



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, NOVEMBER 14, 2014 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)**

AGENDA

- A. REVIEW OF THE AUGUST 15, 2014 MINUTES - (ATTACHMENT 1) -SCOTT M**
- B. NEW EZINFO SCREEN - DEMONSTRATION BY ISS STAFF**
- C. ULDC UPDATES – BILL**
 - **USE REGULATIONS PROJECT**
 - **2014-02 ROUND HIGHLIGHTS**
 - **AMENDMENTS TO ARTICLE 2 PROCESS - (ATTACHMENT 2) - LAUREN**
- D. REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 3) - WENDY**
- E. TECHNICAL MANUAL TITLE 2 - (ATTACHMENT 4) - WENDY**
- F. DRO CONDITIONS-IF NOT SHOWN ON SITE PLAN HOW DOES PUBLIC VIEW THEM-FOLLOW-UP FROM LAST MEETING-COLLENE/WENDY**
- G. ARCHITECTURE REVIEW-ULDC AMENDMENTS TO REQUIRE ELEVATIONS FOR ALL ZC AND BCC APPLICATIONS - (ATTACHMENT 5) - MONICA**
- H. DRO AMINISTRATIVE REVIEW PROCESS UPDATE ON PROCESSING APPLICATIONS - ALAN**
- I. 2015 MEETING CALENDAR - (ATTACHMENT 6) - WENDY**
- J. TOPICS FOR NEXT MEETING FEBRUARY 6, 2015**
- K. ADJOURNMENT**



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 - Cotleur & 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 staffs 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 is would not occur till Jan 2015 because of staffing and other issues. Will update DRAC at the November meetings as so 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 shown 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 it 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. Not 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

EXHIBIT G

ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

1
2 Part 1. ULDC Art. 2.D.1.G.1, Modifications to BCC/ZC Approvals [Related to Administrative
3 Process for Modifications to Prior Development Orders], (pages 39 of 87), is hereby
4 amended as follows:
5

- | |
|--|
| <p>Reason for amendments: [Zoning]</p> <ol style="list-style-type: none"> 1. Clarify the Modification to Previous approvals thresholds under 2.D.1.G.1 apply to plans approved by the BCC, ZC and DRO. 2. Clarify that the relocation of approved square footage is limited to 25% of the total ZC or BCC approved square footage and a maximum relocation of 25% per individual building. 3. Reference PPM-ZO-O-049, Permits Not Subject to Concurrency Review to provide exemptions for free standing accessory structures which can be added to BCC/ZC/DRO plans. 4. Clarify that the Final DRO has the ability to approve the relocation or deletion of emergency access ways as defined as " a non-dedicated area that is permitted for ingress or egress of vehicles or pedestrians. An access way is permitted to traverse a required landscape buffer". 5. Partially relocate standard in Art. 5.C.1, Architectural Guidelines to Art. 2.D.1.G, Modifications to BCC/ZC Approvals that specifies amendments to architectural elevations are permitted through the DRO process. It also clarifies that amendments to architectural elevations which are not consistent with the architectural style of the Board approved elevations or are inconsistent with Art. 5.C, should not be considered by the DRO and shall be presented to the BCC or ZC for approval. |
|--|

6 CHAPTER D ADMINISTRATIVE PROCESS

7 Section 1 Development Review Officer (DRO)

8 G. Modifications to Prior Development Orders

9 1. Modifications to BCC/ZC Approvals

10 The DRO shall have the authority to approve modifications to a Development Order approved
11 by the BCC or ZC. An application for an amendment shall be submitted in accordance with
12 Article 2.A.1, Applicability, and reviewed in accordance with the standards in Article 2.D.1.C,
13 Review Procedures. Applications must be submitted on deadlines established on the Zoning
14 Calendar. The authority of the DRO to modify a BCC or ZC approved plan shall be limited to
15 the following: **[Ord. 2008-003] [Ord. 2010-005] [Ord. 2010-022] [Ord. 2011-001]**

16 a. The relocation of no more than 25 percent of the total approved square footage or other
17 area indicated as being covered by buildings or structures to portions of the site not
18 previously covered.

19 1) No modification shall relocate square footage to a building that enlarges the footprint
20 more than 25 percent of the BCC/ZC approved plan;

21 2) Relocated square footage shall not be used to create additional freestanding
22 buildings or structures; This shall not apply to accessory structures which are not
23 subject to Concurrency review in accordance with PPM-ZO-O-049, Permits Not
24 Subject to Concurrency Review;and,

25 23) Exception:--The limitations in Art. 2.D.1.G.1.a These shall not apply to a Renewable
26 Energy Facility (Wind) within the AP Zoning district. [Ord. 2011-016]

27 b. An increase in the square footage indicated on the most recently ZC or BCC approved
28 Plan(s) shall be subject to the following: **[Ord. 2008-003] [Ord. 2009-040] [Ord. 2014-**
29 **025]**

30 1) Maximum of five percent or 5,000 square feet of any building, structure or outdoor
31 area considered as square footage, whichever is less; ~~and;~~**[Ord. 2014-025]**

32 2) Maximum 5,000 square feet of the total ZC or BCC approved square footage; and,
33 **[Ord. 2014-025]**

34 3) The allowable five percent or 5,000 square feet shall not be used to create new
35 freestanding buildings or structures. This provision shall not apply to accessory
36 structures which are not subject to Concurrency review in accordance with PPM-ZO-
37 O-049.

38 ~~*e. For a Renewable Energy Facility (Wind) within the AP Zoning District, an increase in no*~~
39 ~~*more than ten percent, up to a maximum of ten, of the number of wind turbines approved*~~
40 ~~*by the BCC. [Ord. 2011-016] [Ord. 2014-025] [Relocated to new d below]*~~

41 ~~*ec.*~~ Additions to or relocations of buildings and structures shall not be constructed closer to
42 perimeter property lines than shown on the plan approved by the BCC or ZC, unless the
43 FLU designation, Zoning district, or existing use of the adjacent parcel is compatible;
44 **[Ord. 2009-040] [Ord. 2011-001]**

45 1) For a Renewable Energy Facility (Wind) within the AP Zoning District, this shall apply
46 to the Project Boundary, provided they meet separation or setback requirements from
47 streets, and residential uses and districts. **[Ord. 2011-016]**
48

Notes:

Underlined indicates new text.

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EXHIBIT G

ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

- 1 d. For a Renewable Energy Facility (Wind) within the AP Zoning District, an increase in no
- 2 more than ten percent, up to a maximum of ten, of the number of wind turbines approved
- 3 by the BCC. **[Ord. 2011-016] [Ord. 2014-025] [Relocated from c above]**
- 4 e. An overall increase of not more than ten percent of the height of any structure;
- 5 f. ~~Relocation of access points; and addition or deletion of internal access points;~~ **[Ord.**
- 6 **2008-003]**
- 7 1) Relocation, addition, or deletion of internal access points;
- 8 2) Addition of emergency access ways, as required by PBC Fire Rescue,
- 9
- 10 **....**
- 11 p. Amendments to approved architectural elevations consistent with the Review Process
- 12 Methods Type 1 and Type 2 pursuant to Article 5.C, may be approved by the DRO
- 13 provided the amendments do not reduce compatibility with the surrounding properties;
- 14 comply with the architectural style of the approved elevations, and conditions of approval;
- 15 and, are subject to the standards in Article 5.C, Design Standards. **[Ord. 2009-040]**
- 16 **[Partially relocated from Art. 5.C.1.E.4, Administrative Amendments by DRO]**

17 **....**

18

19 **Part 2. ULDC Art. 2.D.1.G.2, Agency Review [Related to Expedited Administrative**

20 **Modifications to Prior Development Orders] (page 40 - 41 of 87), is hereby amended as**

21 **follows:**

22

Reason for amendments: [Zoning]

1. Thresholds addressed under 2.D.1.G.2.b relate to Amendments to plans final approved by the BCC, ZC, and Full DRO plans.
2. Reference PPM-ZO-O-049, Permits Not Subject to Concurrency Review to provide exemptions for free standing accessory structures which can be added to BCC/ZC/DRO plans.
3. Relocate standard for modifications to architectural elevations from Agency Review to Zoning Review since the review of elevations is only handled by the Zoning Division and no other agency is involved.
4. Delete part of the provision that limits Zoning Review amendments to a reduction in building size provided there are no changes to the elevations. Any reduction in building size requires a modification to the previously approved elevations.
5. Establish architectural elevation changes permitted through Zoning Review and clarify that amended elevations shall be within the requirements of Art. 5.C, Design Standards.

