



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)**  
**MINUTES OF THE MAY 11, 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.

Jeff noted that Chris Roog has resigned from the DROOC Committee and that Jennifer Morton is the new Florida Atlantic Builders' Association Representative. She attended today's meeting to give input on the new Fees.

**Members Present – 8**

Jeff Brophy – LDS – Chairman  
Gladys DiGirolamo – GL Homes  
Pat Lentini – Gentile, Glas, O'Mahoney & Associates  
Bradley Miller – Miller Planning  
Jan Polson – Cotleur & Hearing  
Collene Walter – UDKS  
Kevin McGinley – Land Research Management, Inc.  
Jennifer Morton – LDS

**Members Absent – 5**

Scott Mosolf – UDKS – Vice Chair  
Chris Barry – Jon Schmidt & Assoc.  
Chris Roog – GCBA-resigned  
Jon Schmidt – Jon Schmidt & Assoc.  
Bill Whiteford – Team Plan

**Interested Parties – 3**

Kevin Ratterree – GL Homes  
Jennifer Morton – LD South  
Dodi Glas – Gentile/Holloway

**Zoning Staff Present – 14**

Rebecca Caldwell, Executive Director  
Jon MacGillis, Zoning Director  
Joanne Koerner, Land Development Director  
Maryann Kwok, Chief Planner  
Wendy Hernandez, Zoning Manager  
William Cross, Principal Site Planner – Code Section  
Barbara P. Nau, Principal Site Planner  
Carrie Rechenmacher, Senior Site Planner  
Lisa Amara, Senior Planner

Autumn Sorrow, Senior Site Planner  
Douglas Robinson, Site Planner I  
Donna Adelsperger, Site Planner I  
Carol Glasser, Site Planner II  
Inna Stafeychuk-Zoning Technician

**A. REVIEW OF FEBRUARY 10, 2012 MINUTES – (EXHIBIT - A)**

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

**B. UPDATE ON DROOC 2011 TASKS (EXHIBIT B) – WENDY**

Wendy explained there were no open tasks from the last DROOC Meeting. Jeff added the following new items to the list for staff follow-up for the August Brown Bag as follows:

- TYPE II VARIANCE SUBMITTAL AND REVIEW PROCESS-COLLENE
- CONDITION COMPLETE-TIED TO EPZB AND STAFF INPUT-COLLENE
- RESUBMITTAL FEE-CHARGING ERM AND PALM TRAN WHEN NOT APPLICABLE-COLLENE
- CONCURRENCY SCHOOL BOARD-KEVIN R
- MASTER PLAN VS. SITE PLAN INFORMATION-TOO MUCH DETAIL ON MASTER PLAN-GLADYS

**C. ULDC AMENDMENTS – BILL CROSS**

Bill Cross provided an update on the 2012 Code Amendment Process. He explained that the 2012—01 Round is almost complete. This month will be the last LDRAB Meeting for the 2012-01 Round with Permission to Advertise in June, 1<sup>st</sup> Reading in July and Adoption in August. He also explained staff is working on the 2012 ULDC Use Task. He provided members with a copy of a memo that Mr. MacGillis sent and discussed with the Board of County Commissioners in March and April. Staff has a Zoning Code Web Page that will keep users informed of the status of the 2012 ULDC Use Task and there is a survey out on the page that staff encourages everyone to fill in on the IL-Uses.

**D. FEE RESOLUTION FOR INDUSTRY INITIATED ULDC AMENDMENTS & AMENDMENT TO THE COMP PLAN-JUNE 28 BCC ZONING HEARING- (EXHIBIT C) – MARYANN**

Maryann provided background information on why PZB Planning and Zoning were introducing new fees for industry initiated Text Amendment to the Plan and ULDC. She provided a copy of the Fee Resolution that will be going to the June Zoning BCC Hearing. Lisa Amara, Senior Planner from Planning explained the new Planning Division process for a private initiated amendment to the text of the Comp Plan. She explained the amendment would be tied to a Land Use Amendment (LUA). Kevin McGinley asked for clarification on two broader types of amendments and whether or not they would qualify: Uses west of 441 and Costal High Hazard Area. Collene Walter asked for further clarification between public vs. private initiated amendments. Lisa explained further there could be a request to amend “shall not” provisions in the plan and it could apply to only one parcel such as the big box store on Commercial Low (CL) or could be general applicability, it depends on how the text is worded and how BCC wants to go. Kevin Ratterree stated this seems to go against the policy of growth management and sends the wrong signal. Lisa said staff was following BCC direction.

