



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE MAY 13, 2011 SUBCOMMITTEE MEETING
Place: 2300 N. Jog Road, Vista Center
Conference Room (VC-2E-12)
Time: 2:00 to 3:15 p.m.**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 2:07 p.m.

Members Present – 10

Jeff Brophy – LDS – Chairman
Scott Mosolf – UDKS – Vice Chair
Collene Walter – UDKS
Chris Roog – GCBA
Bill Whiteford – Team Plan Inc.
Gladys DiGirolamo – GL Homes
Jon Schmidt – Jon Schmidt & Assoc.
Chris Barry – Jon Schmidt & Assoc.
Kevin McGinley – Land Research Mgmt.
Pat Lentini - GHO

Members Absent – 2

Jan Polson-Cotleur & Hearing
Bradley Miller-MLPC

Zoning Staff Present:

Jon MacGillis (JM) – Zoning Director
Maryann Kwok (MMK) – Chief Planner, Zoning Division
Wendy Hernandez (WH) – Zoning Manager, Community Development Review (CDR) Section
Carrie Rechenmacher – Senior Site Planner, CDR
Autumn Sorrow – Senior Site Planner, CDR
Robin Parker – Secretary, Administration
William Cross (WC) – Principal Site Planner, Code
Alan Seaman (AS) – Principal Site Planner-Adm Review
Jan Wiegand (JW) – Senior Planner
Lauren Benjamin, Planner I
Donna Adelsperger, Planner I
Anne Perry-LWDD
Nicole Smith-LWDD

A. REVIEW OF FEBRUARY 11, 2011 MINUTES – (EXHIBIT - A)

Jeff Brophy asked if anyone had any amendments on the December 10, 2010 Minutes. Collene Walter requested a modification on Page 2 to be clear the request to modify the General Zoning

Application was for the Community Groups not the Overlays. Staff indicated we could make this change and this request to modify the General Application was completed.

B. EPZB CUT OFF TIMES – WENDY

Jeff stated he received concerns that certain agencies were not signing off in ePZB on comments and conditions and this was delaying applications. Wendy explained that at the May 11, 2011 DRO Meeting she reviewed this concern with the DRO Agencies and requested their assistance in signing off in ePZB within established deadlines. Also, she gave them an overview of how to globally sign off on applications on Agenda if they have no issues. In addition, she is doing a memo to the DRO Agencies and copy Directors to remind them of the importance of following established protocol. Carrie R. further explained that some Agencies have no backup person to sign off when they are unavailable or on vacation. So, hopefully each DRO Agency will designate a backup person for this task. Will keep everyone posted if there are any new issues on this topic at next meeting.

C. SIGN POSTING – WENDY

Chris Barry explained that there are some issues with the posting of the yellow boards for public hearing. He asked if we really need these signs, seems to be a lot of effort for both staff and agent to fill them out and post them. Often they are blown down prior to hearing. Jon MacGillis explained that a couple of years ago we had a Commissioner request to look at making the signs larger so they could be read from the street. After considerable research of other municipalities, we did minor changes to the format of text on our boards. Jon said the community relies on these boards to identify uses going to public hearings. Chris Roog asked are they really necessary? Kevin M said no issue with them since they are required. All agreed no further action is necessary on this matter.

D. GeoNav -Jeff/Jon

Jeff explained that the private sector recently identified to Jon they were having issues using GeoNav and he saw emails between Jon M, Bradley Miller and ITS to resolve these issues. Jon explained he relayed this information to ITS staff and they were working with Bradley Miller to resolve. Apparently, it has to do with the type of browser your office is using. Should be using Explorer in order to reduce compatibility issues.

E. ADMINISTRATIVE PROCESS-DOR -AGENCY REVIEW-Jeff/Alan

Jeff explained that he had received concerns that certain Agencies were not responding in a timely manner to application in the DRO-Agency Review process. Alan Seaman explained that Land Development had experience some turn over in staff recently which has delayed their review on some applications. However, Maureen Barber was recently promoted to fill a vacant position so hopefully this will improve the response time from Land Development. Alan will continue to monitor the process and ensure that Agencies are aware of importance of putting comments in ePZB and signing off in a timely manner. Alan requested if there are any issues that they be directed to him to address. Jeff asked if dates could be added to the ULDC so it is clear on the response time. Chris Barry asked if there is a Concurrency Provider List that can be made available to the public. Staff indicated yes and we would post it to the Zoning Web Page, if it is not currently there. Jon MacGillis indicated he would speak to Joanne Koerner to ensure deadlines are complied with by staff.

