



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)
MINUTES OF THE NOVEMBER, 18, 2011 SUBCOMMITTEE MEETING
Place: 2300 N. Jog Road, Vista Center
Conference Room (VC-2E-12)
Time: 2:00 to 4:00 p.m.**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 2:03 p.m.

Members Present – 10

Jeff Brophy – LDS – Chairman
Scott Mosolf – UDKS – Vice Chair
Chris Roog – GCBA
Gladys DiGirolamo – GL Homes
Jon Schmidt – Jon Schmidt & Assoc.
Chris Barry - Jon Schmidt & Assoc.
Pat Lentini – Gentile, O’Mahoney & Associates

Members Absent – 2

Jan Polson-Cotleur & Hearing
Bradley Miller-Miller Planning
Bill Whiteford - Team 73
Collene Walter – UDKS

Zoning Staff Present:

Barbara Alterman – Executive Director, PZ&B
Jon MacGillis – Zoning Director
Maryann Kwok – Chief Planner, Zoning Division
Wendy Hernandez – Zoning Manager, Community Development Review Section
Wanda Sanders – Site Plan Technician, Community Development Review Section
Patricia Rice– Senior Secretary, Administration
William Cross – Principal Site Planner, Code Section
Alan Seaman – Principal Site Planner, Administrative Review Section
Jan Wiegand – Senior Planner, Administrative Review Section
Lauren Benjamin, Site Planner I, Administrative Review Section
Barbara Pinkston-Nau - Principal Site Planner, Permit/Landscape Review Section
Dorine Kelley, Customers Relation Manager, Administrative Section

A. REVIEW OF SEPTEMBER 2, 2011 MINUTES – (EXHIBIT - A)

Jeff Brophy asked if anyone had any amendments on the last meeting minutes. There are no comments/changes to the minutes.

B. UPDATE ON DROOC 2011 TASKS– WENDY

-Wendy referred to table in Exhibit B. She indicated that the only open task is the Green Task Force.
-Jon explained that this is one of the topics raised by Bill Whiteford on the possibility of introducing green principles/requirements in the ULDC. Maryann further explained that it was discussed at the Zoning Green task Force; however, Maryann indicated that Jon's direction was to hold off on any code amendment or meetings until the County wide Green Task Force has completed their "certification". Maryann further stated that Jon Van Arnam, Assistant County Administrator, took lead in the County Green Task Force. Bonnie Finneran of ERM is currently coordinating comments/input from all departments to complete the Green Local Government Certification.

C. ULDC 2011-01 ROUND UPDATE AND PROPOSED 2012-01 ROUND - BILL

-Bill explained that the 2011-1 Round of Code amendments was adopted and the Code (interactive and hardcopy) has been updated and will be effective in 2-3 weeks.
-He said the 2011-2 Round will include only minor, clean-up type of amendments, he also told the Committee that staff will bring the Rezoning Criteria back for further amendments to address industry's concerns. 2011-2 Round will be presented to the BCC for permission to advertise; first and second/adopted hearings in January and February of 2012.
-2012-1 Round will involve a huge assignment of updating the Use Matrices. At the last meeting, DROOC members were asked to participate and all showed interest. Bill has the list of interested participants. This assignment will go slow and will take a lot of time/efforts to complete.
-Bill said there are 3-4 dozens of topics pending in the Code "tank". DROOC members can view this list on the website, and can provide comments relating to what topic should be on the priority list for amendments.

D. COUNTY GREEN TASK FORCE - Maryann

-Maryann has already covered the updates under B.

E. PUBLIC NOTICES – BCC DIRECTION TO CHANGE - Wendy

-Wendy gave update on BCC's direction to look at Public Notices. Staff researched and made recommendations to BCC. The direction was, as follows:
Legal Ad – Limit ad to Palm Beach Post only, but change publication of ad from Wednesday to Sunday for more readership.
Signs – Staff showed the DROOC a sample of the proposed signs. The proposed changes are bigger sign, lesser signs along property line, lesser text on the sign (limiting Application No. Name, website address/phone no).
Notices – keep as is but recommend to extend regular mail-out from 500 feet to 1000 feet for those properties in the Exurban and Rural Tiers.
Improve website access to the public.
-Staff will bring this back to BCC in March 2012 with implementation.

F. ELECTRONIC PLAN AMENDMENT PROCESS UPDATE AND EPZB ATTACHMENT AND NAMING GUIDE –Alan/Maryann

-Alan Seaman provided an update on the successful implementation of the electronic plan review process. He said 40% are being done electronically, so far he has not received any complaints from the applicants/agents.

