



**SPECIAL MEETING
 DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
 FRIDAY, DECEMBER 8, 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, Collene Walter, Kevin McGinley, Brian Cheguis, Patricia Lentini and Gladys Digirolamo.

INTERESTED PARTIES: Chuck Millar, Bill Whiteford, Denise Pennell, Elizee Michel, Corey O’Gorman, Jeff Oris

PZB ZONING STAFF:- Maryann Kwok, Wendy Hernandez, William Cross, Carolina Valera, Diego Penaloza, Meredith Leigh, Carlos Torres, Alan Seaman, Jan Rodriguez, Barbara Pinkston, Melissa Matos, Monica Cantor, Jean Matthews, Jorge Perez, Joanne Keller, Stephanie Gregory, Nancy Frontany, Lindsey Walter, Donna Adelsperger, Tia Counts, Khurshid Mohyuddin, Ramsay Bulkeley, Joni Brinkman, and Yvonne Wamsley.

AGENDA

1. OPENING COMMENTS – GLADYS DIGIROLAMO

Gladys opened the meeting at 2:02pm with introductions of everyone in attendance.

2. ART. 2 PROPOSED AMENDMENTS – MARYANN/WENDY

- Maryann reviewed the proposed amendments. Maryann brought up the reorder of the proceedings of the hearings, i.e. the applicant will do the presentation first and follow by staff. Bill Whiteford asked why did staff put that level of details in the Code, Maryann explained that order of proceedings is already in the Code, and that the order of proceedings in Art. 2 also follows the Quasi-Judicial hearing rules. Lauren McClellan suggested that it should be under the policies and not included in the Code.

Kevin inquired if there would be a time limit on the applicant’s presentation. Wendy explained that the time limit (30 minutes) for applicant’s will remain the same as stated in the current procedure, there are no new changes to this item. The time frames are set out in the Quasi Judicial Rules of procedure adopted by the BCC

- Community Development
 Wendy reviewed the December (current) calendar and compared those dates that are being proposed on the new calendar. She provided the following dates as an example of the new calendar, as follows:

Process/Activity	Date/Timeline
Submittal	2 nd Monday of Month starting January 8, 2018
Sufficiency review	No change- 10 working days from Submittal
Staff Review	1 st comments 10 days from Sufficiency determination
Resubmittal	2 nd and 4 th Monday of the Month (days may be adjusted for holidays)
Staff Review	10 days from Re-Submittal
Certification	No change 3 rd Wednesday of the Month
ZC	No change-Typically 1 st Thurs of Month
BCC	No change- Typically 4 th Thurs of month

PZB Staff will have 10 “working” days for review

Staff will still have a DRO meeting the 2nd Wednesday of each month. 1st Friday of the month, if an Applicant wants to meet with the DRO representatives to discuss (Workshop) their application, they can request to meet with Staff Friday before the DRO meeting. This time is the same as what is currently in practice for agenda request. If you have a Pre-application Conference, Staff will still discuss your application at the DRO meeting. Open and closing of epzb for comments/issues is synonymous with the dates of submittal/resubmittal (Open to Staff, Closed to Agent), and the dates Staff comments are due (Open to Agent, Closed to Staff).

- **AR/PI SECTION - ALAN**

Special Permits – Alan conveyed the change to “Temporary Use” will take effect February 2018. There is no difference in the processing.

Maryann indicated the Temporary Use fees have been increased slightly, but the fee Schedule will be presented to Management and then Industry before presenting to the BCC for adoption.

- **PERMITTING/LANDSCAPE – MELISSA**

For Admin Variance, Melissa stated it will be the last Monday of the month, and only for one (1) day. There will be no window, and submittal will be completed through our online process.

Type 1A Variance – this will now become a “Waiver”.

Type 1B Variance – this will now become a Type 1

- **Plan/Format – Maryann/Wendy**

The required plan format moving forward in January 2018 will be only in the “DWF” format. This is for consistency with the staff. This will be for “Zoning Plans”, ie Master Plan, Site Plans, Regulating, Signage, Architectural.

No redlines / highlights.

Survey’s – will be submitted in the “PDF” format only, to include the electronic signature and seal. This will be a mandatory requirement.

File Name – Staff stated they were updating the naming convention document that describes the document formats.

- **ISSUES RAISED BY AGENTS**

Gladys Digirolamo Possibility of notification sent to agent? – Alan conveyed he would check with Jon and our team of the possibility of having ePZB send the agent a notification. This item was tabled for follow-up.

Collene Walter inquired as to when the new change AR/ZR would take effect for new code – Alan indicated it would be February 2018.

Collene Walter asked if the Surveyor’s were aware of the electronic signature and seal requirements. Staff stated they would follow up.

Brian Chequis requested clarification on naming convention as Staff are not consistent between the different sections, ie CD, AR/PI

3. Westgate CRA – Master Plan Presentation

Denise Pennell of West CRA presented the overview of the Westgate CRA and the staff associated with the project. Westgate CRA wanted to get feedback from other agents and contractors based on previous experiences working within the Westgate CRA Overlay.

Bradley Miller conveyed that conflict of Code and Code outside of the Westgate Overlay is an area to review. There seems to be a lack when it comes to variances and the types of variances.

Collene Walter suggested review of the “type of use” for the land. In addition, to reduce the “soft costs” for the initial work.

Corey reviewed the map of the Overlay of Westgate in addition to their timeline. The anticipation is to have a draft of the

The Westgate CRA staff indicated they will be taking input from PZB staff, other agents, and contractors from their experiences.

The timeline for Westgate CRA are as follows:

12/15/17 TASK 1: Project Initiation & Stakeholder Input

1/31/18 TASK 2: Review & Analysis

3/30/18 TASK 3: Recommended Amendments

6/1/18 TASK 4: Public Input & Proposed Draft Amendments

This timeline also includes possible amendments to the Comp Plan, but does not include actual initiation of the amendments which will follow a separate timeline once the language is drafted.

4. Meeting Adjourn – 3:30