

May 1, 2019

**MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING
Naples, Florida, May 1, 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 (Excused)

Clay Brooker

Chris Mitchell

Robert Mulhere

Mario Valle

Norman Gentry

Marco Espinar (Absent)

Laura Spurgeon DeJohn

Jeremy Sterk

Jeff Curl

John English

Mark McLean

ALSO PRESENT: Jamie French, Deputy Department Head

Judy Puig, Operations Analyst, Staff Liaison

Eric Fey, Sr. Project Manager, Public Utilities

Mike Ossorio, Director, Code Enforcement Division

Jon Walsh, Chief Building Inspector

Lorraine Lantz, Transportation Planning

Rich Long, Director, Plans Review and Inspections

Ken Kovensky, Director, Operations and Regulatory Management

Eric Johnson, Principal Planner

Chris Scott, Planning Manager, Development Review

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. Mulhere. Carried unanimously 12 - 0.
- III. **Approval of Minutes from April 3, 2019 Meeting**
Mr. Brooker moved to approve the minutes of the April 3, 2019 meeting as presented. Second by Mr. Curl. Carried unanimously 12 - 0.
- IV. **Approval of DSAC March 19, 2019 Subcommittee minutes (Only Committee Members Clay Brooker, Blair Foley, Robert Mulhere and Jeff Curl)**
Mr. Foley moved to approve the minutes of the March 19, 2019 meeting as presented. Second by Mr. Curl. Carried unanimously 4 - 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 March 22, – April 21, 2019 Highlights” for informational purposes. He noted:
 - That enforcement cases are up over last year, so far through April of 2019 by approximately 600.
 - Cleanups continue in Immokalee and Golden Gate City, a “ride around” with Commissioner Taylor scheduled for the Bayshore area next week.
 - The Board of County Commissioners voted to reconsider the decision on enforcing the Land Development Code requirements on short term vacation rentals.
 - The County Manager passed the Division’s Internal Control audit.
 - 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 informational purposes. He noted:
 - The Division is meeting timeframes for availability and FDEP requests with deviations at a 5 day turnaround.
 - Davidson Engineering will be performing reviews of the Utility Standards with no meetings scheduled to date.
 - The Purchase Order for the Utility Policy and Conveyance Procedures has been issued.
 - C. **Growth Management Department/Transportation Engineering and/or Planning – [Jay Ahmad or designee]**
Ms. Lantz presented the PowerPoint “Randall Blvd. and Oil Well Road Project Status for DSAC Meeting, May 1, 2019” for informational purposes. She noted:

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- That public meetings were held on the corridor study for the area and after considerations the County is recommending that Option “Viable 2 Plus Future Network” be implemented.
- The option would include 6 lanes for Randall Blvd. and 4 lanes for Everglades Blvd. from Golden Gate Blvd. to Oil Well Road.
- Also incorporated into the option is a connection to the future north/south Big Cypress Parkway for Randall Blvd. and Vanderbilt Beach Road.
- The item is slated to be heard by the BCC on May 14, 2019 and she will forward a copy of the PowerPoint to the Committee.

She also reported that proposed improvements to Whippoorwill Road were approved by the BCC.

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

Ms. Beddow reported:

- That turnaround times are as follows: Building Plan review 443 at 2 days; Site Plan reviews – 82 at 1 day; Inspections timing at 2 - 3 days.
- Dedication of the “*Florida Fallen Firefighters Memorial*” was held in Tallahassee.
- There will be a Flammable Liquid’s Class held on May 7th.

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

Mr. Zunzunegui reported that turnaround times are as follows: Building Plan review – 645 at 6 days; Site Plan reviews – 44 at 5 days; Inspections timing at 1 day. A 161G class will be held on May 29th at the North Naples Department Headquarters.

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

Mr. Kovensky submitted the “*Collier County April 2019 Monthly Statistics*” which outlined the building plan and land development review activities. He noted permit activity continues to increase and inspections are now at 24,000 monthly.

Mr. French reported:

- That staffing needs continue to be addressed with the Division proposing 10 additional positions, 8 inspectors for structural and 2 for mechanical and plumbing.
- The costs for the position will be paid by a reduction in overtime hours currently at 3,500 for the Fiscal Year, reduction in the requirement in the use of outside services such as Nova, use of unencumbered reserve funds, availability of fees for services not completed, and carry forward funds. The Division is in good financial standing overall at this point in time.
- Given the current availability of qualified personnel seeking employment in the marketplace, it is anticipated it will take approximately 8 months to fill the positions.
- The item is scheduled to be heard by the BCC on May 28th and requested a recommendation from the Committee on the item.

Mr. Valle arrived at 3:30 p.m.

Mr. Mulhere moved to recommend the Board of County Commissioners approve Staff’s proposal to add 10 new employees to the Division. Second by Mr. Valle. Carried unanimously 13 – 0.

