



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
August 16, 2019 @ 2 – 3 PM

**PZ&B – VISTA CENTER, 2300 NORTH JOG RD.,
WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)**

AGENDA

Member Items:

- 1. REVIEW MINUTES – GLADYS**
 - a. May 3rd 2019 Minutes (Attachment 1)
- 2. PPM ZO-O-029 (MODIFICATIONS TO APPROVED PLANS) UPDATE (Handout)**
 - a. Response to Site Plan updates related to PCN changes
- 3. ZONING PROCEDURE CHANGES – GLADYS**

Items consolidated under the Implementation of HB 7103 item below.

Staff Items:

- 4. REVIEW DRAC TASK LIST-OPEN TASKS (Attachment 2)**
- 5. ULDC AMENDMENTS Update – WENDY**
 - a. 2019-01 Round Adoption August 23, 2019
 - b. 2019-02 Round Adoption January 30, 2020 (**Attachment 3**)
- 6. IMPLEMENTATION OF HB 7103 – JON/BILL/MONICA**
 - a. Status of items discussed on 7/29 meeting with Industry (Handout)
 - b. Questions Submitted by DRAC members:
 - 1) Request to revise the 30 day sufficiency review period to a 21 day sufficiency review period. This would allow the agents a week to correct the insufficiency issues and resubmit for the following months intake, which would result in only a 30 day delay instead of the current 60 day delay.
 - 2) Confirm date when agent will receive sufficiency or insufficiency notice.
 - 3) Can agencies reviewing for sufficiency also provide agents with their lists of any certification issues that they see during their sufficiency review? And, can these issues be addressed with the insufficiency resubmission since the same agencies will be reviewing the application again?
 - 4) Comments Due Date noted on screen not correct.
 - 5) Agents notice that many comments are “pre” dated from when they are actually posted and visible to the agents.
 - 6) Can staff provide agents with the next 6 month submittal/resubmittal dates worksheets that were provided at the informational meeting for insufficient/DRO/PH processes into 2020 to further assist agents with learning the revised process?
 - 7) Request an additional “walk thru” on the revised insufficiency checklist since reviewing agencies will be in attendance at the DRAC meeting.
 - 8) Please clarify which documents / plans are required for specific applications. Example: Off the Board (OTB) DROE application. Agents no longer have “cover sheets” and are requesting confirmation of what is required to be submitted. It is our understanding that only docs that change are required to be submitted and the rest of the documents are simply moved forward (such as: deeds, consents, surveys, etc.). As these applications are going through sufficiency review, we think the Sufficiency checklist should also indicate what items are not applicable for the OTB DROE.
 - 9) Please add ZAR Reference number to the ZAR Comments Screen so agents can cross reference between Reference number and Application number.
 - 10) Please confirm which agencies will be in attendance at the next DRAC meeting.

- 11) Are Pre-application Conference Applications for Concurrent Review (with questions or without questions) going through the sufficiency review process? If so, what is the revised schedule for both requests?
- 12) Confirm how applications being processed under the “old” process will continue. At the informational meeting, it was indicated that any applications submitted under the “old” process (pre- July 7th) would continue via the old process rules and schedule. Several Agents have now been informed that the resubmittal dates are changing from the “old” dates to the “new” process even though the application is under the “old” process.
 - c. DRAFT Sufficiency List - Final review and Comments (Attachment 4)
 - b. Zoning Calendar of Key Dates for 2019-2020 (Hand out)
 - c. DRO meeting

