



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, OCTOBER 6, 2017 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 2:02PM

ATTENDANCE:

MEMBERS PRESENT: Bradley Miller, Lauren McClellan, Jeff Brophy, Josh Nichols, Collene Walter, Kevin McGinley, and Gladys Digirolamo.

PZB ZONING STAFF:- Jon MacGillis, Maryann Kwok, Wendy Hernandez, Glenn Mark, Scott Cantor, William Cross, Alan Seaman, Barbara Pinkston, Carrie Rechenmacher, Carolina Valera, Monica Cantor, Lisa Amara, Diego Penaloza, Jan Rodriguez, Meredith Leigh, Carlos Torres, Melissa Matos, Adam Mendenhall and Yvonne Wamsley.

AGENDA

1. Opening Comments – Gladys Digirolamo

Gladys inquired for any changes to the August 8, 2017 draft meeting minutes, and there are no changes to the minutes.

2. DRAC Open Task List – Attachment 2 – Wendy Hernandez

Wendy went over the three open tasks.

1. Certification Comments – Wendy conveyed Zoning Staff are now putting Code Sections in DRO comments.
2. Justification Statement – Wendy reviewed Attachment 2 Memo in detail. She indicated that all six points noted in the memo would be required on the Justification Statement as part of the Application Submittal Requirements.
 - a. Kevin specifically inquired about bullet #6 regarding clarification on “relevant material and information”. If this particular point was coming from the applicant or Zoning Staff. Through discussion, Jon clarified and confirmed it would be the applicant’s “relevant material and information” that would be required not Zoning Staff.
 - b. Bradley wanted to discuss point #5 “conditions of approval” regarding abandon properties, which ones can be carried over? Jon stated the applicant needs to review the resolution and make sure which ones need to be carried forward and amended or deleted. Colleen inquired on status of conditions, can you respond to them on a separate page, Wendy confirmed yes you can.
 - c.

3. PBC Survey Staff – Gladys/Glenn Mark, Palm Beach County Surveying

Surveys

Gladys opened this discussion by clarifying her contact recently with Surveying on some projects in the AGR that had preservers. She said she was able to get confirmation from Surveying if Zoning was okay copying preserve polygons over to new applications that were not being amended then Survey would not have to review them again as part of new application. Glenn then discussed that every submittal will need to have a “clean/fresh” title search less than a year old. For MUPD’s, submittal’s can have a plat for the overall area, and a survey for the area that will be effected with the legal description. Glenn stated that survey and title is the basis for all submittals, if there are any questions, to call him before submitting.

Glen responded to specific questions from the DRAC members regarding survey requirements.

Electronic Signatures on surveys Jan 2018

Glenn conveyed that the Zoning would be going paperless Jan 2018, therefore, to notify all surveyors they must comply with FS 472 for signatures. There is a third party company that can assist with the electronic survey in "pdf" format and supply the required digital signatures, the company is called Entrust. DOT accepts this format as stated in Chapter 472/Rule 5J17.

For DROE's, Glenn will need a survey, and Wendy conveyed Zoning will carry it forward in ePZB.

4. ULDC Updates – Monica

Monica conveyed the following ordinances have been adopted by the BCC and are going to be included in Supplement 22 of the ULDC. The updates will be in "pdf" format only and available online in the Zoning Division web page by next Friday, October 13, 2017.

- a. Ord. 2017-025 – Round 2017-01
- b. Ord. 2017-026 – Art. 18, Flood Damage Prevention
- c. Ord. 2017-028 - Medical Marijuana Dispensing Facilities
- d. Ord. 2017-029 – Art. 4, Use Regulations related to Cocktail Lounge

Monica informed everyone the ordinances would be subject to a **Public Training on October 24, 2017** at 3pm in Room 58 at Vista Center. She also indicated there will be a Landscape Subcommittee meeting on November 1, 2017 at 9am. Monica indicated the latest Land Development Regulation Advisory Board (LDRAB) meeting including amendments for ULDC in Round 2017-02 is scheduled for October 25, 2017.

Monica informed everyone the revision to Art. 7 will go to the BCC on January 4, 2018 for first reading and be adopted on January 25, 2018.

5. Changes to Art. 2 – Changes to Plan Amendments - Lisa

Lisa reviewed the upcoming changes to the Private Text Amendment, Planning to bring to the amendments to the BCC in October. The amendments would cover the postponements by Planning Commission, minor modifications that currently requires a meeting with both Planning and Zoning staff at the same time etc the amendment would allow to have separate meetings with the necessary staff accordingly.

Lisa stated the intake process will change from 90 days to 45 working days, specifically for Type 2 and Type 3 pre-applications.

6. Art. 2 Amendments Updates – Maryann

Maryann explained the minor changes on Article 2 Chapter A – General Application, Chapter B – Class, and Chapter C – Administrative Approval.

Maryann updated everyone that there will no longer be a Type 1A Variance they will now become Type I Waivers, Special Permit will no longer be issued, this will now be Temporary Use approved by DRO, Zoning Agency Review.

Wendy conveyed the new calendar changes for CD intake/resubmittals. DRO meeting would only be necessary for workshop for PAC's. Wendy also suggested she could discuss at DRO, and Maryann agreed.

7. 2018 Calendar Meeting Dates – Gladys

Gladys reviewed the proposed meeting dates for 2018 on Friday's as follows and no changes were recommended to the Calendar.

- January 26, 2018
- May 4, 2018
- August 10, 2018
- November 9, 2018

8. Scheduling Meeting with CD Staff – Wendy

Wendy reviewed the Memo for Zoning Director on related to setting up appointments. She explained as stated in memo due to a loss of staff in the CD Section Planners will be blocking their calendar for appointments on Monday/Tuesday/Wednesday for pre-submittals. She requested applicants come to meetings prepared, so that the time with staff is used efficiently. In addition, she explained that there are only certain applications that require a pre-submittal meeting or Pre-Application Conference, so if it is not one of these processes you do not need a resubmittal with staff. Lauren asked if a variance request could be send via email for staff to review and confirm if okay to proceed without a meeting. Wendy said no this is a process in code that requires a meeting.

9. Off The Board – Bradley

Bradley inquired for clarification on DROE off the BCC, why can agencies add new comments while the Agent is only allowed to make changes to comply with conditions. Staff explained agencies should limit their comments to what necessary to sign off on the plan.

- Bradley suggested Subdivision Variance with Access
- Colleen inquired about Consent Form expiration, specifically the date used is from the time the Consent Form is executed for if it is from the time of submittal.

10. Topics for Next Meeting – Gladys

No new topics suggested at meeting. Will sent them to staff prior to the meeting.

11. Meeting Adjourn – 3:30