



DRAFT

**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE SEPTEMBER 26, 2008 SUBCOMMITTEE MEETING**

PREPARED BY EILEEN PLATTS

On Friday, September 26, 2008 at 2:00 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 2:12 p.m.

Members Present

Collene Walter, Chair – Kilday & Assoc.
Jan Polson – Cotleur & Hearing
Bradley Miller – MLPC
Kevin McGinley – Land Research Mgmt.
Jeff Brophy – LDS
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.
Julian Bryan – Julian Bryan & Assoc.
Jon Schmidt – Jon Schmidt & Assoc.
Grace Turner – Miller Legg
Wendy Tuma – UDS
Gladys DiGirolamo – GL Homes
James Hackett –

Members Present – 6

Members Absent – 10

County Staff Present:

Jon MacGillis (Zoning)
Maryann Kwok (Zoning)
Donna Adelsperger (Zoning)
Eileen Platts (Zoning)
Carrie Rechenmacher (Zoning)
Eric McClellan (FD&O)
Bob Kraus (ERM)

Motion to Adopt Agenda

Mrs. Walter suggested to add COZ at the end of the Agenda, everyone agreed. Mrs. Walter then asked if there was a motion to adopt the Agenda. The motion passed unanimously (6-0).

A) REVIEW OF AUGUST 26, 2008 BROWN BAG MINUTES (ATTACHMENT A)

Mrs. Walter then addressed the Minutes from the 8/26/08 Brown Bag meeting. The minutes were adopted with no changes needed.

B) OVERVIEW OF THE REVISED VEG PERMITTING PROCESS – BOB KRAUS

Mr. Kraus explained that they removed the permitting aspect from the vegetation code. He went on to explain that the vegetation standards are still in there. So what ERM has done is they made a Development Standard so that they would now like to have a Vegetation Application submitted in full at the beginning. Mr. Kraus went on to state that Mark Godwin will review the vegetation applications and if they meet the code he (Bob Kraus) will approve the site plan and release it, there will not be any permit following at that point in time. What Mr. Godwin will be doing is coordinating with the Landscape Inspectors. Mr. Kraus strongly encourages pre-application meetings for either Final DRO/PH even if you have a cleared site have a pre-app meeting just incase, it may save a lot of time

and hassle in the end. He explained that the Vegetation application gets submitted only at time of Final DRO – approved as part of DRO approval process. Kevin McGinley asked if agents pay the fee upfront and how long is it good for? Mr. Kraus stated yes the fee is due upfront and it is good for the life of your project unless the currency rate goes down drastically.

C) PROPOSED REGULATING PLAN REVISIONS – MARYANN KWOK

Collene Walter explained that this topic is the proposed Unified Land Development Code (ULDC) Amendments and to address the revisions to the Regulating Plan that the DROOC have been discussing over the past couple of meetings. Mrs. Walter then turned the meeting over to Ms. Kwok. Ms. Kwok began by giving the members a brief overview of what has been discussed at the two previous DROOC revising the contents of the Regulating Plan is to address some of the comments from the Agents that they thought that they showed the Regulating Plan at the BCC and then a month later at the Final DRO they practically have to redo the plan, specifically the landscape cross sections in detail to address BCC Conditions. Ms. Kwok stated that she has also heard comments from staff saying that not everything is on the plan and it has to be changed. That is why staff is bringing up this topic here and request that we switch it to say at the BCC do a number of items enough to go through BCC and then have all of the Conditions of Approval ready and do a complete Regulating Plan at Final DRO, in that case you will be incorporating all of your signs, bigger buffers, more trees, etc. Ms. Kwok explained that after the Brown Bag meeting she had a meeting with Jon MacGillis, Collene Walter, and Jeff Brophy to discuss that idea. Ms. Kwok then reviewed the Draft of the Code she revised with the members. Ms. Kwok stated that Jon MacGillis and Ken Rogers had a meeting to discuss how the plans should be named. They decided that if you are submitting for a BCC Approval for the typical PUD, PIPD that the BCC will be approving the “Preliminary” Master Master/Site/Regulating Plan and when it is off the board the Final DRO will be approving the “Final” Master/Site/Regulating Plan.

