



**DRO OVERSIGHT COMMITTEE (DROOC)  
FRIDAY , MAY 11, 2012, 2:00-4:00 PM  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

**TOPICS OF DISCUSSION**

- A. REVIEW OF THE FEBRUARY 10, 2012 MINUTES – (EXHIBIT A)**
- B. UPDATE DROOC 2012 TASKS & NEW ADDITIONS – (EXHIBIT B) - WENDY**
- C. ULDC AMENDMENT UPDATES-BILL**
- D. FEE RESOLUTION FOR INDUSTRY INITIATED ULDC AMENDMENTS & AMENDMENT TO THE COMP PLAN-JUNE 28 BCC ZONING HEARING- (EXHIBIT C) - MARYANN**
- E. Type II Stand Alone Variance Application – (Exhibit D) - Collene**
- F. Marking Conditions Complete – (Exhibit D) - Wendy**
- G. Resubmittal Fees associated with Off The Board Final Site Plan approval process. (Exhibit D) - Wendy**
- H. OPEN DISCUSSION-TOPICS FOR BROWN BAG MEETING-AUGUST 24, 2012.**
- I. ADJOURNMENT**



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)  
MINUTES OF THE FEBRUARY 10, 2012 MEETING  
Place: 2300 N. Jog Road, Vista Center  
Conference Room (VC-2E-12)  
Time: 2:00 to 4:00 p.m.**

**PREPARED BY ZONING DIVISION STAFF**

**1. CALL TO ORDER**

Chairman Jeff Brophy called the meeting to order at 2:00 p.m.

**Members Present – 7**

Jeff Brophy – LDS – Chairman  
Scott Mosolf – UDKS – Vice Chair  
Chris Barry - Jon Schmidt & Assoc.  
Pat Lentini – Gentile, Glas, O’Mahoney & Associates  
Bradley Miller-Miller Planning  
Jan Polson-Cotleur & Hearing  
Collene Walter – UDKS

**Members Absent – 4**

Chris Roog – GCBA  
Gladys DiGirolamo – GL Homes  
Jon Schmidt – Jon Schmidt & Assoc.  
Bill Whiteford - Team Plan

**Zoning Staff Present: 10**

Jon MacGillis – Zoning Director  
Patricia Rice– Senior Secretary, Administration  
William Cross – Principal Site Planner, Code Section  
Barbara P. Nau, Principal Site Planner  
Carrie Rechenmacher, Senior Site Planner  
Autumn Sorrow, Senior Site Planner  
DG McGuire, Site Planner II  
Donna Adelsperger, Site Planner I  
Carol Glasser, Site Planner II

**A. REVIEW OF SEPTEMBER 2, 2011 MINUTES – (EXHIBIT - A)**

Jeff Brophy asked if anyone had any amendments on the last DROOC meeting minutes.  
There are no comments/changes to the minutes.

**B. UPDATE ON DROOC 2011 TASKS– CARRIE**

- Insufficiency-Carrie went over the Task List Exhibit B & C-Insufficiencies Check List. She explained the chart that Shaun Logue, Site Plan Tech prepared and Jon sent out to all DROOC members in December that shows the typical reasons why applications in the past 6 months have been found insufficient. Jeff asked how staff determines how significant these top 3 reason are, does staff judge the magnitude of the insufficiency? Carrie and Autumn said staff looks at the insufficiency checklists and determines if it can be a certification issue or not. Carrie said CD staff wants to ensure applications are complete when they are routed for agency review. Jeff suggested perhaps a more formal Pre-application is necessary by applicant. Carrie said the Pre-submittal forms are on the Web and can be filled out by applicant before coming in for appointment. Jeff asked what is fee for Pre-Application. Donna said around \$500.00, but that fee is shared by Zoning, Planning and ERM.
- Follow-up on DROE-Carrie and Autumn explained that items off the BCC Board? staff will no longer be asking for the DRO standards to bill filled in per Wendy. You only need to submit justification statement off the BCC Board? and no changes to anything other than required by BCC conditions.
- Formal Pre-Application-Carrie explained that Wendy has reminded the DRO Agencies they must review the application prior to the DRO meeting. They claimed they were not always getting backup prior to the meeting. Donna said the Zoning Calendar has been updated with key dates and Wanda includes any Pre-Application project numbers on her email updates to the DRO Agencies. Collene commented that she stopped advising her client to do the Pre-Application because staff was reviewing application during the DRO hearing. But she thinks with changes, this process is especially good for those projects that require input from various DRO Agencies prior to a formal application submittal.
- Public Notices-Carrie explained Exhibit D in greater detail noting that the BCC recently adopted changes to the size, number, and placement of the public Notice Boards for public hearings. Jon explained that he is still working on who will produce the Boards. Staff has contacted PGB, WPB and Boynton Planning Departments to get their input on their process. Staff also contacted private vendors for their prices on supplying the signs. Conclusion: Keep using existing Boards and 1 sign per 100' distance in old code till Jon goes to BCC in March for final update to BCC.