23

24 **CHAPTER D ADMINISTRATIVE PROCESS**

25 **Section 1 Development Review Officer (DRO)**

26 **G. Modifications to Prior Development Orders**

27 **2. Expedited Administrative Modifications**

28 **a. Purpose**

29 To establish procedures to allow for expedited approvals of specific minor corrections,

30 additions and amendments to ~~approved~~ Final Plans approved by the BCC, ZC or DRO.

31 **[Ord. 2007-001] [Ord. 2014-001]**

32 **b. Agency Review**

33 Agency Review is for applications that require amendment(s) to approved plan(s). This

34 type of application requires review, comments, and conditions by a maximum of five DRO

35 Agencies. The DRO shall determine which Agencies are required to review the

36 amendment based upon the request and compliance with County Ordinances. The

37 Zoning Director shall maintain PPM ZO-0-29, Administrative Modifications to Approved

38 Site Plans, outlining a list of minor amendments and establishing items that are exempt

39 from the Expedited Administrative Modifications process.**[Relocated from Art.**

40 **2.D.1.G.2.d]** Amendments include the following, provided Art. 2.D.1.G.1, Modifications to

41 BCC/ZC Approvals, requirements are not exceeded: **[Ord. 2008-003] [Ord. 2011-001]**

42 **[Ord. 2014-001]**

- 43 1) Increases in building square footage; up to a maximum 2,500 square feet; Increases
- 44 in square footage shall not be used to create new freestanding buildings or
- 45 structures. This shall not apply to accessory structures which are not subject to
- 46 Concurrency review in accordance with PPM-ZO-O-049; **[Ord. 2008-003] [Ord.**
- 47 **2014-001]**
- 48 2) Relocation of building square footage;
- 49 3) Modifications to approved Alternative Landscape Plan (ALP) **[Ord. 2008-003] [Ord.**
- 50 **2014-001]**

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ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

- 1 4) Modifications to approved phase lines; [Ord. 2014-001]
2 5) New uses that require DRO approval, provided all improvements to the use are
3 interior to the structure, with the exception of the following minor exterior
4 improvements: [Ord. 2014-001]
5 a) Modifications to existing parking areas; [Ord. 2014-001]
6 b) Outdoor dining areas; [Ord. 2014-001]
7 c) Walk-in coolers; or, [Ord. 2014-001]
8 d) Above ground tanks. [Ord. 2014-001]
9 6) Palm Beach County School Board Projects; [Ord. 2008-003] [Ord. 2014-001]
10 7) Modifications to approved Type IB Excavation; [Ord. 2008-003] [Ord. 2011-001]
11 [Ord. 2014-001]
12 ~~8) Minor modifications to approved architectural elevations provided consistent with~~
13 ~~previously approved elevations and conditions of approval; and, [Ord. 2014-001]~~
14 **[Partially relocated to Art. 2.D.1.G.2.c.7]** Related to Zoning Review]
15 ~~98) Proposed or relocated guard houses. [Ord. 2014-001]~~
16 The applicant shall be responsible for obtaining the recommendation of approval and any
17 comments from the affected DRO agencies, in a form and manner established by the
18 Zoning Director. [Ord. 2007-001] [Ord. 2008-003] [Ord. 2011-001]
19 **c. Zoning Review**
20 Zoning review is for applications that require only Zoning Division approval of: minor
21 corrections to tabular data, additions and amendments to ~~an~~ existing approved ~~site or~~
22 ~~subdivision~~ plans. Amendments include the following: [Ord. 2008-003] [Ord. 2014-001]
23 1) Change in sign location; [Ord. 2008-003]
24 2) Minor modifications to approved parking areas (such as relocation of handicapped
25 parking spaces or removal of spaces exceeding ULDC requirements); [Ord. 2008-
26 003] [Ord. 2014-001]
27 3) Relocation of terminal islands to accommodate trees or utility lines; [Ord. 2008-003]
28 4) Reduction in building size, ~~provided there are no changes to approved architectural~~
29 ~~elevations;~~ [Ord. 2008-003]
30 5) Minor modifications to approved lot lines to be consistent with plat; [Ord. 2008-003]
31 [Ord. 2014-001]
32 6) Temporary sales trailers pursuant to a Special Permit); and, [Ord. 2008-003] [Ord.
33 2014-001]
34 7) Amendments to approved architectural elevations provided consistent with previously
35 approved elevations, conditions of approval, and standards in Art. 5.C, Design
36 Standards. The amendments shall be limited to the following changes: **[Partially**
37 **relocated from Art. 2.D.1.G.2.b.8) Related to Agency Review]**
38 a) Modifications to roof design features;
39 b) Exterior building material, texture or finishes of not more than 20 percent per
40 facade to another material of similar or equivalent texture or finish of the
41 approved elevations;
42 c) Molding or decorative features of a similar or equivalent material consistent with
43 the approved elevations;
44 d) Building color to one within the same palette of the approved elevations; and,
45 e) Recesses and projections, blank walls, storefront, fenestration, entries or
46 porches that do not change the character of the building;
47 ~~78) Other minor structures subject to approval by the DRO. [Ord. 2008-003] [Ord. 2014-~~
48 ~~001]~~
49 ~~d. The Zoning Director shall maintain PPM Z0-0-29, subject to periodic updates, outlining a~~
50 ~~list of minor amendments and establishing items that are exempt from the Expedited~~
51 ~~Administrative Modifications process.~~ [Ord. 2014-001][Relocated to Art. 2.D.1.G.2.b,
52 Agency Review]
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EXHIBIT G

ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

1
2 Part 3. ULDC Art. 2.D.2, Special Permit (pages 41-42 of 87), is hereby amended as follows:
3

- | |
|---|
| <p>Reason for amendments: [Zoning]</p> <ol style="list-style-type: none"> 1. Revise the purpose to add a reference to structures to clarify special permits are issued for both uses and structures. 2. Revise Authorized Special Permits to addresses the additional use matrices in Article 3 and 4, where a special permit could be listed as an approval processes. 3. Relocate and codify the new zoning review process for Special Permits by clarifying the following: <ul style="list-style-type: none"> • Consistency with the Code; • Special Permits which require a subsequent building permit need to be submitted to the Zoning Division a minimum of 30 days prior to the event to allow for adequate processing time; • Building inspections must be scheduled prior to issuance of the Special Permit; • Building, Fire, and Code Enforcement must review and signoff on the request for a Special Permit prior to issuance of the final permit. 4. Create new reference to Sufficiency Review with a reference to General Application Procedures, Art. 2.A.1.G.1, Sufficiency Review. |
|---|

4 CHAPTER D ADMINISTRATIVE PROCESS

5 Section 2 Special Permit

6 A. Purpose

7 To create standards and an approval process for certain uses and structures, which are generally
8 temporary in nature, but require monitoring for compliance with Code requirements to ensure
9 compatibility with surrounding land uses. ~~These uses shall require approval of a special permit
10 by the Zoning Division prior to issuance of a CO, business tax receipt, building permit, or
11 commencement of activity.~~[Ord. 2007-013]

12 B. Authorized Special Permits

13 Only the uses identified in Table 4.A.3.A, Use Matrix, Table 3.B.15.F, IRO Permitted Use
14 Schedule, Table 3.B.16.E, PRA Use Matrix, Table 3.E.1.B, PDD Use Matrix, Table 3.F.1.F,
15 Traditional Development Permitted Use Schedule or Article 4.B, SUPPLEMENTARY USE
16 STANDARDS, by an "S" shall require a special permit. This designation ~~in Table 4.A.3.A, Use~~
17 ~~Matrix,~~ does not constitute an authorization of such use or an assurance that such use will be
18 approved under this Code. Each proposed special permit application shall be evaluated by the
19 Zoning Director for compliance with the standards and conditions set forth in this Section, and the
20 applicable district.

