



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, FEBRUARY 07, 2014 SUBCOMMITTEE MEETING  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)  
Time: 2:00 pm to 3:00 pm**

**PREPARED BY ZONING DIVISION STAFF**

**1. CALL TO ORDER.**

Chairman Scott Mosolf called the meeting to order at 2.10 pm.

**Members Present –**

Scott Mosolf – UDKS – Chair  
Gladys DiGirolamo – GL Homes - Vice Chair  
Chris Barry - UDKS  
Bradley Miller - Miller Planning  
Doug Murry - Land Design South  
Pat Lentini – GHO

**Members Absent –**

Collene Walter - UDKS  
Bill Whiteford - Team Plan  
Jon Schmidt - Jon Schmidt & Associates  
Jan Polson - Coteleur & Hearing  
Kevin McGinley - Land Research Management  
Jeff Brophy - Land Design South

**Interested Parties –**

None

**Zoning/ Engineering -**

Jon MacGillis, Zoning Director  
Maryann Kwok, Chief Planner, Zoning Division  
Wendy Hernandez, Zoning Manager – Community Development Section (CD)  
William Cross, Principal Site Planner, Zoning Division  
Carrie Rechenmacher, Senior Site Planner, CD Section  
Carol Glasser, Site Planner II, CD Section  
Laura Brown, Secretary, Administration Section  
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section  
Roger Ramdeen, Site Planner II, CD Section  
Lauren Dennis, Site Planner II, CR Section  
Joanne M Keller, Land Development Director

## AGENDA

### A. REVIEW OF THE OCTOBER 22, 2013 MINUTES - (ATTACHMENT 1)

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. ULDC UPDATES – BILL

#### 1. ROUND 2013-02 ADOPTION

Bill Cross, Principal Site Planner, provided an overview of the 2013-02 amendments that were adopted on January 30, 2014. Highlighted the two Privately Initiated Amendments for Cell Tower (stealth and camoflague on golf course) and accessory structure for RV Parks

#### 2. ROUND 2014-01 KEY TOPICS

For the 2014-01 Round, Mr. Cross highlighted the proposed amendment going to BCC for initiation at the February 27, 2014 Zoning BCC Hearing. He said the BCC Memo for the 2014-01 initiation will be posted to the Zoning Web Page along with the Zoning February BCC Zoning Agenda and backup.

#### 3. 2013-2014 ULDC USE PROJECT UPDATE

Mr. Cross stated that staff will be providing the BCC at the February 27, 2014 Zoning BCC Hearing an update on the status of the 2013-14 ULDC Use Regulation Project. Staff has completed the Industrial and Recreational Uses and currently working on Residential. The Online Web Survey for Industrial Uses is now open on the Zoning Web Page. Staff has identified several issues that they are seeking BCC input/direction on and how to proceed on these topics.

#### 4. ART. 2, DEVELOPMENT REVIEW PROCEDURES – DRAC FEEDBACK

Lauren Dennis, Site Planner II, explained the scope of Art. 2 code amendments. Staff is reviewing the DRO process and will be seeking DRAC input on those proposed recommendations later this year. Bill Cross commented that it would be the 2014-2 ULDC Round of amendments and the scope is relatively limited on what staff is proposing to amend. Maryann Kwok suggested that DRAC input and comments be rolled into input on the Technical Manual listed under H. below.

### C. REVIEW DRAC OPEN TASK- (ATTACHMENT 2) - WENDY

Wendy Hernandez, Zoning Manager, provided updates on the “DRAC Open Tasks”. She stated the Planning Staff are still working on the *School Concurrency* issue, but should have some closure in the next couple of months. She stated that the **Insufficiency Check List and Certification Chart** is on Agenda later for discussion, but Staff did make modifications to the chart to explain the reasons for staff finding and applicant insufficient or key reasons for Zoning not certifying the application. **DROE applications and first time Architecture Review**-Wendy clarified that if the applicant submits architectural elevations as part of their application and staff reviews them then, they can do DROE and architecture together; however, staff cannot process elevations that were not submitted as part of the public hearing application. With respect to the **Type II Variance and timeline**, Wendy stated that at the next DRAC she would like to discuss the process since the timeline has issues that need to be addressed.

**D. APPLICATION/INSUFFICIENCY REVISED CHECKLIST 1-29-14 - (ATTACHMENT 3) - WENDY/CARRIE**

Carrie Rechenmacher, Senior Site Planner, provided the status on the update to the checklist. Scott Moslof, Chair, asked Carrie if she could highlight the changes for the DRAC members. She explained that it was mostly clarification of the existing reasons to make it more objective reasons for not finding an application sufficient or able to certify it.

