



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

FEBRUARY 5TH, 2016 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)

MINUTES

PREPARED BY ZONING DIVISION STAFF

CALL TO ORDER

Gladys DiGirolamo – GL Homes – Chair called the meeting to order at 2:05 p.m.

MEMBERS PRESENT –

Gladys DiGirolamo – GL Homes - Chair
Patrica Lentini – GHO - Vice Chair
Jeff Brophy - The Wantman Group
Scott Mosolf – UDKS
Collene Walter - UDKS
Kevin McGinley-Land Research Management, Inc

INTERESTED PARTIES –

Emily O'Mahoney – Gentile, Glas, Holloway, O'Mahoney and Associates
Josh Nichols, Jon E Schmidt & Associates

ZONING/ENGINEERING/PLANNING -

Jon MacGillis, Zoning Director
Maryann Kwok – Deputy Zoning Director
Roger Ramdeen - Sr. Site Planner II, CD Section
Alan Seaman - Principal Site Planner, AR/PI Section
Melissa Matos – Sr. Site Planner, LD Section
Christine Stivers – Sr. Site Planner, CD Section
Jan Rodriguez, Sr. Site Planner, AR/PI Section
Scott Cantor - Professional Engineer, Land Development
Sunil Jagoo, Land Development
Adam Mendenhall – Site Planner I, AR/PI Section
Zubida Persaud, Zoning Administration

1) REVIEW OF THE NOVEMBER 13, 2015 MINUTES - (ATTACHMENT 1) – GLADYS
Chair asked if anyone had any changes to the minutes. The minutes were approved without changes.

2) REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 2) – WENDY
Roger Ramdeen, Senior Site Planner filled in for Wendy who was not able to attend due to a scheduling conflict. He referred members to Attachment 2 and the four open items

on the “DRAC Task Chart”. The first item, **DRO Admin Online Submittal**- was not discussed at this time, but later on Agenda. **DRO Type II Review** - he stated they had one application by GL Homes last year in the process and for most part the process worked fine. Gladys DiGirolamo agreed that her one application that was being tested went fairly well. Currently, there is no application in process. **Design Guidelines**-Roger turned it over to Jon MacGillis for update on this task. Jon stated the Task Team met this week and Jeff, Collene and Amy were in attendance. We discussed the ULDC provisions as well as what other municipalities are doing. Agreed to do ULDC amendments to clarify the Design Standards requirements and also put new Chapter in Tech Manual to outline the requirements. Jon did mention that Waivers will be allowed, but only for Waivers already existing in the ULDC. **Planning Condition on WFH**-Bryan Davis, Principal Planner, Planning Division, was not in attendance to address the status of this item. Jon stated that he will speak to Planning, but his recommendation is that Planning staff will get the Plat Book and Page for recording of the WFH declaration from the Applicant, and simply go into ePZB and close out condition and add the Plat Book and Page. This way there is no need for the applicant to have to do a DRO Agency Review to simply accomplish putting the Plat Book and Page on the approved Site Plan.

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**)
Bill did not attending meeting due to a scheduling conflict. Jon MacGillis provided an update on the ULDC items listed above.

2015-02 BCC adopted ULDC last week. Jon went over each topic. Kevin asked when the adopted code pages will be available. Jon said a Press Release goes out next week on the Zoning Web Page, stating **ULDC Supplement 20** is adopted and links to copies of the amendment are posted on the Web. It takes staff approximately two months to get the Supplement 20 ready for distribution to the Public. Bill is working on Training Sessions for Staff and the Public. Staff already has a copy of the amendments for their reference.

2016-02 This Round will be very limited so Zoning Code Staff stays focused on the ULDC Use Regulation Project. BCC will be Initiating this Round at the Feb 25, Zoning BCC Hearing.

