



## **DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**

**MAY 3, 2019 2:00 PM – 4:00 PM**

**PZ&B – VISTA CENTER, 2300 NORTH JOG RD.,  
WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

### **AGENDA**

#### **Member Items**

- 1) **REVIEW MINUTES - GLADYS**
  - January 25, 2019 Minutes – (ATTACHMENT 1, Pg. 2)

#### **Staff Items**

- 1) **DRO/ZAR TASK TEAM – ADAM**  
To Review Current Code Provisions and PPM to determine any future Code Amendments
- 2) **ENHANCEMENTS TO ePZB SCREEN FOR ONLINE SUBMITTAL – JON**  
Type 1 Variance/ZAR, Comments/Conditions, Status of Agency Sign-off, New Login Screen
- 3) **2019-01 ROUND – UPDATES – WENDY**
- 4) **2019-02 ROUND – KEY DATES – WENDY**
- 5) **2019 TASK LOG (ATTACHMENT 2, Pg. 5) - JON**

#### **General**

- 1) **TOPICS FOR NEXT MEETING – GLADYS**
- 2) **ADJOURN**



**SPECIAL MEETING  
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
FRIDAY, JANUARY 25, 2019 2:00 PM-4:00 PM  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
HEARING ROOM CHAMBER (VC-1E-60)**

**MINUTES**

**CALL TO ORDER:** AT 2:03PM

**ATTENDANCE:**

**MEMBERS PRESENT:** Lauren McClellan, Collene Walter, Kevin McGinley, Bill Whiteford, Gladys DiGirolamo,

**INTERESTED PARTIES:** Evelyn Pacheco, Yoan Machado

**PZB ZONING STAFF:** Maryann Kwok, Bill Cross, Carrie Rechenmacher, Meredith Leigh, Lindsey Walter, Melissa Matos, Monica Cantor, Carlos Torres, Albert Jacob, Bruce Guyton, Donna Adelsperger, Ryan Vandenburg, and Yvonne Wamsley.

**AGENDA**

**MEMBER ITEMS**

**1. REVIEW MINUTES – GLADYS DIGIROLAMO**

Ms. Gladys DiGirolamo opened the meeting at 2:03pm.

Ms. Gladys DiGirolamo inquired if there were any changes to the meeting minutes from the last meeting held on November 9, 2018. There were no changes requested, everyone approved as written.

**2. CLARIFICATION OF THE PH PER-CERTIFICATION & PH FINAL CERTIFICATION DATES – GLADYS DIGIROLAMO**

Mr. William Cross reviewed the 2019 Calendar dates with the DRAC Members as it relates to “pre-certification” and “certification” dates; and as it relates for those that need to resubmit for Public Hearing only.

Mr. William Cross conveyed that staff are taking the initiative to reach out to the other agencies in an effort to assist in getting the projects certified/closed out or comments are made. Mr. William Cross is working with staff and agents on minor items to get resolved in a timelier manner.

**3. CONFIRMATION OF WHO SETS ZONING APPOINTMENTS – GLADYS DIGIROLAMO**

**4. UPDATED/CURRENT ZONING ORGANIZATIONAL CHART / CONTACT LIST – GLADYS DIGIROLAMO**

Ms. Maryann Kwok reviewed the chart that was provided to the DRAC members. Mr. William Cross told the members to contact Jevin Eyman or Vismary Dorta for appointments for pre-apps. Administrative Review, Jerome Ottey (who is currently under the Administration Section) has been assigned to assist the AR Section to set up appointments for DRO. Patricia Rice assist applicants in scheduling appointments for both the Public Information and the Landscape Permit Review Section. Alex Biray or Zona Case are the contacts for the Code Revision Section. Appointments that involve the Zoning Director and Deputy Director will contact Yvonne Wamsley. The DRAC members were also provided a copy of the Staff Phone List.

## **5. ZAR ISSUES – GLADYS DIGIROLAMO**

Ms. Gladys DiGirolamo reviewed with Zoning Staff her initial concern involving Zoning Agency Review (ZAR) review process:

- No issues with the responses #1 and #2. Notifications will be forward to the applicants by the agents; and, it was understood that opening application only happened when the comments are completed or the deadline for comments is reached.
- Question #3 was clarified that staff only e-mails the agent as a single point of contact for all correspondence.
- The response to include additional thresholds to amend Site Plans through ZAR was discussed further. Ms. DiGirolamo requested to have a meeting with the Zoning Director and Zoning staff to explore possible Code amendments. At the meeting she would like to present examples that depict pod acreage or lake area changes, buildable area, etc that typically result from Platting and explore options to provide more flexibility to amend the Site Plan administratively. Ms. Walter requested to be invited to the meeting. Ms. Maryann Kwok asked for the examples to be sent to staff to make them part of the meeting agenda. The outcome of the meeting will be presented at a future DRAC meeting. Ms. Monica Cantor will be coordinating the meeting schedule.

