



**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING**

**Department of Planning,
Zoning & Building**

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Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
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Contractors Certification 233-5525
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*"An Equal Opportunity
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To: DRO Agencies & Agents,
Interested Parties & Zoning Division Staff

From: Jon MacGillis, ASLA, Zoning Director 

Date: January 21, 2014

Re: **Full DRO & Administrative DRO (Zoning/Agency)
Comments/Response-Lock vs. Open**

The following memo is to provide both Agent's and our Applicants the calendar for when ePZB comments are open/closed to staff/applicants. This information is critical so you know when you can enter comments or responses in ePZB.

If you have any questions, contact Donna Adelsperger, Site Planner I at (561) 233-5224 for DRO Applications or Ann Deveaux, Zoning Technician at (561) 233-5330-5302 for Administrative Review.

C: DRO Agencies
DROOC
Interested Parties

C:\Users\dkelley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\ATGX4T8K\Final Agencies Memo - open-lock 2014.doc

Community Development

INTER-OFFICE COMMUNICATION PALM BEACH COUNTY Planning, Zoning and Building Department

To: DRO Agencies & Agents
From: Jon MacGillis, ASLA, Zoning Director
Date: January 21, 2014
Re: **DRO Comments/Response – Lock vs. Open**

The system allows **ONLY** one entity, County Staff or Applicant, to insert comments or response at given time. When **COMMENTS** are open, County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant can insert responses to each comment or certification issue. On the ePZB screen shot below (under SEARCH tab) you will note Comments Open=Yes, meaning County Staff can insert comment and Applicant cannot enter responses. It should be noted on the Thursday prior to the DRO meeting the comments/responses are **locked** to both staff and applicant.

The screenshot displays the ePZB system interface. At the top, there are navigation tabs: ezInfo, Welcome, Accounting, Addressing, and Building. Below the tabs, the system shows the following information: [BOND] Control No: 1980-00085, Project Manager: CGLASSER, and Application No: DRO-2008-01022. The main heading is "Comments entered by ZONING". Below this, there is a search form with "Version No: 1" and "Agency: Zoning". The main content is a table with the following columns: Agency, Date Entered, Comment Text, Issue, Resolved, Latest Response, and Comments Open: Yes / Responses Open: No. The table contains two rows of data for ZONING comments entered on 06/27/2008. At the bottom of the interface, there are several buttons: Comments Listing, New Comment, Agency Data, Resolve Comments, Re-Open, and Control No. Comments.

Agency	Date Entered	Comment Text	Issue	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ZONING	06/27/2008	Detail A: Correct the dista...	Comment	<input type="checkbox"/>		View Edit Delete
ZONING	06/27/2008	Add application number 2008-...	Comment	<input type="checkbox"/>		View Edit Delete

**Community Development Lock/Open Calendar
December 2013 – January 2015**

DRO Meeting /Re-submittal date	Locked all	Response Open	Response locked	Comments open	Comments locked
12/11/13 (M)	12/05/13 – 12/11/13	12/11/13	12/12/13	12/12/13	12/18/13
12/23/13 (re-sub)		12/18/13	12/23/13	12/23/13	
01/08/14 (M)	01/02/14 – 01/08/14	01/08/14	01/09/14	01/09/14	01/15/14
01/27/14 (re-sub)		01/15/14	01/27/14	01/27/14	
02/12/14 (M)	02/06/14 – 02/12/14	02/12/14	02/13/14	02/13/14	02/19/14
02/24/14 (re-sub)		02/19/14	02/24/14	02/24/14	
03/12/14 (M)	03/06/14 – 03/12/14	03/12/14	03/13/14	03/13/14	03/19/14
03/24/14 (re-sub)		03/19/14	03/24/14	03/24/14	
04/09/14 (M)	04/02/14 – 04/09/14	04/09/14	04/10/14	04/10/14	04/16/14
04/28/14 (re-sub)		04/16/14	04/28/14	04/28/14	
05/14/14 (M)	05/07/14 – 05/14/14	05/14/14	05/15/14	05/15/14	05/21/14
05/23/14 (re-sub)		05/21/14	05/23/14	05/23/14	
06/11/14 (M)	06/04/14 – 06/11/14	06/11/14	06/12/14	06/12/14	06/18/14
06/23/14 (re-sub)		06/18/14	06/23/14	06/24/14	
07/09/14 (M)	07/02/14 – 07/09/14	07/09/14	07/10/14	07/10/14	07/16/14
07/28/14 (re-sub)		07/16/14	07/28/14	07/28/14	

