

MINUTES OF THE COLLIER COUNTY DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida, Nov. 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 3:01 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 (excused)
	James E. Boughton
	Clay Brooker
	Chris Mitchell
	Robert Mulhere
	Mario Valle (excused)
	Norman Gentry
	Marco Espinar (excused)
	Laura Spurgeon-DeJohn
	Jeremy Sterk
	Jeff Curl
	John English
	Mark McLean

ALSO PRESENT: Jamie French, Deputy Department Head, GMD
Michael Ossorio, Director, Code Enforcement
Jay Ahmad, Director, Transportation Engineering
Eric Fey, Senior Project Manager, Public Utilities
Ken Kovensky, Director, Operations & Regulatory Management
Mike Bosi, Director, Planning & Zoning
Jaime Cook, Director, Development Review
Patricia Mill, Operations Analyst/Staff Liaison

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 3:01 p.m. A quorum consisting of 11 members was convened.

2. Approval of Agenda

Chairman Varian moved to approve the agenda. It was carried unanimously, 11-0.

3. Approval of Minutes

a. DSAC Meeting – Oct. 15, 2021

Mr. Brooker moved to approve the minutes of the Oct. 15, 2021, meeting as presented. It was carried unanimously, 11-0.

4. Public Speakers

None

5. Staff Announcements/Updates

a. Development Review Division – [Jaime Cook, director]

Ms. Cook provided updates on two issues:

- Prior to last Thursday, staff would collate all documents for building permits with easement-use agreements to send to the County Attorney for review and then they would be returned. The CityView portal has now been updated to add that as an activity, allowing the County Attorney to add comments for DSAC review.
- The updated CityView portal will go live on Nov. 8 and will provide an option to select “final utility acceptance.”

b. Code Enforcement Division – [Mike Ossorio, director]

Mr. Ossorio provided the report, “*Code Enforcement Division Monthly Report September 22–October, 21, 2021, Highlights,*” for informational purposes. He reported that:

- Code Enforcement will track 644-650 cases this year, compared with 650-700 last year, a small decrease but Code Enforcement plans to hire more temporary KeyStaff employees.
- The Mindy Avenue cleanup in October resulted in a large turnout and removed 2.5 tons, and another at 44th St. SW and Golden Gate Parkway resulted in 5 tons removed. Surveys of residents showed 97% felt they were knowledgeable and helpful.
- Code Enforcement will be doing a sweep in North Naples and Goodland this month. District 5 Commissioner Andy Solis has asked Code Enforcement to be more proactive in Naples Park.
- Additional training by a noise specialist will occur next month.

c. Public Utilities Department – [Eric Fey or designee]

Mr. Fey provided a monthly report on response times for “*Letters of Availability, Utility Deviations and FDEP Permits*” for informational purposes. He stated:

- Availability letter volume has declined over the summer, which is typical, and response times were low relative to the prior four months.
- Deviations also were down, but did not indicate a trend.

- DEP permits hit a plateau, which was unprecedented, but he expects that to change.
- The reclassification was approved for a new project manager, but there were no qualified candidates. He cited a tough job market, saying the position has been hard to fill for the last year or two, a situation government colleagues have experienced.

d. Growth Management Dept. Transportation Engineering Division – [Jay Ahmad]

Mr. Ahmad provided several project updates:

- The Whippoorwill Lane-Marbella Lakes Drive extension design is 60% complete, construction will begin in February or March, total cost will be \$4.7 million and the project will be completed by year's end. A public information meeting will be held at 5 p.m. Nov. 10 at the YMCA.
- Flooding during afternoon high tides has occurred on Goodland Drive, so areas were elevated by 2 feet and there has been no flooding, so far. Paving is continuing and the project should be completed this month, on time and within budget.
- Eastbound lanes for the Veteran's Memorial four-lane roadway, from Livingston Road to the new high school, were completed using the existing lanes. The westbound lanes will be constructed soon, well ahead of the scheduled April 2023 completion date.
- The Eleven Bridge Replacement Project, a surtax project east of State Route 29, has started and went to bid with four contracts to accelerate construction. FDOT is paying most of the grant project and a notice to proceed was issued on Oct. 21.
- All rights-of-way have been acquired for the Vanderbilt Beach Road Extension, which will add six lanes to Wilson Boulevard and two lanes east of Wilson. Construction is expected to start in March or April. At more than \$100 million, he said it's one of the most expensive projects he's been involved in.

