

March 7, 2018

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

Naples, Florida, March 7, 2018

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)

Norman Gentry

Marco Espinar

Ron Waldrop (Excused)

Laura Spurgeon DeJohn

Jeremy Sterk (Excused)

Jeff Curl

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Jeremy Frantz, Senior Planner
Mike Ossorio, Director, Code Enforcement Division
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Danette Kinaszczuk, Pollution Control Manager

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. Welcome New Committee Member Jeff Curl

Mr. Curl was welcomed as a new Member of the Committee.

III. Approval of Agenda

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

IV. Approval of Minutes from February 7, 2018 Meeting

Mr. Mulhere moved to approve the minutes of the February 7, 2018 meeting as presented. Second by Mr. Foley. Carried unanimously 9 - 0.

V. Public Speakers

None

Ms. Spurgeon-DeJohn arrived at 3:04pm

Mr. Dunnivant arrived at 3:06pm

VI. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Ossorio provided the report “Code Enforcement Division Monthly Report January 22, – February 21, 2018 Highlights” for information purposes. Staff continues there community sweeps and participated in Immokalee Community Redevelopment Area meetings and will be enforcing regulations pertaining to mobile homes in the area.

Mr. Gentry arrived at 3:13pm

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

Mr. Fey provided a chart detailing Response Times for Letters of Availability and FDEP Permits. He noted:

- The charts will be provided to the DSAC on a monthly basis for information purposes.
- Staff is working on updating the Utility Standards Manual.
- Staff will be revamping the process for requirements of pre-application meetings as in an effort to eliminate lacks of communications further along in the permit process for items such as available capacities, points of service, looping requirements, etc.

Under Committee discussions, the following was noted:

- The pre-app requirement does not apply to land use permits.
- Should the availability letters be eliminated as a requirement in the Utility Standards Manual and be addressed at the pre-application meeting? - Mr. Fey noted he could review the request to eliminate the requirement would require a change in the Ordinance which requires a Staff review, development of amended language and approval by the Board of County Commissioners (BCC).

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

Mr. Ahmad reported:

- Vanderbilt Dr. Bridge – Sidewalk open, bridge open by Friday. Ribbon cutting 10am – March 15th.
- White Blvd. Bridge – 32 percent complete, estimated completion June/July 2018.
- Golden Gate Blvd.- Wilson to 18th – project complete.
- Golden Gate Blvd. – 18th to Everglades Blvd. – Design build project, Selection committee ranked firms, BCC review 3/27, contract anticipated for May/June, permits and construction.
- Vanderbilt Beach Road Ext. Collier Blvd east to 16th – Notice to Proceed issued to Jacobs Engineering, 2 ½ year for design/construction.

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. Kovensky submitted the “*Collier County February 2018 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- Permit applications at unprecedented level (5,906 February 2018 compared to 3,200 in February 2017).
- Staff estimates 30 percent of the volume is Hurricane Irma related.
- Staff is trying to maintain response times and there are several openings for Planning Technicians.
- Staff is also being cross trained on different services and working overtime in attempt to alleviate the back log in applications.
- The Human Resources Division has been contacted on the feasibility of outsourcing some work.
- He will be presenting a “Staffing Plan” at an upcoming meeting and Staff is working on the FY19 budget.

The Committee noted investigation may want to be undertaken to determine the feasibility of linking the payment by credit card with the CityView portal.

G. Development Review Division update [Matt McLean]

Mr. McLean reported:

- Staff is working overtime given the high volume of applications being processed through the County.
- Two additional inspectors have been engaged to address the high demand for inspections.
- One concern is the County does not want to increase staffing levels just to address a temporary bubble due to Hurricane Irma repairs.
- Staff will be scheduling workshops for “acceptance process” training which will be tested on a couple of clients initially before being offered to other parties.

The Committee requested Mr. McLean notify the Fire Review Staff to ensure they attend pre application meetings as necessary to provide input “up front” on any of their requirements.

