

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, March 3, 2021

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

ALSO PRESENT: Patricia Mill, Operations Manager, Staff Liaison
Eric Fey, Sr. Project Manager, Public Utilities
Mike Ossorio, Director, Code Enforcement Division
Brett Rosenblum, Sr. Project Manager
Rich Long, Director, Plans Review and Inspections
Ken Kovensky, Director, Operations and Regulatory Management
Lorraine Lantz, Transportation Planning

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. and a quorum was established.

Mr. Mulhere moved to allow Mr. Foley, Mr. Sterk, Mr. Espinar and Mr. Gentry to participate in the meeting via Zoom due to an extraordinary circumstance. Second by Mr. Valle. Carried unanimously 10 – 0.

2. Approval of Agenda

Mr. Curl moved to approve the Agenda. Second by Mr. Mitchell. Carried unanimously 14 - 0.

3. Approval of Minutes

a. DSAC Meeting - February 3, 2021

Mr. Foley moved to approve the minutes of the February 3, 2021 meeting subject to the following changes:

- Page 4, Item g, 4th bullet point, line 2 from "...allowance during after development review..." to "...allowance *during* development review..."
- Page 4, Item 7.a.i motion from "Carried unanimously 13 "yes" – 1 "no." to *Carried 13 "yes" – 1 "no."*

Second by Mr. Carried unanimously 14 - 0.

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 January 22, – February 21, 2021 Highlights*" for informational purposes. He noted:

- Staff continues to address the high demand for lien searches.
- The Division is seeking to reduce the cases related to building code violations by working with owners to seek compliance before a hearing is convened.
- The Division has requested a re-hearing on the Special Magistrate's ruling she does not have jurisdiction to enforce the County's face covering requirement.
- He will provide statistics on the enforcement of the face covering Ordinance at a future meeting.

b. Public Utilities Division Update – [Eric Fey 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:

- Response times for the requests are at an acceptable level.
- He continues to deal with staffing levels including attempting to confirm proper job classifications with the Human Resource Department to ensure any person engaged will be a long-term employee.
- They are also utilizing outside support from Stantec when necessary.

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

Ms. Lantz reported:

- Golden Gate Parkway – Complete Streets initiative is underway for the area from Santa Barbara Blvd. to Collier Blvd. where 3 options to improve the area for pedestrian and bicycle traffic. The cost for the project is estimated at \$20M - \$25M.
- Golden Gate Bridge – reconstruction project involving 10 bridges to be heard by the Board of County Commissioners. The work is proposed to be funded using the additional 1 cent sales tax revenue.
- Immokalee Rd. Corridor Congestion Study – Area of study involves Livingston Rd. to Logan Blvd. Concepts include a over pass for Livingston Rd. (2025 – 2030), a diverging diamond at the I-75 intersection and Continuous Flow Intersection at Logan Blvd. (2045).

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

Ms. Beddow reported:

- Turnaround times are as follows: Building Plan review – 475 at 2 days; Site Plan reviews 53 at 1 day; Inspections – 1-2 days.
- The Fire College has resumed in person classes with social distancing and masking requirements.
- An application is anticipated to be filed by the Naples Classical Academy for a site on Immokalee Road.

e. North Naples Fire Review Update – [Capt. Sean Lintz or Deputy Director Daniel Zunzunegui]

Mr. Zunzunegui reported:

- Turnaround times are as follows: Building Plan review – 482 at 4 days; Site Plan reviews – 33 at 4 days; Inspections – 1 day.
- Virtual inspections continue to help reduce risk COVID-19 exposure.
- The Department is assisting the Florida Department of Health with the COVID-19 vaccination program.

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

Mr. Kovensky submitted the “*Collier County February 2021 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- February reporting data of 4800 applications indicates a 70 percent increase in activity year over year.
- Staffing levels continue to be addressed to ensure levels of service remain acceptable.
- Upgrades to the CityView platform are underway.
- Staff is unaware of any new requirements proposed by the Legislature for jurisdictions to meet response times however will check to determine if it would impact the County’s existing policy.

