



**DRO OVERSIGHT COMMITTEE (DROOC)  
FRIDAY, NOVEMBER 30, 2012, 11:00 AM-12:00 PM  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

**TOPICS OF DISCUSSION**

- A. REVIEW OF THE BROWN BAG AUGUST 24, 2012 MINUTES – (EXHIBIT A)**
- B. UPDATE DROOC 2012 TASKS & NEW ADDITIONS – (EXHIBIT B) - WENDY**
  - 1. Concurrency Fee-School Board
  - 2. Conditions of Approval Complete
  - 3. Information on the Master Plan
  - 4. Letter to Palm Tran
  - 5. Time Frame for ZAR Review
  - 6. DROOC Name Changes-Suggestions?
- C. TECHNICAL MANUAL INPUT FROM DROOC - MARYANN**
- D. ULDC AMENDMENT UPDATES-BILL**
- E. ULDC STREET TREE SUBCOMMITTEE TO CONVENE ON DEC 12 -ARE YOU INTERESTED IN SITTING ON THE TASK TEAM-BPN**
- F. DRO-OPEN/CLOSED COMMENTS MEMO - (EXHIBIT C) - COLLENE**
- G. UPDATE ON CONDITION MONITORING-JON**
- H. ELECTION OF CHAIR AND VICE-CHAIR**
- I. 2013 MEETING CALENDAR (EXHIBIT D)**
- J. OPEN DISCUSSION-TOPICS FOR NEXT MEETING FEBRUARY 15, 2013**
- K. ADJOURNMENT**



**DRO OVERSIGHT COMMITTEE (DROOC-BROWN BAG)  
MINUTES OF THE AUGUST 24, 2012 MEETING  
Place: 2300 N. Jog Road, Vista Center  
HEARING ROOM-CHAMBER (VC-1W-47)  
TIME: 11:00-12:00**

**PREPARED BY ZONING DIVISION STAFF**

**CALL TO ORDER**

Chairman Jeff Brophy called the meeting to order at 11:15 a.m.

**Members Present – 8**

Jeff Brophy – LDS – Chairman  
Scott Mosolf – UDKS – Vice Chair  
Bradley Miller – Miller Planning  
Jan Polson – Cotleur & Hearing  
Collene Walter – UDKS  
Bill Whiteford – Team Plan  
Jennifer Morton – CGBA  
Gladys DiGirolamo – GL Homes  
Kevin McGinley – Land Research Management, Inc.

**Members Absent – 2**

Chris Barry – Jon Schmidt & Assoc.  
Jon Schmidt – Jon Schmidt & Assoc.

**Interested Parties – 4**

Kevin Ratterree – GL Homes  
Dodi Glas – Gentile/Holloway  
Caroline Villanueva – Florida Crystals

**Zoning/Planning Staff Present – 18**

Rebecca Caldwell, Executive Director  
Jon MacGillis, Zoning Director  
Joanne Koerner, Land Development Director  
Wendy Hernández, Zoning Manager  
William Cross, Principal Site Planner – Code Section  
Barbara P. Nau, Principal Site Planner  
Alan Seaman, Principal Site Planner  
Carrie Rechenmacher, Senior Site Planner  
Autumn Sorrow, Senior Site Planner  
Jan Rodriguez, Senior Site Planner  
Lauren Benjamin, Site Planner I  
Douglas Robinson, Site Planner I  
Donna Adelsperger, Site Planner I  
Inna Stafeychuk, Zoning Technician

Patricia Rice, Senior Secretary  
Dorine Kelley, Manager Customer Service  
Eric McClellan, Senior Site Planner  
Bryan Davis, Principal Planner

**A. OPENING COMMENTS**

Jon MacGillis gave brief opening comments on purpose of meeting and thanked everyone for their continued cooperation between staff and industry to find identify issues and seek acceptable solutions.

**B. REVIEW OF MAY 11, 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. Minutes were adopted as presented.

**C. RECAP OF 2011-12 ACCOMPLISHMENTS & 2012 CURRENT LIST OF TASKS –**

Wendy went over the most recent 2012 **DROOC Tasks** and provided an update on each:

1. **Resubmittal Fees for ERM and Palm Tran**-explained that staff prepared a memo outlining that each Division will be responsible for identifying which projects need to generate a resubmittal fee.

