



## **DEVELOPMENT REVIEW OFFICER (DRO) FORUM**

### **MINUTES OF THE SEPTEMBER 2, 2011 MEETING**

**PREPARED BY WENDY HERNANDEZ, BARBARA PINKSTON- NAU, JAN WIEGAND AND MARYANN KWOK**

On Friday, September 2, 2011, at 10:00 a.m. the DRO Forum began in the Ken Rodger's Memorial Chamber (VC-1W-47), at 2300 North Jog Road, West Palm Beach, Florida.

Jeff Brophy, Chair, opened the meeting by thanking those in attendance for coming and gave a brief overview and recognized the dedication of the DROOC Members as well as staff who meet on a regular basis to identify issues/solutions. He stated that the Committee had completed many tasks ranging from electronic amendments/submittals; Code changes such as URA and Alternative Wind Energy; and, participation of some of the DROOC members on the Land Development Review Advisory Board (LDRAB) that have significantly improved the overall DRO review process. He turned to Zoning Staff to give an update on improvements made to each Section.

#### **B. Overview of 2010-11 Accomplishments and Tasks**

Wendy Hernandez started the discussion on the Overview of 2010-11 Accomplishments and Tasks from August 2010 to August 2011.

##### **Pre-submittal Checklist- October 2010**

Wendy mentioned that there is an established Pre-submittal form and that staff uses the form (taking notes) during meetings and sends agents/applicants a copy of the notes as a follow up.

##### **Insufficiency Checklist – October 2010**

Wendy indicated that the Checklist allows staff to provide a list specifying to the agents/applicants those items that are incorrect/missing from the application(s). The rule of thumb is if there are 5 items missing from the submittal list of the Technical Manual, then the application will be deemed insufficient. Wendy encouraged agents/applicants to double check their applications prior to submittal.

##### **Small Scale LU Amendment Pre-submittal and Intake- December 2010**

Wendy mentioned that Zoning and Planning have been coordinating regular meetings to discuss concurrent Small Scale and Large Scale Land Use amendment application. This communication allows staff to “catch” things upfront, and then inform the agents/applicants at the earliest opportunity.

##### **Abandonment PPM - January 2011**

Wendy explained that the Zoning Division has issued a Policy and Procedure Memorandum (PPM) to clarify the Development Order Abandonment process. This PPM is listed on the Zoning Division Website.

##### **Technical Manual Update- February 2011**

Wendy explained that the Technical Manual has been updated again (usually following each Code Amendment, last update was based on Round 2010-01 and 02 amendments).

She also mentioned that the link for templates has been established, and agents/applicants could easily download the plan templates. She also said there will be further updated based on the Round 2011 amendments.

#### **Phased Use PPM – March 2011**

Wendy stated that the Phased Use PPM for multiple uses has been created.

#### **Electronic Plan Amendment Process (EPAP) – March 2011**

Jan Wiegand stated that the e-plan/EPAP is a new process that allows applicants to make Administrative modifications to plans electronically and to submit the requests by email to the Zoning Division Administrative Review Section (Aaron and Lauren). She also stated that this process replaces the traditional hand drafting process of amending site plans and can be completed without visiting the Zoning Division. Jan mentioned the benefits of the process which: expedites Zoning staffs' review time; allows the retrieval of documents quickly through the Internet; provides for faster distribution to other review agencies; and reduces the use of paper, in support of the Zoning Division's on-going objective to go paperless or "go green".

Jan also mentioned that the Zoning Division is working towards the ability for applicants applying for Administrative Amendment Approval to submit and pay on-line.

#### **Electronic Plans for CD Section – March 2011**

Wendy Hernandez mentioned that the next stage is to implement the electronic submittal process for the Community Development Section. Wendy said that there are no more mylars required for the Off-The-Board/DRO final approval applications. She said all the plans are now being saved in the **.DWF** format electronically. She said ITS staff will be working on additional screens that will allow the public/agents/applicants to view more information electronically.

#### **Concurrent Type II and III Process – Ongoing**

Wendy mentioned that there are more applications for the Type II DRO process. She showed the Type II and III screens to the agents/applicants.

### **C. Code Revision/Unified Land Development Code (ULDC) Update**

Bill Cross went through the powerpoint slides and briefly discussed the web page, amendment schedule, training sessions, and explained that Code amendments are not typically considered/accepted by the public. He went on to explain that inquiries could be submitted On-Call, through a Zoning Confirmation Letter or through the section the inquiry is related to. He said minor clarifications can usually be resolved over the phone or email. In some cases inconsistencies and glitches can be staff initiated amendments. Bill said that questions as a result of Industry trends could be submitted to the Commissioners or staff.

#### **Public Input**

Kevin McGinley asked who the public should see if there is a question with the Use Matrix and if a use is not allowed. Bill responded that the section being asked the question could take the information to the Interpretation meeting.

Kevin McGinley asked what procedures should be followed by industry to inquire about code issues. Bill responded there are some code amendments resulting from industry trends, and that staff could initiate those amendments. Maryann and Wendy said that the inquiries should be raised to a Principal Planner, Jon or Maryann.