e. Collier County Fire Review – [Shar Beddow or Shawn Hanson, Assistant Chief, Fire Marshal]
None. (Could not attend.)

f. North Collier Fire Review – [Deputy Director Daniel Zunzunegui]

Mr. Zunzunegui presented a report, Fire Review Statistics, which showed:

- There was a three-day turnaround for building review and four days for planning in October.
- 702 plans were conducted last month, 654 of which were building permits and 48 were planning review.
- Next-day appointments are still being offered for inspections and a video option is being offered as a COVID precaution, but is not used often.

Mr. Zunzenegui said the annual Collier and Lee County Fire Marshal's Association Charity Clay Skeet Shoot event will take place Dec. 4 and is being promoted on the district's website. He also reported that a master plan and a new strategic plan for the district is being put together by Dynamic Consulting Group, which has worked with many fire districts statewide. The kickoff will be Nov. 17. An external stakeholder session will be offered, possibly with a survey format. Those surveys will be sent out to DSAC and members of the building industry to get input on how services can be improved.

g. Operations & Regulatory Mgmt. Division – [Ken Kovensky]

Mr. Kovensky presented a report, *October 2021 Statistics*, which outlined building plan and development review activities. He noted the following:

- The department processed over 4,500 permits, similar to last month, and the past four months were close to the prior year's same period.

- New construction permits for one- and two-family homes dropped last month to 218 issued but rose again to 330 this month. Time will tell if it was just a blip.
- The Call Center is processing over 5,000 calls monthly. Staffing levels are good considering the volume and the division has continued to hire using KeyStaff, but it results in a continuous process of training and filling in through attrition. However, that has led to longer-term temp staff that has become more experienced and is able to keep up with permit volume. There are less than 200 permits in the queue at any time, which is manageable.
- He asked that emailed requests be sent to a generic division mailbox, which is checked by several staff members, rather than sending to a staff member's mailbox. That will ensure they're reviewed and taken care of if a staff member is sick or out of the office.
- He's working on a staffing request that may go to the board next month.

A question was posed by Chairman Varian, who noticed that one trade, electrical, is two to three days out when calling in. He wondered if anyone was being hired to help that out.

Richard Long, director of Building, Plan, Review & Inspection Division, said it's just a matter of volume. There are 10-11 inspectors, plus others on the calendar, and once the max is reached in the system, it kicks it to the next day. CityView is looking at its interface with the Outlook Calendar. CityView is having a hard time doing 45-minute increments and only blocks out one hour. To overcome that, Mr. Long advised contacting the chief so it can be added manually to ensure the work gets done.

h. Zoning Division – [Mike Bosi]

Mr. Bosi reported that:

- The county went to a new, user-friendly, ADA-compliant website and urged that anyone using a bookmark that goes to a dead link to please report it because some automatic redirects do not work.
- The average for the planning commission is four to five petitions.
- The division is close to full staffing and is still trying to find a Land Development Code Manager and a principal planner.
- New housing amendments will be proposed that will lead to densities of up to 25 units per acre, and some initiatives will allow increased density along transit routes, up to eight or nine units per acre.

6. New Business

a. DSAC Position Vacancy Review and Vote

Chairman Varian noted that four positions will end terms next month and asked for a vote.

- James Boughton, Category: Architect - *Mr. Gentry made a motion, which was carried unanimously, 10-0; Mr. Boughton abstained.***
- Clay Brooker, Category: Attorney – *A motion was made and carried unanimously; Mr. Brooker abstained.***
- Jeff Curl, Category: Landscape Architect – *Chairman Varian made a motion and it was carried unanimously, 10-0; Mr. Curl abstained.***
- Chris Mitchell, Category: Engineer – *Chairman Varian made a motion and it was carried unanimously; Mr. Mitchell abstained.***
- Nicholas Kouloheras, Category: Developer / General Contractor – *One application was received for a developer/general contractor, which is not among the current DSAC positions that are filled. Chairman Varian said the BCC could make that decision.***

Land Development and Code Amendments

Richard Henderlong, principal planner with the LDC section, asked the board to consider two LDC amendments the subcommittee recommended for approval: an administrative code amendment and an easement-use agreement.

