



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**

**MARCH 10, 2017 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 SEPTEMBER 23, 2016 MINUTES - (ATTACHMENT 1) - GLADYS**

**ELECTION OF THE CHAIR AND VICE CHAIR**

**2) REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 2) – GLADYS**

<b>Administrative Review (ZAR/ZZR) DRO Online Submittal</b>	9/13/2016	Alan/Jon	Open	5/29/2015	Colleen Walter	9-13-16 Online application submittal process was available for applicant's use. Few minor changes but overall a good rollout. 7-11-16: Alan will give update on Task related on Online Submittal timeline (hopefully release in August) 05-06-16: ISS still reviews new ePZB screens. Zoning to update DRAC on timeline for release. 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. 5-23-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo.
<b>Regulation Plan – Remove requirement from ULDC</b>	7/29/2016	Joni/Bill	Open	5/29/2016	Gladys DiGirolamo	2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.
<b>Consent Forms</b>	9/23/2016	Joni/Wendy	Open	9/23/2016	Colleen Walter	9-23-16 Colleen asks if Consent Forms can be submitted as a blanket consent. PM says that it is only valid for the specific project or 1 year from signing. Staff will discuss.

**3) ULDC UPDATES – BILL**

**Recently Adopted:**

- Round 2016-02
- Use Regulations Project
- Marijuana Dispensary and Treatment Center Moratorium
- Reminder – Scheduling for ULDC Supplement 21 and Training

**Current Tasks:**

- Round 2017-01 Initiation PP to March 23 BCC Zoning Hearing
- 2017 Comprehensive Plan Text Amendments (Initiated 1/30/17)
  - ✓ Institutional and Public Facilities Designation
  - ✓ Mixed and Multiple Uses
  - ✓ Commercial Designations
  - ✓ Urban Agriculture
- PIA for Plan Text Amendments (Reminder – Concurrent PIA is Mandatory)
  - ✓ GL Homes – WCRO
  - ✓ UDKS (CLF density/intensity for INST FLU in AGR Tier)
  - ✓ JMorton – Morningstar MUPD (residential density and CLF density/intensity in AGR Tier)
- PIA Other

- ✓ FPL - Commercial Communication Towers
- ✓ UDKS - PIPD Use Limitations and Maximum Commercial Acreage

- 4) **LANDSCAPE SUBCOMMITTEE MEETINGS 2017 UPDATES – MARYANN**
- 5) **ARTICLE 2 ULDC 2017 AMENDMENTS (REFORMATTING AND STREAMLINE)-JON**
- 6) **VEGETATION BARRICADE PERMIT IMPLEMENTED NOV 2016-JON**
- 7) **ONLINE SUBMITTAL PROCESS FOR DRO ADMIN REVIEW AND VARIANCE-ANY ISSUES-ALAN AND BARBARA**
- 8) **DRAC 2017 CALENDAR (ATTACHMENT 3)**
- 9) **COMMITTEE MEMBER TOPICS**
- 10) **TOPICS FOR NEXT MEETING -GLADYS**
- 11) **ADJOURN**



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

**SEPTEMBER 23, 2:00 PM - 4:00 PM**

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

**2<sup>ND</sup> 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 2:03 p.m.

#### **MEMBERS PRESENT –**

Gladys DiGirolamo, GL Homes - Chair  
Collene Walter, UDKS  
Bradley Miller, Miller Planning  
Lauren McClellan-Morton Planning, Landscape Architecture  
Patricia Lentini, GHO  
Jeff Brophy, The Wantman Group  
Yexsy Schomberg, Cotleur & Hearing

#### **ZONING/ENGINEERING/PLANNING/BUILDING -**

Jon MacGillis, Zoning Director  
Joanne Keller, Director Land Development  
Wendy Hernandez, Zoning Manager  
Barbara Pinkston, Principal Site Planner, Zoning Division  
Carrie Rechenmacher, Senior Site Planner, CD Section  
Roger Ramdeen, Sr. Site Planner II, CD Section  
Carolina Valera, Sr. Site Planner, CD Section  
Zubida Persaud, Site Plan Tech, Zoning Administration  
Jan Rodriguez, Sr. Site Planner, AR/PI Section  
Melissa Matos, Sr. Site Planner, Arch Review Section

#### **1) REVIEW OF THE MAY 6, 2016 MINUTES - GLADYS**

No changes to minutes. Gladys DiGirolamo made a motion to approve, Colleen Walters, second the motion.

