



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

November 6th, 2020 @ 2 – 4 PM

**PZ&B - ZONING DIVISION
ZOOM Video Conference**

AGENDA

1) Review Minutes – Gladys

August 7th, 2020 Minutes (*Attachment 1*)

2) Member Items:

- a. Off the Board applications – agents believe that sufficiency review for OTB applications should not be mandatory.
 - When submitting OTB application, typically Resolution has not been posted. Is it acceptable for agents use Staff Report to prepare status of conditions?
 - Also, on OTB applications with a variance, the need for a Resolution Number creates a need for a resubmittal because we don't have the variance resolution to put on the variance chart. Can the Variance application number suffice? The Resolution Number will be added in the stamp box. This will avoid a resubmittal if that is the only issue.
 - Remove requirement for Resolution Number in the Site Data as the Resolution Number is included in the stamped approval box. This will eliminate a resubmittal fee when the Resolution Number is not available.
- b. DRO Review – certification issues should be based on ULDC requirement or Tech Manual.
 - Agents are experiencing certification issues that staff's preference instead of requirement.
 - Is possible for PBC IT to change the staff entry system to require a code section be inserted before an "Issue" statement can be added into the system?
- c. Tree Disposition Discussion – agents would like to discuss coordination with Zoning, Landscape and ERM
 - a. Agents would like an update on recent revisions.
- d. ZAR and other on-line applications – can the system be set up to provide for the ability for anyone in the firm to amend and resubmit applications and not just the individual who submitted the initial application?
- e. Discuss code provisions or policies that prohibit a ZAR site plan approval for a project with an approved site plan while a PH application for the same project is proceeding through the DRO certification process for PH approval.

3) Staff Items:

- a. Introduction of new Zoning staff and internal promotions – **Jon**
 - Jeff Gagnon, Principal Site Planner, Code Revision
 - Alex Biray, promoted to Site Planner I, Code Revision
 - Vismary Dorta, promoted to Site Plan Technician, Community Development
 - Marie DeRose, Site Planner II, Public Information
 - Matthew Boyd, Site Planner I, Public Information
 - Juanita James, promoted to Site Planner I, Public Information
 - Mercy Trujillo, Zoning Technician, Administration

- b. ULDC 2020-01 Round-Supplement 28 – **Jeff**
 - Published to Web 10-11-20
 - Training with Interested Parties
 - Hard Copies of ULDC
- c. ULDC 2020-02 Round-Highlights of Key Dates – **Jeff**
 - Key topic in this Round
 - Nov 17- LDRAB Meetings-finished in November
 - Nov 23- Permission to Advertise
 - Dec 22- 1st Reading
 - Jan 28 Adoption
- d. DRAC 2020 Task List (**Attachment 2**) – **Jon**
- e. Covid-19 Updates – General Procedures (**Attachment 3**) – **Jon**
 - Appointments (Zoom, Webex, in person)
- f. Landscape Buffer Widths – Follow-up from last DRAC Meeting – **Melissa**
Previous requests to look at Article 7 incompatibility widths when wall/fences are included.
- g. 2021 Calendar Changes for Sufficiency – **Bill**
 - No changes to Insufficiency, will continue to process within 21 days ensuring option to resubmit for following month.
 - If not Insufficient, may presume to be Sufficient and letter will be sent on 30th day (in accordance with F.S.). This will serve to minimize confusion with 180 day limits occurring just short of a BCC Hearing date, thus reducing excessive need for Time Extensions (in some cases).
 - Public Hearing applications will no longer have a 120 day limit (this is not required by F.S.), but will simply be subject to the last available resubmittal (and/or Certification date that gets an application to Public Hearing within 180-days. Staff will note differences for ABN and EAC versus other application types.
- h. ULDC Table 2.B.5.C, Courtesy Notice Requirements: Applicant needs to anticipate “adjacent” property under common ownership at time of application submittal, and ensure that the resulting mailout boundaries are resolved prior to Certification. Have had several that have created delays in ability for Staff to finalize mailing fees, and risks postponement. – **Bill**
- i. ULDC Art. 2.B.5.D, Signs: Requests for Alternative Sign Posting needs to be included with application submittal and resolved prior to certification, not requested after certification. – **Bill**
- j. New Off the Board Sufficiency Review Exception. Review advance notice memo, and affidavit – **Bill**
- k. ZAR Related – **Monica**
 - Applications required to submit Form 130
 - Reminder about ZAR applications schedule and Agents requests to sign off early
- l. **Zoning Application Forms Updated – Bill**
The following application forms have been updated due to the recent ULDC Amendments, applicants are responsible for downloading the most current forms from the Zoning Web page, <https://discover.pbcgov.org/pzb/zoning/Pages/Applications-Forms.aspx>
Form #3 – Consent
Form #16 – TDR Supplemental
Form #94 – PAA Checklist
Form #96 – Reasonable Accommodation

