

April 4, 2018

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

Naples, Florida, April 4, 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 (Excused)

David Dunnivant

James E. Boughton

Clay Brooker

Brad Schiffer

Chris Mitchell

Robert Mulhere

Mario Valle

Norman Gentry

Marco Espinar (Excused)

Ron Waldrop

Laura Spurgeon DeJohn

Jeremy Sterk

Jeff Curl

ALSO PRESENT: Jamie French, Deputy Department Head
Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Mike Ossorio, Director, Code Enforcement Division
Matt McLean, Director, Development Review
Rich Long, Director, Plans Review and Inspections
Ken Kovensky, Director, Operations and Regulatory Management
Scott Stone, Assistant County Attorney
Lorraine Lantz, Transportation Planning

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. Curl moved to approve the Agenda. Second by Mr. Valle. Carried unanimously 11 - 0.

III. Approval of Minutes from March 7, 2018 Meeting

Mr. Schiffer moved to approve the minutes of the March 7, 2018 meeting as presented. Second by Mr. Mulhere. Carried unanimously 11 - 0.

IV. Public Speakers

None

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Ossorio provided the report “Code Enforcement Division Monthly Report February 22, – March 21, 2018 Highlights” for information purposes. He noted community cleanup activities occur in Goodland, Bayshore and Immokalee as well as increased community outreach on the functions of the Code Enforcement Division.

Ms. Spurgeon-DeJohn arrived at 3:04pm.

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

Mr. Fey submitted the monthly report on response time for Letters of Availability, Utility Deviations and FDEP Permits for information purposes. He noted:

- The Division’s issuance of Letters of Availability response time averages 74 days, but the timeline does not affect the permit process.
- The goal is to reduce the response time to 5 to 10 business days.
- The BCC will be reviewing changes to the requirements for pump stations in the County at their April 24, 2018 meeting including requiring private facilities be turned over to the County. The requirement will not include grinder pump facilities.
- The Utility Standards manual is being updated and he submitted a “Table of Revisions” for information purposes.

Mr. Gentry arrived at 3:10pm

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

Ms. Lantz reported:

- The Board of County Commissioners approved the design concept for the continuous flow intersection for the Livingston Road/Pine Ridge Road intersection and directed Staff to coordinate with the Florida Department of Transportation on the proposed improvements at the Pine Ridge Road/Whippoorwill intersection and I75/Pine Ridge Road interchange.

- A corridor study is underway for Randall Blvd. and Oil Well Road with a public meeting scheduled for May 24th.
- The study for the Randal Blvd./Immokalee Road intersection has been reinitiated.
- A \$13M TIGER Grant was awarded for the Immokalee Complete Streets project for drainage, sidewalk, lighting and a CAT transfer station.

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

Ms. Hingson reported:

- Turnaround times are as follows: Building Plan review – 4 days; Site Plan reviews – 3 days; Inspections – 2-3 days.
- The Fire Alarm Committee is convening to review any changes required due to changes in the Florida Building Code.

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

Mr. Fey reported turnaround times are as follows: Building Plan review – 6 days; Site Plan reviews – 6 days; Inspections – 1 to 2 days.

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

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

- The volume of permit and related activities continues to increase to near record highs with electronic permitting at 40% of submittals.
- Inspections reached 21,000 +/- in March of 2018.
- The use of credit cards for transactions continues to increase and staff is looking at any changes required to improve service in this area.
- The County is looking to fill vacant planning technician positions with current staff working overtime and being cross trained to address the increased demand for service.

The Committee recommended Staff review the layout of the counter service in the main lobby as pedestrian traffic bottlenecks at the entrance to the building.

G. Development Review Division update [Matt McLean]

Mr. McLean reported activity remains at a high level with 12 subdivision applications being submitted in March accounting for 1,100 new lots.

Staffing Report

Mr. French provided the report “*Growth Management FY2018 Expanded Requests*” for information purposes. He provided an overview of the statistical data in the report and noted:

- The report outlines the building permit activity in the Division to support a request for 12 additional Staff Members to accommodate the growing demand for services.
- The positions include 5 inspectors, 2 building plan reviewers, 1 building plan technician, 1 site plan reviewer, 1 development review technician and 2 Operations & Regulatory Planning technicians.
- In addition to the increase in demand for services other Staffing issues include:
 - The potential for personnel attrition in the Division given many of the employees are reaching retirement age and there is currently a limited skilled labor force in the region capable of fulfilling these vacancies.

- The Division proposal to assume the permitting and enforcement for Everglades City where a satellite office would continue to be staffed.
- Addressing the large numbers of expired building applications/permits in the CityView and CDPlus systems.
- To help acquire employees the Division is:
 - Expanding the search are for employees to the northern areas of the country for people possibly interested in a second career and wishing to retire in Florida.
 - Investigation Florida Gulf Coast and Hodges University's potential to re-instate a construction management program.
 - Reviewing the feasibility of developing a partnership with the area building industry.
 - Engaging an efficiency study for operations within the Division.

Mr. Mulhere left at 3:45pm but stated he supported the request by Staff.

- Another concern in the potential for negative impacts of the service on the County's ISO's Code Effectiveness Classification given the increasing number of building inspections being conducted per day.
- The Division does utilize a software platform which helps develop an inspector's most efficient daily route in an effort to save travel time on roadways.
- The last Staffing increases occurred two years ago and he requested the Committee provide a recommendation on the proposal as the item will be brought forth to the Board of County Commissioners for consideration.

Mr. Waldrop moved to support Staff's proposal to increase the Staffing as proposed in the "Growth Management FY2018 Expanded Requests" report. Second by Mr. Gentry. Carried unanimously 12 – 0.

VI. New Business

A. Review of DSAC Committee Responsibilities [Bill Varian/Scott Stone]

Mr. Stone provided an information packet including Resolution 2006-83 which outlines the requirements for appointments to the Committees, the standards for creating Advisory Boards, information on Collier County Ethics and the Sections of Ordinance 93-76 and 95-60 pertaining to the Development Services Advisory Committee.

The following was noted during Committee discussions on the Ordinance:

- The Committee can not propose amendments to the Land Development Code however can request the BCC to direct Staff to prepare an amendment, and provide input and recommendations on proposed amendments.
- It may be beneficial to update the Ordinance as
 - The term limit requirement restrict a member's service to two consecutive terms (Section 2-1033) which does not align with the operation of the Committee.
 - There is a requirement for a review every 4 years (Section 2-1039) which is not currently undertaken.
 - The need to address other related items such as the requirements for being seated on a defined number of County Advisory Boards.

VII. Old Business

None

VIII. Committee Member Comments

None

IX. Adjourn

Next Meeting Dates

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

June 6, 2018 GMD conference Room 610 – 3:00 pm

July 4, 2018 Cancel “Holiday” – Need to discuss

August 1, 2018 GMD conference Room 610 – 3:00 pm

September 5, 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 4:40PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 5/2/18, as presented ✓, or as amended _____.