21 ~~C. Application Requirements~~

22 ~~The application shall be submitted in a form established by the Zoning Director. The applicant~~
23 ~~shall provide proof of a business tax receipt and all permits must be posted on the site prior to~~
24 ~~commencement of operation. If a survey is required, the applicant shall comply with any~~
25 ~~requirements pursuant to the Technical Manual for application requirements.~~**[Partially**
26 **relocated to Art. 2.D.2.D, below]**

27 **C. Sufficiency Determination**

28 All Special Permit requests are subject to the requirements of Art. 2.A.1.G.4, Sufficiency Review.

29 **D. Review Process**

30 ~~The application shall be submitted in a form established by the Zoning Director and shall be~~
31 ~~consistent with this Code. Any Special Permit application requiring building permits shall be~~
32 ~~submitted a minimum of 30 days prior to the effective date of the Special Permit. Prior to~~
33 ~~issuance of the Special Permit, any associated building permits shall be secured and all required~~
34 ~~inspections scheduled with the Building and Code Enforcement Divisions and Fire Department.~~
35 **[Partially relocated from Art. 2.D.2.C, above] [Ord. 2007-013] [Ord. 2009-040]**

36 **[Renumber Accordingly]**

37
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EXHIBIT G

ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

1
2 Part 4. ULDC Art. 2.D.7, Reasonable Accommodation (page 46 - 48 of 87), is hereby amended
3 as follows:
4

Reason for amendments: [Zoning]
1. Create Applicability section to include provision related to exhausting all administrative options for filing the applicable Zoning Application, if possible, prior to a Reasonable Accommodation request.
2. Change reference to applicant from requesting party to be consistent with ULDC terminology.
3. Add reference to the length of time for sufficiency determination.
4. Breakdown timeframes under Request for Additional Information for ease of use.

5 CHAPTER D ADMINISTRATIVE PROCESS

6 Section 7 Reasonable Accommodation

7 A. Purpose and Intent

8 The purpose of this section is to establish procedures for processing requests for Reasonable
9 Accommodation from the County's Unified Land Development Code and related rules, policies,
10 practices and procedures, for persons with disabilities as provided by the Federal Fair Housing
11 Amendments Act (42 U.S.C. 3601, et. seq.) (FHA), or Title II of the Americans with Disabilities
12 Act (42 U.S.C. Section 12131, et. seq.) (ADA). Any person who is disabled, or qualifying entities,
13 may request a Reasonable Accommodation, pursuant to the procedures set out in this section.

14 B. Applicability

15 An applicant shall be required to apply for all applicable Development Review processes
16 available in the ULDC prior to filing a request for Reasonable Accommodation, unless compliance
17 with available Development Review processes would deprive the applicant, or persons with
18 disabilities served by the applicant, of an equal opportunity to use and enjoy housing. **Ord. 2011-**
19 **016]**

20 **BC.** Notice to the Public of Availability of Accommodation

21 The County shall endeavor to provide notice to the public, advising that disabled individuals or
22 qualifying entities may request a Reasonable Accommodation. **[Ord. 2011-016]**

23 **CD.** Application Procedures

24 The application forms and requirements for submitting a request for Reasonable Accommodation
25 shall be on forms specified by the County Administrator or designee. **[Ord. 2011-016]**

26 1. Application Contents

27 The following considerations shall be applicable for any application information or
28 documentation required: **[Ord. 2011-016]**

29 a. Confidential Information

30 Upon submittal of any medical information or records, including but not limited to
31 condition, diagnosis, or history related to a disabled individual, an applicant may request
32 that the County, to the extent allowed by law, treat the information or records as
33 confidential. The County shall thereafter endeavor to provide notice to the disabled
34 individual, or their representative, of any request received by the County for disclosure of
35 the medical information or documentation previously requested to be treated as
36 confidential. The County will cooperate with the disabled individual, to the extent allowed
37 by law, in actions initiated by such individual to oppose the disclosure of such medical
38 information or documentation, but the County shall have no obligation to initiate,
39 prosecute or pursue any such action, or to incur any legal or other expenses, whether by
40 retention of outside counselor, or allocation of internal resources in connection therewith,
41 and may comply with any judicial order without prior notice to the disabled individual.
42 **[Ord. 2011-016]**

43 b. Address of Applicant

44 Address of the applicant is requested, ~~U~~unless governed by 42 U.S.C. §290d.d., in which
45 case the address shall not be required, but the applicant may be requested to provide
46 documentation to substantiate a claim verifying applicability. **[Ord. 2011-016]**

47 c. Address of Housing

48 Address of housing or other location at which accommodation is requested unless
49 governed by 42 U.S.C. §290d.d., in which case address shall not be required, but the
50 applicant may be requested to provide documentation to substantiate a claim verifying
51 applicability. **[Ord. 2011-016]**

52 2. Sufficiency Determination

53 The County Administrator or designee shall determine whether the application is sufficient or
54 insufficient within ten days of submittal by reviewing the information required in the
55 application. If staff determines the application is not sufficient, a written notice shall be sent to
56 the applicant specifying the deficiencies within the ten day determination timeframe set forth
57 herein.

Notes:

Underlined indicates **new** text.

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EXHIBIT G

ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

23. Fee

There shall be no fee imposed by the County for a request for Reasonable Accommodation under this section or an appeal of a determination on such request, and the County shall have no obligation to pay a ~~applicant's requesting party's~~, or an appealing party as applicable, attorneys' fees or costs in connection with the request, or an appeal. [Ord. 2011-016]

34. County Assistance

The County shall provide such assistance and accommodation as is required pursuant to FHA and ADA in connection with a disabled person's request for Reasonable Accommodation, including assistance with reading application questions, and responding to questions related to completing application or appeal forms, among others, to ensure the process is accessible. [Ord. 2011-016]

45. Findings for Reasonable Accommodation

In determining whether the Reasonable Accommodation request shall be granted or denied, the ~~applicant requesting party~~ shall be required to establish that they are protected under the FHA or ADA by demonstrating that they are handicapped or disabled, as defined in the FHA or ADA. Although the definition of disability is subject to judicial interpretation, for purposes of this ordinance the disabled individual must show: [Ord. 2011-016]

- a. a physical or mental impairment which substantially limits one or more major life activities; [Ord. 2011-016]
- b. a record of having such impairment; or [Ord. 2011-016]
- c. that they are regarded as having such impairment. [Ord. 2011-016]

The ~~applicant requesting party will shall have to~~ demonstrate that the proposed accommodations being sought are reasonable and necessary to afford disabled persons equal opportunity to use and enjoy housing. The foregoing, as interpreted by the Courts, shall be the basis for a decision upon a Reasonable Accommodation request made by the appropriate PBC official. [Ord. 2011-016]

56. Authority

The determination of which appropriate PBC official has the authority to consider and act on requests, or appeals of a decision for Reasonable Accommodation, shall be consistent with Art. 1.B.1.A, Authority. [Ord. 2011-016]

67. Action by Appropriate PBC Official

A written ~~determination response~~ shall be issued ~~by the appropriate PBC official~~ within 45 days of the date of ~~sufficiency advising the applicant of the PBC official's action. receipt of an application, (when determined to be sufficient).~~ [Ord. 2011-016]

a. Request for Additional Information Timeframes

If additional information is required to make a final decision, the following shall apply:

1) ~~If reasonably necessary to reach a determination on the request for Reasonable Accommodation, the appropriate PBC official, may, prior to the end of said~~ Within 45 days of sufficiency determination period, request a written notice requesting additional information may be requested from the requesting party, specifying in sufficient detail what information is required. [Ord. 2011-016]

2) ~~The applicant requesting party shall have 15 days from the date of the written notice to respond to the request for additional information not to exceed 60 days from the date of sufficiency after the date of the request for additional information to provide the requested information.~~ [Ord. 2011-016]

a) ~~In the event a request for~~ If the additional information provided by the applicant satisfies staffs' request, is made, the 45 day period to issue a written determination shall no longer be applicable, and the appropriate PBC official shall issue a written determination shall be issued within 30 days after receipt of the additional information. [Ord. 2011-016]

b) ~~If the applicant requesting party fails to provide the requested additional information within said 15 days period, the appropriate PBC official shall issue written notice advising that the requesting party had failed to timely submit the additional information, and therefore the request for Reasonable Accommodation a letter shall be issued to the applicant advising the applicant that the application is considered withdrawn. deemed abandoned or withdrawn and no further action by the County with regard to said Reasonable Accommodation request shall be required.~~ [Ord. 2011-016]

....
[Renumber Accordingly]

Notes:

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EXHIBIT G

ARTICLE 2.D, ADMINISTRATIVE PROCESS
SUMMARY OF AMENDMENTS
(Updated 11/05/14)

1
2 Part 6. ULDC Art. 3.E.1.E.1, Modifications by the DRO to a Master Plan, Site Plan, Subdivision
3 Plan or Regulating Plan (page 156 of 229), is hereby amended as follows:
4

<p>Reason for amendments: [Zoning]</p> <p>1. Clarify that in a PDD, the DRO has the ability to approve the relocation or deletion of emergency access ways as defined as " a non-dedicated area that is permitted for ingress or egress of vehicles or pedestrians. An access way is permitted to traverse a required landscape buffer". Should a emergency access way be added at Off the Board DRO at the request of the Fire Department, Zoning will have the authority to address the opening in the buffer and will require it to be gated in a manner in which to limit access to emergency fire access only.</p> <p>2. Delete standard that allows intensity increase applicable to Planned Development Districts as it already addressed under Art. 2.D.1.G.1, Modifications to BCC/ZC Approvals and is duplicative language.</p>

5
6 CHAPTER E PLANNED DEVELOPMENT DISTRICTS (PDDS)

7 Section 1 General

8 E. Modifications

9 Modifications to a planned development with a valid development order shall comply with Art.
10 2.A.1.G.3, Plan Requirements and Article 2.D.1, Development Review Officer. [Ord. 2009-040]

11 1. Modifications by the DRO to a Master Plan, Site Plan, Subdivision Plan or Regulating
12 Plan

13
14 f. Access

15 Access shall not be added to roads external to the project, internal roads indicated on the
16 Thoroughfare Identification Map, or to roads external to a pod, except for a residential
17 pod and the addition of emergency access ways as required by PBC Fire Rescue.
18 Access to roads external to a residential pod, but internal to the project, may be added in
19 accordance with Article 11, SUBDIVISION, PLATTING, AND REQUIRED
20 IMPROVEMENTS.