08/13/14 (M)	08/06/14 - 08/13/14	08/13/14	08/14/14	08/14/14	08/20/14
08/25/14 (re-sub)		08/20/14	08/25/14	08/25/14	
09/10/14 (M)	09/03/14 - 09/10/14	09/10/14	09/11/14	09/11/14	09/17/14
09/22/14 (re-sub)		09/17/14	09/22/14	09/22/14	
10/08/14 (M)	10/01/14 - 10/08/14	10/08/14	10/09/14	10/09/14	10/15/14
10/28/14 (re-sub)		10/15/14	10/27/14	10/27/14	
11/12/13 (M)	11/05/14 - 11/12/14	11/12/14	11/13/14	11/13/14	11/19/14
11/24/14 (re-sub)		11/19/14	11/24/14	11/24/14	
12/10/14 (M)	12/03/14 - 12/10/14	12/10/14	12/11/14	12/11/14	12/17/14
12/22/14 (re-sub)		12/17/14	12/22/14	12/22/14	
01/14/15 (M)	01/07/15 - 01/14/15	01/14/15	01/15/15	01/15/15	01/21/15
01/26/15 (re-sub)		01/21/15	01/26/15	01/26/15	

KEY:

(M) = DRO Meeting Date
(Re-sub) = Re-submittal Date
Locked all = Not open to agents or staff
Response = Agents
Comments = Staff

Please note each Applicant must provided Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log onto the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlinesubmittal/index.htm?p=hom>

Administrative Review

INTER-OFFICE COMMUNICATION PALM BEACH COUNTY Planning, Zoning and Building Department

To: DRO Agencies & Agents
From: Jon MacGillis, ASLA, Zoning Director
Date: January 21, 2014
Re: **ZAR Comments/Response – Lock vs. Open**

The following memo has been created to assist both DRO Agencies and Applicants understand when ZAR comments and or responses are open. The December 2013- December 2014 key dates are found on pages 2 through 5.

The system allows **ONLY** one entity, County Staff or Applicant, to insert comments or responses at given time. The applicant must respond to agency comments by a written response letter. When **COMMENTS** are open, County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant shall forward their written response letter addressing all outstanding Agency comments to the Project Manager.

ePZB Comment Screen below:

The screenshot displays the ePZB Comment Screen interface. At the top, there are navigation tabs for Code Enforcement, Contractor Cert., Misc Fees, Monitoring, and Planning/Zoning. Below the tabs, the Control No. is 2009-02465, Project Manager is LBENJAMI, and Application No. is ZAR-2011-01591. The main heading is "Comments from all agencies being viewed by ZONING". Below this, there are dropdown menus for Version No. (1) and Agency (ALL), along with a Search button. The main content area is a table with columns: Agency, Date Entered, Comment Text, Resolved, Latest Response, and Comments Open: Yes / Responses Open: No. A single comment is visible from ARCHREV on 07/14/2011 with the text "Provide elevations d...". Below the table are buttons for Comments Listing, New Comment, Agency Data, Resolve Comments, Re-Open, and Control No. Comments. The footer contains links for Home, Log Out, Contact Us, and Help, along with copyright information for 2001 Palm Beach County - Planning, Zoning, & Building.

