

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, February 5, 2020

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  
Mike Ossorio, Director, Code Enforcement Division  
Jon Walsh, Chief Building Inspector  
Jay Ahmad, Director, Transportation Engineering  
Matt McLean, Director, Development Review  
Claudine Auclair, Manager, Business Center  
Ken Kovensky, Director, Operations and Regulatory Management

*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 3:00pm

**II. Approval of Agenda**

*Mr. Curl moved to approve the Agenda. Second by Mr. Espinar. Carried unanimously 15 - 0.*

**III. Approval of Minutes from December 4, 2019 Meeting**

*Mr. Valle moved to approve the minutes of the December 4, 2019 meeting as presented. Second by Mr. Curl. Carried unanimously 15 - 0.*

**a. Approval of Subcommittee Structures in Easements from December 17, 2019 (Blair Foley, John English, Chris Mitchell, Jeff Curl and Mark McLean)**

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

**b. Approval of Subcommittee LDR from December 17, 2019 (Clay Brooker, Robert Mulhere, and Jeff Curl)**

*Mr. Brooker moved to approve the minutes of the December 17, 2019 meeting as presented. Second by Mr. Curl. Carried unanimously 2 - 0.*

**IV. Selection of Chair and Vice Chair**

*Mr. Brooker moved to appoint William Varian as Chairman of the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 14 - 0. Mr. Varian abstained.*

*Ms. Spurgeon-DeJohn moved to appoint Blair Foley as Vice Chairman of the Development Services Advisory Committee. Second by Mr. McLean. Carried unanimously 14 - 0. Mr. Foley abstained.*

**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 December 22, 2019, – January 21, 2020 Highlights” for information purposes. He noted:

- Neighborhood cleanups continue with events held in Immokalee, Golden Gate City and East Naples.
- The Port of the Island property is now under the control of Collier County who will be addressing the issues associated with the vacant building on the property.
- The County continues to address employee parking related issues with Seed to Table on Immokalee Road and Davis Blvd.
- Work continues to bring Celebration Park into compliance including releasing the imposition of fines and liens.
- Meets and greets are held with representatives of the Board of County Commissioners.

- The vacation rental ordinance was developed by the County and put on hold given there are endeavors by the legislature to deal with the issue including pre-empting local regulations.
- Other legislative initiatives involve potentially exempting certain categories (other than plumbing, electrical, mechanical and structural) from contracting licensing requirements.
- Steve Athey of the Department was awarded “Employee of the Month” due to his efforts assisting a Member of the community with code violation issues.

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

**Mr. Fey** was not present but provided the monthly report on response time for “*Letters of Availability, Utility Deviations and FDEP Permits*” for information purposes.

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

**Mr. Ahmad** reported:

Palm River Bridge Replacement – anticipated start of May – June 2020 with an 8 month construction timeline.

Bridges East of 29 project (11) - design phase 100 percent complete

Gator Canal Bridge – construction phase starting in June 2020.

Golden Gate Parkway bridge over the Santa Barbara canal – construction anticipated for 2022 – 2023.

Whippoorwill Lane Extension – in procurement for design build project, construction anticipated to initiate at the end of 2020.

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

**Ms. Beddow** reported Building Plan and Site Plan reviews are several days behind.

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

**Captain Lintz** reported:

- Turnaround times are as follows: Building Plan review – 3 days; Site Plan reviews – 1-2 days; Inspections – 1 to 2 days.
- An additional plan reviewer was hired making 6 positions in the Department.
- Upgrades to the website continue.
- Staff is in the process of upgrading the checklist for applications.

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

**Mr. Kovensky** submitted the “*Collier County December 2019 and January 2020 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report.

- Activity remains steady in the Department similar to year over year volume.
- They continue to address staffing levels due to ongoing turnover of employees.
- The process required to authorize credit card transactions in City View continues.

**Ms. Auclair** reported the County has changed the requirements for notarized signatures on documents and any non complying plans will be rejected. She will provide the information to the Ms. Puig for distribution to the Committee members.

The Committee requested Staff to:

- Investigate the reason why certain documents emailed to system regarding applications do not receive an response of receipt, even an automated email.
- Provide an update on the status of permit application review times – *Staff noted they continue to address the issue noting they are 2 – 3 days behind the established time frames, mainly due to staffing issues.*
- Determine the reason documents time out when uploading with Staff noting the system does time out to prevent tying up the system and the issue may be on the users end and slow upload speeds, not related to the County’s server.

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

**Mr. McLean** reported:

- The Board of County Commissioners adopted the Easement Use Agreement.
- Staffing remains an issue and the County (BCC) is outsourcing some permit review activities to address the issue.
- Mark Strain, the Hearing Examiner has vacated the position and the Board of County Commissioners is considering contracting out the service or terminating it.

Committee discussion occurred noting the Hearing Examiner program is beneficial and a recommendation should be provided to the BCC on the matter.

*Mr. Brooker moved for the Development Services Advisory Committee to recommend the Board of County Commissioners maintain the Hearing Examiner program as currently instituted and to expeditiously find a qualified replacement to fill the vacant position. Second by Mr. Valle. Carried unanimously 15 – 0.*

*Mr. Valle moved to authorize Mr. Brooker to prepare a letter for Chairman Varian’s signature notifying the Board of County Commissioners on the action taken by the Committee regarding the Hearing Examiner program. Second by Mr. Mulhere. Carried unanimously 15 – 0.*

**Speaker**

**Kathy Curatolo, Collier Building Industry Association (CBIA)** requested a copy of the letter be forwarded to them for their records.

**VII. New Business**

**A. New Stamp Notice [Jonathan Walsh]**

**Mr. Walsh** reported effective February 1, 2020 there is a new “Reviewed for Code Compliance” stamp whereby all plans reviewed will have the new stamps affixed to them. A space in the upper right hand corner of the plans will be required for the stamp to be displayed.

**VIII. Old Business**

None

**IX. Committee Member Comments**

None

**X. Adjourn**

February 5, 2020

**Next Meeting Dates**

**March 4, 2020 – GMD Conference Room 610 – 3:00pm**

**April 1, 2020 – GMD Conference Room 610 – 3:00pm**

**May 6, 2020 – GMD Conference Room 610 – 3:00pm**

**June 3, 2020 – GMD Conference Room 610 – 3:00pm**

**There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:07PM.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 3/4/2020, as presented ✓, or as amended \_\_\_\_\_.

