

DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY AUGUST 15, 2014 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 2:07 pm.

Members Present –

Scott Mosolf – UDKS – Chair
Gladys DiGirolamo – GL Homes - Vice Chair
Bradley Miller - Miller Planning
Doug Murray - Land Design South
Pat Lentini – GHO
Collene Walter - UDKS
Kevin McGinley - Land Research Management
Josh Nicholas - Jon Schmidt & Associates

Members Absent –

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

Interested Parties –

Anne Perry, LWDD

Zoning/Engineering -

Jon MacGillis - Zoning Director
Maryann Kwok-Chief Planner
Wendy Hernandez - Zoning Manager, Community Development Section (CD)
William Cross - Principal Site Planner, Code Review Section
Alan Seaman - Principal Site Planner, Administrative Review Section
Barbara Pinkston-Principal Site Planner
Rodney Swonger, Sr. Zoning/Landscape Field Rep
Patricia Rice, Senior Secretary, Administration Section
Laura Brown - Secretary, Administration Section
Roger Ramdeen - Site Planner II, CD Section
Zubida Persaud, Site Plan Technician, Administration Section
Osniel Leion, Site Planner II, CD Section
Christian Granelli, Site Planner II, CD Section
Dylan Battles, Site Planner II, Permitting/Landscaping Section
Ralph Estime, Site Plan Technician, CD Section
Jan Rodriguez, Sr. Site Planner, AR Section
Joanne M. Keller - Land Development Director
Scott Cantor, Professional Engineer, Land Development
Bruce Thomson, Principal Planner, Planning Division

The chair requested Wendy to introduce the new Zoning staff. She proceeded to introduce: Christian Granelli, Ralph Estime, and Osniel Leon, of the CD Section, Dylan Battles, of the Permitting and Landscape Section and Zubida Persaud of the Administration Section. Everyone welcomed the new staff.

A. REVIEW OF THE MAY 9, 2014 MINUTES - (ATTACHMENT 1)-WENDY

Mr. Bradley Miller noted on Page 3, that SFWMD should read LWDD. Staff noted this was an error and they would fix the minutes. There were no other changes to the minutes.

B. ULDC UPDATES – BILL USE REGULATIONS PROJECT 2014-02 ROUND HIGHLIGHTS

Bill Cross provided an overview of the ULDC amendments staff are working on. He began with the 2014-01 Round that is to be adopted on August 30, 2014. He said he believed everyone was familiar with the items in this Round.

Use Project-explained staff has finished up the Residential Uses and working on Utilities at this point.

2014-02-gave an overview of the amendments. Stated that staff is working on the DRO thresholds and asked if anyone on DRAC would be interested in attending a separate meeting to provide input? Jon MacGillis also stated he wanted DRAC member input on any proposed changes. It was agreed a separate meeting would be scheduled to focus on this specific 2014-02 amendment.

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

Wendy Hernandez provided an update on each open task on the Attachment A. It was agreed several could be closed since staff adequately addressed the Committees concern. Also, other items on the chart were discussed under G and H later on the Agenda. Staff will update the chart for the next DRAC Meeting.

D. REVISED FEES –JON

- **ROUNDING OF DECIMALS - MARYANN**
- **SPECIAL PERMIT EXPEDITED REVIEW AND APPROVE - ALAN**
- **PRIVATE INITIATED CODE AMENDMENT PHASE 2 - BILL**
- **BUILDING PERMIT-ZONING REVIEW - BARBARA**
- **MONITORING FEES - BRUCE**
- **ZONING PLAT REVIEW FEE – WENDY**

Mr. MacGillis explained that in each Round of ULDC amendments staff identifies any new or revised fees for the BCC. The fee amendments will be presented to the BCC on September 30, 2014. The amendments to the fees that are listed above are necessary to capture the cost of staff time for processing such applications. Maryann Kwok explained the rounding up and down on fees. Alan Seaman explained the revised double fee to expedite a Special Permit. He stated on occasion an applicant needs a Special Permit rushed this new fee will cover the cost of staff having to expedite this permit through the various Division Staff. Jon MacGillis explained the background to the ULDC PI Amendment process. . And stated it seems to be working well, but this fee adjustment is necessary to recognize the number of amendments in one application and equitable application cost. Bill Cross future explained the fee amendment. There seem to be agreement from DRAC members that the process is

working and fees are warranted. Bruce Thompson from Planning-Monitoring explained the Monitoring Fees and how it relates to his staff's role in reviewing specific conditions that must be satisfied prior to this issuance of a building permit. He said this process will work well in ensuring the applicant is aware in advance that a condition is due and allows his staff the necessary time to review the dbase and determine if the condition has been satisfied. Barbara Pinkston explained the fees related to the Zoning review of building permit review. She explained that there is currently only one flat fee for any type of permit that Zoning Reviews. The new fees will compliment Building method of applying fees based on a Flat Fee and Scale. Also, a new fee for overtime when the applicant requests a rush on a permit.