#### **D. New Fees**

Maryann Kwok mentioned that on August 29, 2011, the BCC adopted amendments to the Planning, Zoning & Administration Fee Code by introducing 3 new fees (Type I Waiver, Type II Waiver and Foreclosure) and amended one existing fee (Tower Waiver/Deviation). Maryann said the new fees are based on the URA Ordinance because we have introduced 2 types of Waiver processes –Administrative Waiver subject to the approval by the DRO and the Public Hearing Waiver subject to approval by the BCC. The ULDC has existing Waiver processes for the % on cul-de-sacs and Glades Overlay. The ULDC also has a Communication Tower Waiver process. Maryann said we have a fee associated with the Tower Waiver, but do not have a fee for other types of waivers. The new Waiver fees will cover all types of waivers that are existing in the ULDC and in the amended URA Ordinances.

Since the Deviation process no longer exists, staff has to amend the existing Fee Description associated with the “Tower Waiver/Deviation” to state “Tower Waiver” only.

Maryann also indicated a Foreclosure Ordinance has been adopted and the new fee is associated with the new process. This new fee is under Code Enforcement.

#### **E. Building Permit Submittal Information**

Barbara stated that there was a disconnection between the construction documents submitted with the building permit and the Certified Site Plan resulting in unnecessary delays during the permitting process. She suggested that the agents work more closely with the contractors to ensure all documents are consistent prior to applying for a building permit. Chris Barry, stated that some comments received during the building permit process for concurrent review are comments that should have been made prior to the site plan being certified or that some comments are related to details on the site plan that are not specific to the building permit review. Barbara stated that in some cases the comments are made to get the site plan corrected. Barbara also said that during concurrent review the CD Planner and building permit reviewer are reviewing the plan together so their comments can be combined.

Chris asked what number of projects had been concurrently reviewed and what the problems were. Autumn said that the majority of the delays were related to the building permit review.

#### **F. Regulatory Climate Workshop**

Maryann mentioned the first annual workshop was held in April 2010. The current one has not been scheduled due to pending tasks relating to universal building permit applications, standardized survey procedures and contractor certification before meeting.

She also indicated there will be upcoming meeting for the Regulatory Climate Committee on September 9, 2011.

Jeff Brophy said that the basics were taken from the DROOC, but the recognition is statewide, the idea is for a public/private buy-in. Jeff mentioned the 6 Pillars Initiative, a strategic plan for the State, derived from input County by County. He mentioned the Business Climate and Competiveness as one of the 6 pillars. Jeff said that input is welcome, participation is voluntary and the next meeting is September 9, 2011 at the Economic Council. He said that one improvement is the Centralized Contractor Registration and a standardized building application.

Maryann mentioned that in late 2010, the County initiated a survey on Best Management Practices and sent the surveys to 38 municipalities. Josh Long coordinated with the assistance

of the County and sent out a similar survey to the Private Sector. On September 29, 2011, Josh Long, Jeff Brophy, Jon MacGillis will present the Survey results to IPARC.

#### **Open Discussion/Next Meeting Topics –**

Wendy discussed the modification of some of the deadlines on the calendar to allow more time for review, comments and agendas. Gladys asked when would the agent expect to receive the Certified plan and Wendy replied the Monday or Friday following the DRO meeting.

Gladys DiGirolamo asked when the ability to pay on-line would be available to Zoning, as it currently is available in the Building Division. Jan responded that currently IT has been given the task of programming an on-line application and payment screens; however the priority has not been established. Currently, payment is being accepted in person or by mail. Jon MacGillis (arrived late due to Jury duty) also reiterated the goal of an on-line application and payment process. He said he was aware that IT was in the process of making an on-line payment option available to all PZ&B.

Colleen asked if Jon knew anything about the property owner/agents being able to come before the BCC at the Comp Plan Transmittal Hearing to discuss issues/comments related to the Comp Plan or the ULDC, basically an abbreviated Administrative Inquiry. Jon replied that Barbara had not made him aware of this information.

Paperless for 2012 - Wendy stated that there was a PPM and CD section is moving towards not having to review paper documents against the disc.

Epzb Updates or Wish List - Wendy stated that there is going to be a subcommittee established for Courtesy Notices and the posting of the yellow signs.

Gladys was glad to hear that there was an Interpretation Meeting today and wanted to discuss her issue with Maryann and Wendy.

The Final item on the agenda related to Open Discussion and Next Meeting Topics. Wendy passed out a draft internal calendar for the months of January, February and March. She presented changes to dates as they related to staff's comment deadlines for resubmittals, Agenda request deadline changes, and follow up resubmittals. Colleen Walter requested clarification on the how we named the Agency comment deadline. Wendy stated that could be an easy fix. Gladys requested information on when the stamped plans would be ready. Wendy stated that currently the plans are to be ready 2 weeks from the DRO date, however we are working to move this date up, provided staff can make these other changes to the calendar.

Next, Wendy informed the group that it is a goal for the next year to be paperless in CD submittals. The AR/PI section is currently practicing paperless. A total paperless file will be contingent on an ability to create a system where the public can view the paperless file.

Lastly, it was open to the floor to discuss topics for the next year, a wish list for epzb or other items. Gladys suggested that there be a Payment Online. Jan responded that that was an item they have on the list to implement. Additionally, the AR/PI section is finalizing the on-line submittals for ZAR and ZZR applications.

#### **Public Input**

Ms. Collene Walter – She asked if staff could update her on the BCC's direction to staff at the Comprehensive Plan Transmittal Hearing whether they would like an item added to the Zoning BCC Agenda for the public to come and discuss Comprehensive Plan and Zoning issues. Jon MacGillis indicated he has received no direction from Barbara Alterman, but will follow up with her to provide a response to Collene and DROOC members.

**Meeting adjourned at about 11:30 am**

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