

June 6, 2018

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, June 6, 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 Dunnivant
James E. Boughton
Clay Brooker (Excused)
Chris Mitchell
Robert Mulhere
Mario Valle (Excused)
Norman Gentry (Excused)
Marco Espinar
Ron Waldrop
Laura Spurgeon DeJohn
Jeremy Sterk
Jeff Curl
(Vacancy)

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Lorraine Lantz, Transportation Planning
Eric Fey, Sr. Project Manager, Public Utilities
Tom Chmelik, Collier County Utilities, Dir. of Engineering & Proj. Man
Jeremy Frantz, Senior Planner
Jeff Letourneau, Code Enforcement Division
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Dan Summers, Director, Emergency Management Services

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 subject to continuing Item IV as Mr. Brooker is not present. Second by Mr. Foley. Carried unanimously 10 - 0.

III. Approval of Minutes from May 2, 2018 Meeting

Mr. Boughton moved to approve the minutes of the May 2, 2018 meeting as presented. Second by Mr. Curl. Carried unanimously 10 - 0.

IV. Approval of DSAC/LDR minutes from April 18, 2018 - (Only committee members Clay Brooker, Robert Mulhere, Blair Foley are to vote on this)

Continued

V. Public Speakers

None

VI. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Letourneau provided the report “Code Enforcement Division Monthly Report April 22, – May 21, 2018 Highlights” for information purposes. He noted:

- Staff met with representatives of the Collier County Sheriff’s Office to further coordinate efforts between the organizations.
- Four new investigative officers have been hired by the Division.
- Enforcement efforts continue for the Bayshore and Immokalee areas of the County.

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 Utilities Discussion Group will be convening to work on the next set of proposed amendments to the standards.

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

Ms. Lantz reported a public information meeting was held on May 24, for the Randall Blvd./Oil Well Road Corridor Study where public comment and input was obtained. There will be a 3rd meeting in the Fall with the study scheduled to be reviewed by the BCC in December of 2018.

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 – 1 day; Inspections – 1 – 2 days.

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

Todd Riggall reported turnaround times are as follows: Building Plan review – 9 days; Site Plan reviews – 5 days; Inspections – 1 day.

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

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

- Activity maintains at a high level with over 6,000 permits issued in May and 22, 000 inspections completed.
- The BCC approved the additional Staff positions requested by Department.
- Adjustments have been made in the Staffing assignments including a 3rd permit intake supervisor assigned to the electronic format.
- The Division is catching up on the backlog of applications with 28 percent estimated to be Irma related.
- The electronic permitting platform at a 42 percent application rate has been a challenge due to the large document files required to be downloaded and opened.

The Committee requested Staff to:

1. *Check on the feasibility of establishing an email notification system for permit approvals.*
2. *Ensuring the Staff email contact list is readily available online.*

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- Activity levels remain high for in the Division with 372 lots recorded in May.
- The electronic platform now responsible for 65 percent of the applications.
- Any individual with comments on the new Utility and Site Acceptance Process requirements should contact Staff.
- Changes in the Land Development Code require an 814 Erosion/Silt inspections before a Notice to Proceed is issued for single family lot development.

Mr. Mulhere arrived at 3:30pm

VII. New Business

A. Amendment to the Collier County Water-Sewer District Utilities Standards Manual [Eric Fey]
Minutes approval

Mr. Mitchell moved to approve the minutes of the Subcommittee meeting. Second by Mr. Dunnavant. Carried unanimously.

Mr. Fey and Mr. Chmelik presented the following documents:

- “*Collier County Water-Sewer District Utilities Standards Manual Update*”
- “*Table of Revisions*”
- “*Technical Specifications*”
- “*Collier County Water-Sewer District Utilities Department Critical Infrastructure Resiliency Enhancements*”
- “*Collier County Water-Sewer District Utilities Standards Manual Update - Changes from 5/21/2018 to 5/30/2018*”

They noted the revised Utilities Standards Manual is a culmination of 3 years work and is a product of input from Staff, Consultants and the Subcommittee.

Committee discussion ensued with Subcommittee Members voicing concern on the process for developing the proposed changes to the Manual. The format for the process does not promote adequate input from the public and the Subcommittee has no voting power for any proposed recommended changes. Additional comments noted:

- As an example, following the May 21, 2018 Subcommittee meeting, Staff disseminated the final draft with changes made outside the meeting 24 – 48 hours before the DSAC meeting. A 60 day comment period should be implemented.
- The process does not allow ample time for interested parties or Subcommittee to review the new changes (i.e. “*Collier County Water-Sewer District Utilities Standards Manual Update - Changes from 5/21/2018 to 5/30/2018*”) and provide comments.
- Another issue brought to light by some consultants is Staff may be enforcing the proposed requirements before they have been implemented and the standards should not become effective for 30 – 60 days after adoption.
- The System Resiliency Enhancements Section of the “*Collier County Water-Sewer District Utilities Department Critical Infrastructure Resiliency Enhancements*” contain many features that impact landscaping and may need to be reviewed by those in the industry.