4) **General:**

- a. DRAC Meeting Calendar 2021 Meetings – (**Attachment 4**)
- b. Topics for next meeting – **Gladys**
- c. ADJOURN



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

August 7, 2020 (2:00 p.m. – 4:00 p.m.)

**PZ&B – VISTA CENTER, 2300 NORTH JOG ROAD
WEST PALM BEACH, FL 33411
Zoom Conference Call**

MINUTES

CALL TO ORDER: At 2:04 p.m.

ATTENDANCE:

Members Present: Gladys DiGirolamo, Lauren McClellan, Bradley Miller, Kevin McGinley, Collene Walter, Josh Nichols, Pat Lentini, Dr. Bill Whiteford, Josh Long.

Interested Parties: Evelyn Pacheco from GL Homes

County Staff: Zoning Division: Jon MacGillis, Wendy Hernandez, William Cross, Monica E. Cantor, Barbara Pinkston, Melissa Matos, Ryan Vandenburg, Meredith S. Leigh, Timothy Haynes, Adam Mendenhall, Carlos Torres, Albert Jacob, Donna Adelsperger; **Jordan Jafar, Zubida A. Persaud, Cody Sisk, Nancy Frontany, Emelia Fischer, Michael Birchland, Lindsey Walter, Vismary Dorta; Andree McDonald, Miriam De Santiago, Land Development:** Scott Cantor, **Planning Division:** Patricia Behn.

AGENDA

1) Review Minutes – Gladys

Gladys DiGirolamo opened the meeting at 2:04 p.m. and asked members if they had any changes to read the minutes. Carlos Torres reminded DRAC members to provide the specific building permit examples that have been subject to issues to better identify any issues, pertaining to an item discussed at the previous meeting.

The agenda was approved with no modifications by Lauren McClellan and seconded by Collene Walter.

2) Member Items:

a. Code still allows for a DROE Off the Board to be submitted in between ZC and BCC but calendar doesn't allow and then the DROE's "Off the Board" having to go through sufficiency seems redundant and drags out the process.

Monica Cantor showed the amendments addressing this issue noting that the DROE submittal between Zoning Commission (ZC) and the Board of County Commissioners (BCC) Public Hearings is proposed to be deleted from the Code. She stated that new criteria has been created for DROE applications to skip sufficiency review. She explained that is when an application is only proposing changes that relate to compliance with Conditions of approval required to be addressed at final DRO; include changes resulting from a Type 2 Variance or a Type 2 Waiver; or, when a Type 1 Waiver is noted in the justification of the BCC or ZC approval and analyzed by staff at that moment. Wendy Hernandez clarified the amendment is scheduled for adoption in August and expected to be effective in the first week of September.

b. Recreation equipment 50' setback to any residential property line per article 5. This may be ok with oversized rec, or large PUD with a centrally located recreation parcel, but on smaller straight subdivisions or multifamily development it could be problematic.

Gladys DiGirolamo indicated her concern about recent enforcement of recreation facilities setback that has not been applied consistently and how they may affect already approved projects. Monica

Cantor noted that Zoning Division has been discussing the topic with Jean Mathews from Parks and Recreation and noted that she acknowledged that changes in the minimum area of recreation parcels, designed mainly for small developments to allow them to be 50 feet in width by 50 feet in depth, did not considered the 50 feet setback required in Art. 5.B.1.A.10 for recreation amenities adjacent to residential. As a result of the discussion, Zoning staff has been reviewing active DRO applications with Parks and Recreation to ensure the changes are addressing Code setbacks while they comply with the requirements of the recreational areas by Parks and Recreation. In addition, she noted that staff is preparing a memo to clarify setbacks when recreation amenities are located adjacent to non-residential uses. She informed that setback provisions as contained in the recreation pod of a Planned Unit Development in Art. 3.E are going to apply.

