



# News Release

FOR IMMEDIATE RELEASE ON:  
FOR MORE INFORMATION, CALL:

March 20, 2020  
Patricia Behn, 561-233-5300

## NEW PLANNING DIVISION PROCEDURES TO ADDRESS COVID-19

Department of Planning,  
Zoning & Building  
2300 North Jog Road  
West Palm Beach, FL 33411-2741

(561) 233-5000

Planning Division 233-5300

Zoning Division 233-5200

Building Division 233-5100

Code Enforcement 233-5500

Contractors Certification 233-5525

Administration Office 233-5005

Executive Office 233-5228

[www.pbcgov.com/pzb](http://www.pbcgov.com/pzb)



### Palm Beach County

#### Board of County

#### Commissioners

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Hal R. Valeche

Gregg K. Weiss

Mary Lou Berger

Melissa McKinlay

Mack Bernard

### County Administrator

Verdenia C. Baker

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Official Electronic Letterhead

To protect the health and safety of customers and employees and reduce the spread of COVID-19, the Planning Division is implementing the following procedures effective beginning March 20, 2020 until further notice.

**Meetings:** All meetings, both internal and external, will be conducted via teleconference or Web Collaboration. Please contact the Planning Division at 561-233-5300 or the applicable staff to set up an appointment. Staff will modify any previously scheduled meetings to a conference call.

**Planner-On-Call (POC):** Members of the public are encouraged to contact the Division Planner on call via phone or email at 561-233-5343 or [PZB-PlanPOC@pbcgov.org](mailto:PZB-PlanPOC@pbcgov.org) rather than visiting the office in person. For walk in customers, instructions are posted in the Planning reception area to either call the POC phone number using a personal phone or send an email to the POC email.

**Application Submittals:** The next Future Land Use Atlas (FLUA) amendment application intake date scheduled for May 6, 2020 will be extended by two weeks to May 20<sup>th</sup>. If there are office closures, staff will re-evaluate and may extend further. Any changes will be reflected on the Planning Division website at: <http://discover.pbcgov.org/pzb/planning/Pages/2021-Schedule.aspx>

**Public Hearings, Advisory Board Meetings:** At this time, BCC Hearings are still planned as scheduled. However, if hearings are cancelled by the BCC, notification will be provided on the Planning Division web page and to applicant representatives. There is currently a 30-day suspension of Advisory Board meetings which is in effect until April 13, 2020. Any further extension to the cancellation period will be communicated on the Planning Division web page, to the applicant representatives, and to the Planning Commission members.

- Historic Resources Board – March 20, 2020 - **Cancelled**

### **Planning Division Key Contacts:**

- General Inquires 561-233-5300
- Amendments 561-233-5352
- Annexations 561-233-5340
- Monitoring 561-233-5322
- Planner On Call 561-233-5343 or [PZB-PlanPOC@pbcgov.org](mailto:PZB-PlanPOC@pbcgov.org)
- Workforce Housing 561-233-5361

Planning staff are closely monitoring this situation and making decisions based on state and federal guidelines. For more information on the County's response to COVID-19, please visit this website: [discover.pbcgov.org/Pages/CoVid19.aspx](http://discover.pbcgov.org/Pages/CoVid19.aspx)

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