

DEVELOPMENT REVIEW AND PERMIT PROCESS ADVISORY COMMITTEE (DRPPAC)

The Indian River County (IRC) Development Review and Permit Process Advisory Committee (DRPPAC) met at **9:00 a.m. on Wednesday, May 16, 2018**, in the County Administration Building, Building B, 1800 27th Street, Vero Beach, Florida. You may hear an audio of the meeting; review the agenda and the Minutes on the IRC website – <http://www.ircgov.com/Boards/DRPPAC/2018.htm>.

Present were: **Chairperson Debb Robinson**, District 1; **Vice-Chairman Joe Paladin**, District 2; **Carter Taylor**, District 2; **Bruce Redus**, District 4; **Robert Banov**, District 4; **John Blum**, District 5; **Chuck Mechling**, District 5; **Stephen Melchiori**, Alternate; **Christopher Murphy**, Member-at-Large; **Greg Burke**, Member-at-Large; and **Raymond Sheltra**, Member-at-Large.

Absent were: **Robin Raiff**, District 1; **Richard Brown**, District 3; and **John Wesley Mills**, District 3 (all excused).

Others Present were: **Jason Brown**, County Administrator; **Bill DeBaal**, Deputy County Attorney; **Stan Boling**, Director, Community Development; **Rich Szpyrka**, Director, Public Works; **Scott McAdam**, Building Official; **Jose Guanch**, Deputy Building Official; **John McCoy**, Chief, Community Development; **Patrick Murphy**, Current Development Planner; **Ryan Sweeney**, Senior Planner; **Charlotte Bowling**, Building Support Specialist; **Arjuna Weragoda**, Utilities Capital Projects Manager; **Jesse Roland**, Utilities Plans Reviewer; **Dave Johnson**, Fire Marshall; **Debby Phail**, Computer Services; and **Misty L. Pursel**, Recording Secretary.

Call to Order and Welcome

Chairperson Robinson called the meeting to order at 9:03 a.m., at which time it was determined there was a quorum present.

Additions and Deletions to the Agenda

Mr. Stan Boling, Community Development Director reported County staff would like to defer Item 4B, Update of Dry Model Spec House, due to further workings with the Utilities Department and the need for the Utility Services Director (currently out of office) to be present for discussion.

Approval of Minutes of April 18, 2018 Meeting – Action Required

Chairperson Debb Robinson, District 1 Representative noted on Page 4, Fourth Paragraph, her suggestion should reflect “any improvements off site that

were related to any specific phase, that phase would not be allowed to be platted until the offsite improvements were complete.”

Chairperson Robinson also noted on Page 8, Third Paragraph, upon her questioning about hiring an independent inspector, Mr. McAdams responded in the affirmative, “Yes, that is absolutely within the law”.

ON MOTION BY Mr. Paladin, SECONDED BY Mr. Mechling, the Committee voted unanimously (11-0) to approve the minutes of April 18, 2018, as amended.

Old Business

- a) Update on Developers Agreements recommended approach – Bill DeBaal, Deputy County Attorney

Mr. Boling stated a lot of Developers Agreements (DAs) were structured in the past to deal with timing thresholds with final plat phases, etc., however, there have been some DAs with building permits Certificate of Occupancy (CO) thresholds included. He continued, the County was currently looking to NOT use the building permits or CO thresholds on any new DAs and to prepare the new DAs using phases or number of lots and ensure the project traffic study calls out by phase what traffic improvements needed and by which phase it was needed.

Mr. Bill DeBaal, Deputy County Attorney, outlined his Memorandum, dated May 8, 2018 entitled, “Recommendation of the Development Review and Permit Process Advisory Committee concerning Developer Agreements”; a copy of which is on file in the Commission Office. He referenced the GHO Arabella Reserve Corp DA attachment to the Memorandum as a guide to establishing milestones for completion of required off-site improvements and how the developer reported appreciating having the DA accomplished early in the process.

