

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, October 2, 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 (Excused)

ALSO PRESENT: Judy Puig, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Jeremy Frantz, LDC Manager
Colleen Davidson, Code Enforcement Division
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Ken Kovensky, Director, Operations and Regulatory Management
Amy Patterson, Impact Fees and Program Management
Joe Bellone, Public Utilities Finance Director

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. Valle. Carried unanimously 14 - 0.

III. Approval of Minutes from September 4, 2019 Meeting

Mr. Foley moved to approve the minutes of the September 4, 2019 meeting as presented. Second by Mr. Curl. Carried unanimously 14 - 0.

September 17, 2019 DSAC-LDR Subcommittee minutes

Mr. Foley moved to approve the minutes of the September 17, 2019 meeting as presented. Second by Mr. Brooker. Carried unanimously 4 - 0.

IV. Public Speakers

None

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Ms. Davidson provided the report “Code Enforcement Division Monthly Report August 22, – September 21, 2019 Highlights” for informational purposes. She noted staff participated in the “Bay Days” clean up effort and safe community nights.

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 continues to address staffing levels, including considering utilizing contract labor to provide support due to recent personnel departures.

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

Mr. Ahmad reported:

Golden Gate Blvd. – on schedule for completion in July of 2021.

Vanderbilt Beach Road Ext. – permitting and construction in initiation anticipated for 2021 for the \$120M project.

Davis Blvd. and Airport Pulling – intersection improvements including addition of turning lanes.

Vanderbilt Beach Road, west of US41 – addition of bike lanes.

Veterans Memorial Parkway Ext. – in procurement stage.

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

Ms. Beddow reported turnaround times are as follows: Building Plan review – 1 day; Site Plan reviews – 2 days; Inspections – 2 days. Upcoming events include Fire Code Advisory Meeting to review upcoming changes effective 1/1/20; Coastland Mall Fire Prevention Awareness Day, October 5th; Collier and Lee County Fire Marshall Association Charity Clay/Skeet Shoot – December 7th.

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

Capt. Lintz reported turnaround times are as follows: Building Plan review – 621 at 7 days; Site Plan reviews – 60 at 4 days; Inspections – 1 day.

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

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

- The work necessary to implement the credit card processing for CityView continues.
- Staff is aware of enhancements needed to the CityView mobile platform for inspection tracking.

G. Development Review Division update [Matt McLean]

Mr. McLean reported

- Developers should be aware the Site and Utility Acceptance requests by contractors should be coordinated with the Engineer of Record.
- The number of subdivisions processed in Fiscal Year 2019 was less than 2018.
- Staff will review the Administrative Code requirements for submitting as-built plans, including the requirement of a cover letter and any changes which may be implemented.

VI. New Business

A. LDC Amendments [Jeremy Frantz]

Mr. Frantz submitted the Memorandum “*LDC and Administrative Code Amendments*” dated September 25, 2019 and accompanied by the following amendments for consideration. He noted the Subcommittee provided favorable recommendation on all three proposals with some additional recommendations for Item #2.

1. LDC Sections to be Amended

- 2.03.05 Civic and Institutional Zoning Districts
- 2.03.07 Overlay Zoning Districts
- 2.03.08 Rural Fringe Zoning Districts
- 4.06.02 Buffer Requirements
- 5.03.06 Dock Facilities
- 9.04.04 Specific Requirements for Minor After-the-Fact Encroachment
- APPENDIX C Final Subdivision Plat, Required Certifications and Suggested Text and Formats for other Required Information

The amendments correct scrivener’s errors, cross references from previously approved LDC amendments and updates the current Clerk of Court’s signatory block for plats and required certifications.

2. LDC Section to be Amended

- 4.02.16 Design Standards for Development

The amendment clarifies that the minimum floor area for commercial in the Bayshore Gateway Triangle Redevelopment Area does not apply to the size of a hotel room.

Mr. Mulhere, Subcommittee Member reported they reviewed the proposed amendments and recognized the BCC directed the proposed amendment for a specific issue that arose at a hearing for a development in the Bayshore Triangle, however during discussions at the Subcommittee meeting, the following additional recommendations were made:

- Staff should provide further clarification of the language as it relates to dwelling units in commercial establishments.
- Staff should provide clarification regarding the minimum size of guest rooms in hotels.
- Staff should return to the next DSAC-LDR subcommittee meeting to discuss the definition of the term “mixed-use” as used in LDC section.