21
22 ~~j. Intensity Increase~~
23 ~~The GFA of each building shown on a site plan approved by the BCC may be increased~~
24 ~~by five percent provided the increase does not exceed 1,000 gross square feet and~~
25 ~~complies with Article 2.F, CONCURRENCY (Adequate Public Facility Standards).~~

26

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		Complete	Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Calendar- Variance Deadlines	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	10-21-14 Dates reflected on 2015 Calendar. Discussed at August DRAC Meeting. 8-12-14 Wendy to discuss with DRAB on 8-15-14 some suggested changes to Type II Standalone Variances. 5-5-14 No changes - staff has not had time to discuss
Information on a Master Plan	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Finalizing	5/11/2012	Gladys DiGirolamo	10-31-14 Title 2 of Tech Manual has been modified to remov information we no longer require on the Master Plan. Hopefully, this will address this task. Updated Tech Manual tentatively scheduled for publishing Dec 2014. -12-14 Wendy and Maryann reviewed all the requests from Agents with regards to amount of detail being shown on Master Plan. Met with Joanne Keller and are recommending changes to Tech Manual to clarify what needs to be on Master Plan. Will review at the 8-15-14 DRAC Meeting 5/8/2014 This is on hold until CD Staff is able to hire additional staff to complete task. 1/29/14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 08/13/2013 task still pending; drafted modifications to the Technical Manual; 06-07-13 Wendy said she met in last month with several DRAC members to address their concerns with too much information on Master Plan. Working on draft to reflect changes agreed to and once done will send out to Committee for review. Then the Technical Manual will be update. 8/13/13 Subcommittee need to discuss Tech Manual changes. Staff to finalize the proposed changes prior to next DRAC meeting. 10/22/13: Wendy Information on Master Plan Management Work
Architecture Review	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Pending	5/9/2014	Scott Mosolf	10-31-14 Arch Subcommittee convened and made recommendations for Code Amendment. ZC will review draft code language at Nov ZC Hearing. DRAC to review amendments at Nov 14 Meeting. LDRAB to review changes at Nov 12 Meeting. 8-12-14 BCC directed staff to convene a LDRAB Subcommittee to review the Arch Guidelines for submittal
Regulating Plan and Tech Manual Updates	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Finalizing	5/9/2014	Bradley Miller	10-31-14 Staff made significant changes to Title 2 to address this topic. Staff will review the changes at the Nov 14 DRAC Meeting for final input 8-12-14 At the DRAC Meeting on 8-15-14 Wendy will address the proposed changes staff are working on.
Subdivision Plan	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Working on	5/9/2014	Gladys DiGirolamo	10-31-14 Wendy and Joanne to give update on TEST application they have been processing. 8-12-14 Jon met with Gladys to discuss her inquiry in more detail. We agreed that we could test a project with Zoning and Land Development to see if this could work. If we have

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
ePZB Project History Screen	8-15-14 DRAC requested access to ePZB Project History Screen	Jon	Pending	8/15/2014	DRAC	10-31-14 ISS will give a demo on new screen they created under eZINFO for the public to view historical information for current and historical applications. DRAC will be provided opportunity to see screens and give input before moved to production. 8-21-14 ISS use it can be done but would require

TITLE 2

PLANS

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TITLE 2

PLANS

CHAPTER A PLAN REQUIREMENTS MATRIX

Table 1 – Types of Plans Required for BCC/ZC Approval Processes

BCC or ZC													
Preliminary Plan Click on the appropriate link below to save template	P U D ¹²	M U D	M X P D	P I P D	T D D ¹²	R V P D	L C C ²	I R O ²	M H P D	Rezoning to Standard District	CA/ CB/ R	Type II Variance	Waiver Deviation/ Unique Structure
Master (PMP) (Portrait) (Landscape)	√	NA	NA	√	√	√	NA	√	√	NA	NA	NA	NA
Site (PSP) (Portrait) (Landscape)	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ⁴	√ ³	√ ³	√ ³
Subdivision (PSBP) (Portrait) (Landscape)	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ³	√ ⁴	√ ³	√ ³	√ ³
Regulating (PRP)	√	√	√	√	√	√	√	√	√	√	√	√ ⁵	√ ⁵
Master Sign (PMSP)	√	√	√	√	√	√	√	√	√	√ ⁷	√	√	NA
Alternative Sign (PASP)	√	√	√	√	√	√	√	√	√	√ ⁶	√	√	NA
Landscape (PLP)	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷
Alternative LA (PALP)	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷
Arch. Elevations (PAE)	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ⁸	NA	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}
Floor (PFP)	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ⁸	NA	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}
Roof (PRFP)	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ⁸	NA	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}

Notes:

√	Required unless stated otherwise.
1.	Label plans as Preliminary for BCC or ZC processes, label plan as Final for Off-The-Board or DRO approval processes.
2.	Pre-application Conference, label plan as Conceptual Master Plan for LCC, IRO or PRA.
3.	A subdivision plan shall replace a site plan if there is subdivision requested or required.
4.	May be required by staff along with a recommendation of a COZ over the base zoning district.
5.	May need details on the regulating plan as part of justification for a variance or a waiver.
6.	May be required by staff to address standards pursuant to Art. 2.B or other code requirements.
7.	If requested by applicant, required by Code or by Condition of Approval.
8.	Only required if applicant chooses to have Architectural Review at time of Public Hearing; at Final DRO approval; required by staff to address Public concerns, or by Conditions of Approval.
9.	Required if bonus density (TDR, WHP, AFH) is requested.
10.	Preliminary Plans that are submitted to the BCC or ZC shall be finalized by the DRO as an Off-The-Board or Final DRO approval.
11.	Uses shown as Use Matrices of the ULDC as D or P approval process.
12.	Allocation Plan is an additional requirement for any PDD application within an Agricultural Enclave Overlay. Use Site Plan Template.
	Click on the appropriate link to save template. Autocad Viewer required to view the downloaded CAD file. The viewer can be downloaded for free at eDrawing