General

7. TOPICS FOR NEXT MEETING 11-1-19 – GLADYS

8. ADJOURN

DRAFT



**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.

		Complete		Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
Calendar- Variance Deadlines	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	11-14-14 CLOSED Discussed with DRAC-2015 Calendar out and Wendy said implemented changes. 10-21-14 Dates reflected on 2015 Calendar. Discussed at August DRAC Meeting. 8-12-14 Wendy to discuss with DRAB on 8-15-14 some suggested changes to Type II Standalone Variances. 5-5-14 No changes - staff has not had time to discuss internally. 1/31/2014- to discuss again at DRAC meeting. Staff have issue with variance deadlines. Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013 Effective 1/1/2013	
Information on a Master Plan	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will address this matter. 10-31-14 Title 2 of Tech Manual has been modified to remove information we no longer require on the Master Plan. Hopefully, this will address this task. Updated Tech Manual tentatively scheduled for publishing Dec 2014. -12-14 Wendy and Maryann reviewed all the requests from Agents with regards to amount of detail being shown on Master Plan. Met with Joanne Keller and are recommending changes to Tech Manual to clarify what needs to be on Master Plan. Will review at the 8-15-14 DRAC Meeting 5-8-14 This is on hold until CD Staff is able to hire additional staff to complete task. 1-29-14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 8-13-13: task still pending; drafted modifications to the Technical Manual; 06-07-13 Wendy said she met in last month with several DRAC members to address their concerns with too much information on Master Plan. Working on draft to reflect changes agreed to and once done will send out to Committee for review. Then the Technical Manual will be update. 8-13-13 Subcommittee need to discuss Tech Manual changes. Staff to finalize the proposed changes prior to next DRAC meeting. 10-22-13: Wendy: Information on Master Plan-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.	
Architecture Review	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Closed	5/9/2014	Scott Mosolf	11-14-14 CLOSED-Monica gave overview of proposed 2014-02 ULDC code amendment going for adoption Jan 2015. 10-31-14 Arch Subcommittee convened and made recommendations for Code Amendment. ZC will review draft code language at Nov ZC Hearing. DRAC to review amendments at Nov 14 Meeting. LDRAB to review changes at Nov 12 Meeting. 8-12-14 BCC directed staff to convene a LDRAB Subcommittee to review the Arch Guidelines for submittal requirements. The first meeting of Subcommittee is September 10, 2014 from 1:30 to 3:00 at Vista Center	
Regulating Plan and Tech Manual Updates	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Closed	5/9/2014	Bradley Miller	11-14-14 CLOSED-Reviewed changes to Tech Manual and agreed this task has been addressed. Reviewed Tech Manual to be published Dec 2014. 10-31-14 Staff made significant changes to Title 2 to address this topic. Staff will review the changes at the Nov 14 DRAC Meeting for final input 8-12-14 At the DRAC Meeting on 8-15-14 Wendy will address the proposed changes staff are working on.	

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Subdivision Plan	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Closed	5/9/2014	Gladys DiGirolamo	11-14-14 CLOSED-Testing this new process and agreed to implement January 2014. 10-31-14 Wendy and Joanne to give update on TEST application they have been processing. 8-12-14 Jon met with Gladys to discuss her inquiry in more detail. We agreed that we could test a project with Zoning and Land Development to see if this could work. If we have no issues we can report back on possible implementation date.
ePZB Project History Screen	8-15-14 DRAC requested access to ePZB Project History Screen	Jon	Closed	2/15/2015	DRAC	06-20-15 CLOSED-Implement and released to Public 05-28-15 Implemented in Winter 2015 to public. Still working on other enhancements but that will be finalized till late 2015. 11-14-14 ISS gave DRAC a demo on new screen. DRAC did not suggest any changes. Screen needs to be signed off by PZB Management in Nov 2014 then ISS will finalize the screens. Expected Jan 2014 release to public. 10-31-14 ISS will give a demo on new screen they created under eZINFO for the public to view historical information for current and historical applications. DRAC will be provided opportunity to see screens and give input before moved to production. 8-21-14 ISS yes it can be done but would require programming and a priority. We can discuss at a future Zoning ePZB Meeting. 8-15-14 Can public access ePZB Project History on applications?
Subdivision Plan submitted with final Subdivision Plan for non-residential	11-14-14 Request to process Plat and Final Subdivision Plan concurrent.	Joanne K and Jon MacGillis	Closed	Processing	Jeff B	11-12-2015- CLOSED- This allows an Applicant to submit the subdivision plans at same time as off the board Master Plan, but follows the regular DRO time schedule. 8-13-15 Project was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the type 3 concurrent review process. 5-29-15 DRAC Meeting-discussed that GL Homes has application in process to truth the residential subdivision plan to the plat. Hopefully, this process will work and if no issues we can establish a date to implement fully in Summer 2015. 04-15-15 Agents and Staff have 3 projects we are processing to do final testing of new process for residential projects. Also, Maryann send modified Policy and Procedural Memo to DRAC in early 2015 for comments so updates can be finalized. 11-14-14 Jeff B raised issue of changing existing process by allowing applicant to submit for Plat and Final Subdivision at same time. Save time and reduce the amount of DRO Agency Amendments. Jon agreed in 2015 to setup meeting with Land Development and Zoning and DRAC Members to discuss merits of request.