Monica Cantor noted that Jean Mathews indicated her interest to address the identified issue by drafting Code amendments in Art. 5.D, while Zoning staff will be codifying the setbacks when the facilities are adjacent to non-residential uses. Wendy Hernandez clarified the amendment will be part of Round 2021-01.

- c. Recreation requirements: Recreation requirement for properties within the URA are the same as the balance of the County. There needs to be a discussion with P&R on how we can reduce this requirement in the code or at the very least take credit for the monetary expenditure for the interior recreational amenities. Same goes for other small development sites throughout the County.**

Josh Nichols noted Westgate regulations include provisions that address small developments and he would like Zoning to consider having similar regulations in the URAO.

Jon MacGillis noted that he e-mailed Jean Mathews from Parks and Recreation Department to inform her about this request. He suggested DRAC members reaching her to discuss the topic.

- d. The Code inconsistency in Article 7 for landscape buffers, where when introducing a fence in a Type 1 Compatibility Buffer, the requirement for 7.5' clear planting on the inside, one ends up with a 16 to 17 foot buffer which is more than a type 2 Incompatibility Buffer.**

Yoan Machado was not present to discuss this item he added, but Josh Nichols, Collen Walters and Josh Long discussed this item in conjunction with the next item below for a similar issue.

- e. Walls in buffers:**

- We have examples one of which was a 50% reduction in the Type III buffer width based on open space/canal adjacency, however, a wall was still required within said buffer. So a 20' Type III buffer may be reduced to 10' but still has a wall requirement and that wall must be setback 10' from the property line and 7.5' of planting area on the inside bringing your total buffer to 17.5' in width. Additionally, if you have an easement within said buffer for a 5' overlap you must increase the buffer width based on note 2 of Table 7.D.4.D. (No easement encroachment).
- There has been discussion that the width of the wall should be taken into account when designing a buffer. For instance 15' ROW buffer with a wall is required 7.5' clear on both sides of the wall but if the wall is 6" to 8" thick, 7.5' can't be provided in a 15' buffer.
- 10' incompatibility buffer with a wall: The wall then must be setback 10' from the property line which places it on the buffer line. If the wall is placed say 6" outside of the buffer then it has been requested to provide a hedge on the inside of said wall, however, there is no code requirement to support this request.

Josh Nichols discussed the above scenarios for incompatibility buffers that would first qualify for a buffer reduction, but when you add a wall, the buffer then needs to be increased, and asked whether the wall thickness would be a factor. Collen Walters explained she raised this issue with Maryann a while ago with examples. She also mentioned that she has a work-around by placing a non-required wall on the outside of the buffer to mitigate increasing a compatibility buffer width. Meredith Leigh stated she had previous discussions with Maryann about this and said the Code was intentional, and that increases were required if adding a wall. Melissa Matos indicated we would like to get her documentation, so we can look at it comprehensively. Josh Long also offered the example of the Seven-Eleven development for a Type 2 incompatibility buffer that now needs a variance. Jon MacGillis offered we would put together a team (staff and agents) to look at these scenarios so we can offer a solution.

- f. **Consent/Disclosure/Survey/Misc. Signature Docs: Forms should remain valid through the entirety of the applicable process. If a consent form was valid at time of sufficiency review I was under the impression that form was valid through the term of that specific entitlement process?**

Josh Nichols posted this question. Jon MacGillis indicated that consents are regulated by the County Attorney and the form itself indicates it is valid for one year from the date it is notarized. Any additional questions related to other documents regulated by other agencies need to be address with the applicable agency.

- g. **Provide an overview of what Staff are now in each division (public hearing, administrative review, etc.) and identify the appropriate people to contact to schedule pre-application and other meetings. (Staff has an introduction of new members on their list of agenda items however we are experiencing issues with scheduling pre-application meetings as we no longer know who the correct contact people are to initiate the requests.)**

Jon MacGillis presented the Zoning Division organizational chart and noted relocated, new and promoted staff by section. It was clarified that Andree MacDonald is the person to be contacted to schedule pre-application appointments and if the applicant or agent knows the application is subject to DRO or ZAR, they can contact Michael Birchland to schedule pre-application appointments. Barbara Pinkston clarified that Patricia Rice schedule appointments for Type 1 Variances and Zoning Confirmation letters. Staff will be posting a news release with the contact names to schedule meetings in the different sections.

