



DRO OVERSIGHT COMMITTEE (DROOC) SUBCOMMITTEE MEETING
FRIDAY, OCTOBER 16, 2009, 2:00 PM – 4:00 PM
PZ & B – VISTA CENTER
2300 NORTH JOG RD, WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)

TOPICS OF DISCUSSION

- A. REVIEW OF THE JULY 17, 2009, AUGUST 21, 2009 (BROWN BAG) AND OCTOBER 2, 2009 (URA) DROOC MINUTES – (EXHIBITS A-1, A-2 & A-3)**
- B. FOLLOW-UP ON TWO ISSUES RAISED AT BROWN BAG**
 - 1. Timing of Agents getting Resolutions
 - 2. Submittal of applications to CDR Section other than Submittal date – **WH**
- C. DROOC ONGOING TASKS – JM – (EXHIBIT B)**
- D. CONCURRENT DRO PROCESS – PPM 20-0-041 – JM – (EXHIBIT C)**
- E. REVISED DRO PROCEDURES – WH – (EXHIBIT D)**
- F. RESUBMITTED DOCUMENTS FOR DRO – WH**
- G. EXPEDITED REVIEW PROCESS FOR FINAL DRO APPLICATIONS – WH**
- H. ORDERING OF CONTROL FILES FOR APPLICATION REQUESTS IN CDR SECTION – WH**
- I. RESOLUTIONS - NEW PROCEDURES – WH**
- J. PLACES OF WORSHIP - FAQs – WH**
- K. PROPOSED REVISED FEES – MMK**
- L. ULDC UPDATE – BPN**
 - 1. Round 2009-02
 - 2. Round 2010-01
- M. ELECTRONIC SITE PLAN AMENDMENTS – AS**
- N. OPEN DISCUSSION**
- O. NEXT MEETING TOPICS**
- P. ADJOURNMENT**



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 April 24, 2009 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 22, 2009 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.

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 IRO drafts when they are completed. There will be more meetings scheduled to view and truth the IRO 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.

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 27, 2009, the First Reading is September 24, 2009, and the Adoption is October 22, 2009. 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.



**DEVELOPMENT REVIEW OFFICER (DRO)
FORUM MEETING
MINUTES OF THE AUGUST 21, 2009 – BROWN BAG**

PREPARED BY JON MACGILLIS

On Friday, August 21, 2009, at 11:05 a.m. the DRO Forum Meeting began in the First Floor Conference Room (VC-1W-47), at 2300 North Jog Road, West Palm Beach, Florida.

Maryann Kwok opened the meeting by thanking those in attendance for coming and gave a brief overview of the history of the DRO Brown Bag and what would be discussed on this agenda. She introduced Jeff Brophy, Chair, and then turned the meeting over to him.

Mr. Brophy did a brief introduction by welcoming those in attendance and recognizing the dedication of the DROOC Members as well as staff who meet on a regular basis to identify issues/solutions. He stated that the Committee had completed many tasks during 2008-2009 that have significantly improved the overall DRO review process. He turned to Zoning Staff to give an update on improvements made to each Section.

- a. Administrative Review Process – Mr. Alan Seaman, Principal Site Planner, explained the changes to the DRO Administrative Review process.
- b. Community Development Review Process – Mr. Brophy and Ms. Wendy Hernandez, Zoning Manager, explained the changes to the Community Development Process. The online DRO comments/conditions, changes to submittal intake procedures, new procedures for DRO Agenda (take applications in Off BCC early to save time to applicant), eliminate DRO mandatory attendance, and new Consent Agenda. This has resulted in shorter DRO meetings, and all Zoning applications are now in typeable format, saving agent time by allowing them to fill in application directly.
- c. Architecture/Landscape Section – Jan Wiegand, Senior Site Planner, stated that there are two 2009-01 Round of ULDC amendments that will affect applicants. The Landscape amendments related to the shrub chart and the new Landscape Permit. Also, she reviewed the changes to the Architectural code.
- d. Code Revision – Barbara Pinkston-Nau, Principal Site Planner, explained the new DRO process that will allow concurrent review. This will save time to the overall review process by allowing site plan, building permit and land development review to occur concurrently. This will save 5 to 7 months to the DRO process. She explained it is an optional process. Staff is trying to implement this new process sometime in October. She also asked if any Agent had an application they would like to test using this new process, to see her for details.

Mr. Brophy continued this discussion with the ongoing improvements to the DRO process by stating this new DRO concurrent review process is similar to what many cities do now and believes it will shorten the review time.

