



**SPECIAL MEETING  
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
FRIDAY, MAY 3, 2019 2:00 PM-4:00 PM  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
HEARING ROOM CHAMBER (VC-1E-60)**

**MINUTES**

**CALL TO ORDER: AT 2:03PM**

**ATTENDANCE:**

**MEMBERS PRESENT:** Lauren McClellan, Patricia Lentini, Kevin McGinley, Gladys DiGirolamo, Bradley Miller,

**INTERESTED PARTIES:** Evelyn Pacheco, Yoan Machado

**PZB ZONING STAFF:** Jon MacGillis, Maryann Kwok, Carrie Rechenmacher, Meredith Leigh, Melissa Matos, Nancy Frontany, Carlos Torres, Albert Jacob, Bruce Guyton, Alexander Biray, Wendy Hernandez, Jan Rodriguez, Adam Mendenhall, Barbara Pinkston, Brenya Martinez, Ryan Vandenburg, Caroline Bliss, and Yvonne Wamsley.

**AGENDA**

**MEMBER ITEMS**

**1. REVIEW MINUTES – LAUREN MCCLELLAN**

Ms. Lauren McClellan opened the meeting at 2:03pm.

Ms. Lauren McClellan inquired if there were any changes to the meeting minutes from the last meeting held on January 25, 2019. There were no changes requested, everyone approved as written.

**STAFF ITEMS**

**1. DRO/ZAR TASK ITEM – ADAM MENDENHALL**

Mr. Adam Mendenhall conveyed Ms. Monica Cantor, Ms. Collene Walter, Ms. Gladys DiGirolamo, and himself have been working on the ZAR process. The discussion is based on the feedback from the DRAC members as it relates to the DRO/ZAR processes.

In addition, a subcommittee will be formed between Staff and the DRAC members to identify what need to be corrected or improved for the Administrative Review (AR) process.

Mr MacGillis expanded on the Adam's overview by stating that with the new Administrative Review Section overseeing DRO and Admin Review that some of the thresholds adopted over the past three years warranted review. Hopefully, the Subcommittee Task Team can evaluate the full DRO and ZAR thresholds and update the Zoning PPM, which talks about what site elements are not needed to be shown on the Zoning Plan(s). AR/Zoning Director will update Code Revision Staff if a Code amendment is determined necessary, and whether the amendments could go under Round 2019-02, which will start in August.

Ms. Lauren McClellan did request for an opportunity to review the list of items and if possible to add "mobile walk-in cooler" to the list.

## **2. ENHANCEMENTS TO ePZB SCREEN FOR ONLINE SUBMITTAL – JON MACGILLIS**

Mr. Jon MacGillis indicated the first session for training was conducted on April 30, 2019 with the hopes of receiving feedback before the deadline of May 15, 2019.

Mr. Jon MacGillis reviewed some of the new highlights:

- New overall look
- Dashboard included
- All applications will be displayed At-A-Glance

Mr. Jon MacGillis requested the Agents who volunteered to help test the new screens to check for broken links, missing data, any critical columns that might be valuable to the user that is missing, etc. He requested that if you can send any feedback/questions directly to him by May 15, 2019, he will relay it to ISS. For those Agents submitting applications on the test environment, please email Mr. Adam Mendenhall so that he is aware to open the test dbase to review the submittal. Mr MacGillis, indicated if there are only minor suggested tweaks to the screens we anticipate moving them to production at the end of May.

A second training session on the eZINFO will be scheduled in early June for those that would like to attend.

## **3. 2019-01 ROUND – WENDY HERNANDEZ**

Ms. Wendy Hernandez provided an overview of the 2019-01 Round and stated if interested in viewing any of the amendment already approved by Land Development Regulation Board (LDRAB) vested the Zoning Code Revision Web Page under LDRAB Agendas. She also went over what is going to the May 22 LDRAB Meeting and stated it could be viewed on the Zoning Code Web Page on Wednesday May 15, 2019.

She also stated the Impact Fee Art 13 Ord was adopted last month by the BCC. She stated the ordinance would be loaded to the Zoning Web Page while staff formats the Code for distribution.

Mr. MacGillis stated that Zoning is in the process of hiring a consultant to work on a Study of medical uses, primarily sober homes, community residential homes, and reasonable accommodations.

## **4. 2019-02 ROUND – WENDY HERNANDEZ**

Ms. Wendy Hernandez provided updates for the 2019-02 Round. The deadline for Agencies to submit their amendments was last month. Staff will be processing the Initiation Amendment Round Memo for the BCC. The 2019-01 Round will be in April with adoption hearings in Dec 2019 and January 2020.

## **5. 2019 TASK LOG – JON MACGILLIS**

Mr. Jon MacGillis provided an update to the “2019 DRAC Task Log”, stating there is currently only one active task. Since the last DRAC Meeting, the Abandonment task has been updated in 2018 with the whereas clause added to the abandonment. Site Plans can be carried forward to DRO for the new approval.

Mr. Jon MacGillis added the eZINFO Enhancement Screens to the log sheet providing details on the enhancements to screens.

## **GENERAL ITEMS**

### **1. INTRODUCTION OF NEW ZONING STAFF – JON MACGILLIS**

Mr. Jon MacGillis had the new Zoning Staff introduce themselves to the DRAC Members.

## **2. COMMENTS FROM MEREDITH LEIGH/WILLIAM CROSS**

Ms. Meredith Leigh provided some comments on behalf of Mr. William Cross; as Mr. Cross was not able to attend the meeting.

- There will be 12 certified projects for the June Hearing. Several of these were added to the list by CD after coordination between Agent and Agency Staff, so a month in the review process was not lost.
- Coordination is going well and improvement has been noticed in Agency coordination with Agent to get application certified.
- Reminder, 12pm (noon) is the deadline for making appointments for resubmittals. For those “minor” resubmittals the timeframe for appointments is 8 – 10am.
- Reminder to please show up on time for your appointments. There have been the same individuals who have consistently shown up late, which then creates problems for the next appointment.

## **3. TOPICS FOR NEXT MEETING AUGUST 16, 2019 – GLADYS DIGIROLAMO**

### **• BONA FIDE AG – KEVIN MCGINLEY**

- Kevin asked for this item to be added to the next meeting to get clarification on how an applicant is supposed to clearly understand the FS, County internal PPM and code provisions. Mr. MacGillis stated that this is a big issues to address at DRAC and there might be other interested parties who might be interested in a separate meeting.
- Ms. Maryann Kwok, Deputy Director proposed a “workshop” involving the agents and Mr. Leonard Berger, Chief Assistant County Attorney to review the PPM and history.

### **• STAND ALONE VARIANCE – COLLENE WALTER**

(presented by Gladys DiGirolamo/Lauren McClellan)

- Inquired about the timeline going from four (4) months to five (5) months.

### **• PCN's – GLADYS DIGIROLAMO**

- Discuss options of having to update the PCN's on site plans as they change, and as it relates to the technical manual.

**ADJOURN AT 2:50 P.M.**