2. **Concurrency Fee**-staff contacted School Board to follow-up on imposing fees for CLF age restricted community. School Board is working with County Attorney's office and Zoning on amendments to the Impact Fees and their overall fees. We expect an update later this fall and until then we will collect the applicable fees.

3. **Conditions of Approval**-staff is following up with our ITS staff on making changes to our ePZB screen to first allow staff to identify duplicated conditions as DOA's are submitted. Also, working on indentifying how staff will close out conditions that are finalized. Staff will continue to update the Committee at next meeting on progress made on this task.

4. **Calendar for Variances**-explained that staff reviewed the request to change the date that comments are due on variances to allow agent staff time to respond and stay on schedule for hearing. Wendy ran a report to identify the variances that were approved in last six months which ones were found sufficient and went to the hearing per calendar. She found very few moved forward with sufficiency or postponement issues. She will send the committee her results and recommendation not to change the dates.

5. **Information on Master Plan**-Staff has followed up on DROOC request to clarify the amount of information staff is requesting to be shown on the Master Site Plan. Staff is currently amending the Technical Manual to clarify the level of detail

**D. PUBLIC HEARING STAFF REPORT CHANGES (WENDY) (EXHIBIT B)**

Wendy went over the proposed changes for the Public Hearing Staff Reports. These changes to the reports will go into effect in January 2013. She stated that the changes will not impact the Agents too much other than the Staff Recommendation will be moved up closer to the front of the report. The overall goal of the changes is to reduce redundancy in the report.

**E. PBC RECEIVES SILVER LEVEL FROM FGBC GREEN GOVERNMENT (JON)**

Jon explained that the County received the Silver level accreditation. BCC directed staff to look at getting Gold Level next year. In the meantime the various County Departments are working on implementing the Silver Level objectives. For the Report and ranking go to the PBC Government Main Web Page for the link "**PBC Go Green Initiative**"

## F. CODE REVISION UPDATES (BILL)

### 1) **Round 2012-01 Update-**

Bill stated the ULDC was adopted this week. Main topic of discussion by BCC and Public was the Livestock provisions. He also indicated that Training will be setup in September and strongly encourages Agents and their staff to attend.

### 2) **Round 2012-02 List of Priorities-**

Explained staff prepared a memo to the BCC outlining the 2012-02 priorities for ULDC Amendments. This memo can be found on the Zoning Division- Code Web page.

### 3) **Use Regulation Project**

Staff continues to work on the 2012-13 Use Project. Rebecca asked both Planning and Zoning staff to work together on the Comp Plan and ULDC changes together that might impact the Use Matrix. Bill said the Industrial uses is open again for comments and encourages Agents to identify any issues so staff can ensure they are addressed. So far the input has been very low from industry on this topic.

### 4) **Landscaping Subcommittee**

Barbara P Nau is going to oversee the Landscaping Subcommittee which will convene sometime later this fall. She will look at various topics including but not limited to: bio-swales, street trees, xeriscape, etc. Kevin Ratterree asked staff what is happening with street trees. Jon explained a memo is going to the BCC in September to get direction on issues Engineering identified relative to maintained of infrastructure and street trees. The BCC direction might involve code amendments or not.

## F. UPDATE OF TECHNICAL MANUAL (WENDY)

Wendy advised the Committee that changes to the Technical Manual will be completed in September 2012. She briefly went over specific modifications to Title 2 and 5, for Overall Site Plans for older projects as well as clarification of the Prior Approvals, as it relates to Architectural Review.

Member's questioned the requirement for a survey when creating the Overall Site Plans, as well as cost. They raised concerns for modifying Master Plans in which they stated they had no authority. Staff responded that PUD's and PIPD's require Master Plans and modifications to a project within those districts would require updates to the Master Plans, this procedure hasn't changed. Concern is requiring the addition of information outside of their affected area, i.e. distance and bearings.

## H. OPEN DISCUSSION

Jan Polson-Palm Tran is not signing off on DRO in ePZB. Can staff do something? Jon suggested the committee draft letter to Palm Tran and perhaps invite them to next DROOC Meeting.

