



DRO OVERSIGHT COMMITTEE (DROOC) SUBCOMMITTEE MEETING
FRIDAY, FEBRUARY 10, 2012, 2:00-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)

TOPICS OF DISCUSSION

- A. REVIEW OF THE NOVEMBER 18, 2011 MINUTES – (EXHIBIT A)**
- B. UPDATE DROOC 2012 TASKS & NEW ADDITIONS – (EXHIBIT B)- WENDY**
- ▶ **INSUFFICIENCY –FOLLOW-UP ON ISSUE RAISED BY MEMBERS – (EXHIBIT C)-WENDY**
 - ▶ **FOLLOW UP ON SUBMITTAL FOR DROE APPLICATIONS-DRO STANDARDS OF REVIEW-WENDY**
 - ▶ **FOLLOW-UP TO FORMAL PRE-APPLICATION CONFERENCE COMMENTS FROM AGENCIES-SCOTT/WENDY**
 - ▶ **PUBLIC NOTICES-BCC DIRECTION TO CHANGE REQUIREMENT– (EXHIBIT D)-WENDY**
- C. ULDC AMENDMENT UPDATES-BILL**
- ▶ **AMENDMENT ROUND 2011-02 PUBLIC TRAINING – (EXHIBIT E – NEWS RELEASE)**
 - ▶ **2012 ROUND UPDATE AND SUBCOMMITTEES – (EXHIBIT F)**
 - ▶ **APPLICATION PROCEDURES**
- D. DRO TYPE II REVIEW PROCESS-CHANGES TO PPM (EXHIBIT G)-BPN/WENDY**
- E. NEW ONLINE PAYMENT-JON**
- The timing – when do the fees have to be paid? – Fees cannot be paid until Zoning issues an invoice.
 - How it works – is there a password? No Passwords are needed, Invoice with tracking # is needed.
 - What credit cards will they accept? American Express, Discover, MasterCard & Visa
 - Is there a convenience fee? Yes, 2.5%
 - Can our clients pay the fees directly? Yes
- F. PALM BEACH COUNTY'S FLORIDA GREEN LOCAL GOVERNMENT APPLICATION SUBMITTAL-MARYANN**
- The representative for the Florida Green Building Coalition indicates that there are 2 or 3 applications ahead of PBC's application and anticipates beginning the review mid-March.
- G. OPEN DISCUSSION-TOPICS FOR NEXT MEETING-APRIL 11, 2012?**
- H. ADJOURNMENT**



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE NOVEMBER, 18, 2011 SUBCOMMITTEE MEETING
Place: 2300 N. Jog Road, Vista Center
Conference Room (VC-2E-12)
Time: 2:00 to 4:00 p.m.**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 2:03 p.m.

Members Present – 10

Jeff Brophy – LDS – Chairman
Scott Mosolf – UDKS – Vice Chair
Chris Roog – GCBA
Gladys DiGirolamo – GL Homes
Jon Schmidt – Jon Schmidt & Assoc.
Chris Barry - Jon Schmidt & Assoc.
Pat Lentini – Gentile, O’Mahoney & Associates

Members Absent – 2

Jan Polson-Cotleur & Hearing
Bradley Miller-Miller Planning
Bill Whiteford - Team 73
Collene Walter – UDKS

Zoning Staff Present:

Barbara Alterman – Executive Director, PZ&B
Jon MacGillis – Zoning Director
Maryann Kwok – Chief Planner, Zoning Division
Wendy Hernandez – Zoning Manager, Community Development Review Section
Wanda Sanders – Site Plan Technician, Community Development Review Section
Patricia Rice– Senior Secretary, Administration
William Cross – Principal Site Planner, Code Section
Alan Seaman – Principal Site Planner, Administrative Review Section
Jan Wiegand – Senior Planner, Administrative Review Section
Lauren Benjamin, Site Planner I, Administrative Review Section
Barbara Pinkston-Nau - Principal Site Planner, Permit/Landscape Review Section
Dorine Kelley, Customers Relation Manager, Administrative Section

A. REVIEW OF SEPTEMBER 2, 2011 MINUTES – (EXHIBIT - A)

Jeff Brophy asked if anyone had any amendments on the last meeting minutes. There are no comments/changes to the minutes.

B. UPDATE ON DROOC 2011 TASKS– WENDY

-Wendy referred to table in Exhibit B. She indicated that the only open task is the Green Task Force.
-Jon explained that this is one of the topics raised by Bill Whiteford on the possibility of introducing green principles/requirements in the ULDC. Maryann further explained that it was discussed at the Zoning Green task Force; however, Maryann indicated that Jon's direction was to hold off on any code amendment or meetings until the County wide Green Task Force has completed their "certification". Maryann further stated that Jon Van Arnam, Assistant County Administrator, took lead in the County Green Task Force. Bonnie Finneran of ERM is currently coordinating comments/input from all departments to complete the Green Local Government Certification.

C. ULDC 2011-01 ROUND UPDATE AND PROPOSED 2012-01 ROUND - BILL

-Bill explained that the 2011-1 Round of Code amendments was adopted and the Code (interactive and hardcopy) has been updated and will be effective in 2-3 weeks.
-He said the 2011-2 Round will include only minor, clean-up type of amendments, he also told the Committee that staff will bring the Rezoning Criteria back for further amendments to address industry's concerns. 2011-2 Round will be presented to the BCC for permission to advertise; first and second/adopted hearings in January and February of 2012.
-2012-1 Round will involve a huge assignment of updating the Use Matrices. At the last meeting, DROOC members were asked to participate and all showed interest. Bill has the list of interested participants. This assignment will go slow and will take a lot of time/efforts to complete.
-Bill said there are 3-4 dozens of topics pending in the Code "tank". DROOC members can view this list on the website, and can provide comments relating to what topic should be on the priority list for amendments.

D. COUNTY GREEN TASK FORCE - Maryann

-Maryann has already covered the updates under B.

E. PUBLIC NOTICES – BCC DIRECTION TO CHANGE - Wendy

-Wendy gave update on BCC's direction to look at Public Notices. Staff researched and made recommendations to BCC. The direction was, as follows:
Legal Ad – Limit ad to Palm Beach Post only, but change publication of ad from Wednesday to Sunday for more readership.
Signs – Staff showed the DROOC a sample of the proposed signs. The proposed changes are bigger sign, lesser signs along property line, lesser text on the sign (limiting Application No. Name, website address/phone no).
Notices – keep as is but recommend to extend regular mail-out from 500 feet to 1000 feet for those properties in the Exurban and Rural Tiers.
Improve website access to the public.
-Staff will bring this back to BCC in March 2012 with implementation.

