

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, November 4, 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 (via Zoom)
David Dunnivant
James E. Boughton
Clay Brooker
Chris Mitchell
Robert Mulhere (via Zoom)
Mario Valle
Norman Gentry (via Zoom)
Marco Espinar (Excused)
Laura Spurgeon DeJohn
Jeremy Sterk (via Zoom)
Jeff Curl
John English (via Zoom)
Mark McLean

ALSO PRESENT: Jamie French, Deputy Department Head
Trish Mill, Operation Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Jeremy Frantz, LDC Manager
Mike Ossorio, Director, Code Enforcement Division
Jon Walsh, Chief Building Inspector
Jay Ahmad, Director, Transportation Engineering
Matt McLean, Director, Development Review
Rich Long, Director, Plans Review and Inspections
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.

1. Call to Order - Chairman

Chairman Varian called the meeting to order at 3:00 p.m.

Mr. Boughton moved to allow Mr. Foley, Mr. English, Mr. Gentry, Mr. Mulhere and Mr. Sterk to join the meeting via Zoom due to extraordinary circumstances. Second by Mr. Brooker. Carried unanimously 8 – 0.

2. Approval of Agenda

Mr. Valle moved to approve the Agenda. Second by Mr. Curl. Carried unanimously 11 - 0.

3. Approval of Minutes from October 7, 2020 Meeting

Mr. Curl moved to approve the minutes of the October 7, 2020 meeting as presented. Second by Mr. McLean. Carried unanimously 11 - 0.

4. DSAC Position Vacancy Review & Vote

a. William J. Varian - Category: General Contractor

Mr. Foley moved to recommend the Board of County Commissioners appoint William J. Varian to the Development Services Advisory Committee. Second by Mr. Curl. Carried unanimously 10 – 0. Chairman Varian abstained.

b. David Dunnivant - Category: Developer

Mr. Brooker moved to recommend the Board of County Commissioners appoint David Dunnivant to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 10 -0. Mr. Dunnivant abstained.

c. Mark McLean - Category: Architect

Mr. Curl moved to recommend the Board of County Commissioners appoint Mark McLean to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 10 – 0. Mr. McLean abstained.

Mr. Gentry joined the meeting

d. Robert Mulhere - Category: Land Planner

Mr. Foley moved to recommend the Board of County Commissioners appoint Robert Mulhere to the Development Services Advisory Committee. Second by Mr. Mitchell. Carried unanimously 12 – 0.

e. Jeremy Sterk - Category: Environmental Consultant

Mr. Foley moved to recommend the Board of County Commissioners appoint Jeremy Sterk to the Development Services Advisory Committee. Second by Mr. Valle. Carried unanimously 11 – 0. Mr. Sterk abstained.

5. Public Speakers

None

6. Staff Announcements/Updates

a. Code Enforcement Division update – [Mike Ossorio]

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

- Code enforcement cases are up 19 percent over 2019.
- The Division is addressing Staffing given the recent departure of some employees.
- “Sweeps” for lifestyle signs continue.
- The Mask Ordinance was extended until April of 2021.
- Those seeking the reduction or release of an Imposition of a Fine or Lien may appear in front of the Division’s Fine Committee who provide a recommendation to the Board of County Commissioners if the fine or lien should be dismissed or other measures.

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’s response time for client requests is improving.
- Meetings with Growth Management Division Staff occurred to review the Utility Standards and Conveyance Policy and the items will be forwarded to the DSAC for review in the near future.
- The Land Development Code Amendment reviewed by the Committee at the last meeting regarding screening for utility equipment was amended following the meeting to allow the requirements to be retroactive back to 2008.
- An outside consultant may be engaged to help deal with response times for Letters of Availability, etc. due to staffing issues in the Division.

Committee discussion occurred noting it would be beneficial to review avenues available to streamline the process to reduce the response time for the Division’s request letters. Staff noted it would review input from the County Attorney and a review of the Florida Building Code to determine if the process may be streamlined.

The Committee assigned Mr. Mitchell, Mr. Valle, Mr. McLean and Mr. Foley to the Subcommittee to review the issue.

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

Mr. Ahmad reported:

- Palm River Bridge – Construction continues with detours in place.
- 11 Bridges East of SR29 – Design phase completed for those on Oil Well Road and County Line Road.
- Golden Gate Parkway – Santa Barbara Canal – replacement design/build project with construction slated to be completed by 2022.
- 16th St. NE – Bridge and road improvements via surtax funding with construction start anticipated for 2022.

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

Ms. Beddow reported turnaround times are as follows: Building Plan review – 2 days; Site Plan reviews – 1 day; Inspections – 1 day. She noted:

- The Department is addressing Staffing issues and working with GMD Staff to help expedite plan reviews and reduce the potential for variance requests.