**Development Review Advisory Committee (DRAC)
2018/2019 Tasks**

		Complete	Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Closed	1/28/2016	DRAC	02-01-16 2015-02 BCC adopted amendment to increase building by 50% provided complies with all other DRO thresholds. 11-12-2015- Pending code amendment review. 8-11-15 2015-02 Round-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Staff will bring DRAFT to August 21, 2015 DRAC Meeting 5-29-15 DRAC Meeting-request for update on next step. Lauren said staff will process ULDC code amendment for the 2015-02 ULDC Round of Amendments. She went over the adoption Hearings of January 2016. 4-14-15 Special DRAC meeting. Possibly in the 2015 Round-2 Amendments. Collene suggested that this should not apply to a single owner/single entity (not single user) such as a school which could be comprised of a multiple of uses affiliated with the school, and since it's under one campus, she thought that it is a reasonable request to amend the above language. She suggested items under Art. 2.D.1.G.1.a criteria should be revised to not apply to these sites as well changes to 2.D.1.G.1.b to allow additional square footage above the 5%/5,000 square feet. We did use other examples of CLF, places of worship where these facilities could be run under an organization. Additionally, Collene suggested the concept of a bubble plan for these plans and commercial plans similar to a Master Plan for a PUD.	
Review DRO Administrative Review what goes to Zoning vs. Agencies	5/29/2015	Alan/Jon	Closed	5/29/2015	Gladys DiGirolamo	11-12-2015 There are pending Code amendments related to recreation club house changes that can be processed through ZAR/ZZR review. 7-17-15 Special DRAC Meeting today. Alan gave presentation on the DRO Agency Review Process and identified reasons for delay in processing applications. Staff responded to questions about the review, fees, resubmittals, etc. Minutes will be posted on the Zoning Web Page under Press Release by end of July 2015. 5-29-15 Gladys requested meeting with DRAC members who want to attend, Alan and Wendy to discuss process to understand what has to go to full Zoning vs. Agency and or full DRO.	
Planning Condition on Workforce Housing	8/21/2015	Bryan Davis	Closed	8/21/2015	Colleen Walter	02-05-15 at DRAC Meeting today we discussed that Planning will get the Plat Book and Page Number on the WFH recordation and simply go into ePZB and close out the ePZB Condition and put the Book/Page in reason for closing condition. Since no one from Planning was at DRAC Jon sent email to Bryan as this being his direction 02-01-16 Need further clarification on issue from Collene in order to ensure we address this issue. 11-12-2015 Staff is reviewing request and coordinating with ISS.	
Design Guidelines	8/21/2015	Jon MacGillis	Closed	8/21/2015	Jon MacGillis	CLOSED: July adoption of round 2016-01 remove Design Guidelines from ULDC. 7-11-16: 2016-01 Removing Deign Standards and in 2016-02 Removing requirement for Regulation Plan, unless submitted as a BCC Condition. 05-06-16: Review final drafts ULDC & Tech Manual updates. 02-01-16 Design Guideline Task Team met once in 2015. Made some progress identifying what is in Code in terms of Regulating Plan vs Guidelines. Meeting 2 is scheduled for 2-3-16 to review other jurisdiction examples as well as a DRAFT Chapter for Design Guidelines in the Tech Manual. 11-12-2015 Staff is gathering information from the municipalitis for Jon to analyze, a second meeting has not been set up to date. 9-15-2015- Design Guidelines task team 1st meeting.	