Table 2 – Types of Plans Required for DRO Approval Process

FINAL DRO (OFF THE BOARD) or DRO														
Final Plan ¹ Click link below for template	P U D ^{10, 12}	M U P ^{D¹⁰}	M X P ^{D¹⁰}	P I P D ¹⁰	T D D ^{10, 12}	R V P D ¹⁰	L C C ¹⁰	I R O ¹⁰	M H P D ¹⁰	Rezoning to Standard District ¹⁰	CA/ CB/ R ¹⁰	Type II Variance ¹⁰	Waiver Deviation/ Unique Structure ¹⁰	D R O/ P ¹¹
Master (FMP) (Portrait) (Landscape)	√	NA	NA	√	√	√	√	√	√	NA	NA	NA	NA	√
Site (FSP) (Portrait) (Landscape)	√ ³	√ ³	√ ³	√ ³	√ ³	√	√	√	√	√ ⁷	√	√	√	√
Subdivision (FSBP) (Portrait) (Landscape)	√ ³	√ ³	√ ³	√ ³	√ ³	√	√	√	√	√		√	√	√
Regulating (PRP)	√	√	√	√	√	√	√	√	√	√ ⁷	√	√	√	√
Master Sign (PMSP)	√	√	√	√	√	√	√	√	√	√ ⁷	√	√	NA	√
Alternative Sign (PASP)	√	√	√	√	√	√	√	√	√	√ ⁷	√	√	NA	√
Landscape (PLP)	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	
Alternative LA (PALP)	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷	√ ⁷
Arch. Elevations (PAE)	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ⁸	NA	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}
Floor (PFP)	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ⁸	NA	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}
Roof (PRFP)	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ⁸	√ ^{8,9}	√ ^{8,9}	√ ⁸	NA	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}	√ ^{8,9}
Notes:														
√	Required unless stated otherwise.													
1.	Label plans as Preliminary for BCC or ZC processes, label plan as Final for Off-The-Board or DRO approval processes.													
2.	Pre-application Conference, label plan as Conceptual Master Plan for LCC, IRO or PRA.													
3.	A subdivision plan shall replace a site plan if there is subdivision requested or required.													
4.	May be required by staff along with a recommendation of a COZ over the base zoning district.													
5.	May need details on the regulating plan as part of justification for a variance or a waiver.													
6.	May be required by staff to address standards pursuant to Art. 2.B or other code requirements.													
7.	If requested by applicant, required by Code or by Condition of Approval.													
8.	Only required if applicant chooses to have Architectural Review at time of Public Hearing; at Final DRO approval; required by staff to address Public concerns, or by Conditions of Approval.													
9.	Required if bonus density (TDR, WHP, AFH) is requested.													
10.	Preliminary Plans that are submitted to the BCC or ZC shall be finalized by the DRO as an Off-The-Board or Final DRO approval.													
11.	Uses shown as Use Matrices of the ULDC as D or P approval process.													
12.	Allocation Plan is an additional requirement for any PDD application within an Agricultural Enclave Overlay. Use Site Plan Template.													
	Click on the appropriate link to save template. Autocad Viewer required to view the downloaded CAD file. The viewer can be downloaded for free at eDrawing													

CHAPTER B APPLICATION REQUIREMENTS – PLANS

Pursuant to Art.2.A.1.G.3, Plan Requirements of the Unified Land Development Code (ULDC), an applicant is required to submit one or a combination of plans based on the type of development application and approval process. In determining which type of plan (s) would be required for the application submittal, refer to [Table 1, Required Plans for BCC/ZC/DRO Approval Processes](#).

All plans, whether they are approved as Preliminary or Final, shall be prepared in compliance with the ULDC and the following additional requirements:

Section 1 - Plan Format

Section 2 - Plan Elements

Section 3 - Site Data

Section 4 - Site Elements and Graphic Data

Section 5 - Residential Elements

Section 6 - Property Development Regulations (PDRs)

Section 7 - Planned Development Tabular Data

Section 8 - Type I and II Variances

Section 9 - Type I and II Waivers

Other Types of Plans

For those plans/plan templates that are not listed in Table 1, contact Zoning Division Staff for assistance.

Section 1 Plan Format

These standards are established to provide information pertaining to the graphic and format presentation of a plan. The following is required for all types of plans, except stated otherwise. Deviations of these requirements may be requested by contacting Zoning Division staff:

- A. All plans and elevations shall be limited to a plan size of 24" x 36", and folded to an 8.5" x 11" format;
- B. Drawn at an engineering scale ranging from 1" = 20'; 30'; 40'; 50'; 60' for all plans;
 1. Master Plan may be drawn at 1" = 100'; or at a scale permitted by the DRO.
 2. Regulating and Sign Plans may be drawn at Architectural Scale. Scale for each detail may vary.
 3. Architectural Plans and elevations shall be drawn at an Architectural scale of 1" = 3/32', 3/16', 1/8', 1/4', or 3/8'.
- C. All drawings, except elevations, isometric drawings, and renderings, shall be in two dimensional plan views;
- D. Fonts shall be no less than 10 point;
- E. Line weight hierarchy on all plans shall be consistent with common drafting standards;
- F. Multiple pages shall be consecutively numbered with the total number of pages indicated on each page (e.g. Page 1 of 4);
- G. Match lines shall be clearly labeled to relate drawing segments (This requirement is not applicable to Regulating Plan, or Sign Plan);

- H. A key map, which indicates the site location, names of the streets where the site fronts on and in its proximity, shall be provided relating the location of each sheet to the overall plan;
- I. All numerical references shall be rounded up to a maximum of two decimal points;
- J. Architectural – Full sized and reduced copy of color elevations.

Section 2 Plan Elements

The following items are generally found on the right hand column of a plan where information pertaining to the project name and location, consultants, revision, scale, etc. These items are required for all plans, except where otherwise noted:

A. Consultants

Consultant Logo Box (name, address, phone number, fax, and e-mail, if applicable).

B. Control/Application Name

C. Types of Plan

Label in accordance with Art. 2.A.1 of the ULDC and the ePZB Attachment and Submittal Guide for the following applications:

- 1. [Administrative Review](#)
- 2. [Community Development](#)
- 3. [Permit/Landscape](#)

D. Signature and Professional Seal

Require for Architectural, Landscape, Lighting/Photometric Plans or related submittal documents, Drainage Statement, Traffic Statement or Study, and Survey/Plat.

* Landscape related Plans - must be signed and sealed only for those plans/documents that are used for construction purposes.

E. Revision Date

F. Page Number

G. Site Data

Site Data	Existing	Required/Proposed

H. Zoning Stamp

A 4" x 4" box

I. North Arrow

Not applicable to Regulating Plan

J. Graphic Scale

Engineering or Architectural Graphic and Written scale

K. Amendment Stamp (next to Zoning Stamp box)
A 4" x 4" box

Section 3 Site Data

The Site Data Table is usually located next to the General Information Box. These items, including but not limited to the following, are required for all plans, except stated otherwise. Provide the following in this order:

Table 3 - Required Site Data for Preliminary Plans (BCC/ZC Approval Processes)

Site Data		PMP (Preliminary Master Plan)	PSP (Preliminary Site Plan)	PSBP (Preliminary Subdivision Plan)	PRP (Preliminary Regulating Plan)	PMSP (Preliminary Master Sign Plan)	PASP (Preliminary Alternative Sign Plan)	PLP (preliminary Landscape Plan)	PALP (Preliminary Alternative Landscape Plan)	PAE (Preliminary Architectural Elevations)	PFP (Preliminary Floor Plan)	PRFP (Preliminary Roof Plan)
1	Application Name (FKA names, if applicable)	√	√	√	√	√	√	√	√	√	√	√
2	Control Number	√	√	√	√	√	√	√	√	√	√	√
3	Project Number	√	√	√	√	√	√	√	√	√	√	√
4	Last ZC/BCC approval Date and Resolution Number(s)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Tier	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	Existing Land Use Designation	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Proposed Land Use Designation	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Existing Zoning District	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	Proposed Zoning District	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	Overlay(s)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Property Control Number(s)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Existing Uses	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Proposed Uses	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Required/Proposed Gross Site Area	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Required/ Proposed Net Site Area	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	Existing/Approved/Proposed Density (Housing types and number of units)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17	Existing/Approved/Proposed Density bonus program; (e.g. TDR, WHP, AHP)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18	Existing/Approved/Proposed Intensity; (Gross Floor Area)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Required/Existing/Proposed Parking	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20	Required/Existing/Proposed Accessible Parking	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Required/Existing/Proposed Loading	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Required/Existing/Proposed Building Height and number of stories (in feet)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Required/Existing/Proposed Recreation	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
24	Required/Existing/Proposed Civic	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
25	Traffic Analysis Zone (TAZ)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Table 4 - Concurrency Reservation

Fast Food Restaurant	square feet/no. of seats
Retail Sales, General	square feet
School	square feet/ no. of students
Convenience Store with gas sales	square feet/no. of fueling positions
Medical Office	square feet
Daycare	square feet/no. of persons

*Concurrency is approved for the above uses and amounts shown on this plan.

Table 5 - Required Site Data for Final Plans (DRO Approval Processes)

	Site Data	FMP (Final Master Plan)	FSP (Final Site Plan)	FSBP (Final Subdivision Plan)	FRP (Final Regulating Plan)	FMSP (Final Master Sign Plan)	FASP (Final Alternative Sign Plan)	FLP (Final Landscape Plan)	FALP (Final Alternative Landscape Plan)	FAE (Final Architectural Elevations)	FFP (Final Floor Plan)	FRFP (Final Roof Plan)
1	Application Name (FKA names, if applicable)	√	√	√	√	√	√	√	√	√	√	√
2	Control Number	√	√	√	√	√	√	√	√	√	√	√
3	Project Number	√	√	√	√	√	√	√	√	√	√	√
4	Last ZC/BCC Approval Date	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Tier	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6	Land Use Designation	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7	Zoning District	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
8	Overlay(s)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	Property Control Number(s)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10	Existing Uses	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Proposed Uses ¹	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12	Required/Proposed Gross Site Area	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Required/ Proposed Net Site Area	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
14	Existing/Approved/Proposed Density (Housing types and number of units)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
15	Existing/Approved/Proposed Density bonus program; (e.g. TDR, WHP, AHP)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
16	Existing/Approved/Proposed Intensity; (Gross Floor Area)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
17	Required/Existing/Proposed Parking	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18	Required/Existing/Proposed Accessible Parking	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Required/Existing/Proposed Loading	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
20	Required/Existing/Proposed ² Building Height and number of stories (in feet)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Required/Existing/Proposed Recreation	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
22	Required/Existing/Proposed Civic	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
23	Traffic Analysis Zone (TAZ)	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Notes

√ Required unless stated otherwise.