Ms. Gladys DiGirolamo also took advantage to inquire about notifications of other agencies, the need for some of them to be involved in some ZAR applications and the timing for the notification. Ms. Monica Cantor clarified that all agencies added get automatic notifications once the application is assigned to them. She also noted that Traffic continues to be an agency that is added by default, in some cases when it is evident that traffic is not necessary, then it is removed from the schedule. Mr. Gladys DiGirolamo requested to remind agencies to limit their comments to the affected area for which staff clarified that when there is a Code requirement that was overlooked then the issue has to be addressed.

## **6. OFF THE BOARD FSP APPLICATION – GLADYS DIGIROLAMO**

Ms. Gladys DiGirolamo reviewed this item with Zoning Staff, determining it was initially suggested by Mr. Bradley Miller. Zoning staff suggested to have Bradley put a list of the issues and table for the next scheduled DRAC meeting, May 3, 2019.

Staff noted an effort by CD staff to avoid placing conditions of approval related to submittal of architectural elevation. It was noted that is Zoning intend to allow such revision at time of building permit when the building details are likely to be more finalized. Ms. Collene Walter wanted to get confirmation if the Zoning Commission was approving that in order to avoid possible delays on the approval of the applications due to lack of architectural elevations.

Staff also clarified that all applications shall include a comment that clarify what supplement the application was subject to.

### **STAFF ITEMS**

#### **1. UPDATE ON 2019 CHANGES FOR PRE & FINAL CERTIFICATION PROCEDURES FOR PUBLIC HEARING APPLICATION – WILLIAM CROSS**

See previous comment under Member Item #2.

#### **2. 2019-01 ROUND – KEY DATES – MARYANN KWOK**

Ms. Maryann Kwok reviewed the dates and some key topics/items on the 2019-01 Round on behalf of Ms. Wendy Hernandez.

Architectural elevations of when to submit was brought up by staff. Ms. Collene Walter indicated the agents would prefer to submit at Zoning Commission since the 2 architects sat on the Board, and they will postpone the application if there are no elevations being part of the ZC's review. Even though

agents/staff agree that the most logical time to submit elevations is at Building permit time. Staff will consider modifying the Architectural conditions to provide some flexibility to the applicants. In addition, staff will research how many architectural elevations of prior applications that were submitted as part of the ZC/BCC's approvals.

The Code requires pertinent information related to the status of the trees (Tree Disposition Chart/Tree Survey) prior to certification or approval time, with the understanding that those trees to be saved will not impact the site design, or vice versa.

However, Staff indicated that similar flexibility as imposed in a Condition of Approval will be provided to the applicants so that the Chart/plan can be updated/finalized at building permit time.

## **GENERAL ITEMS**

### **1. INTRODUCTION OF NEW STAFF – MARYNN KWOK**

Ms. Maryann Kwok introduced the new Zoning Staff to the DRAC Members. All the Senior Site Planners, Ryan Vandenburg, Bruce Guyton, and Albert Jacobs were introduced, and Maryann also mentioned that once Carlos is completed with his Public Hearing application items, he will be moved to the Landscape/Permit Section and he will be reviewing Permit applications.

### **2. TOPICS FOR NEXT MEETING MAY 3, 2019 – GLADYS DIGIROLAMO**

DRAC Members will provide topics at a later date.

### **3. ELECTION OF CHAIR AND VICE CHAIR**

Dr. Bill Whiteford, PhD nominated Ms. Gladys DiGirolamo as Chair and Ms. Lauren McClellan as Vice Chair; Ms. Collene Walter second the nomination with all in favor.

