



## **DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**

**FEBRUARY 5<sup>TH</sup>, 2016 2:00 PM-4:00 PM**

**PZ&B – VISTA CENTER**

**2300 NORTH JOG RD., WEST PALM BEACH, FL 33411**

**2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

### **AGENDA**

- 1) REVIEW OF THE NOVEMBER 13, 2015 MINUTES - (ATTACHMENT 1) - GLADYS**
- 2) REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 2) – WENDY**
- 3) ULDC UPDATES – BILL**
  - 2015-02 – Supplement 20 – May 2016 - Adopted
  - 2016-01 – Initiation ULDC Round
  - Electronic Signs - BCC 2-25-16 – Permission  
BCC 3-24-16 – Adoption
  - ULDC Use Regulation Project – Update
  - Bradley Miller – ULDC Amendment Request (**ATTACHMENT 3 - Email**)
- 4) LANDSCAPE SUBCOMMITTEE MEETING - MARYANN**
  - ALTERNATE LANDSCAPE PLAN (ALP) & TYPE I WAIVER
  - TECHNICAL MANUAL, TITLE 4 (**ATTACHMENT 4**)
- 5) LEGAL DESCRIPTION – “WHERE AS” CLAUSE ADDED TO RESOLUTION FORMAT - WENDY**
- 6) DRO ADMINISTRATION REVIEW – ONLINE SUBMITAL UPDATE ON STATUS – ALAN**
- 7) UPDATES – WENDY**
  - AGENTS DO NOT SHADE THEIR REVISIONS (IN THE DWF.) SHADING TURNS DRAWING BLACK
- 8) DISCUSS DATES/TIMES FOR DRAC 2016 MEETINGS (ATTACHMENT 5) - WENDY**
- 9) TOPICS FOR NEXT MEETING**
- 10) ADJOURNMENT**



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, NOVEMBER 13, 2015 MEETING  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)  
Time: 2:00 pm to 4:00 pm**

**PREPARED BY ZONING DIVISION STAFF**

**CALL TO ORDER**

Vice-Chair Pat Lentini called the meeting to order at 2:00 p.m.

**MEMBERS PRESENT –**

Pat Lentini – GHO - Vice Chair  
Bradley Miller - Miller Land Planning  
Collene Walter - UDKS  
Kevin McGinley-Land Research Management, Inc  
Lauren McClellan-Morton Planning, Landscape Architecture

**INTERESTED PARTIES –**

Josh Nichols, Jon E Schmidt & Associates

**ZONING/ENGINEERING/PLANNING -**

Rebecca Caldwell, Executive Director PZB  
Maryann Kwok – Deputy Zoning Director  
Wendy Hernandez - Zoning Manager, Community Development Section (CD)  
Carrie Rechenmacher, Sr. Site Planner, CD Section  
Joyce Lawrence, Site Planner II, CD Section  
Yoan Machado, Site Planner II, CD Section  
Diego Penaloza, Site Planner I, CD Section  
Osniel Leon, Site Planner II, CD Section  
Joyce Lawrence - Site Planner II, CD Section  
Roger Ramdeen - Sr. Site Planner II, CD Section  
Carlos Torres A - Site Planner II, CD Section  
William Cross - Principal Site Planner, Code Revision Section  
Monica Cantor, Sr. Site Planner, Code Revision Section  
Barbara Pinkston, Principal Site Planner, Permitting/Landscape Section  
Alan Seaman - Principal Site Planner, AR/PI Section  
Jan Rodriguez, Sr. Site Planner, AR/PI Section  
Joanne Keller - Director Land Development  
Patricia Rice – Senior Secretary, Administration Section

**1) REVIEW OF THE AUGUST 21, 2015 MINUTES - (ATTACHMENT 1) – WENDY**

Chair asked if anyone had any changes to the minutes. There were no changes and minutes were approved by the Subcommittee.

**2) REVIEW DRAC OPEN TASK LIST - WENDY**

Wendy provided an update on the five tasks on the Task List, as follows:

- RELOCATION OF BLDG SQ. FT. AND INCREASE IN BLDG SQ. FT.-  
Pending Code changes that would allow for more ZAR/ZZR reviews for relocation and addition of square footage.
- Administrative Review (ZAR/ZZR) DRO Online Submittal-  
Still pending design with the County's ISS Department.
- Review DRO Administrative Review what goes to Zoning vs. Agencies-  
Pending Code changes would allow for more ZAR/ZZR reviews for residential recreation facilities. Bill discussed this further under ULDC updates.
- DRO Concurrent Review Process Type II and Type III-  
Staff is still analyzing the Concurrent Review for Subdivisions.
- Design Guidelines-  
Nothing new to date, Staff is collecting information and meeting will be coordinated by Jon MacGillis.
- Planning Condition on Workforce Housing-  
Planning Staff is still working with ISS to capture data in epzb.