**E. SUBMITTAL REQUIREMENTS FOR PUBLIC HEARING/DRO – IS SUBMITTAL REQUIREMENT “COVER SHEET” CURRENT? – (ATTACHMENT 4) – COLLENE WALTER**

Jon MacGillis clarified that this inquiry about submittal requirements came from Collene Walter. She wanted confirmation of whether reduced site plans/surveys are still required with new submittals. The checklist indicates they do, can staff explain how to proceed? Wendy agreed the Submittal Check List requirements needs to be updated to reflect current practice. No reduced site plans or surveys are required to be submitted. Additionally, she is working with staff to reduce the number of forms, consolidating where we can to reduce required Resubmittals and inconsistencies.

**F. OFF THE BOARD SUBMITTALS DROE AND INITIAL ARCHITECTURE REVIEW – (ATTACHMENT 5) – PAT LENTINI**

Pat Lentini explained her request relative to this topic. She wants to know if you submitted architectural elevations with your public hearing application can you still do a DROE. The answer is yes. Wendy explained the process. If you submit Architecture as part of public hearing process, it is okay to proceed off the BCC with a DROE application. If Architectural elevations are not part of the public hearing review, then applicant must submit a Full DRO application. Carrie clarified that renderings are not counted as Architectural elevations. Wendy said she would meet with Pat Lentini on her specific projects to ensure that it can be processed as DROE.

**G. MODIFICATIONS TO EXISTING DEVELOPMENTS WITHOUT EXTENSIVE REVISIONS TO MASTER/SITE PLANS- (ATTACHMENT 6) - BRADLEY MILLER**

Jon MacGillis clarified this Agenda Item came from Mr. Miller and it is Attachment 6 in the backup material. Bradley's email outlined his concern with having to update an old site plan that his client might not have the authority, also are the Applicants liable for information on the plan that is many years old and not originally prepared by their office. Wendy explained that staff and the applicant identify the "affected" area upfront on the plan so it is clear what needs updated. Carrie provided some examples of site plans to demonstrate why staff needs old plans cleaned up to the greatest extent possible when a new application comes in. She stated staff works with the applicant on this matter, as much as possible, to get a legible plan without putting too much burden on the applicant to go beyond their scope of work. Carrie said she does get comments from Agents, as they are concerned about liability for updating the entire plan which they did not originally prepared or can always confirm the information on plan, Pat agreed, clients sometimes do not give authorization to clean up entire plan. Staff explained the affected area and extent the plan needs to be cleaned up is on a case by case basis, as every plan and request is different. Staff stated that the plans need to be legible. Bradley Miller arrived as the discussion was ongoing and further

explained his concern that they do not always have consent to fix other areas of the plan beyond affected area. He is just looking for latitude in future. Jon asked Bradley and Scott if they got the answer to this topic. Scott said it seems like it is a case by case situation. Staff said yes, and they are trying to work with everyone.

**H. TECHNICAL MANUAL - TITLE 2 STATUS FOR ONGOING MEETING WITH AGENTS AND UPDATE TO MANUAL - MARYANN**

Maryann gave an update; focused on “where applicable” provisions apply that the applicant must be familiar with provisions and when they apply as to what type of Plan. Affected area – work with staff to clearly identify what needs to be on the “Plan”. Maryann stated that she will schedule a final meeting on the Technical Manual with staff and industry to tie up the remaining amendment to Title 2.

**I. JANUARY 30, 2014 BCC APPROVES NEW DRO AGENCY FEES - (ATTACHMENT 7) - JON**

Jon MacGillis stated that the BCC on January 30, 2014, adopted the three new Fees for the DRO Administrative process, and referred everyone to Attachment 7. Jan Rodriguez, Senior Site Planner, explained how the new fees are applied...so no confusion.

**J. DRAC SUBCOMMITTEE CONTACT LIST (ATTACHMENT 8)**

Scott Mosolf asked if there were any changes to the information and got no request for changes.

**K. ADD ON DISCUSSION ITEMS:**

**Bradley Miller - Fees** - Bradley explained that there is discussion among industry that fees are an issue. Jon explained that Commissioner Abrams raised this issue at last BCC Zoning Hearing. Verdenia explained that the fees are warranted, and staff has allowed reduction on certain applications when fees exceed staff time necessary to process them. Jon said staff is keeping track of requests for reduction and will share with Verdenia each quarter to see if any fees need to be adjusted by the BCC.

**Chris Barry – Resolutions** - Does the Applicant still get a copy of the Resolution to review prior to it being signed? Wendy said yes. She also explained the process and said that at time of Hearing, if no changes, the Resolution goes to the Mayor to sign. So, please ensure that you review your conditions online and notify staff at hearing if there are changes. Wendy is going to look at a letter that goes out to Applicant to ensure that the wording is correct.

**Jon MacGillis – Waivers** - meeting with Industry on their proposal for new provisions for Waivers in ULDC. Staff is open to discussing the topic. Jon asked that if anyone had good examples of ordinances with Waiver provisions to send them to staff. Also, we would like to keep DRAC members in the loop on this topic to help us review any recommended changes. Bradley Miller said, Delray has a good ordinance.

**L. NEXT MEETING MAY 9, 2014**

**M. ADJOURNMENT AT 3:07**