Chairperson Robinson asked if all were in agreement with whether off-site improvements were required for a specific phase, that phase could be constructed, but could not be platted until the off-site improvements were completed; such as a simultaneous construction process. Mr. DeBaal confirmed.

Chairperson Robinson stated this would allow mobilization; however, since the lots were not legal parcels until the property was platted, it would be unlikely a developer would sell the lots to a builder and put the County in a position such as with Millstone Landing. Mr. DeBaal confirmed, saying the developer could begin building early models; however, the developer would not have lots to sell.

Mr. Boling confirmed the County will regulate early model construction, which could commence prior to completion of the subdivision improvements.

Mr. DeBraal stated if a builder were to build an early model, the builder was doing so at their own risk.

Mr. Boling stated County staff was proposing whenever a new DA was drafted and going before the Board of County Commissioners' for consideration, the off-site improvements would be tied to a phase and required to be completed, before platting the next phase.

Mr. Boling reminded the members the improvements had to happen before involving third parties; i.e., should a turn lane be required at Lot #100, they could plat up to 99 lots as the first phase before turn lane completion.

Mr. Rich Szyrka, Director, Public Works, confirmed the traffic study was required to line up with the phases.

Chairperson Robinson inquired about configuration for the phasing. Mr. Szyrka responded the phasing would be described in the site plan or preliminary plat. Mr. Boling stated staff was looking for a logical phasing sequence where the phase could stand on its own.

Discussion ensued regarding bonding off-site improvements. Mr. DeBraal explained why calling a bond or letter of crediting was the County's last resort.

- b) Update on dry model/spec house: proposed LDR changes – Community Development Staff

ITEM DEFERRED

New Business

- a) Review of Building Permit Process – Community Development Staff –
Action Required

Mr. Boling reviewed his memorandum dated May 9, 2018, entitled, "Review of Building Permit Process" with attachments; a copy of which is on file in the Commission Office. He noted Chairperson Robinson and contractor/Treasure Coast Builders Association Treasurer, P. Scott McCracken had recently completed a physical "walk-through" of the permit process and staff had thanked them for their time and comments. Mr. Boling requested Committee members to identify any potential bottlenecks and improvements to the single-family building permit process.

Mr. Scott McAdam, Building Official introduced Jose Guanch, Deputy Building Official and Charlotte Bowling, Building Support Specialist. He reviewed Attachment 1, entitled, "Residential Single Family Combination Building Permit" and explained the steps involved in the process; a copy of which is on file in the Commission Office.

Discussions included review time frames and prioritization of building permits.

Mr. John Blum, District 5 representative mentioned a project involving large acreage, single family, with a large drainage plan which involved cut and fill, and a flood zone. He explained attempts to submit plans to County Engineering for review; however, they cannot review them without a building permit number assigned. He asked if there was a way to circumvent the delay. Mr. Boling agreed to discuss same with staff and respond thereafter.

Mr. Greg Burke, Member-at-Large representative shared he recorded conversations with the Building Department for recollection and backup purposes for both parties. Mr. McAdams offered to consider the idea for future use in the process.

Mr. Burke suggested for some of the smaller architectural projects preparing front-end information, set up a walk-thru with the inspector during the design/permitting process to expedite/lessen staff's review time. Mr. McAdams confirmed walk-throughs with inspectors were available to anyone.

Mr. DeBraal confirmed with Mr. McAdams if an application was submitted without a survey, the application was immediately returned to applicant and not accepted without the survey.

Mr. McAdams explained the process for generator permits.

Mr. Burke asked if it was still the requirement to provide five (5) sets of plans in lieu of pdfs. Mr. McAdams responded in the affirmative and said the computer systems currently in use did not have the capabilities to function with pdfs; however, he was reviewing ways to develop and implement electronic signatures, as mandated in Florida Statutes.

