



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, AUGUST 23, 2013 SUBCOMMITTEE MEETING  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
1<sup>ST</sup> FLOOR CONFERENCE ROOM (VC-1W-47)  
Time: 11:30 am to 1:00 pm**

**PREPARED BY ZONING DIVISION STAFF**

**1. CALL TO ORDER.**

Chairman Scott Mosolf called the meeting to order at 11:35 am.

**Members Present –**

Scott Mosolf – UDKS – Chair  
Gladys DiGirolamo – GL Homes - Vice Chair  
Bradley Miller - Miller Planning  
Collene Walter - UDKS  
Kevin McGinley - Land Research Management

**Members Absent –**

Chris Barry - UDKS  
Jeff Brophy - Land Design South  
Bill Whiteford - Team Plan  
Jon Schmidt - Jon Schmidt & Associates  
Jan Polson - Coteleur & Hearing

**Interested Parties –**

Bobby Powell - UDKS  
Joni Brinkman - UDKS  
Wendy Tuma - UDKS  
Joshua I. Long - Gunster Law Firm

**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  
William Cross, Principal Site Planner, Zoning Division  
Carrie Rechenmacher, Senior Site Planner, CD Section  
Carol Glasser, Site Planner II, CD Section  
Patricia Rice, Senior Secretary, Administration Section  
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section  
Donna Adelsperger, Site Planner I, CD Section  
Roger Ramdeen, Site Planner II, CD Section  
David G. McGuire, Site Planner II, CD Section  
Inna Stafeychuk, Site Planner I, Administration Section  
Dorine Kelly, Manager, Customer Relations  
Melissa Matos, Site Plan Technician, Administration Section

**A. INTRODUCTIONS**

**B. REVIEW OF THE JUNE 7, 2013 MINUTES – (ATTACHMENT 1)**

Scott Mosolf asked if anyone had any amendments on the June 7, 2013 Minutes. The only comment was made to correct name spelling. Minutes were adopted as presented. Staff will publish the adopted version to the Zoning DRAC Web Page.

**C. UPDATE DRAC 2012-13 ACCOMPLISHMENTS - (ATTACHMENT 2) - WENDY**

Wendy Hernandez reviewed the open items on DRAC Task chart.

**D. SIX PILLARS UPDATE (ATTACHMENT 3) - JOSH LONG**

Josh updated on 6 Pillars Initiative. He gave overview of the private/public initiative goals and accomplishments. He explained that White Paper, published November 2012, included 48 best practices (tools) for both sectors. He stated that next goal was implementation of those best practices.

**E. ULDC UPDATES**

**• 2013-14 USE REGULATIONS PROJECT AND DRAC ROLE – BILL**

Bill reiterated that DRAC members had been added to the list of interested parties for the URP, and should be receiving e-mail updates on the monthly URP newsletter and reminders for any upcoming LDRAB URP Subcommittee meeting dates. Ms. Tuma inquired how she could be included in this list to which Bill advised that she could e-mail Monica Cantor, Senior Site Planner, or visit the URP Webpage and fill out the Public Participation Form (Editors note: Staff have added Ms. Tuma to the list).

**• UPDATE ON THE CODE CHANGES IN PROCESS AND THE USE REGULATIONS PROJECT - BILL**

Bill provided a brief update on the BCC August 22, 2013 Adoption of ULDC Amendment Round 2013-01. He also noted that the LDRAB URP Subcommittee met on August 20, 2013 and had completed the review of proposed amendments to Industrial Uses. He noted that the Subcommittee had recommended further review of requirements for hours of operation to which staff concurred, noting that the topic would be revisited for each Use Classification. The next meeting will be to review Recreational Uses, and staff were preparing to start on Residential Uses.

**• UPDATE LANDSCAPE CODE COMMITTEE –BARBARA**

Barbara provided an update on outstanding items being addressed by the Subcommittee. They include: bioswales; bull-pen parking; measuring berms; alternative landscape plans (ALPs); xeriscape; and classifying trees based upon size. She explained that the street tree issued had been addressed, and that the Subcommittee would be making recommendations that would reduce the number of trees required for single family lots. Maryann and Barbara further explained that the "Tree Requirement Table", historically included on Zoning approved plans would no longer be required. Barbara advised that Subcommittee meetings have been going well and invited other interested parties to attend.

