

October 3, 2018

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, October 3, 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 (Excused)  
Vice Chairman: Blair Foley  
David Dunnavant  
James E. Boughton (Excused)  
Clay Brooker  
Chris Mitchell  
Robert Mulhere  
Mario Valle  
Norman Gentry  
Marco Espinar  
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  
Mike Ossorio, Director, Code Enforcement Division  
Jay Ahmad, Director, Transportation Engineering  
Matt McLean, Director, Development Review  
Rich Long, Director, Plans Review and Inspections  
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**  
Vice Chairman Foley called the meeting to order at 3:02 p.m.
- II. **Approval of Agenda**  
*Mr. Espinar moved to approve the Agenda. Second by Mr. Mulhere. Carried unanimously 9 - 0.*
- III. **Approval of Minutes from September 5, 2018 Meeting**  
*Mr. Curl moved to approve the minutes of the September 5, 2018 Meeting as presented. Second by Mr. Mulhere. Carried unanimously 9 - 0.*
- IV. **Public Speakers**  
None

*Mr. Gentry arrived at 3:08 p.m.*

*Mr. Dunnivant arrived at 3:09 p.m.*

- V. **Staff Announcements/Updates**
  - A. **Code Enforcement Division update – [Mike Ossorio]**  
Mr. Ossorio reported:
    - The Division has developed a new initiative “*Bright Futures*” and he presented the PowerPoint “*Code Enforcement Division Monthly Report August 22 – September 21, 2018 Highlights.*”
      - The program focuses on the Bayshore area and one full-time person will be assigned to the activity.
      - The goal is to help remediate violations such as unmaintained grass, removal of weeds, sewage disposal issues, structure maintenance, hazard materials storage, outside storage, zoning issues and repeat violations.
      - It is a long term process with 30, 60, 90 and 120 benchmarks for compliance with County Ordinances.
    - He provided an example of the Division’s clean up events; a recent one occurred in Naples Park.
    - A new administrative Standard Operating Procedures and Policy manual has been developed to help manage Staff operations.
  - 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:
    - Staff is reducing the backlog of availability letters and continues to identify avenues to streamline the process.
    - Going forward, certain projects may be eligible for email notices (existing phased developments, site developments within an approve subdivision, etc.).
    - A new policy has been established for deviation requests whereby a 3-stage review process will be administered as a parallel review. A response will be required to be issued within 3 days or it will be forwarded to supervisor who has 2 days, and if it is not able to be

approved at this level it will be forwarded to the Division Director who will have 3 days to act on the request.

- Templates are available for FDEP reviews however only 20% of the applicants take advantage of the format.
- The Utility Standards Manual revisions were approved by the BCC in August and Staff is posting the documents on-line. Committee Members should notify Staff if they become aware of any information that should be posted.
- An additional Staff Member has been added and will be working on reinitializing the conveyance policy and procedures (among other items).
- The Division has engaged a new engineering consultant (Davidson Engineering).

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

**Mr. Ahmad** reported:

- Golden Gate Blvd. west of 18<sup>th</sup> to Everglades Blvd. - Notice to proceed issued to Ajax Paving Industries and Stantec, LLC, with work anticipated to begin in October.
- White Blvd. over Cypress Canal – open
- Chockoloskee Bridge – open
- Vanderbilt Beach Road Ext. – The BCC determined there should be no street connections between Wilson Blvd. and Collier Blvd. with traffic functioning as an expressway type flow. 30% design plans are anticipated to be completed by February.

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

**Ms. Beddow** reported turnaround times are as follows: Building Plan reviews - 296 at 3 days; Site Plan reviews – 47 at 2 days; Inspections – 1 to 2 days.

**E. North Naples Fire Review update – [Todd Riggall or Dale Fey]**

**Mr. Riggall** reported turnaround times are as follows: Building Plan review – 563 at 9 days; Site Plan reviews – 42 at 4 days; Inspections – 1 to 2 days.

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

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

- The County received approximately 63,000 permit applications in Fiscal Year 2018, a 50% increase over 2017.
- Electronic submittals remain at 46% of the total.
- Measures continue to be taken to ensure service levels remain high with cross-training of staff who are now able to intake approximately 300 applications per day.
- Structural inspection times have been reduced from 8 days to 4 days.

**G. Development Review Division update [Matt McLean]**

**Mr. McLean** reported:

- Inspection requests remain at a high rate, especially for those related to infrastructure.
- 500 platted lots were recorded in September,
- Consultants should ensure applications are complete when submitted to ensure efficient turn around times for permit reviews.

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The Committee expressed concern on some turnaround times for the inspection of utility services and the format for requests for additional information, especially related to items may be premature such as wildlife remediation or detailed design criteria when the applicant is seeking a use approval.

**Mr. McLean** reported he would review the issue.

The Committee noted preconstruction process has been improved with the use of the checklist provided by Staff.

**VI. New Business**

**Florida Green Building Certification**

**Mr. Long** reported:

- The County Manager's Office has requested Staff investigate the feasibility of the county participating in the Florida Green Building Certification program.
- A Subcommittee is recommended to be convened to facilitate the review with a report anticipated to be returned to the County Manager's Office in December.
- The purpose is to determine if there is any benefit to the County for utilizing the Certification and whether a more detailed analysis should be conducted.

*Members assigned Mr. Curl, Mr. Brooker, Mr. Mulhere, Ms. DeJohn and Mr. Mitchell to the Subcommittee.*

**VII. Old Business**

None

**VIII. Committee Member Comments**

None

**IX. Adjourn**

**Next Meeting Dates:**

**November 7, 2018 GMD Conference Room 610 – 3:00 pm**

**December 5, 2018 GMD Conference Room 610 – 3:00 pm**

**January 2, 2019 GMD Conference Room 610 – 3:00 pm**

**February 6, 2019 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 Vice Chair at 4:08 P.M.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**

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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 11/7/18, as presented X, or as amended \_\_\_\_\_.