F. ELECTRONIC PLAN AMENDMENT PROCESS UPDATE AND EPZB ATTACHMENT AND NAMING GUIDE –Alan/Maryann

-Alan Seaman provided an update on the successful implementation of the electronic plan review process. He said 40% are being done electronically, so far he has not received any complaints from the applicants/agents.

-Maryann introduced the ePZB Attachment and Naming Guide. She said this checklist is really for both staff and applicants/agents. For Staff, they will utilize the Guide to help them correctly attaching

applicant's submittal to the ePZB data system. For applicant/agent, the Guide will assist them to save and name their submittal documents using the correct term/name. The main intent is to make it easy for staff to load submittal documents.

-Maryann provided handouts of the Guide to the DROOC members. Maryann explained that each Section (Administrative Review, Community Development, and Permit/Landscape Review) will have its own list. Maryann also provided a CD sample of the Guide, and DROOC indicated they will want a copy via email.

-Wanda demonstrated in how the documents are being loaded electronically. Maryann explained that if it is correctly named, it will only take seconds for staff to load documents into the ePZB system.

-Jeff asked when staff wants to implement this requirement, Wendy/Alan said it should start as soon as possible. Wendy mentioned that there would be an announcement at the next DRO meeting. January submittal to start for her Section.

G. 2012 DROOC MEETING CALENDAR - WENDY

Jeff asked if there are no changes to the Calendar, then they will go with the proposed.

H. DRO TYPE II REVIEW –BARBARA/WENDY

-Barbara said Zoning/Building/Land Development staff met to discuss the current process, and are not recommending any changes.

-Jon indicated that 75% of the applications in the system that are not approved has to do with Engineering issues. Wendy said staff was going to review again in 3 months (February). She further explained issues that the applicants are experiencing are mostly related to land development issues, e.g. legal positive outfall, etc.

I. REZONING CRITERIA - BILL

-Bill gave background on the 1992 code amendments. He said in 2009, Code required to rezone, but contained the "hold hostage clause" which allows some flexibility to applicant, i.e. if they cannot get consent from other owners, they do not need to rezone.

-In 2011-12, staff proposed amendments (see attached language on the Agenda). Bill explained the types of process that would fall under the category of "exempt" and "encourage" to rezone.

-DROOC asked whether the Commercial type development would need to be rezoned. Bill said they should fall under the "encourage" category.

-Chris Roog asked about the fee reduction –incentive. Maryann gave one example:

An applicant came in for a DOA to a prior approved commercial PDD (e.g. a PCD) and also asked for a Requested Use, e.g. a Type I Restaurant with a drive-thru. This applicant will be charged a DOA fee and a Requested fee equivalent to approximately \$10,000 fee. If the applicant agrees to rezone the PCD to an MUPD, then the applicant will only be charged for the Rezoning fee and the Requested Use fee which is about \$1,100 less than the DOA + Requested Use scenario.

-Jeff reminded everyone that the \$10,000 fee is only a portion of the Zoning fees and does not include other Agency fees, which could easily amount to \$20,000 in total fees. He said that is a significant amount for an applicant. Chris said he wants to see further reduction of fees as an incentive.

-Jon also explained the Interim Policy Memo on the rezoning, this memo clarifies all SE/PUD or Conditional use for a PUD, Planned Residential Development should be exempt from rezoning because it gets too complicated to obtain consent from individual homeowners of a PUD.

J. SUFFICIENCY REVIEW CRITERIA – JEFF/WENDY

-Jeff had questions on the Insufficiency List. He wants to revisit this list in future meetings. He said certain items should be listed at the pre-application meeting rather than at pre-submittal. He said sometimes these issues could come up at sufficiency review and time is lost as a result. He emphasized that the number of insufficient items must be reduced at intake time.

-Chris Roog asked what happens at pre-application meeting. Wendy explained a Checklist is being used, and applicant gets a copy of the notes at the end of meeting.

-Jeff asked what are considered as major issues for insufficiency. Wendy gave examples, she said if an application exceeds 5 requirements listed under the Technical Manual.

-Jeff suggested that staff should look at revising the timeline so that the applicants would not lose a month because of the insufficiency. Wendy told DROOC she will provide list of insufficiency items from the last few months' applications for future discussions on this item.

K. DROE AND UPDATE ON STAFF REPORT CHANGES – SCOTT/WENDY/MARYANN/JON

-Scott indicated that the DRO Agencies do not always put their comments in the system. He asked whether Zoning can send them a reminder note. Wendy asked when the DROOC members would like to discuss this issue with the DRO agencies. It was suggested that it be discussed at the January DRO meeting.

Chris Roog and Barbara A. suggested that the DROOC members should bring this up to the Agencies at one of the DRO meetings.

-Chris Barry asked why they need to submit some of the same requirements for a DROE application. Wendy told him she will follow up with staff. Wendy reminded DROOC that staff is working on revision of forms.

-Jon and Maryann brought up the new staff report template, they explained the new format will reduce the amount of redundancy in the report.

L. ADJOURNMENT

The meeting adjourned at 3:20 pm.

<U:\Zoning\CD\DRO\DRO Oversight Committee\Subcommittee Meetings\2011\4 - Nov. 18\Minutes\11-18-11 DROOC Minutes.docx>

Task	Details	Lead	Status	Date Completed
EAC Application and Fees	Application Process and Fees	Wendy	Closed	1/29/11
Abandonment Process	Address how to abandon an application. Draft new PPM and went over with DROOC	Jon	Closed	3/1/11
General Application	Remove Community Groups	Wendy	Closed	3/15/2011
Status of Green Task Team	Status of ULDC Task Team	Bill	Open	Ongoing in 2012
Insufficiency Check List	Review consistent application	Wendy/Jeff Brophy	Open	

Jon MacGillis

From: Shaun Logue
Sent: Monday, December 19, 2011 9:07 AM
To: Jon MacGillis
Cc: Wendy Hernandez N.; Wanda Sanders; Shaun Logue
Subject: RE: Follow-up to DROOC last meeting task on Insufficiency letters

Thank you Jon. I will update the form and web.