Collene Walter asked when these new fees would become effective. Jon MacGillis said January 2, 2015.

E. DRO OFF THE BCC-SUBMIT SITE/SUBDIVISION PLAN FOLLOWING UP ON GL HOMES REQUEST- JON/ GLADYS/COLLENE

- **CLARIFICATION OF THE SEVERAL ASPECTS OF THE DRO OFF THE BOARD (OTB) PLAN APPROVAL PROCESS, INCLUDING REQUIREMENTS FOR RESUBMITTALS FEES AND DRO CONDITIONS OF APPROVAL**
- **CURRENT POLICY OF HAVING SEPARATE OR COMBINATION RESOLUTIONS FOR REZONING, DEVELOPMENT ORDER AMENDMENT AND CONDITIONAL USE(S)**

Collene requested confirmation that for application Off the BCC where the applicant was simply apply the Resolution number etc to the Plan that they would not be charged an application fee for this. Wendy agreed the applicant should not be charged a fee.

Collene requested clarification if all application requests have a separate Resolution? Wendy clarified by saying for the most part yes; however, there are old projects like Boca Del Mar that we cannot consolidate the resolutions to have just one. Collene said she had Stonybrook that just came in where there we not separate resolutions for all the requests. Wendy said she would look into this situation and get back with her.

Gladys asked if staff gave any further thought had been given to her request that the applicant submitting Off the BCC that they can also submit the DRO Subdivision Plan understanding it would go to the next DRO. Jon said yes, but it would not occur till Jan 2015 because of staffing and other issues. Will update DRAC at the November meetings as to implementation schedule.

F. LANDSCAPE PLANS AT FINAL DRO- SCOTT

- **ARE THESE BEING CONDITIONED TO BE SUBMITTED BY APPLICANT AT TIME OF DRO?**
- **DO THESE PLANS HAVE TO BE AMENDED BY DRO AGENCY REVIEW?**

Scott said he simply wanted clarification if it staff's direction that all future projects will submit final landscape plans at final DRO? Jon and Wendy said no, only for projects where landscape was an issue during the review and public hearing for buffers, preservation, coordination with ERM, etc. Jon said we sometime need the plan at DRO while we have all the same players who understand the issues and what was agreed upon. Jon did say we can change the condition to ready "Conceptual" Plan, so we can allow some flexibility to both the applicant and staff. Rodney Swonger, Senior Landscape Inspector agreed. He said he had concerns with getting final Landscape Plans at DRO then having to go back to DRO Adm Review to make changes to be consistent with Final Landscape Plans submitted with the building permit.

We all agreed to change the standard landscape condition to Conceptual Landscape Plan and to work closely when drafting these types of landscape conditions to ensure the intent is met.

G. TECHNICAL MANUAL UPDATE - WENDY/MARYANN/JON

Wendy and Maryann explained that they have had several meetings with Agents and CD staff to clean up Title 2 and Title 5. Wendy said they focused on fixing the matrices so they are clear as to what has to be show on the various types of plans. Wendy showed the matrix she is currently finalizing and said she hopes to have it done by end of August. She said she is also doing a matrix for Architecture requirements to make is easier for staff and applicant to determine compliance. Maryann confirmed she is hoping to republish the Technical Manual in late August or early September. Jon also raised awareness that an Architecture Subcommittee will be held on September 10, 2014 at 1:30 to 3:00 at Vista Center to discuss what has to be submitted at time of public hearing. Encourage DRAC members to attend.

H. PLAT REVIEW AND TRAINING MANUAL – MARYANN/WENDY

Maryann indicated staff is updating internal Staff Training Manuals for plat review. She has already met with Joanne Keller and Zoning staff. Are currently finalizing the changes to the Manual to ensure Zoning has consistent comments and are reviewing only what Zoning is responsible for when reviewing plats.

I. ABANDONMENT-LEGAL AD – WENDY

County Attorney advised staff that a Legal Ad is required for Abandonments. No notices or posting are required, but a legal ad is.

J. CD PLAN NAME CHANGES FOR APPLICATIONS IN PROCESS – WENDY

Wendy stated staff is asking Applicants to ensure their project name is clear and do not use streets to identify it. We will work with applicants to ensure names are meaningful. Josh Nichols asked will this be a certification issue and Jon MacGillis said no.

K. ADJOURNMENT

Meeting adjourned at 3:55 p.m