Collene Walter-Questions regarding the time frames for DRO-Agency review-sometimes review time is too long has staff considered putting time frames in ULDC- Jon said staff is currently working on ePZB so agency comments and Agents response can go into system. This will help address time frame and if code changes are needed staff will initiate them. Alan and Jon monitor the review time and often call agencies when they are not responding in a timely manner. Collene also raised question regarding DRO Zoning amendments to plan. Receives calls from owner to make changes to Plan but then never hears back from them. Alan explained they work with mom and pops to get the plan amended but they do hire someone to amend the electronic plan. Lauren said many of the contractors themselves have in-house

draftsman to make their needed changes. Lastly, she asked about fees for standalone variances and if staff could waive the off the BCC Fee. Rebecca said no fees can be waived but perhaps we can collect fee upfront so you do not have to cut two checks.

Jon informed the committee that staff is addressing the **CLF Type I separation issue.** Staff is establishing a review process for CLF Type I to assist the public with both State and County regulations and hopefully avoid issuance of Business Tax Receipts that do not coincide with the State approval.

Rebecca thanked everyone for coming to meeting and suggested the committee consider a name change. Sometime a new name encourages different people to attend and participate in this discussion. Just something to consider.

#### **I. ADJOURNMENT AT 12:35**

U:\Zoning\CD\DRO\DRO Oversight Committee\2012\8-24-12 Brown Bag Meeting\Minutes\DROOC Mins 8-24-12.docx

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>EAC Application and Fees</b>	Application Process and Fees	Wendy	Closed			1/29/2011
<b>Abadoment Procoss</b>	Address how to abandon an applicaton. Draft new PPM and went over with DROOC	Jon	Closed			3/1/2011
<b>General Application</b>	Remove Community Groups	Wendy	Closed			3/15/2011
<b>Status of Green Task Team</b>	Status of ULDC Task Team	Bill	Closed			2/1/2012
<b>Insufficiency Check List</b>	Review consistent application	Wendy/Jeff Brophy	Closed		Jeff Brophy	2/1/2012
<b>DROE Application requirements</b>	Some staff are requesting justification for DRO application when it is off the board.	Wendy/Chris Barry	Closed		Chris Barry	2/1/2012
<b>Calendar- Variance Deadlines</b>	Resubmittal Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Closed	5/11/2012	Colleen Walters	Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013.Effective 1/1/2013
<b>Resubmittal Fees-ERM and Palm Tr</b>	Fees are being charged when they aren't affected by the changes	Wendy	Closed	5/11/2012	Colleen Walters	8/24/2012 Memo from Zoning to ERM and PTran.
<b>Concurrency Fee- School Board</b>	Fees are being charged when they aren't affected by the changes- ie CLF or Age Restricted Community	Wendy	Pending	5/11/2012	Kevin Ratteree	11/5/2012 Need status from Planning
<b>Conditions of Approval Completed</b>	Conditions of Approval are remaining open and causing issues at time of Building Permit	Jon/Wendy	Pending	5/11/2012	Colleen Walters	Staff will manually update; Pending task for ePZB and ISS

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Information on a Master Plan</b>	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Pending	5/11/2012	Gladys	
<b>Draft letter to Palm Tran</b>	Palm Tran not signing off on DRO in ePZB.	Jon/Jeff Brophy	Pending	8/24/2012	Jan Polson	
<b>Time frames for DRO-Agency</b>	Review time is too long for certain agencies. Can we establish ULDC time frames?	Alan/Jon	Pending	8/24/2012	Colleen Walters	

Key:

Complete

Pending

## Patricia Rice

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**From:** Jon MacGillis  
**Sent:** Tuesday, November 27, 2012 9:59 AM  
**To:** Patricia Rice; Alan Seaman; Jan Rodriguez; Lauren Benjamin  
**Cc:** Jon MacGillis; Wendy Hernandez N.; Maryann Kwok  
**Subject:** FW: DROOC Meeting November 30  
**Attachments:** 11-05-12 Update DROOC Task List .xlsx.xlsx; Final Agencies Memo - open-lock ZAR partial.pdf

Pat add this email to the Agenda as an attachment. Alan, Jan and Lauren please update me before Friday on what you found out on how to respond.