		Complete		Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
DRO Concurrent Review Process Type II and Type III PPM ZO-O-041	Report on revisions to current PPM ZO-O-041 to clarify procedures for Concurrent Review application with and without PAC	Maryann/Wendy	Closed	5/29/2015	Gladys DiGirolamo	CLOSED 08-31-16 Provided Training 101 for the changes to the DRO Concurrent Review process. 7-11-16: Done-we need to go over the DRO Concurrent Review and PAC updates. 05-06-16: Review PPM with DRAC to get input; include Building, LD Staff in discussion. 02-02-16- (WH) 4 projects went through process; 1 concurrent went through smoothly; 3 stayed in the system longer than 6mths. There is a 5th project recently accepted in our system and we are testing it. 11-12-2015- Still under review. Projects staff have had in are all running differently and not concurrently. 7-12-15 Staff and DRAC Members have had several meetings to further refine process. Maryann and Wendy are updating the current PPM on this process and will provide a update at the DRAC August 21 Meeting.	
Administrative Review (ZAR/ZZR) DRO Online Submittal	9/13/2016	Alan/Jon	Closed	5/29/2015	Colleen Walter	2-8-17-New Online system implented and applicant using it. 9-13-16 Online application submittal process was available for applicant's use. Few minor changes but overall a good rollout. 7-11-16: Alan will give update on Task related on Online Submittal timeline (hopefully release in August) 05-06-16: ISS still reviews new ePZB screens. Zoning to update DRAC on timeline for release. 02-01-16 ISS still in final programming stage of the online submittal modules. Have had numerous meetings with staff to ensure key features are added to address both staff and industry requests. Expect to release for industry testing in April 2016. 11-12-2015- Currently in the programming stages with the ISS Division. Not finalized to date 8-12-15-ISS Staff to attend August 21 DRAC Meeting to provide members a demo on the new DRO Agency Review screens they are working on for Zoning. 5-29-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo.	
Regulation Plan - Remove requirement from ULDC- made it optional	Regulating Plan	Jon/ Bill	Closed	5/29/2016	Gladys DiGirolamo	2-27-17 Closed - Ord 2017-002 removes the requirement for Regulation Plan and makes it optional. 2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.	
Consent Forms	Authorization for each application	Jon/ Wendy	Closed	9/23/2016	Colleen Walter	3-7-17-County Attorney's office stated the forms have to be updated with each application we cannot use blank authorization. 9-23-16 Colleen asks if Consent Forms can be submitted as a blanket consent. PM says that it is only valid for the specific project or 1 year from signing. Staff will discuss.	
Certification comments-request code section in comment	Cited specific code section in each certification issue so clear for applicant on requirement	Wendy	Open	6/9/2017	Damian Brink	10/1/17 Staff PM's have been reminded to do this when preparing comments. Supervisors will monitor successful implementation. 9/1/17: Project Manages have been instructed to provide code sections in their comments. Monitor this to confirm compliance. We ask Agents to also site sections of code in their response when appropriate.	
Application Justification Statement	Provide example of what an acceptable Justification Statement would be.	Wendy	Open	6/9/2017	Kevin McGinley	10/1/17 - Provide DRAC members with handout what a good "Justification Statement" should include. Also, went over it at Oct. DRAC meeting. 9/1/17-Memo from Wendy included on DRAC Sept 15 Agenda with key points to include in a complete Justification Statement. 6/9/17-Request if staff can provide bullets on what are key components of an acceptable "Justification".	
Survey Comments	Survey adding a lot of comments to ePZB recently can they attend next DRAC Meeting?	Glenn Mark	Open	6/9/2017	Yeksy Schomberg	10/1/17: Discussed at Oct. LDRAB with Glenn Mark surveying. Addressed DRAC member question. Jan 2018 Zoning will require electronic signature for surveys. 9/1/17-Survey invited and confirmed attendance at Sept 15 DRAC Meeting. 6/9/17-Request Survey staff attend Sept DRAC Meeting to discuss number of DRO comments on applications and level of specificity	