### **ADJOURN AT 3:14 P.M.**

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REVIEW

ADVISORY

COMMITTEE\2019\MEETINGS\01-25-

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Calendar- Variance Deadlines</b>	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	11-14-14 CLOSED Discussed with DRAC-2015 Calendar out and Wendy said implemented changes. 10-21-14 Dates reflected on 2015 Calendar. Discussed at August DRAC Meeting. 8-12-14 Wendy to discuss with DRAB on 8-15-14 some suggested changes to Type II Standalone Variances. 5-5-14 No changes - staff has not had time to discuss internally. 1/31/2014- to discuss again at DRAC meeting. Staff have issue with variance deadlines. Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013 Effective 1/1/2013
<b>Information on a Master Plan</b>	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will address this matter. 10-31-14 Title 2 of Tech Manual has been modified to remove information we no longer require on the Master Plan. Hopefully, this will address this task. Updated Tech Manual tentatively scheduled for publishing Dec 2014. -12-14 Wendy and Maryann reviewed all the requests from Agents with regards to amount of detail being shown on Master Plan. Met with Joanne Keller and are recommending changes to Tech Manual to clarify what needs to be on Master Plan. Will review at the 8-15-14 DRAC Meeting 5-8-14 This is on hold until CD Staff is able to hire additional staff to complete task. 1-29-14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 8-13-13: task still pending; drafted modifications to the Technical Manual; 06-07-13 Wendy said she met in last month with several DRAC members to address their concerns with too much information on Master Plan. Working on draft to reflect changes agreed to and once done will send out to Committee for review. Then the Technical Manual will be update. 8-13-13 Subcommittee need to discuss Tech Manual changes. Staff to finalize the proposed changes prior to next DRAC meeting. 10-22-13: Wendy: Information on Master Plan-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.
<b>Architecture Review</b>	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Closed	5/9/2014	Scott Mosolf	11-14-14 CLOSED-Monica gave overview of proposed 2014-02 ULDC code amendment going for adoption Jan 2015. 10-31-14 Arch Subcommittee convened and made recommendations for Code Amendment. ZC will review draft code language at Nov ZC Hearing. DRAC to review amendments at Nov 14 Meeting. LDRAB to review changes at Nov 12 Meeting. 8-12-14 BCC directed staff to convene a LDRAB Subcommittee to review the Arch Guidelines for submittal requirements. The first meeting of Subcommittee is September 10, 2014 from 1:30 to 3:00 at Vista Center
<b>Regulating Plan and Tech Manual Updates</b>	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Closed	5/9/2014	Bradley Miller	11-14-14 CLOSED-Reviewed changes to Tech Manual and agreed this task has been addressed. Reviewed Tech Manual to be published Dec 2014. 10-31-14 Staff made significant changes to Title 2 to address this topic. Staff will review the changes at the Nov 14 DRAC Meeting for final input 8-12-14 At the DRAC Meeting on 8-15-14 Wendy will address the proposed changes staff are working on.
<b>Subdivision Plan</b>	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Closed	5/9/2014	Gladys DiGirolamo	11-14-14 CLOSED-Testing this new process and agreed to implement January 2014. 10-31-14 Wendy and Joanne to give update on TEST application they have been processing. 8-12-14 Jon met with Gladys to discuss her inquiry in more detail. We agreed that we could test a project with Zoning and Land Development to see if this could work. If we have no issues we can report back on possible implementation date.

Complete		Pending					
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
<b>ePZB Project History Screen</b>	8-15-14 DRAC requested access to ePZB Project History Screen	Jon	Closed	2/15/2015	DRAC	06-20-15 CLOSED-Implement and released to Public 05-28-15 Implemented in Winter 2015 to public. Still working on other enhancements but that will be finalized till late 2015. 11-14-14 ISS gave DRAC a demo on new screen. DRAC did not suggest any changes. Screen needs to be signed off by PZB Management in Nov 2014 then ISS will finalize the screens. Expected Jan 2014 release to public. 10-31-14 ISS will give a demo on new screen they created under eZINFO for the public to view historical information for current and historical applications. DRAC will be provided opportunity to see screens and give input before moved to production. 8-21-14 ISS yes it can be done but would require programming and a priority. We can discuss at a future Zoning ePZB Meeting. 8-15-14 Can public access ePZB Project History on applications?	
<b>Subdivision Plan submitted with final Subdivision Plan for non-residential</b>	11-14-14 Request to process Plat and Final Subdivision Plan concurrent.	Joanne K and Jon MacGillis	Closed	Processing	Jeff B	11-12-2015- CLOSED- This allows an Applicant to submit the subdivision plans at same time as off the board Master Plan, but follows the regular DRO time schedule. 8-13-15 Project was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the type 3 concurrent review process. 5-29-15 DRAC Meeting-discussed that GL Homes has application in process to truth the residential subdivision plan to the plat. Hopefully, this process will work and if no issues we can establish a date to implement fully in Summer 2015. 04-15-15 Agents and Staff have 3 projects we are processing to do final testing of new process for residential projects. Also, Maryann send modified Policy and Procedural Memo to DRAC in early 2015 for comments so updates can be finalized. 11-14-14 Jeff B raised issue of changing existing process by allowing applicant to submit for Plat and Final Subdivision at same time. Save time and reduce the amount of DRO Agency Amendments. Jon agreed in 2015 to setup meeting with Land Development and Zoning and DRAC Members to discuss merits of request.	
<b>Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.</b>	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Closed	1/28/2016	DRAC	02-01-16 2015-02 BCC adopted amendment to increase building by 50% provided complies with all other DRO thresholds. 11-12-2015- Pending code amendment review. 8-11-15 2015-02 Round-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Staff will bring DRAFT to August 21, 2015 DRAC Meeting 5-29-15 DRAC Meeting-request for update on next step. Lauren said staff will process ULDC code amendment for the 2015-02 ULDC Round of Amendments. She went over the adoption Hearings of January 2016. 4-14-15 Special DRAC meeting. Possibly in the 2015 Round-2 Amendments. Collene suggested that this should not apply to a single owner/single entity (not single user) such as a school which could may be comprised of a multiple of uses affiliated with the school, and since it's under one campus, she thought that it is a reasonable request to amend the above language. She suggested items under Art. 2.D.1.G.1.a criteria should be revised to not apply to these sites as well changes to 2.D.1.G.1.b to allow additional square footage above the 5%/5,000 square feet. We did use other examples of CLF, places of worship where these facilities could be run under an organization . Additionally, Collene suggested the concept of a bubble plan for these plans and commercial plans similar to a Master Plan for a PUD.	

