

MINUTES OF THE COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE MEETING

Naples, Florida
November 5, 2025

LET IT BE REMEMBERED, the Collier County Development Services Advisory Committee and Collier County, having conducted business herein, met on this date at 3:00 PM in REGULAR SESSION at the Collier County Growth Management Community Department Building, Conference Room #609/610, 2800 N. Horseshoe Dr., Naples, Florida, 34102 with the following members present:

Chairman:	William J. Varian
Vice Chairman:	Blair Foley
	James Boughton
	Clay Brooker- Excused
	Jeffrey Curl
	Laura Spurgeon DeJohn
	John English
	Marco Espinar
	Norm Gentry
	Nicholas Kouloheras
	Mark McLean-Excused
	Chris Mitchell
	Robert Mulhere- Excused
	Hannah Roberts – AHAC (Non-voting)
	Jeremy Sterk
	Mario Valle

The following County staff were in attendance

James French, Department Head, GMCD
Mike Bosi, Director – Zoning, GMCD
Christopher Mason – Community Planning & Resiliency, GMCD
Cormac Giblin, Director – Housing Policy & Economic Development, GMCD
Jaime Cook, Director, Development Review, GMCD
Michael Stark, Director, Operations & Regulatory Management, GMCD
Robert Moore, Manager, GMCD Designee for Building Review & Permitting Division, GMCD
Captain Michael Cruz, Collier County Fire Review
Captain Bryan Horbal, North Collier Fire Review - EXCUSED
Thomas Iandimarino, Director, Code Enforcement, GMCD
Claudia Vargas, Project Manager I, Public Utilities Engineering & Project Management, PUD
Michael Sawyer, Project Manager II, Transportation Planning, Transportation Engineering Division
Jason Badge, Supervisor-Project Management, Operations & Regulatory, GMCD
Heather Cartwright-Yilmaz, Management Analyst / Staff Liaison, GMCD

Public Speaker: Amelia Vasquez, CBIA

Any person who decides to appeal a decision of This Board you will need a record of the proceedings pertaining thereto, and therefore may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based, neither Collier County nor This Board shall be responsible for providing this record.

1. CALL TO ORDER– Chairman

William Varian

Development Service Advisory Committee, Wednesday, November 3rd, 2025, was called to order at 3:00 PM.

2. APPROVAL OF AGENDA

Motion to approve- Jeff Curl

Motion Seconded- James Burton

Motion passed unanimously

3. APPROVAL OF MINUTES

a. DSAC 10.1.25

Motion to approve- Jeff Curl

Motion Seconded- Blair Foley

Motion passed unanimously

4. PUBLIC SPEAKERS

Public Speaker: Amelia Vasquez, CBIA

- Our goal today is to reinforce what is already working and to offer suggestions that can strengthen implementation and communication moving forward.
- CBIA recommends that staff publish a quarterly performance dashboard beginning in early 2026.
- Tracking key indicators; intake time, first review days, on time completion rates, submittal cycles, fire review averages, and staffing vacancies.
- CBIA respectfully supports DSAC considering a short-term workgroup including Transportation, Growth Management, and industry representatives to review LDC Section 6.06.01.D.4.c and if needed, recommend clarifying language.
- Several members reported ongoing issues following the recent CityView update, plans not routing to reviewers, blank or distorted civil sheets and lost time in approvals. CBIA asks that they be informed of any known portal disruptions or fixes so we can help communicate accurate updates to the industry.

5. STAFF ANNOUNCEMENTS

a. Zoning Division – [Mike Bosi, Director]

- Close to filling all vacant positions
- BOCC has been requesting more affordable units at 30/50/60 of AMI for additional density.
- Last board meeting- Board approved 28 New affordable units to be built off 951.

b. Community Planning & Resiliency Division – [Christopher Mason, Director]

- Working on electronic submittal for elevation certificates. Applicants will enter all details into an electronic application and system will create a digital elevation certificate that can be submitted/printed out.

c. Housing Policy & Economic Development – [Cormac Giblin, Director]

- Last board meeting 28 affordable units approved. 15% at 80% of median, 15% at 100% of median.
- Next board meeting- 78 affordable units will be reviewed for approval. McDowell Project. 100% affordable off Santa Barbara Boulevard.
- December/January- Several affordable home ownership developments will be submitted for board approval.
- Economic Development- 10 retention visits to local business per month to see what we need to do in the future to retain businesses in Collier County. Cost of labor and housing were main concerns.

Nicholas Kouloheras- Any interest in allowing developers to go up to 120% of AMI

Cormac Giblin- The interest of the board is to go the other way with AMI. When you get over 100% AMI the allowable rent is very close to market rents. The board doesn't see the value in offering a public benefit for something you find down the street for the same rent.

d. Development Review Division – [Jaime Cook, Director, Development Review]

- Mark Briggs is taking over Joe Bianci's responsibilities.
- We have 3 Senior Inspector vacancies. We have 2 candidates working through HR.
- We are working to fill Jack McKennas position. He is retiring at the end of the year.

e. Operations Support & Regulatory Management Division – [Michael Stark, Director]

- Business center had 1,194 customers. 6,500 calls with 247 dropped. Processed 4,112 permit applications, 20 Hurricane Ian, 21 Hurricane Milton. Scheduled 41 pre application meetings.
- HR- 65 positions in various stages of the hiring process. 10 positions posted, 14 selected pending approval and 4 directly with HR.

Jason Badge- Supervisor Project Management

Reviewed slides- Update on Building Review Timelines and Reporting.

- Total of 13,518 permit reviews were completed in the month of October 2025.
- Total of 2,787 permits issued
- Total of 10,885 plan reviews completed.
- Total of 4,132 Trade reviews were completed.

Next Steps:

- Develop report focused only on permits that had no corrections.