D&E) UPDATE ON THE ADMINISTRATIVE REVIEW – FOR ITEMS OFF BCC BASED ON THRESHOLD – ALAN SEAMAN’S STAFF/EARLY DRO SUBMITTALS – ITEMS ON ZC CONSENT SUBMIT TO DRO MONTH EARLY

Jon MacGillis gave an update on the new Administrative Review process that will hopefully take two (2) months off the Final DRO process; this process is targeted for implementation in January 2009. Mr. MacGillis then asked Bradley Miller to help with the pilot program by bringing in an off the board BCC project. Mr. Miller accepted.

F) DRO MEETING – NO ATTENDANCE UNLESS WORKSHOP OR YOU WANT TO ATTEND/DISCUSS

Mr. MacGillis stated that there is no need to come to the DRO meetings if you are using the DRO comment response screen. He then asked the members if the comment response screen is working for them and if they still feel like they have to come to the DRO meetings. The members stated that the response screen is working but they were confused because the comment still says that the first meeting is mandatory. Donna Adelsperger said that staff will change the way that comment is worded to state “Your first DRO meeting is...Attendance is not required”. Mr. MacGillis explained that staff is working out the details so Agents will not need to attend the DRO meetings, even the first one, unless they need/want to workshop an item or would like to talk to the agencies present. Mrs. Adelsperger advised that the Agents must send an email requesting to be on the Consent Agenda. The new DRO email address to use to request to be on the Agenda is PZBZDRO@pbcgov.org. This process will hopefully be implemented in January of 2009.

G) DRO/BLDG PERMIT REVIEW PROCESS – UPDATE ON TASK TEAM PROGRESS – BARBARA PINKSTON-NAU

Collene Walter updated the members on the DRO/Bldg. Permit review process. She explained that this topic comes from discussions of past DROOC meetings about having an optional approach where Agents can submit for DRO approval at the same time as you are submitting for Building Permit Application. Barbara Pinkston-Nau explained that only Commercial and Multi-family Developments will qualify and only about 20% of the projects that apply will be able to use this process. Mrs. Pinkston-Nau stated that the whole development team has to be ready to go thorough this process quickly. The next Task Team meeting for this project will be on Tuesday, October 7, 2008 at 2:30 p.m. in the Vista Center conference room VC-2E-12. Engineering will be doing a presentation on what they review and how their system and their review process works. Another

topic that will be discussed at this meeting is a checklist on what type of projects can use this process and the Affidavit that the Agent has to have the owner sign that states everyone is on board and that they want to go through this process. Mrs. Walter suggested that the DRO/Bldg. Permit Task force needed Contractors to come and speak at the upcoming meetings and if they know any Contractor's that would like to get involved or just give some input in the upcoming meetings to let us (Collene W. or Barbara P.) know.

H) RESTAURANTS-CONCURRENCY TABULAR ON SITE PLAN

Mr. MacGillis explained the issue with the tabular conflict between site tabular/concurrency and that staff was working on it.

I) COZ

Bradley Miller stated that the problems he has run into are the older projects approved with a COZ and the project didn't get built and someone wants to come in and do a permitted use they have to go through a 6 month Public Hearing process to get a permitted use there. Maryann Kwok stated COZ needs some flexibility. Ms. Kwok suggested that a follow-up meeting with Joanne and Ken to see what the real intent of the COZ.

J) ADJOURNMENT

Mrs. Walter stated that the next DROOC meeting is on December 12, 2008, she then asked if anyone had anything else to add, there was no response and the meeting was adjourned.

The DROOC meeting adjourned at 3:35 p.m.