#### **C. ULDC Amendments-Bill Cross**

- 2011-01 Training-Bill went over Exhibit E-suggested sessions for Training for Industry. Might be interested on changes to rezoning and SE.
- 2012 Rounds-Went over 4 Subcommittees: Mobile Homes, AGR Tier Produce Stand, Use Matrix, Landscape.
- New ULDC Process for Industry to request a code amendment-Bill explained new process and memo that will be on the 2/26 Zoning BCC Agenda. Explained in detail how the new process will work.

#### **D.DRO Type II Process changes to PPM-Barbara P Nau**

- Barbara P Nau went over Exhibit G and the changes to the DRO Type II Process to respond to recently changes requested by staff and industry. She explained that the applicant still submits all three applications together but now the Site Plan can be approved once all DRO issues are resolved, while the building permit and plat are still in process.

#### **E. New Online Payments-Jon MacGillis**

- Jon explained the new process is on the Web site for use.

#### **F. Palm Beach County's Florida Green Government –Jon MacGillis**

- Jon explained that this item was put on the Agenda as an update to what County is doing(we had a ULDC Landscape Committee that was addressing this and Bill Whiteford asked couple times for update). Jon explained that an application has been submitted for Florida Green Government and we are waiting to see if we get the Silver Level. County continues to look for ways to go green.

#### **G. April 11 Topics-Jeff Brophy**

- Jon asked for topics but no one had any. Jeff said once draft Agenda comes up members will comment.

- Chris Barry raised issue about having to abandon easement before Final Site Plan approval. Collene said Joanne K has worked with her on projects.
- Jon raised possible amendment to Type I Restaurant with Drive Thru exemplary criteria. Asked Collene to sit in on discussion since she was involved in drafting it with staff in 2005? and she said yes.

**L. ADJOURNMENT**

The meeting adjourned at 3:00 pm.

U:\Zoning\CD\DRO\DRO Oversight Committee\Subcommittee Meetings\2012\2-10-12 Meeting\Minutes\2-10-12 DROOC Minutes.docx

Task	Details	Lead	Status	Date Completed	
<b>EAC Application and Fees</b>	Application Process and Fees	Wendy	Closed	1/29/2011	
<b>Abadoment Procsss</b>	Address how to abandon an applicaton. Draft new PPM and went over with DROOC	Jon	Closed	3/1/2011	
<b>General Application</b>	Remove Community Groups	Wendy	Closed	3/15/2011	
<b>Status of Green Task Team</b>	Status of ULDC Task Team	Bill	Closed	2/1/2012	
Insufficiency Check List	Review consistent application	Wendy/Jeff Brophy	Closed	2/1/2012	
DROE Application requirements	Some staff are requesting justification for DRO application when it is off the board.	Wendy/Chris Barry	Closed	2/1/2012	
Key:	<span style="background-color: #c6e0b4; border: 1px solid black; padding: 2px;">Complete</span>				
	<span style="background-color: #ffff00; border: 1px solid black; padding: 2px;">Pending</span>				