- h. **On occasion some of the files in ePZB are DWFX files not DWF files. The DWFX files are XPS files that are only compatible in Microsoft XPS viewer. They don't act as true DWFs and are impossible to convert to anything else, such as PDFs. Therefore, they are difficult, if not impossible to use and view.**

This item was not discussed as it was related to an isolated project and addressed with the applicable agent.

- i. **Dumpster 25' setback: This comes up on smaller sites where it pushes the dumpster to a location which is unsightly to the business or creates a circulation issue. I can understand this requirement for adjacency to residential uses but perhaps should not apply to all property lines.**

Josh Nichols requested to review the setbacks to be reviewed specially when the location of the dumpsters are adjacent to non-residential uses as the 25 feet setback is applicable to any property line. Monica Cantor indicated that Code amendments were updated in early 2018. Jon MacGillis indicated that setbacks are established to buffer mainly noise and tentative Code amendments could be considered to address this request. Jon MacGillis clarify that the 50 feet dumpster setback contained in Art. 3 shall be only applicable when the dumpster is adjacent to residential not to commercial or recreation pod.

- j. **Justification Statement Content and Format: Receiving certification issues on the location of items within the justification statement. Other agencies outside of zoning requiring positioning of certain information within the justification statement. The sample below (not picking on Planning) but the info requested was on page 4 of the JS and they have created an Issue that it should be on page 1.**

PLAN	06/26/20...	2. Revise Justification statement to add in the beginning information regarding submitted FLUA application LGA-2021-001, include amendment request to amend land use designation from Industrial (IND) to the Commercial High with underlying Industrial (CH/IND), acreage and location (POD C).	Issue
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Josh Nichols noted that this topic has been noted in the past by other DRAC member, indicating that he is of the opinion that where the information is placed in the justification should not be a

certification issue. He suggested to make it a comment instead. Collene Walter noted the justification statement is the Agent's work product and it is addressing the standards required by the Code, they have the ability to format it, similar to staff reports are formatted by staff only. Donna Adelsperger indicated it could relate to the location of the request to try to keep them together in the document if possible. Jon MacGillis noted that the justification statement is under the jurisdiction of the Zoning Division and no other agencies and if there are any issue, the call should be by the Zoning Director. He also clarify that staff rely on the information that is included in the justification, and it is important to have a well written justification statement. He agrees if the document is not organized, it should be noted as a comment not an issue.

3) **Staff Items:**

a. **DRAC 2020 Task List (No Tasks to follow up on). (Attachment 2) – Jon**

Jon MacGillis referred to the DRAC 2020 Task List and informed members there are current no open tasks on the list. However, after today's meeting any new items will be added. He did note that although Doug Wise, Building Official, did provide DRAC Members and overview of the Building Review Process, they had requested a follow up meeting. Jon requested DRAC Members coordinate that with Doug Wise directly.

b. **ULDC 2020-01 Round Supplement 28 and Round 2020-02 Initiation August 27, 2020 – Wendy**

Wendy summarized that Zoning Staff is proceeding to final adoption for the 2020-01 Round and initiation of the 2020-02 Round in August 27, 2020 BCC hearing. The amendments will be effective at the beginning of September. She noted that Supplement 28 is expected to be completed by the end of September.

c. **Formal Implementation of Electronic Application Submittal through Sharefile (Attachment 3a - News Release) and (Attachment 3b - Share File Instructions) – Bill**

William Cross noted that use of Sharefile intake provisions are now in transition from August to officially be a permanent practice in October, and indicated that the instructions are on-line.

d. **Review Insufficiency 2nd Notification (Attachment 4) – Bill** **Remind Agents that if no extension submitted within 5 days of this 2nd Notification of Insufficiency then the application is automatically withdrawn – no further notification necessary.**

William Cross noted the importance of this change to put the burden on the applicant as we expect the applicant to reach the Project Manager and discuss any issues and needs for potential additional time extensions. He clarified the five days apply from the date the e-mail was sent, if it was sent after the date noted in the letter and clarify that we are expecting to send the letter on-time.

e. **Updates of Application Forms and Naming Guide posted to Zoning Web pages – Monica** **Current updated forms can be found on Zoning Web pages and Zip files for download.**

Monica Cantor presented the latest news release that include forms that have been updated recently and noted the Application Checklist and Naming Guide was also updated. She reminded DRAC members to use these forms in the applications to avoid issues and delays in the application's sufficiency and review. She clarified that applications submitted prior to July 8, 2020, which is the date when staff announce the forms update, can continue using old forms and they are not required to be updated.