Agency	Date Entered	Comment Text	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ARCHREV	07/14/2011	Provide elevations d...	<input type="checkbox"/>		View Edit Delete

ZAR Lock/Open Calendar from December 2013 -December 2014

Intake Date	Comments Open	Comments Closed	Agent Responses Open	Agent Responses Closed
12/05/2013	12/10/2013	01/02/2014	01/03/2014	01/10/2014
12/10/2013	12/13/2013	01/08/2014	01/09/2014	01/18/2014
12/12/2013	12/17/2013	01/10/2014	01/13/2014	01/21/2014
12/17/2013	12/20/2013	01/15/2014	01/16/2014	01/24/2014
12/26/2013	12/31/2013	01/23/2014	01/24/2014	01/31/2014
12/31/2013	01/06/2014	01/28/2014	01/29/2014	02/05/2014
01/02/2014	01/06/2014	01/22/2014	01/23/2014	01/28/2014
01/09/2014	01/12/2014	01/28/2014	01/29/2014	02/03/2014
01/14/2014	01/17/2014	02/03/2014	02/04/2014	02/10/2014
01/21/2014	01/24/2014	02/10/2014	02/11/2014	02/18/2014
01/23/2014	01/27/2014	02/12/2014	02/13/2014	02/19/2014
01/28/2014	01/31/2014	02/18/2014	02/19/2014	02/24/2014
01/30/2014	02/03/2014	02/19/2014	02/20/2014	02/25/2014
02/06/2014	02/10/2014	02/26/2014	02/27/2014	03/01/2014
02/11/2014	02/14/2014	03/03/2014	03/04/2014	03/10/2014
02/13/2014	02/18/2014	03/05/2014	03/06/2014	03/11/2014
02/18/2014	02/21/2014	03/10/2014	03/11/2014	03/17/2014
02/24/2014	02/27/2014	03/14/2014	03/17/2014	03/24/2014
02/27/2014	03/03/2014	03/18/2014	03/19/2014	03/24/2014
03/06/2014	03/10/2014	03/25/2014	03/26/2014	03/31/2014
03/11/2014	03/14/2014	03/31/2014	04/01/2014	04/07/2014
03/13/2014	03/17/2014	04/01/2014	04/02/2014	03/07/2014
03/18/2014	03/21/2014	04/07/2014	04/08/2014	04/14/2014

ZAR Lock/Open Calendar from December 2013 -December 2014

03/25/2014	03/28/2014	04/14/2014	04/15/2014	04/18/2014
03/27/2014	03/31/2014	04/15/2014	04/16/2014	04/21/2014
04/03/2014	04/07/2014	04/22/2014	04/23/2014	04/28/2014
04/08/2014	04/11/2014	04/28/2014	04/29/2014	05/05/2014
04/10/2014	04/14/2014	05/01/2014	05/02/2014	05/07/2014
04/15/2014	04/18/2014	05/05/2014	05/06/2014	05/12/2014
04/22/2014	04/25/2014	05/12/2014	05/13/2014	05/19/2014
04/24/2014	04/28/2014	05/13/2014	05/14/2014	05/19/2014
04/29/2014	05/02/2014	05/19/2014	05/20/2014	05/27/2014
05/01/2014	05/05/2014	05/20/2014	05/21/2014	05/27/2014
05/08/2014	05/12/2014	05/28/2014	05/29/2014	06/03/2014
05/13/2014	05/16/2014	06/02/2014	06/03/2014	06/09/2014
05/20/2014	05/23/2014	06/09/2014	06/10/2014	06/16/2014
05/22/2014	05/27/2014	06/11/2014	06/12/2014	06/17/2014
05/27/2014	05/30/2014	06/16/2014	06/17/2014	06/23/2014
05/29/2014	06/02/2014	06/17/2014	06/18/2014	06/23/2014
06/05/2014	06/09/2014	06/24/2014	06/25/2014	06/30/2014
06/10/2014	06/13/2014	06/30/2014	07/01/2014	07/07/2014
06/12/2014	06/16/2014	07/01/2014	07/02/2014	07/08/2014
06/17/2014	06/20/2014	07/07/2014	07/08/2014	07/14/2014
06/24/2014	06/27/2014	07/14/2014	07/15/2014	07/21/2014
06/26/2014	06/30/2014	07/16/2014	07/17/2014	07/22/2014
07/03/2014	07/07/2014	07/22/2014	07/23/2014	07/28/2014
07/08/2014	07/11/2014	07/28/2014	07/29/2014	08/04/2014
07/10/2014	07/14/2014	07/29/2014	07/30/2014	08/04/2014

