



**Department of Planning,
Zoning & Building**

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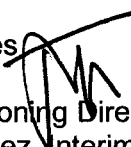
Jess R. Santamaria


County Administrator

Robert Weisman

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MEMORANDUM

TO: Development Review Officer (DRO) Agencies
DRO Agents
Interested Parties 

FROM: Jon MacGillis, Zoning Director
Wendy Hernandez, Interim Principal Site Planner 

DATE: April 27, 2007

RE: Update on Modifications to the DRO Process

In an ongoing effort to improve the DRO process, the Zoning staff, along with the cooperation of the DRO Oversight Committee, have recommended minor changes to the Zoning calendar to reflect deadline changes. As you are aware, in January 2007, significant improvements were made to the DRO process based on input from industry, DRO Agents, and county staff.

The changes being implemented at this point are as follows:

1. Update to Zoning calendar

- a) The Agenda request will move from the Wednesday prior to the DRO hearing date to the Monday prior to the DRO hearing date.
- b) "Re-submittal Comment" due date is moving from the Monday prior to the DRO hearing to the Friday prior to the DRO hearing.
- c) The DRO "Staff Meeting" will move from the 3rd Tuesday of the month to the 2nd Wednesday of the month. DRO will be one day a month with the beginning of the meeting being with the agents and the 2nd half for staff only.

2. Agenda/Result Letters

- a) Agenda: Application on Agenda should be for those expecting to be approved or certified or for workshop.
- b) Result Letters: Only for certified or approved application will receive a letter.
- c) Comment Letters: Only for new applications. Applicants should refer to Web screen for most current comments.

3. Re-submittals

Re-submittals for certification are for minor issues only. At the DRO hearing, it will be determined whether or not the issues are minor and a re-submittal date will be given. Staff will keep a running list of what "constitutes" a minor revision for each Agency.

Re-submittals for projects to be on the DRO agenda will only be accepted on the date, as outlined on the calendar. This is to ensure the most productive use of agent/staff time.



4. Submittal of Plans

- a) Zoning is coordinating with ITS staff to create a ePZB "Print Screen" so each Agency can view application documents and print their associated documents for each submittal/re-submittal. This will be phased in over 2007 with coordination between Zoning and Agencies.
- b) Eventually, our goal is that applicants will not be required to submit paper copies for every agency. This will provide additional time for Zoning staff to dedicate to technical rather than processing tasks.

- c. Verdenia Baker, Deputy County Administrator
Barbara Alterman, Executive Director, PZ&B
Bradley Miller, DROOC Chairman
Zoning Division CDR Staff

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