**3) ULDC UPDATES – BILL**

a. Art. 2.D.1.G, Modifications to Prior Development Orders

Mr. Cross provided an update on a prior DRAC request to allow greater flexibility for amending BCC/ZC approvals for projects developed as single entities. He explained that the Zoning Director elected to proceed with an alternative solution of allowing greater flexibility in the maximum increase permitted to individual building footprints due to concerns with adequately defining single entities. Collene Walter noted that she had originally suggested the amendment, and advised that the current proposed amendments would not address the issues (single-entity) related to her original request was based on. Bradley Miller further suggested that another revision would be desirable to address the current prohibition on relocating buildings closer to residential properties. Staff advised that he would need to further define the parameters of his request for further discussion and possible consideration in future amendments.

b. November 18, 2015 LDRAB Meeting Packet

Mr. Cross highlighted additional amendments related to landscaping that would also be presented at the November 18 Land Development Regulation Advisory Board (LDRAB), as related to incompatibility buffers and how required landscape barriers are measured, and additional revisions to clarify the maximum permitted height of fences, walls or hedges used in combination with retaining walls in perimeter buffers between parcels or R-O-W having differences in grade.

#### 4) Topics for November 13, 2015

- **GENERAL APPLICATION- BRADLEY**  
Bradley didn't have the information with him to discuss. He will bring that information to the next DRAC meeting. Wendy mentioned that we were updating the General Application to include the Signature lines for the Concurrent Review.
- **JUSTIFICATION STATEMENT STANDARDS- KEVIN M**  
Kevin discussed his application and issues with non-conformities and differences in the Plans. He stated that there is no format for the Justification Statement and Staff is requiring him to make changes to the Statement that goes beyond his request. Staff suggested a meeting with specific examples. Wendy stated that in Staff review we have to ensure that the Plans are accurate, and compliant with its most recent Development Order. Difficulties come in when trying to determine what improvements are done legally versus illegally.
- **NON-CONFORMITIES- JON S**  
Josh Nichols spoke for Jon Schmidt, but noted he did not have the entire backup. He believed it has to do with denoting what is non-conforming and vesting previous approvals.
- **TECHNICAL MANUAL TITLE 5 PRESERVATION OF TREES- MARYANN**  
Maryann explained that Title 4 (not Title 5 as shown on the Agenda) will be updated to include a Tree Survey Template and a list of requirements to be shown on the Tree Survey. Maryann also mentioned that the tree tagging and barricades notes are prepared pursuant to the technical requirements prepared by ERM. DRAC members discussed the merit of having a Tree Survey Template and whether the notes are necessary. They preferred leaving the template out since the tree survey professionals have their own standardized format of presenting vegetation surveys. In addition, they prefer us to provide a link to the ERM requirements, and not repeating the requirements in the Technical Manual.

Maryann will update the Technical Manual and will send it the DRAC and Landscape Subcommittee members for review/input.

#### 5) DRAFT DRAC CALENDAR FOR 2016 -WENDY

Staff presented a new calendar for next year. Request was made to move the dates earlier in the day. Rebecca asked that the modification not conflict with the Planning Commission Hearing times.

#### 6) TOPICS FOR NEXT MEETING FEBRUARY 2016

Review 2016 calendar dates/times that would be more convenient for members to attend.

#### 7) ADJOURNMENT

Meeting adjourned at 3:25 pm.