**Development Review Advisory Committee (DRAC)
2018/2019 Tasks**

		Complete	Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
Abandonment	Process involved when the resolution is abandoned through the BCC, even though the "Use" has been abandoned.	Jon/Wendy	Closed	1/26/2017	Kevin McGinley	5/3/19: Zoning staff addressed in 2018 with new whereas clause in the Resolution on carry prior Site Plan forward to DRO. 1/26/17: When the resolution is abandoned through the BCC, even though the use has been abandoned; Wendy conveyed the Site Plan is abandoned with the resolution. Through discussion, it was determined there needs to be more research conducted and reviewed with Zoning Staff and code on how to make this process simpler. Bill said he heard Kevin's concerns and internally staff will be working to address it. At the next DRAC Meeting staff will have an update	
eZINFO Enhancement Screens for Staff, DRO Agents and DRO Agency Staff.	2019 enhancements done to: Online submittal screens, log in to eZINFO, created dashboard for Agents to see all apps in system, enhanced comment/condition screen and status of certification	Jon/Agents	Done	5/2/2019	Jon MacGillis	6/5/19 - Enhancements completed by Sanjeev and Lois. Training done by Donna on this day. Additional issues identified at the training session included: print comments letter, reference # in ZAR apps, show PM on comment screen and showing application by company. 5/3/19-Email from Jon to key DRAC Members who volunteered to do testing of enhanced screens they have until May 15 to provide input. 5/2/19 Training session 101 with Staff and Interested Parties to unveil enhancements to screens. Some of enhancements requested by DRAC Members others identified by Zoning staff to address ongoing input by Interested Parties.	
Bonafide Ag Application	- Right to Farm Bonafide Ag-if classification is granted but the Zoning review process requires a DRO or Cond Use-does that exempt you from review process. - Apply for a building permit but do not have the Ag Exemption from Tax Collector Office how do you proceed.	Jon/Kevin	Open	5/3/2019	Kevin McGinley	8/12/19: Phone conversation between Kevin and Monica to indicate that staff did not receive the list of questions pertaining to this topic. Followed up with an e-mail on the same date. He is OK removing the item from this agenda. He is getting more familiar with the Agricultural exemptions and requirements which may end up having questions for the County attorney to respond if necessary. 5/3/19: Follow-up from Jon to Kevin email sent suggesting a separate meeting to address this issue. Jon requested from Kevin bullet points on his need for direction and follow-up with Kevin accordingly.	
Type II - Stand Alone Variance	Timeline is now 5 months	Monica/Adam	Open	5/3/2019	Collene Walter	5/3/19 Gladys and Lauren presented the comment from Collen to Zoning Staff during DRAC meeting.	
PCN on Site Plan	Is it still needed on the S	Monica/Adam	Open	5/3/2019	Gladys DiGirolamo	5/3/19: Is the PCN still needed on the Site Plan when there are still a lot of changes and issues.	



MEMORANDUM

TO: Mack Bernard, Mayor, and Members of the Board of County Commissioners
FROM: Jon MacGillis, ASLA, Zoning Director JPM
DATE: August 8, 2019
RE: Initiation of Unified Land Development Code (ULDC) Amendment Round 2019-02

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 solicit feedback from the Board of County Commissioners (BCC) on the scheduling of ULDC amendments that have been prioritized for inclusion in Round 2019-02.

This memo will be presented at the August 22, 2019 BCC Zoning Hearing for discussion under "ULDC Amendments". In addition, Staff has scheduled briefings with each Commissioner in advance of the Hearing to discuss the proposed amendments.

If you should have any questions or require additional information, please contact me at (561) 233-5234.

JM/wh

Attachment 1 - Initiation of ULDC Amendment Round 2019-02

C: Digital Copy: Amendment Round 2019-02

Email Copy:
Verdenia C. Baker, County Administrator
Patrick W. Rutter, Assistant County Administrator
Ramsay J. Bulkeley, PZ&B Executive Director
Wes Blackman, Chair and Members of the LDRAB
Robert Banks, Chief Land Use County Attorney
Scott A. Stone, Assistant County Attorney I
Patricia Behn, Planning Director
Maryann Kwok, AICP, Deputy Director, Zoning
Wendy Hernandez, Principal Site Planner
Zoning Division Staff

Palm Beach County Board of County Commissioners

Mack Bernar Mayor
Dave Kerner, Vice Mayor
Hal R. Valeche
Gregg K. Weiss
Robert S. Weinroth
Mary Lou Berger
Melissa McKinlay,

County Administrator

Ver enia C. Baker

"An Equal Opportunity Affirmative Action Employer"

Official Electronic Letterhea

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 201 -
 (Updated 08/08/2019)

