



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY, JUNE 7, 2013 SUBCOMMITTEE MEETING
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)
Time: 2:00 pm to 4:00 pm**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Scott Mosolf called the meeting to order at 2:00 pm.

Members Present –

Scott Mosolf – UDKS – Chair
Gladys DiGirolamo – GL Homes - Vice Chair
Jeff Brophy - Land Design South
Bill Whiteford -Team Plan

Members Absent –

Chris Barry - Jon Schmidt & Assoc.
Bradley Miller - Miller Planning

Interested Parties –

Pat Lentini
Caroline Villanueva

Zoning/Planning -

Jon MacGillis, Zoning Director
Maryann Kwok, Chief Planner, Zoning Division
Wendy Hernandez, Zoning Manager – Community Development Section (CD)
Alan Seaman, Principal Site Planner, Zoning Division
Barbara Pinkston, Principal Site Planner, Zoning Division
Carrie Rechenmacher, Senior Site Planner, CD Section
Autumn Sorrow, Senior Site Planner, CD Section
Patricia Rice, Senior Secretary, Administrative Section
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section
Donna Adelsperger, Site Planner I, CD Section
Sussan Gash, Site Planner II, Planning Division
Joanne Keller, Land Development Director

A. REVIEW OF THE FEBRUARY 8, 2013 MINUTES – (EXHIBIT A)

Scott Mosolf asked if anyone had any amendments on the February 8, 2013 Minutes. There were no comments/changes to the minutes. Minutes were adopted as presented. Staff will publish the adopted version to the Zoning DRAC Web Page.

B. UPDATE DRAC 2013 TASKS & NEW ADDITIONS – (EXHIBIT B) – WENDY

Wendy Hernandez reviewed the open items on DRAC Task chart.

School Board Concurrency Fee-She spoke to Planning Staff at School Board and they are still working on this topic.

Conditions of Approval-ITS/Zoning are working on newly created screens for staff to identify duplicate conditions on new applications. Wendy explained that once staff finishes their review ISS will finalized the programming of the changes to the ePZB screens. Overall, this should improve the monitoring of conditions by County Staff and ensure Staff Reports and Resolutions reflect the current staff conditions.

Information on Master Plan-Had meetings with DRAC members and Zoning staff. Staff agreed to certain information not being shown on the Master Plan. Maryann, Wendy and Carrie are going to finalize the update send it out to DRAC for final review then update the Technical Manual this summer.

Palm Tran Letter-Jeff and Gladys indicated since a letter went out, Palm Tran is more responsive to closing out conditions and responding to calls. Also, issues with Fire have been resolved; Joanne Keller added since issues between Land Development and Fire on curb width was discussed and addressed.

DRO Administrative Review Time Frames-Wendy turned the floor over to Alan to update members on this topic. Alan said that he has not heard any issues recently from Agents that Agencies are not reviewing/signing off on their reviews in timely manner. The DRAC members agreed. Alan also noted that staff's internal Project Manager Tracker has been updated to reflect the status of Agency sign off so Jon MacGillis can also ensure timely responses from Agencies. Agreed we can close this task out.

C. COUNTY ATTORNEY DISCUSS CONSENT FORMS - SUSAN

Bob Banks and Susan Taylor outlined what their concerns are with the current consent forms not always being submitted by Agent to confirm they still represent the owner on all matters regarding subsequent applications. Bob and Susan stated they need consent from owner throughout the various review processes. Do not need a new consent after the BCC approved a project, should be able to use the same Consent Form. Maryann suggested adding any clarification regarding the Consent Forms to the Technical Manual.

D. DISCUSS PROPOSED CLF TYPE 1 FEES - ALAN

Alan Seaman provided an update on the current policy and procedures for processing CLF Type I & II. He mentioned all three State licensing agencies (AHCA, APD, and DCF) are now sending the Zoning Division their approved CLF's data on a monthly basis. The Zoning Division and ISS in turn maintain a master database of all this data. Staff as well as applicant can now check for minimum separation from existing CLF. New applicants are given a "Site Reservation" letter from the Zoning Division which is valid for 12 months. This gives the applicant time to complete any modifications to residence, receive CO, as well as State License before zoning staff will sign off on BTR. If not, the reservation is forfeited.