Section 4 Site Elements and Graphic Data

Site elements are specific to a subject property and application requests, and shall be shown graphically on a Master, Site or Subdivision Plans, for either the Public Hearing or Administrative Review approval processes. These graphics shall be supported by text, labeling, and dimensional information (width, length, depth) for each of these site elements on the plan, if applicable. Phase lines and affected areas shall also be delineated and defined clearly on the plan(s).

Other elements that are not included in this table may be required to be shown by the DRO Agencies at the time of DRO review of the application. Headings of these site elements are organized in an alphabetical order, and not in the order of drafting a plan.

Table 6 - Site Elements and Graphic Data

Carol Ann, please LINK THE EXCEL CHARTS HERE

Section 5 Residential Elements

For residential projects, provide the following information in addition to the above requirements. Refer to Chapter C, Regulating Plan for information in preparing housing type details.

Residential Elements	
Site Elements	Description
Residential	Density Bonus programs: WHP, AFH, TDR Housing types in each pod, number of units
	Overall density, acreage
	Net and gross density of each pod and acreage
	Pods/Parcels – residential, recreational, civic, and commercial, identify each pod or parcel with a number or a letter
	Gross density of adjacent residential properties

Section 6 Property Development Regulations (PDRs)

PDR Tabular Data, provide the following chart (example) on the Master, Site or Subdivision plan, and add rows/columns as necessary:

Property Development Regulations											
Zoning District or Pod	Minimum Lot Dimensions				Density/GFA	FAR	Bldg. Cover	Setbacks/Separation			
	Size	Width	Frontage	Depth				Front	Side	Street	Rear
Required											
Proposed											

Section 7 Planned Development Tabular Data

For Planned Development District, provide the following chart (example) on plan, and add rows/columns as necessary:

Planned Development Tabular Data

Current DRO Approval							New Submittal				
Pod Type and Name	Acre	Latest BCC Unit Approval	T Y P E	Unit*	Density	Class	Type	Unit #	Density	Class	Change
				Or Gross Floor Area			Or Gross Floor Area				

Section 8 Type I and II Variances

The applicant is required to provide details of the proposed variance(s) on the plan. For applications that have prior approved variances, they must also be shown on the plan. Use the following chart.

Variance Chart

ULDC Code Section	Required	Provided	Variance

Section 9 Type I and II Waivers

The applicant is required to provide details of the proposed variance(s) on the plan. For applications that have prior approved variances, they must also be shown on the plan. Use the following chart.

Waiver Chart

ULDC Code Section	Required	Provided	Waiver

CHAPTER C REGULATING PLAN

In addition to applicable Requirements of Chapter B. "Application Requirements - Plans", regulating plans may include additional categories of site elements that could be shown in graphic presentations, with construction details, text, and dimensions to demonstrate the design and visual appearance of each of these elements (Refer to Title 3, Details and Design Examples):

- Section 1 - Residential
- Section 2 - Landscape
- Section 3 - Palm Tran Bus Shelters
- Section 4 - Public Amenities/Focal Points/Exemplary Design Features
- Section 5 - Screening Details
- Section 6 - Street Cross Sections
- Section 7 - Miscellaneous

Exception:

At review time, staff will determine which details are required to be shown on the Regulating Plan, or on other types of plans, or could be submitted in manufacturer's cut sheets.

Section 1 Residential (Refer to Chapter B.4, Residential Elements)

Provide plan view for:

- A. Housing type (e.g. single-family/zero lot line/multi-family);

- B. Lot layout and dimensions;
- C. Building envelope;
- D. Setbacks/separation;
- E. Screen enclosure/pool setbacks;
- F. Driveway;
- G. Easements.

The following information could be shown on a Regulating Plan if the Site/Subdivision Plan does not have sufficient area to show the details:

Zero Lot Line (Fee Simple Ownership)	Townhouse (Fee Simple Ownership)	Multi-family (Condominium Ownership)
Dimension and label Zero lot line side	Dimension and label Lot lines	Dimension and label building footprints
Dimension and label overhang easements	Dimension and label parking and garage (Garage allowed when on dedicated R-O-W; garage with back out onto parking tract not permitted)	Label number of units per building
Dimension minimum length of home along zero lot line sides	NA	Label parking and provide breakdown by number of units/bedrooms (can be shown in Site Data)
Dimension and label side street homes (a.k.a. floaters)	NA	Dimension, label and provide numbers of guest parking; covered parking areas
NA	NA	Label and provide size of RV/boat storage areas
NA	NA	Label and provide size of bike rack areas; gang mailboxes

Section 2 Landscape (Refer to Title 4, Landscape)

Provide plan for:

- A. Plan view – buffers, which include all trees, palms, shrubs, berm, walls and fences, with required spacing. Also include easements where applicable;
- B. Cross sections – buffers that include berms and slope gradient, walls/fences, plant materials, drainage swales and easements.
- C. Tabular Data – plant names, quantities, sizes.

Section 3 Palm Tran Bus Shelters

- A. Bus shelter to be designed to be in compliance with Palm Tran standards, deviations must be subject to Palm Tran approval.

Section 4 Public Amenities/Focal Points/Exemplary Design Features (See Title 3, Details and Design Examples)

Provide plan and elevation or manufacturer drawings for:

- A. Fountains;
- B. Water Features;

- C. Clock Towers/Campanile;
- D. Insert Art;
- E. Gazebos;
- F. Pergolas/Trellis/Shade Structures;
- G. Plaza/Squares;
- H. Benches.

Section 5 Screening Details

Provide plan and elevation for:

- A. Dumpster/Compactor screening. Design to be compatible with architecture of the development;
- B. Outdoor Storage.

Section 6 Street Cross Sections (See Land Development Design Guidelines Manual)

Provide plan and cross section for:

- A. Sidewalks;
- B. Bike lanes;
- C. Street trees;
- D. On-street parking and lighting;
- E. Travel lanes;
- F. Easements.

Section 7 Miscellaneous

In addition, a Regulating Plan may be utilized to show any other elements that are required by the DRO agencies at time of review of the application. If required, provide plan, cross section or elevation views for the required elements, whichever are most appropriate, to demonstrate the design and details.

CHAPTER D PHASING PLAN

A Phasing Plan shall be consistent with the approved Plan (i.e. Master, Subdivision or Site, whichever is applicable).

To implement Art. 2.E.3.B.2, Conditional and Requested Uses, PDDs other than PUDs, TTDs and TMDs, a Phasing Table shall be included on the Phasing Plan to clearly define the following:

1. Number of Phases for the overall development;
2. Phasing Timeline – Commencement and discontinuance of each phase;
3. Proposed Uses;

4. No. of buildings and square footage affiliated with each use;
5. Acres and Percentages – breakdown of % of land area associated with each phase. It must comply with the minimum percentage of the land area for each phase of the development as referenced in Art. 2.E.

Phasing Table

Phase	Phasing Timeline	Proposed Uses	No. of buildings and S.F.	Acres & Percentages of Land Area for each Phase
Notes:				

CHAPTER E SPECIAL PERMIT

For Special Permit Applications, the most recently approved Plan is required as part of the Application requirements.

If a survey is required, the survey shall be prepared with the following information, where applicable:

1. Location of existing and proposed signage;
2. Square footage of the designated area;
3. Location, setback of products (e.g. trees, pumpkins, etc.), and footprint of the tent if a tent is requested;
4. Location where the Special Permit will be posted on the subject property.

CHAPTER F ELECTRONIC PLAN (E-PLAN) AND ELECTRONIC PLAN AMENDMENT PROCESS (EPAP)

All electronic plans and process shall be prepared pursuant to the e-PLAN [Protocols and Technical Requirements](#).

For the EPAP, the Plan requirements listed below must be prepared:

A Plan incorporating all proposed modifications identified in the applicant’s Justification Statement. This Plan must be submitted in a DWF format.