**Development Review Advisory Committee (DRAC)  
2019 Tasks**

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Review DRO Administrative Review what goes to Zoning vs. Agencies</b>	5/29/2015	Alan/Jon	Closed	5/29/2015	Gladys DiGirolamo	11-12-2015 There are pending Code amendments related to recreation club house changes that can be processed through ZAR/ZZR review. 7-17-15 Special DRAC Meeting today. Alan gave presentation on the DRO Agency Review Process and identified reasons for delay in processing applications. Staff responded to questions about the review, fees, resubmittals, etc. Minutes will be posted on the Zoning Web Page under Press Release by end of July 2015. 5-29-15 Gladys requested meeting with DRAC members who want to attend, Alan and Wendy to discuss process to understand what has to go to full Zoning vs. Agency and or full DRO.
<b>Planning Condition on Workforce Housing</b>	8/21/2015	Bryan Davis	Closed	8/21/2015	Colleen Walter	02-05-15 at DRAC Meeting today we discussed that Planning will get the Plat Book and Page Number on the WFH recordation and simply go into ePZB and close out the ePZB Condition and put the Book/Page in reason for closing condition. Since no one from Planning was at DRAC Jon sent email to Bryan as this being his direction 02-01-16 Need further clarification on issue from Collene in order to ensure we address this issue. 11-12-2015 Staff is reviewing request and coordinating with ISS.
<b>Design Guidelines</b>	8/21/2015	Jon MacGillis	Closed	8/21/2015	Jon MacGillis	CLOSED: July adoption of round 2016-01 remove Design Guidelines from ULDC. 7-11-16: 2016-01 Removing Deign Standards and in 2016-02 Removing requirement for Regulation Plan, unless submitted as a BCC Condition. 05-06-16: Review final drafts ULDC & Tech Manual updates. 02-01-16 Design Guideline Task Team met once in 2015. Made some progress identifying what is in Code in terms of Regulating Plan vs Guidelines. Meeting 2 is scheduled for 2-3-16 to review other jurisdiction examples as well as a DRAFT Chapter for Design Guidelines in the Tech Manual. 11-12-2015 Staff is gathering information from the municpalitis for Jon to analyze, a second meeting has not been set up to date. 9-15-2015- Design Guidelines task team 1st meeting.
<b>DRO Concurrent Review Process Type II and Type III PPM ZO-O-041</b>	Report on revisions to current PPM ZO-O-041 to clarify procedures for Concurrent Review application with and without PAC	Maryann/Wendy	Closed	5/29/2015	Gladys DiGirolamo	CLOSED 08-31-16 Provided Training 101 for the changes to the DRO Concurrent Review process. 7-11-16: Done-we need to go over the DRO Concurrent Review and PAC updates. 05-06-16: Review PPM with DRAC to get input; include Building, LD Staff in discussion. 02-02-16- (WH) 4 projects went through process; 1 concurrent went through smoothly; 3 stayed in the system longer than 6mths. There is a 5th project recently accepted in our system and we are testing it. 11-12-2015- Still under review. Projects staff have had in are all running differently and not concurrently. 7-12-15 Staff and DRAC Members have had several meetings to further refine process. Maryann and Wendy are updating the current PPM on this process and will provide a update at the DRAC August 21 Meeting.