**DRAFT**

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION R-2008-1754 AS AMENDED, THE OFFICIAL SCHEDULE OF FEES TO BE CHARGED FOR PLANNING, ZONING AND ADMINISTRATION APPLICATIONS, ADMINISTRATIVE REVIEWS, SPECIAL PERMITS, LEGAL ADVERTISING, DOCUMENTS AND REPRODUCTION OF RECORDS, AMENDING ZONING DIVISION FEE SCHEDULE AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the Palm Beach County Unified Land Development Code (ULDC), Article 2, Chapter A, Section 1.C.2, provides that the Zoning fees shall be adopted by the Board of County Commissioners; and,

**WHEREAS**, Resolution R-2008-1754, amending the Official Schedules of Fees to be charged by Planning, Zoning and Administration Divisions of the Planning, Zoning and Building Department was approved by the Board of County Commissioners on October 7, 2008 and subsequently was corrected in Resolution No. R-2009-1049 and amended in Resolution No. 2010-0311 and Resolution No. 2011-1243; and,

**WHEREAS**, it is desirable to recover the costs of Zoning services resulting from amendments to the Unified Land Development Code; and,

**WHEREAS**, the fee schedule approved by Resolution R-2008-1754, Resolution No. R-2009-1049, Resolution No. 2010-0311 and Resolution No. 2011-1243 provide the adjustment of fees each year according to Consumer Price Index (CPI) commencing 2012, so that fees do not lag far behind the cost of the services provided; and,

**WHEREAS**, it is necessary for Planning, Zoning & Building Department to establish fees and changes in the cost of providing services as shown in Attachment A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

**SECTION 1.**

The official schedule of fees for planning, zoning applications, special permits, legal advertising, documents and reproduction of records is hereby amended as shown in Attachment A.

**SECTION 2.**

The Planning, Zoning and Building Department has the authority to publish and update

as necessary a consolidated PLANNING, Zoning and Administration Divisions Fee Schedule, reflecting fees approved by the Board of County Commissioners by resolution .

**SECTION 3.**

All resolutions or proceedings or parts thereof in conflict with the provisions of this resolution are hereby repealed.

**SECTION 4.**

Should any section, paragraph, sentence clause or word of this resolution be held to be unconstitutional, inoperative, or void, such holding shall not effect the validity of the remainder of the resolution.

The foregoing Resolution was offered by Commissioner «COMMISSIONER\_NAME», who moved its adoption. The motion was seconded by Commissioner «COMMISSIONER\_NAME», and upon being put to a vote, the vote was as follows:

Commissioner Shelley Vana, Chair	-
Commissioner Steven L. Abrams, Vice Chairman	-
Commissioner Karen T. Marcus	-
Commissioner Paulette Burdick	-
Commissioner Burt Aaronson	-
Commissioner Jess R. Santamaria	-
Commissioner Priscilla A. Taylor	-

The Chairman thereupon declared the resolution was duly passed and adopted on June 28, 2012.

Filed with the Clerk of the Board of County Commissioners on \_\_\_\_ of \_\_\_\_\_, 2012.

This resolution is effective when filed with the Clerk of the Board of County Commissioners.

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

SHARON R. BOCK,  
CLERK & COMPTROLLER

BY: \_\_\_\_\_  
COUNTY ATTORNEY

BY: \_\_\_\_\_  
DEPUTY CLERK



## ATTACHMENT A

### Planning Division Proposed Fee Schedule New Fees

Description	2012 Proposed New Fee
<b>Amendment to add fees for Comprehensive Plan Text Amendments</b>	
Comprehensive Plan Text Amendment Pre-Initiation	2,265.00
Comprehensive Plan Text Amendment Processing	7,423.00

### Proposed Fee Schedule Amendments to Existing Fees

Description	Current Fee	2012 Proposed New Fee
<b>Amendment to the Small Scale FLUA Amendment fee</b>		
05480 – Small Scale FLUA (up to 10 acre)	3,914.00	8,550.00