#### **2) REVIEW DRAC OPEN TASK LIST - GLADYS**

- **DRO ONLINE SUBMITTAL FOR TYPE I VARIANCES AND DRO ADMINISTRATIVE ADMENDMENTS - ALAN**

Jon stated that the Electronic Online application submittal is now implemented for Variances and Administrative Amendments. Everyone can start using it. Pat Lentini said that she had used it and it was easy to use. Jan Rodriguez, Senior

Site Planner, Admin Review, stated that there were some internal technical issues that are currently being worked out by ISS. Gladys inquired whether the consent forms are still needed for the online submittal applications and should they be attached. Staff confirmed yes, that they can be uploaded online along with other attachments. Collene asked is it still optional to submit in person or does it have to be only online submittals. Jon clarified that at this time you can apply via email or online, but at some point in 2017 we will go to only online submittals.

- **DESIGN GUIDELINES 2016-01 ROUND REMOVED FROM ULDC– JON**

Jon explained that the standards for Design Guidelines was removed from the ULDC in round 2016-01 amendments and Code staff are currently working on Round 2016-02 in which Staff is working on language that will eliminate the requirements for the Regulating Plan. He further clarified that an applicant may submit Design Guidelines and/or Regulating Plans by request only if they feel the need to do so for a particular project, but it is not needed.

Yexsy was concerned that the information on the Regulating Plan was useful and sometimes her client requires them. Jon reconfirmed that the applicant can still submit a Regulating Plan for review for staff, but it will be optional. Jon stated often the information on the Regulation Plans was standard templates of signs, buffers, benches, dumpster enclosures and in certain cases conflicted with code and or conditions. By making this plan now optional it will save the applicant and staff review time.

- **DRO PRE-APPLICATION CONFERENCE AND DRO CONCURRENT REVIEW UPDATES- WENDY**

Wendy stated this was previously discussed in a separate meeting in August 2016 with certain DRAC Members who attended. It is now implemented. She reviewed the process again and indicated that more applicants are using the Concurrent application process. Wendy said it is successful so far especially with subdivision review. Pat Lentini asked if a Concurrent Application was submitted, would it automatically be placed on the DRO meeting Agenda? Wendy clarified that a Pre-application Conference (PAC) is required so that specific direction can be given for the submittal of the Concurrent Application. This allows for all questions and issues to be worked out before the Concurrent application is submitted. Once the Concurrent Application is submitted then it would automatically be placed on the next DRO Agenda. The new process also allows for applicants to submit a Concurrent Review application without a PAC, must submit Form #112 to be placed on DRO Agenda.

Yexsy asked what is the latest that the request can be submitted to be placed on the DRO Agenda? Wendy clarified that the request must be submitted before 12 noon the Friday before the DRO meeting.

### **3) ULDC UPDATES – BILL (BILL NOT PRESENT)**

Jon provided an overview of ULDC hot topics and the status of the ULDC Use Regulations Project. He also stated staff is currently researching a new use Equestrian as part of the Use Regulation Project. He indicated that agents and interested parties can attend the Use Regulations Project Forum meeting scheduled for October 13, 2016 from 5:30 pm to 8 pm in the Hearing room #47 on the first floor.

Jon also stated that the Round 2016-01 adoption was approved on 9-22-16 by the BCC and is now on the Web (refer to Ordinance 2016-042) and at some point Bill will be scheduling a training session for Interested Parties, contact him for information. Jon said that staff is now working on 2016-02 amendment. Collene asked about changes in the recent amendment to parking requirements, specifically that there was no longer an option to use 25 feet wide drive isle, it is now 26 feet. Jon said that 26' was a change with the recent amendment in 2016-01. Note- Bill *was relayed this concern after the DRAC meeting and said he will add a note to the parking chart allowing the 25' as an option.*

Also, in 2016-02 Round-Reasonable Accommodations will be amended to have a time limitation of one year to use the approval or lose it. Staff is also working on the procedures for URA opt out and development regulations amendments, with the recent Comprehensive Plan Amendment in August 2016 which allows applicant to revert back to prior FLU and Zoning district. Jon stated that a memo on URA procedural changes will be finalized in early October after Zoning and Planning discussion. It will be posted to the Zoning Press Releases once issued.