- The 2020 Fire Marshall Skeet Shoot is scheduled using appropriate health safety measures given the pandemic.

e. North Naples Fire Review update – [Lt. Sean Lintz or Daniel Zunzunegui]

Mr. Zunzunegui reported turnaround times are as follows: Building Plan review – 3 days; Site Plan reviews – 1 day; Inspections – 1 day. He noted:

- The Department held a Halloween Event handing out candy and fire hats.
- Mr. Lintz has been promoted and to Lieutenant of Fire Prevention and Life Safety for the Department.

Ms. Spurgeon-DeJohn joined the meeting

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

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

- Permit applications have increased for the period year over year and electronic submittals make up 80 percent of the applications.
- The Division continues to address Staffing needs to ensure adequate service levels are met given the number of job bankers available has declined.
- The contract for CityView expires on November 30th and Staff has negotiated a renewal for the service.

Mr. Mulhere joined the meeting

Mr. French queried if the Committee has any or major issues with CityView given it is up for renewal. He noted any concerns would have to be addressed over the long term given the process involved in making changes to the County process if new software was involved. In addition, he sought a recommendation on the proposed contract as he is submitting it to the BCC for approval.

The Committee noted any major change in service would require the users to learn a new system which could be problematic. It would be beneficial to perform a survey for the Committee or certain users to determine any issues which may want to be addressed to ensure the system functions as well as intended.

Mr. Brooker moved to support execution of the contract as presented by Staff. Second by Mr. Foley. Carried unanimously 14 – 0.

The following was noted during Committee discussions:

- Staff continues to address processing times for applications which are currently not at the intended standard due to staffing issues.
- The Department has expended approximately \$40,000 - \$50,000 for COVID protections in the building which has paid for from Fund 113.
- The policy for framing inspections has changed and they will not be allowed on the same day as electrical, A/C or plumbing given at times, the changes required during these trade inspections impact the framing of the structure.

g. Development Review Division Update [Matt McLean]

Mr. McLean reported:

- The County is receiving complaints on dust control on projects and parties should ensure they have adequate measure on site to control the emissions.
- Projects under construction need to ensure their erosion control measures are in place due to recent stormwater runoff issues brought to Staff's attention.
- Right-of-Way Permits require 3 levels of inspections (24 hour notification prior to start, a courtesy in progress and the final) and some parties are skipping the first two and requesting final inspection which tends to be problematic as changes may be required and the asphalt and concrete has already been installed and needs to be removed.
- Recent events have led to issues whereby the Florida Department of Environmental Protection's requirements for wetlands (which is binding) for single family home construction sites differs from the County. Staff has been instructed to obtain a clearance from FDEP or a consultant on these type projects where wetlands are involved.

h. Zoning Division Update

Mr. Frantz reported the Division continues to address Staffing issues and response times for applications submittals is under review.

The Committee noted it may be beneficial to provide a brief written synopsis after any meetings held with clients to review applications.

Mr. Mitchell left the meeting

7. New Business

a. State Certified Voluntary Renewal

Mr. Kovensky and Mr. French discussed the process for renewing State Certified licenses, noting it is under review as this year concerns have been expressed by applicants.

This review includes potentially eliminating the provisions of a driver license and determining if the City View platform may be used as a data base for information (proof of insurance, etc.) and other measures which may streamline the process.

b. Building Code adoption ordinance, effective 12/31/2020 – [Jonathan Walsh]

Mr. Walsh presented proposed Ordinance formally adopting the 2020 Building Code noting:

- One major change is the addition of a wind speed map separating Category 3 and 4 storms.
- Although there have been no changes to the exemptions, they have been clarified as they apply to all structures including commercial uses.
- The item is anticipated to be heard by the County Commissioners and he requested the Committee provide a recommendation on the proposed Ordinance.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the Ordinance as proposed by Staff. Second by Mr. Valle. Carried unanimously 14 – 0.

Mr. Dunnivant left the meeting

c. Changes to the Building Code – [Jonathan Walsh]

Mr. Walsh provided a handout outlining the following updates to the Code:

- Threshold Inspections.

- Exterior wall covering in-progress inspections.
- Soffits.
- Roof Mitigation.
- Ultimate Design Wind Speed, Vult for Risk Category IV Buildings and Other Structures.
- Maximum Floor Area Allowance Per Occupancy.
- Pool Equipment Below Flood Level.
- Solar Panels.
- Underlayment.

8. Old Business

None

9. Committee Member Comments

Chairman Varian noted any Committee Member who abstained from voting on an action should file the necessary forms with the County.

10. Adjourn

Future Meeting Dates

December 2, 2020 – 3:00 pm

January 6, 2021 - 3:00 pm

February 3, 2021 – 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 5:04 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 12/2/2020, as presented , or as amended .