Shaun R. Logue
Site Plan Technician
2300 N. Jog Road, West Palm Beach, FL 33411-2741
561-233-5207 (Office)
561-233-5165 (Fax)
slogue@pbcgov.org (Email)

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Please provide us feedback on our level of service by taking our Customer Survey at:
<http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning>
[Division Customer Service Survey](#)

From: Jon MacGillis
Sent: Monday, December 19, 2011 9:04 AM
To: Shaun Logue
Cc: Jon MacGillis; Wendy Hernandez N.; Wanda Sanders
Subject: RE: Follow-up to DROOC last meeting task on Insufficiency letters

Yes, Wanda is in the Site Plan Tech in chart of DRO insufficiency not Zona.

From: Shaun Logue
Sent: Friday, December 16, 2011 2:14 PM
To: Jon MacGillis
Cc: Shaun Logue
Subject: RE: Follow-up to DROOC last meeting task on Insufficiency letters

Jon:

Form 100 that you attached is dated 12/03/09 with Zona being the contact person.

There is a more recent document dated 10/20/10 with Wanda being the contact person.

Should the Zoning Master List be updated with the more recent document? Has Wanda replaced Zona?

Thanks,

Shaun R. Logue
Site Plan Technician
2300 N. Jog Road, West Palm Beach, FL 33411-2741
561-233-5207 (Office)
561-233-5165 (Fax)
slogue@pbcgov.org (Email)

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Please provide us feedback on our level of service by taking our Customer Survey at:
[http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning Division Customer Service Survey](http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning%20Division%20Customer%20Service%20Survey)

From: Jon MacGillis

Sent: Friday, December 16, 2011 1:44 PM

To: 'chris@gcbaonline.com'; 'Bradley Miller'; 'Collene Walter'; 'Gladys DiGirolamo'; 'Jan Polson'; 'Jeff Brophy'; 'Jon Schmidt'; 'Kevin McGinley'; 'Patricia Lentini'; 'Scott Mosolf'; 'William Whiteford'

Cc: Wendy Hernandez N.; Carrie Rechenmacher; Maryann Kwok; Shaun Logue; Autumn Sorrow; Carol Glasser; David Garrard Mcguire; Donna Adelsperger; Douglas Robinson; Joyce R. Lawrence; Robin Parker; Stacey Smalls; Wanda Sanders; Barbara Alterman; Jon MacGillis

Subject: RE: Follow-up to DROOC last meeting task on Insufficiency letters

Chris

I am including the tow applications that deal with pre-meetings with staff or DRO. The general goal of both these meetings is for the applicant to ask specific questions relative to their proposal and get answers from either Zoning staff in reference to number 1 below or all DRO Agencies (if necessary under number 2 below).

1. **Pre-Submittal Meeting Checklist**-Is when Applicant asks for a informal meeting with a Planner to go over their proposal. At this stage they might or might not be ready to submit or have all their questions ready. Sometimes the meeting are very informal or sometime more formal based on how far and much the applicant provides staff. For example they might say I want to add 1,500 sq/ft Type I restaurant to a vacant outparcel at the Cross County Mall. Applicant should have done their own research before requesting the meeting and come to the Planner with specific questions regarding the process, conditions, polices, specific code provisions, etc. The application for this process is in the link below. This form is filled out by Planner at Meeting and a copy is given to the Applicant at the end of the meeting. The applicant reviews the form with the Planner to ensure what was discussed is correct. The form is then scanned and loaded into ePZB under the PCN or Control Number, so when they come back to submit (sometimes months or year) we have the original notes and direction from staff.

<http://www.pbcgov.com/pzb/zoning/newapps/Form-94.pdf>

2. **Pre-Application-Formal Process**-applicant fills out application in link below and is then scheduled by staff for the next DRO Meeting or agreed upon meeting. Wendy and I have even called special DRO meetings to deal with Pre-Application requests. The DRO Agencies are notified in ePZB that a Pre-Application is schedule and we need them to review and put comments in ePZB or be prepared to discuss at the DRO Meeting. We Workshop the application and respond to applicant questions. A formal Result Letter is issued within days of the DRO Hearing documenting what was requested and how each Agency responded. Sometime an applicant will request me to ensure the Fire or some other Agency is at the meeting since they have specific questions for them. The DRO process is Webcasted on our Web site and all videos of DRO meetings are archived for anyone to view in case they missed something discussed at meeting. Once again, the responses the applicant receives are typically depended on what was requested in the applications or at the meeting. You ask specific questions you will get specific responses. You speak about the project in generalities the responsibilities from staff will be general.

<http://www.pbcgov.com/pzb/zoning/newapps/Form-100.pdf>

DRO Agencies

http://www.pbcgov.com/pzb/zoning/dro/members/dro_member_list.pdf

Link to DRO Meetings on Video

<http://www.pbcgov.com/pzb/zoning/videoconferencing/2011meet.htm>

Hope this helps

From: Christopher Roog [mailto:chris@gcbaonline.com]

Sent: Friday, December 16, 2011 12:04 PM

To: Jon MacGillis; 'Bradley Miller'; 'Collene Walter'; 'Gladys DiGirolamo'; 'Jan Polson'; 'Jeff Brophy'; 'Jon Schmidt'; 'Kevin McGinley'; 'Patricia Lentini'; 'Scott Mosolf'; 'William Whiteford'

Cc: Wendy Hernandez N.; Carrie Rechenmacher; Maryann Kwok; Shaun Logue; Autumn Sorrow; Autumn Sorrow; Carol Glasser; Carrie Rechenmacher; David Garrard Mcguire; Donna Adelsperger; Douglas Robinson; Joyce R. Lawrence; Maryann Kwok; Robin Parker; Stacey Smalls; Wanda Sanders; Wendy Hernandez N.

Subject: RE: Follow-up to DROOC last meeting task on Insufficiency letters

Jon,

Thanks for the information, I am currently reviewing it.

Could you also send out information on the Pre-application meetings? We have a discussion about these meetings as well, and I had requested back up information about what goes into the meetings such as: who attends, information that is expected at the meetings, items that are usually discussed, goals of the meeting, etc.

Thanks,

Chris

From: Jon MacGillis [mailto:JMacGill@pbcgov.org]

Sent: Friday, December 16, 2011 10:35 AM

To: 'Bradley Miller'; 'Chris Roog'; 'Collene Walter'; 'Gladys DiGirolamo'; 'Jan Polson'; 'Jeff Brophy'; 'Jon Schmidt'; 'Kevin McGinley'; 'Patricia Lentini'; 'Scott Mosolf'; 'William Whiteford'

Cc: Wendy Hernandez N.; Carrie Rechenmacher; Maryann Kwok; Shaun Logue; Autumn Sorrow; Autumn Sorrow; Carol Glasser; Carrie Rechenmacher; David Garrard Mcguire; Donna Adelsperger; Douglas Robinson; Jon MacGillis; Joyce R. Lawrence; Maryann Kwok; Robin Parker; Stacey Smalls; Wanda Sanders; Wendy Hernandez N.

