

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, November 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 (Excused)  
Chris Mitchell  
Robert Mulhere  
Mario Valle  
Norman Gentry  
Marco Espinar  
Laura Spurgeon DeJohn  
Jeremy Sterk  
Jeff Curl (Excused)  
(Vacancy)  
(Vacancy)

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison  
Erin Page, Budget Analyst  
Eric Fey, Sr. Project Manager, Public Utilities  
Jeremy Frantz, LDC Manager  
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  
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 3:00 p.m.

**II. Approval of Agenda**

*Chairman Varian moved to approve the Agenda subject to adding Item VII.A – LDC Update.. Second by Mr. Foley. Carried unanimously 9 - 0.*

**III. Approval of Minutes from October 3, 2018 Meeting**

*Mr. Mulhere moved to approve the minutes of the October 3, 2018 meeting as presented. Second by Mr. Foley. Carried unanimously 9 - 0.*

**IV. DSAC Position Vacancy Review & Vote**

**A. Mark McLean Category: Architect**

*Mr. Mulhere moved to recommend that the Board of County Commissioners appoint Mark McLean to the Development Services Advisory Committee. Second by Mr. Foley. Motion carried 7 “yes” – 2 “no.” Mr. Boughton and Ms. DeJohn voted “no.”*

**B. Brad Schiffer Category: Architect**

No action

**C. Renee Zepeda Category: Architect**

No action

**D. Ryan White Category: Civil Engineer**

No action

**E. John English Category: Civil Engineer**

*Mr. Mulhere moved to recommend that the Board of County Commissioners appoint John English to the Development Services Advisory Committee. Second by Mr. Foley. Motion carried 7 “yes” – 2 “no.” Mr. Boughton and Mr. Espinar voted “no.”*

*Mr. Gentry arrived at 3:05 p.m.*

**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 September 22, – October 21, 2018 Highlights” for informational purposes. He noted:

- That the County is reviewing the requirements for short term rentals in residential zones to determine if any changes are required in enforcement activities.
- Initiatives are underway to improve credit card security at gas pumps.

- Anonymous complaints on alleged violations are only investigated if they are deemed a Health, Safety and Welfare issue or via direction from the County Manager's Office.
- Staff is working with homeowners in Plantation on code compliance issues.
- The Bright Futures initiative continues and review the definition of a recurring violation is underway.

**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:

- That the Division response times are within acceptable standards.
- An additional project manager (Mike Stevens) has been hired by the Division
- It's anticipated that the consultants will have new wastewater model completed by January 19, 2019.
- The 2018 AUIR is scheduled for next Tuesday and will provide new references for zoning permits.
- The new 36 inch water main on Immokalee Road is available for service for the former Orange Tree Utility Company clients.

*Mr. Valle arrived at 3:22 p.m.*

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

**Ms. Lantz** reported on the Whippoorwill Lane to Livingston Road connection noting:

- That the meetings with area homeowner associations yielded input on design concepts.
- The concept will be presented to the area HOA's in January/February and the BCC in the Spring of 2019, and includes a series of round-about to calm traffic in the area.
- County Fire, Police, EMS and the School District will provide input on the final design.

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

None

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

None

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

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

- That the Permit applications in October yielded a 10 percent increase month after month.
- Approximately 26,000 inspections were completed in October, an increase of 5,000 month after month. Staff conducted an analysis to determine any patterns in activity and any adjustments that need to be made to maintain acceptable levels of service. The study revealed that 35,000 inspections were attributed to Hurricane Irma repairs.
- The Division has initiated a call center to improve customer phone service.
- Two additional Planning Technicians have been added to help serve the satellite offices in Everglade City and Immokalee.

- Staff is working to integrate the credit card payment system into the City View portal to alleviate the need to manually enter payments.

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

**Mr. McLean** reported:

- That the pre-application meeting fees are due in advance or the meeting will be cancelled. There is the ability to pay by credit card on the website. Plans should be provided before the meeting is convened to facilitate the review.
- The County should be notified if an application is not submitted within 270 days of the meeting so any extensions may be granted to prevent cancellation of the application.
- Staff is developing guidelines for applicants addressing Bonneted bat issues.
- If a different Informal Wetland Determination was issued on a parcel after its transferred to another party (then the one issued to the previous owner), the information may be forwarded to FDEP for a formal confirmation on the permits required.
- Staff will be posting the Board of County Commissioner applications review schedule on the web portal for informational purposes.
- Specific soil tests are required on lands subject to a Site Development Plan that were formerly used for agriculture, or if it's adjacent to existing or previous agricultural uses. Staff will be reviewing the requirements to determine if any changes are necessary.

**VII. New Business**

**A. LDC Update**

**Mr. Frantz** reported:

- That the BCC directed Staff to amend the LDC to allow single family residences on mobile home lots in Plantation due to the damage to existing structures from Hurricane Irma.
- A Neighborhood Information Meeting will be convened to obtain input on the proposed requirements.
- The amendment is brief in nature and anticipated to be one page.
- Due to timing issues, Staff proposes to bring the item forth to the full DSAC at the December meeting in absence of a LDR Subcommittee review.

*The Committee requested Staff to submit the proposed amendment to the members as soon as it is ready so individuals may review it and provide questions or comments through the Staff liaison to help expedite the process.*

**VIII. Old Business**

None

**IX. Committee Member Comments**

The Committee will determine if the January 2019 meeting will be held during discussions at the December meeting.

**X. Adjourn**

**Next Meeting Dates**

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

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

November 7, 2018

February 6, 2019 GMD conference Room 610 – 3:00 pm

March 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 Chair at 4:08PM.

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



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**Chairman, William Varian**

These Minutes were ~~approved~~ by the Board/Chairman on Dec 5, 2018,  
as presented ~~\_\_\_\_\_~~, or as amended \_\_\_\_\_.