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**From:** Collene Walter [mailto:cwalter@udkstudios.com]  
**Sent:** Tuesday, November 13, 2012 12:54 PM  
**To:** Maryann Kwok; Scott Mosolf; Wendy Hernandez N.; Jon MacGillis; Jeff Brophy  
**Cc:** Alan Seaman  
**Subject:** RE: DROOC Meeting November

Wendy and Jeff,

For the DRO OC agenda for Nov. 30<sup>th</sup> to address the last item on this chart, the ZAR time frames, could you also include the attached ZAR time frames open-lock memo? I think this is where the timing problem is originating. Agencies have pointed out to us that they have 4 weeks to comment on ZAR applications, and that is on top of the 1 week to get the application uploaded, for a total of 5 weeks. The ZAR process took the place of the old "Signature Only" process, which used to take 2-3 weeks max. And oftentimes less. Now the ZAR is taking up to 6-7 weeks due to the comment period. At the DRO OC I would like to discuss this time frame with the primary reviewing agencies (Land Dev, Traffic, Arch Review, others) and see if there is a way to shorten it.

Thank you.

Regards,

*Collene W. Walter*

Collene W. Walter, PLA  
ASLA, AICP, LEED AP

**Urban Design Kilday Studios**

477 South Rosemary Avenue  
Suite 225 - The Offices at Cityplace North  
West Palm Beach, FL 33401  
561-366-1100 ext. 110  
561-366-1111 fax  
[cwalter@udkstudios.com](mailto:cwalter@udkstudios.com)  
[www.udkstudios.com](http://www.udkstudios.com)

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**From:** Maryann Kwok [<mailto:MKWOK@pbcgov.org>]  
**Sent:** Tuesday, November 13, 2012 12:42 PM  
**To:** Scott Mosolf; Wendy Hernandez N.; Jon MacGillis; Collene Walter; Jeff Brophy  
**Cc:** Alan Seaman  
**Subject:** RE: DROOC Meeting November

I agree,  
Wendy please keep Gerry informed that this coming – so he is prepared to respond.

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**From:** Scott Mosolf [<mailto:SMosolf@udkstudios.com>]  
**Sent:** Tuesday, November 13, 2012 12:22 PM  
**To:** Wendy Hernandez N.; Jon MacGillis; Collene Walter; Jeff Brophy  
**Cc:** Maryann Kwok; Alan Seaman  
**Subject:** RE: DROOC Meeting November

Wendy,  
I spoke to Jeff Brophy and he is working on the letter to Gerry but I don't think it is ready yet. Since Gerry is not confirmed for tomorrow, I think it is best that we invite all the concerned parties to the DROOC meeting on the 30<sup>th</sup>. That way everyone can get it on their schedule and we can have a productive discussion.

Thanks,  
Scott

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**From:** Wendy Hernandez N. [<mailto:wnhernan@pbcgov.org>]  
**Sent:** Tuesday, November 13, 2012 11:24 AM  
**To:** Jon MacGillis; Collene Walter; Jeff Brophy; Scott Mosolf  
**Cc:** Maryann Kwok; Alan Seaman  
**Subject:** RE: DROOC Meeting November

I checked all my emails. I didn't get a response from Jeff or Scott- yea or nea. There were 2 issues to discuss tomorrow- Palm Tran and Agency Review timing.

I have a message into Gerry to see if he will be at DRO. He hasn't been at the last few meetings.

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**From:** Jon MacGillis  
**Sent:** Tuesday, November 13, 2012 11:10 AM  
**To:** 'Collene Walter'; Wendy Hernandez N.; Jeff Brophy; Scott Mosolf  
**Cc:** Maryann Kwok  
**Subject:** RE: DROOC Meeting November

I would have to defer to Wendy not sure.

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**From:** Collene Walter [<mailto:cwalter@udkstudios.com>]  
**Sent:** Tuesday, November 13, 2012 11:04 AM  
**To:** Jon MacGillis; Wendy Hernandez N.; Jeff Brophy; Scott Mosolf  
**Cc:** Maryann Kwok  
**Subject:** RE: DROOC Meeting November

Wendy or Jon,

Remind me (b/c I'm old) are we having the Agency Review discussion at tomorrow's DRO meeting or at the Nov. 30<sup>th</sup> DRO OC meeting? I seem to remember an email about having it tomorrow but now I can't find it.