Subject: Follow-up to DROOC last meeting task on Insufficiency letters

Following up on two DROC requests at last meeting:

1. Insufficiency-

I had Shaun Logue, Site Plan Tech, research the Insufficiency letters from January to November 2011 (Attached) to respond to the comment raised at last meeting on whether or not staff was following in **"Reason for Insufficiency" (attached)** form when determining if something is insufficient or a certification issue. It appears upon quick glance of information that: Justification Statements, Final Site Plan and Supplemental Applications are top reasons for insufficiency over past couple months.

Please review the research and we can discuss this at our next DROOC meeting. Note, in the PDF document you will NOT be able to open the original Insufficiency letters since they reside on the Zoning directory.

Thanks Shaun, good research and presentation of information.

2. DROOC meeting with DRO members to discuss staff signing off in ePZB in timely matter and other issues-

I understand Wendy has also spoke with the DRO Members and you will meet at the January 11 DRO meeting. Wendy, please confirm this date and put send out appointment

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

2011 Insufficiency Notification Letters

Deficiency(s)	Frequency	% ^B	Letter
Justification Statement	### ### ### ### ###	71%	Nov. 23 ¹ , Oct. 28 ^{2 and 3} , Oct. 27 ⁷ , Sept. 30 ^{9, 10, 11, 12 and 13} , July 29 ^{15, 16 and 17} , June 24 ^{18 and 19} , May 26 ^{21, 22 and 23} , May 21 ²⁴ , Apr. 29 ^{26, 27 and 28} , Mar. 25 ³¹ , Feb. 25 ^{33, 34 and 35}
Final Site Plan	### ### ### ###	57%	Oct. 28 ⁵ , Oct. 27 ^{7 and 8} , Sept. 30 ^{10, 12 and 13} , July 29 ^{15, 16 and 17} , June 24 ^{18 and 19} , May 26 ^{21 and 22} , May 21 ²⁴ , Apr. 29 ^{25, 26 and 27} , Mar. 28 ³⁰ , Feb. 25 ^{34 and 35}
General Application	### ### ###	43%	Nov. 23 ¹ , Sept. 30 ^{9, 11 and 12} , July 29 ^{15 and 17} , June 24 ¹⁹ , June 21 ²⁰ , May 21 ²⁴ , Apr. 29 ^{26 and 27} , Mar. 30 ²⁹ , Feb. 25 ^{32, 33 and 35}
DOA Supplemental Application	### I	17%	Nov. 23 ¹ , Sept. 30 ^{9 and 12} , July 29 ¹⁵ , June 24 ¹⁹ , Mar. 25 ³¹
Other Document Forms	### I	17%	Oct. 28 ⁴ , Sept. 30 ⁹ , May 26 ^{21, 22 and 23} , Feb. 25 ³⁵
Concurrency Certificate	###	14%	Nov. 23 ¹ , Oct. 27 ⁷ , July 29 ¹⁵ , June 24 ¹⁹ , Feb. 25 ³⁴
Survey	###	14%	Sept. 30 ^{9 and 13} , June 24 ¹⁹ , May 26 ²¹ , Apr. 29 ²⁷
Consent/Contract	###	11%	Nov. 23 ¹ , Sept. 30 ¹² , June 24 ¹⁹ , May 26 ²¹
Drainage Statement	###	11%	Nov. 23 ¹ , June 24 ¹⁹ , May 26 ²² , Feb. 25 ³⁴
Preliminary Site Plan	###	11%	Nov. 23 ¹ , Sept. 30 ^{9 and 11} , Feb. 25 ³³
Master Sign Plan	###	11%	Oct. 27 ⁷ , June 24 ¹⁸ , May 26 ²¹ , Apr. 29 ²⁵
Final Regulating Plan	###	09%	Sept. 30 ¹⁰ , May 26 ²² , Feb. 25 ³⁴
General Correspondence	###	09%	Sept. 30 ^{10, 12 and 13}
Vicinity Sketch	###	09%	Nov. 23 ¹ , May 26 ²¹ , Apr. 29 ²⁸
Technical Manual	###	09%	July 29 ¹⁴ , Apr. 29 ²⁸ , Feb. 25 ³⁴
Type II Variance Request/Application	###	09%	June 21 ²⁰ , Feb. 25 ^{32 and 33}
Disclosure Forms	###	06%	May 26 ²¹ , Feb. 25 ³⁵
Traffic Statement/Study	###	06%	Nov. 23 ¹ , July 29 ¹⁷
Legal Description	###	06%	Oct. 28 ⁴ , Sept. 30 ¹³
FLUE Amendment	###	06%	Oct. 27 ^{7 and 8}
Naming Consistency	###	06%	Oct. 27 ^{7 and 8}
Conditions (Not addressing them)	###	06%	Sept. 30 ¹² , Feb. 25 ³⁴
DRO Supplemental Application	I	03%	Feb. 25 ³⁴
Concurrency Equivalency Determination	I	03%	Sept. 30 ¹⁰
Time Extension	I	03%	Oct. 28 ⁶
Elevations	I	03%	Sept. 30 ¹⁰
Electronic Filings	I	03%	Sept. 30 ¹⁰
Final Subdivision Plan	I	03%	Mar. 25 ³¹
Preliminary Master Plan	I	03%	Sept. 30 ¹¹
Property Development Chart (PDR)	I	03%	Sept. 30 ¹¹
Preliminary Development Plan	I	03%	Sept. 30 ¹³
Preliminary Regulating Plan	I	03%	Sept. 30 ¹³
Supplementary Use Standards: Schools	I	03%	July 29 ¹⁴
ABN Supplemental Application	I	03%	July 29 ¹⁷
Pre-application Meeting	I	03%	May 26 ²²
Warranty Deed	I	03%	Mar. 25 ³¹
Workforce Housing	I	03%	Feb. 25 ³⁴
Northlake Blvd. Overlay Guidelines	I	03%	Oct. 27 ⁷
Previous Approval	I	03%	Oct. 27 ⁷
Access and Frontage Requirements	I	03%	Oct. 27 ⁷

