BCC on the Committee's concerns.

The Committee requested Staff to place the item on next meeting Agenda to review the proposed amendment to determine if any further comment should be provided to the BCC.

D. Chapter 1 Amendments for the new 6th Edition [Jon Walsh]

Mr. Walsh reported:

- The amended Florida Building Code is scheduled to take affect 12/31/17.
- Staff will be reviewing the County Ordinance and proposing any changes as necessary in order to conform to the new code.
- Items to be addressed include Temporary Certificates of Occupancy, phased permitting, expired permits, hurricane preparation, etc.

The Committee noted:

1. ***The City of Naples has requirements for hurricane preparation and it may be beneficial to review those standards for information purposes.***
2. ***Staff should review the County's Administrative Code to determine if any changes are required such as references to the code, etc.***

VII. Old Business

None

VIII. Committee Member Comments

Chairman Varian reported Clay Brooker, Stan Chrzanowski, Jim Boughton and Chris Mitchell's terms on the Committee are expiring and if they are interested in continuing to serve, they should file the necessary applications with Staff.

IX. Adjourn

Next Meeting Dates

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

January 3, 2018 GMD Conference Room 610 – 3:00 pm

February 7, 2018 GMD conference Room 610 – 3:00 pm

March 7, 2018 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 4:45PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 12/6/17, as presented , or as amended _____.