

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, September 1, 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 (Excused)
David Dunnavant
James E. Boughton (Absent)
Clay Brooker
Chris Mitchell
Robert Mulhere (Excused)
Mario Valle (Excused)-
Norman Gentry (Excused)
Marco Espinar
Laura Spurgeon-DeJohn
Jeremy Sterk
Jeff Curl (Excused)
John English
Mark McLean

ALSO PRESENT: Patricia Mill, Operations Analyst/Staff Liaison
Jamie French, Deputy Department Head
Eric Fey, Sr. Project Manager, Public Utilities
Jeff Letourneau, Code Enforcement Division
Ken Kovensky, Director, Operations and Regulatory Management
Jay Ahmad, Transportation Planning
Mike Bosi, Planning Director
Brett Rosenblum, Principal Project Manager
Jason Regula, Manager, Digital Plan Review & Application Support

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 9 Members was convened.

2. Approval of Agenda

Mr. Mitchell moved to approve the Agenda. Second by Mr. Brooker. Carried unanimously 9 - 0.

3. Approval of Minutes

a. DSAC Meeting – August 4, 2021

Mr. Mitchell moved to approve the minutes of the August 4, 2021 meeting as presented. Second by Mr. Dunnivant. Carried unanimously 9 - 0.

4. Public Speakers

None

5. Staff Announcements/Updates

a. Code Enforcement Division update – [Mike Ossorio]

Mr. Letourneau provided the report “*Code Enforcement Division Monthly Report July 22, – August 21, 2021 Highlights*” for information purposes noting:

- The requests for inspections of condominium buildings have increased due to the recent collapse of the Surfside building on the east coast of Florida.
- The Division closed out a long-standing case on the property which now houses the Amazon distribution facility.
- Lien search activity has declined recently.
- The Division continues to address Staffing issues to ensure the anticipated levels of service are being met.
- Anonymous complaints may not be investigated unless they are deemed a Health, Safety and Welfare issue.
- Recent changes to regulations governing home occupations include allowing two off site employees and commercial and retail transactions on site.

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 and deviation letters continue to improve.
- Responses to FDEP requests are steady and an outside vendor is helping facilitate the activity.
- He continues to address Staff changes and re-classifications to ensure the anticipated levels of service are met by the Division.

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

Mr. Ahmad, provided an update on the following projects:

Veterans Memorial Blvd. Extension - Ahead of schedule with completion anticipated by 2023.

Goodland Drive – Project in the milling and overlaying phase following completion of the drainage aspects of the project.

Triangle Blvd. – Roundabout proposed with construction anticipated to start in 12 months.

East of Immokalee/State Road 29 Bridge Replacement Project – Several bridges now in construction phase of the project.

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

Ms. Beddow reported activity remains steady with inspections currently occurring within 1 – 2 days of request.

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

Mr. Zunzunegui reported:

- There were 775 building plan reviews and 43 site plan reviews conducted in August with a 4 day turn around.
- The volume of activity remains heavy, and measures continue to manage Staff to ensure anticipated levels of service are met.
- Applications for remodels require a gross square footage calculation and contractors filing permits should ensure the measurements are accurate.

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

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

- The form required for property notification for Neighborhood Information Meetings has been updated based on recent changes to the notification zones.
- Activity remains steady and Staff changes are being addressed to ensure the anticipated levels of service are met.
- Contractor licensing renewals are underway with 3,160 notices sent out and 990 completed requests as of 8/30/21 with 2,170 outstanding.
- Electronic permitting has reduced the demand for service at the walk-in counter in the building.

g. Development Review Division update [Jamie Cook]

Mr. Rosenblum noted, like other Divisions in the County, they continue to deal with Staffing issues.

h. Zoning Division Update [Anita Jenkins or Designee]

Mr. Bosi reported:

- The Immokalee Road/Randall Blvd. PUD is slated to be heard by the Board of County Commissioners on October 26th.
- Staff is working on the requirements necessary to address the Annual Update and Inventory Report.

6. New Business

Mr. French provided an update on Staffing issues in the Department noting:

- Staffing adequate numbers of employees is a major issue for the Department.

- Compounding the problem at this point is the increased demand for services as they are now processing approximately 60,000 applications annually and Staff is still required to meet legislative timing requirements for the applications.
- A new payroll study has been commissioned which is due to be delivered to the County in January of 2022.
- The County is also reviewing the fee schedule to determine if any changes are necessary to meet the demands for service.
- There are funds available in the Department's Enterprise Fund to assist in addressing the needs, however there are constraints on how the monies may be allocated.

He requested industry representatives and members of the DSAC support his Staffing requests when the item is heard by the BCC and he will provide updates as they become available.

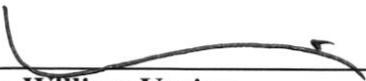
7. Old Business
None

8. Committee Member Comments
The Committee requested Staff to place a regular item on the Agenda outlining any proposed State legislative changes with may be of interest to the DSAC.

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

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 10/6/21, as presented , or as amended _____.