Click hyperlink below to be directed to the letter	
1	Jupiter Farms Community Shopping Center: DOA 2011-02905
2	Delray Marketplace: ZV 2011-02632
3	Hypoluxo Convenience w/ Gas Sales: ZV/ABN/Z/CA 2011-2630
4	Stanton Optical: ABN 2011-02659
5	Stanton Optical: DRO 2011-02658
6	Five Stones Mine, LLC: DOA 2011-02346
7	Northlake & I-95 Commercial: ABN/PDD/R 2011-02637
8	Northlake Center: ZV 2011-02636
9	Chase Bank – Jupiter Farms Shopping Center: DOA/R 2011-02341
10	Lantana Civic Pavilion: DRO 2011-02343
11	Delray Holdings 282 PUD: DOA 2011-02353
12	Five Stones Mine, LLC: DOA 2011-02346
13	Rainberry PUD Pods A & B: ZV/DOA 2011-02350
14	The Office Park: DOA/R 2011-01742
15	Boca Greens: DOA/R 2011-01750
16	Palm Beach County Industrial Park: CB 2011-01740
17	Sears Plaza: EAC/ABN 2011-01745
18	Chase-Pine Trail Shopping Center: DRO 2011-01412
19	SR 880 Composting Facility: DRO 2011-01424
20	Ohev Shalom at Boca Raton Center Office MUPD: DOA 2011-00414
21	Old Navy @ Shadowwood Square: ZV 2011-01163
22	Our Lady Queen of Peace: ZV 2011-01172
23	Do Campo: Z 2011-01191
24	Boca Equestrian Club: DRO 2011-00944
25	Pine Trail Shopping Center: ZV 2011-00932
26	Palm Beach Park of Commerce – Big Green Egg: DRO 2011-00919
27	Boca Equestrian Club: DRO 2011-00944
28	Hamptons at Boca PUD: DOA/R 2011-00921
29	Shops at Boca Grove: DOA/R 2011-00622
30	Loggers Run Commercial Center: EAC 2011-00620
31	Dubois AGR PUD Plat 1,2 and 3
32	Ohev Shalom at Boca Raton Center Office MUPD: DOA 2011-00414
33	Heritage Village: ZV 2011-00421
34	4001 North Ocean Blvd: DRO 2011-00416
35	Loxahatchee River Environmental Control District: ZV 2011-00407

Note: A) Numbers in Superscript following the date represents the **Insufficiency Notification** letter in which the deficiency was found. List of Letters provides a hyperlink to the letter.
 B) Percentage is calculated by the number of deficiencies to the total number of letters (i.e. ###÷35=14%)

2011 Insufficiency Notification Letters

Intake Month	Applications Received	Insufficiency Letters	Company/Firm/Individual
January 19, 2011	9	0	• N/A
February 16, 2011	21	4	• Gentile and Associates (ZV 2011-00407) • Bonnie Miskel (DOA 2011-00414) • Land Design South (ZV 2011-00421, DRO 2011-00416)
March 16, 2011	12	3	• Land Design South (DOA/R 2011-00622) • Ruden, McClosky (EAC 2011-00620) • G.L. Homes (DRO 2011-00631)
April 20, 2011	20	4	• Pine Trail Square, LLC (ZV 2011-00932) • All Quality Construction (DRO 2011-00919) • Christopher Paras (DRO 2011-00944) • David Carpenter (DOA/R 2011-00921)
May 18, 2011	15	4	• Robert Schor (ZV 2011-01163) • Land Research Management (ZV 2011-01172) • Heber Do Campo (Z 2011-01191) • Christopher Paras (DRO 2011-00944)*
June 15, 2011	15	3	• Bohler Engineering (DRO 2011-01412) • Land Design South (DRO 2011-01424) • Bonnie Miskel (DOA 2011-00414)
July 20, 2011	15	4	• Bonnie Miskel (DOA/R 2011-01750) • David Carpenter (DOA/R 2011-01742) • Miller Land Planning (CB 2011-01740) • Land Design South (EAC/ABN 2011-01745)
August, 17, 2011	5	0	• N/A
September 21, 2011	15	5	• Coltleur & Hearing, Inc. (DOA/R 2011-02341, DRO 2011-02343) • CMS Engineering, LLC (DOA 2011-02353) • Edward Murawski (DOA 2011-02346) • Land Design South (ZV/DOA 2011-02350)
October 19, 2011	17	7	• Urban Design Kilday Studios (ZV 2011-02632, ZV/ABN/Z/CA 2011-02630) • Construction Solutions & Services, LLC (ABN 2011-02659, DRO 2011-02658) • Land Design South (ABN/PDD/R 2011-02637) • Roan Lane, LLC (ZV 2011-02636) • Edward Murawski (DOA 2011-02346)*
November 16, 2011	16	1	• William Burckart (DOA 2011-02905)
December 20, 2011	N/A	N/A	• Intake scheduled for December 21, 2011
TOTAL	160	35	

* Notification of Insufficiency Time Extension. Not listed in ePZB *Application Intake* query.

Company/Firm/Individual	Frequency
Land Design South	7
Bonnie Miskel	3
Christopher Paras; David Carpenter; Coltleur & Hearing, Inc.; Edward Murawski; Urban Design Kilday Studios; and Construction Solutions & Services, LLC	2
Gentile and Associates; Ruden, McClosky; G.L. Homes; Pine Trail Square, LLC; All Quality Construction; Robert Schor; Land Research Management; Heber Do Campo; Bohler Engineering; Miller Land Planning; CMS Engineering, LLC; Roan Lane, LLC; and William Burckart	1

EXHIBIT G

PUBLIC NOTICE
SUMMARY OF AMENDMENTS
(Updated 11/07/11)

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Part 1. ULDC Art. 2.A.1.J, Notification (page 18 of 85), is hereby amended as follows:

CHAPTER A GENERAL

Section 1 Applicability

J. Notification

2. Courtesy Notice

a. Applicability and Mailing Boundary

Courtesy notices shall be mailed to all property owners, interested parties or other entities identified in Table 2.A.1.J, Property Notice Requirements. [Ord. 2006-036] [Ord. 2008-003] [Ord. 2011-016]

Table 2.A.1.J - Property Notice Requirements

Table with 4 columns: Process, Certified Mail 0 to 300 feet (1), Regular Mail 301 to 500 feet (1), Regular Mail within One Mile (1). Rows include Type I Variance, Type II Variance, and Other Public Hearing (Rezoning, CA, CB, Requested Use, DOA, Unique Structure, Waiver).

