

October 7, 2020

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, October 7, 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 (Excused)
Chris Mitchell
Robert Mulhere
Mario Valle
Norman Gentry
Marco Espinar
Laura Spurgeon DeJohn
Jeremy Sterk
Jeff Curl
John English
Mark McLean

ALSO PRESENT: Jamie French, Deputy Department Head
Loraine Lantz, Transportation Planning
Eric Fey, Sr. Project Manager, Public Utilities
Jeremy Frantz, LDC Manager
Mike Ossorio, Director, Code Enforcement Division
Matt McLean, Director, Development Review
Rich Long, Director, Plans Review and Inspections
Ken Kovensky, Director, Operations and Regulatory Management
Richard Henderlong, Principal Planner

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.

The meeting was held as a “hybrid” meeting, in person and by Zoom.

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. Second by Mr. Foley. Carried unanimously 13 - 0.

III. Approval of Minutes from September 20, 2020 Meeting

a. DSAC Meeting – September 2, 2020

Mr. Dunnivant moved to approve the minutes of the September 2, 2020 meeting as presented. Second by Mr. Curl. Carried unanimously 13 - 0.

b. DSAC LDR Subcommittee Meeting – September 15, 2020 (Subcommittee Member vote)

Mr. Curl moved to approve the minutes of the September 15, 2020 meeting as presented. Second by Mr. Foley. Carried unanimously 4 - 0.

Ms. Spurgeon-DeJohn arrived at 3:10 p.m.

IV. Public Speakers

None

V. Staff Announcements/Updates

A. Code Enforcement Division update – [Mike Ossorio]

Mr. Ossorio provided the report “*Code Enforcement Division Monthly Report August 22, – September 21, 2020 Highlights*” for information purposes. He noted:

- “Lifestyle Signs” placed by communities are being addressed by the Division.
- Lien search requests remain extremely active.
- With the pandemic, the Division is continuing to operate normally with number of cases and hearings increasing over the previous years.
- Temporary staff is being utilized on the weekends to help address sign violations, etc.

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. Staff continues to address response times and the Utility Conveyance policy is still under review with a meeting with the County Attorney’s Office expected in the near future and review by the subcommittee.

Committee discussion occurred noting it may be beneficial to streamline responses to utility letter requests for minor projects to help facilitate the process – *Mr. Fey noted staff does provide an email response on minor requests when the issue allows.*

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

Ms. Lantz provided an update to the 951, East Bridge Study from 2008 noting:

- The 12 bridges originally identified for funding remain viable, especially with the additional 1 cent sales tax approved by the voters.
- A recent review by various Agencies such as the Collier County Sheriff's Office, the School District, Fire Departments, etc. has confirmed there is still a need for the bridges to be addressed.
- The item is anticipated to be heard by the Board of County Commissioners at their December 8th meeting.

Mr. Curl requested a copy of the study update be sent to him via email.

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

Ms. Beddow reported turnaround times are as follows: Building Plan review, 400; Site Plan reviews 69 at 1 day; Inspections at 2 days. The Fire Marshall's continue meeting remotely as well as conducting inspections with remote videos.

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

Mr. Zunzunegui reported turnaround times are as follows: Building Plan review – 3 days; Site Plan reviews – 4 days; Inspections – 1 day. Inspections continue to be conducted via live video and staff are routinely tested for COVID-19 (with no positive results currently) to ensure safety for employees and the public. Fire Safety Week live events will be rescheduled, but a Public Service Announcement campaign has been initiated to promote the week as normally celebrated.

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

Mr. Kovensky submitted the "Collier County September 2020 Monthly Statistics" which outlined the building plan and land development review activities. The following was noted during his report:

- The demand for permits in FY20 was similar to that of 2019 (51,000 +/-) with 80 percent of applications via the electronic format.
- The Division continues to address staffing issues to ensure an adequate level of customer service is provided.
- The call center had its highest level of inquiries in September (7,000 +/-).
- Contractor licenses are currently processing double renewals (State and Local) for licensees. He noted:
 - The renewals may be completed in person or online.
 - Staff changes were engaged to help with the service.
 - The processing time is 2 - 4 business days on average unless additional information is required from the applicant.

During Committee discussion it was noted the expiration date for the licensees was August 31st, however the County continues to provide inspections to accommodate all applicable contractors. Those with a high number of inspections are a priority and there are no late fees associated with those who made application prior to October 1st.

G. Development Review Division update [Matt McLean]

Mr. McLean reported:

- The recent heavy rains have raised the issue of sediment control on construction areas with some offsite discharges occurring.

- Consideration is being given to adjusting the inspection process to ensure proper measures are in place in the initial phase of construction to control the runoff.
- Right-of-Way permitting remains active with considerations being given to outsourcing some of the work.