**Development Review Advisory Committee (DRAC)  
2015 Tasks**

Complete		Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Administrative Review (ZAR/ZZR) DRO Online Submittal</b>	5/29/2015	Alan/Jon	Pending	5/29/2015	Colleen Walter	02-01-16 ISS still in final programming stage of the online submittal modules. Have had numerous meetings with staff to ensure key features are added to address both staff and industry requests. Expect to release for industry testing in April 2016. 11-12-2015- Currently in the programming stages with the ISS Division. Not finalized to date. 8-12-15-ISS Staff to attend August 21 DRAC Meeting to provide members a demo on the new DRO Agency Review screens they are working on for Zoning 5-29-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo
<b>DRO Concurrent Review Process Type II and Type III</b>	5/29/2015	Maryann/Wendy	Pending	5/29/2015	Gladys DiGirolamo	02-02-16- (WH) 4 projects went through process; 1 concurrent went through smoothly; 3 stayed in the system longer than 6mths. There is a 5th project recently accepted in our system and we are testing it. 11-12-2015- Still under review. Projects staff have had in are all running differently and not concurrently. 7-12-15 Staff and DRAC Members have had several meetings to further refine process. Maryann and Wendy are updating the current PPM on this process and will provide a update at the DRAC August 21 Meeting.
<b>Design Guidelines</b>	8/21/2015	Jon MacGillis	Pending	8/21/2015	Jon MacGillis	02-01-16 Design Guideline Task Team met once in 2015. Made some progress identifying what is in Code in terms of Regulating Plan vs Guidelines. Meeting 2 is scheduled for 2-3-16 to review other jurisdiction examples as well as a DRAFT Chapter for Design Guidelines in the Tech Manual. 11-12-2015 Staff is gathering information from the municipalities for Jon to analyze, a second meeting has not been set up to date. 9-15-2015- Design Guidelines task team 1st meeting.
<b>Planning Condition on Workforce Housing</b>	8/21/2015	Bryan Davis	Pending	8/21/2015	Colleen Walter	02-01-16 Need further clarification on issue from Collene in order to ensure we address this issue. 11-12-2015 Staff is reviewing request and coordinating with ISS.
<b>Calendar- Variance Deadlines</b>	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	11-14-14 CLOSED Discussed with DRAC-2015 Calendar out and Wendy said implemented changes. 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 internally. 1/31/2014- to discuss again at DRAC meeting. Staff have issue with variance deadlines. Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013.Effective 1/1/2013

		Complete	Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
<b>Information on a Master Plan</b>	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will address thi matter. 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 5-8-14 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. 8-13-13: 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-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.	
<b>Architecture Review</b>	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Closed	5/9/2014	Scott Mosolf	11-14-14 CLOSED-Monica gave overview of proposed 2014-02 ULDC code amendment going for adoption Jan 2015. 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 requirements. The first meeting of Subcommittee is September 10, 2014 from 1:30 to 3:00 at Vista Center	
<b>Regulating Plan and Tech Manual Updates</b>	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Closed	5/9/2014	Bradley Miller	11-14-14 CLOSED-Reviewed changs to Tech Manual and agreed this task has been addressed. Reviewd Tech Manual to be published Dec 2014. 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.	
<b>Subdivision Plan</b>	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Closed	5/9/2014	Gladys DiGirolamo	11-14-14 CLOSED-Testing this new process and agreed to implement January 2014. 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 no issues we can report back on possible implementation date.	

**Development Review Advisory Committee (DRAC)  
2015 Tasks**

		Complete	Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>ePZB Project History Screen</b>	8-15-14 DRAC requested access to ePZB Project History Screen	Jon	Closed	2/15/2015	DRAC	06-20-15 CLOSED-Implement and released to Public 05-28-15 Implemented in Winter 2015 to public. Still working on other enhancements but that will be finalized till late 2015. 11-14-14 ISS gave DRAC a demo on new screen. DRAC did not suggest any changes. Screen needs to be signed off by PZB Management in Nov 2014 then ISS will finalize the screens. Expected Jan 2014 release to public. 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 yes it can be done but would require programming and a priority. We can discuss at a future Zoning ePZB Meeting. 8-15-14 Can public access eP"ZB Project History on applications?
<b>Subdivision Plan submitted with final Sudivision Plan for non-residential</b>	11-14-14 Request to process Plat and Final Subdivision Plan concurrent.	Joanne K and Jon MacGillis	Closed	Processing	Jeff B	11-12-2015- CLOSED- This allows an Applicant to submit the subdivision plans at same time as off the board Master Plan, but follows the regular DRO time schedule. 8-13-15 Project was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the type 3 concurrent review process. 5-29-15 DRAC Meeting-discussed that GL Homes has application in process to truth the residential subdivision plan to the plat. Hopefully, this process will work and if no issues we can establish a date to implement fully in Summer 2015. 04-15-15 Agents and Staff have 3 projects we are processing to do final testing of new process for residential projects. Also, Maryann send modified Policy and Procedural Memo to DRAC in early 2015 for comments so updates can be finalized. 11-14-14 Jeff B raised issue of changing existing process by allowing applicant to submit for Plat and Final Subdivision at same time. Save time and reduce the amount of DRO Agency Amendments. Jon agreed in 2015 to setup meeting with Land Development and Zoning and DRAC Members to discuss merits of request.
<b>Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.</b>	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Closed	1/28/2016	DRAC	02-01-16 2015-02 BCC adopted amendment to increase building by 50% provided complies with all other DRO thresholds. 11-12-2015- Pending code amendment review. 8-11-15 2015-02 Round-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Staff will bring DRAFT to August 21, 2015 DRAC Meeting 5-29-15 DRAC Meeting-request for update on next step. Lauren said staff will process ULDC code amendment for the 2015-02 ULDC Round of Amendments. She went over the adoption Hearings of January 2016. 4-14-15 Special DRAC meeting. Possibly in the 2015 Round-2 Amendments. Collene suggested that this should not apply to a single owner/single entity (not single user) such as a school which could be comprised of a multiple of uses affiliated with the school, and since it's under one campus, she thought that it is a reasonable request to amend the above language. She suggested items under Art. 2.D.1.G.1.a criteria should be revised to not apply to these sites as well changes to 2.D.1.G.1.b to allow additional square footage above the 5%/5,000 square feet. We did use other examples of CLF, places of worship where these facilities could be run under an organization. Additionally, Collene suggested the concept of a bubble plan for these plans and commercial plans similar to a Master Plan for a PUD.