f. **Medical Use - Consultant Report and FAQ available on Zoning Web pages – Jon**

The medical use for Community Residential Housing (Sober Homes) has been completed and posted on the zoning web page. Staff will be going over the document with the Commissioners to advise of the next step for processing amendments. Staff hopes to have code adopted in January of 2021.

g. **Introduction of new Zoning staff and internal promotions – Jon**

Jon MacGillis mentioned new and promoted Zoning staff as follows:

- Wendy Hernandez, promoted to Deputy Zoning Director
- Briana Tagdharie, Receptionist III, Public Information
- Joyce Lawrence, promoted to Sr Site Planner, Public Information
- Shivanni Singh, Zoning Technician, Public Information
- Michael Birchland, Zoning Technician, Admin Review
- Nancy Frontany, promoted to Site Planner I, Admin Review

- Timothy Haynes, Sr Site Planner, Community Development
- Emelia Fisher, Site Planner I, Permitting/Landscape
- Jordan Jafar, Jerome Ottey, and Zubida Persaud, all promoted as Site Planner II

Jon had provided DRAC Members with the overview of the staffing in each Section. He note those staff who were recently promoted and or moved to another Section within the Division. He also stated there are several vacancies in the Zoning Division that staff are currently interviewing or requiring.

4) **General:**

- a. Topics for next meeting – **Gladys**
No new topics at this moment. They will be provided at a later time.
- b. ADJOURN – The meeting finished at 3:25 p.m.

DRAFT

		Completed	Pending				
#	Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed/Comments
1	Landscape Buffers and Walls	Concern with recently adopted Code language for buffer widths when a wall is introduced.	Melissa Matos	Open	8/19/2020	DRAC Members	10/28/20 per Melissa - Ongoing. Examine recently adopted Code for buffer widths when a wall is required or proposed. Buffer widths are expanding to accommodate wall and plant material on both sides. Task Team is working on a historical chart of buffer requirements, and buffer width sketches to discuss this item and if other Code amendments are necessary to address this. Task Team to meet with DRAC members on Dec.9 2020 to discuss further, with recommendations.
2	Dumpster Setback	Tentative review of dumpsters setback located in residential developments and adjacent to non-residential to	Code Section	Open	8/7/2020	DRAC Members	10/28/20 Code Revision staff still reviewing the recent ULDC amendments for dumpsters setbacks. Doing a survey of what other municipalities require for dumpsters setbacks. Currently the Code asks for 25 feet setback applicable to any PL. Suggestion is to to make it only applicable when adjacent to residential only and reduce the setback when adjacent to non-residential use.
3	Sufficiency Review-ERM amendments to list and updates to TM	ERM requested to clarify their requirements	ERM/Maryann Kwok	CLOSED	1/24/2020	ERM	Feb 2020-Zoning Director issued revised Sufficiency form. Included in the Sufficiency Checklist which was updated on February 11, 2020 and posted to the zoning webpage.
4	Overview of Building Division permit review process	DRAC Chair requested an overview of Building review process.	Melissa Matos and Doug Wise, Building Official	CLOSED	1/28/2020	Gladys	7-21-200-Zoning, Building and DRAC Members met and received an overview from Doug Wise, Building Official on process. Building Permit review process, he asked Gladys to send few examples of building permits commenting outside of the affected area for staff to identify what agencies are working outside of the affected area or scope of the permit.
5	Invite Keri Smith, Senior Environmental Analysts with ERM to the May DRAC Meeting for greet and meet per Chair request	DRAC Members requested Keri Smith to attend so staff are introduced to her.	Gladys	CLOSED	1/28/2020	Gladys	5-15-20 Keri Smith came to the last DRAC Meeting and responded to any questions the DRAC Members had for her. Keri Smith, Senior Environmental Analyst with ERM joined the 5/15/20 DRAC meeting. Communication has been favorable as it is clarified how vegetation needs to be addressed in every applicable case.
6	Fees for TE beyond 30 days-follow up by staff	Josh Long raised question regarding staff charging \$88 TE fee for each 30 day request in the same request	Bill Cross	CLOSED	1/28/2020	Josh Long	Addressed through a Memo issued on February 12, 2020 and posted on the Zoning web page. Time Extension fee applies to each 30-day request
7	Zoning Contact staff for Pre-Applications - News Release	News Release noting information of Zoning staff that needs to be contacted by Section to schedule PAA	Monica Cantor	CLOSED	8/7/2020	DRAC Members	9-15-20 Press release posted on Web and Donna sent it to all agents last week
8	Building Permit examples	Industry to provide a list of Building Permit examples containing comments made outside of the affected area	Gladys	CLOSED	5/11/2020	DRAC Members	10/28/20 no examples of plans submitted to Zoning Staff to review what type of comments are putting on building Permits. Jon closing out this comments.



