

MINUTES OF THE COLLIER COUNTY  
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, August 4, 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  
Robert Mulhere  
Mario Valle  
Norman Gentry  
Marco Espinar  
Laura Spurgeon-DeJohn  
Jeremy Sterk  
Jeff Curl  
John English  
Mark McLean

ALSO PRESENT: Patricia Mill, Operations Analyst/Staff Liaison  
Eric Fey, Sr. Project Manager, Public Utilities  
Michael Ossorio, Director, Code Enforcement Division  
Rich Long, Director, Plans Review and Inspections  
Ken Kovensky, Director, Operations and Regulatory Management  
Jamie Cook, Director, Development Review  
Josh Lenio, Operations Supervisor  
Danny Condomina, Sr. Operation Analyst  
Lorraine Lantz, Transportation Planning  
Mike Sawyer, 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. A quorum consisting of 15 Members was convened.

**2. Approval of Agenda**

*Mr. Curl moved to approve the Agenda. Second by Mr. Espinar. Carried unanimously 15 - 0.*

**3. Approval of Minutes**

**a. DSAC Meeting – June 2, 2021**

*Mr. Curl moved to approve the minutes of the June 2, 2021 meeting as presented. Second by Mr. Valle. Carried unanimously 15 - 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 June 22, – July 21, 2021 Highlights*” for informational purposes noting:

- That Community sweeps were recently held in Golden Gate City Naples and Immokalee.
- The Division participated with the Collier County Sheriff’s Office in an eviction proceeding for a residence being utilized for drug activity.
- The request for lien searches remains high and code cases reached 755 average the past 2 months.
- The Division continues to deal with personnel issues.
- New legislation passed that prohibits code enforcement officers from investigating complaints filed by anonymous parties.
- The material processing activity at the corner of Davis Blvd. and Santa Barbara Blvd. is an allowed use, however a violation has been issued related to silt fence requirements.

**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:

- That the response times for availability letters and deviation letters continues to improve.
- Responses to FDEP requests are steady and an outside vendor is helping facilitate the activity.
- The Board of County Commissioners adopted the amendments to the Utility Standards Manual (Ordinances 2021-24 and 2021-153) with some changes in response to input from the County Attorney. The changes become effective July 20, 2021.
- Personnel issues continue to be addressed including dealing with the Human Resources Department on re-classifications of positions.

- The wastewater and water study for Golden Gate continues with a focus on the potential for upgrades to the plant to provide expanded services to Golden Gate City at some point in the future.

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

**Lorraine Lantz, Transportation Planning** provided updates on the following projects:

Immokalee Road Corridor Study – the BCC will meet in September to review the study which encompasses the area from Livingston Road to Logan Blvd. An overpass is recommended for Livingston Road, a diverging diamond at the I75 interchange and continuous flow intersection at Logan Blvd.

Randall Blvd/Immokalee Road - the design contract for the project has been awarded.

Traffic Impact Study – updates to the Traffic Impact Study and changes being made to the Access Management Classifications.

**Mr. Sawyer** provided the “*Collier County Transportation Services Division Access Management Classification*” and “*Collier County Transportation Services Division Roadway Capacity Table*” for informational purposes. He noted that the BCC will be reviewing the documents in October.

**Mr. Mulhere** noted that consideration should be given allowing applicants the option to submit the Traffic Impact Study (TIS) at later time while other reviews are ongoing given it is a time-consuming endeavor – *Mr. Sawyer noted he doesn't think the TIS is required at time of first application submittal as it is reviewed independently.*

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

None

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

**Mr. Zunzunegui** reported:

- That June saw 1000 plan reviews and Staff has been approved for overtime work to help meet deadlines.
- 687 building plan reviews were conducted in July with a 5 day turn around.
- There were 32 site plan reviews in July with a 4 – 7 day turn around.
- Inspections are at one day and video inspections are being reinstated due the status of the pandemic.
- Codes have been amended to allow certain contractors to design changes in building sprinkler systems for those systems with 249 sprinklers or fewer.

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

**Connie Thomas** reported that the process for regulating special event permits was streamlined via a collaborative effort from parties including input from the zoning and fire departments.

**Mr. Kovensky** submitted the “*Collier County July 21, 2021 Monthly Statistics*” which outlined the building plan and land development review activities. The following was noted during his report:

- That the Department's been busy with over 6,500 applications filed in July and 4,800 in June
- They continue to deal with Staffing issues in the Department.
- Members should coordinate any items needing to be placed on the meeting Agenda with Ms. Mill.

- Staff intends to begin distributing meeting packets to Members electronically in lieu of the current practice of issuing paper copies.

**g. Development Review Division update [Jamie Cook]**

**Jamie Cook new Director of Development Review** provided the update noting that the Division remains busy with site development plan and building permit reviews.

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

None

**6. New Business**

**a. Minor updates to the County’s vacation policies and procedures [Development Review]**

**Ms. Cook** reported that the policies and procedures for vacating right of ways was updated including grammar changes and requiring the property owner to submit an affidavit when filing the application.