Electronic Signs - Staff is drafting a 4th Type of Electronic Sign that will be allowed as a Pilot Program in the URA Priority Corridors. Permission to Advertise the new language will be BCC Zoning Hearings for Feb 25 and adoption March 24, 2016. Collene asked if in URA free standing signs that are currently prohibited were addressed? Jon said revised language was added to address prohibited free standing signs.

Update on ULDC Use Project - Staff is working on 2 last Use Classifications Commercial and Agriculture. Jon said if you have suggestions on Commercial let Bill Cross or Monica Cantor know. Pat Lentini asked if there was going to be a follow-up meeting with Industry. She said she attended the first meeting some time ago. Jon said no future meetings, but if industry thought it would be useful let Code Staff know and they can schedule a meeting.

Bradley Miller request for possible amendment - Since Bradley was not in attendance we only briefly discussed his code amendment request relative to DRO authority. The

amendment is relative to the DRO not being able to approve a building closer to the property line. Jon said that in 2015 DRAC and Staff discussed and adopted several changes to DRO authority. He said we can look at Bradley's request along with Collene's from last year regarding "single entity". If DRAC Committee members have suggested code language send it to Staff for discussion and timeline.

4. LANDSCAPE SUBCOMMITTEE MEETING - MARYANN ALTERNATE LANDSCAPE PLAN (ALP) & TYPE I WAIVER

TECHNICAL MANUAL, TITLE 4 (ATTACHMENT 4)

Maryann Kwok updated everyone on the status of the Alternative Landscape Plan code amendment that the Landscape Subcommittee is currently working on. She said she met with Subcommittee in January 2016 and got good input. Also, Collene provided written comments on the DRAFT. Goal is to finalize the DRAFT Code language and updates to the Zoning Technical Manual this month and send back out to Subcommittee for final review and recommendations to the full LDRAB. She did focus on Attachment 4 by walking everyone through the proposed changes to the Tech Manual and rationale why changes were being made.

5. LEGAL DESCRIPTION – “WHERE AS” CLAUSE ADDED TO RESOLUTION FORMAT – WENDY

Maryann explained that a new "Where As" clause was being added to the Public Hearing resolutions to address minor errors in the survey legal description. She showed the new language. Gladys had questions on the new working stating it should be further clarified what it applies to since it could be misconstrued as written. Maryann said she would take Gladys recommendation into consideration. There was further discussion on corrective resolutions and the process of Agents seeing the conditions prior to hearing and what is on the Add/Delete. Collene said applicant does not see final resolution to ensure conditions read into the public record at hearing are correct. Christine Stivers, Senior Site Planner, confirmed this is correct. We agreed that we need to look into this to ensure applicants see the final conditions discussed at public hearing to ensure no issues. Kevin McGinley stated that there use to be a month lag between hearings and filing of resolutions with Clerks Office, he asked if that has changed. Mr. MacGillis stated yes, Staff has five days to get Resolutions to the County Attorney after the Hhearing for recordation with the Clerk's Office.

6. DRO ADMINISTRATION REVIEW – ONLINE SUBMITTAL UPDATE ON STATUS – ALAN

Alan Seaman, Principal Site Planner stated the release of the new DRO Admin Online Submittal is something to look forward to in 2016. Currently, staff is finalizing the review of the new screens with our iSS. Hopefully, in early spring we can have Applicants test new online submittals.

7. UPDATES – WENDY AGENTS DO NOT SHADE THEIR REVISIONS (IN THE DWF.) SHADING TURNS DRAWING BLACK

Roger and Christine explained that when shading is the site plans and staff converts them to PDF for the Web it turns the area black on plan and is unlegible. They asked, try to use hatching rather than shading to avoid this issue.

8. DISCUSS DATES/TIMES FOR DRAC 2016 MEETINGS (ATTACHMENT 5) – WENDY

Agreed to leave the dates and time the same Friday afternoon.

9. TOPICS FOR NEXT MEETING

Staff will send out email asking for topics for next Agenda

- **ADJOURNMENT** - Adjourned at 3

DRAFT