



**Department of Planning,
Zoning & Building**

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MEMORANDUM

TO: Interested Parties

FROM: Jon MacGillis, ASLA, Zoning Director 

DATE: September 21, 2017

RE: **Coordinating appointments with Zoning Community Development (CD) Staff**

The CD Section recently lost several Site Planners and Technical staff and we are doing our best to accommodate the large volume of applications and appointments with applicants and the public. Until several positions are filled in the next couple of months, I asked for your patience and understanding when scheduling appointments. I would also request that when possible only request one Zoning Site Planner to be present in the appointment and come extra prepared by doing your research of the files and the ULDC provisions that apply to your application. Also, have a clear set of questions ready for staff to respond to at the meeting or in follow-up. For complex projects request either Bill or Wendy to attend, but not both, so that we have more staff available to cover appointments. Maryann and I will be available when needed to give direction on complex issues/solutions.

We are currently rescheduling the Development Review Advisory Committee Meeting (DRAC) September meeting which was cancelled due to the hurricane closings, to possibly early October when perhaps we can discuss any additional solutions to address this matter.

If you should have any questions or require additional information, please contact me at (561) 233-5234.

JM/jm

C: Faye W. Johnson, Assistant County Administrator
Patrick Rutter, Executive Director, PZB
Ramsay Bulkeley, Esq., Deputy Director, PZB
Maryann Kwok, AICP, Deputy Director, Zoning
Wendy Hernandez, Zoning Manager.
William Cross, AICP, Principal Site Planner, Zoning
Zoning Division Staff