A Plan incorporating all proposed modifications identified in the Justification Statement. All modifications must be identified with a “Revision cloud”. This Plan must be submitted in a PDF format.

U:\Zoning Code Tables\Technical Manual\2014\10-27-2014 Title 2.doc

	Site Elements	Description	PMP (Preliminary Master Plan)	PSP (Preliminary Site Plan)	PSBP (Preliminary Subdivision Plan)	PRP (Preliminary Regulating Plan)	PMSB (Preliminary Master Sign Plan)	PASP (Preliminary Alternative Sign Plan)	PLP (Preliminary Landscape Plan)	PALP (Preliminary Alternative Landscape Plan)	PAE (Preliminary Architecture Elevations)	PRP (Preliminary Floor Plan)	PRFP (Preliminary Roof Plan)
a	Adjacent properties	Adjacent properties (north, south, east and west). Indicate the FLU designation, Zoning District, existing or approved uses and the Control Numbers. Graphically show all existing structures/site improvements of these properties of the first 100 feet measuring from the site's property line	√	√	√								
b	Affected Area	For DOA projects, including but not limited to: buffers, parking, traffic circulation. Indicate the affected area in accordance with Article 1.E and 1.F by using a different line-weight around the affected area. (Plain View)	√	√	√				√	√			
c	Alternative Mode of Transportation	Indicate the dimension from street intersection; with traffic, Palm Train, school Show pedestrian connections and radius for school bus turn-around Bicycle paths or lanes and associated racks (refer to Plan-location)											
d	Building	Building numbers; Number, of units for residential Height Square footage of each building	√ √ √ √	√ √ √ √	√						√ √	√	√
e	Civic	Public or private Required and proposed acreage (also in tab data /PDR chart) Square feet and percentage calculation List uses and facilities	√ √ √ √	√ √ √ √								√	
f	Drainage	Water Management Tract, retention/detention areas, lake maintenance easement, and swales, (no overlap into landscape buffers) Slopes/elevation heights of water bodies Retention/detention areas over four feet in depth – indicate setback to canals and perimeter property lines Fountains in each water body	√ √ √ √	√ √ √ √	√ √ √	√			√	√			
g	Fire Rescue	Maximum distance around a structure to closest fire truck Location of fire hydrants not interfering with required landscaping Indicate minimum stabilized access around all structures Stripe fire lanes	√ √ √ √	√ √ √ √	√ √ √	√							
h	Landscape	Perimeter buffers (R-O-W, Incompatibility, Compatibility) Interior landscaping Foundation planting Specimen tree/palm		√ √ √ √					√ √ √ √	√ √ √ √			
i	Parking and Loading	Striping spaces, and degree for angled parking Number of spaces in each row Handicap parking and ramps, public sidewalk required; grade curb cuts Reserved parking; off site parking; valet parking; shared parking requirements Grass parking; guest parking; motorcycle/bicycle parking Loading spaces Drop off and transient spaces; temporary parking areas Vehicle display/storage areas; square footage, number and surface material/shopping cart corals		√ √ √ √ √ √ √ √									
j	Pedestrian Amenities	Sidewalks; pedestrian path dimensions; include shade trees and lighting and surface material Seating areas/benches Amenities: fountains in each waterbody, water features, clock towers/campaniles, art, gazebos, pergolas/trellis/shade structures, plazas/squares, bike racks		√ √ √	√ √ √	√ √	√						
k	Plat	Plat book and page number	√	√	√				√	√			
l	Preserve and Open Space	ERM – upland and SFWMD – wetland Usable open space	√ √	√ √	√ √				√ √	√ √			
m	Property Boundary	Boundary bearings and distances	√	√	√				√	√			
n	Recreation	Public, private – HOA Required and proposed acreage Building Square feet All uses and facilities (i.e. pool, sports, hibachi)	√ √ √ √	√ √ √ √	√ √	√ √							
o	Sign	Sign types and locations Ground mounted or Directional	√ √	√ √		√ √	√ √	√ √					

	Site Elements	Description	FMP (Final Master Plan)	FSP (Final Site Plan)	FSBP (Final Subdivision Plan)	FRP (Final Regulating Plan)	FMSP (Final Master Sign Plan)	FASP (Final Alternative Sign Plan)	FLP (Final Landscape Plan)	FALP (Final Alternative Landscape Plan)	FAE (Final Architectura Elevations)	FFP (Final Floor Plan)	FRFP (Final Roof Plan)
a	Adjacent properties	Adjacent properties (north, south, east and west). Indicate the FLU designation, Zoning District, existing or approved uses and the Control Numbers. Graphically show all existing structures/site improvements of these properties of the first 100 feet measuring from the	√	√	√								
b	Affected Area	For DOA projects, including but not limited to: buffers, parking, traffic circulation. Indicate the affected area in accordance with Article 1.E and 1.F by using a different line-weight	√	√	√				√	√			
c	Alternative Mode of Transportation	Indicate the dimension from street intersection; with traffic, Palm Train, school Show pedestrian connections and radius for school bus turn-around Bicycle paths or lanes and associated racks (refer to Plan-location)		√									
d	Building	Building numbers; Number of units for residential; Height; Square footage of each building	√	√	√						√	√	√
e	Civic	Public or private Required and proposed acreage (also in tab data /PDR chart) Square feet and percentage calculation List uses and facilities	√	√									
f	Drainage	Water Management Tract, retention/detention areas, lake maintenance easement, and swales, (no overlap into landscape buffers) Slopes/elevation heights of water bodies Retention/detention areas over four feet in depth – indicate setback to canals and perimeter property lines Fountains in each water body	√	√	√				√	√			
g	Fire Rescue	Maximum distance around a structure to closest fire truck Location of fire hydrants not interfering with required landscaping Indicate minimum stabilized access around all structures Stripe fire lanes	√	√	√	√							
h	Landscape	Perimeter buffers (R-O-W, Incompatibility, Compatibility) Interior landscaping Foundation planting Specimen tree/palm		√					√	√			
i	Parking and Loading	Striping spaces, and degree for angled parking Number of spaces in each row Handicap parking and ramps, public sidewalk required; grade curb cuts Reserved parking; off site parking; valet parking; shared parking requirements Grass parking; guest parking; motorcycle/bicycle parking Loading spaces Drop off and transient spaces; temporary parking areas Vehicle display/storage areas; square footage, number and surface material/shopping cart carts		√									
j	Pedestrian Amenities	Sidewalks; pedestrian path dimensions; include shade trees and lighting and surface material Seating areas/benches Amenities: fountains in each waterbody, water features, clock towers/campaniles, art, gazebos, pergolas/trellis/shade structures, plazas/squares, bike racks		√	√	√							
k	Plat	Plat book and page number	√	√	√				√	√			
l	Preserve and Open Space	ERM – upland and SFWMD – wetland Usable open space	√	√	√				√	√			
m	Property Boundary	Boundary bearings and distances	√	√	√				√	√			
n	Recreation	Public, private – HOA Required and proposed acreage	√	√	√	√							

EXHIBIT A

ARTICLE 5.C. – DESIGN STANDARDS SUMMARY OF AMENDMENTS

(Updated 11/04/14)

1
2 **Part 1. ULDC Art. 2.A.1.G.3, Plan Requirements (page 15 - 16 of 87), is hereby amended as**
3 **follows:**
4

Reason for amendments: [Zoning] On May 22, 2014, the Zoning Commission (ZC) requested the Board of County Commissioners (BCC) permission to amend Article 5.C, Design Guidelines of the Unified Land Development Code (ULDC). The proposed amendment will require the submittal of architectural elevations for those applications that are subject to the approval by the ZC or a recommendation by the ZC to the BCC. The intent of the proposed amendment is to ensure quality and consistency of architecture that address compatibility issues. The issue was discussed by the Land Development Regulation Advisory Board (LDRAB) Architectural Subcommittee on September 10, 2014, which recommended requesting architectural elevations to use approval applications subject to public hearings.

1. Delete standards that require architectural elevations to be part of the Final Regulating Plan as they are typically provided as separate set of plans consistent with the requirements of the Technical Manual.
2. Clarify that architectural plans, where applicable, are also within the other types of plans required as part of any development order application. Specific standard related to when elevations are required to be submitted and the application requirements are indicated in Article 5.C.

