

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

Naples, Florida, March 6, 2019

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

Chris Mitchell (Excused)

Robert Mulhere

Mario Valle

Norman Gentry (Excused)

Marco Espinar

Laura Spurgeon DeJohn

Jeremy Sterk

Jeff Curl

John English

Mark McLean

ALSO PRESENT: Jamie French, Deputy Department Head
Judy Puig, Operations Analyst, Staff Liaison
Loraine Lantz Transportation Planning
Paul Mattausch, 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
Cormac Giblin, Housing and Grants Manager

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. Valle moved to approve the Agenda. Second by Mr. Curl. Carried unanimously 9 - 0.
- III. **Approval of Minutes from February 6, 2019 Meeting**
Mr. Foley moved to approve the minutes of the February 6, 2019 meeting as presented. Second by Mr. Mulhere. Carried unanimously 9 - 0.

Mr. McLean arrived at 3:05 p.m.

- 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, 2019 Highlights” for informational purposes. He reported that staff has completed their mapping project including identifying areas of repeat violations and the County is reviewing the requirements for short term rentals in residential zones to determine if any changes are necessary.

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

Mr. Mattausch submitted the monthly report on response times for “Letters of Availability, Utility Deviations and FDEP Permits” for informational purposes. He noted:

- That the requests for Letters of Availability increased 3 fold recently with response times at 16 days. The requests are beginning to decrease so the response times should shorten in accordance.
- Deviation request remain steady and the Division is working on a parallel response process to streamline responses.
- The update to the Utility Standards Manual is on hold.
- The Policy, Conveyance and Procedures requirements are being updated by the consultant.
- The update to the “Ten Year Water Supply Facilities Work Plan” is ongoing.

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

Ms Spurgeon-DeJohn arrived at 3:11 p.m.

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

Ms. Lantz reported:

- That the proposed improvements to Whippoorwill Lane are scheduled to be heard by the Board of County Commissioners on April 9th.
- A public meeting will be held for the Randall Blvd/Oil Well Road Corridor Study on March 27th with recommendations to be presented to the Board of County Commissioners on May 14th.

Mr. Dunnavant arrived at 3:12 p.m.

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

None

E. North Naples Fire Review update – [[Capt. Sean Lintz and Daniel Zunzunegui]

Mr. Zunzunegui reported that turnaround times are as follows: Building Plan review – 447 applications at 6 days; Site Plan reviews – 4 days; Inspections – 1 day.

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

Mr. Kovensky submitted the “*Collier County February 2019 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- That there were 3,800 permit applications in February with 200 single or two family dwelling permits issued.
- The month yielded 23,000 inspections.
- Hurricane Irma related permits are at 13 – 14 percent of total with electronic applications are at a rate of 53 percent.
- Staff will be holding electronic submittal training exercises for any interested parties on March 20th – 22nd.
- The CAPTCHA security check was implemented on the web site portal.
- Staff is close to executing a contract with a vendor for online credit card processing of application fees, pending receipt of their Certificate of Insurance.
- Staff will begin budget preparation in anticipation of Board of County Commissioner Workshops in May.
- Staff continues to monitor time frames for permit reviews in order to ensure proper customer service.

G. Development Review Division update [Matt McLean]

Mr. McLean reported:

- That the applications in February increased compared to the same time frame over the past two years.
- Staff reviewed requirements to address Bald Eagles including consultations with the Florida Fish and Wildlife Conservation Commission in order to streamline the process.
- The website is being updated including new application forms.

VI. New Business

A. Explore Regulatory Relief for Affordable Housing Land Use Applications [Cormac Giblin]

Mr. Giblin reported:

- That the Board of County Commissioner directed staff to develop recommendations for providing regulatory relief for Affordable Housing Land Use applications.
- The directive included working with various interested parties and DSAC to develop the recommendations.
- He requested the Committee provide input on design standards, etc.

The Committee determined the item should be remanded to the Subcommittee for review and provision of recommendations to the full Committee. A Member with comment should provide

them to Staff so they may be forwarded to the Subcommittee for consideration.

VII. Old Business

None

VIII. Committee Member Comments

None

IX. Adjourn

Next Meeting Dates

April 3, 2019 GMD Conference Room 610 – 3:00 pm

May 1, 2019 GMD Conference Room 610 – 3:00 pm

June 5, 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 3:40PM.

COLLIER COUNTY DEVELOPMENT SERVICES ADVISORY COMMITTEE



Chairman, William Varian

These Minutes were approved by the Board/Chairman on April 3, 2019, as presented ~~_____~~, or as amended _____.