- Notes:
1. Distance shall be measured from the property line of the affected area, unless stated otherwise.
2. Includes all owners of real property, whose names and addresses are known by reference to the latest published ad valorem tax records of the PBC Property Appraiser.
3. Includes condominium associations and all real property owners when real property consists of a condominium.
4. Shall also include municipalities that have the subject parcel identified within the PBC Future Annexation Map.

3. Signs

a. The property subject of the application shall have notices posted by the applicant with information of the public hearing on a sign provided by the PBC at least 15 days in advance of any public hearing. One sign shall be posted for each 400 250 feet of frontage along a street up to a maximum of ten signs. All signs shall be: [Ord. 2010-022] [Ord. 2011-016]

- 1) Evenly spaced along the street when more than one sign per property is required; [Ord. 2011-016]
2) Setback no more than 25 feet from the property line; and, [Ord. 2011-016]
3) Erected in full view of the public. [Ord. 2011-016]

Where the property does not have sufficient frontage on a street, signs shall be in a location acceptable to the Zoning Director. The applicant shall submit photographs confirming the signs have been posted. The failure of any such posted notice to remain in place after it has been posted shall not be deemed a failure to comply with this requirement or be grounds to challenge the validity of any decision made by the approving authority. The applicant shall also be required to ensure the signs have been removed no later than five days after the final hearing. [Ord. 2010-022] [Ord. 2011-016]

Notes:
Underlined indicates new text. If being relocated destination is noted in bolded brackets [Relocated to:].
Stricken indicates text to be deleted.
Italicized indicates text to be relocated. Source is noted in bolded brackets [Relocated from:].
.... A series of four bolded ellipses indicates language omitted to save space.



PALM BEACH COUNTY PUBLIC HEARING

Visit our web page at:

<http://www.pbcgov.org/pzbpUBLIC>

Or call the PBC, Zoning Division at: 561-233-5200

ZV/CA-2010-00974

MILITARY TRAIL COMMERCIAL

Jon MacGillis

From: Jon MacGillis
Sent: Tuesday, January 24, 2012 2:44 PM
To: Dorine Kelley; Wendy Hernandez N.; Timothy Sanford; Barbara Pinkston-Nau; Pat D'Agostino; Patrick Rutter; Lisa Amara A.; Lorenzo Aghemo
Cc: Jon MacGillis
Subject: RE: Public Notice Meeting 1/23/12 - Recap
Categories: Dorine

Very good research Dorine, not sure why Tim's finding did not include these. Let's continue our goal to have outside vendor do the Boards based on our requirements.

From: Dorine Kelley
Sent: Tuesday, January 24, 2012 1:45 PM
To: Dorine Kelley; Jon MacGillis; Wendy Hernandez N.; Timothy Sanford; Barbara Pinkston-Nau; Pat D'Agostino; Patrick Rutter; Lisa Amara A.; Lorenzo Aghemo
Subject: RE: Public Notice Meeting 1/23/12 - Recap

Here is a couple more examples from Palm Beach Gardens.

From: Dorine Kelley
Sent: Tuesday, January 24, 2012 1:15 PM
To: Dorine Kelley; Jon MacGillis; Wendy Hernandez N.; Timothy Sanford; Barbara Pinkston-Nau; Pat D'Agostino; Patrick Rutter; Lisa Amara A.; Lorenzo Aghemo
Subject: RE: Public Notice Meeting 1/23/12 - Recap

Land Design South – Jeff Brophy

- The city of Boynton Beach and Palm Beach Gardens all use outside Vendor
- Not sure what Vendor they use. (will ask and let me us know)
- Number of signs: 1 sign required
- Size: 2 x 4 (Requires installation uses 2 x 4 posts and post hole digger)
- Fee: Jeff not sure of exact cost. On the expansive side, but the up side is you only have to put up 1 sign.

Urban Design Kilday – Collene Walter

- The city of PBG, NPB and now WPB all use an outside vendor to create, install and remove the signs.
- Vendor used is "FastSigns"
- Fee is \$217.00 for a 4 x 4 sign. (this includes installation and removal)
- FastSigns bills the applicant directly. (Urban Design Kilday has no out of pocket costs for signs)
- Number of signs: 1 sign required per right of way
- Palm Beach Gardens and North Palm Beach require only a photo for proof of posting
- Boynton and WPB require a photo and signed Affidavit
- Attachments: Example of sign posted in Old Port Cove, FastSigns Cost Estimate, Sign Posting requirements

From: Dorine Kelley

Sent: Monday, January 23, 2012 5:06 PM

To: Jon MacGillis; Wendy Hernandez N.; Timothy Sanford; Barbara Pinkston-Nau; Pat D'Agostino; Patrick Rutter; Lisa Amara A.; Lorenzo Aghemo

Cc: Dorine Kelley

Subject: Public Notice Meeting 1/23/12 – Recap

Attendees: BP, JM, DK, TS, PD, WH

Review Boynton Beach Requirements for Public Notice Boards:

- City has applicants purchase the boards directly from the a sign company
- Provides applicant with outline of specifications for the signs
- Applicants has to sign an affidavit stating the signs have been displayed on the subject site.
- Attached is the specification and affidavit and layout of sign used by city of Boynton Beach.

Discussed costs of printing signs, shells , patches and costs associated with the zoning division continuing to supply signs.

Zoning suggests, if agreed by everyone to go with applicants purchasing their own signs.

Wendy to write up specifications for signs.

Dorine calling around to various Land Planning firms to ask where they get the signs printed from when working on projects within the city of Boynton Beach.

- Spoke with Bradley Miller of Miller Land Planning, they use a small printer in Delray Beach. Bradley will provide me with a sample of board and contact information for the printing company tomorrow.



**Department of Planning,
Zoning & Building**

2300 North Jog Road

West Palm Beach, FL 33411

(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

□

**Palm Beach County
Board of County
Commissioners**

Shelley Vana, Chair

Steven L. Abrams, Vice Chairman

Karen T. Marcus

Paulette Burdick

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

News Release

FOR IMMEDIATE RELEASE ON:
FOR MORE INFORMATION, CALL:

Updated January 20, 2012
Jon MacGillis, 233-5234

UNIFIED LAND DEVELOPMENT CODE (ULDC) AMENDMENT ROUND 2011-02 PUBLIC TRAINING

The Zoning Division will be conducting a training session for the public on ULDC Amendment Round 2011-02, which is scheduled for Adoption by the Board of County Commission (BCC) on January 26, 2012. The intent of the training session will be to familiarize the public or other interested parties with the 2011-02 Round of Amendments, and respond to any questions.