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Review DRO Administrative Review what goes to Zoning vs. Agencies	5/29/2015	Alan/Jon	Closed	5/29/2015	Gladys DiGirolamo	11-12-2015 There are pending Code amendments related to recreation club house changes that can be processed through ZAR/ZZR review. 7-17-15 Special DRAC Meeting today. Alan gave presentation on the DRO Agency Review Process and identified reasons for delay in processing applications. Staff responded to questions about the review, fees, resubmittals, etc. Minutes will be posted on the Zoning Web Page under Press Release by end of July 2015. 5-29-15 Gladys requested meeting with DRAC members who want to attend, Alan and Wendy to discuss process to understand what has to go to full Zoning vs. Agency and or full DRO.



**From:** [Jon MacGillis](#)  
**To:** [Bradley D. Miller](#); [William Cross](#); [Monica Cantor](#); [Gladys DiGirolamo](#); [Scott Mosolf](#); [Collene Walter](#); [John Schmidt](#); [Yexsy Schomberg](#); [Pat Lentini](#); [Kevin McGinley](#); [LMcClellan@jmortonla.com](#); [jbrophy@landdesignsouth.com](#); [Michelle.Hoyland@WantmanGroup.com](#); [Chris Barry](#)  
**Cc:** [Maryann Kwok](#); [Wendy Hernandez N.](#); [Alan Seaman](#); [Jan Rodriguez](#); [Barbara Pinkston C.](#); [Carrie Rechenmacher](#); [Christine Stivers](#); [Roger Ramdeen](#); [Patricia Rice](#); [Leonard W. Berger](#); [Jon MacGillis](#)  
**Subject:** RE: PBC ULDC Draft Amendment to Art. 2.D for DRAC Meeting 11-13-15  
**Date:** Friday, November 20, 2015 10:01:17 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Sure, if you have any specific cod language you would like us to consider on the next DRAC Meeting please take this opportunity to put it forth, easier for staff to respond to a written request. If we can work something out it can be added to the 2016-01 Round.

Collene-if you still need us to look further at "single entity" for application of DRO authority to shift square footage also put that forth in written code language so we can respond to it.

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**From:** Bradley D. Miller [mailto:[bradley@mlpc.net](mailto:bradley@mlpc.net)]  
**Sent:** Friday, November 20, 2015 9:54 AM  
**To:** Jon MacGillis; William Cross; Monica Cantor; Gladys DiGirolamo; Scott Mosolf; Collene Walter; John Schmidt; Yexsy Schomberg; Pat Lentini; Kevin McGinley; LMcClellan@jmortonla.com; jbrophy@landdesignsouth.com; Michelle.Hoyland@WantmanGroup.com; Chris Barry  
**Cc:** Maryann Kwok; Wendy Hernandez N.; Alan Seaman; Jan Rodriguez; Barbara Pinkston C.; Carrie Rechenmacher; Christine Stivers; Roger Ramdeen; Patricia Rice; Leonard W. Berger  
**Subject:** RE: PBC ULDC Draft Amendment to Art. 2.D for DRAC Meeting 11-13-15

Thanks Jon. Keep me posted on this.