-Maryann introduced the ePZB Attachment and Naming Guide. She said this checklist is really for both staff and applicants/agents. For Staff, they will utilize the Guide to help them correctly attaching

applicant's submittal to the ePZB data system. For applicant/agent, the Guide will assist them to save and name their submittal documents using the correct term/name. The main intent is to make it easy for staff to load submittal documents.

-Maryann provided handouts of the Guide to the DROOC members. Maryann explained that each Section (Administrative Review, Community Development, and Permit/Landscape Review) will have its own list. Maryann also provided a CD sample of the Guide, and DROOC indicated they will want a copy via email.

-Wanda demonstrated in how the documents are being loaded electronically. Maryann explained that if it is correctly named, it will only take seconds for staff to load documents into the ePZB system.

-Jeff asked when staff wants to implement this requirement, Wendy/Alan said it should start as soon as possible. Wendy mentioned that there would be an announcement at the next DRO meeting. January submittal to start for her Section.

G. 2012 DROOC MEETING CALENDAR - WENDY

Jeff asked if there are no changes to the Calendar, then they will go with the proposed.

H. DRO TYPE II REVIEW –BARBARA/WENDY

-Barbara said Zoning/Building/Land Development staff met to discuss the current process, and are not recommending any changes.

-Jon indicated that 75% of the applications in the system that are not approved has to do with Engineering issues. Wendy said staff was going to review again in 3 months (February). She further explained issues that the applicants are experiencing are mostly related to land development issues, e.g. legal positive outfall, etc.

I. REZONING CRITERIA - BILL

-Bill gave background on the 1992 code amendments. He said in 2009, Code required to rezone, but contained the "hold hostage clause" which allows some flexibility to applicant, i.e. if they cannot get consent from other owners, they do not need to rezone.

-In 2011-12, staff proposed amendments (see attached language on the Agenda). Bill explained the types of process that would fall under the category of "exempt" and "encourage" to rezone.

-DROOC asked whether the Commercial type development would need to be rezoned. Bill said they should fall under the "encourage" category.

-Chris Roog asked about the fee reduction –incentive. Maryann gave one example:

An applicant came in for a DOA to a prior approved commercial PDD (e.g. a PCD) and also asked for a Requested Use, e.g. a Type I Restaurant with a drive-thru. This applicant will be charged a DOA fee and a Requested fee equivalent to approximately \$10,000 fee. If the applicant agrees to rezone the PCD to an MUPD, then the applicant will only be charged for the Rezoning fee and the Requested Use fee which is about \$1,100 less than the DOA + Requested Use scenario.

-Jeff reminded everyone that the \$10,000 fee is only a portion of the Zoning fees and does not include other Agency fees, which could easily amount to \$20,000 in total fees. He said that is a significant amount for an applicant. Chris said he wants to see further reduction of fees as an incentive.

-Jon also explained the Interim Policy Memo on the rezoning, this memo clarifies all SE/PUD or Conditional use for a PUD, Planned Residential Development should be exempt from rezoning because it gets too complicated to obtain consent from individual homeowners of a PUD.

J. SUFFICIENCY REVIEW CRITERIA – JEFF/WENDY

-Jeff had questions on the Insufficiency List. He wants to revisit this list in future meetings. He said certain items should be listed at the pre-application meeting rather than at pre-submittal. He said sometimes these issues could come up at sufficiency review and time is lost as a result. He emphasized that the number of insufficient items must be reduced at intake time.

-Chris Roog asked what happens at pre-application meeting. Wendy explained a Checklist is being used, and applicant gets a copy of the notes at the end of meeting.

-Jeff asked what are considered as major issues for insufficiency. Wendy gave examples, she said if an application exceeds 5 requirements listed under the Technical Manual.

-Jeff suggested that staff should look at revising the timeline so that the applicants would not lose a month because of the insufficiency. Wendy told DROOC she will provide list of insufficiency items from the last few months' applications for future discussions on this item.

K. DROE AND UPDATE ON STAFF REPORT CHANGES – SCOTT/WENDY/MARYANN/JON

-Scott indicated that the DRO Agencies do not always put their comments in the system. He asked whether Zoning can send them a reminder note. Wendy asked when the DROOC members would like to discuss this issue with the DRO agencies. It was suggested that it be discussed at the January DRO meeting.

Chris Roog and Barbara A. suggested that the DROOC members should bring this up to the Agencies at one of the DRO meetings.

-Chris Barry asked why they need to submit some of the same requirements for a DROE application. Wendy told him she will follow up with staff. Wendy reminded DROOC that staff is working on revision of forms.

-Jon and Maryann brought up the new staff report template, they explained the new format will reduce the amount of redundancy in the report.

L. ADJOURNMENT

The meeting adjourned at 3:20 pm.

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