Department of Planning, Zoning & Building

2300 North Jog Road

West Palm Beach, FL 33411

(561) 233-5000

Planning Division (561) 233-5300

Zoning Division (561) 233-5200

Building Division (561) 233-5100

Code Enforcement (561) 233-5500

Contractors Certification (561) 233-5525

Administration Office (561) 233-5005

Executive Office (561) 233-5228

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Palm Beach County Board of County Commissioners

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

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Mary Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

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News Release

ATTACHMENT 3

FOR IMMEDIATE RELEASE ON:

Date: October 20, 2020

FOR MORE INFORMATION, CALL:

Jon MacGillis, 561-233-5234

NEW ZONING PROCEDURES TO ADDRESS COVID-19

The previously implemented COVID-19 procedures have been revised.

Appointments:

- Appointments and Meetings with staff will be conducted primarily by phone or virtually (Zoom or WebEx) If in person meetings are required, we encourage a maximum of 3 in the party. Any remaining applicants / customers can participate by phone or virtually.
- Landscape Field Inspections – To arrange an appointment, please call: 561-233-5170 or click on the following link: [Schedule Inspection Online](#).
- Please contact the specific Zoning Division Section (Contact information provided below) to schedule appointments or to reach staff in the various Zoning Sections.

Fees/Payment:

Fee can be made by:

- Online Payment System-please use the following link: [Online Payment Portal](#)
- In person at: Vista Center, 2300 North Jog Road, 1st Floor -Cashier Booth.
- DO NOT send checks to the Zoning Division or PZB by USPS/FedEx.

Walk In Customers:

Informational / On-Call Planner assistance and File Room Requests are available with the following:

- Applicant / Customer will be allowed in the lobby. If there are 4 people in the lobby when you arrive you will be asked to sign in and wait in the snack bar until you are called by staff to be assisted.
- Commercial Business Tax Receipts and Liquor License applications can be dropped off in the red bin outside of the Zoning Lobby (Main Atrium). Applications received by 12:00 Noon will be processed and ready for pick up the next business day at 5:00 pm. You can also wait to see the Informational Planner for Sign-Off.

General Questions:

- To speak with one of the Informational Planners for responses to general Zoning questions, please call 561-233-5200 or email your questions to: PZB-ZonePOC@pbcgov.org
- Congregate Living Facility (CLF), please fill out the [CLF Application Form #108](#) and email it to Marie Deroose at: MDeroose@pbcgov.org

Application Submittals\ Resubmittals:

- Development Review Officer (DRO) and Community Development (CD) – Submittals and Resubmittals will be accepted via ShareFile File Transfer Protocol Site (FTP). This process was implemented in March 2020 and has resulted in less walk-in and more efficient use of staff / applicant time and resources. **See Link to FTP instruction below and contact information for CD Staff to address any questions regarding this procedure.** [Zoning Division FTP Site Instructions](#) or Contact: Lindsey Walter at: 561-233-5229 or Vismary Dorta at: 561-233-5575 if you have any questions.
- **Public Initiated Amendments (PIA)** – Please contact the Code Revision Section before submitting any application requests. To obtain an application, contact Alex Biray at: 561-233-5243

Public Hearings & Meetings:

- BCC Zoning Meetings conducted in person at the Palm Beach County Government Center.
- Zoning Commission – Meetings conducted in person at 2300 North Jog Road, Vista Center.
- Land Development Regulation Advisory Board (LDRAB/LDRC) – Meetings conducted in person at 2300 North Jog Road, Vista Center.
- Type 1 Variance Meetings – Meetings conducted in person at 2300 North Jog Road, Vista Center.

Zoning Division Section Phone Numbers:

- Public Information - Contact: 561-233-5578
- Community Development - Contact Phone: 561-233-5041
- Code Revision - Contact: 561-233-5243
- Administrative Review – Contact: 561-233-5224
- Permit Review/Landscaping – Contact: 561-233-5578