3. Code of Laws Sections to Be Amended

62-79 Temporary Emergency Housing

38-07 Determination of Damage, Build-back Policy, Moratoria, Emergency Repairs, and Emergency Permitting System

The amendments seek to assist and streamline post disaster recovery efforts for permanent home owners that require an extension for an onsite temporary emergency housing permit after the Board’s declaration of emergency. It allows an administrative approval by the County Manager or designee, to extend a temporary use permit for six months periods until a certificate of occupancy has been issued.

Mr. Mulhere moved for the Development Services Advisory Committee to recommend the Board of County Commissioners adopt the above referenced proposed amendments subject to the addition of staff requests for #2:

- ***Provide further clarification of the language as it relates to dwelling units in commercial establishments.***
- ***Provide clarification regarding the minimum size of guest rooms in hotels.***
- ***Return to the DSAC-LDR to discuss the definition of the term “mixed-use” as used in LDC section.***

Second by Mr. Curl. Carried unanimously 14 – 0.

B. Review Water and Wastewater Impact Fee Update Study [Amy Patterson]

Ms. Patterson and Mr. Bellone presented the “*Collier County Water-Sewer District 2019 Water and WasteWater Impact Fee Study*” and “*Fiscal Year 2019 Water and Wastewater Impact Fee Study for Collier County Water-Sewer District Draft*” dated September 12, 2019 prepared by PMRG.

They noted the rates are reviewed on a 3-year basis and after a study by consultants, the County proposes to increase the water and wastewater rates by 27 percent.

Mr. Brooker, Chairman of the Subcommittee reported:

- The Subcommittee reviewed the proposed increase and recommended the study be endorsed, however did not opine on the proposal to increase the rates.
- The 27 percent increase only amounts to approximately \$1,433 of the total \$25k +/- fee not creating a significant burden on the overall rate.
- Water and wastewater is an important component of development in the County and needs to be adequately funded.

The following was noted during Committee discussions:

- There may be some offsets in the overall fee due to reduction in other categories by using the sales tax for funding projects, however the rates have not been finalized as of yet.
- There is a reduction in water/wastewater service fees which may help offset the proposed increase in rates.
- The new rate proposal is anticipated to be heard by the BCC in October/November and any increases in rates would not be implemented for 90 days after adoption.
- Any decreases in rates are effective immediately.
- The user fees fund operations and maintenance, rehabilitation projects and repairs to the existing system while the impact fees fund those facilities needed for increased capacity or service. These improvements do benefit all users of the system.
- The current fee for up to a 4,000 sq. ft. residence is \$27,623.28 and there are programs to reduce fees for projects which create employment opportunities, etc.

Mr. Mulhere left at 4:07 p.m.

- The fees for Collier are higher than other communities; however the suburban lifestyle with lower density areas creates the need for increased costs for infrastructure.
- The methodology to develop the rates is the same for the past several years and which lead to proposed increase in rates.

Mr. Dunnivant left at 4:25 p.m.

- The County considered establishing a category for 2,400 square feet or less home, however there were legal issues and it also was determined a lower square footage home may have as great or greater impact on County services (school system, parks, etc.) as they tend to be more family oriented, full time uses. Additionally if an owner of this size home proposed converting a garage to living space or a small addition, it would create a large impact fee adjustment at that time to satisfy permit requirements.

Mr. Brooker moved for the Development Services Advisory Committee to accept the findings in the report but not provide a recommendation on the proposed Impact Fee rates. Second by Mr. Foley. Carried unanimously 12 – 0.

C. Review Transportation Impact Fee Update Study [Amy Patterson]

Ms. Patterson reported:

- The draft report has been submitted to the Subcommittee for review.
- An increase in the rate of 30 – 35 percent is anticipated with some costs to be offset by the newly adopted sales tax revenue.
- The item is anticipated to be heard by the DSAC in November and the increases are attributed to the increases in land and construction costs.

VII. Old Business

None

VIII. Committee Member Comments

Chairman Varian reported there are 6 Members serving on the DSAC whose terms are expiring and a review of the Ordinance governing the Committee is ongoing to determine if any changes are necessary regarding the terms of service by an individual member.

IX. Adjourn

Next Meeting Dates

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

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

January 1, 2020 GMD Conference Room 610 – 3:00 p.m. – cancelled

February 5, 2020 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 4:33 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 11/6/19, as presented X, or as amended _____.