Summary of Key Meetings	
Land Development Regulation Advisory Board (LDRAB) Meetings:	BCC Zoning Hearings:
<ul style="list-style-type: none"> • July 24, 2019 • August 28, 2019 • September 25, 2019 [Land Development Regulation Commission (LDRC)] • October 23, 2019 [Land Development Regulation Commission (LDRC)] 	<ul style="list-style-type: none"> • November 26, 2019: Request for Permission to Advertise • December 18, 2019: 1st Reading • January 30, 2020, Final Adoption

Article 1 General Provisions		
2.F Nonconformities	Zoning	<ul style="list-style-type: none"> • Identify a minimum percentage that allows mostly non-residential properties to deviate from property development regulations without becoming non-conforming.
Article 2 Application Processes and Procedures		
2.A General 2.B Public Hearing 2.C Administrative Processes	Z	<ul style="list-style-type: none"> • Codification of HB 2019-7103, legislature to modify timeline for the review of Development Orders • Modifications to Site Plan requirements for Zoning Applications with a Small Scale Amendment • To review the requirements for administrative modifications for uses that are “Single Entities” • To review the current DRO and ZAR standards and thresholds for process review
2.D ULDC Privately initiated amendment (PIA)	Z	<ul style="list-style-type: none"> • Establish a limited number of month in which a PIA application can remain in the system without any progress • Modify the Standards for review of a PIA;
2.E Monitoring	Pla	<ul style="list-style-type: none"> • Modify the entire Chapter to be consistent with the Statutes, Plan and implementation practices.
2.H FLU Plan Amendment	Pla	<ul style="list-style-type: none"> • Modify requirements for Planning Commission attendance, and sign posting and courtesy notifications for County Initiated amendments to future land use map; • Modify the requirements for Historic Resource Board attendance
Article 3, Overlays and Zoning Districts		
3.B Overlays	Westgate CRA	<ul style="list-style-type: none"> • Modify residential housing PDR’s within the Overlay • Modify requirements for Special Events within the Overlay • Modify the requirement for a letter from the WCRA for ZAR applications
3.B Overlays	Zoning/ Planning	<ul style="list-style-type: none"> • Modify requirements of the URA to streamline and clarify the property development regulations and supplemental standards.
3.D Property Development Regulations	Z	<ul style="list-style-type: none"> • Modify PDR’s and supplemental standards Zero Lot line homes and codify PPM’s. • Modify Building coverage for residential housing • Modify PDR’s for parcels with the RR-2.5 FLU and AR Zoning • Codification of Planning ORD 2018-031 for Residential and Agricultural uses in residential FLU, DRs for Residential Districts and AR Zoning. • Modify FLU/Zoning Consistency Chart for CRE Zoning with RR-10 FLU

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2019-02
(Updated 08/08/2019)

3.E Planned Development Districts		
	Z	<ul style="list-style-type: none"> • Modify the measurement of setbacks for Multifamily structures
Article 4 Use Regulations		
4.B Use Classification- Congregate Living with the CLR FLU:	Zoning	<ul style="list-style-type: none"> • Clarify the process and supplement standards for a CLF within the AGR and MUPD Zoning Districts with an AGR/CLR FLU • Codify Privately Initiated Text Amendment (Plan) for Poet’s Walk (if approved)
4.B Use Classification	Z	<ul style="list-style-type: none"> • Coordinate with Planning and Engineering Staff supplement use standards requiring uses to be located on, fronting on and/or access to an Arterial/Collector Road. • Codify Planning ORD 2015-017 allowing light industrial uses within the CH FLU (Manufacturing, Warehouse, etc) • Review and revise requirement for CLF distance from Fire Rescue (5 mile radii vs 5 road miles)
4.B Use Classification	Pla	<ul style="list-style-type: none"> • Revise language in Article related to future land use and zoning consistency in the Glades Tier in order to implement the text amendment to the Comprehensive Plan.
Article. 5, Supplementary Standards		
5.D. Parks and Recreation Rules and Recreation Standards-	Parks and Rec	<ul style="list-style-type: none"> • Modify dimensional requirements for minimum park property development regulations, credits and exceptions
Article 6, Parking and Loading		
6.A Parking; 6.B Loading Standards (Phase 2)	Zoning/ Land Development / Code Enforcement	<ul style="list-style-type: none"> • Identify and Modify parking requirements for uses to respond to industry trends and current engineering studies as well as the process and procedures to reduce parking through a Parking Demand Study and Shared parking Agreement; • Identify and modify the regulations for commercial vehicles located within Residential Zoning Districts for Residential uses.
Article 7 Landscaping		
7.A-G	Zoning	<ul style="list-style-type: none"> • Codify PPM ZO-O-061 which address the legal removal of trees, and the penalties and process for illegally removed trees or damage caused to trees • Codify HB 2019-1159 regarding the prohibitions on permitting, mitigation of landscaping for residential properties
Article 11, Subdivision, Platting, and Required Improvements		
11.A General Requirements	Zoning/Land Development	<ul style="list-style-type: none"> • Clarifying the Application of the Subdivision requirements with the requirements of Article 2.
Article 12 Traffic Performance Standards		
12.B Standard	Planning	<ul style="list-style-type: none"> • Codify Planning ORD 2017-023 and ORD-2009-030
Other		
2019 Comprehensive Plan Text Amendments	Z Pla	Proposed 2019 Comprehensive Plan amendments may need the ULDC to be amended to address policies oriented to promote urban agriculture in the County where feasible.

