



DRAFT

DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)

MINUTES OF THE MAY 2, 2008 SUBCOMMITTEE MEETING

PREPARED BY EILEEN PLATTS

On Friday, May 2, 2008 at 2:10 p.m. the DROOC Subcommittee met in the Second Floor Conference Room (VC-2E-12), at 2300 North Jog Road, West Palm Beach, Florida.

Attendance:

Chairperson Collene Walter called the meeting to order at 2:10 p.m.

Members Present

Collene Walter, Chair – Kilday & Assoc.
Wendy Tuma – UDS
Gladys DiGirolamo – GL Homes
James Hackett (J Gentile) – Gentile, Holloway, et al.
Grace Turner – Miller Legg
Bradley Miller – MLPC
Scott Mosolf – UDS

Members Absent

Ron Last – Last Devenport
Beril Kruger – Beril Kruger P&Z Consult.
Chris Roog – GCBA
Jamie Gentile – Gentile, Holloway, et al.
Jan Polson – Cotleur & Hearing
Jeff Brophy – LDS
Julian Bryan – Julian Bryan & Assoc.
Jon Schmidt – Jon Schmidt & Assoc.
Kevin McGinley – Land Research Mgmt.

Members Present – 7

Members Absent – 9

County Staff Present:

Jon MacGillis (Zoning)
Maryann Kwok (Zoning)
Wendy Hernandez (Zoning)
D.G. McGuire (Zoning)
Donna Adelsperger (Zoning)
Eileen Platts (Zoning)
Ron Sullivan (Zoning)
Nick Uhren (Eng. & Public Works/Traffic)

Motion to Adopt Agenda

Mrs. Walter suggested that the Agenda be reordered to push Topic C – Traffic Performance Standards (TPS) Review Fees back until Nick Uhren arrived, everyone agreed. Mrs. Walter then asked if there was a motion to adopt the Agenda. The motion passed unanimously (7-0).

A) REVIEW OF MARCH 20, 2008 MINUTES (ATTACHMENT A)

Mrs. Walter then addressed the Minutes from the 3/20/08 workshop meeting on ePZB. She stated that she had one clarification to the second sentence from the end on the last paragraph. It should read "...Chairperson **and Zoning Director** would update applicants..." She asked staff to please amend that, and then asked if anyone else had any changes. No one responded. Mrs. Walter then asked if there was a motion to adopt the minutes, Wendy Tuma motioned to pass the amended minutes and Grace Turner seconded the motion. The motion passed unanimously (7-0). The changes were made to the 3/20/08 Adopted Minutes.

B) UPDATE ON DRO COMMENT RESPONSE SCREEN

Mr. MacGillis advised the members that the ITS staff is almost 90% done with the programming of the screen and should be completed by the end of May. He suggested that there will be a separate

meeting held this month to set up testing of the screen. Mrs. Walter suggested that this is a good topic to include in the September 2008 Brown Bag meeting.

C) TRAFFIC PERFORMANCE STANDARDS (TPS) REVIEW FEES – NICK UHREN

1) How TPS Review Fees fit into the Zoning Review Process – Attachment B

Mr. Uhren reviewed Attachment B with the members and explained the TPS fee has to be paid by a separate check and has to go directly to the Traffic Division until Agents are notified otherwise. The checks should be written out to "Palm Beach County Board of County Commissioners." Mr. Uhren advised that Trip Generation is the first thing done in the analysis and that the fee can be calculated on the net daily trips before the report is finalized. Agents only have to call and ask for the Traffic engineering consultants to calculate the net daily trips fee. Mrs. Adelsperger advised that there is an internal meeting on Monday, May 12, 2008 to discuss fees and they will look into how staff will handle refunds for TPS.

