



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, MAY 4, 2018 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
HEARING ROOM CHAMBER (VC-1W-47)

MINUTES

CALL TO ORDER: AT 2:01PM

ATTENDANCE:

MEMBERS PRESENT: Lauren McClellan, Collene Walter, Kevin McGinley, Patricia Lentini, Bradley Miller, Yexsy Schomberg, and Gladys Digirolamo.

INTERESTED PARTIES: Josh Nichols, Bill Whiteford

PZB ZONING STAFF:- Jon MacGillis, Maryann Kwok, Wendy Hernandez, Bill Cross, Carolina Valera, Carrie Rechenmacher, Carlos Torres, Meredith Leigh, Lorraine Fuster, Diego Penaloza, Lindsey Walter, Jan Rodriguez, Melissa Matos, Monica Cantor, Joanne Keller (PZB Land Development), Nancy Frontany, Barbara Pinkston, and Yvonne Wamsley.

AGENDA

1. REVIEW MINUTES– GLADYS DIGIROLAMO

Gladys opened the meeting at 2:02 pm.

Gladys inquired if any Committee Member reviewed the minutes and if they had any changes for the Regular DRAC April 13, 2018 meeting. No member had any changes to the minutes. Minutes were adopted as presented.

2. INSUFFICIENT APPLICATIONS/DATE OF SURVEY – MARYANN/WENDY

- Wendy provided clarification for applications that are deemed “insufficient” by Zoning standards. Should there be five (5) or more items that do not meet the required items per the checklist, the application will be “insufficient” and letter sent. If the only item is the date of the survey, that will not deem the application “insufficient”.
- The Zoning Staff are working on updates to all checklist(s) and will publish once the Tech Manual updates are finalized in mid-May. The Zoning Director will notify all Agent by an email and Press Release
- Date on Survey – it was reviewed and agreed by all, the date of the survey to be accepted under Zoning submittal, will be the date the Survey signed by the surveyor. Bill made clarification that the Survey needs to be a year or less old at time of certification by Surveying Division. For instance, if the Survey comes in on day 364 it will be accepted, it’s sufficient/it’s in. Industry has requested that Zoning Staff not include the title work when submitting; which Zoning agreed. This will not become an issue with sufficiency, but with Certification per Glenn Mark, Land Development. Mr. Jon MacGillis has suggested that Glenn be consulted or participate in the next meeting to confirm that is Land Development is forwarded Surveys of DROE that if there are no changes to Survey there will be no new comments from staff, since this was an issue raised by several Committee Members. .
- Mr. Bill Cross stated it is understood that if applicants wait and drag it out, and the client does not comply with their contract to provide the agent/agency the title work and revised survey; application submitted on “x” month and the whole thing changes for whatever circumstance, the agent/agency is acknowledging

that it could delay in getting the approval. Members acknowledged and agreed to this.

- Ms. Lauren McClellan commented on black boxes on certain PDF documents when Zoning opens the files from Agent-Staff in DRO Administrative Review making this a comments and Lauren just wants confirmation this will not result in application being rejected. She stated when she loads documents onto CD they do not have the black boxes so was not aware of this issue until certain staff contact her office and tell her. . Jon MacGillis, stated that Zoning staff will notify their immediate supervisor and PBC ISS Team, so they can trouble shoot the issue and find a permanent solution. Jon reminded both Agents and Staff to keep him and ISS in the loop on technical issues so we can resolve them quickly for everyone.
- Ms. Collene Walter inquired if it would be possible on the Insufficiency Letter, that only the insufficient items be listed on letter and no other concerns by staff. She stated when she sends letter to client they questions why so many comments from staff and was the applicant correctly submitted. Wendy stated she will review the letter format and note this request.

3. OFF THE BOARD APPLICATIONS – GLADYS

- Bradley indicated he normally does not submit a Survey, staff carries it forward in ePZB application; Survey now reviews it again as part of the DROE and might find new issues. Jon stated that Zoning simply carries certain attachments forward for certain Agencies so Agent does not have to bring them in again with DROE application. Survey will only make comments on Survey, if necessary to ensure compliance.
- During discussion, there is mutual concerns for the following:
 - Survey being signed off a 2nd time
 - Allowing Zoning the ability to move forward with the submittal
 - Direction from Glenn, wanting the survey date to be within one (1) year Per Jon, this item will be tabled for a later date, so that Glenn can be part of the final review/decision.

4. 2018 PUBLIC CALENDAR CLARIFICATIONS – WENDY

- Gladys indicated she is not clear on the two (2) resubmittals. Both Wendy and Bill explained the difference.
- Wendy provided clarification pertaining to the 2018 Public Calendar.
 - There are 2 days every month for submittals.
 - Agents and Agencies would like the ability to receive comments back by the Friday before the 2nd submittal date; thus providing the agents/agencies the opportunity to resubmit the same month.
 - There is one (1) public hearing each month.
 - Certification is done the first of each month.

5. INTERNATIONAL MAILINGS - GLADYS

- Gladys conveyed she has already seen an improvement once staff put in the fees into the system. Others agreed so this request to staff to provide more time to provide the letters/fees has been addressed.

6. DRAC 2018 TASK LIST REVIEW – ABANDONMENT OF USE – JON

- Jon indicated he is working with Maryann on a rough draft of a new PPM for how to review and address the Site Plan, once a use is abandoned along with Site Plan. Jon anticipates to have the PPM finalize ready for feedback later this month.

7. 2018-01 ROUND – KEY DATES – MONICA / JON

- Monica noted that some items were pulled out from the Round 2018-01 amendments in the attachment including Art. 2.E, Monitoring by the Planning Division, Westgate Overlay regulations, Congregate Living Facility and Nursing

Home to be done in coordination with the County Attorney's office, and Article 6, Parking provisions. She clarified that Landscape Service amendment will be initially scheduled as a stand-alone ordinance. She also pointed out the key BCC zoning hearing dates for the 2018-01 Round. Jon stated Zoning will be working with the Planning Division on the URAO standards, initially to identify what regulations could be removed from the Code. Discussion took place related to the proposed CLF and Animal Shelter parking amendments intended to be presented at May LDRAB meeting. Comments from DRAC members indicate that the drafted language was not addressing the types of residents in a CLF which needs to consider their ability to drive or not a vehicle. Suggestions included to review parking requirements in the regulations of Royal Palm and West Palm Beach.

8. TECHNICAL MANUAL – MARYANN

- Maryann reviewed the “draft” of the Technical Manual which will be sent to DRAC Members for review and feedback later this month She provide a demo on the Tech Manual and highlighted the key improvements to the document:
 - There was an inquiry as to the type of font used, suggested Ariel as the preferred to be consistent with other Zoning documents.
 - Templates for Architecture, Zoning Staff will continue to complete the templates in the next round. At this stage, staff provided three templates for Applicants to utilize when submitting for Architecture Review.
 - DRAC indicated they would like a WORD copy so they can send the templates over to their Architectural Design consultants.

9. TOPICS FOR NEXT MEETING AUGUST 10, 2018 – GLADYS

- Zoning Staff indicated there may be a “special” meeting just for Art. 6 Parking this summer if we proceed to the 2018-02 Round
- Members will send their topics when closer to the August Meeting.

ADJOURN AT 3:34 P.M.

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