E. ULDC 2013-01 AND 2013-14 USE PROJECT UPDATES- MARYANN/JON

Maryann provided an update on the 2013-14 Use Regulation Project. She stated there are three areas of amendments: **Definitions**, **Supplementary Standards** and the **Use Matrices**. Staff is currently working on the Industrial Use Categories. Staff will be updating definitions based on current Industry trends, and the definitions will be relocated from Article 1.1 to Art.4.B so the definitions for each use will be in the same place as the Supplementary Use Standards. Staff is also reviewing the Supplementary Use Standards and will identify similar development regulations that address incompatibility, screening, hours of operations, etc. and will place them in a central location, i.e. in Art.5. All those other Standards that are specific to a Use Type will remain in Art.4.B. Maryann also mentioned that the approval processes specific to Use Types will be last to be updated. She clarified additional meetings will be needed for the 2 existing categories' of approval processes: Development Review Officer (DRO) and Permitted by Right. She explained that DRO has 3 types of processes: Full DRO (17 Agencies); Agency Review (5

Agencies) and Zoning Review (1 Agency). She indicated that staff is looking at establishing thresholds between these Agency Review processes. In addition, the term Permitted by Right is also misleading to applicants, most people assumed that their request could proceed without any type of Zoning Approval; however, they do not realize that some proposed uses that are submitted for even Building permits could trigger a Zoning review/sign off. Maryann suggested to clarify the P process in the Use Matrix by placing a footnote [P=Subject to a Zoning review and sign-off which includes Building Permit, Special Permit, Business Tax Receipts].

Bill Whiteford made two observations regarding creating of non-conformities which he stated appears staff is conscious of this and taking it into account as they work on the uses. Maryann confirmed as part of staff's research they confirm if existing approvals were granted so we know if non-conformities would be created by changing the provisions for the uses.

Bill also noted that he does not recommend changing the "P" in the use matrix but rather add clear footnotes to the Matrices to explain there might be further approvals necessary and it is not by "right" as term implies. Jon agreed and said if anyone had any further input on this to send them to Monica Cantor, Senior Site Planner in Code Revision Section.

F. ULDC LANDSCAPE CODE SUBCOMMITTEE UPDATE-BARBARA

Barbara provides an update on the Landscape Subcommittee. She said the meetings with members have been very productive in dealing with the topics under discussion. There will be no amendment to Street Trees. Committee discussed uses and agreed current code requirements adequately addresses installation of street trees. Staff did confirm a Preferred List of Street Trees will be listed in the Land Development Street Tree Manual. Barbara invited everyone to attend the next meeting on July 19, 2013 when Bios wales will be the topic of discussion. Barbara stated she is also drafting minor changes to the Landscape Code that will be reviewed by LDRAB and BCC in 2013-02 Round. If interested in a copy of these changes please contact Barbara.

G. ULDC DRO ADMINISTRATIVE REVIEW 2013-02 AMENDMENTS – ALAN

Alan updated the committee on amendments he is working on with Wendy Hernandez with respect to the DRO Administrative Review. This was discussed at last LDRAB Meeting that staff is looking to clarify the DRO Zoning and Agency Review process and add clarity to the code when you must apply for full DRO. Also, staff will be looking at the existing fees for this process and recommending an increase to the BCC in 2013-02 Round along with the DRO amendments. Staff will keep committee updated on the DRAFT amendments and fees before they are finalized.

H. QR CODE ON PUBLIC NOTICE BOARDS AND PACKETS– AUTUMN

Autumn Sorrow stated that the CD Section has implemented using the QR(Quick Reference) Code on the Public Notice Boards to give the public who have a cell phone or other electronic devisees to go directly though the Zoning Web Page for information on the applications. Also, the Zoning and BCC packets will have QR Code inserted on them to give Public direct access to Web Page or access to packet on their electronic devisees.

I. LIENS AND FINES- AUTUMN

Autumn Sorrow provided a brief update on efforts staff are making internally to ensure liens that must be paid by applicants prior to the application being processed. She indicated that staff is coordinating with PZB/Administration to ensure a process is established to check all open liens/fines on a property that must be paid. Will keep committee updated on final outcome of this task.

J. REVIEW AND DISCUSS SUFFICIENCY REVIEW CHECKLIST FOR NEW SUBMITTALS-JEFF

Jeff stated that there seems to be a breakdown between pre-submittal and submittals. He asked for a process that will help if Agents give more information upfront prior to meeting to staff. Wendy explained that applications are coming in incomplete thereby resulting in insufficient letters. She explained that the Pre-Submittal form should be used and filled in by both applicant and staff at meeting in order to make sure everything is addressed and documented at meetings. Wendy

asked Jeff if the staff who attends the Pre-submittal meetings are the same PM assigned in his office to the project and he said yes. Jeff asked if we can work to improve in this area and Wendy said yes indicating this is a top priority outlined on the Six Pillar recommendations.

K. CONDITION MONITORING UPDATE-JON

Jon stated that Wendy had already updated everyone on this topic under B on the Agenda so nothing further to add

L. OPEN DISCUSSION-TOPICS FOR NEXT MEETING AUGUST 23, 2013

Bill asked for update on the URA. Jon stated that the Planning Division is working on updates to the URA provision in the Comp Plan. He said an update was made to the BCC in May. Might want to speak to Lorenzo or Maria Bello to see the scope of proposals. Planning/Zoning staff meeting internal in future to discuss Comp Plan changes and impact on ULDC

No other topics for next meeting were offered.

M. ADJOURNMENT

THE MEETING ADJOURNED AT 3:00 P.M.

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