



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

TO: Interested County Staff and Related Agencies
FROM: Jon MacGillis, ASLA, Zoning Director
DATE: June 1, 2011 (Amended September 13, 2011)
RE: Deadlines/Scheduling for Proposed 2011 Unified Land Development Code (ULDC) Amendments – 2011-02 Round

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 Round 2011-02 ULDC amendments. For the 2011-02 Round we will only have three Land Development Regulation Advisory Board (LDRAB) meetings, therefore it is critical that all amendments are identified and processed within the deadlines established in the following chart

Table with 2 columns: ACTIVITY and DATE. Rows include: Deadline to submit amendment requests (June 30, 2011), Deadline to submit backup documentation (August 1, 2011), Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings (August 24, 2011, September 28, 2011, October 26, 2011, November 16, 2011), BCC Hearing - Request for Permission to Advertise (December 1, 2011), BCC Hearing - 1st Reading (January 5, 2012), BCC Hearing - 2nd Reading and Adoption (January 26, 2012)

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Deadlines to submit 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 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,

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- 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:

If you have not previously attended any of the Code Amendment Training Sessions, please notify us prior to June 20, 2011 to schedule a session to review submittal requirements and answer any questions. Attendance is not mandatory, but is highly encouraged.

Please RSVP to Monica Cantor, Senior Site Planner, at (561) 233-5205, or at mcantor@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 J Cross, Principal Site Planner, at (561) 233-5216, or at WCross@pbcgov.org.

JPM/WC

- c. Distribution List Attached

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Lisa Amara, Senior Planner, Planning Division

Other Key Contacts

Dr. Alina Alonzo, M.D., Director, Health Department
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