- Develop a report looking at individual reviews and if they meet the required deadline.
- Develop a report focused on the time applications spend between pending and application acceptance.
- Use the reports to look into the causes of incomplete applications and rejections at plan review to find ways to reduce the time between application submittal and permit issuance.

Nick Kouloheras- The clock starts on the date someone goes into the system and grabs the application for review, correct?

Jason Badge- There are two different clocks. There is the time we have to do the application intake which is 5 business days. We review the application to make sure it is complete to submit it for plan review. The second part is we consider it accepted for plan review once you pay the fees.

William Varian- Once the review is complete. Do you have a report to show how long on average final typing takes.

Jason Badge- We are looking into reports for how much time it takes in each step of the process.

Blair Foley- Are you going to prepare something similar for the engineering and planning side?

Jason Badge- Yes, we can add this once the blueprint is final.

Nick Houloheras- This is great to bring back once a quarter/annually to see the results of the intended increase and see the return on investment.

William Varian- Will this be part of our packet in the future.

Jason Badge- Yes, once this is final it will be.

f. Collier County Fire Review – [Michael Cruz, Captain]

- Interviews are completed for Water Technician.
- Inspector positions- Interviews begin shortly.
- North Collier/Greater Naples- Will be attending Career Fair with CCPS

William Varian- Looking for an opportunity to see the status of fire permits on your system.

Mike Cruz- We are still working out issues with our software EPR. We are not ready for contractors to access yet. I would rather you call me directly and ask for an update.

g. North Collier Fire Review – [Bryan Horbel, Captain]

- No updates-Excused

h. Code Enforcement Division – [Thomas Iandimarino, Director]

- 7 Offers have gone out for Enforcement officers, all Collier County residents.

i. Public Utilities Department – [Claudia Vargas, Project Manager]

- No updates

j. Transportation Management Services [Michael Sawyer, Project Manager II]

- Public meeting this month- Golden Gate Parkway Corridor Congestion study- November 20th, 2025, at the Golden Gate Community Center 5-6:30pm.

- FDOT meeting- Livingston- FPL corridor Trail extension. November 18th, 2025, 5-7:00PM North Collier Regional Park. 12ft multiuse pathway extensions.
- FDOT meeting- Old 41 Corridor- November 20th, 2025, 5-6:00pm. Bonita Springs Recreation center. Widening 4 lanes. PDNE Study.
- AUIR Planning commission tomorrow. Scheduled for the BCC on December 9th, 2025.
- MPO- LR2050LRTP Adoption will be at December 12th meeting.

k. Building Review & Permitting Division – [Robert Moore, Plans Review and Inspections Manager]

- 425 permits in the queue for residential. 3 weeks on review.
- 384 permits in the queue for commercial. 3 weeks on review.
- Plumbing- 120 in the queue. 3 weeks on review.
- Electrical- 1 week out on review.
- New Structural Plan reviewer starting next week. Leaves 5 open positions. 2 commercial, 4 residential. New hire will be residential. 1 open mechanical and 1 plumbing open.
- Inspections- 800 per day. Next day. We have 3 new structural inspectors. 2 open positions for structural, 1 open mechanical inspector and 1 for plumbing.
- Revisions- Cleaning up process for review time and forwarding to unnecessary departments for revisions.

6. NEW BUSINESS

a. DSAC Vacancies: Review and Vote

- i. James Boughton Category: Architect
Motion to approve- Blair Foley
Motion seconded- Jeff Curl
Motion passed unanimously- James Boughton- abstained
- ii. Clay Brooker Category: Attorney
Motion to approve- Blair Foley
Motion seconded- Jeff Curl
Motion passed unanimously
- iii. Jeffrey Curl Category: Landscape Architect
Motion to approve- Blair Foley
Motion seconded- Norman Gentry
Motion passed unanimously- Jeffrey Curl-abstained
- iv. Chris Mitchell, P.E. Category: Engineer
Motion to approve- Blair Foley
Motion seconded- Norman Gentry
Motion passed unanimously- Chris Mitchell-abstained

b. Sidewalk payment in Lieu (PIL)- Jeffrey Curl Request

- Tied to planning review
- Question is why we are paying in advance and not during construction

Jaime Cook- The LDC says- Any payment in Lieu has to be paid prior to the release of the site development plan, subdivision plat and/or SIP. That is why it's paid before the approval.

Jeffrey Curl- So if there was an appetite to change that LDC language it would come through our committee for review, correct?

Jaime Cook- In looking at the existing language in the LDC, it says prior to the release of the application. We are releasing it at your Precon. I don't think the Code needs to be changed; it's more of a policy issue. The staff SOP, if we are going through the review and you are choosing to do the payment in Lieu, it becomes a stipulation of approval that has to be resolved by Precon.

Blair Foley- We submit an exhibit that has to be reviewed during the review cycle and the amount is determined. That is what we can turn over to the preconstruction portion of the work. That works within the current language. Could be a staff issue, transportation is the reviewer.

Jaime Cook- They report to me, this is an easy fix.

7. OLD BUSINESS

William Varian- BCC did approve the fee increase last week. I spoke on behalf of the DSAC. January 1st, 2026, the new fees go into effect on any permits applied for after the 1st of the year.

8. COMMITTEE MEMBER COMMENTS

None

9. ADJOURN

Future Meeting dates

December 3, 2025 - 3:00PM

January 7, 2026 - 3:00PM

February 4, 2026 - 3:00PM

There being no further business for the good of the County, the meeting was adjourned at 4:26PM.

**COLLIER COUNTY
DEVELOPMENT SERVICES ADVISORY COMMITTEE**



William Varian, Chairman

These minutes were approved by the Committee/Chairman on 12/3/25,
(check one) as submitted ☒ or as amended ☐.