



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY, MAY 09, 2014 SUBCOMMITTEE MEETING
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)
Time: 2:00 pm to 4:00 pm**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER.

Chairman Scott Mosolf called the meeting to order at 2:07 pm.

Members Present –

Scott Mosolf – UDKS – Chair
Gladys DiGirolamo – GL Homes - Vice Chair
Bradley Miller - Miller Planning
Doug Murry - Land Design South
Pat Lentini – GHO
Collene Walter - UDKS
Jeff Brophy - Land Design South
Jan Polson - Cotleur & Hearing
Kevin McGinley - Land Research Management
Josh Nicholas - Jon Schmidt & Associates

Members Absent –

Chris Barry - UDKS
Jon Schmidt - Jon Schmidt & Associates

Interested Parties –

Autumn Sorrow-DMBB Law
Laurie Mortenson Rose - Florida Atlantic Builders

Zoning/Engineering -

Jon MacGillis - Zoning Director
Wendy Hernandez - Zoning Manager, Community Development Section (CD)
William Cross - Principal Site Planner, Code Review Section
Alan Seaman - Principal Site Planner, Administrative Review Section
Jan Rodriguez - Senior Site Planner, Administrative Review Section
Carol Glasser - Site Planner II, CD Section
Laura Brown - Secretary, Administration Section
Roger Ramdeen - Site Planner II, CD Section
Joanne M. Keller - Land Development Director
Donna Adelsperger - Site Planner I, CD Section
Kenny Wilson - Health Department
Nicole Smith - LWDD
Bryan Davis - Principal Planner, Planning Division
Juanita James - Zoning Technician, Permitting/Landscaping Section
Barbara Pinkston - Principal Site Planner, Permitting/Landscaping Section

A. REVIEW OF THE FEBRUARY 7, 2014 MINUTES - (ATTACHMENT 1)

The Chair asked if there were any changes to the Minutes; there were none. Motion to approve the minutes was made by Scott Mosolf and seconded by Bradley Miller. Minutes were adopted as presented. Staff will publish the adopted version to the Zoning DRAC Web Page.

B. ULDC UPDATES – BILL

USE REGULATIONS PROJECT – COMMERCIAL KICK OFF MEETING 5/15/14

Bill provided an overview of the Unified Land Development Code (ULDC) Commercial Kick off Meeting to be held May 15, 2014 from 1-4 at Vista Center, Hearing Room 1st Floor. He asked if Members are on the Monthly ULDC Use Project Newsletter. If you are, you are current on this topic. The meeting will be this week and will simply be for staff to listen to input from interested parties on amendments they would like to see to the various commercial uses. Encourages members to attend this meeting.

C. REVIEW DRAC OPEN TASK LIST- (ATTACHMENT 2) - WENDY

Wendy provided an update on the two open tasks on the list. She explained Planning is coordinating with School Board the **Concurrency Agreement**-It is in final draft form and will be presented to IPARC on 5/29/14. See the notes in Attachment 2 for more details on this task. Item 2 on the chart is related to Information **on a Master Plan**. Wendy explained that several meetings have occurred with participants from County staff and industry; however, the final changes have not been drafted to Title 2 of the Technical Manual. She explained she is short staffed, but as soon as we can focus on this task we will get it done, hopefully prior to the next DRAC Meeting in August. An additional meeting with Industry might be needed to finalize this task.

D. TYPE 1B VARIANCES – SCOTT MOSOLF

Scott asked if the County ISS Staff can look at fixing the Online Variance application to allow the User to save information on the screens as they fill it in. Currently, the users have to fill in all the information or it will not save. Juanita James, Zoning Tech said this request was already forwarded to the ISS to investigate and report back. On 5/14/13 ISS Staff contacted Scott directly and discussed the issues. Their solution was to simply put a character in fields you are not fully filling in and then it will allow you to save.

E. DRO CERTIFICATION ISSUES BEING ADDED AFTER DRO - SCOTT MOSOLF

Wendy said she was not aware of this happening with Zoning Project Managers (PM) but she would confirm if they are adding new certification issues. She said it could happen if a code requirement is found not in compliance at final DRO review that was not noticed in

original review. Barbara Pinkston said she agreed you need to address the issues at Final DRO rather than at permitting. The goal is not to add any new certification issues on plans off the BCC, but sometimes it is necessary in order to approve the plan. Staff agreed to monitor this request. Wendy will make an announcement at the next DRO Meeting to remind Agencies not to impose new DRO certification issues and if they do to give a courtesy call to the Applicant and explain the rationale.

