



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, APRIL 13, 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, Jon Schmidt and Gladys Digirolamo.

INTERESTED PARTIES: Denise Pennell, Cory O’Gorman, Eric McClellan, Jordan Sperling, Kyle Duncan, Bill Whiteford

PZB ZONING STAFF:- Jon MacGillis, Maryann Kwok, Wendy Hernandez, Carolina Valera, Carrie Rechenmacher, Meredith Leigh, Alan Seaman, Jan Rodriguez, Melissa Matos, Monica Cantor, Vincent Ubiera, Joanne Keller (PZB Land Development), Nancy Frontany, Donna Adelsperger, and Yvonne Wamsley.

AGENDA

1. REVIEW MINUTES– GLADYS DIGIROLAMO

Gladys opened the meeting at 2:01 pm with introductions of everyone in attendance.

Gladys inquired if any Committee Member reviewed the minutes and if they had any changes for the Regular DRAC January 26, 2018 meeting. No member had any changes to the minutes. Minutes were adopted as presented.

2. DRAC TASK LIST – MARYANN/WENDY

- Wendy and Maryann reviewed the question from Kevin McGinley regarding the process involved when the resolution for a use, is officially abandoned through the BCC to address what the site plan requirements will be for final DRO. . After some discussion, Wendy indicated that once Bill returns to work; he will work with the Zoning Director in preparing a PPM to address abandonment uses based on amendments to the code for a lesser review and site plan requirements by DRO. This item was tabled for a later review by DRAC.

3. INSUFFICIENT APPLICATIONS – WENDY/MARYANN/ALAN

- Wendy addressed the issue on the influx of insufficiencies since January. She stressed the need for Agents to review the quality of the application prior to submittals. It takes considerable staff time to find an application insufficient in terms of letters and follow-up. Several DRAC members questioned some on the recently received insufficiency letters based on a survey being more than one year old after the intake date, etc. , Maryann conveyed to the Committee she’s been working on updating/finalizing the “Insufficiency checklists” and once finalized it will be included in the Zoning Technical Manual. Maryann tried to address the concerns raised by members, regarding the insufficiency checklists. Meredith pulled up the screen for everyone to see the proposed insufficiency and went over explained the items. Alan also made comment that for Admin Review there are only minor changes to their insufficiency checklist and he stated to his knowledge most agents are aware of these changes. It was agreed to table this topic till the May DRAC Meeting. Maryann stated she

will send the DRAFT Insufficiency Checklist sends out the checklists for feedback before the next May DRAC and implementation.

4. CERTIFICATION/APPROVAL DEADLINES AND APPLICATIONS – WENDY

- Wendy addressed those projects that are submitting concurrent applications that are contingent upon each other.

For instance, there is a DRO contingent upon a Variance; DRO issues have been resolved but there is a pending issue waiting on Variance. That would not necessarily prompt you to resubmit any additional information once the Variance is approved. For these types of projects, this will require additional coordination between the agent/agencies to confirm with the project manager the project is added to the Certification/Result List.

Wendy addressed Kevin McKinley's general and specific inquiry on applications that involve an abandonment and new DRO approval, she suggested if any questions on this process to simply coordinate with the Project Manager and CD Managers.

5. AMENDED PZB FEE SCHEDULED - MARYANN

- Maryann stated the PZ Fee Schedule & Resolution were adopted by the BCC at March BCC Zoning Hearing and are effective April 2, 2018; and fees has been updated into ePZB Fee screens. Zoning Staff will continue to do a review of ePZB fee screens to ensure the fees are accurately reflected on receipts

6. AMENDED TECHNICAL MANUAL – MARYANN

- There are some updates to the Technical Manual TM and Plan Templates being proposed by Zoning Staff. She is currently finalizing the updates to the TM and will share with DRAC and DRO Agents as soon as it is finalized. Zoning anticipates it be republished in middle of May after the next DRAC Meeting.

7. ADOPTED ARTICLE 2 CHANGES AND DRO PROCESS – WENDY

Staff continues to work to implement the recently adopted Art 2 modifications to the code. Overall, staff has almost completed all necessary updates to ePZB, forms/applications etc.

- There are additional changes being made to Art. 2 and relevant Policy and Procedures Memorandums (PPM). There are still mandatory Pre-Submittal appointments required to r
 - Variances
 - Waivers for Type 1 & Type 2
 - Pre-Sub

Some of the agents inquired if a PPM or code changes can be initiate to give staff some flexibility on these pre submittal appointments to allow flexibility. Sometimes staff discuss the proposal via phone or in another meeting, but are being required to still come in to do "official pre-submittal appointments, based on ULDC requirements. This consumes a lot of staff and agents times. DRAC asked staff to look into this and report back if some latitude can be granted. **ULDC UPDATES ON 2018-01 ROUND AND 2018-02 – MONICA**

Monica provided an update on this agenda item.

- Staff is working on the amendments for April and May LDRAB meeting that include
 - Equestrian Waste
 - Reasonable Accommodations
 - Landscape Buffers
 - Animal Shelter and Hours of Operation

- CLF and Nursing Home, Limited Contractor Storage Yard and Landscape Service Home Occupation.
- Amendments on Art. 6, Parking are expected to be developed in 2018-02 Round.

8. ULDC INTERACTIVE CODE – MONICA

- Monica provide a visual demo of the new ULDC webPage the ULDC. The updates to the Zoning ULDC Web Page were recently implemented to address the new look and feel of the Interactive Code. Staff was consciences of the User accessing the ULDC on various electronic devises (tablet, phones, etc) and they ability to easily view the entire content on the screen. Staff is still working on a ULDC search engine at can retrieve all references to the Users search of any given word. This functionality was available in the current ULDC Interactive Code. **PARKING CODE 2018-01 ROUND.**
- Jon MacGillis stated this amendments will be moved to the 2018-02 Round to allow additional time for review, drafting and input on the amendments. Jon introduced Vincent Ubiera, Site Plan Tech, who is the Project Manager coordinating this task. Also, we have taken the input from Industry on amendments and put them in a chart and will address each one. Monica explained the key items the Code staff are working on:
 - Review and analysis of the research material
 - Address issues identified by industry such as loading for CLF's, Gas Stations parking and queuing.
 - Explore waivers over variances
 - Review current projects involved with "loading issues"
 Provide opportunities to discuss the proposed changes with industry prior presentation to LDRAB.

9. TOPICS FOR NEXT MEETING – GLADYS

Gladys stated that the DRAC Members in general would like a change to the way the Agenda is prepared in future. Although they appreciate all the updates staff provide on the Agenda each month they want half the meeting dedicated to DRAC Members items and 2nd half of meeting to Zoning and other Agency updates. She asked staff to take this under consideration for the next DRAC Meeting

- The following topics/items were suggested for the next regularly scheduled meeting:
 - Discuss "Off the Board" applications and what changes are allowed.
 - Request for clarifications of dates on the 2018 Public Calendar as a result of recent changes to address Art 2 amendments
 - International Mailings – Requesting advance notice from Zoning when they need them since currently only get a day notice
 - Tree Plans involving Sound Walls – FDOT Approval process-not clear on recently ULDC amendment and process to get a letter from FDOT for Land Development
 - New DRO comments from certain Agencies after 3rd/4th round of comments. What is protocol?
 - Submittals on Disk or Thumb Drives Some – Issues with what Agents loads on disc or thumb drive and what staff are seeing. Need to confirm how to improve this so no rejections or certifications issues because Zoning does not see the documents in format they loaded it on disc.Art. 5 – Clarification on the charts.

ADJOURN AT 3:35 P.M.