**• INPUT ON MEASURING WALL HEIGHT-BARBARA**

Barbara explained that Staff had been having challenges when determining how to measure fence height when located on adjacent parcels with differing finished grades. The item was brought to the Subcommittee for discussion and also involved input from the Building Division. Staff is proposing to use the average height between both parcels to determine how the measurement should be taken.

**F. NEW FEES – CLF TYPE I (ATTACHMENT 4) - ALAN**

Alan explained that last meeting he talked about the Congregate Living Facility (CLF) Type I new process and proposed fees, he explained the state requirements, and how the County has established a GIS map to tract these CLF Type I facilities to determine the separation requirements. He further explained that the County would need to check all these requirements for each application before signing it off and issuing the Business Tax Receipt (BTR). He also indicated because of the new process, a proposed \$218 fee will be established and will be presented to the Board of County Commissioners for adoption.

Colleen asked whether the GIS map is available on the GeoNAV, staff explained that it is a layer embedded in the GIS map. The database for these CLF Type I facilities is updated first of each month.

**G. PUBLIC NOTICE BOARD PROCEDURES PER COLLENE (ATTACHMENT 5) - WENDY**

Wendy said as of March 2012, staff had implemented the procedure requiring the agents to install their own yellow public notification signs instead of getting these signs from the County. I mentioned that the weblink on the boards allows someone to view the property notice from the Web and does not require the applicant to repost the site when hearing dates change. Zoning Division also added the placement of the QR Code on these signs. Wendy indicated that announcements were made to notify agents at the DRO meetings. She said they also emailed instructions to the agents, and placed those instructions in the Zoning Technical Manual, as well as on the Zoning website,

Colleen said she and her office staff did not find Wendy's email or written notifications related to the requirement of the QR Code. She indicated their office was previously asked to test the QR Code on a certain application/project; however, that application was not certified, and there was no follow-up from the Community Development Section related to the QR Code. Colleen suggested staff should continue to put all changes to process or procedures/announcements on the DRO Agenda website.

**H. OPEN DISCUSSION-TOPICS FOR NEXT MEETING NOVEMBER 15, 2013**

Collene asked about the Type II Variance re-submittal. Wendy explained the Type II Variance should be similar to the DROE process, and if there are minor comments from the Agencies, then the applicant can resubmit to stay on track for the public hearings, for example, if an application is submitted in August, it will go to the September DRO meeting and the November Hearing, approximately a 4-month process. Colleen said that was some confusion in those dates shown on the Zoning Calendar. Wendy concurred that there are some discrepancies between the internal and external calendars.

Colleen asked Wendy how staff would want the applicants to submit. Wendy said she will need to follow up with her staff to clarify the dates. Wendy indicated that the Type II Variances should stay on track if there are only minor comments from the Agencies. It is only when an application have major issues that delayed the certification to another month. Colleen asked whether other agencies know those re-submittal dates. Wendy said she will remind them again.

Bradley asked about the re-submittal fees. Wendy said the Off-The-Board application has no fee charge. The standard application has two free re-submittal but fees will apply on the third re-submittal. In addition, Zoning has clarified fee charges with other DRO Agencies so that know when to apply re-submittal fee.

Colleen asked Wendy whether she will update the external public calendar to address the Type II Variance re-submittal dates. Wendy said she will follow up with her staff. Zoning Staff is currently working on the 2014 calendar.

Collene expressed concerns in terms of the timeliness of the Agencies' response to comments. She suggested Rebecca to talk to other department heads. Jon recommends Collene to send him a email, and he will forward those comments/complaints to the appropriate Department staff/supervisors.

Gladys mentioned an issue she would raise at the next meeting which is the Gang mailboxes. Post office is not doing curb side deliveries anymore to individual homes.

**I. ADJOURNMENT**

THE MEETING ADJOURNED AT 12:25 PM.