### Zoning Division Proposed Fee Schedule New Fees

Description	2012 Proposed New Fee
<b>Amendment to the Unified Land Development Code – Request by Applicant (Code Revision Section)</b>	
Phase 1 –Initiation of Code Amendment	\$ 1,525.00
Phase 2 – Code Amendment (Type I - without Subcommittee for less complex amendment)	\$3,843.00
Phase 2 – Code Amendment (Type II - with Subcommittee for more complex amendment)	\$4857.00

## Patricia Rice

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**Subject:** FW: DROOC Committee Meeting 5/11/12 Any topics for Agenda?

-----Original Message-----

From: Jon MacGillis  
Sent: Tuesday, May 08, 2012 8:53 PM  
To: Patricia Rice  
Cc: Autumn Sorrow; Carrie Rechenmacher; Wendy Hernandez N.; Maryann Kwok  
Subject: FW: DROOC Committee Meeting 5/11/12 Any topics for Agenda?

Pat please add these items to Agenda and finalize it for me to review by noon tomorrow. We need to send it out on Thursday and call Members to confirm who is attending.

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From: Collene Walter [cwalter@udkstudios.com]  
Sent: Tuesday, May 08, 2012 5:28 PM  
To: Jon MacGillis  
Cc: Jeff Brophy; Maryann Kwok; Scott Mosolf  
Subject: RE: DROOC Committee Meeting 5/11/12 Any topics for Agenda?

Jon,

A couple of items for discussion:

Could you include a discussion of the Type II Stand Alone variance application processing on the agenda? It has just come to my attention that there is a resubmittal date to respond to comments on the application that I was not aware of as these application don't officially go through DRO. I think it would be helpful to have someone walk us through this process and also identify the cutoff date for agency comment in advance of the resubmittal date.

Could you include a discussion regarding agencies, including Zoning, marking prior conditions as "Completed" like Land Development does? We are most recently running into issues with the Monitoring section at time of Building Permit review and many permits have been held up due to "the system". Being able to provide Karen Steven a Resolution with conditions marked as "Complete" has really been helpful.

Also, could we discuss the resubmittal fees associated with the Off The Board Final Site Plan approval process? We are routinely having to resubmit the Site Plan to add the Resolution number and having to pay Palm Tran, ERM, Land Dev, etc. resubmittal fees. Most of the agencies will waive them (after we go through the effort of obtaining emails) but Palm Tran will not.

Thank you and see you Friday.

Regards,

Collene W. Walter  
Collene W. Walter, RLA  
ASLA, AICP, LEED AP  
Urban Design Kilday Studios  
477 South Rosemary Avenue  
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From: Jon MacGillis [<mailto:JMacGill@pbcgov.org>]  
Sent: Friday, May 04, 2012 10:08 AM  
To: 'Bradley Miller'; 'Chris Roog'; Collene Walter; 'Gladys DiGirolamo'; 'Jeff Brophy'; 'Jon Schmidt '; 'Kevin McGinley'; 'Patricia Lentini'; Scott Mosolf; 'William Whiteford'  
Cc: Autumn Sorrow; Carol Glasser; Carrie Rechenmacher; David Garrard Mcguire; Donna Adelsperger; Douglas Robinson; Jon MacGillis; Joyce R. Lawrence; Maryann Kwok; Robin Parker; Stacey Smalls; Wanda Sanders; Wendy Hernandez N.; Patricia Rice; Rebecca Caldwell; Lorenzo Aghemo; Patrick Rutter  
Subject: DROOC Committee Meeting 5/11/12 Any topics for Agenda?

Members:

If you have any topics you would like to discuss can you send them back to me via email so we can finalize the Agenda for next week. At this point we do not really have enough topics to warrant a meeting, other than we would like to go over new Fee for Industry initiated amendments to the ULDC and Comp Plan. I attached the minutes from our last meeting in February 2012.

If you could also confirm if you are able to attend.

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