

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

Naples, Florida, August 1, 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 (Excused)
Clay Brooker
Chris Mitchell (Excused)
Robert Mulhere
Mario Valle
Norman Gentry (Excused)
Marco Espinar (Absent)
Ron Waldrop (Excused)
Laura Spurgeon DeJohn
Jeremy Sterk
Jeff Curl
(Vacancy)

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Eric Johnson, Principal Planner
Mike Ossorio, Director, Code Enforcement Division
Caroline Cilek, Manager, Plans Review and Inspections
Jon Walsh, Chief Building Inspector
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management

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 3:00 p.m.
- II. Approval of Agenda**
Mr. Curl moved to approve the Agenda. Second by Mr. Valle. Carried unanimously 8 - 0.
- III. Approval of Minutes from June 6, 2018 Meeting**
Mr. Curl moved to approve the minutes of the June 6, 2018 Meeting as presented. Second by Mr. Foley. Carried unanimously 8- 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)*
Mr. Foley moved to approve the minutes of the April 18, 2018 Meeting as presented. Second by Mr. Mulhere. Carried unanimously 3 - 0.
- V. Public Speakers**
None
- VI. Staff Announcements/Updates**
 - A. Code Enforcement Division update – [Mike Ossorio]**
Mr. Ossorio provided the report “Code Enforcement Division Monthly Report May 22, – June 21, 2018 Highlights and June 22 – July 21, 2018” for informational purposes. He noted:
 - Community cleanups continue including recent activities in North Naples and CRA’s.
 - The County continues to address issues on Union Road at the old Port of the Islands building, where 66 trespassers have been arrested over the past 1 ½ years. The site may be foreclosed on by the County and utilized as a Collier County Sheriff sub station.
 - 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:
 - New Utility Standards were adopted by the Board of County Commissioners in June and are effective August 25, 2018. He thanked the Committee for their efforts in the endeavor.
 - Staff continues to work on improving response times to letters of availability and deviation requests with the goal being a 5-day turn around for availability letters and a 10-day response to deviation requests.
 - The next Utility Discussion Group will be held on August 14th and he disseminated the list of topics to be reviewed. A list of discussion items (as they become available) will be

Mr. Dunnivant arrived at 3:10 p.m.

- Staff appeared before the Tourist Development Council outlining the County’s prohibition of residential rentals for a period of 6-months or less in most residential zoning districts.
- Three new code investigators were hired by the County.
- Political advertising signs are not permitted in the right-of-way and will be removed by the County if found in violation.

provided to the Committee on a regular basis so they are apprised of ongoing activities in the Division.

- The time-frame for Utility standards manual update is currently 1 – 2 times annually and any proposed changes will be submitted to the DSAC for comment.
- The BCC will be discussing the expansion of the Utility’s service district in the northeast area of the County on September 11, 2018.

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

Mr. Ahmad reported:

- White Blvd. Bridge – Completion anticipated by early September; 2 lanes remain open for current traffic.
- Golden Gate Blvd. – BCC approved a design/build contract with Stantec for the work from 18th – 20th east to Everglades Blvd.; the work is similar to that of the west section. The Notice to Proceed was issued on July 19, 2018 with a 686-day completion time (6/4/2020).
- Vanderbilt Road Ext. – A Public Information Meeting was held on June 26 with the alignment changed based on input from the public including a frontage road proposed and moving the canal. The 3 south lanes will be constructed initially with the 3 north lanes to follow in the future.
- Chockoloskee Bridge – on track for completion prior to August 20, and project savings of \$1/2M were obtained via a contractor recommendation on pilings.

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

Ms. Beddow reported turnaround times are as follows: Building Plan review – 5 days; Site Plan review – 2 days. The following classes are scheduled:

- 8/28/18 - Fire Safety for New Battery Technologies and How they Relate to NFPA 1 and the IFC.
- 9/18/18 - Effective Communications and Fire Pumps.
- Fund raiser Lee/Collier County - Clay target shooting event in December.

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

Todd Riggall reported turnaround times are as follows: Building Plan review – 7 days; Inspections – 1 to 2 days.

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

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

- Permit activity has decreased slightly overall however new construction permits issued for 1 -2 family homes has increased.
- Approximately 23% of activity is Hurricane Irma related and 47% of applications are now submitted electronically.
- Staffing changes are underway to address the volume of permits in the “queue” with the Division back on schedule after a period of delays due to the volume of business.
- The Business Center received the County’s “*July Distinguished Team*” award from the Human Resources Department.
- The credit card payment option with CityView has been delayed as they have preferred partners and Staff is seeking an exception to use the County vendor for the activity.

Staff will review the requirements for revision drop-offs, given a checklist is required and the applicant waits in line to simply hand in the information to a customer service representative.

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- Staff is meeting the turnaround time of 15 days for site plan reviews.
- The Division is reviewing their processes with a consultant to determine if any changes are necessary, including those associated with Certificates of Occupancy.

VII. New Business

A. LDC Amendments update [Jeremy Frantz]

Eric Johnson submitted the Memorandum “*LDC Amendment Update*” dated July 26, 2018 which outlined recent activity by the Board of County Commissioners including the changes to hurricane resiliency for ALF’s and nursing homes; the proposed amendments for the gas stations and community clubhouses was continued indefinitely. The ordinance preservation standards were amended and became effective July 3, 2018.

The Committee appointed Jeff Curl to the LDR Subcommittee to fill the vacancy created by Brad Schiffer’s resignation from DSAC.

B. Discuss requirements for spot surveys, under construction elevation certificates and general FBC rules for enclosures below BFE [Jon Walsh & Caroline Cilek]

Mr. Walsh and Ms. Cilek reported:

- The County is now requiring an Elevation Certificate upon completion of the slab or first floor elevation.
- The change is to alleviate any problems with the elevations before the building is completed and a Certificate of Occupancy is requested.
- The requirement becomes effective September 4, 2018 and the Division’s “Building Block” regarding the activity will be amended to reflect the new requirements.

Mr. Foley left the meeting at 4:15 p.m.

Enclosures Below Base Flood Elevation

Mr. Walsh reported a previous determination that a building could have 299.9 square feet of enclosed area below the base flood elevation is no longer valid unless a permit was previously issued for the structure. Going forward these “habitable” areas will be subject to the requirements for floodplain development.

Flood Damage Prevention Ordinance

Ms. Cilek reported Staff is amending the County Ordinance and will be bringing forth any changes to the DSAC for their comment.

Re-Roof Final Inspections

Mr. Walsh reported in order to facilitate inspection schedules, re-roof final inspections will be scheduled for Saturdays until further notice.

VIII. Old Business

None

IX. Committee Member Comments

None

X. Adjourn

Next Meeting Dates

September 5, 2018 GMD conference Room 610 – 3:00 p.m.

October 3, 2018 GMD conference Room 610 – 3:00 p.m.

November 7, 2018 GMD conference Room 610 – 3:00 p.m.

December 5, 2018 GMD conference Room 610 – 3:00 p.m.

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:32 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 9/5/18, as presented X, or as amended _____.