

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, September 4, 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  
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  
Mike Ossorio, Director, Code Enforcement Division  
Matt McLean, Director, Development Review  
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**

*Mr. Foley moved to approve the Agenda. Second by Mr. Boughton. Carried unanimously 12 - 0.*

**III. Approval of Minutes from August 7, 2019 Meeting**

*Mr. Dunnivant moved to approve the minutes of the August 7, 2019 meeting as presented. Second by Mr. Curl. Carried unanimously 12 - 0.*

**IV. Public Speakers**

None

*Mr. Brooker arrived at 3:04 p.m.*

*Mr. Valle arrived at 3:10 p.m.*

**V. Staff Announcements/Updates**

**A. Code Enforcement Division update – [Mike Ossorio]**

**Mr. Ossorio** provided the report “*Code Enforcement Division Monthly Report July 22, – August 21, 2019 Highlights*” for informational purposes. He noted:

- That the County is continuing enforcement measures on the owner of the property of the partially constructed steel building located at the corner of Collier and Davis Blvd.
- Staff participated in the development of the short-term rental ordinance which has been submitted to the County Manager’s office.
- Neighborhood cleanups continue.

**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. The Utility Standards Discussion Group will be holding a meeting in September and he provided the agenda and backup material which outlined the topics for discussion. He outlined the changes and any member with questions or comments may contact him or attend the meeting.

*The Committee requested he review the allowed height for pump station generators and any screening requirements for the installation of the equipment.*

*Mr. McLean arrived at 3:21 p.m.*

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

**Ms. Lantz** reported that the sidewalk project for Shadowlawn Elementary School is underway.

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

**Ms. Beddow** reported:

- That the turnaround times are as follows: Site Plan reviews 1 – 2 days.
- There will be a class for BDA Radio Enhancement in Fort Myers on September 12<sup>th</sup>.
- The hours required to become a fire inspector have increased.
- Staff continues to familiarize themselves with performance-based criteria requirements.
- There are updated occupancy requirements for warehouse facilities to address the changes in the industry which now is comprised of technologically advanced, multi story buildings.

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

**Mr. Zunzunegui** reported:

- That the turnaround times are as follows: Building Plan review 709 at 7 days; Site Plan reviews 35 at 4 days.
- The City of Miami completed a visit to the District to review their 61G process and the Districts relationship with the County.
- The District is now certified for trauma life support.

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

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

- That there were approximately 4,400 permit applications submitted in August with 57 percent related to electronic submittals.
- Hurricane Irma related permits comprised 7 percent of the total.
- Those having website portal issues with the CAPTCHA requirement should clear the cache in their system so the safety feature reloads properly.
- The work continues to allow processing of credit cards in the CityView portal.

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

**Mr. McLean** reported:

- House Bill 7103 provides for changes to the timeline for “*insufficiency letters*” and the County will be adding language to their forms to notify applicants on the standards.
- The County is now required to offer a staff meeting with the applicant or representatives after issuance of a second insufficiency letter (the County already has this process in place but will be adding the language to the application forms). All applicable staff members will be available for the meeting if necessary.
- After issuance of a third “*insufficiency letter*” the County must request that the applicant agree to receiving subsequent letters, or in lieu of this agreement, move to formally approve or deny the application.
- The timeline for re-submittal of information by the applicant is now 30 days after receipt of the insufficiency letter from the County, and the Land Development Code may be amended as the County allows a response of up to 270 days following their letter of insufficiency.

**VI. New Business**

**A. LDC Land Administrative Code updates - [Ellen Summers]**

**Ms. Summers** provided the Memorandum “*2019 Administrative Code Amendments*” for informational purposes. She noted:

- That a full copy of the changes is available to the Committee for review.
- The Land Development Review Subcommittee approved the revisions proposed by staff which are primarily non-substantial changes (clarifications, scrivener's error corrections, etc.).
- The item is anticipated to be heard by the Board of County Commissioners by the end of the year and she will be seeking a recommendation from the Committee at the next DSAC meeting.

*The Committee requested staff to review the requirements for information required for a Master Plan versus a Conceptual Plan.*

**VII. Old Business**

**A. Expedited of reviews and selection of specific (limited) reviewers for certain minor land use petitions - [Bob Mulhere]**

**Mr. Mulhere reported:**

- That he met with staff members on the concept of altering the criteria for minor changes in land use petitions.
- The goal would be to streamline the process with some form of expedited review in certain cases.
- Upper level management recommended the Land Development Review Subcommittee discuss the item as one concern. There is an unintended consequence to a County discipline if the process is streamlined and not all Agencies review the request.

*The Committee remanded the item to the Subcommittee for review.*

**VIII. Committee Member Comments**

None

**IX. Adjourn**

**Next Meeting Dates**

**October 2, 2019 GMD Conference Room 610 – 3:00 p.m.**

**November 6, 2019 GMD Conference Room 610 – 3:00 p.m.**

**December 4, 2019 GMD Conference Room 610 – 3:00 p.m.**

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 3:51 P.M.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 10/2/19,  
as presented ✓, or as amended \_\_\_\_\_.