Mr. Brophy discussed briefly the proposed changes to the Fee Schedule in July 2009 and that the DROOC is currently discussing with staff changes to the EAC Fees. Mr. MacGillis

expanded on this by stating staff is working on an amendment to the Fee Schedule that should be ready to bring to the BCC in early 2010. He stated he hoped the proposed amendments would address some issues with how fees are charged based on acreage and requests. The proposed fee amendments will be shared with the DROOC before they are finalized.

Mr. Brophy briefly talked about the administrative review process and the proposed electronic site plan amendments. He stated staff and DROOC are currently working on this task and will report back once issues/solutions have been worked out.

Next topic discussed was the status of the Code Amendments related to: URA, IRO, and Lifestyle Commercial Center. Maryann Kwok outlined what staff is currently working on with the Subcommittees and key dates everyone should be aware of if interested in attending the meetings. She also stated a BCC Workshop is scheduled for September 2009 to review the IRO.

Jon MacGillis gave a brief update on the 2009-01 Round of ULDC Amendments. He highlighted the key amendments and went over the key upcoming hearing dates with the BCC. He stated amendments can be found on the Zoning Web page and encouraged anyone with issues to contact staff for clarification. He also stated that staff is currently processing the 2009-02 Round that will go before the BCC in January 2010 for adoption. If interested in topics, please visit the Zoning Web Page under Code Revision Section.

Mr. Brophy concluded the presentation and once again thanked industry and staff for attending. He turned it over to the public for comments.

Public Input

Ms. Collene Walter – Resolutions-requested that DRAFT Resolutions be sent to Agents giving them time to review prior to it being finalized and sent to the County Attorney. She stated she discussed this with Bob Banks, County Attorney, prior to the meeting and in his opinion, he agreed the Agent should review the DRAFT RESOLUTIONS prior to staff finalizing them. Both Wendy Hernandez and Jon MacGillis agreed this could be implemented. Wendy said she would introduce new dates for review time. She stated that at any time, the Agent could review conditions on Web and confirm language is correct.

Mr. Bill Whiteford – Appointments for Intake-asked if Agents can setup appointments for intake rather than just having to come in on intake submittal deadline. Wendy Hernandez said she is open to look at that but must adhere to dates on calendar. Mr. Whiteford said this would especially help for more complicated applications where staff and agent can discuss.

Meeting adjourned at 12:15 p.m.



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE OCTOBER 2, 2009 SUBCOMMITTEE MEETING
SPECIAL MEETING TO GROUND TRUTH URA**

PREPARED BY PREPARED BY STEPHANIE GREGORY, PLANNER

On Friday, October 2, 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.

A. CALL TO ORDER

- 1) The meeting was called to order at 2:06 pm.

Members Present – 5

Jeff Brophy – Chairman – LDS
Chris Barry for Jon Schmidt – Jon Schmidt & Assoc.
Collene Walter – UDK
Gladys DiGirolamo – GL Homes
Pat Lentini – Gentile, Holloway, et al

Members Absent – 7

Scott Mosolf – Vice Chair – UDKS
Kevin McGinley – Land Research Mgmt.
Chris Roog – GCBA
Bill Whiteford – Team Plan Inc.
Bradley Miller – MLPC
Jan Polson – Cotleur & Hearing
Ron Last – Last Devenport, Inc.

County Staff Present:

Maryann Kwok – Zoning
William Cross – Zoning
Bryan Davis – Planning
Stephanie Gregory – Planning
Ed Nessenthaler – Planning

B. PRA DRAFT CODE

Bryan Davis of the Planning Division gave a presentation on the URA regulations focusing primarily on the approval process, use matrix, special permits, Specialized District designation and the waiver and variance process.

In discussing the URA use matrix, Colleen Walter asked why many uses are labeled with a “P” (Permitted) instead of a “D” (DRO Approval) because a “P” in the current ULDC matrix is able to skip DRO, whereas a “P” in the URA matrix is still required to go through DRO. Bryan Davis responded that projects with a “P” do in fact need to go through DRO but after that the “P” uses can be switched in and out of the project without going back to the DRO. Also in the discussion of the URA use matrix, Chris Barry inquired as to if staff conducted an analysis showing what uses a property would be allowed under the existing code versus the new form-based code. For example, a car repair may not be allowed in with these regulations. Bryan Davis responded that an analysis has not been done but the URA use matrix is likely to be more permissive with the exception of agricultural and industrial uses.

