



**Department of Planning,  
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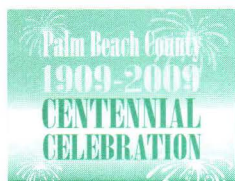
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**MEMORANDUM**

**TO:** DRO Administrative Agency Review  
Interested Parties  
Zoning Staff

**FROM:** Jon MacGillis, ASLA  
Zoning Director

**DATE:** December 1, 2008

**RE:** **DRO Review - Off-the-Board Site Plan Approval**

The DRO Oversight Committee has requested consideration be given to changing the current DRO process as it relates to final approval by the DRO for an Off-the-Board application by the BCC. The current process requires the applicant to wait until after BCC approval to submit for final site plan approval, going to its first DRO meeting approximately eight weeks later. The proposed change to the process will become effective for the February 18, 2009 DRO Intake. This will allow an application to be accepted a month early, if it was on the ZC Consent Agenda, and has no changes to the site/subdivision plans and conditions of approval. This change will also save staff and the applicant approximately eight weeks of application processing.

For example:

ZC-	February 5 <sup>th</sup>
BCC-	February 26 <sup>th</sup>
Old Intake -	March 18 <sup>th</sup> for the May 13 <sup>th</sup> DRO Meeting
New DRO Intake-	February 18 <sup>th</sup>
New DRO Meeting-	March 11 <sup>th</sup>

The DRO Administrative Review Process (Agency and Zoning Review), also allows an applicant to submit for minor deviations to the plan, however, this process can only be used once the BCC has approved the application. This process does accommodate minor deviations to the plan at a staff level. (see PPM # ZO-O-029, Administrative Amendments to Approved Site Plans, for clarification regarding minor deviations).

The proposed changes to the DRO Off-the-Board submittal and the changes made earlier this year to the DRO Administrative Review process, will together provide the applicant alternative ways to expedite their application.

The Zoning Staff will review this change at the December 10<sup>th</sup> DRO Meeting to ensure everyone understands the change and we address any concerns from both DRO Agencies and Agents.

If you have any questions, please contact me at 561-233-5234, or Wendy Hernandez, Zoning Manager, at 561-233-5218.

JM/WH/jm

c: Verdenia Baker, Deputy County Administrator  
Barbara Alterman, Executive Director, PZ&B

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