



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE JANUARY 23, 2009 SUBCOMMITTEE MEETING**

PREPARED BY EILEEN PLATTS

On Friday, January 23, 2009 at 2:00 p.m. the DROOC Subcommittee met in the Second Floor Conference Room (VC-2E-12), at 2300 North Jog Road, West Palm Beach, Florida.

Attendance:

Chairperson Collene Walter called the meeting to order at 2:09 p.m.

Members Present

Collene Walter, Chair – UDKS
Jan Polson – Cotleur & Hearing
Bradley Miller – MLPC
Kevin McGinley – Land Research Mgmt.
Jeff Brophy – LDS
Scott Mosolf – UDKS
Pat Lentini – Gentile, Holloway, et al.

Members Present – 7

County Staff Present:

Jon MacGillis (Zoning)
Maryann Kwok (Zoning)
Alan Seaman (Zoning)
Eileen Platts (Zoning)
Wendy Hernandez (Zoning)
Joanne Koerner (Land Development)
Ron Sullivan (Zoning)
Autumn Sorrow (Zoning)
DG McGuire (Zoning)

Members Absent

Ron Last – Last Devenport
Beril Kruger – Beril Kruger P&Z Consult.
Chris Roog – GCBA
Julian Bryan – Julian Bryan & Assoc.
Jon Schmidt – Jon Schmidt & Assoc.
Grace Turner – Miller Legg
Wendy Tuma – UDKS
Gladys DiGirolamo – GL Homes

Members Absent - 8

Motion to Adopt Agenda

Collene Walter, Chairperson, asked if there was a motion to adopt the Agenda. The motion passed unanimously (7-0).

A) REVIEW OF SEPTEMBER 26, 2008 MINUTES (ATTACHMENT A)

Collene Walter then addressed the Minutes from the 9/26/08 meeting. The minutes were adopted with no changes needed.

B) DRO ATTENDANCE BY AGENTS – DO WE AGREE THAT WE DO NOT WANT APPLICANTS ON AGENDA UNLESS IT IS A WORKSHOP ITEM OR PH CERTIFICATION

Collene Walter stated the question of whether or not agents have to attend the DRO meeting as the application moves forward. Jon MacGillis explained that with the ePZB comments/conditions online now, staff knows when agents look at the conditions for the first time and that starts the 6 month window for agents to ask for an extension. There is no reason for agents to go to the first DRO meeting unless they want to workshop their project or feel that the project will be certified at that meeting. If you are on the consent Agenda and want to come to the meeting you are more than welcome. The Agent has to request to be on the Agenda, please specify whether it is for certification or a workshop item. Agents do not have to go to the meeting for certification but being there would put more emphasis on the agencies if they have outstanding issues.

There was a consensus among members that you do not need to attend meeting unless you want to.

C) REVIEW OF NEW PROCESSES AND APPLICATION OF FEE SCHEDULE

Jon MacGillis explained that this item was to inquire if members had any issues with the new fees and changes to processes. Maryann Kwok stated that we do not have any "new" processes but there are a few name changes in the special permit process. Alan Seaman noted a few of the changes.

Jon MacGillis stated that the new fee schedule ordinance is located on the Zoning web site under News Releases. There is also a simplified version of the fee schedule for everyone to use. Kevin McGinley asked when zoning would be taking credit cards. Jon MacGillis stated that he knows that ITS is working on credit card use and it will be at least a year before it is ready to be implemented. Agents will have to pay the credit card surcharge of 3%.

Alan Seaman explained that if agents are requesting a regular zoning confirmation letter the cost is \$35.00, if there it requires less than 5 hours of research the cost is \$175.00 and if it requires more than 5 hours of research the cost is \$175.00 plus \$35.00 each additional hour.

D) EARLY SUBMITTAL OFF THE BCC – IF ON ZC CONSENT YOU CAN SUBMIT A MONTH EARLY AND CLARIFY DRO ADMIN REVIEW FOR ALAN’S PROCESS

Collene Walter noted that a Policy Memo has been issued by the Zoning Director in November 2008. Early submittal will be effective February 1, 2009. If there are no existing problems and you submit early it cuts out 2 months from the review process. If applicant has minor site plan changes there is Alan's process for DRO Zoning Review.

There is also a policy now that if you do not show phase lines on the site plan at the time of the initial final site plan approval that you cannot add them through the agency review. Both Jon MacGillis and Maryann Kwok explained that if you want to put phase lines on site plan you are responsible for review application/resolution and drafting letter to Zoning Director.

E & F) REGULATING PLAN – ULDC AMENDMENT IN 2009-01 & UPDATE ON URA – INFILL CODE ADOPTION SCHEDULE

Maryann Kwok explained that the concept for this proposed code amendment in 2009. Certain details on the regulating plan provided at Final DRO will be more detailed while at the BCC more general. As of now you have to show everything on the Regulating Plan until the revision gets adopted at the 2009 Amendment Round.

Jon MacGillis brought up staff is to review the DRAFT URA and will schedule a meeting with DROOC planning review prior to LDRAB.

G) OPEN DISCUSSION

Jon MacGillis mentioned that he met with Commissioner Koons and that he stated he would like a memo on the status of improvements to DRO Review Process. Jeff Brophy and Collene Walter offered to meet with Commissioner Koons to update him in person.

Alan Seaman mentioned that he is working with Jeff Brophy on allowing amendments to site plans be done electronically and locking them to only specific changes. Agents will be able to change them with auto cad from their laptop when they come in for changes. There will still be the options of changing the site plan by hand for the agents who do not use auto cad.

Bradley Miller stated that he and other agents have been having trouble at the public hearing level request of public notification. Dodi Glas agreed and stated if current notice requests don't work we need to amend code. Applications are getting delayed because of residents from properties further than the required 500' complain at the BCC at the last minute.

H) ELECT NEW CHAIR AND VICE CHAIR

Jeff Brophy was nominated and elected as Chairperson and Scott Mosolf was nominated and elected as Vice Chair.

I) MEMBERSHIP OF DROOC – REVIEW OF CURRENT MEMBERS AND NOMINATIONS FOR NEW MEMBERS

Bill Whiteford suggests that a memo be sent out every December asking the DROOC members if they wish to remain as DROOC Members. Collene Walter requested staff to confirm that all current

members still want to be on the committee. The DROOC members agreed to have Bill Whiteford be a member of the DROOC subcommittee.

J) ADJOURNMENT

The next DROOC meeting is on April 24, 2009 from 2:00-4:00 p.m.

The meeting was adjourned at 3:35 p.m.