



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY, AUGUST 21, 2015 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

CALL TO ORDER

Chair Gladys DiGirolamo called the meeting to order at 2:04 pm.

MEMBERS PRESENT –

Gladys DiGirolamo – GL Homes - Chair
Pat Lentini – GHO - Vice Chair
Bradley Miller - Miller Land Planning
Jeff Brophy - The Wantman Group
Collene Walter - UDKS
Scott Mosolf – UDKS
Jon Schmidt-Jon Schmidt & Associates
Kevin McGinley-Land Research Management, Inc

INTERESTED PARTIES –

Lauren McClellan-Morton Planning, Landscape Architecture

ZONING/ENGINEERING/PLANNING -

Jon MacGillis - Zoning Director
Maryann Kwok – Deputy Zoning Director
Wendy Hernandez - Zoning Manager, Community Development Section (CD)
William Cross - Principal Site Planner, Code Revision Section
Joyce Lawrence - Site Planner II, CD Section
Roger Ramdeen - Sr. Site Planner II, CD Section
Donna Adelsperger - Site Planner I, CD Section
Carlos Torres A - Site Planner II, CD Section
Carolina Valera - Site Planner II, AR/PI Section
Adam Mendenhall - Site Planner I, AR/PI Section
Dan Greenberg - Site Planner I, AR/PI Section
Joanne Keller - Director Land Development
Scott Cantor - Professional Engineer, Land Development
Patricia Rice – Senior Secretary, Administration Section

1) REVIEW OF THE MAY 29, 2015 MINUTES - (ATTACHMENT 1) – WENDY

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

2) REVIEW OF THE JULY 17, 2015 SPECIAL DRAC MEETING MINUTES - (ATTACHMENT 2) – ALAN

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

3) ePZB ONLINE DRO AGENCY & ZONING REVIEW-SCREEN SHOTS FOR PROTOTYPE - (ATTACHMENT 3) - LOIS/SANJEEV

Jon gave an overview of the new online application screens in ePZB/eZINFO being created for the DRO Administrative Review process. He said it will look similar to the current Administrative variance online screens. It was further explained that after a meeting last week with Zoning and ITS staff additional enhancements were identified that will not be reflected in the demo today. ISS is still reviewing the requests to see if they can be incorporated into the final programming. Sanjeev Gandhi with ISS did a presentation on the proposed screens and responded to questions from the DRAC members. Jon explained that ISS is still in the programming stage, so releasing this to the public is currently targeted for sometime in December 2015.

4) REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 4) – WENDY

Wendy provided an update on the five tasks on the Task List

- SUBDIVISION PLAN SUBMITTED WITH FINAL SUBDIVISION PLAN FOR NON-RESIDENTIAL-GL application for testing this process 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.
- Relocation of Bldg sq. ft. and Increase in Bldg sq. ft. – Amendment will be ULDC Round 2015-02-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Collene asked for a copy of the DRAFT code language before it went to LDRAB and Bill said he would send it to DRAC Members.
- Demo for DRO Online Submittal-Demo was done on new ePZB/eZINFO screens at this DRAC Meeting
- Review DRO Administrative Review what goes to Zoning vs. Agencies-a Special Meeting was held in July 17, 2015, with several DRAC Members and Zoning staff. Alan's staff did a presentation on the process and what key issues delay processing of applications
- DRO Concurrent Review Process Type II and Type III-Maryann, Wendy and Joanne have been meeting with certain DRAC members to review the existing process and update the internal PPM on this topic.

5) PLANNING UPDATE ON LAND USE ROUND - LISA

Lisa Amara, Senior Planner in the Planning Division explained that the Planning Division is now doing Round based on a,b,c, and d. The Planning Web Page has been updated to make it easier to find documents related to the Web and Comp Plan updates. She began her presentation on the Residential Amendment by stating it was transmitted on July 30, 2015. Her PowerPoint presentation focused on what changes are proposed in the Urban/Suburban area. For more details the PowerPoint presentation is on the Planning Web Page.