D) INFILL REDEVELOPMENT UPDATE

1) Update on Projects

Ms. Kwok reviewed what the Infill/Redevelopment Task Force (IRTF) has done since the kick-off meeting in February. IRTF has set the Agenda of what they will review for the rest of the year. The next Task Force meeting is on 5/7/08 and will be discussing the boundaries, drainage and traffic issues with Infill/Redevelopment. Ms. Kwok invited the members to come to the next IRTF with Interested Parties on August 13th and asked that if anyone had any ideas or issues they would like to be discussed or any information that they think would help with the Infill/Redevelopment to please send an email over to staff. Mrs. Walter suggested that the presentation for permeable pavers might be a good alternative for drainage.

2) Input on Ideas on process

Ms. Kwok started by explaining the phasing of the Infill/Redevelopment project. Phase one is focusing on Article 1 specifically Non-Conformities and entering a new section in Article 3 for the Infill/Redevelopment Overlay. This should be completed by early part of 2009. Staff will need volunteers to truth the code, so if interested parties have an Infill/Redevelopment project at that time, they should contact staff regarding their interest in participating in truthing this new ordinance before adoption. Phase two will probably begin in 2010.

E) REVIEW AND COMMENTS ON RECENT PAST AND PROPOSED CHANGES TO APPLICATION PROCESSES

1) Submittal Format – "drop and run"

Mrs. Walter stated that she has been getting good feedback regarding this issue and that she believes this process is working really well.

2) Insufficiency Notifications

Mrs. Walter stated that this issue is getting better and wanted to know if there was a grace period if the insufficiency is something minor. Mrs. Adelsperger explained that there is a 10 -day window for sufficiency. Mrs. Walter asked if there was any way they could get an email or phone call as soon as the insufficiency is discovered so they can correct it instead of having to wait for the letter. Mrs. Hernandez advised the members that there was only one insufficiency at the last intake and if the insufficiency is something minor, staff can work with the agents so they could stay on that Agenda.

3) Type II Variances on DRO for agency review ONLY (no change in processing times)

a) Opportunity to proceed on "make or break" Type II Variances at risk

Everyone agreed that defining a variance "make or break" really needs to be decided case by case. Per Mr. MacGillis, code does not allow an application to proceed **concurrency** if there is a make or break variance associated with it.

4) Agency Review/Zoning Review Site Plan Amendment Processes

Mrs. Walter advised staff that the general feedback on this process is good; the only complaint is that the wait is sometimes long because this process is so popular. She requested that there be

better communication between the Project Manager and Aaron Taylor in AR/PI to keep him in the loop for all of the Administrative Amendment and Signature Only projects. Mr. MacGillis suggested that the Agents also include Aaron Taylor and Alan Seaman on the emails to the PMs regarding these processes.

Mr. MacGillis explained that Alan Seaman, Principal Planner of AR/PI is going to be looking at other municipalities that update the site plans online using Photoshop so there will be no more Mylar everything will be done digitally.

5) Stand alone/Concurrency Applications

Mrs. Walter advised staff that on the outside agents do not have access to the comments so they are always calling in to see who signed on. Mrs. Hernandez stated that staff was working on the ePZB screens for this process. Mrs. Adelsperger explained that ITS is working on this and that there are changes coming to the concurrency screen to rectify this problem.

F) LANDSCAPE SECTION

1) DRO Review – receive comments directly from, and respond directly to, Landscape section

Mrs. Walter stated that she would like to be able to receive comments and respond back directly to the Landscape section regarding the Landscape comments. Mr. MacGillis explained that the Landscape section does not enter their own comments that the PM for the project enters them and that the comments from the Landscape section are normally on previous conditions of approval.

2&3) Landscape Code vs. Conditions of Approval & ULDC Landscape code Amendments – status of subcommittee for pervious area and landscape (DROOC vs. LDRAB?)