**Mr. Mulhere** expressed concern on the language in Section C.2.G requiring letters to be obtained from users of, or those adjacent to the right-of-way noting that it may be a cumbersome process and may be subject to non-responses. Consideration should be given requiring some type of certified notification to the owners in question, so they are aware of the change and raise issues if they so choose.

Staff noted that the section in question states such letters “*may*” (as opposed to “*shall*”) include those parties listed in the Section and may not be a requirement in certain cases.

**b. Expired permits and steps for owners to resolve [Building Permit Review & Inspection]**

**Mr. Long and Mr. Lenio** provided an update on the Division’s endeavor to close out existing permits, they noted:

- That initially, 120,000 expired permits were identified with the current number being reduced to 70,000 through efforts of Staff.
- Identifying the open permits includes a review of newly submitted applications to determine if there are any duplicate permits open for the proposed activity.
- If a change of contractor is required for the expired permit, the expired permit must be closed out and the owner must reapply for a new one which will reference the old one for code purposes.
- Many of the expired permits are single trade applications such as those for HVAC contractors, etc.
- Owner education on permits is an important function so they are aware the permits need to be closed out with final inspections.

**c. GMD public portal changes and self-issuing permits [Operations & Regulatory Management]**

**Mr. Condomina** presented the PowerPoint “*GMD Portal Changes*” and provided an update on the streamlining for self-issuing permits. The system is available to contractors only, not those seeking owner builder permits and the permits are issued directly online.

*Mr. Curl left at 4:28 p.m.*

**d. Proposed amendments to the Land Development Code [Zoning]**  
**i. LDCA-PL20210001033 – Limited Density Bonus Pool Allocation**

LDC SECTION TO BE AMENDED

01.08.01 - Abbreviations

04.02.16 - Design Standards for Development in the Bayshore Gateway Triangle Redevelopment Area

10.02.15 - Requirements for Mixed Use Projects within the Bayshore Gateway Triangle Redevelopment Area

10.03.06 - Public Notice and Required Hearings for Land Use Petitions

**Presenters:** Eric Johnson, Principal Planner and Marina Guirguis of Johnson Engineering

The proposed amendment updates LDC section 4.02.16 by creating limited bonus density pool allocation provisions for the Bayshore Gateway Triangle Redevelopment Area (BGTRA). The bonus density pool allocation program, which grants additional dwelling units to qualifying projects, was originally established in 2006.

**Mr. Johnson** reported that the proposed amendment was reviewed by Land Development Review Subcommittee on June 15<sup>th</sup> and they recommended approval with changes. Following the meeting, Staff made the changes as recommended and included with the information submitted to the Committee today. There is a companion Growth Management Plan amendment for the item which was approved by the BCC on July 13<sup>th</sup>.

**Mr. Mulhere** reported that the proposed amendment creates a process to replenish the density pool for the area and now incorporates smaller size properties into the program. The program provides incentives for redevelopment of the area and the Subcommittee did review the proposed amendment and recommended approval with changes.

***Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed amendment subject to the changes recommended by the Land Development Review Subcommittee. Second by Mr. Foley. Carried unanimously 13 – 0. Ms. Spurgeon-DeJohn abstained.***

**Mr. Brooker** noted that it may be beneficial for the Committee to review any proposed Growth Management Plan changes in relation to a specific Land Development Code amendment given the items are related to each other.

**ii. LDCA-PL20210001222 – Bayshore Updates**

LDC SECTION TO BE AMENDED

01.08.02 - Definitions

2.03.07 - Overlay Zoning Districts

4.02.16 - Design Standards for Development in the Bayshore Gateway Triangle Redevelopment Area

10.02.15 - Requirements for Mixed Use Projects within the Bayshore Gateway Triangle Redevelopment Area

10.03.06 - Public Notice and Required Hearings for Land Use Petitions

**Presenters:** Eric Johnson, Principal Planner and Marina Guirguis of Johnson Engineering

The proposed amendment updates multiple LDC sections for the uses and standards for properties located within the Bayshore Gateway Triangle Redevelopment Area (BGTRA).

**Ms. Guirguis** noted that the proposed amendment includes renaming the overlay area to eliminate confusion, changes to access, screening and parking requirements, etc.

**Mr. Mulhere** noted that the Land Development Review Subcommittee reviewed the proposed amendment and recommended it be approved.

*Mr. Mulhere moved to recommend the Board of County Commissioners adopt the proposed amendment as presented by Staff. Second by Mr. McLean. Carried unanimously 13 – 0. Ms. Spurgeon-DeJohn abstained.*

**7. Old Business**  
None

**8. Committee Member Comments**  
None

**9. Adjourn**  
**Next Meeting Dates**  
September 1, 2021 – 3:00 p.m.  
October 6, 2021 – 3:00 p.m.  
November 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 4:40 P.M.**

**COLLIER COUNTY DEVELOPMENT SERVICES  
ADVISORY COMMITTEE**

  
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**Chairman, William Varian**

These Minutes were approved by the Board/Chairman on 9/1/21,  
as presented \_\_\_\_\_, or as amended \_\_\_\_\_.