Regards,

*Collene W. Walter*

Collene W. Walter, PLA  
ASLA, AICP, LEED AP

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**From:** Jon MacGillis [<mailto:JMacGill@pbcgov.org>]  
**Sent:** Monday, November 05, 2012 12:28 PM  
**To:** Collene Walter; Gladys Digirolamo; Wendy Hernandez N.; Jeff Brophy; Scott Mosolf  
**Cc:** Maryann Kwok; Alan Seaman; Jon MacGillis; Nick Uhren; Joanne Keller M.  
**Subject:** RE: DROOC Meeting November

Agree. Any examples of issues you are having with specific project to hand out prior to meeting would also help facilitate a better understanding of issues and possible solutions.

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**From:** Collene Walter [<mailto:cwalter@udkstudios.com>]  
**Sent:** Monday, November 05, 2012 12:25 PM  
**To:** Gladys Digirolamo; Wendy Hernandez N.; Jeff Brophy; Scott Mosolf  
**Cc:** Jon MacGillis; Maryann Kwok; Alan Seaman  
**Subject:** RE: DROOC Meeting November

All,

I think it would be helpful if representatives for some of the most common agencies involved in Agency Review could attend (i.e. Land Dev, Traffic, Arch Review, Fire) and we could discuss what is the best way to approach facilitating and addressing comments to try and reduce the length of time it takes to complete the process. It also would be worth discussing with them how to address "oldie goldie" plans that now need to be submitted digitally, and to what level of detail do they need to be updated. We have a good understanding with Lauren for Zoning Review changes but are getting comments from other agencies to significantly revise the old plan when the proposed change is minimal and just needs to be shown to get a permit, such as the addition of a wall or fence.

Thanks!

Regards,

*Collene W. Walter*

Collene W. Walter, PLA  
ASLA, AICP, LEED AP

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**From:** Gladys Digirolamo [<mailto:Gladys.Digirolamo@glhomes.com>]  
**Sent:** Monday, November 05, 2012 11:41 AM  
**To:** Wendy Hernandez N.; Jeff Brophy; Scott Mosolf  
**Cc:** Jon MacGillis; Maryann Kwok; Collene Walter; Alan Seaman  
**Subject:** RE: DROOC Meeting November

Good morning, as for the 3<sup>rd</sup> item, I think it would be important for Land Development to be involved. Some of the comments we get from Zoning regarding Master Plans and Final Subdivision Plan are relative to consistency with plats. Also there is still a little confusion as to the need for an Alta Survey even after the property has been platted. Thanks,

---

**From:** Wendy Hernandez N. [<mailto:wnhernan@pbcgov.org>]  
**Sent:** Monday, November 05, 2012 11:35 AM  
**To:** Jeff Brophy; Scott Mosolf  
**Cc:** Jon MacGillis; Maryann Kwok; 'Collene Walter'; Gladys Digirolamo; Alan Seaman  
**Subject:** DROOC Meeting November

Jeff/Scott- Jon went over the DROOC task list with me this morning and there are some outstanding items we have pending. One item is the letter you were going to draft relative to the issue agencies are having with Palm Tran. Can you provide a status of the letter?

Another issue related to the DRO comment turn around time for Agency Reviews. We have a DRO meeting on November 14, would the DROOC want to meet with the Agencies to discuss process and turnaround time?

A 3<sup>rd</sup> item was relative to information on the Master Plans. This was an issue that Gladys had raised two meetings back. We would like to get feed back from the DROOC regarding what information the Agents would like to have on the Plans so that we can update our Technical Manual.

I copied Colleen and Gladys since they raised the last two issues. Let us know. Thank you. Wendy

## Administrative Review

### INTER-OFFICE COMMUNICATION PALM BEACH COUNTY Planning, Zoning and Building Department

**To:** DRO Agencies & Agents  
**From:** Jon MacGillis, ASLA, Zoning Director  
**Date:** October 22, 2012  
**Re:** **ZAR Comments/Response – Lock vs. Open**

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The following memo has been created to assist both DRO Agencies and Applicants understand when ZAR comments and or responses are open. The December 2012- December 2013 key dates are found on pages 2 through 5.