Maryann and Bill Cross explained the new ULDC private initiated amendment process. Maryann provided the committee members with a copy of the memo from the Zoning Director to the BCC in March and the BCC direction to staff to proceed. Maryann explained that there are 3 fees. The first fee pertains to a pre-application to seek for BCC’s direction whether a code amendment could proceed. The 2<sup>nd</sup> and 3<sup>rd</sup> fees are application fees, and relate to the level of complexity of the amendments. Bill explained the process is already in place. Bill stated this process will typically be used when the applicant does not agree with the timing of the amendment or the substance that staff cannot support. Jeff Brophy asked if everything is setup to use this process and staff explained yes. Kevin Ratterree asked if ULDC amendments had to be associated with a Zoning application and staff said no.

The discussion ended with no clear objections to the new fees.

**E. TYPE II STAND ALONE VARIANCE APPLICATION – (EXHIBIT D) – COLLENE**

Collene explained she added this item to the agenda to get clarification on the new resubmittal date she recently saw added to the Zoning Calendar. She asked if comments and responses are in ePZB for Type II Variances and Wendy said yes. Wendy explained this resubmittal date was added to ensure adequate time to turn around these variances. Wendy explained the variances are on the DRO Agenda for staff review. She said only certain agencies comment on the variances such as Surveying, Land Development, County Attorney and others depending on the request. They get the necessary exhibits to review the request. Collene requested if staff could look at pushing the date two days later to give Agents more time to respond to comments so they could meet the resubmittal date. She also asked if there could be a drop date for Agencies to add comments in ePZB? Wendy said she could look at the requests but everyone needs to realize staff has very little time to work on any adjustments to the calendar based on all the key dates on the calendar for all the processes. Gladys asked if the application goes to all agencies and Wendy clarified it goes to only certain agencies based on request. Bradley asked for staff to confirm that these agencies are clear this is a variance and to limit comments relative to variance. Wendy responded that the Variance applications have the ZV acronym; agents get all of the application requests and justifications. Collene asked for staff to confirm dates and ensure agencies are alerted to turnaround dates and comments. Collene also said if the process is broken lets try to fix it.

Wendy concluded that she would consider all the suggestions and add an update to the August Brown Bag Agenda.

**F. MARKING CONDITIONS COMPLETE – (EXHIBIT D) – COLLENE/WENDY**

Collene said she added this to agenda for discussion since she has recently got calls from her clients stating that their building permit(s) were being held up because a BCC condition was not signed off. She asked if all agencies could put “complete” on conditions that are complete? Gladys also stated they she provides staff with a copy of the resolution and the status of each condition and was curious what does staff do with that document since she has never been asked to confirm the content is accurate. Wendy said staff does review that document and should be putting complete next to conditions that are satisfied. Rebecca Caldwell gave an update on the disconnect between the ePZB Monitoring and other ePZB Modules such as Zoning and Building. She indicated that ISS is working on an improvement to the ePZB condition screen to hopefully address this matter moving forward. She did state she was appreciative of industries input and willingness to help staff address this matter.

Staff agreed to keep the committee updated with improvements to ePZB in the near future and to give updates at the August Brown Bag.

**G. RESUBMITTAL FEES ASSOCIATED WITH OFF THE BOARD FINAL SITE PLAN APPROVAL PROCESS. (EXHIBIT D) – COLLENE/WENDY**

Collene requested clarification for why resubmittal fees include ERM and Palm Tran each time? She stated she has often called Robert Kraus to confirm the fee was not required and he would inform Wanda Sanders to remove it. But she explained it is often difficult to get through to Palm Tran to remove their fee when not required. Wendy said those fees come over automatically, but she would confirm with those two agencies if the fees are not required when addressing a Zoning Division issue that required a resubmittal.

Wendy will send a memo to these agencies and get confirmation the additional fees are not necessary for each resubmittal.

**H. MASTER PLANS VS. SITE PLAN – GLADYS**

Gladys asked if she could have staff look into why so much detail is being asked to be shown on Master Plan. She said the increase amount of detail is impacting the review of her MP applications. Jeff requested if each committee member could email him a list of their issues he would compile a list and send to staff to look into resolving matters.

**I. TRAINING SESSIONS-OPEN TO INDUSTRY – MARYANN**

Maryann stated in June 2012 there would be training session's setup to go over the Electronic Plan amendments and the Naming Conventions list so everyone is clear. Training dates will be sent to members.

**J. OPEN DISCUSSION-TOPICS FOR BROWN BAG MEETING-AUGUST 24, 2012**

- TYPE II VARIANCE SUBMITTAL AND REVIEW PROCESS-COLLENE
- CONDITION COMPLETE-TIED TO EPZB AND STAFF INPUT-COLLENE
- RESUBMITTAL FEE-CHARGING ERM AND PALM TRAN WHEN NOT APPLICABLE-COLLENE
- CONCURRENCY SCHOOL BOARD-KEVIN R
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**I. ADJOURNMENT AT 3:20 P.M**

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