



INTER-OFFICE COMMUNICATION
Planning, Zoning and Building

**Department of Planning,
Zoning & Building**

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*"An Equal Opportunity
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To: DRO Agencies & Agents
Interested Parties

From: Jon MacGillis, ASLA, Zoning Director

Date: July 30, 2008

Re: **Implementing Enhancements to ePZB DRO Comment Screen**

On August 13, 2008, enhancements to the ePZB DRO Comment Screen will be released to both county agencies and DRO agents. This enhancement will allow the agent to respond to agency comments directly into ePZB. This will eliminate the need for the agent to cut and paste comments from the existing screen into a Word document and return to staff. The screen will allow both staff and agent to see comments and responses. Until a comment is "resolved" by a particular DRO agency, it will remain open and will be brought forward automatically into what will be called "version 2" of the comments. It was important for both staff and agent to be able to track how many versions of responses there were to a particular comment. The existing system does not allow staff or agent the ability to track how many times they responded and this, on occasions, has resulted in frustration. Hopefully, if a comment is carried over several times, we can identify if it is "unclear" or applicant is simply failing to respond to resolve it.

Training on Screen

1. DRO Agencies - Training will be provided on July 31, 2008, from 9:30 to 10:30 a.m., in VC-1E-60-Medium Hearing Room at the Vista Center. Last week, a Training Manual was sent to all DRO Agencies to review before coming to Training. We request at least one person from each Division that participates on DRO attend this training session to be familiar with the changes to this screen.
2. DRO Agents - Training Manual will be sent via email to all DRO Agents. A Training session will be scheduled for August 5, 2008, from 1:00 to 2:00p.m. in VC-1E-60-Medium Hearing Room at the Vista Center.

Thank you in advance for your continued cooperation in implementing improvements to the DRO process and ePZB screens.

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

JM/jm

Attachment DRO Comment Screen Shots

- c. Verdenia Baker, Deputy County Administrator
Barbara Alterman, Executive Director, PZ&B
Collene Walter, DROOC Chair
Jeff Brophy, DROOC Vice Chair
Maryann Kwok, Chief Planner

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