DATE: Friday, February 17, 2012, at 2:00 p.m. - 3:00 p.m. and
Friday, February 24, 2012, at 11:00 a.m. - 12:00 p.m.

LOCATION: Vista Center, 2300 North Jog Road, West Palm Beach
Room VC-1E-58 on the 1ST Floor – East Wing

For your convenience, a link to the Adoption packet of 2011-02 ULDC Amendments is provided below:

Round of Amendments 2011-02 – [Adoption](#)

Please RSVP by contacting Zona Case, Zoning Technician, at (561) 233-5566, or via e-mail at ZCase@pbcgov.org.

IN ACCORDANCE WITH THE PROVISIONS OF THE ADA, DOCUMENTS MAY BE REQUESTED IN AN ALTERNATIVE FORMAT. AUXILIARY AIDS OR SERVICES WILL BE PROVIDED UPON REQUEST WITH AT LEAST THREE DAYS NOTICE. PLEASE CONTACT (561) 233-5213.

U:\Zoning\CODEREV\2011\ULDC Ordinance Training\2011-01\News Release_Public Training 1st reading.docx

*"An Equal Opportunity
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Exhibit E



**INTER-OFFICE COMMUNICATION
DEPARTMENT OF PLANNING, ZONING AND BUILDING
ZONING DIVISION**

TO: Interested County Staff and Related Agencies

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

DATE: January 17, 2012

RE: **Deadlines/Scheduling for Proposed 2012 Unified Land Development Code (ULDC) Amendments**

**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

This memo serves to notify interested County staff and related agencies of the deadlines for submittal and scheduling for 2012 ULDC amendments. The Zoning Division is proposing to undertake two rounds of amendments for 2012. As always, it is critical that you coordinate with Zoning to meet the established schedule and deadlines if you are anticipating any amendments. The tentative schedules for both rounds are provided below:

AMENDMENT ROUND 2012-01	
ACTIVITY	DATE
Deadline to submit amendment requests.	February 3, 2012
Deadline to submit backup documentation.	March 2, 2012
Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings.	January 25, 2012 (1) (2) February 22, 2012 (2) March 28, 2012 (2) April 25, 2012 May 23, 2012
BCC Hearing – Request for Permission to Advertise.	June 28, 2012
BCC Hearing – 1 st Reading.	July 26, 2012
BCC Hearing – 2 nd Reading and Adoption.	August 23, 2012
(1) Annual Meeting	
(2) First available meeting for Agency request will be April 25, 2012 LDRAB meeting.	

AMENDMENT ROUND 2012-02	
ACTIVITY	DATE
Deadline to submit amendment requests.	June 1, 2012
Deadline to submit backup documentation.	July 6, 2012
Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings.	July 25, 2012 August 22, 2012 October 24, 2012 November 14, 2012
BCC Hearing – Request for Permission to Advertise.	November 29, 2012
BCC Hearing – 1 st Reading.	January 3, 2013
BCC Hearing – 2 nd Reading and Adoption.	January 24, 2013

Deadlines to submit amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;

**Palm Beach County
Board of County
Commissioners**

Shelley Vana, Chair

Steven L. Abrams, Vice Chairman

Karen T. Marcus

Paulette Burdick

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

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- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A summary of each proposed amendment.

In addition to the above, deadlines to submit backup documentation shall include the following for each proposed amendment:

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary of each proposed amendment (including White Papers or other summaries, where necessary); and,
- 3) Preparation of amendment exhibits using file template provided by Zoning, providing citation and title, reason for amendment, and text, tables or images to be deleted, relocated or added. Templates and will be provided upon request.

Kick Off Meeting – Code Amendment Training:

A meeting will be held to review amendment submittal requirements and answer any questions. Attendance is not mandatory, but is highly encouraged.

Location: Vista Center, 2300 North Jog Road, Room VC-2E-12

Time: Wednesday, February 15, 2012, 3:00 p.m. to 4:00 p.m.

Please RSVP to Zona Case, Zoning Technician, at (561) 233-5566, or at ZCase@pbcgov.org.

If you should have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William Cross, Principal Site Planner, at (561) 233-5206, or at WCross@pbcgov.org.

JPM/WC/MC

- c. Distribution List Attached

DISTRIBUTION LIST

Primary Recipients

The Honorable Shelley Vana, Chair, and Members of the Board of County Commissioners
Verdenia Baker, Deputy County Administrator
Robert P. Banks, Assistant County Attorney
Lenny Berger, Assistant County Attorney
Bevin Beaudet, Director, Water Utilities
Liz Bloeser, Director, Financial Management and Budget
Chuck Cohen, Executive Director, Palm Tran
Lisa DeLaRionda, Director, Public Affairs Department
Eric Call, Director, Parks and Recreation
Bonnie Finneran, Division Director, Environmental Resources Management
Sherry Howard, Director, Economic Development
Edward Lowery, Director, Housing and Community Development
Paul Milelli, Director, Public Safety Department
Bruce Pelly, Director, Department of Airports
Channell Wilkins, Director, Community Services
Joanne Koerner, Director of Land Development
Gary M. Sypek, Director of Planning, Department of Airports
Richard C. Radcliffe, Executive Director, League of Cities
Maurice Tobon, Director, Utilities Eng. Division, Water Utilities
Robert Robbins, Director, Environmental Resources Management
George Webb, County Engineer
Dan Weisburg, Director Traffic Engineering, Engineering and Public Works
Robert Weisman, County Administrator
Randy Whitfield, Director, Metropolitan Planning Organization
Audrey Wolf, Director, Facilities Development and Operations

Other Internal Distribution

Lorenzo Aghemo, Director, Planning Division
Barbara Alterman, Executive Director, PZ&B
Lisa Amara, Senior Planner, Planning Division
Rebecca Caldwell, Director, Building Division
William Cross, Principal Site Planner, Zoning Division
Bryan Davis, Principal Planner, Planning Division
Kurt Eismann, Director, Code Enforcement Division
Allan Ennis, Assistant Director Traffic Engineering, Engineering and Public Works
Wendy Hernandez, Zoning Manager, Zoning Division
Michael Howe, Senior Planner, Planning Division
Isaac Hoyos, Principal Planner, Planning Division
Robert Kraus, Senior Site Planner, Environmental Resources Management
Maryann Kwok, Chief Planner, Zoning Division
John Pancoast, Senior Planner, Monitoring
John Rupertus, Senior Planner, Planning Division
Patrick Rutter, Chief Planner, Planning Division
Alan Seaman, Principal Site Planner, Zoning Division
Willie Swoope, Impact Fee Coordinator, PZ&B
Houston L. Tate, Director, Office of Community Revitalization
Bruce Thomson, Principal Planner, Planning Division

