



DRO / BUILDING PERMIT

A SUBCOMMITTEE OF THE LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB)

MINUTES OF THE APRIL 7, 2009 SUBCOMMITTEE MEETING

PREPARED BY ANN DEVEAUX, SITE PLANNER I

On Tuesday April 7, 2009, the DRO Subcommittee met at the Vista Center, Room VC-3W-12-Engineering, at 2300 North Jog Road, West Palm Beach, Florida. The meeting convened at 11:00 am and was called to order by Barbara Pinkston-Nau.

Attendance

LDRAB Members: Raymond Puzzitiello

Staff: Laura Yonkers, Diane Burress, Sunil Jagoo, Larry Roberts, George McDermott, Joanne Koerner, Barbara Pinkston-Nau, Jan Weigand, Ann DeVeaux,

Minutes

Barbara P. Nau gave a brief summary of last meeting and discussed the platting process as it will be a part of a second proposed simultaneous review process (combining final DRO, plat review, and Land Development review). She stated platting was not part of the first simultaneous review process (combining final DRO and building permit review) however, Staff has been directed to include platting as indicated above. She asked Land Development Staff to explain the process briefly and to discuss any foreseeable challenges related to the proposed second simultaneous review process.

Laura Yonkers stated with the new process, five to ten percent of the projects would be affected by the overlapping review. She stated a major part of their review is matching the plat with the final site plan and questioned whether or not the proposed process would be applicable to residential subdivisions. Barbara P. Nau related that subdivision residential would be excluded from the process.

Larry Roberts questioned limiting the platting process early. He stated one challenge that they face is the submittal of incomplete plats and commitment to follow through up front on behalf of the applicant.

Sunil Jagoo questioned how the process would address re-submittals. Re-submittals are often required because of discrepancies between the plat and the site plan. A positive aspect of the new process would require drainage to be reviewed sooner

thereby reducing the number of re-submittals. He stated he is beginning to see comments such as “changes made to site plan as a result of plat review”, on the final DRO site plan.

Larry Roberts questioned who would be responsible for ensuring that the plat comments are addressed. Barbara advised that the applicant would be required to designate their own project manager to be responsible for coordinating with all departments and addressing comments.

Larry Roberts questioned re-review fees and what would constitute a re-review fee. He stated that a policy should be implemented.

Jan Wiegand stated that re-review should not be major and by assessing a fee, better quality work is likely to be attained.

Site Plan and Building Permits reviews were discussed. It was noted that Land Development (plat and drainage review) does not utilize ePZB and their comments are not electronically transmitted. However, alternate methods to ensure comments are added to ePZB could be developed.

Barbara advised that a mandatory pre-application meeting would be required to ensure the applicant is aware of the specific guidelines before electing this optional process.

Larry Roberts expressed the idea of merging or combining platting and DRO/building permit review process. This concept could potentially be looked at as a long range goal but would require revamping both review processes. Barbara related that the goal is to obtain approvals at the same time.

Ms. Pinkston-Nau related the goal for the next meeting is to review the draft of the affidavit and that a copy of the flow chart would be given at the next meeting on April 21st .

The meeting adjourned at 11:45 am.