The system allows **ONLY** one entity, County Staff or Applicant, to insert comments or responses at given time. The applicant must respond to agency comments by a written response letter. When **COMMENTS** are open, County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant shall forward their written response letter addressing all outstanding Agency comments to the Project Manager.

ePZB Comment Screen below:

Code Enforcement Contractor Cert. Misc Fees Monitoring Planning/Zoning

Control No: 2009-02465 Project Manager: LBENJAMI Application No: ZAR-2011-01591

**Comments from all agencies being viewed by ZONING**

Version No: 1 Agency: ALL Search

Agency	Date Entered	Comment Text	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ARCHREV	07/14/2011	Provide elevations d...	<input type="checkbox"/>		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Comments Listing New Comment Agency Data Resolve Comments Re-Open Control No. Comments

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Trusted sites 100%

ZAR Lock/Open Calendar from December 2012 - December 2013

This period is +20 days = 4 weeks

Intake Date	Comments Open	Comments Closed	Agent Responses Open	Agent Responses Closed
12/06/2012	12/11/2012	12/31/12	1/02/2013	1/09/2013
12/11/2012	12/14/2012	01/04/13	1/07/2013	1/14/2013
12/13/2012	12/18/2012	01/08/13	1/9/2013	1/16/2013
12/18/2012	12/21/2012	01/16/2013	01/17/2013	01/25/2013
12/27/2012	01/02/2013	01/24/2013	01/25/2013	02/01/2013
1/03/2013	01/08/2013	01/30/2013	01/31/2013	02/07/2013
1/08/2013	01/11/2013	02/04/2013	02/05/2013	02/12/2013
1/10/2013	01/15/2013	02/06/2013	02/07/2013	02/14/2013
1/15/2013	01/18/2013	02/11/2013	02/12/2013	02/20/2013
1/22/2013	01/25/2013	02/15/2013	02/19/2013	02/26/2013
1/24/2013	01/29/2013	02/20/2013	02/21/2013	02/28/2013
1/29/2013	02/01/2013	02/25/2013	02/26/2013	03/03/2013
1/31/2013	02/05/2013	02/27/2013	02/28/2013	03/07/2013
2/07/2013	02/12/2013	03/06/2013	03/07/2013	03/14/2013
2/12/2013	02/15/2013	03/11/2013	03/12/2013	03/19/2013
2/14/2013	02/20/2013	03/13/2013	03/14/2013	03/21/2013
2/19/2013	02/22/2013	03/15/2013	03/18/2013	03/25/2013
2/21/2013	02/26/2013	03/19/2013	03/20/2013	03/27/2013
2/26/2013	03/01/2013	03/22/2013	03/25/2013	04/01/2013
2/28/2013	03/05/2013	03/26/2013	03/27/2013	04/03/2013
3/7/2013	03/12/2013	04/02/2013	04/03/2013	04/10/2013
3/12/2013	03/15/2013	04/05/2013	04/08/2013	04/15/2013
3/14/2013	03/19/2013	04/09/2013	04/10/2013	04/17/2013

ZAR Lock/Open Calendar from December 2012 - December 2013

3/19/2013	03/19/2013	04/12/2013	04/15/2013	04/22/2013
3/26/2013	03/29/2013	04/19/2013	04/22/2013	04/29/2013
3/28/2013	04/02/2013	04/23/2013	04/24/2013	05/01/2013
4/04/2013	04/09/2013	04/30/2013	05/01/2013	05/08/2013
4/09/2013	04/12/2013	05/03/2013	05/06/2013	05/13/2013
4/11/2013	04/16/2013	05/07/2013	05/08/2013	05/15/2013
4/16/2013	04/19/2013	05/10/2013	05/13/2013	05/20/2013
4/23/2013	04/26/2013	05/17/2013	05/20/2013	05/28/2013
4/25/2013	04/30/2013	05/21/2013	05/22/2013	05/30/2013
4/29/2013	05/02/2013	05/23/2013	05/24/2013	06/03/2013
5/02/2013	05/07/2013	05/29/2013	05/30/2013	06/06/2013
5/09/2013	05/14/2013	06/05/2013	06/06/2013	06/13/2013
5/14/2013	05/17/2013	06/10/2013	06/11/2013	06/18/2013
5/21/2013	05/24/2013	06/17/2013	06/18/2013	06/25/2013
5/23/2013	05/29/2013	06/19/2013	06/20/2013	06/27/2013
5/28/2013	05/31/2013	06/21/2013	06/24/2013	07/01/2013
5/30/2013	06/04/2013	06/25/2013	06/26/2013	07/03/2013
6/06/2013	06/11/2013	07/02/2013	07/03/2013	07/11/2013
6/11/2013	06/14/2013	07/08/2013	07/09/2013	07/16/2013
6/13/2013	06/18/2013	07/10/2013	07/11/2013	07/18/2013
6/18/2013	06/21/2013	07/15/2013	07/16/2013	07/23/2013
6/25/2013	06/28/2013	07/22/2013	07/23/2013	07/30/2013
6/27/2013	07/02/2013	07/24/2013	07/25/2013	08/01/2013
7/09/2013	07/12/2013	08/02/2013	08/05/2013	08/12/2013

