



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

TO: Interested County Staff, Related Agencies, and Public in General

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

DATE: December 12, 2019

RE: **Deadlines/Scheduling for Proposed 2020 Unified Land Development Code (ULDC) Amendment Rounds: County Agencies and Privately Initiated Amendments**

This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2020 ULDC Amendment Rounds. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expenses to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division Staff to meet the established schedules and deadlines for any amendments.

ULDC Amendment Rounds:

The following lists the tentative deadlines, and Land Development Regulation Advisory Board (LDRAB) and Board of County Commission (BCC) Zoning Hearing dates for the two ULDC Amendment Rounds scheduled for 2020.

Dates may be subject to change. See the Zoning Division 2020 ULDC Amendment Schedule webpage at:

- <http://discover.pbcgov.org/pzb/zoning/ULDC/2020-Amendments-Schedule.aspx>.

ACTIVITY	ROUND 2020-01	ROUND 2020-02
Deadline to submit amendment requests to the Zoning Division	November 12, 2019	March 6, 2020
Deadline to submit backup documentation	December 6, 2019	April 3, 2020
LDRAB Update	November 13, 2019	May 27, 2020
BCC Initiation	January 27, 2020	May 28, 2020
LDRAB Meetings (1)(2)	(Exhibits due to Zoning Code Staff 11/30) (RT 12/19 and 12/20)	(Exhibits due to Zoning Code Staff 4/30) (RT 5/21 and 5/22)
	January 29, 2020(3)	June 24, 2020
	(Exhibits due to Zoning Code Staff 1/9) (RT 1/30 and 1/31)	(Exhibits due to Zoning Code Staff 5/28) (RT 6/18 and 6/18)
	February 26, 2020	July 22, 2020
	(Exhibits due to Zoning Code Staff 1/30) (RT 2/20 and 2/21)	(Exhibits due to Zoning Code Staff 6/24) (RT 8/16 and 8/17)
	March 25, 2019	August 26, 2020
	(Exhibits due to Zoning Code Staff 2/27) (RT 3/19 and 3/20)	(Exhibits due to Zoning Code Staff 7/30) (RT 8/20 and 8/21)
	April 22, 2020	September 23, 2020
	(Exhibits due to Zoning Code Staff 4/9) (RT 4/30 and 5/1)	(Exhibits due to Zoning Code Staff 9/4) (RT 9/28 and 9/28)
	May 27, 2020	October 28, 2020

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Zoning Division 233-5200
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BCC Hearing – Request for Permission to Advertise	June 25, 2020	November 23, 2020
BCC Public Hearing – 1 st Reading (4)	July 30, 2020	December 22, 2020
BCC Public Hearing – 2 nd Reading and Adoption (4)	August 27, 2020	January 28, 2021
NOTES:		
(1) LDRAB Agenda's will be scheduled by the Zoning Division.		
(2) On the last meetings of the Round, or as otherwise required, the LDRAB will also serve as the Land Development Regulation Commission (LDRC).		
(3) Tentative LDRAB Annual Meeting.		
(4) Some amendments may only require one public hearing.		

Application Requirements

Initial submittal of amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 2) Name, title, and contact information of primary contact person (will be required to attend LDRAB, LDRC, 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 detailed summary of each proposed amendment.

Backup documentation must 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; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise “reason for amendment,” and text, tables, or images to be deleted, relocated, or added.

Privately Initiated Amendments (PIA):

In 2012 the BCC adopted the Privately Initiated Amendment (PIA) process to assist the public and specific provisions were codified in January 2018. The County will coordinate with interested parties who choose to submit a PIA and ensure it follows the newly established process. For a copy of the flow chart process for a PIA, please visit the Zoning Web Page at:

- http://discover.pbcgov.org/pzb/zoning/PDF/FlowchartsProcesses/ULDC_Amend_Public_Initat_Flowchart.pdf

Pre-application Meeting:

A pre-application meeting is required prior to submittal of a County or Privately Initiated Amendment. Please contact Code Revision staff at (561) 233-5243 to schedule an appointment.

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

JPM/WH/wh

- C. Patrick W. Rutter, Assistant County Administrator
 Ramsay Bulkeley, Executive Director PZB
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