



**INTER-OFFICE COMMUNICATION
DEPARTMENT OF PLANNING, ZONING AND BUILDING
ZONING DIVISION**

TO: Interested County Staff, Related Agencies and Public in General

FROM: Jon MacGillis, ASLA, Zoning Director *JPM*

DATE: December 5, 2014 (Revised February 3, 2015; September 4, 2015; September 16, 2015)

RE: **Deadlines/Scheduling for Proposed 2015 Unified Land Development Code (ULDC) Amendments: County Agencies and Privately Initiated Amendments**

**Department of Planning,
Zoning & Building**

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Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
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This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2015 ULDC amendments. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expense to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division staff to meet the established schedules and deadlines for any amendments.

ULDC Amendment Rounds:

The Zoning Division is proposing to undertake two rounds of amendments for 2015. The tentative schedules for both rounds are as follows:

AMENDMENT ROUND 2015-01	
ACTIVITY	SCHEDULED DATES
Land Development Review Advisory Board (LDRAB) Meeting	January 28, 2015 (4) (Cancelled) February 25, 2015(4)(Cancelled)
* Land Development Regulation Commission (LDRC) is typically scheduled for the May LDRAB meeting.	March 25, 2015(1) April 22, 2015 May 27, 2015 *
BCC Hearing – Request for Permission to Advertise	June 25, 2015
BCC Hearing – 1 st Reading	July 23, 2015
BCC Hearing – 2 nd Reading and Adoption	August 27, 2015
(1) Annual Meeting	

AMENDMENT ROUND 2015-02	
ACTIVITY	SCHEDULED DATES
Land Development Review Advisory Board (LDRAB)	June 24, 2015 July 22, 2015
* LDRC is typically scheduled for the November LDRAB meeting.	August 26, 2015 (Cancelled) Sept. 23, 2015- (Rescheduled to September 30, 2015) October 28, 2015 November 18, 2015 *
BCC Hearing – Request for Permission to Advertise	December 3, 2015
BCC Hearing – 1 st Reading	January 7, 2016
BCC Hearing – 2 nd Reading and Adoption	January 28, 2016



Deadlines for County Agencies:

AMENDMENT ROUND 2015-01	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	January 9, 2015
Deadline to submit backup documentation	February 27, 2015
First available LDRAB meeting for Agency Request	March 25, 2015

AMENDMENT ROUND 2015-02	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	June 12, 2015
Deadline to submit backup documentation	July 10, 2015
First available LDRAB meeting for Agency Request	August 26, 2015

Initial submittal of amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A detailed summary of each proposed amendment.

Backup documentation shall include the following for each proposed amendment:

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise "reason for amendment", and text, tables or images to be deleted, relocated or added.

Privately Initiated Amendments:

In 2012 the BCC adopted the privately initiated code amendment process to assist the public. The County will coordinate with interested parties who choose to submit a privately initiated amendment and ensure it follows the newly established process. For a copy of the flow chart process and fee's for a PIA, please visit the [Zoning Web Page](#).

Pre-application Meeting:

A pre-application meeting is required prior to submittal of a County or privately initiated amendment. Please contact Code Revision staff at (561) 233-5566 to schedule an appointment.

If you have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William Cross, Principal Site Planner, at (561) 233-5206, or at WCross@pbcgov.org.

JPM/WJC/MC

- C. Hard Copy to:
 Verdenia Baker, Deputy County Administrator
 Rebecca D. Caldwell, Executive Director PZB
 Leonard Berger, Chief Assistant County Attorney

Electronic Copy to: Distribution List (attached)

DISTRIBUTION LIST

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Leonard Berger, Chief Assistant County Attorney
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Houston L. Tate, Director, Office of Community Revitalization
Bruce Thomson, Principal Planner, Planning Division – Monitoring
Doug Wise, Director, Building Division

Other Key Contacts

Dr. Alina Alonso, M.D., Director, Health Department
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Richard Bogatin, Property Specialist, Facilities Development and Operations
Kristin Garrison, Director, Planning and Real Estate, School District of Palm Beach County
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