Mr. Boling said staff would review the ideas discussed today and update or report back to the committee. Those ideas included "early" permit number, accepting electronic seals, completing access to development review items via the on-line customer portal.

b) Information on computer system options and functionalities – Input Requested

Mr. Boling summarized the memorandum dated May 9, 2018 entitled, "Report on Permit/Land Development Computer System Options" and requested any input in terms of options users may deem necessary.

Mrs. Debby Phail, Computer Services reviewed Attachment 1 and provided an overview of software options. She indicated the options were many and varied, and may

or may not address specific issues, concerns or complaints, for any department's operations for performing and processing plan reviews.

Discussions ensued regarding review and markup capabilities, inter-departmental communications, software upgrades and whether all of the existing data would be captured and transferred to a new software system.

Chairperson Robinson suggested each department provide a list of needs/functions/requirements to assist in the search for a new software program. She conveyed from a customer standpoint, a transparent pathway of what was occurring, when it was occurring, and an easy way to communicate back and forth was desired.

Mrs. Phail reiterated the importance for input to include focus and direction on the community needs and provide meaningful results to staff for improving the permitting process with the ability to get the job done quickly and efficiently. She estimated the turn over from the current software system to a new software system, that once the determination of wants and needs were declared, the application products surveyed, submittal to the bid purchasing process, with one (1) year to implement the training and then go live, it was anticipated to take approximately three (3) years.

A brief discussion ensued regarding cloud-based products, wherein Mrs. Phail suggested additional research was necessary regarding security and safety.

In response to Chairperson Robinson question regarding proximate pricing, Mrs. Phail advised at this point, there were too many options and add-ons to consider without the collective input from the different departments to surmise a price estimate.

Mrs. Phail opined that cost was not always the first point for consideration; however, addressing real needs such as a way to provide a better application process and reducing the number of errors so plan reviewers spend less time reviewing documents and sending letters of deficiencies. She also added the option to start with a small program and add on to the program.

Chairperson Robinson reported she would like to improve on-line communications between County staff and customers. She stated once there has been a needs determination, investigate what supporting program or software could be added to the current program to accomplish the needs.

Discussions ensued to accomplish the following list of expectations and desired functionalities:

- 1- Communications: transparency and access to "real time" status
- 2- CD Plus & GIS data (e.g. infrastructure locations) – open to public access

- 3- Electronic Plan Review (submittal and exchange of revised and approved plans)
- 4- Departmental Consistency/Integration (i.e., comment letter to everyone)
- c) Meeting Dates for June through October (18th), 2018 – **Action Required**

Mr. Boling reported the current meeting schedule for DRPPAC was through May, 2018; hence the need to schedule additional meeting dates. A brief discussion ensued and Tuesday, June 26, 2018, from 9:00 a.m. until 12:00 p.m. was decided upon for next month's meeting. The Committee also discussed a summer recess and ending its work by its one-year time frame (October, 2018)

ON MOTION BY Mr. Paladin, SECONDED BY Mr. Mechling, the Committee voted unanimously (11-0) to delete the months of July & August from the meeting schedule.

Other Matters

Mr. Chuck Mechling, District 5 Representative reminded the Committee about previous discussion about the littoral shelf and lake shape regulations and reported he hoped to meet with County staff have information at the next meeting.

Chairperson Robinson announced her intention to meet with County staff and review the building permit plan review process, bringing the information to the next meeting.

Topics for Next Meeting

- a) Update on dry model/spec house: proposed LDR changes – Community Development Staff
- b) Development Review Fees
- c) Meeting Dates for September

Announcement of Next Meeting

The next meeting of the Development Review and Permit Process Advisory Committee will be **Tuesday, June 26, 2018 at 9:00 a.m.** in Conference Room B1-501, Building B, 1800 27th Street, Vero Beach.

Adjournment

There being no further business, Chairperson Robinson adjourned the meeting at 11:15 a.m.