## Bradley



**WEB** | [www.millerlandplanning.com](http://www.millerlandplanning.com)



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**From:** Jon MacGillis [mailto:[JMacGill@pbcgov.org](mailto:JMacGill@pbcgov.org)]  
**Sent:** Monday, November 16, 2015 12:16 PM  
**To:** William Cross; Bradley D. Miller; Monica Cantor; Gladys DiGirolamo; Scott Mosolf; Collene Walter; John Schmidt; Yexsy Schomberg; Pat Lentini; Kevin McGinley; LMcClellan@jmortonla.com; jbrophy@landdesignsouth.com; Michelle.Hoyland@WantmanGroup.com; Chris Barry  
**Cc:** Maryann Kwok; Wendy Hernandez N.; Alan Seaman; Jan Rodriguez; Barbara Pinkston C.; Carrie Rechenmacher; Christine Stivers; Roger Ramdeen; Patricia Rice; Leonard W. Berger  
**Subject:** RE: PBC ULDC Draft Amendment to Art. 2.D for DRAC Meeting 11-13-15

This request will have to go into the 2016-02 Round since we already did ULDC Transmittal with the BCC for 2015-02 Round. We will need help then defining the allowances.

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**From:** William Cross

**Sent:** Tuesday, November 10, 2015 8:58 AM

**To:** Bradley D. Miller; Monica Cantor; Gladys DiGirolamo; Scott Mosolf; Collene Walter; John Schmidt; Yexsy Schomberg; Pat Lentini; Kevin McGinley; [LMcClellan@jmortonla.com](mailto:LMcClellan@jmortonla.com); [jbrophy@landdesignsouth.com](mailto:jbrophy@landdesignsouth.com); [Michelle.Hoyland@WantmanGroup.com](mailto:Michelle.Hoyland@WantmanGroup.com); Chris Barry

**Cc:** Jon MacGillis; Maryann Kwok; Wendy Hernandez N.; Alan Seaman; Jan Rodriguez; Barbara Pinkston C.; Carrie Rechenmacher; Christine Stivers; Roger Ramdeen; Patricia Rice; William Cross; Leonard W. Berger

**Subject:** RE: PBC ULDC Draft Amendment to Art. 2.D for DRAC Meeting 11-13-15

Bradley,

Thanks. Comment noted; however, we'll need to defer to Jon or Maryann to consider this additional request. For clarification, are you seeking an exception to this requirement for where the use is incompatible with the adjacent use, or say – just for a R-O-W greater than x feet or other similar scenario's?

Thanks. Bill.

William J Cross, AICP, Principal Site Planner

Palm Beach County Zoning Division

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[hdnSurveySeq=686&hdnSurveyName=Zoning%20Division%20Customer%20Service%20Survey](http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning%20Division%20Customer%20Service%20Survey)

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**From:** Bradley D. Miller [<mailto:bradley@mlpc.net>]

**Sent:** Monday, November 09, 2015 9:47 PM

**To:** Monica Cantor; Gladys DiGirolamo; Scott Mosolf; Collene Walter; John Schmidt; Yexsy Schomberg; Pat Lentini; Kevin McGinley; [LMcClellan@jmortonla.com](mailto:LMcClellan@jmortonla.com); [jbrophy@landdesignsouth.com](mailto:jbrophy@landdesignsouth.com); [Michelle.Hoyland@WantmanGroup.com](mailto:Michelle.Hoyland@WantmanGroup.com); Chris Barry

**Cc:** Jon MacGillis; Maryann Kwok; William Cross; Wendy Hernandez N.; Alan Seaman; Jan Rodriguez; Barbara Pinkston C.; Carrie Rechenmacher; Christine Stivers; Roger Ramdeen; Patricia Rice

**Subject:** Re: PBC ULDC Draft Amendment to Art. 2.D for DRAC Meeting 11-13-15

I think we also need to look at the criteria that limits buildings be expanded and closer to property lines. For single building projects, a literal interpretation would not allow for any expansion. Perhaps a percentage of the minimum setback could be allowed.

**Bradley D. Miller, AICP**

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**From:** Monica Cantor <[MCantor@pbcgov.org](mailto:MCantor@pbcgov.org)>

**Sent:** Friday, November 6, 2015 4:41 PM

**To:** Gladys DiGirolamo; Scott Mosolf; Collene Walter; John Schmidt; Bradley D. Miller; Yexsy Schomberg; Pat Lentini; Kevin McGinley; [LMcClellan@jmortonla.com](mailto:LMcClellan@jmortonla.com); [jbrophy@landdesignsouth.com](mailto:jbrophy@landdesignsouth.com); [Michelle.Hoyland@WantmanGroup.com](mailto:Michelle.Hoyland@WantmanGroup.com); Chris Barry

**Cc:** Jon MacGillis; Maryann Kwok; William Cross; Wendy Hernandez N.; Alan Seaman; Jan Rodriguez; Barbara Pinkston C.; Carrie Rechenmacher; Christine Stivers; Roger Ramdeen; Patricia Rice