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Administrative Review (ZAR/ZZR) DRO Online Submittal	9/13/2016	Alan/Jon	Closed	5/29/2015	Colleen Walter	2-8-17-New Online system implented and applicant using it. 9-13-16 Online application submittal process was available for applicant's use. Few minor changes but overall a good rollout. 7-11-16: Alan will give update on Task related on Online Submittal timeline (hopefully release in August) 05-06-16: ISS still reviews new ePZB screens. Zoning to update DRAC on timeline for release. 02-01-16 ISS still in final programming stage of the online submittal modules. Have had numerous meetings with staff to ensure key features are added to address both staff and industry requests. Expect to release for industry testing in April 2016. 11-12-2015- Currently in the programming stages with the ISS Division. Not finalized to date 8-12-15-ISS Staff to attend August 21 DRAC Meeting to provide members a demo on the new DRO Agency Review screens they are working on for Zoning. 5-29-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo.
Regulation Plan - Remove requirement from ULDC- made it optional	Regulating Plan	Jon/ Bill	Closed	5/29/2016	Gladys DiGirolamo	<b>2-27-17 Closed</b> - Ord 2017-002 removes the requirement for Regulation Plan and makes it optional. 2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.
Consent Forms	Authorization for each application	Jon/ Wendy	Closed	9/23/2016	Colleen Walter	3-7-17-County Attorney's office stated the forms have to be updated with each application we cannot use blank authorization. 9-23-16 Colleen asks if Consent Forms can be submitted as a blanket consent. PM says that it is only valid for the specific project or 1 year from signing. Staff will discuss.
Certification comments-request code section in comment	Cited specific code section in each certification issue so clear for applicant on requirement	Wendy	Open	6/9/2017	Damian Brink	10/1/17 Staff PM's have been reminded to do this when preparing comments. Supervisors will monitor successful implementation. 9/1/17: Project Manages have been instructed to provide code sections in their comments. Monitor this to confirm compliance. We ask Agents to also site sections of code in their response when appropriate.
Application Justification Statement	Provide example of what an acceptable Justification Statement would be.	Wendy	Open	6/9/2017	Kevin McGinley	10/1/17 - Provide DRAC members with handout what a good "Justification Statement" should include. Also, went over it at Oct. DRAC meeting. 9/1/17-Memo from Wendy included on DRAC Sept 15 Agenda with key points to include in a complete Justification Statement. 6/9/17-Request if staff can provide bullets on what are key components of an acceptable "Justification".
Survey Comments	Survey adding a lot of comments to ePZB recently can they attend next DRAC Meeting?	Glenn Mark	Open	6/9/2017	Yeksy Schomberg	10/1/17: Discussed at Oct. LDRAB with Glenn Mark surveying. Addressed DRAC member qustion. Jan 2018 Zoning will require electronic signature for surveys. 9/1/17-Survey invited and confirmed attendance at Sept 15 DRAC Meeting. 6/9/17-Request Survey staff attend Sept DRAC Meeting to discuss number of DRO comments on applications and level of specificity
Abandonment	Process involved when the resolution is abandoned through the BCC, even though the "Use" has been abandoned.	Jon/Wendy	Closed	1/26/2017	Kevin McGinley	5/3/19: Zoning staff addressed in 2018 with new whereas clause in the Resolution on carry prior Site Plan forward to DRO. 1/26/17: When the resolution is abandoned through the BCC, even though the use has been abandoned; Wendy conveyed the Site Plan is abandoned with the resolution. Through discussion, it was determined there needs to be more research conducted and reviewed with Zoning Staff and code on how to make this process simplier. Biill said he heard Kevin's concerns and internally staff will be working to address it. At the next DRAC Meeting staff will have an update.
eZINFO Enhancment Screens for Staff, DRO Agents and DRO Agency Staff.	2019 enchancements done to: Online submittal screens, log in to eZINFO, created dashboard for Agents to see all apps in system, ehanced comment/condition screen and status of certification	Jon/Agents	Open	5/2/2019	Jon MacGillis	5/2/19 Training session 101 with Staff and Interested Parties to unveil enhancements to screens. Some of enhancements requested by DRAC Members others identified by Zoning staff to address ongoing input by Interested Parties. 5/3/19-Email from Jon to key DRAC Members who volunteered to do testing of enhanced screens they have until May 15 to provide input.