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**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE JULY 17, 2009 SUBCOMMITTEE MEETING**

PREPARED BY EILEEN PLATTS, ZONING SECRETARY

On Friday, July 17, 2009 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.

1. CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 2:03 p.m.

Members Present – 9

Jeff Brophy – LDS – Chairman
Scott Mosolf – UDKS – Vice Chair
Bradley Miller – MLPC
Kevin McGinley – Land Research Mgmt.
Gladys DiGirolamo – GL Homes
Ron Last – Last Devenport, Inc.
Chris Barry for Jon Schmidt – Jon Schmidt & Assoc.
Collene Walter – UDKS
Michael Champagne for Bradley Miller – MLPC

Members Absent – 4

Jan Polson – Coteleur & Hearing
Chris Roog – GCBA
Pat Lentini – Gentile, Holloway, et al
Bill Whiteford – Team Plan Inc.

County Staff Present:

Jon MacGillis (Zoning Director)
Eileen Platts (Zoning)
Wendy Hernandez (Zoning)
Carrie Rechenmacher (Zoning)
DG McGuire (Zoning)
Andrea Harper (Zoning)
Barbara Pinkston-Nau (Zoning)
Autumn Sorrow (Zoning)
Douglas Robinson (Zoning)
Alan Seaman (Zoning)
Lauren Benjamin (Zoning)
Ann DeVeaux (Zoning)

Audience:

Nicole Smith (LWDD)

2. Amendment & Motion to Adopt Agenda

Jeff Brophy, Chairman asked if anyone had any Amendments to the Agenda. There were no Amendments.

A. REVIEW OF APRIL 24, 2009 MINUTES – (ATTACHMENT A)

Jeff Brophy then addressed the Minutes from the 4/24/09 meeting. There were no Amendments, Collene Walter made the motion to adopt the minutes and was seconded by Scott Mosolf. The motion passed unanimously (9-0).

B. ONGOING LIST OF DROOC TASKS – UPDATE – (ATTACHMENT B)

Jon MacGillis reviewed each task on the 2009 chart.

Landscape Permit – This item is going to LDRAB on July 22nd and will be in the 2009-01 Round of Amendments in October. The proposed Code Amendment for the Landscape Permit is available for review online.

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Final DRO/Building Permit process – Barbara Pinkston-Nau updated the members on the progress of the LDRAB Subcommittees. Two simultaneous review processes will be implemented as an alternative to the existing process. In the first process Final DRO, Platting, Building Permit and Land Development review occurs at the same time. In the second process Final DRO, Building Permit and Land Development review occur simultaneously. These processes will reduce overall review time by 5-7 months. Jon indicated that this new process will not require a ULDC Code Amendment. We will update everyone at the Brown Bag Meeting in August. Staff anticipates implementation in October along with 2009-01 Round of Amendments.

EAC applications – Staff resolved prior issues on how these applications were being addressed. Wendy Hernandez asked the Members if this task can be closed and they said yes.

EAC Fees – Jon MacGillis stated that Zoning staff is planning to look at the PPM and see if it needs to be revised. He stated that the EAC fees are going to be reviewed again in October and for the members to advise him of any suggestions they may have to clarify how fees are determined. The fee schedule is available online for review.

URA and Infill Redevelopment – Both URA and IR-O codes are going to the 2009-02 Round of Amendments. The URA draft has been reviewed and comments have been sent to Planning by Zoning staff. Planning is going to present their code to the DROOC as soon as it is available, and is scheduled for August LDRAB. The DROOC will be receiving the IR-O drafts when they are completed. There will be more meetings scheduled to view and truth the IR-O code. The Lifestyle code will be on the 2009-02 Round as well. The Lifestyle Subcommittee will continue their review till mid August.

Add to the task list: DRO – Off the Board, Electronic Site Plan Amendment, and January PPM on the affected area for fees.

C. FINAL DRO PROCESS

Wendy Hernandez stated that Jeff Brophy spoke briefly to her on the Off the Board process and how it could be changed to the “expedited” version. They suggest that anything that comes in Off the Board (OTB) and is on Consent be able to skip intake, only submit the updated Site Plan and go straight to the following DRO. Anything OTB has no fees anyways and this process will eliminate extra time it takes for the Agents and will free up much needed staff time. Jon MacGillis stated that the Agents should have a time limit of 2-3 months after Board approval to apply for the Expedited process or else they have to go through the full DRO OTB process. Chris Barry asked if there is any way that if there is an item on the Regular Agenda and there is no public discussion and there is a board recommendation for approval, can this be changed to OTB? Jon MacGillis said staff will look at it and see if maybe we can add extra standards on how we can review it.

D. 2009-01 ROUND AMENDMENTS – UPDATE

Discussed in item C under DRO/Building Permit process.

E. ELECTRONIC SITE PLAN AMENDMENTS

Alan Seaman explained staff’s ideas of how to process “electronic plans”. It would allow the mylars to be put immediately on the web and also to eliminate the mylar scanning. Alan stated that Jeff Brophy is working with him on this project and what they were contemplating was to be able to store .dwg drawings at County and release them to Agents upon request to make a change on the site plan. Changes to the mylar could either be made here with your laptop or at your office. When the changes are completed, Agents will submit them back to Zoning along with a .pdf version showing the change(s). Discussion ensued amongst staff and members on how to make the layers work. Jeff Brophy explained that they would have to add an amendment layer that has red clouds showing where the changes were made and the date they were made. Alan explained that this is a “work in progress” and we will work out the complications out as we go.

F. ZONING SURVEY RESULTS

Jon MacGillis went over the results of the Zoning Customer Survey related to the 2010 Budget cuts. He asked if the Members would like a summary of the results to be posted on the web. The Members agreed that would be a good idea.

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G. 2009 CODE AMENDMENTS

Jon MacGillis briefed the Members on the amendments going to the 2009-01 Round of Amendments. He advised them that the Permission to Advertise is August 27th, the First Reading is September 24th, and the Adoption is October 22nd. The handout with all of the Amendments is on the Zoning Web Page under Code Revision Link or Press Releases if you would like to review it.

H. OPEN DISCUSSION

Jeff Brophy asked if there was anyone that had anything to discuss that was not on the Agenda. Chris Barry asked if there was any way to get the DRO Result List on the Web earlier or at least get it a little earlier from the date of DRO meeting. Wendy Hernandez asked if he was talking about the Certification List, he said yes. Wendy stated that it should be posted on the Web in a timely manner but she will look into this for him.

I. AUGUST 21, 2009 BROWN BAG TOPICS

Jeff Brophy asked for suggestions for the DRO August Brown Bag Agenda. The following topics were requested for the Brown Bag Agenda:

Review DROOC accomplishments for 2008-09;

Zoning Budget – Impact on Service;

Discuss URA and LCC – update;

Concurrent Zoning Review/Building Permit Review instruction;

Tech Manual; and,

Processes for Zoning and Flow Charts.

J. ADJOURNMENT

The next DROOC meeting is the Brown Bag on August 21, 2009 from 11:00-1:00 p.m.

The meeting was adjourned at 3:13 p.m.