

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, April 7, 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  
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  
Jay Ahmad, Transportation Planning  
Jonathon Walsh, Building Official  
Jeremy Frantz, LDC Manager

*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 - March 3, 2021**

*Mr. Mulhere moved to approve the minutes of the March 3, 2021 meeting as presented. Second by Mr. Curl. Carried unanimously 14 - 0.*

**4. Public Speakers**

None

*Ms. Spurgeon-DeJohn joined the meeting*

**5. Staff Announcements/Updates**

**a. Code Enforcement Division update – [Mike Ossorio]**

**Mr. Ossorio** provided the report “*Code Enforcement Division Monthly Report February 22, – March 21, 2021 Highlights*” for informational purposes. He noted:

- That the Florida Legislative updates includes the review of any requirements for short term vacation rentals as been placed on hold.
- Senate Bill 60 and House Bill 883 is under review which would prohibit anonymous code enforcement complaints and review is underway for home occupations whereby clients would not be prohibited from visiting a home-based operation.
- The demand for lien searches continues to be heavy.
- Code Enforcement records indicate since he has assumed the Director’s role, \$17M of fines has been waived and \$303,000 of fines has been collected.
- The Board of County Commissioners determined that a request for rehearing of the Special Magistrate’s ruling; she does not have jurisdiction in enforcing the emergency order requiring face coverings.

**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 that response time requests are adequate at this point and Staffing issues are being addressed in the Division. The Sire system will be replaced in the near future with OnBase by Hyland.

There have been minor modifications to the Utility Conveyance Ordinance per the County Attorney’s office following DSAC’s review and recommended approval of the amendments. He

will provide a copy of the modifications to the Committee for their review.

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

**Mr. Ahmad** reported:

- Veterans Memorial Parkway Extension - The construction of the access road to serve construction of the new high school is ahead of schedule.
- Goodland Drive – Roadway to be elevated approximately 2 feet to address flooding issues.
- Triangle Blvd. – Notice to Proceed issued for access management work and is anticipated to take 12 months to complete.
- 11 bridges (east of Immokalee and SR29) – Bids received for 10 at total cost of \$26.7M; BCC to hear item on 5/11/21.

Projects in Design Phase:

- Vanderbilt Road west of Airport Pulling\_Road lane widening.
- Airport Pulling Road from Livingston Road to Sam’s Club lane widening
- Bridge replacement crossing the Santa Barbara Canal on Golden Gate Parkway.

During Committee discussion he noted that the noise abatement studies are required for road construction projects however, any measures to address issues need to be “cost feasible” in order to require implementation. They do attempt to address issues through the Board of County Commissioners and the contractor if issues arise during construction.

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

**Ms. Beddow** reported that the turnaround time for reviews and inspections are adequate at this time and the training sessions at Courthouse Shadows are complete.

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

**Mr. Zunzunegui** reported:

- That turnaround times are adequate at this point in time.
- The 7<sup>th</sup> edition of the Florida Building Code requires additional grab bar provisions for new construction. These requirements are in addition to those associated with ADA regulations.
- 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 March 2021 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- That permit applications for March were up 20 percent Year over Year.
- Processing of applications is behind due to the increased volume being handled by Staff.
- Staffing issues continue to be addressed including utilizing 50 temporary workers to help ensure adequate levels of service are met.
- Full electronic permitting will be instituted on April 19<sup>th</sup> and training for any interested member of the public continues.
- The call center operation continues to perform well.

During Committee discussion Mr. Walsh provided an overview of the difference between Early Work Authorizations (EWA) and Phase Requests for building permits noting:

Early Work Authorization

- No plans need to be included and there is no fee for this type of request.
- The request shall ensure there are no impacts to life safety items, fire walls/barriers/partitions, fire alarms or fire sprinkler systems.
- Requests for construction commencement are granted only one time, for one defined scope of work.
- This information shall be acknowledged and included in the request letter for an Early Work Authorization no additional requests will be approved, nor can any approved request be revised.
- The requesting contractor is aware that no work requiring inspections shall be covered and that they are moving forward at their own risk.

Phase Requests

- Plans are required to be submitted with a complete initial round of plan review, by all departments, shall have already been completed and rejection/comment letter issued prior to any request.
- Such reviews shall not have revealed any noncompliant code detail involving work to be undertaken via this request.
- Should code compliance design issues exist, said request may be limited in scope or denied entirely.
- The Phase approval is only for a specific area of construction as identified on the approved plans with all inspections required in accordance with County policy.

He stated that once either process is invoked by the applicant, they are not allowed to change the type of early request associated with a project.

Owner/Builder Permit Application Signatures

Mr. Walsh noted that Florida Statute requires those submitting owner/builder permit applications are required to sign the forms in presence of County Staff.

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

Mr. Rosenblum reported that Staff is working on options available to streamline well permits.

**h. Zoning Division Update [Anita Jenkins or Designee]**

Mr. Frantz reported:

- That Andy Youngblood has been employed as a new Operations Analyst.
- A review of protocols is underway to determine any changes which may be beneficial in providing a more coordinated support for the planners in the Division.
- The privately driven LDC amendments on the Agenda were continued as Staff continues to work on changes based on the Subcommittee review which occurred on March 31<sup>st</sup>.

**6. New Business**

**a. Policy for sediment and erosion control**

**Mr. Long** reported that Matt McLean has requested inspection of sediment and erosion control measures required on construction sites. The activity will occur at the time of the 1<sup>st</sup> inspection and continue throughout the project. If the proper measures have not been taken by the applicant, an inspection hold may be placed until the issue is resolved.

**7. Old Business**

None

**8. Committee Member Comments**

None

**9. Adjourn**

**Future Meeting Dates**

**May 5, 2021 – 3:00 pm**

**June 2, 2021 – 3:00 pm**

**July 7, 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 3:47 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



\_\_\_\_\_  
**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 5/5/21, as presented , or as amended .