**Subject:** PBC ULDC Draft Amendment to Art. 2.D for DRAC Meeting 11-13-15

Dear DRAC Members,

Please find attached a draft version of the ULDC amendment to Art. 2.D.1.G, Modification to Prior Development Orders, to be discussed at the next DRAC meeting on Friday, November 13, 2015. This amendment responds to the items discussed at the DRAC meeting on April 14, 2015 (See minutes at [http://www.pbcgov.com/pzb/zoning/dro/2015\\_DRAC/pdf/Minutes\\_04142015.pdf](http://www.pbcgov.com/pzb/zoning/dro/2015_DRAC/pdf/Minutes_04142015.pdf)). Please review the document and let us know if you have any comments.

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AADDVVIISOORRY ...

April 14 , 2015 U:\Zoning\CD\DRO\DRAC Development Review Advisory  
Committee\2015\04-14-15 Special Meeting on 25 percent  
relocation\Agenda\Special DRAC 4-14-15 Meeting ...

[Read more...](#)

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Regards,

Monica E. Cantor  
Senior Site Planner  
PBC Zoning Division  
2300 N. Jog Road  
West Palm Beach, FL - 33411  
Ph (561)233-5205  
Fax (561) 242-7116

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Please provide us feedback on our level of service by taking our Customer Survey at <http://survey.pbcgov.com/s3/Zoning-Customer-Service-Feedback> or the Unified Land Development Code (ULDC) Survey at <http://survey.pbcgov.com/s3/PZB-Zoning-ULDC-Feedback>

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## FOR 2/5/16 DRAC MEETING

### CHAPTER B GUIDELINES, LISTS AND MANUALS

Section 1 [Preferred Species List](#)

Section 2 [Pruning Manual](#)

Section 3 [FPL Guidelines](#)

Section 4 [Grades and Standards](#)

Section 5 [Environmental Resources Management – Best Management Practices](#)

### CHAPTER C EXISTING NATIVE TREES AND VEGETATION - PRESERVATION

This Chapter of the Technical Manual corresponds to Art.7.D.5 of the ULDC. For the purpose of this Chapter of the Technical Manual, trees, palms or any types of vegetation that are subject to preservation, mitigation, relocation on-site, relocation off-site and removal are known as **Tree or Trees**. The applicant is recommended to review the Environmental Resources Management Department's Best Management Practices (see above link) for applicable requirements or guidelines.

#### Section 1 Tree Disposition Plan

The Tree Disposition Plan is prepared based on the information from a Tree Survey. The Tree Disposition Plan shall include a graphic representation reflecting the existing location of trees. The Tree Disposition Plan shall include a Tree Disposition Tabular identifying the following information for each existing native or non-prohibited Trees:

- Tag # - Assign a number to each Tree;
- Tree Species - common or botanical name;
- Tree Size – measured as one of the following (Palms must be measured by height of trunk):
  - DBH – diameter of trunk at 4.5 feet above grade ;
  - Caliper – diameter of trunk at 0.5 feet above grade;
  - Wood Height – trunk height measured from grade to where lowest untrimmed leaf's petiole diverges from the trunk;
  - Crown Spread – diameter of the canopy based on an average of the widest branch spread in two directions;
- ERM Tree – Trees that are under the jurisdiction of ERM pursuant to Art.14;
- Zoning Tree – Trees that are under the jurisdiction of Zoning pursuant to Art.7;
- Disposition –
  - Preserve (could be ERM and/or Zoning Trees. Credit for preservation is calculated using Table 7.D.2.E Tree Credit and Replacement);
  - Relocate on site (Trees to remain but to be relocated within site, could be ERM and/or Zoning Trees);
  - Relocate off site (Trees to be relocated to a site designated by ERM, could be ERM and/or Zoning Trees);
  - Mitigate on site (ERM Trees. Trees are to be removed and Trees are mitigated on the site using Table 7.D.2.E, Tree Credit and Replacement);

- o Mitigate off-site (ERM Trees. Trees are to be removed and Trees are mitigated off site using Table 7.D.2.E, Tree Credit and Replacement. ERM must designate a location for the off-site mitigated Trees);
- o Replace on site (Zoning Trees. Trees are to be removed and Trees are replaced on the site using Table 7.D.2.E, Tree Credit and Replacement).

