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**TO:** Interested Parties,  
Zoning Staff

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

**DATE:** July 11, 2016

**RE:** **Development Review Officer (DRO)- Concurrent DRO  
Review Process changes**

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The Zoning Division in coordination with the Development Review Advisory Committee (DRAC) and DRO Agencies has proposed some minor changes to the DRO Concurrent Review in an effort to streamline the process; to make the best use of the applicant and staff time in reviewing, drafting responses and attending DRO Meetings in reference to DRO Concurrent Applications. These changes have been discussed and vetted with DRAC committee members and DRO Agency staff to ensure a smooth transition.

These changes will be implemented in July 2016. Staff will update DRO Agencies and Applicants at the July 13, 2016 meeting, a Zoning Press Release will be released July 13 and Training 101 will be scheduled, if enough interest is expressed. Staff will coordinate the Training 101 Session at the Zoning Division to provide an overview of the changes and respond to questions.

The provisions for DRO Concurrent Review are found in the ULDC, Article 2.D., Administrative Processes and in the PZB Zoning PPM ZO-O-041, Review Process for DRO Types II & Type III Concurrent Applications by Development Review Officer (DRO) (see attached).

**Changes to the Current Procedure for DRO Concurrent Review with or without PAC meeting:**

The following are highlights of the changes that have been made to the procedures for processing a DRO Concurrent Review Type II and III Applications. Please refer to PPM ZO-O-041 for the entire process:

- The **definition of Type II Concurrent application** has been clarified.
- The **definition of Type III Concurrent application** has been clarified.
- The **DRO PAC Meeting is recommended**; but changed to now being optional.
- In June, 2016, a **new process** was initiated which allows the applicant to submit an application for Concurrent Review without a PAC meeting. Form#112 - Affidavit of Understanding must be submitted.
- **Applicant's List of Questions submitted:**
  - **PAC with meeting** – the list of questions submitted by the Applicant must; 1) be clearly labeled with the County Agency that the question(s) are directed to; 2) be concise, clear and very specific as to the response required; and, 3) be relevant to the concurrent review process only. Open-ended questions



may be deferred back to the applicant for clarity; this could delay the review process.

- **PAC without meeting** – the applicant does not submit questions at this time.
- **Agenda:**
  - **PAC with meeting** – The application will be placed on the DRO agenda until all issues are resolved.
  - **PAC without meeting** – The application will be placed on the DRO Agenda for tracking and validity purposes only. No agency review needed at this time.
- **Result Letter:**
  - **PAC with meeting:**
    - a) When certified, a formal PAC Result Letter of issues will be prepared and sent to the applicant.
    - b) PAC Result Letter is valid for 6 months from the date of issuance.
    - c) The PAC Result letter must be submitted with the Concurrent Applications to Zoning, Land Development and Building Divisions.
  - **PAC without meeting:**
    - a) No formal Result Letter will be issued; instead the Form #112 "Staff Use Only" box will be populated with the DRO Agenda date and 6 months expiration date and be signed and sent to the applicant.
    - b) Form#112 is valid for 6 months from the DRO Agenda date.
    - c) The signed Form# 112 must be submitted with the Concurrent Applications to Zoning, Land Development and Building Divisions.
- **Concurrent Review Submittal** - the Applicant shall submit the Concurrent Review Applications to Land Development and/or Building Divisions within 10 days after submitting the Zoning Review Application.
- The Building Division requires the applicant to clearly **Label the Site Plan** submitted with the Building Permit Concurrent Application to say "**Concurrent Review**".

If you have any questions regarding this Memorandum, please forward them to me at 561-233-5234 or [jmacgill@pbcgov.org](mailto:jmacgill@pbcgov.org), or to Wendy Hernandez, Zoning Manager at 561-233-5218, or [wnhernan@pbcgov.org](mailto:wnhernan@pbcgov.org).

JM/zp

**Attachment:** PPM ZO-O-041 – DRO Concurrent Review Process

Email to:

Patrick Rutter, Executive Director, PZB  
Doug Wise, Director, Building Division  
Joanne Keller, Director, Land Development  
Brad Brown, Deputy Building Official,  
Grace Joyce, Permit Coordinator, Building Division  
Zoning Supervisors and CD Planners