F. ARCHITECTURE REVIEW UPDATE – SCOTT MOSOLF

Wendy updated the Committee on the Zoning Commission (ZC) request to see elevations at Zoning Commission. She said staff explained to the Zoning Commission that the code allows the application to submit elevations at public hearing, DRO or permitting. Jon MacGillis stated he tried to encourage applicants to submit plans at ZC so the ZC has something to review, but the ZC does not have to condition. The ZC requested staff to draft a memo for their signature to be placed on the May 22 BCC Zoning Hearing for discussion. Jon encourages anyone who has an interest in this topic to attend the Zoning BCC Hearing.

G. RESULT LETTER – BRADLEY MILLER

Wendy and Donna Adelsperger, Site Planner I, agreed that the current result letter needs to be updated. Staff is working on updating all the result letters in the next couple months and will add to the letter what was approved to address Bradley's concern in this request. Will update you on this task at the August DRAC Meeting.

H. NEW PROCESS FOR MINOR CONDITION MODIFICATION - BRADLEY MILLER

Bradley explained this new DRO/EAC process he envisioned to address minor changes to conditions. He said the current process is costly and time frames need to be shortened. After a lengthy discussion no direction was given as to how to proceed with this topic. The Zoning Director will take it into consideration and discuss internally with staff and report back to the Committee at the August DRAC meeting if it is something we can support and when the ULDC would be amended.

I. REGULATING PLAN (TECHNICAL MANUAL) - BRADLEY MILLER

Wendy said she would look into this request as part of the Technical Manual update. Wendy said staff has already removed the buffer details from the Regulating Plan going to the BCC since the details would not typically reflect the BCC conditions. Collene Walter said she typically cuts and pastes dumpster details from the ULDC and she recently noticed the illustration is not consistent with code text language. Jeff Brophy said the Landscape Chart is more important than showing number and types of plants rather than details. Bill Cross stated perhaps the regulating plan details will help vest your client in the future for something that might change in future code language.

J. REVIEW WITHIN THE SCOPE OF THE APPLICATION - BRADLEY MILLER

Bradley explained his concern with agencies reviewing outside the scope of the affected area. However, Zoning, LWDD and Land Development staff stated it is sometimes necessary and is a case by case situation. Jon said staff works with the applicant to define the affected area at intake, and our review tries to stay focused on that part of the plan, but does not always happen due to other changes on plan (parking, buffers, access,

easements, etc). Kevin McGinley agreed that sometimes just the nature of the request the review has to go beyond the boundary. Staff will continue to work with applicant on this matter.

K. OFF THE BOARD/EXPEDITED (DROE) PROCESS - BRADLEY MILLER

Wendy said that is the goal. She will remind staff that if the applicant submits a plan that is modified only to comply with ZC and BCC direction and conditions, no new changes should be requested. However, Wendy and Barbara Pinkston stated that a plan must comply with code to be approved.

L. SUBMITTING FINAL SUBDIVISION PLAN (FSBP) (Attachment 4) - GLADYS DIGIROLAMO

Gladys explained her request for consideration to submit a new subdivision plan along with the Master Plan and Site Plan off the Board. Currently, the process does not allow someone to submit a new plan at DRO intake for something that is not off the BCC. She said she understands that the Subdivision Plan would not be going to the 1st DRO meeting but staff can be comparing the MP, SP and Subdivision Plan together. It would save her client a month on the review time. She requested that this be considered. Jon said staff will review the request and, prior to or at the next DRAC meeting, have a response.

M. SPECIAL PERMIT PROCESS - JAN POLSON

Jan explained she recently submitted for a Special Permit for a Special Event and it is a difficult process to go through. Jon explained we are implementing improvements and coordinating with Zoning, Code Enforcement, Building and Fire to streamline the process. Alan explained that Jan's SP was a bit out of the ordinary based on timing to get the permit out in a few days. Firstly, because of the rush to accommodate her clients schedule and secondly, staff trying to ensure the other agencies signed off on their permits and established their need for inspections upfront. Jon further explained that internal meetings have been ongoing with various Divisions to get the process streamlined and implemented in August 2014. Keep the Committee posted on updates on this process.

L. NEXT MEETING AUGUST 8, 2014

Wendy said she would add the following topics to the **DRAC 2014 Tasks** chart:

- Type 1B Process-Follow-up with ISS to ensure the screens allow the user to save as they enter data-Barbara P
- Architecture Review-Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing-Wendy
- Result Letters-Wendy to follow-up on fixing result letters so they reflect clearly what was approved-Wendy
- Minor Condition Modification-discuss Bradley new DOA\EAC process-Jon
- Regulating Plan and Tech Manual Updates-Maryann to finish her ongoing meetings with industry and staff are update Title 2-Maryann
- Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process-Jon

M. ADJOURNMENT AT 3:27 PM

U:\Zoning\CD\DRO\DRAC Development Review Advisory Committee\2014\5-9-14\Minutes\DRAC 05-09-2014 Minutes-DRAFT.docx