



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)  
MINUTES OF THE FEBRUARY 10, 2012 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 2:00 p.m.

**Members Present – 7**

Jeff Brophy – LDS – Chairman  
Scott Mosolf – UDKS – Vice Chair  
Chris Barry - Jon Schmidt & Assoc.  
Pat Lentini – Gentile, Glas, O’Mahoney & Associates  
Bradley Miller-Miller Planning  
Jan Polson-Cotleur & Hearing  
Collene Walter – UDKS

**Members Absent – 4**

Chris Roog – GCBA  
Gladys DiGirolamo – GL Homes  
Jon Schmidt – Jon Schmidt & Assoc.  
Bill Whiteford - Team Plan

**Zoning Staff Present: 10**

Jon MacGillis – Zoning Director  
Patricia Rice– Senior Secretary, Administration  
William Cross – Principal Site Planner, Code Section  
Barbara P. Nau, Principal Site Planner  
Carrie Rechenmacher, Senior Site Planner  
Autumn Sorrow, Senior Site Planner  
DG McGuire, Site Planner II  
Donna Adelsperger, Site Planner I  
Carol Glasser, Site Planner II

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

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

**B. UPDATE ON DROOC 2011 TASKS– CARRIE**

- Insufficiency-Carrie went over the Task List Exhibit B & C-Insufficiencies Check List. She explained the chart that Shaun Logue, Site Plan Tech prepared and Jon sent out to all DROOC members in December that shows the typical reasons why applications in the past 6 months have been found insufficient. Jeff asked how staff determines how significant these top 3 reason are, does staff judge the magnitude of the insufficiency? Carrie and Autumn said staff looks at the insufficiency checklists and determines if it can be a certification issue or not. Carrie said CD staff wants to ensure applications are complete when they are routed for agency review. Jeff suggested perhaps a more formal Pre-application is necessary by applicant. Carrie said the Pre-submittal forms are on the Web and can be filled out by applicant before coming in for appointment. Jeff asked what is fee for Pre-Application. Donna said around \$500.00, but that fee is shared by Zoning, Planning and ERM.
- Follow-up on DROE-Carrie and Autumn explained that items off the BCC Board? staff will no longer be asking for the DRO standards to bill filled in per Wendy. You only need to submit justification statement off the BCC Board? and no changes to anything other than required by BCC conditions.
- Formal Pre-Application-Carrie explained that Wendy has reminded the DRO Agencies they must review the application prior to the DRO meeting. They claimed they were not always getting backup prior to the meeting. Donna said the Zoning Calendar has been updated with key dates and Wanda includes any Pre-Application project numbers on her email updates to the DRO Agencies. Collene commented that she stopped advising her client to do the Pre-Application because staff was reviewing application during the DRO hearing. But she thinks with changes, this process is especially good for those projects that require input from various DRO Agencies prior to a formal application submittal.
- Public Notices-Carrie explained Exhibit D in greater detail noting that the BCC recently adopted changes to the size, number, and placement of the public Notice Boards for public hearings. Jon explained that he is still working on who will produce the Boards. Staff has contacted PGB, WPB and Boynton Planning Departments to get their input on their process. Staff also contacted private vendors for their prices on supplying the signs. Conclusion: Keep using existing Boards and 1 sign per 100' distance in old code till Jon goes to BCC in March for final update to BCC.

#### **C. ULDC Amendments-Bill Cross**

- 2011-01 Training-Bill went over Exhibit E-suggested sessions for Training for Industry. Might be interested on changes to rezoning and SE.
- 2012 Rounds-Went over 4 Subcommittees: Mobile Homes, AGR Tier Produce Stand, Use Matrix, Landscape.
- New ULDC Process for Industry to request a code amendment-Bill explained new process and memo that will be on the 2/26 Zoning BCC Agenda. Explained in detail how the new process will work.

#### **D.DRO Type II Process changes to PPM-Barbara P Nau**

- Barbara P Nau went over Exhibit G and the changes to the DRO Type II Process to respond to recently changes requested by staff and industry. She explained that the applicant still submits all three applications together but now the Site Plan can be approved once all DRO issues are resolved, while the building permit and plat are still in process.

#### **E. New Online Payments-Jon MacGillis**

- Jon explained the new process is on the Web site for use.

#### **F. Palm Beach County's Florida Green Government –Jon MacGillis**

- Jon explained that this item was put on the Agenda as an update to what County is doing(we had a ULDC Landscape Committee that was addressing this and Bill Whiteford asked couple times for update). Jon explained that an application has been submitted for Florida Green Government and we are waiting to see if we get the Silver Level. County continues to look for ways to go green.

#### **G. April 11 Topics-Jeff Brophy**

- Jon asked for topics but no one had any. Jeff said once draft Agenda comes up members will comment.

- Chris Barry raised issue about having to abandon easement before Final Site Plan approval. Collene said Joanne K has worked with her on projects.
- Jon raised possible amendment to Type I Restaurant with Drive Thru exemplary criteria. Asked Collene to sit in on discussion since she was involved in drafting it with staff in 2005? and she said yes.

**L. ADJOURNMENT**

The meeting adjourned at 3:00 pm.

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