



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE FEBRUARY, 11, 2011 SUBCOMMITTEE MEETING
Place: 2300 N. Jog Road, Vista Center
Conference Room (VC-2E-12)
Time: 2 p.m.**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 2:05 p.m.

Members Present – 9

Jeff Brophy – LDS – Chairman
Scott Mosolf – UDKS – Vice Chair
Bradley Miller – MLPC
Collene Walter – UDKS
Chris Roog – GCBA
Bill Whiteford – Team Plan Inc.
Gladys DiGirolamo – GL Homes
Jan Polson – Cotleur & Hearing
Kevin McGinley – Land Research Mgmt.

Members Absent – 1

Jon Schmidt – Jon Schmidt & Assoc.

Zoning Staff Present:

Jon MacGillis (JM) – Zoning Director
Maryann Kwok (MMK) – Chief Planner, Zoning Division
Wendy Hernandez (WH) – Zoning Manager, Community Development Review (CDR) Section
Autumn Sorrow – Senior Site Planner, CDR
Donna Adelsperger – Planner I, CDR
Carrie Rechenmacher – Senior Site Planner, CDR
Eileen Platts – Secretary, Administration
William Cross (WC) – Principal site Planner, Code

A. REVIEW OF DECEMBER 10, 2010 MINUTES – (EXHIBIT - A)

- ❖ Jeff Brophy asked if anyone had any amendments to the December 10, 2010 Minutes. Seeing none, the motion to adopt the Minutes was passed unanimously **(9-0)**.

B. DOA EAC-APPLICATION REQUIREMENTS – MMK (EXHIBIT - B)

- ❖ MMK pointed out to address some of the prior comments of the agents/DROOC members, staff has agreed to consider revision of the submittal requirements. Both staff and members agreed that there should be fewer materials to be submitted for review for the EAC process.
- ❖ Since EAC is an “expedited” process, it should be tailored to the applicant’s specific request and only go to relevant agencies for review and comments.

- ❖ CDR has revised the list of requirements on Zoning Application Form 15; the revised form will be placed on the web for future reference.
- ❖ If requesting an EAC, the applicants must do research on the project history to make sure it is not controversial. There is an existing process to allow Zoning Director or Land Development Director to allow a request being reviewed under the expedited process.

C. ABANDONMENT PPM – MMK (EXHIBIT - C)

- ❖ MMK explained the County must keep the most updated record for each Development Order of a subject property
- ❖ MMK introduced the Abandonment PPM which helps to clarify issues not covered under the current code. The current code does not specify that in order to abandon a Development Order, an applicant must go back to the same Authority who approved the Development Order. An example is for a Class B Conditional Use, the applicant must request the Zoning commission's approval in order to abandon the Class B Conditional Use Development Order.
- ❖ MMK also explained the 2 types of (Quasi-judicial) Development Order Abandonment. Implemented and Non-Implemented. Non-implemented is most simple and could be processed through a resolution ONLY process, and could place the abandonment application on the next available hearing agenda.
- ❖ Implemented Development Order Abandonment is more complex, and is subject to a Development Order Amendment process. It depend on the project history, for a project with many prior Development Order approvals, abandonment of a use must be subject to the full DOA process. Whether an abandonment of a use in an implemented project can go through an EAC process will be evaluated by the Zoning/Land Development Directors prior to submittal for a DOA application.

D. GENERAL APPLICATION INFORMATION

- ❖ WH stated that staff is revising the information on the General Application Form and assured DROOC that the Community Groups will be revised to address their concerns.
- ❖ The Subcommittee members agreed that they normally meet with the Overlay groups after DRO process but it is a request not a requirement for them to do so.

E. UPDATE ON URA

- ❖ JM advised that there is a Stakeholders Meeting on February 22nd at 6:00pm. The focus for the meeting is for Planning Division Staff to update the amendments on URA policies (Comprehensive Plan). Planning has send a letter to the public and interested party, a copy of the letter and proposed text amendment sent can be found on the Planning Website or the Zoning Website. The path for Zoning Website is as follows:

http://www.pbcgov.com/pzb/zoning/newsrelease/ura_022211.htm

F. TECHNICAL MANUAL - PLAN TEMPLATES (MMK)

- ❖ MMK informed all that the Plan Templates will be uploaded to the Interactive Technical Manual (Title 2 Plans) in late March. WH has mentioned in prior DRO meetings that by March 1st, all applicants must submit plans utilizing the County's Plan templates. MMK explained that there are 2 options 1) utilize the County's template to prepare application submittal or 2) follow the same location as identified on each Plan Template where title block, north scale, revision dates, etc. are placed. There will be a grace period for using the plan template and staff should not be making those who do not follow plan format as "Certification Issue" but can comment on it and request applicant to make changes, if needed.
- ❖ The use of the templates will assure consistency on Plans and make it easier for staff to locate important information, e.g. Administrative Amendments.

G. INTERIM USES TASK TEAM VOLUNTEERS

- ❖ For those who is interested in being on the Task Team please advise the CDR Section/WH. The meetings will begin sometime in March.

H. 2011 DROOC TASK TRACKING CHART – (EXHIBIT - D)

- ❖ All items on the chart were discussed earlier but there are items that need to be added now.
- ❖ Add requested versus permitted/interim uses to the chart.

I. REGULATOR CLIMATE TEAM UPDATE

- ❖ JM stated that a survey was sent to all of the Municipalities and 16 out of 38 responded back. Some of the questions on the survey were; How do you process applications?, Do you have Director meetings to resolve issues?, etc.
- ❖ The next meeting is on March 31, 2011 at Hyde Park. They will discuss the survey results and any questions the public or private industries have.
- ❖ Jeff Brophy explained that the subcommittee should get together before the 31st along with Josh Long to discuss what questions and to make sure everyone's questions get addressed.

J. ELECT CHAIR AND VICE-CHAIR

- ❖ Through unanimous decision Jeff Brophy was re-nominated and elected as Chairperson and Scott Mosolf was re-nominated and elected as Vice Chair. Congratulations Gentlemen!

K. NEXT MEETING TOPICS

- ❖ Landscape Code progress; Green Building/Architecture were discussed.

L. ADJOURNMENT

The meeting adjourned at 3:25 pm.

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