Committee discussion occurred on the County’s pay schedule with concern expressed on the amount of time required to fill the newly created positions if approved by the BCC.

Mr. French reported Staff is aware of the issues and has taken measures in an attempt to address the issues. He will review the concern and return the item for discussion at a future meeting including any need for a payroll study.

Permit Fee Changes

Mr. French reported the following proposed fee changes, for the following items:

- Building permit re-inspection from \$60.00 to \$45.00, the same fee charged for an initial inspection – Savings to customers: \$290,000.
- Building permit inspections on a time-specified basis from \$90.00 to \$70.00 - Savings to customers: \$15,000.
- Third & subsequent corrections to Plans from \$90.00 to \$65.00 - Savings to customers: \$11,000.
- Sheet change-outs from \$35.00 per sheet to \$25.00 per sheet - Savings to customers: \$4,000.
- After-the-Fact Environment or Landscape, Excavation and Well permits from “4x the normal fee” to “2x the normal fee” - Savings to customers: \$15,000.
- USB download for files - \$5.00 (the same as the fee for CD burning) - Savings to customers: Neutral.
- Easement Use Agreements (EUA) – New fee of \$2,000.00, the same as the fee for Vacation of Easements - Savings to customers: Neutral.

Mr. Mulhere moved to recommend the Board of County Commissioners approve the fee changes as proposed by Staff with the exception of the fee for the After the Fact Environment permit. Second by Mr. Valle. Carried unanimously 13 – 0.

Committee discussions with some Members expressing on the reducing the punitive fee for after the fact vegetation clearing as it might provide the unintended consequence of providing an “incentive” to violate County requirements. Staff noted the following:

- An owner still needs to address native vegetation requirements in the LDC.
- The majority of issues arise with individual cases of single family landowners (as opposed to developers and contractors) who are unaware of the requirements and the goal is to reduce the punitive burden on those landowners.

Mr. Mitchell moved to recommend the Board of County Commissioners approve Staff's proposal to reduce the punitive fee for “After the Fact” Environmental permits. Second by Mr. Gentry. Motion carried 9 “yes” – 4 “no.” Mr. Curl, Mr. Foley, Mr. Mulhere and Mr. Valle voted “no.”

Miscellaneous

Staff reported:

- That the project to allow credit card payments online is ongoing.
- Measures are being taken to adjust the timing for online plan submittal with completion slated over the next 60 – 90 days.

G. Development Review Division update [Matt McLean]

Mr. Scott reported that activity remains high with no particular deviations in business traffic.

VII. New Business

A. Digital Signatures update [Jonathon Walsh]

Mr. Walsh provided documents outlining a history summary of statutory requirements for electronic signatures. He noted:

- That a certificate is required to be issued by a third party, and they continue to work with the City of Naples and Marco Island to initiate a similar process for the industry.
- It is anticipated the service may be available in the Fall of 2019.
- He will provide a list of the third party vendors eligible to provide the service which is typically \$200 – \$300 annually.

B. Separation Requirements for Self-Storage Buildings on U.S. 41 [Eric Johnson]

LDC SECTIONS TO BE AMENDED: 1.08.02 Definitions 2.03.03 Commercial Zoning Districts
5.05.16 Self-Storage Buildings Facilities - (New Section)
10.03.06 Public Notice and Required Hearings for Land Use
Petitions

The proposed amendment represents the implementation of the Board's direction to study the proliferation of self storage facilities on U.S. 41, between the intersection of Palm Street/ Commercial Drive and Price Street/Triangle Boulevard. It requires a separation of 1,320 feet between new and existing self-storage buildings. A distance waiver may be approved if an adequate supply of neighborhood goods and services are available within a quarter-mile radius of a new facility.

Mr. Johnson presented the proposed amendment noting the Subcommittee previously recommended approval of the proposal with changes which Staff incorporated into the proposal.

Mr. Foley moved to recommend the Board of County Commissioners approve the amendment as proposed by Staff. Second by Mr. Brooker.

Committee discussion occurred with some Members expressing concern over regulating a use with differing requirements in a district where the use is already permitted. Others noted the goal is to assist the neighborhood in establishing a sought after identity and a plan is being developed for the area. Additionally, it is not uncommon to regulate permitted uses with differing standards within sections of a code and there is a provision for a waiver.

Motion passed 8 "yes" – 3 "no" and 2 abstentions. Mr. Dunnivant, Mr. Gentry and Mr. Sterk voted "no." Mr. McLean and Mr. Mitchell abstained.

VIII. Old Business

None

IX. Committee Member Comments

None

X. Adjourn

Next Meeting Dates

June 5, 2019 GMD conference Room 610 – 3:00 pm

July 3, 2019 GMD conference Room 610 – 3:00 pm

August 7, 2019 GMD conference Room 610 – 3:00 pm
September 4, 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 4:42 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**

Chairman, William Varian

These Minutes were approved by the Board/Chairman on 6/5/19,
as presented ~~_____~~, or as amended _____.