

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, June 2, 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  
David Dunnavant  
James E. Boughton  
Clay Brooker  
Chris Mitchell (Excused)  
Robert Mulhere  
Mario Valle  
Norman Gentry  
Marco Espinar  
Laura Spurgeon-DeJohn  
Jeremy Sterk  
Jeff Curl (Excused)  
John English  
Mark McLean

ALSO PRESENT: Patricia Mill, Operations Manager, Staff Liaison  
Jamie French, Deputy Department Head  
Eric Fey, Sr. Project Manager, Public Utilities  
Michael Ossorio, Code Enforcement Division  
Rich Long, Director, Plans Review and Inspections  
Ken Kovensky, Director, Operations and Regulatory Management  
Matt McLean, Director, Plan Review  
Anita Jenkins, Director of Planning and Zoning  
Chris Mason, Floodplain Management Coordinator  
Howard Critchfield, Sr. Project 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. A quorum consisting of 11 Members was convened.

**2. Approval of Agenda**

*Mr. Mulhere moved to approve the Agenda. Second by Mr. Sterk. Carried unanimously 11 - 0.*

**3. Approval of Minutes**

**a. DSAC Meeting – May 5, 2021**

*Mr. Foley moved to approve the minutes of the May 5, 2021 meeting as presented. Second by Mr. Valle. Carried unanimously 11 - 0.*

**b. DSAC LDC Subcommittee Meeting – March 31, 2021 (Subcommittee Members Only)**

*Mr. Mulhere moved to approve the minutes of the March 31, 2021 meeting as presented. Second by Mr. McLean. Carried unanimously 4 - 0.*

*Ms. Spurgeon-DeJohn arrived at 3:07 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 April 22, – May 21, 2021 Highlights*” for information purposes noting:

- Community cleanup activities continue.
- Commissioner McDaniel is reviewing the requirements for home businesses in regards to intensity of uses, especially in the Estates area.
- The Division is seeking qualified vendors (including handymen) to abate violations for the County when necessary.
- Recent quality control feedback indicates the Division is operating at a 96 percent approval rating.

**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:

- Response times for availability letters are 1 month behind.
- Responses to deviation requests are improving, currently at 7 days or less.
- Responses to FDEP requests are at less than 30 days and a vendor is helping facilitate the activity.
- There were minor changes to the Utilities Conveyance and Procedures Ordinance since last reviewed by the DSAC. It is slated to be heard by the Board of County Commissioners on June 22<sup>nd</sup> and the changes include revisions to the warranty period and clarifications of

language where necessary. He will forward a copy of the changes to the Committee for their records.

**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]**

**Chairman Varian** reported Ms. Beddow could not be present but notified him there were 452 Building Plan reviews, 68 Site Plan Reviews and 668 inspections in May.

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

**Mr. Zunzunegui** reported inspections are at a one-day turnaround and video is used when feasible due to the ongoing pandemic.

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

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

- There was a 3-day planned shutdown of activity to complete upgrades to the system including processes for cashiering, GIS, services, etc.
- May activity remained steady with 6,000 applications filed.
- The call center remains busy with over 6,000 calls fielded in May.
- There are vacant positions available to be filled which will help improve service in the Division.
- Staff is being re-purposed when feasible to facilitate response times to permit applications given residential and structural review are 4 days behind schedule at this point in time.
- Inspections are currently averaging 1, 000 per day.

*Mr. Dunnivant arrived at 3:22 p.m.*

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

**Mr. McLean** reported:

- There is no schedule to review the request brought forth at the May DSAC meeting for a Land Development Code amendment to allow planting of Bahia Grass on backslopes toward preserves. He noted it may be initiated by a private party at any time.
- Work continues to resolve issues where a Utility Performance Security is being held by the County and meets the requirements for release.
- The Emergency Order addressing extensions of permits does not apply to Right-of-Way permits.

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

**Ms. Jenkins** reported staff will be developing separate activity reports for Zoning activities as they are now combined with Development Review reporting. Measures continue to address staff shortages as review activity remains busy.

**6. New Business**

**a. Floodplain Management Ordinance 2019-01: Removal of Prohibition of Temperature Control of Enclosures Below Lowest Floor [Floodplain Management]**

Mr. Mason reported:

- The County is removing the language in the Floodplain Management Ordinance prohibiting temperature control below the lowest floor.
- The restriction is currently a County requirement established in 2011 (not FEMA) and the County now has a "Non-Conversion Agreement" (restrictions for new construction, substantial improvement, alteration or repair for enclosures below elevated buildings, crawl spaces or under floor spaces more than 5 feet in height, etc.) which must be executed by owners agreeing to the requirements for uses in these areas.

**b. Collier County process and status for adopting preliminary maps issued by FEMA, requested by Mario Valle, Committee Member [Richard Long]**

Mr. Critchfield gave an update on the new preliminary floodplain maps issued by FEMA noting:

- The County's coastal area maps are in the process of being re-adopted.
- Preliminary review has occurred and the activity is now in the 90 day appeal process. Following the appeal process, FEMA will make revisions as necessary with a 6-month comment period.
- It is anticipated the new maps will become effective in mid 2022.

**7. Old Business**

None

**8. Committee Member Comments**

Mr. French addressed the Committee noting the department continues to undertake measures to address staffing needs to ensure adequate levels of service are met by the County.

**9. Adjourn**

Next Meeting Dates:

July 7, 2021 - 3:00 p.m.

August 4, 2021 - 3:00 p.m.

September 1, 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 3:55 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 8/4/21, as presented , or as amended \_\_\_\_\_.