ZAR Lock/Open Calendar from December 2013 -December 2014

07/15/2014	07/18/2014	08/04/2014	08/05/2014	08/11/2014
07/22/2014	07/25/2014	08/11/2014	08/12/2014	08/18/2014
07/24/2014	07/28/2014	08/12/2014	08/13/2014	08/18/2014
07/29/2014	08/01/2014	08/18/2014	08/19/2014	08/25/2014
07/31/2014	08/04/2014	08/19/2014	08/20/2014	08/25/2014
08/07/2014	08/11/2014	08/26/2014	08/27/2014	09/02/2014
08/12/2014	08/15/2014	09/02/2014	09/03/2014	09/08/2014
08/19/2014	08/22/2014	09/08/2014	09/09/2014	09/15/2014
08/21/2014	08/25/2014	09/10/2014	09/11/2014	09/16/2014
08/26/2014	08/29/2014	09/15/2014	09/16/2014	09/22/2014
08/28/2014	09/02/2014	09/17/2014	09/18/2014	09/23/2014
09/04/2014	09/08/2014	09/23/2014	09/24/2014	09/29/2014
09/09/2014	09/12/2014	09/29/2014	09/30/2014	10/06/2014
09/11/2014	09/15/2014	09/30/2014	10/01/2014	10/06/2014
09/16/2014	09/19/2014	10/06/2014	10/07/2014	10/14/2014
09/23/2014	09/26/2014	10/14/2014	10/15/2014	10/20/2014
10/02/2014	10/06/2014	10/22/2014	10/23/2014	10/28/2014
10/09/2014	10/14/2014	10/29/2014	10/30/2014	11/04/2014
10/14/2014	10/17/2014	11/03/2014	11/04/2014	11/10/2014
10/21/2014	10/24/2014	11/10/2014	11/12/2014	11/17/2014
10/23/2014	10/27/2014	11/12/2014	11/13/2014	11/18/2014
10/28/2014	10/31/2014	11/17/2014	11/18/2014	11/24/2014
10/30/2014	11/03/2014	11/19/2014	11/20/2014	11/25/2014
11/06/2014	11/10/2014	11/26/2014	12/01/2014	12/08/2014
11/13/2014	11/17/2014	12/04/2014	12/05/2014	12/10/2014

ZAR Lock/Open Calendar from December 2013 -December 2014

11/18/2014	11/21/2014	12/08/2014	12/09/2014	12/15/2014
11/25/2014	12/01/2014	12/16/2014	12/17/2014	12/22/2014
12/04/2014	12/08/2014	12/13/2014	12/24/2014	12/31/2014
12/09/2014	12/12/2014	12/29/2014	12/30/2014	01/05/2015
12/11/2014	12/15/2014	01/05/2015	01/06/2015	01/12/2015
12/16/2014	12/19/2014	01/06/2015	01/07/2015	01/12/2015
12/30/2014	01/05/2015	01/21/2015	01/22/2015	01/27/2015
12/31/2014	01/05/2015	01/21/2015	01/22/2015	01/27/2015

KEY:

Intake Date

Response= Agents

Comments= Staff

Please note each Applicant must provided Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log into the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlinesubmittal/>

If you have any questions, please contact Alan Seaman, Principal Site Planner at 561-233-5302 or me at 561-233-5234.

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