The discussion then centered on the truthing of the URA Code and the Committee asked if the regulations have been applied to select parcels to determine if the provisions work. Bryan Davis responded that yes these regulations have been truthed through the creation of the Phase II Master

Plan Addendum of the URA, where every parcel was designed utilizing the new form-based code. The Dan Perez property was also brought to the Committee's attention by Jeff Brophy. He stated that the property was designed with the URA standards and that the buildings up to the front of the parcel worked well but creating the block structure was difficult. Colleen Walter then suggested that another site should be planned taking into account adjacent properties not redeveloping and see if it works as the URA has difficult parcel shapes and easements.

Gladys DiGirolamo then asked if there are any incentives for the redevelopment of this area. Bryan Davis responded yes and explained the TCEA, building height bonuses, easier approval process and time savings.

The Committee then focused the discussion on the Regulating Plan. Colleen Walter asked if the Regulating Plan will be incorporated and thus adopted into the Code. She recommended that not happen. Bryan Davis agreed and said the intent is to have it separate from the Code in case a minor change needs to occur. It would prevent staff from having to go back through the LDRAB process for minor tweaks. Chris Barry then asked if a parcel could change its transect sub-zone, for example from Urban Center 3 to Urban Center 1. Bryan Davis responded that it may be possible.

Finally, Jeff Brophy asked how it would work if a project wants to come in now and use the URA Code. Bryan Davis responded that staff would work with the agents and gave the example of the Morgan Hotel which came through the process recently.

C. NEXT MEETING TOPICS

The next DROOC Subcommittee meeting is being held on October 16, 2009 from 2:00-4:00 p.m.

D. ADJOURNMENT

The meeting was adjourned at 3:45 pm.

DROOC TASK CHART FOR 2009

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
1	Landscape Permit - Suggestion to implement a Landscape Permit at time of building permit Submittal. We do collect fees at building permit review for landscape review so this would be simply creating a permit that would be done at that time in ePZB. NO new fees or change to process just collecting what we should be for Landscape Plan Review. Jon will explore this suggestion. Industry does NOT want ZC/BCC Conditions requiring Landscape Plans to be submitted prior to final DRO approval. Zoning added this condition to some recent approvals.	Jon, Jan, Rodney	Landscape	2009-01 Round will investigate requiring a Landscape Permit.	June 2009 LDRAB	N/A		Landscape Permit DRAFT.doc	Open	
2	Final DRO Process - Allow for applicant to have choice of using existing off BCC process or new process where Final Site Plan, Plat and Building Permit are review together. LDRAB Subcommittee Meeting for last several months discussing process and making recommendation. Going to LDRAB in July 2009. Also, Subcommittee making recommendations to modify the DRO authority in terms of allowed amendments to ZC/BCC approvals. Went over both processes at DROOC on April 24, 2009.	Barbara P Nau	CD	Need a meeting with BA to discuss with Building creating Task Force					Open	
3	EAC Applications - Been on DROOC list since 2008. At DROOC on April 24, 2009 Jon requested input from members is this an issue? Several members stated yes that agencies are adding conditions that are not related to EAC request. Jon said he would investigate with Staff to see if ULDC standards for EAC need to be clarified on is this an internal policy issue to limit conditions that have a rational nexus to EAC.	Jon, DRO Agencies	CD	Jon discussing with DRO Agencies		N/A		Jon MacGillis - Re Fwd Status-Zoning Application Project.pdf	Open	
4	EAC - Processing Fee-Raised at 4-24-09 DROOC Meeting. Requested staff to look at General Application Fee plus fee per condition. Appears on certain applications fee is too high. Jon said he would investigate with staff and see if amendment to fee could be recommended, if necessary in Fall 2009 when Fee Schedule is proposed to be looked at again by BCC.	Jon, Wendy, MMK	CD	Jon to discuss with Zoning Staff		N/A			Open	

DROOC TASK CHART FOR 2009

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
5	URA Truthing - Request to see DRAFT ordinance and truth new provisions.	Bryan Davis, Jon	Planning	June-July Setup meeting for DROOC	June Final DRAFT	June-August 2009	Jan-10		Open	
6	Infill Redevelopment DRAFT - Setup meeting with DROOC to review and help truth new language.	MMK, Bill C	Code	June-August	June Final DRAFT	June-August 2009	Jan-10		Open	
	KEY:									
	O=Open									
	C=Closed									



**PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING DEPARTMENT
ZONING DIVISION
POLICY AND PROCEDURE**

JON P. MACGILLIS, ASLA, DIRECTOR

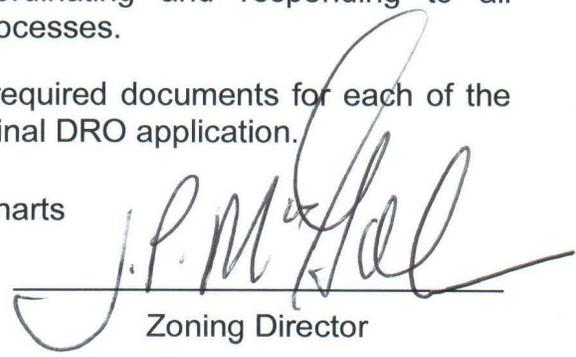
**PPM # ZO-O-041
Issued: 09/01/09
Effective: 09/01/09**

- SUBJECT:** **DRO Review Process**
- AUTHORITY:** Article 2.B., Public Hearing; and, 2.D., Administrative Processes
- PURPOSE:** To recognize three types of DRO Applications
- PROCEDURES:** To establish options for filing an application for DRO approval. Currently, the DRO reviews applications for public hearing certification and final plan approval (Master/Site/Subdivision). The two new processes provide additional options to the applicant depending upon how they want to proceed with development.
1. Type I - Final Plan (Existing process): Allows the applicant to secure the necessary ZC and/or BCC approval and submit to DRO for review and approval of the final plan¹.
 2. Type II - Concurrent Review: Final Plan/Building Permit/ Land Development/Plat are reviewed concurrently. This option allows the applicant to submit concurrently for Agency Review of: final plan¹, building and subdivision applications.
 3. Type III - Final Plan/Building Permit/Land Development Review with Plat filed separately: This option allows the applicant to submit a plan¹, building permit, and subdivision applications concurrently; however, the plat will continue to be processed until all requirements are met.

Type II and Type III processes are only for non-residential applications and require the applicant to schedule and attend a mandatory DRO Pre-Application Conference to receive direction from DRO on Agency requirements for this process. In addition, the property owner is required to designate a Project Manager who will be responsible for coordinating and responding to all consolidated comments on these combined processes.

The applicant will be required to submit the required documents for each of the various processes as outlined on the Zoning Final DRO application.

Attachments: DRO Concurrent Review Flow Charts


Zoning Director

¹ Plan – Shall include: Master, Site, Subdivision, and other relevant plans.

CURRENT REVIEW VS. PROPOSED CONCURRENT REVIEW PROCESSES

Type I: Current Process (approximately 19 months)

- Most activities occur in a linear format – one task has to be completed before the next can begin.
- The only concurrent activity is the land development review process.
- Projected review time assumes there are no major issues, the agent / contractor responds to comments in a timely manner, there are no delays between the activities .



Type II: Proposed Process I (approximately 12 months)

- Many activities occur concurrently. The process is optional and requires a greater initial investment from the applicant as all plans have to be prepared in advance.
- A pre-application meeting will be mandatory to ensure the applicant is aware of all requirements. The applicant must have a project manager to coordinate with PZB staff and other applicable agencies to ensure all issues are addressed in a timely manner.
- The applicant / owner must sign an affidavit acknowledging agreement with the terms. Applicant prep time is included to ensure all technical plans (site plans, engineering plans, land development plans, building permit plans, etc.) are prepared.
- Projected review time assumes a seamless transition between all steps with minor amendments.
- The building permit will be issued after the plat review has been finalized.



Type III: Proposed Process II (approximately 14 months)

- Many activities occur concurrently. The process is optional and requires a greater initial investment from the applicant as all plans have to be prepared in advance.
- A pre-application meeting will be mandatory to ensure the applicant is aware of all requirements. The applicant must have a project manager to coordinate with PZB staff and other applicable agencies to ensure all issues are addressed in a timely manner.
- The applicant / owner must sign an affidavit acknowledging agreement with the terms. Applicant prep time is included to ensure all technical plans (site plans, engineering plans, land development plans, building permit plans, etc.) are prepared.
- Projected review time assumes a seamless transition between all steps with minor amendments.
- The building permit will be issued after the plat review has been finalized.



Notes: 1) Zoning review timeframes have already been shortened by implementing DROOC recommendations.