F. ELECTRONIC PLAN AMENDMENT PROCESS UPDATE -Alan

Alan Seaman provided an update on the successful implementation of the electronic plan review process. Several Agents have been using the process and helping staff work out any issues. Alan requested that if there are any issues they be addressed to him to handle.

G. WEST BOYNTON COMMUNITY PLAN BOUNDARIES-MARYANN

Maryann explained that the Zoning Division was requested by the Planning Division to review the amendments to the West Boynton Community Design Guidelines and the changes to COBWRA boundaries. She explained the Guidelines were being expanded to apply to more property than originally intended to cover. Staff will be meeting with COBWRA to go over Zoning Staff's comments on the Amended Guidelines in the next couple of weeks. Collene explained that the original Boynton Beach Guidelines were only to apply to the 5 properties along the corridor. Jeff was concerned with the new boundaries of COBWRA and what it would cover, would it extend over existing Overlays? Collene asked if the boundary changes were discussed at the BCC? Wendy H indicated they are currently under review by BCC and will be discussed at public hearing in next week or so and to get the date contact Planning Division. Bill Whiteford stated he was concerned with the expansion of levels of review. He also stated that Planning should slow down the EAR process until we get clear direction what new State laws will mean. Collene expressed concern that she is seeing DRO Certification issues from both Planning and Zoning relative to the Neighborhood Plans, requiring Applicant to get letter of support prior to be certified. There is no Comp Plan or ULDC requirement for this. Wendy H said the letter helps staff address the criteria in the Staff Report relative to Neighborhood Plan.

H. URA UPDATE – BILL CROSS

Jeff requested Bill to provide an update on the status of the URA Code Amendments. Bill explained that the amendments were necessary to comply with the Comp Plan Amendments the BCC directed the Planning Division to process. Bill thanked the DROOC Members who participated on the URA LDRAB Subcommittee. He further explained that there were significant changes to the code language especially with respect to removing the Specialize District and using existing processes. The introduction of Type I and Type II Waivers as well as an expansion to the uses in the Use Matrix. Non-Conformities were referred back to the Article 1. There was a request by Subcommittee to amend the Landscape Compatibility buffer wall from 8 to 6 feet. Jeff gave Bill C credit with coordinating the concerns of Agents and Industry. Industry still has issues with the URA, however the ULDC amendment will definitely help. Chris Barry stated that in eZINFO not all the prior approvals are showing up. Wendy H said this is a technical issues with how Control Number for URA rezoning were done. Staff will investigate this issue.

I. UPCOMING LDARAB SUBCOMMITTEE-BILL

Bill explained that he is establishing two LDRAB Subcommittees for 2011-02 Round and looking for volunteers from DROOC. In 2010 staff was going to work on Green Markets, Farmer Markets and Produce Stands but had to postpone amendments due to other priorities. BCC gave staff direction to work on Produce Stands to look at providing for limited retail. Also staff will be looking at the Use Matrix Tables. Will look at each use, definition, review process and possibility consolidating Use Matrix in one Article. Collene asked if the blank cell in Use Matrix can be fixed so clear to User to look at Supplemental Standards.

J. APPLICATIONS FEES-WENDY

Wendy requested that Agents must pay fees on same day they submit application. We have had issues recently with Agents not paying fees then asking for a withdrawal months into process. Must pay fees on same day or staff will request Agent to come and pick up application. Jeff asked is staff can look at how fees are assigned to applications with multiple requests. He had a recent application with \$25,000 in fees. Property owners are not moving forward with projects because fees are too high. Jon explained that we just updated the Fee Schedule to reflect cost of staff to process applications. No new fees being processed at this time even though some new processes are missing fees. Staff will investigate Jeff's request and report back to DROOC.

|

K. OPEN DISCUSSION/NEXT MEETING

Wendy H went over the DROOC Open tasks and gave update. She said the EAC Fees is closed since this has been addressed by staff looking at how to apply fees. Also the Abandonment Process has been closed since new PPM was approved explaining the process. The General Application has been modified to remove Community Groups as requested by DROOC so this task is also closed.

Brown Bag-our next meeting in August-Jeff asked to ensure all DRO Agencies are in attendance.

L. ADJOURNMENT

The meeting adjourned at 3:15 pm.

<http://pbcportal.pbcgov.org/PZB/zoning/SharedDocsAdministration/DROOC Meetings/05-13-11 DROOC Minutes.docx>

DRAFT