Mr. Chmelik and Mr. Fey noted:

- There were monthly discussion groups scheduled (convened approximately 50 percent of the time) which sought input on the changes and were open to the public.
- One option is to return the documents to the Subcommittee for further review and allow a 60 day comment period as requested.
- They are not aware of Staff implementing any standards before they have been adopted.
- Many of the items identified in the landscaping portions of the “*Collier County Water-Sewer District Utilities Department Critical Infrastructure Resiliency Enhancements*” are clarifications of existing requirements.

The Committee noted it may be feasible to recommend the standards be adopted subject to a further review of certain areas of the “*Collier County Water-Sewer District Utilities Department Critical Infrastructure Resiliency Enhancements*” and “*Collier County Water-Sewer District Utilities Standards Manual Update - Changes from 5/21/2018 to 5/30/2018*”) and allow Staff to move forward with their endeavor.

Mr. Mitchell moved to recommend the Board of County Commissioners incorporate “*Collier County Water-Sewer District Utilities Department Critical Infrastructure Resiliency Enhancements*” into the proposed *Collier County Water-Sewer District Utilities Standards Manual Update* subject to the following:

1. Incorporating Items 1 - 5 listed as “*Applicable to existing wastewater pump (lift) stations.*”
2. Incorporating Items 1 – 4 listed as “*Applicable to new wastewater pump (lift) stations.*”
3. Postpone incorporating items 1 – 6 listed as “*System Resiliency Enhancements*” until further discussion occurs on the items.

Second by Mr. Dunnivant. Carried unanimously 11 – 0.

Mr. Dunnivant moved to recommend the Board of County Commissioners adopt the proposed *Collier County Water-Sewer District Utilities Standards Manual Update* including the items listed in the above action and incorporate the requirements listed in the document “*Collier County*

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Water-Sewer District Utilities Standards Manual Update - Changes from 5/21/2018 to 5/30/2018” subject to the following:

- 1. The text colored red and orange listed in the 5/21/2018 – 5/30/2018 document not be incorporated into the Utilities Manual and subject to further discussion.*
- 2. The proposed Utilities Manual be implemented 60 days after adoption.*
- 3. Staff allow a 60 day comment period for any proposed future modifications to the Utilities Manual.*

Second by Mr. Foley. Carried unanimously 11 – 0.

VIII. Old Business

A. Follow-up on LDC Amendments [Jeremy Frantz]

5.05.05: Permanent emergency generators and transfer switches for gas stations

LDC SECTIONS: 5.05.05 Facilities with Fuel Pumps

SUMMARY: The Amendment clarifies the requirements to install a generator transfer switch at gas station facilities and introduces the requirement to install a permanent emergency generator.

Mr. Summers and Mr. Frantz presented the proposed amendment noting:

- There are no changes to the version reviewed at the May 2, 2018 DSAC meeting, however the map “*Southwest Florida Regional Planning Council Evacuation Routes*” is provided for information purposes based on questions from the previous meeting on the locations impacted by the proposed requirement.
- The Collier County Planning Commission recommended the proposed amendment be adopted.

Committee discussion occurred noting:

- The designations (State, Federal, etc.) of the various evacuation routes are not clear on the map.
- The names of some roads are not identified on the document and it is not clear which locations will be impacted by the proposed amendment.

They expressed similar concerns brought forth at the previous meeting that the requirements may be overreaching and create a financial burden on the existing smaller, privately owned establishments in the County who propose renovations to their facilities.

Mr. Dunnivant left at 4:35pm

Mr. Waldrop left at 4:40pm

Mr. Mulhere moved to recommend the Board of County Commissioners approve the proposed amendment subject it being applicable to establishments with more than 4 pumps and 8 filling stations.

The Committee noted the same motion failed at the previous meeting.

Mr. Mulhere withdrew the motion.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed amendment subject to the requirements applying to the following establishments:

- 1. Those new or existing having more than 4 pumps or 8 filling stations or;*
- 2. Those located within ½ mile of a State or Federal evacuation route.*

Motion failed 4 “yes” and 5 “no.” Ms. Spurgeon DeJohn, Mr. Boughton, Mr. Mitchell, Mr. Espinar and Mr. Sterk voted “no.”

Staff noted the Collier County Fire Chiefs Association recommended the proposed amendments heard at the previous meeting for permanent emergency generators for group housing and the one discussed today for permanent emergency generators and transfer switches for gas stations be adopted by the Board of County Commissioners.

IX. Committee Member Comments

None

X. Adjourn

Next Meeting Dates

July 4, 2018 GMD Conference Room 610 – 3:00 pm - Cancelled

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 5:05PM.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 8/1/18, as presented X, or as amended _____.