Mrs. Walter suggested that the Landscape code be amended to make it more consistent and wanted to know if staff was going to form a subcommittee for this topic and maybe include pervious area discussion. Mrs. Tuma stated that she and Tamara West of Kilday met with Landscape staff to go over discrepancies/inconsistencies and will reconvene in about a month to give further feedback on issues that need to be addressed. Ms. Kwok asked to be invited to the next meeting they have with the Landscape section. Mr. MacGillis advised that Bill Cross is handling pervious under Infill/Redevelopment. Ms. Kwok clarified that Mr. Cross is only working on pervious that is located in the Urban/Suburban Tier. Mr. MacGillis stated that he was under the impression that Mr. Cross was doing it in this round under parking. Ms. Kwok suggested that through Phase 1 of the Infill/Redevelopment project that staff can clean up the definitions under Article 1 to accommodate that. Mr. MacGillis advised the members that there will be no code amendments on the 2008-02 round.

4) Regulating Plan and Buffer Details – required only at time of Final plan approval

Mrs. Walter stated that she doesn't know why Agents have to provide Landscape buffer cross sections on the Regulating Plan and to get comments on them because they know they are going to Public Hearing and that they will end up with Conditions of Approval anyways so that is time wasted putting it together and reviewing it and it having to be amended anyway. Ms. Kwok stated that she spoke with Barbara Pinkston-Nau about Code Amendments on this. Mr. MacGillis suggested that the Regulating Plan be submitted when necessary or if it is required by staff or at Final DRO instead of at Intake. Ms. Kwok suggested that it be submitted with the Final Site Plan. Mrs. Walter stated that if the project is controversial that the Agent would probably include the Regulating Plan anyways.

G) ADMINISTRATIVE MATTERS

1) Type II Variances on DRO Agenda for Agency comments

Mr. MacGillis stated that Type II Variances would be added to the DRO Agenda starting in July for Agency input. These applications will be at the end of the Agenda and only staff will be reviewing them.

2) New PPM on Public Notices for ZC/BCC Postponed-Application Postponement-Handout

Mr. MacGillis reviewed the rough draft of the PPM and explained to the members that this PPM is on what happens with items that are constantly postponed at the ZC/BCC hearings. It generally states that you can postpone three times at 30 days apiece or a one-time postponement of 90 days after which you will be required to re-advertise/pay for the new courtesy notices, property posting and legal ads. He explained that there were still revisions being made and will keep them posted to when it is completed.

3) Staffing month May-October 2008 for CDR

Mr. MacGillis advised the members that staff is critically low right now and possibly getting lower. The CDR section has 2 key staff out for a few months on top of staff that is out sick and the positions that have been cut due to the budget. He asked for the members to please be patient because even though staff is short the workload remains the same and staff is extremely busy. Mrs. Hernandez stated that Ron Sullivan will be running the DRO meetings, Carrie Rechenmacher will be working on the ZC/BCC staff reports and Maryann Kwok will be overseeing the CDR Section while she is out. Mrs. Hernandez advised that she, Lorraine Cuppi and Autumn Sorrow should all be back in July. Mrs. Kwok stated that Bill Cross and D.G. McGuire will also be helping out in the CDR section temporarily.

H) TOPICS FOR NEXT MEETING ON SEPTEMBER 12, 2008 (BROWN BAG)

Mr. MacGillis advised the members that the next meeting will be a Brown Bag and will be held on September 12, 2008 from 11 am to 2 pm. He asked that everyone to check their schedules to make sure that date was available. The members will need to contact Eileen Platts, Zoning Secretary, if there is a need to change the date. Mr. MacGillis stated that he would like to make this upcoming Brown Bag more informal than the previous years and that it will be held in the new "Large Hearing Room" if that room is finished and available by then. Mr. MacGillis also explained that traditionally it was facilitated by Zoning staff, and he suggested that the Chair of DROOC to run the meeting, with staff's assistance. Mrs. Walter then asked if anyone had any topics they would like to be placed on the September 12th Agenda. Some of the recommended topics are as follows:

- Explore other opportunities for Final DRO (in terms of whether DRO meeting is necessary to be continued since comments could be reviewed via ePZB);
- WFH research;
- Fee Schedule;
- Changes in Landscape Section; and,
- DRO Comment Screen

I) ADJOURNMENT

Mrs. Walter then asked if anyone had anything else to add, there was no response and the meeting was adjourned.

The DROOC meeting adjourned at 4:10 p.m.