5 **CHAPTER A GENERAL**

6 **Section 1 Applicability**

7 **G. Application Procedures**

8 **3. Plan Requirements**

9 **g. Regulating Plans**

10 **2) Final Regulating Plan (FRP) for Public Hearing Approval or Administrative** 11 **Approval**

- 12 c) In addition to the requirements indicated in Art. 2.A.1.G.3.g.1, Preliminary
13 Regulating Plan (PRP) for Public Hearing Approval, the following items shall be
14 shown on the FRP, as applicable: **[Ord. 2009-040]**

15

16 ~~(6) Elevations, if submitted pursuant to Art. 5.C, Design Standards; [Ord. 2009-~~
17 ~~040]~~

18

19 **h. Other Types of Plans**

20

21 **3) Architectural Plans**

22 Architectural plans shall be consistent with Art. 5.C, Design Standards.

23
24
25 **Part 2. ULDC Art. 2.D.1.G, Modification to Prior Development Orders (page 39 - 40 of 87), is**
26 **hereby amended as follows:**
27

Reason for amendments: [Zoning] Partially relocate standard in Art. 5.C.1, Architectural Guidelines to Art. 2.D.1.G, Modifications to BCC/ZC Approvals that specifies amendments to architectural elevations are permitted through DRO process. It also clarifies that amendments to architectural elevations not consistent with the architectural style of the Board approved elevations or inconsistent with Art. 5.C, should not be considered by the DRO and shall be presented again for approval to the BCC or ZC.

28 **CHAPTER D ADMINISTRATIVE PROCESS**

29 **Section 1 Development Review Officer (DRO)**

30 **G. Modifications to Prior Development Orders**

31 **1. Modifications to BCC/ZC Approvals**

32 The DRO shall have the authority to approve modifications to a Development Order approved
33 by the BCC or ZC. An application for an amendment shall be submitted in accordance with
34 Article 2.A.1, Applicability, and reviewed in accordance with the standards in Article 2.D.1.C,
35 Review Procedures. Applications must be submitted on deadlines established on the Zoning
36 Calendar. The authority of the DRO to modify a BCC or ZC approved plan shall be limited to
37 the following: **[Ord. 2008-003] [Ord. 2010-005] [Ord. 2010-022] [Ord. 2011-001]**

38

- 39 e. An overall increase of not more than ten percent of the height of any structure;

40

Notes:

Underlined indicates **new** text.

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EXHIBIT A

ARTICLE 5.C. – DESIGN STANDARDS
SUMMARY OF AMENDMENTS

(Updated 11/04/14)

p. Amendments to approved architectural elevations consistent with the Review Process Methods Type 1 and Type 2 pursuant to Article 5.C may be approved by the DRO provided the amendments do not reduce compatibility with the surrounding properties; comply with the architectural style of the approved elevations, and conditions of approval; and, are subject to the standards in Article 5.C, Design Standards. [Ord. 2009-040]
[Partially relocated from Art. 5.C.1.E.4, Administrative Amendments by DRO]

....

Reason for amendments: [Zoning]	
1.	Relocate standard for modifications to architectural elevations from Agency Review to Zoning Review since the review of elevations is only handled by the Zoning Division as the only agency involved.
2.	Delete part of the provision that limits Zoning Review amendments to a reduction in building size provided there are no changes to the elevations. Any reduction in building size requires a modification to the previously approved elevations.
3.	Establish the architectural elevation elements that are subject to Zoning Review and clarify that amended elevations shall be within the requirements of Art. 5.C, Design Standards.

2. Expedited Administrative Modifications

b. Agency Review

....

~~8) Minor modifications to approved architectural elevations provided consistent with previously approved elevations and conditions of approval; and, [Ord. 2014-001]~~
[Partially relocated to Art. 2.D.1.G.2.c.7) Related to Zoning Review]

....

c. Zoning Review

....

4) Reduction in building size, ~~provided there are no changes to approved architectural elevations;~~ [Ord. 2008-003]

....

7) Amendments to approved architectural elevations provided consistent with previously approved elevations, conditions of approval, and standards in Art. 5.C, Design Standards. The amendments shall be limited to the following changes: [Partially relocated from Art. 2.D.1.G.2.b.8) Related to Agency Review]

a) Modifications to roof design features;

b) Exterior building material, texture or finishes of not more than 20 percent per facade to another material of similar or equivalent texture or finish of the approved elevations;

c) Molding or decorative features of a similar or equivalent material consistent with the approved elevations;

d) Building color to one within the same palette of the approved elevations; and,

e) Recesses and projections, blank walls, storefront, fenestration, entries or porches that do not change the character of the building;

....

Part 3. ULDC Art. 5.C.1, Architectural Guidelines (page 39 of 100), is hereby amended as follows:

Reason for amendments: [Zoning] Amend to make submittal of architectural elevations mandatory for applications subject to the BCC and ZC as noted in this exhibit reason Part 1.

CHAPTER C DESIGN STANDARDS

Section 1 Architectural Guidelines

E. Review Process

1. Methods

An applicant or PBC may request review for compliance with this Chapter in accordance with any one of the following methods: [Ord. 2005 – 002]

a. Type 1 - Projects Requiring BCC Approval

A request for a determination of compliance with the requirements of this Chapter ~~may~~ shall be submitted with the application. A written determination of compliance with this Chapter shall be made in the staff report containing the recommendation for the development order. The request for a determination shall be submitted no less than 30 days prior to the public hearing. [Ord. 2005-002] [Ord. 2009-040]

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EXHIBIT A

ARTICLE 5.C. – DESIGN STANDARDS SUMMARY OF AMENDMENTS

(Updated 11/04/14)

- 1 **b. Type ~~II~~²- Projects Requiring ZC Approval**
- 2 A request for a determination of compliance with the requirements of this Chapter ~~may~~
- 3 shall be submitted with the ZC application. A written determination of compliance with
- 4 this Chapter shall be made in the staff report containing the recommendation for the
- 5 development order. The request for a determination shall be submitted no less than 30
- 6 days prior to the ZC public hearing. **[Ord. 2009-040]**
- 7 **c. Type ~~III~~³ - Projects Requiring DRO or Site Plan Approval**
- 8
- 9 **d. Type ~~IV~~⁴ - Projects Requiring Building Permit Approval**
- 10
- 11
- 12

Reason for amendments: [Zoning]

1. Provide cross reference to Article 2, Development Review Procedures, particularly to 2.D.1.G, Modifications to Prior Development Order, which is the section that contains specific language related to the DRO and administrative amendments to architectural elevations.
2. Partially relocate standard that allows the DRO to modify approved architectural elevations approved by the BCC or ZC to Article 2.D.1.G.1, Modifications to BCC and ZC Approvals in order to consolidate with similar standards.
3. Delete standard that allows DRO changes of building height up to 25 percent or ten feet through the architectural elevation modifications contained in Art. 5.C.1. This standard is inconsistent with provisions in Article 2.A.2.G.1.i, that allows the DRO to increase the building height no more than ten percent.
4. Delete standard that allows for modification to elevations based on “equal or enhances approved elevations” as that represents subjectivity and is not enforceable. Deletes standard that allows modifications to elevations by the DRO consistent with Art. 5.C. as this reference is not consistent with the new title. The concept is carried over to the Zoning Review amendment in Art. 2.

- 13 **4. Administrative Amendments by DRO to Approved Elevations**
- 14 Amendments to BCC, ZC or DRO approved elevations shall comply with the standards
- 15 contained in Art. 2.D.1.G, Modifications to Prior Development Orders.
- 16 ~~Minor amendments to BCC or ZC approved architectural elevations pursuant to Review~~
- 17 ~~Types I and II may be approved by the Zoning Director provided the changes do not reduce~~
- 18 ~~compatibility with surrounding properties. Changes shall be limited to the following: [Ord.~~
- 19 ~~2009-040] [Partially relocated to 2.D.1.G.1.p]~~
- 20 ~~a. A maximum increase of 25 percent or ten feet in overall building height, from finished~~
- 21 ~~grade to highest point, whichever is less;~~
- 22 ~~b. Modifications to the architectural composition which are equal to or enhance the~~
- 23 ~~approved elevation; and,~~
- 24 ~~c. Modifications to ensure consistency with this Chapter.~~
- 25 **F. Application Requirements**
- 26 The application form and requirements for Architecture Review, including Unique Structure and
- 27 Green Architecture shall be submitted on forms specified by the PBC official responsible for
- 28 reviewing the application. All application documents shall be consistent with the Technical
- 29 Manual. **[Ord. 2009-040]**
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**Palm Beach County
Zoning Division**

2015 DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC) MEETING DATES

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

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

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Meeting Dates:

- February 6, 2015 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- May 8 2015 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- August 14, 2015 from 2:00 to 4:00 pm VC-2E-12 Shared Conference Room
- November 13, 2015 from 2:00 - 4:00 pm, VC-2E-12 Shared Conference Room