Other Key Contacts

Dr. Alina Alonso, M.D., Director, Health Department
Pete Banting, Real Estate Specialist, Facilities Development and Operations
Richard Bogatin, Property Specialist, Facilities Development and Operations
Kristin Garrison, Planning Director, School District of Palm Beach County
Tim Granowitz, Principal Planner, Parks and Recreation Department
Michael Hambor, Engineer Supervisor III, Palm Beach County Health Department
Arthur Kirstein, IV, Agricultural Economic Development Coordinator, PBC Coop. Ext. Service
Thomas LeFevre, Engineer Supervisor, Palm Beach County Health Department
Jean Matthews, Senior Planner, Parks and Recreation
Eric McClellan, Senior Site Planner, Facilities Development and Operations
Elizee Michel, Executive Director, Housing and Community Development
John O'Malley, Director, Division of Environmental Health and Engineering



**PALM BEACH COUNTY
 PLANNING, ZONING AND BUILDING DEPARTMENT
 ZONING DIVISION
 POLICY AND PROCEDURE**

JON P. MACGILLIS, ASLA, DIRECTOR

PPM # ZO-O-041
Issued: 09/01/09
Effective: 09/01/09
Revised: 01/11/12

SUBJECT: **Development Review Officer (DRO) Process**

AUTHORITY: Article 2.D., Administrative Processes

PURPOSE: To recognize three types of DRO Applications and to establish options for filing an application for DRO approval.

APPLICATION TYPES: Currently, the DRO reviews applications for public hearing certification and final plan approval (Master/Site/Subdivision). The two new processes provide additional options to the applicant depending upon how they want to proceed with development.

1. Type I - Stand Alone Preliminary and Final Site Plan Review (Existing process): Allows the applicant to secure the necessary approvals (ZC, BCC or DRO) prior to submitting applications to the Building and Land Development Divisions.
2. Type II - Concurrent Final Site Plan/Building Permit/ Land Development Plat/Permits Review: This option allows the applicant to submit applications for the above reviews concurrently for Final Plan, Building Permit, Drainage, Plat, and other Land Development permit approvals.
3. Type III – Concurrent Final Site Plan/Building Permit/Land Development Permit Review: This option allows the applicant to submit a Final Site Plan, Building Permit, and Drainage or other Land Development permit applications concurrently.

PROCEDURES: Type II and Type III processes are only for non-residential applications. The applicant will be required to either schedule and attend a DRO Pre-Application Conference (PAC) to receive direction from the DRO on Agency requirements, or provide written justification to the Zoning Division indicating what is being proposed. Should the applicant choose to participate in a PAC a list of questions related to the project should be submitted to the DRO. In addition, the property owner is required to designate an Applicant Project Manager (APM) who will be responsible for coordinating and responding to all consolidated comments on these combined processes.

DRO Concurrent Review Projects are required to be on each DRO agenda until all outstanding certification issues have been resolved. Agents may view a list of concurrent review projects on the Zoning Web Page, under CD Section links for DRO: http://www.pbcgov.com/pzb/zoning/dro/DRO_TYPE_II_III_process.pdf

Optional Pre-Application Conference:

1. The applicant applies for a DRO PAC for DRO Type II or Type III approval.

The applicant identifies the APM to coordinate and address all comments and issues identified by County staff within the established deadlines. The APM will also have the following responsibilities: serve as the contact for County staff, coordinate responses from their design team, and ensure submitted documents for the various applications are consistent with one another.

2. Amongst the other required forms, owner or applicant shall complete the required Owner/Agent affidavit, Form 24, Affidavit of Understanding, acknowledging and agreeing to the terms outlined for a concurrent review. Failure to abide by the terms of the review process shall result in the application being withdrawn by the Zoning Director and remanded to the standard Type I Final DRO process.
3. If applicable, the PAC Result Letter of issues identified by the various DRO agencies is compiled by the Zoning Division Project Manager (ZPM) and sent to the APM no later than five days following the DRO meeting.
4. The PAC Result Letter shall be valid for a six month period beginning from its date of issuance. Should the project not be submitted for review by the Zoning Division within the allowed timeframe, the PAC Letter shall become null and void.

Off-the Board or Final DRO Approval:

5. The APM submits an application to the Zoning Division, Land Development Division, and Building Division. The APM shall supply all the various permit request numbers from each application to the ZPM. Pre-submittal of Building and Land Development Division applications for the Building and Land Development Permits may be submitted to the individual Divisions up to but no more than 31 days prior to submittal to the Zoning Division for Type II or III Concurrent Review. The DRO PAC Result Letter or written justification, all applicable resolutions and other related documents, and the proposed Final Site Plan must accompany any submittal to the Building or Land Development Divisions
6. The Zoning Division assigns a staff person who coordinates with the ZPM on the Type II or III applications and prepares a list on a monthly basis.
7. The ZPM performs the Sufficiency Review in accordance with Article 2 of the ULDC. If sufficient, the application shall proceed. If insufficient, the applicant will have 20 days to resolve the issues and resubmit.
8. Comments are placed into ePZB by the reviewing Agencies.
9. The APM responds to the Agencies' comments and resubmits as needed. Staff reviews resubmittal as needed.
10. Type II/III applications are automatically placed on each DRO Meeting Agenda and the APM shall attend the DRO meeting to provide an update for the Agencies until all outstanding DRO issues have been resolved.
11. After all of the Final DRO issues have been resolved, a Final DRO Site Plan and a Final DRO Result Letter shall be provided to the APM.
12. The APM shall be responsible for adding the approved Final DRO Site Plan and the Final DRO Result Letter to the Building Permit and Land Development sets of plans.
13. The APM provides the Building Division with the Plats, as needed.
14. However, the Zoning and Land Development Divisions shall not approve the building permits, until the Final DRO Site Plan has been approved by the

DRO, and the final plat (if applicable) and drainage review have been approved by the Land Development Division.

Attachment: Concurrent Review Process Final DRO Type II & III Flowchart

DIRECTOR

U:\Zoning\ADMIN\PPM's\Current PPM's\PPM ZO-O-041 DRO Review Process-final 01-12-12 final .docx