



**LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB)**  
**ART. 2, DEVELOPMENT REVIEW PROCEDURES SUB-COMMITTEE**

JUNE 27, 2017 MEETING SUMMARY  
2300 NORTH JOG ROAD, KENNY ROGERS CONFERENCE ROOM VC-1W-47  
2:00 PM – 4:00 PM

**A. CALL TO ORDER**

**2:05 PM**

**1. Subcommittee Members, Interested Parties and Staff Introductions**

**Subcommittee Members:** Jim Knight, Dan Walesky, Abraham Wiem

**Industry/public:** Damian Brink, Gladys DiGirolamo, Pat Lentini, Doug Murray

**County Staff:** Maryann Kwok, William Cross, Monica Cantor, Zubida Persaud, Wendy Hernandez

**2. Elections – Chair and Vice Chair**

Mr. Knight was elected to be the Chair and Mr. Wiem Vice-chair.

**3. Additions, Substitutions and Deletions to Agenda**

There were no additions, substitutions or deletions to the agenda.

**4. Motion to Adopt the Agenda**

Motion to adopt the agenda by Mr. Walesky, seconded by Mr. Wiem.

**B. OBJECTIVES FOR AMENDMENTS TO ARTICLE 2**

Ms. Kwok outlined the three main general objectives for amending Article 2, Development Review Procedures. They are to consolidate and reorganize the information consistent with the current practices and minimize redundancies. She further expressed that the amendments will be mainly applicable to four chapters affecting Zoning processes and other modifications coming from the Planning Division.

**C. AMENDMENTS DRAFT**

Ms. Kwok provided a general overview of the amendments as follows:

**1. Chapter A - General**

She indicated that this chapter consists of procedures mandated by State. It includes the Board of County Commissioners (BCC), Zoning Commission (ZC) and Development Review Officer (DRO) authority on specific applications; Zoning application procedures and submittal requirements to be contained in the Zoning calendar; provisions pertaining to posting for public hearing, notifications, and ads in local newspaper; specifics on how we schedule public hearings; and appeals.

Ms. Kwok further explained that Chapter A consists of the decision-making bodies and processes categorized into two types:

- Public hearing process (Legislative or Quasi-Judicial Process), which is a mechanism to allow the public due process to hear an application and participate, and,
- Administrative, pertaining to those processes that are subject to staff level approval.

## **2. Chapter C- Public Hearing Process**

Ms. Kwok clarified this chapter is labeled as “B” in the current Code and it clarifies in detail all applicable procedures associated with Public Hearing applications.

## **D. INPUT AND COMMENTS**

Ms. Kwok presented the amendments page by page and received comments and questions from subcommittee members and participants as follows:

### **1. Chapter A - General**

- Ms. Digirolamo requested that with regard to established dates and fees for Zoning Division Applications (Page 5), the Code should state what fees are payable before processing applications.
- Mr. Walesky requested that the Code combine Mandatory Pre-Application Appointment of Type 2 Waiver and Type 2 Variance with Pre-Application Conference (PAC) and Pre-Application Appointment (PAA). (Page 6)
- A request was made to clarify if the long form of a Zoning Confirmation Letter (ZCL) is the one that needs PAA or even consider making the PAA optional. (Page 6)
- Mr. Walesky requested clarification that PAC is a type of application. (Page 6)

### **2. Chapter C – Public Hearing Process**

- Ms. Hernandez explained that it has been proposed that specificity on the number of days be removed from the Code, in areas such as Sufficiency, as it is already indicated in the Technical Manual.
- Ms. Digirolamo asked about QR Code being added to the public hearing signs and its effectiveness. Mr. Walesky suggested that the Zoning Division check how many users have utilized the QR Code to retrieve info from the link and make a determination based on that information.
- Discussion took place on the proposed changes to the Order of Proceedings at public hearings, which is for the applicant’s presentation to precede staff’s presentation. Ms. Digirolamo believes the change will make public hearings longer.

## **E. SUMMARY OF TODAY’S DISCUSSION**

Ms. Kwok indicated her intent to provide status of the amendments discussed at this meeting by including it as an item in the next meeting agenda.

## **F. FUTURE MEETING TOPICS (July 25, 2017)**

Ms. Kwok indicated that the Administrative Processes chapter as well as Decision Making Bodies will be discussed at the next meeting . She reminded the group of the meeting dates and advised that additional dates may be scheduled pending progress on the amendments. Mr. Walesky clarified that he is not able to attend the next meeting in July.

## **G. ADJOURN**

The meeting adjourned at 10:15 a.m.