**Example of Tree Disposition Tabular**

Tag#	Tree Species	Tree Size	ERM Tree	Zoning Tree	Proposed Disposition	ERM Mitigation	Zoning Replacement	Credit	Notes
						Calculated per Table 7.D.2.E – Tree Credit and Replacement			
1	Live Oak	14"	Yes	NA	Preserve	NA	NA		Tree barricade (See LandscapeCondition 6)
2	Royal Palm	10'	NA	Yes	Replace on-site	NA	1 palm		
3	Sabal Palm	12'	Yes	NA	Relocate on-site	NA	NA		
4	Pine	8"	Yes	NA	Mitigate on-site	2 trees	NA		Mitigated with different species
5	Pine	13"	Yes	NA	Mitigate on-site	3 trees	NA		Mitigated with different species
6	Pine	7"	Yes	NA	Mitigated on-site	3 trees	NA		Mitigated with different species

**Section 2 Tree Tagging**

- All Trees shall be tagged using either a plastic ribbon tying around the tree trunk or a tag that is attached to the tree trunk. The numbers shown on each tag shall correspond to the number identified on the Tree Disposition Tabular and/or Tree Survey.
- Prior to site clearing and tree removal, Trees to be preserved, mitigated, relocated on-site, relocated off-site or removed shall be identified using different color plastic ribbon or tag.
- For sites with clear access to Trees to be preserved, Staff will accept plastic ribbon fixed to survey stakes to delineate larger groupings of Trees to be preserved. This is usually performed by the environmental consultant or landscape architect.

**Section 3 Tree Barricades**

- Trees to be preserved shall be barricaded with a 3-foot high plastic mesh (orange OSHA) supported by 5-foot long rebar or 2" x 2" wood stakes or equivalent if approved in conjunction with the Final Site Plan or Final Subdivision Plan.
- Trees to be preserved at a lower final grade may be protected with a 24-inch high silt fence around the preserve area or Trees with the addition of the 3-foot high plastic mesh, if needed.
- If hand clearing is necessary within the preserve area or under the Tree canopy, Trees to be preserved can initially be delineated by plastic ribbon affixed to survey stakes (to avoid putting up and taking down fencing) and then protected with either plastic mesh and/or the silt fence.
- Trees to be relocated can usually be delineated by plastic ribbon affixed to survey stakes unless their relocation is delayed due to root pruning. If root pruning is required, the Trees shall be protected with either plastic mesh and/or silt fence.

1-26-16 Collene Walter/UDKS Edits

**CHAPTER B GUIDELINES, LISTS AND MANUALS**

Section 1 [Preferred Species List](#)

Section 2 [Pruning Manual](#)

Section 3 [FPL Guidelines](#)

Section 4 [Grades and Standards](#)

Section 5 **Environmental Resources Management – Best Management Practices**

**CHAPTER C EXISTING NATIVE TREES AND VEGETATION - PRESERVATION**

This Chapter of the Technical Manual corresponds to Art.7.D.5 of the ULDC. For the purpose of this Chapter of the Technical Manual, trees, palms or any types of vegetation that are subject to preservation, mitigation, relocation on-site, relocation off-site and removal are known as **Tree or Trees**. The applicant is recommended to review the Environmental Resources Management Department's Best Management Practices (see above link) for applicable requirements or guidelines.

**Section 1 Tree Disposition Plan**

The Tree Disposition Plan is prepared based on the information from a Tree [Survey](#). The Tree Disposition Plan shall include a graphic representation reflecting the existing location of trees. The Tree Disposition Plan shall include a Tree Disposition Tabular identifying the following information for each existing [native](#) or specimen Trees:

- Tag # - Assign a number to each Tree;
- Tree Species - common or botanical name;
- Tree Size – measured as one of the following:
  - DBH – diameter of trunk at 4.5 feet above grade ;
  - Caliper – diameter of trunk at 0.5 feet above grade
  - Wood Height – trunk height measured from grade to where lowest untrimmed leaf's petiole diverges from the [trunk](#)
  - Crown Spread – diameter of the canopy based on an average of the widest branch spread in two [directions](#)
- ERM Tree – trees that are under the jurisdiction of ERM pursuant to Art.14
- Zoning Tree – trees that are under the jurisdiction of Zoning pursuant to Art.7
- Disposition –
  - Preserve (could be ERM and/or Zoning Trees. Credit for preservation is calculated using Table 7.D.2.E Tree Credit and Replacement);
  - Relocate on site (trees to remain but to be relocated within site, could be ERM and/or Zoning Trees);
  - Relocate off site (trees to be relocated to a site designated by ERM, could be ERM and/or Zoning Trees);
  - Mitigate on site (ERM trees. Trees are to be removed and trees are mitigated on the site using Table 7.D.2.E, Tree Credit and Replacement);

**Comment [CW1]:** Inconsistency in Code with minimum requirement for trees to be included in Tree Survey. Table 7.D.2.E starts at 2" DBH while Art. 14 states tree surveys include trees 3" DBH. Can you use tech manual to rectify inconsistency based on lowest standard – 2" DBH?

