

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

Naples, Florida, August 7, 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 Dunnivant
James E. Boughton
Clay Brooker
Chris Mitchell
Robert Mulhere
Mario Valle
Norman Gentry
Marco Espinar
Laura Spurgeon DeJohn
Jeremy Sterk
Jeff Curl
John English
Mark McLean

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Jeremy Frantz, LDC Manager
Jon Walsh, Chief Building Inspector
Lorraine Lantz, Transportation Planning
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Ellen Summers, Senior Planner
Colleen Davidson, Code Enforcement

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 subject to adding Item VII.C – Discussion of Process for Minor/Insubstantial Changes to a Site Development Plan. Second by **Mr. Curl**.

Carried unanimously 15 - 0.

III. Approval of Minutes from June 5, 2019 Meeting

Mr. Mulhere moved to approve the minutes of the June 5, 2019 meeting as presented. Second by **Mr. Foley**. Carried unanimously 15 - 0.

IV. Approval of DSAC/LDR Subcommittee minutes from June 18, 2019 (Only Committee Members Clay Brooker, Blair Foley, Robert Mulhere and Jeff Curl)

Mr. Curl moved to approve the minutes of the June 18, 2019 meeting as presented. Second by **Mr. Mulhere**. Carried unanimously 4 - 0.

V. Public Speakers

None

VI. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Ms. Davidson provided the reports “Code Enforcement Division Monthly Report May 22, – June 21, 2019 Highlights” and “Code Enforcement Division Monthly Report June 22 – July 21, 2019 Highlights” for information purposes. She noted the Division will be participating in discussion on the short term rental Ordinance under consideration by the County.

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:

- Response times to requests are at an adequate level.
- The Utility Deviations parallel review process is in place.
- Discussion groups will be convened in the future to review items as necessary.

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

Ms. Lantz reported the Division will be initiating a study for Immokalee Road from Livingston Rd. to Logan Blvd. with consideration being given to construction of a Diverging Diamond Intersection (DDI) in the area.

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

None

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

Mr. Lintz reported turnaround times are as follows: Building Plan review – 725 at 7 days; Site Plan reviews – 50 at 4 days; Inspections – 1 day. Website upgrades are underway and if members have any suggestions for content they should contact staff.

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

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

- The building permit activity declined slightly over the month to approximately 4,400 applications.
- Electronic permitting now comprises 57 percent of the volume.
- There were only 253 applications related to Hurricane Irma recovery.
- The Call Center has been expanded and the work necessary to process credit cards on line continues.
- An endeavor has begun to scan archived permits stored off site (14,000 boxes approximately) with 100 boxes being utilized as a pilot program. The goal is to eliminate the need for long term storage and provide a more efficient turn around time for the requests of information by the public.

The following was noted during discussions:

- Staff to review the CAPTCHA feature on the web portal as there has been some recent issues with its functionality.
- Staff to review a concern the portal only lists a party’s electronically submitted application, not hard copy, over the counter documents.
- Consideration should continue to be given to increasing the hours available for submittals of electronic permits.

G. Development Review Division update [Matt McLean]

Mr. McLean reported:

- Mike Bosi has left the County and staff is working to fill the position as well as some other vacancies.
- The summer intern program which provides opportunities for students has expanded.
- Consultants should review any permit expirations dates with their clients to determine any measure which may need to be taken so the projects remain active.
- The Department’s bond holdings are under reconciliation.
- Website upgrades are ongoing and if members have any suggested changes, they should notify staff.

VII. New Business

A. LDC Amendments [Jeremy Frantz]

Mr. Frantz presented the Memorandum “*LDC Amendment Update*” dated July 24, 2019 which outlined the following proposed amendments to the Land Development Code for consideration:

Section 5.05.09 - Tower Inspections

Sections 1.08.02, 5.05.08 and 5.05.11 - Commercial Building Illuminations.

Sections 2.03.00, 10.02.06 and 10.03.06 - Comparable Use Determinations

Section 10.02.03 – Nominal Application Process.

Section 10.03.06 – Public Notice

He provided a brief overview of the proposed amendments with the following comments noted by the Committee:

- All the subcommittees recommendations were incorporated into the Commercial Building Illumination amendment with the exception of “grandfathering” existing buildings.
- The requirements apply to building architectural features and displays, not logos or signage.
- The Comparable Use Determination will be reviewed by the “*the County Manager or his designee*” at this point the Hearing Examiner is anticipated to be the party responsible. Staff will provide a report as part of the process.
- The language criteria outlined in Section 10.02.06 K.2.a should be amended to ensure there is some flexibility in application of the standards.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed Amendment to the Land Development Code for Section 5.05.09 - Tower Inspections. Second by Mr. Curl. Carried unanimously 15 – 0.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed Amendment to the Land Development Code for Sections 1.08.02, 5.05.08 and 5.05.11 - Commercial Building Illuminations. Second by Mr. Curl. Motion carried 12 “yes” 3 “no.” Mr. Brooker, Mr. McLean and Mr. Valle voted “no.”

Those in opposition was a concern in applying the requirements retroactively.

Mr. Brooker moved to recommend the Board of County Commissioners adopt the proposed Amendment to the Land Development Code for Sections 2.03.00, 10.02.06 and 10.03.06 - Comparable Use Determinations subject to the following:

1. Section 10.02.06 K.2.a introduction to read “... including but not limited to the following ***as applicable:***”
 2. The determination of a comparable use to be the responsibility of the Hearing Examiner.
- Second by Mr. Mulhere. Carried unanimously 15 – 0.***

Mr. Brooker moved to recommend the Board of County Commissioners adopt the proposed Amendment to the Land Development Code for Section 10.02.03 – Nominal Application Process. Second by Mr. Curl. Carried unanimously 15 – 0.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed Amendment to the Land Development Code for Section 10.03.06 – Public Notice. Second by Mr. Curl. Carried unanimously 15 – 0.

B. Electronic Permitting submittal [Jonathan Walsh]

Mr. Walsh provided the document “*Electronic Permitting Guide: On-line Submittal for Design Professionals*” dated July 16 2019 for information purposes. He noted you are not required to submit plans electronically, however if you so choose, the publication is intended to provide guidelines of the requirements becoming effective on September 1, 2019.

The Committee noted staff should clarify the statutory requirements for Landscape Architects as the publication states a 3rd party certification is not required and this may not be the case. Additionally,

review the requirements for architects in relation to signatures required for the application (lead sheet vs. individual sheets, etc.).

C. Discussion of Process for Minor/Insubstantial Change to a Site Development Plans (SDP)

Mr. Mulhere requested staff review the requirements for insubstantial changes to a SDP as the current process requires 16 Departments to review the application and a 30 day comment period. Many of the party's required under the review may not be impacted by the request and the process may be more cumbersome than intended.

Mr. McLean reported he would review the request however noted an applicant or a staff member processing the application may believe the change has no bearing on a particular Division, however the County would want to ensure there is no impact on a particular agency. Also there are specific time frames in the Land Development Code for the advertising requirements, etc. which may be applicable to the process.

He will provide and update at the next meeting.

VIII. Old Business

None

IX. Committee Member Comments

None

X. Adjourn

Next Meeting Dates

September 4, 2019 GMD Conference Room 610 – 3:00 pm

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

November 6, 2019 GMD Conference Room 610 – 3:00 pm

December 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 4:11 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 9/4/19, as presented ✓, or as amended _____.