VII. New Business

A. LDC Amendments update [Jeremy Frantz]

Mr. Frantz reported:

- The current cycle of Land Development Code Amendments is ongoing and the proposed revisions have been reviewed by the Collier County Planning Commission (CCPC) and continue to be heard by the Board of County Commissioners.
- The requirement for the Board of County Commissioners to approve Insubstantial Changes to a Site Development Plan previously has been negated based on information received from the Clerk of Courts office.
- The off-site preserve amendment will be reviewed by the BCC in April who will provide input based on incorporating the CCPC applicability for off-site preserves and the Conservation Collier Land Acquisition Advisory Committee’s recommendation on off-site donations and the land management endowment.

B. Review proposed Pollution Control ordinance [Danette Kinaszczuk]

Ms. Kinaszczuk provided the Executive Summary “*Recommendation to advertise a public hearing to consider the adoption of a new ordinance to be called the Pollution Control and Prevention Ordinance, consolidating, repealing and replacing Ordinance No. 87-79, regarding the Transportation and Disposal of Sludge and repealing Resolution No. 88-311 regarding fees for sludge transportation and disposal permits. This proposed ordinance will be in addition to Ordinance No. 89-20, the existing Collier County Water Pollution Control Ordinance*” for consideration. She noted the County is updating the 30-year old Ordinance to address impaired waters, drinking water protection and to incorporate enforcement mechanisms into the policies.

The following was noted during Committee discussions:

- The fiscal impacts listed in the Executive Summary address public costs and consideration should be given to identifying the costs to private individuals or sectors of business.
- The current millage rate dedicated to the program is 0.25 and the Division has an operating budget of \$3M annually which is utilized for water testing and monitoring, investigations, public outreach, etc. There are additional funds held in reserve accounts.
- Article V, Section 1.C – The Ordinance requires a maintenance agreement for private sewage collection and transmission systems which should be clarified whether or not individual private septic systems are subject to the requirements.
- Article V, Section 1.B - Staff should review any applicable sections to determine the enforcement intended in the policies, i.e. private lift stations are to be locked and fenced and numerous facilities throughout the County are not fenced in.
- Section III.3.4 – Consideration may want to be given to adding requirements for gray water discharges.
- Article VI. – Consideration should be given to developing standards and compliance criteria for the water quality evaluation and monitoring activities.
- Concern the Ordinance as proposed may not be equitable if it penalizes parties previously complying with rules at the time of development and forcing them to make costly improvements to address a policy.
- Staff should review the County’s Fertilizer Ordinance to ensure there are no conflicts between the two Ordinances.

Ms. Kinaszczuk reported she would review the comments and return with any changes as necessary at the next DSAC meeting so the Committee may provide a recommendation on the proposed Ordinance (should they so desire).

The Committee requested Staff submit the revised Ordinance to Mr. Blair, Mr. Mitchell or any other interested Member prior to the meeting so they may review the document and prepare comments in advance of the meeting.

VIII. **Old Business**

None

IX. **Committee Member Comments**

Mr. Schiffer recommended the Committee initiate review of the Landscape requirements in the County given the recent activity at Pelican Bay Marketplace where the owner was allowed to remove numerous mature oak trees and replace them with vegetation approved under current landscape standards.

Mr. Curl reported he was the Landscape Architect on the project and the removal of the trees was due to security, safety and liability concerns (i.e. improper parking lot lighting due the size of the trees, etc.). He acknowledged the policies need to reviewed as some vegetation approved may have unintended consequences as trees mature they may drop large quantities of leaves and clog storm water drains, etc.

X. **Adjourn**

Next Meeting Dates

April 4, 2018 GMD conference Room 610 – 3:00 pm

May 2, 2018 GMD conference Room 610 – 3:00 pm

June 6, 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 4:40 PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 4/4/18, as presented y, or as amended _____.