

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, December 2, 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 (Excused)
Clay Brooker
Chris Mitchell
Robert Mulhere
Mario Valle
Norman Gentry (Zoom)
Marco Espinar (Excused)
Laura Spurgeon DeJohn
Jeremy Sterk (Zoom)
Jeff Curl
John English (Excused)
Mark McLean (Excused)

ALSO PRESENT: Jamie French, Deputy Department Head
Patricia Mill, Operations Analyst, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Mike Ossorio, Director, Code Enforcement Division
Jon Walsh, Chief Building Inspector
Rich Long, Director, Plans Review and Inspections
Jamie Cook, Principal Environmental Specialist

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. Mulhere moved to allow the Members on Zoom to participate in the meeting due to an extraordinary circumstance. Second by Mr. Brooker. Carried unanimously 9 – 0.

2. Approval of Agenda

Mr. Curl moved to approve the Agenda. Second by Mr. Valle. Carried unanimously 10 - 0.

3. Approval of Minutes from November 4, 2020 Meeting

Mr. Foley moved to approve the minutes of the November 4, 2020 meeting as presented. Second by Mr. Curl. Carried unanimously 10 - 0.

Mr. Sterk joined the meeting at 3:10 p.m.

4. Public Speakers

None

5. Staff Announcements/Updates

a. Code Enforcement Division update – [Mike Ossorio]

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

- He continues to address staffing issues with new investigators hired and a search for 3 temp workers.
- Staff continues to enforce the “mask order” with the complaints generated via public reporting and at this point, appeals of the Citations are heard by the Special Magistrate.
- Community cleanups and enforcement on the placement of life-style signs continues.
- The Division has negotiated the release of fines and liens in the amount of approximately \$4M.

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. He noted:

- A response times by staff continue to improve.
- A meeting was held with Growth Management Division staff to review avenues to streamline responses to the requests.
- A purchase order with Stantec has been executed to assist staff in their duties.
- A subcommittee meeting will be held later in December to review changes to the Utility Standards Manual and Utilities Acceptance Ordinance.

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

None

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 – 2 days; Inspections – 1 to 2 days. The 2020 Fire Marshall Skeet Shoot is scheduled for December 5th with appropriate health safety measures given the pandemic.

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

Mr. Zunzunegui reported turnaround times are as follows: Building Plan review – 2 days; Site Plan reviews – 2 days; Inspections – 1 day. He noted:

- Staff continues to utilize video inspections when possible.
- Staff continues to review avenues to streamline their processes.
- A free COVID-19 antibody screening will be available on December 11th at their headquarters building.

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

Mr. Long submitted the “*Collier County November 2020 Monthly Statistics*” which outlined the building plan and land development review activities. He noted business remains steady averaging 950 inspections daily and measures were taken to shorten the “intake time” at the facility.

g. Development Review Division update [Matt McLean]

Ms. Cook reported

- The process for wetlands reviews for single family housing permits has been updated and if the wetlands are located on the opposite side of a disturbed area, the permit will be approved. If there are wetlands in the vicinity of an area proposed for disturbance, a review by FDEP is required. A meeting is scheduled with FDEP (Florida Department of Environmental Protection) on December 1 to review the process moving forward.
- Staff is brining an item before the BCC (Board of County Commissioners) regarding the Easement Use Agreement whereby replacement of like to like equipment will be “grandfathered.” A recommendation on the item may be provided by the Development Advisory Services Committee if they so desire.

Mr. Foley moved to support staff’s recommendation to “grandfather” the replacement of “like to like” equipment under the County’s Easement Use Agreement including not requiring a long form, short form or any fee for the change out. Second by Mr. Curl. Carried unanimously 11 – 0.

h. Zoning Division Update [Anita Jenkins or Designee]

Ms. Jenkins reported:

- Staffing issues continue to be addressed to ensure service remains at an acceptable level.
- Staff is looking at the process to determine any improvements which may be made to improve the operation.
- Based on recent Growth Management Plan amendments, Land Development Code amendments will be brought forth for Subcommittee review in the near future.

6. New Business

a. New building code substantial improvement 50% rule affecting any structure that does not meet base plus 1 foot – requested by Bill Varian [Jonathan Walsh]

Mr. Walsh reported:

- Improvements to structures in the floodplain greater than 50 percent of the appraised value of the building require compliance of the entire structure in accordance with current floodplain regulations.
- The County's policy requires building valuation being determined by the County's or private appraisal.
- If an applicant goes through the permit process and closes out a permit for proposed work, any new permit application requires a new appraisal whereby the building may be improved up to 50 percent of the new value without triggering compliance with current regulations.
- This avenue for phasing work is more problematic when a substantial improvement is required due to damage to the structure as opposed to a voluntary renovation.

b. Paperless permit project timeline update and Self Issuance Permits [Danny Condomina]

Mr. Condomina presented the PowerPoint "*Paperless Permit Project*" and "*Self Issuance Permits*" noting:

- Staff continues to review process to ensure it is user friendly
- The schedule for implementing Paperless permits is: Public Announcement – January 20, 2021; Customer Training March 2021; Drop off Date March 22, 2021 and EPR Hard date April 20, 2021.
- A new format is being developed whereby licensed contractors may "self issue" permits for certain activities such as residential "like to like" single and multi family water heaters, 1 - 2 family air conditioner replacements (under 5 ton), low voltage alarms, irrigation not located in a public right of way, Code Enforcement Garage Sale permits, etc.
- Inspections will still be required to complete the self issuing permit process.

The Committee recommended the County consider adding pool heaters/equipment for self issuing permits.

7. Old Business

Mr. French reported investigation is underway to determine any functions of the Development Review Division which may be transferred to the Zoning Division to aid in improving the operation of the Division.

He notified the Committee he is leaving the Growth Management Department to assume the position of Director of the Public Services Department and the members thanked him for his service to the industry and public over the years.

The Committee requested staff appear at a future meeting to notify them of any Departmental changes which may occur as a result of Mr. French vacating his position.

8. Committee Member Comments

None

9. Adjourn

Future Meeting Dates:

January 6, 2021 - 3:00 p.m. (Cancelled)

February 3, 2021 – 3:00 p.m.

March 3, 2021 – 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 4:15 p.m.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 2/3/21, as presented ✓, or as amended _____.