**PBC ZONING DIVISION
PUBLIC HEARING AND FULL DRO APPLICATIONS ATTACHMENT 4
SUFFICIENCY CHECKLIST**

[August 1, 2019]

All required application forms, plans and related documents (Documents) submitted to the Zoning Division, are reviewed by the Project Manager (PM) for sufficiency. The assigned PM shall utilize the Reasons for Insufficiency (listed below) to determine whether or not an application is sufficient.

1. **An Insufficient application shall not be accepted and an Insufficiency Letter will be sent to the Applicant/Agent by Staff identifying the required corrections.**
2. **The Applicant/Agent shall resubmit only those missing or revised documents that were identified by Staff in the Insufficiency Letter.**
3. **The Resubmittal dates are shown on the Annual Zoning Calendar.**
4. **The first two Resubmittals are free. Additional fees will be charged on the third and subsequent resubmittal. Time extension for insufficient applications are applicable as contained in Art. 2.B.2.B.4 and Art. 2.C.2.B.4.**

REASONS FOR INSUFFICIENCY				
ZONING				
Sufficient?		Item #	Project Manager: Contact Phone Number:	Clarification/Comment
No	Yes			
A. Any one of the following items shall result in an application being deemed insufficient; AND/OR listed in B.				
[Green]	[Grey]	1	Failure to meet with Staff for a Pre-Application Conference (PAC) or Pre-Application Appointment (PAA) before submitting an application that required a PAC or PAA [Article 2.A.5]	Unless addressed in a separate meeting and agreed upon by both parties that this meeting would suffice; or, due to scheduling conflicts that Zoning Director confirms a meeting cannot be arranged in time for the applicants submittal schedule.
[Green]	[Grey]	2	Missing, incomplete or inconsistent Information on the Documents: Forms, Plans, Justification Statement and/or supporting documents	Missing required forms consistent with the application request(s) [Application checklist and naming guide]
[Green]	[Grey]	3	Forms and Plans are not legible	
[Green]	[Grey]	4	Missing request or incorrect requests based on the submitted Documents	Incorrect requests that are not in compliance with Article 4, Use Regulations. (e.g. approval process inconsistent with the Use Matrix, exceeds the BCC/DRO Threshold or a prohibited use.)
[Green]	[Grey]	5	Missing Frontage and access as required in specific sections of Art. 3 and 4.	
[Green]	[Grey]	6	Shared parking must have Traffic sign off before submittal	
[Green]	[Grey]	7	Missing Consent	
[Green]	[Grey]	8	Missing Disclosure Forms (PH approvals only)	
[Green]	[Grey]	9	Fees not consistent with the # of request(s).	
B. Five or more of the items below results in an application being deemed insufficient:				
[Green]	[Grey]		Missing or incorrect Property Control Number(s) (PCN)	
[Green]	[Grey]		Incorrect or Inconsistent Square Footage (Related to building or overall site)	
[Green]	[Grey]		Wrong FLU and/or Zoning or the two are inconsistent throughout documents submitted	
[Green]	[Grey]		Minimum buffer widths not identified	
[Green]	[Grey]		Surrounding properties or structures within 100 feet of subject site not identified	
[Green]	[Grey]		Uses and accessory uses not identified, are not correct or incomplete	
[Green]	[Grey]		Dimensions and/or acreage on Survey and Site Plan do not match	
[Green]	[Grey]		Status of all previous Conditions of Approval and/or compliance with time and events not addressed	Mark Conditions as Completed, Ongoing, etc.
LAND DEVELOPMENT				
Sufficient?		Item #	Project Manager: Contact Phone Number:	
No	Yes			
[Green]	[Grey]	1	Drainage statement missing or not electronically signed and sealed.	
[Green]	[Grey]	2	Self-signed drainage statement does not have a valid signature report.	
[Green]	[Grey]	3	Point of legal positive outfall and drainage basin in drainage statement not identified.	
[Green]	[Grey]	4	Peak hour turning movements and ADT for existing and proposed driveways (for subdivision plans at the proposed right of way intersections) not shown.	
[Green]	[Grey]	5	Dimensions missing:	
[Green]	[Grey]		<ul style="list-style-type: none"> • From centerline of right-of-way to property line 	
[Green]	[Grey]		<ul style="list-style-type: none"> • Driveway width, throat, radius returns 	
[Green]	[Grey]		<ul style="list-style-type: none"> • Property line (bearings and distances) 	
[Green]	[Grey]		<ul style="list-style-type: none"> • Centerline geometrics (subdivision plan only) 	