Mr. Long reported:

- He is requesting the Board of County Commissioners approve a request to convert 11 Temporary Employees to Full Time Employees to address staffing concerns.
- The positions would be for Planning Technicians to help upkeep an acceptable level of service which has been an issue since Hurricane Irma.

- A recommendation from the Committee would be welcomed to be used as input on the matter for the BCC.

Mr. Mulhere moved to support staff's proposal to convert 11 Temporary Employees to Full Time Employees. Second by Mr. Curl.

Committee discussion occurred noting it may be beneficial to have a Member appear at any BCC meeting where the item would be discussed. Another more beneficial option may be for a letter to be drafted so staff may use the input at any meetings as necessary (County Manager, etc.).

Mr. Mulhere amended the motion to support staff's proposal to convert 11 temporary employees to Full Time Employees and for the Chairman of the Development Services Advisory Committee to compose a letter outlining the Committee's decision. Second by Mr. Curl. Carried unanimously 14 – 0.

g. Development Review Division Update [Matt McLean]

Mr. Rosenblum reported:

- Activity remains busy for Right-of-Way and building permits.
- Any parties planning on submitting plats for recording for the summer period should do so by May as the BCC takes time off during the summer.
- Cormac Giblin has been named the new Planning Manager.

h. Zoning Division Update [Anita Jenkins or Designee]

Mr. Rosenblum reported staff would provide an update at the next meeting.

6. New Business

a. Amendment to the Collier County Water Sewer District Utilities standards including Article III Utilities Standards and Procedures, Design Criteria, Appendix D, and associated Technical Specifications, as amended.

Mr. Fey presented the above referenced amendments for consideration. He noted there is a major change to the process where it will become “one step” versus the current “two-step” process for conveyance of utilities to the County. The Utility Code Subcommittee reviewed the documents and provided input to staff on the proposal.

Mr. Foley, Chairman of the Subcommittee reported:

- Staff's endeavor included reviewing processes in other jurisdictions to garner input on the various processes utilized by those parties.
- A UPS (Utilities Performance Security) will no longer be required for projects where the construction cost is lower than \$100,000.
- The conveyors requirement to provide a one-year warranty will remain in place.
- Staff will be addressing those UPS's which have been unclaimed by the party who provided the funds following the expiration of the one-year warranty period.
- The Subcommittee supports the changes proposed by staff.

Mr. Fey reported there has been one change subsequent to the Subcommittee's review and recommendation as Section 135-56(e)(1) will read as follows:

Utilities performance security (UPS): *A performance bond, cash bond, irrevocable letter of credit, or other authorized form of security furnished by the developer to the County or the District, prior to recording of plat or conveyance of utility facilities, (potable water, non-potable irrigation water and/or wastewater facilities) and/or non-utility facilities (reclaimed or supplemental water facilities) to guarantee the construction workmanship and/or materials for the warranty period after the utility system(s) or portion(s) and the non-utility facilities and portions thereof have been conveyed to the District.*

He noted the change was incorporated to clarify the language on the requirement for a UPS.

Mr. Mulhere moved to recommend the Board of County Commissioners adopt the changes to the Collier County Water Sewer District Utilities standards including Article III Utilities Standards and Procedures, Design Criteria, Appendix D, and associated Technical Specifications as proposed by staff including the above referenced change outlined by Staff. Second by Mr. Mitchell. Carried unanimously 14 – 0.

7. Old Business

None

8. Committee Member Comments

Chairman Varian noted it would be beneficial for Thaddeus Cohen, Growth Management Department Head, to provide an update on employee status given the recent reporting by Mr. Long and Mr. Fey on issues related to service levels.

9. Adjourn

Future Meeting Dates

April 7, 2021 – 3:00 p.m.

May 5, 2021 – 3:00 p.m.

June 2, 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 3:47 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 4/7/21, as presented , or as amended ____.