**Comment [CW2]:** Do you mean only native or specimen trees? Or in the case of Zoning trees is the intent to be all trees excluding invasive/exotic trees?

**Comment [CW3]:** Definition from FL Grades & Standards and based on discussion with Mark Godwin

Also, amendment to Table 7.D. 2.B –Palm Height Standards and Figure 7.D.2.B Palm Measurement Standards should be made to delete reference to Grey Wood

**Comment [CW4]:** FL Grades & Standards uses the term "Crown Diameter". May want to consider using same terminology and updating Table 7.D.2.E.

- o Mitigate off-site (ERM trees. Trees are to be removed and trees are mitigated off site using Table 7.D.2.E, Tree Credit and Replacement. ERM must designate a location for the off-site mitigated trees);
- o Replace on site (Zoning trees. Trees are to be removed and trees are replaced on the site using Table 7.D.2.E, Tree Credit and Replacement.

Example of Tree Disposition Tabular

Tag #	Tree Species	Tree Size	ERM Tree	Zoning Tree	Proposed Disposition	ERM Mitigation	Zoning Replacement	Credit	Notes
						Calculated per Table 7.D.2.E – Tree Credit and Replacement			
1	Live Oak	14"	Yes	NA	Preserve	NA	NA		Tree Barricade(See Condition of Approval)
2	Royal Palm	10'	NA	Yes	Replace on-site	NA	1 palms		
3	Sabal Palm	12'	Yes	NA	Relocate on-site	NA	NA		
4	Pine	8"	Yes	NA	Mitigate on-site	2 trees	NA		Mitigated with different species
5	Pine	13"	Yes	NA	Mitigate on-site	3 trees	NA		Mitigated with different species
6	Pine	7"	Yes	NA	Mitigated on-site	3 trees	NA		Mitigated with different species

**Section 2 Tree Tagging**

- All Trees shall be tagged using either a plastic ribbon tying around the tree trunk or a tag that is attached to the tree trunk. The numbers shown on each tag shall correspond to the number identified on the Tree Disposition Tabular and/or Tree Survey.
- Prior to site clearing and tree removal, trees to be preserved, mitigated, relocated on-site, relocated off-site or removed shall be identified using different color plastic ribbon or tag.
- For sites with clear access to trees to be preserved, Staff will accept plastic ribbon fixed to survey stakes to delineate larger groupings of trees to be preserved. This is usually performed by the environmental consultant or landscape architect.

**Comment [CW5]:** My preference would be to not duplicate/restate the calculation from Table 7.D.2.E as it is just going to make this table larger & greater chance for typos/errors.

**Section 3 Tree Barricades**

- Trees to be preserved shall be barricaded with a 3-foot high plastic mesh (orange OSHA) supported by 5-foot long rebar or 2" x 2" wood stakes or equivalent if approved in conjunction with the Final Site Plan or Final Subdivision Plan.
- Trees to be preserved at a lower final grade may be protected with a 24-inch high silt fence around the preserve area or trees, with the addition of the 3-foot high plastic mesh, if needed.
- If hand clearing is necessary within the preserve area or under the tree canopy, Trees to be preserved can initially be delineated by plastic ribbon affixed to survey stakes (to avoid putting up and taking down fencing) and then protected with either plastic mesh and / or the silt fence.
- Trees to be relocated can usually be delineated by plastic ribbon affixed to survey stakes unless their relocation is delayed due to root pruning. If root pruning is required, the trees shall be protected with either plastic mesh and/or silt fence.

**Comment [CW6]:** This is going to add a significant cost to the tree survey if it required at the beginning of the project. The tree disposition may change as the project goes through the entitlement review process. And depending on the lapse in time between when the trees are tagged and the project starts site clearing the tags may no longer be in place. Requiring this differentiation prior to site clearing is the appropriate time.

There has been discussion regarding an agency performing an inspection of barricades. Tree tagging could be inspected as the same time.





# 2016 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](mailto:dkelley@pbcgov.org)

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**Meeting Dates:**

- February 5, 2016 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- May 6, 2016 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- August 5, 2016 from 2:00 to 4:00 pm VC-2E-12 Shared Conference Room
- November 4, 2016 from 2:00 - 4:00 pm, VC-2E-12 Shared Conference Room