INTER-OFFICE COMMUNICATION
DEPARTMENT OF PLANNING, ZONING AND BUILDING
ZONING DIVISION

To: DRO Agencies & Agents
Interested Parties

From: Jon MacGillis, ASLA, Zoning Director

Date: September 21, 2009

Re: **Revised DRO Procedures for Submitting Master/Site/Subdivision Plans to DRO after Board Approval**

Department of Planning,
Zoning & Building
2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb



**Palm Beach County
Board of County
Commissioners**

Jeff Koons, Chairman

Burt Aaronson, Vice Chairman

Karen T. Marcus

Shelley Vana

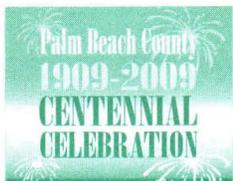
Steven L. Abrams

Jess R. Santamaria

District 7

County Administrator

Robert Weisman



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The Zoning Division is implementing new procedures for accepting final DRO Plans off the Zoning Commission (ZC) or Board of County Commissioner (BCC) Hearing. Historically, applications for final DRO plan approval could not be submitted until the application was approved by the ZC (Class B) or BCC. In an effort to continue to reduce application review time, the Zoning Division, in coordination with the Development Review Officer Advisory Committee (DROOC), made several recommended changes to the final DRO process. Many of these changes have already been implemented in 2008-09 (DRO comment on Web, DRO Consent Agenda, reduced submittal requirement, etc). The new expedited review process will allow final plans to be submitted early for final DRO approval.

The proposed changes to the final DRO submittal process are as follows:

General

- No final DRO application for expedited review is required for applications off the BCC if submitted within 2 months of the hearing. If more than 2 months have passed, the applicant will submit a Full DRO Review Application and pay the applicable fees.
- The expedited review submittal shall be limited to addressing only changes required to comply with modifications required at the hearing and to comply with conditions of approval. If modifications exceed changes required to comply with Board requested changes or those changes necessary to implement the BCC conditions, a Full DRO application is required and applicable fees will be charged.
- The applicant is responsible for ensuring that any modifications made to the Plans or conditions of approval at the Hearings are included in the resubmittal documents on the dates according to the Zoning Calendar.

Zoning Commission (ZC) Approval (Attachment for Example)

If an application requires only ZC approval and is on the Consent Agenda or placed on Regular Agenda by staff, but there is no opposition at the ZC Hearing, the applicant will be placed on the next DRO Agenda by staff.

Board of County Commission (BCC) Approval (Attachment)

If an applicant is on the ZC Consent Agenda or approved on the Regular Agenda with no opposition from residents or issues raised at ZC Hearing by staff or Commissioners, staff will schedule the application for the next available DRO meeting for final approval. The final DRO application cannot be approved until after BCC Hearing.

If you have any questions, please contact me at 561-233-5234 or Wendy Hernandez, Zoning Manager at 561-233-5042

Attachment: Calendar with example of how process works on key dates

ATTACHMENT



ZC application approval: For an Application on the 9/3 ZC Agenda, they will be placed on the 9/9 DRO Agenda for Final Approval and will resubmit revision during follow up between 9/10-9/14.

BCC application approval: For an Application on the 9/3 ZC Agenda, they may submit Final Plan Documents on the 9/16/09 intake. The application will then move to the 9/29 BCC Agenda. After BCC, the item will be placed by staff on the 10/14 DRO Agenda for Final Approval. Revisions may be submitted in follow up between 10/15-10/19.

 September 2009 Annual Zoning Calendar - Staff				
Monday	Tuesday	Wednesday (2) (3)	Thursday	Friday
	1	2	3 9:00 AM ZC	4
7 Holiday 	8	9 8:00 AM DRO Mtd	10 * DRO resubmittal OTB ZC	11* DRO resubmittal OTB ZC
14 * DRO resubmittal OTB ZC	15	16 * DRO resubmittal OTB BCC 10/14	17	18
21	22	23	24	25
28	29 9:30 AM BCC Hearing	30		

 October 2009 (1) Annual Zoning Calendar - Staff				
Monday	Tuesday	Wednesday (2) (3)	Thursday	Friday
			1 9:00 AM ZC	2
5	6	7	8	9
12 Holiday 	13	14 8:00 AM DRO Mtd	15 * DRO resubmittal OTB BCC	16 * DRO resubmittal OTB BCC
19 * DRO resubmittal OTB BCC	20	21	22	23
26	27	28	29	30