Mr. Brooker made a motion to adopt the easement-use agreement language into the Administrative Code and to recommend approval of the Land Development Code Administrative Code Provision. It was seconded by Mr. Curl and carried 11-0.

Eric Johnson reported that the amendment language involves non-substantial, insignificant changes. The word “Triangle” was moved from before Bayshore to after Bayshore, and some acronyms were changed: the Bayshore Overlay, BO, and the Gateway Triangle Overlay, GTO.

Mr. Mulhere made a motion to approve. It was seconded by Mr. Curl and carried 10-0; Ms. Spurgeon-DeJohn abstained due to involvement with the CRA.

Another change involved a Scrivener’s Error that will be changed from the “district fire marshal having jurisdiction” to read “fire district having jurisdiction.” It was reviewed and recommended by the subcommittee. ***Mr. Brooker made a motion to approve. It was seconded by Mr. Mulhere and carried unanimously, 11-0.***

7. Old Business

GMD Deputy Department Head Jamie French detailed several issues:

- The county has been crushing construction debris material onsite at the corner of Davis and Santa Barbara boulevards, which has prompted resident complaints and TV and news stories. The department is considering how to proceed and led the BCC to give some direction, a temporary moratorium. County Attorney Jeff Klatzkow has been working on an ordinance with Solid Waste, which he objects to because that’s not the regulatory body for the county or BCC. For now, the county will rely on Mr. Fey, Mr. Bosi and Mr. Cook’s staff. No plan reviews will move forward for now, and he will update DSAC at the next meeting.
- The state has pre-empted local governments from regulating short-term vacation rentals, but new language is being discussed by state legislators that may allow registrations locally. That would mandate that vacation rentals be registered with local tax collectors and state, and property owners would provide local authorities with contact information. That would involve a one-time \$50 zoning review to register properties as short-term vacation rentals to ensure they’re residentially zoned and the land is being used properly. The information would go into a database the county would share with the Sheriff’s Office, Code Enforcement and fire staff. The funds would be collected in Fund 131, the Planning, Zoning, Engineering, Land-Use fee. It will not be identified in the budget as a building function and planning staff will be handling it.
- He’s requesting nine staff positions be filled, all technical (not support staff), with licenses and experience in the field. About 20 positions remain unfilled, most technical, including the LDC manager. They’ve been having trouble getting applicants, but anticipate that the county’s new payroll study, which will be completed in January, will address some positions and why the county hasn’t been able to compete for applicants. The county manager is meeting with Human Resources to discuss the payroll study.

A discussion ensued and **Mr. Mulhere** expected a significant number of positions would be increased that would result in a change to the budget, but **Mr. French** said this was done two years ago with building inspectors and there was a significant increase, especially longer-term senior employees, but

Nov. 3, 2021

the overall impact to the total budget was minimal. He assured DSAC that the budget, as is, could carry staff, even with a recession. Asked by **Mr. Curl** whether the same level of services could be maintained if fees were decreased, Mr. French said fees have been reduced several times over the past several years and the county has maintained the same level of service. It's working in the short-term but will not work long-term. He said levels of service are compromised due to volume. This year alone, he said there have been more than 4,000 hours of overtime. Salaried employees have been allowed to earn overtime, which avoids a shutdown at the end of the year that would be caused by employees having to use their time or lose it. He cited concern over the institutional knowledge being lost through attrition. Funds exist to support nine additional employees, but based on the volume, 50 are needed. He asked for DSAC's support and said Mr. Kovensky will bring more data to the next meeting.

(Laura Spurgeon-DeJohn left at 3:58 due to another meeting)

8. Committee Member Comments

Mr. Curl thanked the committee for his reappointment and thanked Mr. French and Ms. Cook for their execution and direction on a PPL application that got on the board agenda despite time constraints.

9. Adjourn

Next Meeting Dates

Dec. 1, 2021 – 3 p.m.

Jan. 5, 2022 – 3 p.m.

Feb. 2, 2022 – 3 p.m.

There being no further business for the good of the County, the meeting was adjourned by the order of the Chair at 4:02 P.M.

**COLLIER COUNTY DEVELOPMENT SERVICES
ADVISORY COMMITTEE**



Chairman, William Varian

These Minutes were approved by the Board/Chairman on 12/1/21, as presented , or as amended .