VI. New Business

a. LDC Amendments

i. PL20200001627 - Public Utility Ancillary Systems

LDC Section to be Amended: 5.05.12 Specific Standards for Public Utility Ancillary Systems in Collier County

Mr. Henderlong presented the proposed amendment noting it removes the minimum height and increases the maximum height to ten feet for a fence or wall, maintains the existing setback of five feet from adjacent property and right-of-way lines for a fence or wall enclosing new PUAS facilities, and exempts a fence or wall enclosing existing PUAS facilities from the five-foot minimum setback. The subcommittee recommended approval of the proposed amendment without any revisions.

Mr. Foley moved to recommend the Board of County Commissioners adopt the proposed amendment as presented by staff. Second by Mr. Curl. Carried unanimously 14 – 0.

ii. PL20200001703 - Community Housing Plan (CHP) Implementation-Regulatory Relief

LDC Section to be Amended: 4.02.39 Design Deviation for Housing that is Affordable (New Section)

Mr. Frantz presented the proposed amendment noting it provides relief from certain design standards for affordable housing pursuant to the Community Housing Plan recommendations. The subcommittee recommended some changes when they reviewed the proposal and they have been incorporated into the document presented today.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed amendment as presented by staff. Second by Mr. Curl. Carried unanimously 13 – 0. Ms. Spurgeon-DeJohn abstained due to a conflict of interest and filed the necessary forms with the County.

iii. PL20200001721 - Communication Towers in Estates District

LDC Section to be Amended: 2.03.01 Agricultural Districts
5.05.09 Communication Towers

Mr. Henderlong presented the proposed amendment noting it implements the Golden Gate Area Master Plan (GGAMP) to allow cellular towers as a conditional use in the Estates (E) Zoning District on parcels that are a minimum of 2.25 acres and located adjacent to collector or arterial roads. It also corrects a few cross references. The towers are allowed the Estate (E) zoning district only on parcels designated as Urban or Rural sites or approved for a specified essential service listed in subsection 5.05.09 of the Code. He noted the Subcommittee recommended changes at their last meeting which were incorporated into the document. Subsequent to their meeting, a few additional changes are proposed as follows: Section 5.05.09 G.1/3 - Clarify, there is no difference between conditional use applications by a government for a governmental site and a stand-alone essential service facility owned by, or to be leased to a governmental entity.

Section 5.05.09 G.7.c - Clarify the communication tower shall be separated from both “residentially zoned properties” and “Estates zoned properties”, i.e. an adjacent Estate zoned parcel or lot.

Section 5.05.09 G.25.b - Clarify the telecommunication service cannot be located outside of the Estates Zoning Districts or co-located on an existing tower within an effective radius and provide the same service coverage.

Mr. Curl moved to recommend the Board of County Commissioners adopt the proposed amendment as presented by staff. Second by Mr. Foley. Carried unanimously 14 – 0.

iv. PL20200001602 - 2020 Scrivener’s Errors

PL20200001602 - 2020 Scrivener’s Errors

- LDC Section to be Amended:**
- 1.08.02 Definitions
 - 2.03.01 Agricultural Districts
 - 2.03.02 Residential Zoning Districts
 - 2.03.03 Commercial Zoning Districts
 - 2.03.05 Civic and Institutional Zoning Districts
 - 2.03.07 Overlay Zoning Districts
 - 2.03.08 Rural Fringe Zoning Districts
 - 4.02.06 Standards for Development within the Airport Overlay (APO)
 - 10.02.03 Requirements for Site Development, Site Improvement Plans and Amendments thereof
 - 10.02.05 Construction, Approval, and Acceptance of Required Improvements
 - 10.02.13 Planned Unit Development (PUD) Procedures Appendix A-Standard Performance Security Documents for Required Improvements

Mr. Henderlong presented the proposed amendment noting it corrects scrivener’s errors and updates cross references related to various Land Development Code (LDC) sections. The subcommittee recommended approval of the proposed amendment without any revisions.

Mr. Foley moved to recommend the Board of County Commissioners adopt the proposed amendment as presented by staff. Second by Mr. Curl. Carried unanimously 14 – 0.

VII. Old Business

None

VIII. Committee Member Comments

- **Mr. Frantz** queried if the Committee would like to regularly be updated on changes proposed by the Zoning Division in addition to the Land Development Code Amendments currently reviewed – *The Committee requested an item be placed on the agenda for regular review.*
- The Committee recommended the utility letters process be reviewed by the Utility Subcommittee to determine any changes which may be beneficial to help streamline the activity.

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- **Mr. Frantz** reported standards are being developed for "Lifestyle Signs" and the item will be reviewed by the subcommittee in the future.

IX. Adjourn

Next Meeting Dates

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

December 2, 2020 GMD Conference Room 610 – 3:00 pm

January 6, 2021 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 4:05 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 11/4/2020, as presented , or as amended .