**PBC ZONING DIVISION
PUBLIC HEARING AND FULL DRO APPLICATIONS
SUFFICIENCY CHECKLIST
[August 1, 2019]**

PLANNING			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Proposed square footage or density exceeds maximums allowed by the Comprehensive Plan (and there is no FLUA amendment)
		2	Incorrect or inconsistent density/intensity as it relates to existing and proposed building square footage or overall site and as summarized in Justification Statement or application materials.
		3	WHP Letter of Determination from the Planning Division missing
		4	Prior Land Use Ordinance's with conditions and applicable plans missing.
		5	Completed TDR forms with accurate number of TDR's and corresponding pricing missing or blank.
SURVEY			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Survey not electronically signed and sealed [Technical Manual, Title 1 –Application Checklist].
		2	Survey and/or Title more than 12 months old.
		3	Survey not abstracted or not submitted.
TRAFFIC			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Traffic Statement/Study missing or not electronically signed and sealed per Rule 61G15-23.003 F.A.C. [Technical Manual, Title 1 – Application Checklist]
AIRPORTS			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Per Article 16.B.1.C.1, any penetration of the surface of Zone 1; any structure greater than 200 feet in height in Zone 2; and/or, any construction or alteration of a height greater than an imaginary surface extending outward and upward for a distance of 20,000 feet from the reference point of any terminal navigational aid facility up to a height of 200 feet above ground level shall submit the results of the FAA's Notice Criteria Tool as required per Article 16.B.1.H. Airspace Height Review prior to a determination of sufficiency.
COUNTY ATTORNEY			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Missing, incomplete, improperly signed and notarized, or illegible Warranty Deed
ENVIRONMENTAL RESOURCE MANAGEMENT (ERM)			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Vegetation Survey missing; if property supports existing native vegetation [Art. 7.E.1-3, Existing Native Vegetation] [Relates to response in Section 8 of the General Application form]
HEALTH DEPARTMENT			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	Missing a letter related to Dust Control from the Health Department (if new construction is proposed)
		2	Missing a letter from Utilities Staff to the Health Department stating how far away water and wastewater services are located
		3	The applicant did not have a Pre-application Meeting with Child Care Staff (For Day Care uses only)
PARKS AND RECREATION			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	The Justification Statement does not address recreation (if applicable)
PROPERTY AND REAL ESTATE MANAGEMENT (PREM)			
Sufficient?		Item #	
No	Yes		
			Project Manager: Contact Phone Number:
		1	PUD has 2% Civic: 1) Required and shown on the Plan(s); 2) Not required (State reasons); or 3) Already Provided (State reasons) in Justification Statement