6) TASK TEAM TO DESIGN GUIDELINES – DRAFT AGENDA FOR 1ST MEETING – JON

Jon explained the Design Standards first meeting scheduled for this week had to be rescheduled to September 15, 2015 at 11:00 to 12:00. An updated appointment will be sent to the DRAC Members who are participating on the Task Team.

**7) CD PROCESS/ISSUES – WENDY
VARIANCE STAFF REPORT
DRO MEETING
APPLICATION CHANGES**

Wendy provided an update on the topics above.

Variance Staff Report-reformatting the Report to make it more in line with the other Public Hearing Staff Reports.

DRO Meeting-Wendy explained that she is looking for input from DRAC Members on whether or not applicants have to attend the DRO Meeting to simply say they are not ready to be certified or will be resubmitting. Lot of time that could be better used if not sitting in DRO for the applicant to simply state their name for record and tell DRO they are not ready to be certified. DRAC members seem to agree with Wendy. Kevin stated he knows he has to be on DRO Agenda, but typically does not attend meeting.

General Application-Bradley asked for this to be on the Agenda for discussion but was not present at this meeting so this item was not discussed.

8) ULDC UPDATES – BILL

- **Round 2015-01 Adoption and Upcoming Training**
- **Round 2015-02-including:**
 - DRO authority for transferring square footage & Rec Pod not having DRO limitation on square footage
 - Electronic Message Signs
- **October 26, 2015 BCC – AGR Contiguity**
- **Indian Trail Groves PUD – Dates Pending**
- **Planning Division provide Update on 2015 and 2016 Rounds-(Attachment 5)**

Bill Cross provided an overview on the 2015-01 Round that is on the BCC August 27 Agenda for final adoption. He also went over the 2015-02 Initiation Round that will be on the BCC Agenda July 27, 2015 (to be postponed by staff until September BCC Hearing. Staff is also working on the Private Initiated Amendment for Indian Trail Groves.

Lisa Amara did her presentation under 5 above.

9) Requests from DRAC Members

- **General Application**-clarification of requested information-Bradley
Did not discuss since Bradley Miller was not present and did not send specific questions for staff to respond regarding the revised General Application.
- **Loading zones**-revisions of code language regarding screening of loading zones-Bradley
Staff is currently making changes to the draft code language that is in the 2015-01 Round. Changes to the requirements will be on the Add/Delete Agenda.
- **Planning Condition of Approval for Workforce Housing** to provide recording information of the approved Site Plan-Collene
Bryan responded to Colleen's question if there is another way to accomplish Planning requirement to have recording information on WFH on the approved Site Plan. Bryan said he would look into this request with Susan G.
- **Justification Statement requirements**-Kevin
Kevin asked if there was a standard response staff is looking for in the Justification Statement. Maryann responded that there is not a standard format. Staff will look into creating key points that should be addressed in the

Justification Statement

- **Planning update DRAC on 2015-16 Round**-Gladys and Pat-discussed under #5
Discussed under number 5 above.
- **Naming Conventions**-any issues-Jon
Gladys said she found the name for the Plans a bit long and hard to remember but getting use to it. No other Member had any comments on naming conventions.
- **Existing non-conformities and chart on site plan to memorialize vesting** - Jon S
Jon expressed concerns with having to show vested information on plan, he asked why this is needed. Staff explained to ensure it is addressed one time and in the future it will not be an issue when project comes back in. Several DRAC Members said non-conformities is a big issue they would like staff to address in the code, especially setbacks, etc. Staff said they would put this topic on the next Agenda.

10) Request for Lauren McClellan to become a Full DRAC Member (Attachment 6)

- DRAC members voted Lauren as a new DRAC Member

11) TOPICS FOR NEXT MEETING NOVEMBER 13, 2015

- **Justification Statement**-Review StandardsNon-conformities-discuss options for possible future code amendment
- **Non-conformities**-discuss possible Code amendment

L. ADJOURNMENT

Meeting adjourned at 4:01 pm.