ZAR Lock/Open Calendar from December 2012 - December 2013

7/11/2013	07/16/2013	08/06/2013	08/07/2013	08/14/2013
7/16/2013	07/19/2013	08/09/2013	08/12/2013	08/19/2013
7/23/2013	07/26/2013	08/16/2013	08/19/2013	08/26/2013
7/25/2013	07/30/2013	08/20/2013	08/21/2013	08/28/2013
7/30/2013	08/02/2013	08/23/2013	08/26/2013	09/03/2013
8/01/2013	08/06/2013	08/27/2013	08/28/2013	09/05/2013
8/08/2013	08/13/2013	09/04/2013	09/05/2013	09/12/2013
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10/03/2013	10/08/2013	10/30/2013	10/31/2013	11/07/2013
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10/24/2013	10/29/2013	11/20/2013	11/21/2013	12/02/2013
10/29/2013	11/01/2013	11/25/2013	11/26/2013	12/05/2013
10/31/2013	11/05/2013	11/27/2013	12/02/2013	12/09/2013

ZAR Lock/Open Calendar from December 2012 - December 2013

11/07/2013	11/13/2013	12/06/2013	12/09/2013	12/16/2013
11/12/2013	11/15/2013	12/10/2013	12/11/2013	12/18/2013
11/14/2013	11/19/2013	12/12/2013	12/13/2013	12/20/2013
11/19/2013	11/22/2013	12/17/2013	12/18/2013	12/27/2013
11/26/2013	12/03/2013	12/26/2013	12/27/2013	01/07/2014
12/05/2013	12/10/2013	01/02/2014	01/03/2014	01/10/2014
12/10/2013	12/13/2013	01/08/2014	01/09/2014	01/18/2014
12/12/2013	12/17/2013	01/10/2014	01/13/2014	01/21/2014
12/17/2013	12/20/2013	01/15/2014	01/16/2014	01/24/2014
12/26/2013	12/31/2013	01/23/2014	01/24/2014	01/31/2014
12/31/2013	01/06/2014	01/28/2014	01/29/2014	02/05/2014

**KEY:**

Intake Date

Response= Agents

Comments= Staff

Please note each Applicant must provide Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log into the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlinesubmittal/>

If you have any questions, please contact Alan Seaman, Principal Site Planner at 561-233-5302 or me at 561-233-5234.



**Palm Beach County  
Zoning Division**

Planning, Zoning & Building  
Vista Center Complex  
2300 N. Jog Road  
West Palm Beach, Florida 33411  
Contact: Dorine Kelley, at:  
561-233-5579 or e-mail her at  
[dkelley@pbcgov.org](mailto:dkelley@pbcgov.org)

# 2013 DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC) MEETING DATES

The DROOC is an ad hoc committee comprised of agents who assists staff in making recommendations and review changes to the Zoning Review processes.

<p><b>January 2013</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p><b>February 2013</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			<p><b>March 2013</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p><b>April 2013</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30											
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**Meeting Dates:**

- February 8, 2013 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- May 10, 2013 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- August 23, 2013 **DRO Brown Bag Forum** from 11:30-1:00 pm, VC-1W-47 Hearing Chambers (Brown Bag - ***Do not forget to bring your lunch!***)
- November 15, 2013 from 11:00 am - 12:00 pm, VC-2E-12 Shared Conference Room