#### **4) LANDSCAPE SUBCOMMITTEE MEETING UPDATES-BARBARA**

Barbara stated that Zoning met with Patrick Rutter to discuss the inquiry we received from certain individuals regarding a possible countywide shortage of 12' native trees. They were asking if there was any relief from this requirement. The recently amended ALP Type 1 Waiver to allow 75% of the total required trees to be reduced in height by 25% (refer to Ord 2016-042), also Type 2 Variances may be applied for to allow relief from the minimum standards, if needed. So at this time no further action will be taken.

No other update on Landscape.

#### **5) NEW ITEMS**

- **SUBDIVISION PLAN VS. SITE PLAN-WHEN IS A SUBDIVISION PLAN NOT REQUIRED AND A SITE PLAN SUFFICIENT TO COMPLY WITH ARTICLE 2, FOR LOT COMBINATION - LAND DEVELOPMENT/ZONING**

Joanne explained why and when someone would use Article 11 provision. A memo was sent out to DRO members on August 9<sup>th</sup>, 2016 (handout was provided at DRAC Meeting) to explain where a Certified Abstracted Boundary Survey may be used in place of the Final Subdivision Plan. The applicant must first contact Land Development and obtain confirmation that the project is able to utilize this procedure. Yexsy stated that she places a note on the final site plan of the project that has gained approval to use the Abstracted Survey so that Zoning would have record of the approval.

- **REGULATION PLAN-2016-02 TO REMOVE FROM ULDC AS A REQUIREMENT CAN BE A CONDITION OF APPROVAL-BILL**

This was discussed under Design Guidelines above. Code staff is working on amending the requirement for the Regulation Plan, and will only be optional when adopted in January 2017.

#### **6) COMMITTEE MEMBER TOPICS:**

- **DRO MEETING PROCEDURES**

Wendy reviewed the memo that was provided at today's meeting regarding how various topics are handled at the DRO meetings. She reiterated that anyone can

speak at the hearings, but if major issues need to be resolved then the item should be placed in "Workshop" so that in depth discussions can occur.

Colleen said that her staff was confused with applications that were in Workshop and asked if the application will still be certified. Wendy clarified that yes the application can still be certified at the same time the issues can be resolved in Workshop. Wendy explained that the biggest issue for the applicant was to determine which issues are major and which are minor. Major issues should send the application to Workshop and minor issues will allow certification with the expectation that the minor issues will be fixed before final approval. Jeff indicated that he had a recent application that staff refused to add to Workshop, he did not give reason. Colleen asked that clarification on Workshop procedures should be added to the memo. Collene also asked if at permitting a DRO Agency Review can be done at the same time. Jon said that he would need to check if it is allowed in Code.

**Other Topics Discussed:**

Colleen asked whether DROE applications may be submitted with Type 1 Waivers; can this be added to the application or is this a separate application process. Wendy responded that Type 1 Waivers are included in the analysis and justification for the waivers on the Off-the-Board approval process.

Gladys asked if application documents could be submitted on a flash drive instead of a CD disc, a question put to her by her staff. Jon replied that this is possible but staff will keep the flash drive.

Lauren McClellan brought up the issue about having more than one application being processed at the same time, such as an Administrative Amendment and a DRO application, in which AR/PI Staff has indicated that Amendments cannot be accepted while project is in DRO. Jon responded that protocol is in place for Wendy and Alan to discuss the same project when applications are in both their Sections. They need to ensure changes being made on one application are reflecting on the other so not to present conflicts. Wendy stated this seems to be working for the most part when amendments are minor and applicant makes it known to staff more than one application in Zoning processes. However, there may be times where the amendment is exceptionally minor, but if major change we cannot allow concurrent applications in Adm Review and CD Sections. Just let Jon and Wendy know of the situation and we will assess the request on a case by case basis.

Jon asked members if there were any issues with the posting of the approved mylars, whether they were accessible in a timely manner. The consensus was that this is working satisfactory; mylars are posted within one week.

**7) TOPICS FOR NEXT MEETING-GLADYS**

Gladys brought up the issue with Survey on when is the entire Survey is necessary for the application, sometimes the affected area only refers to one quad, she did not think that the entire survey for the PUD should be submitted with the application. Glen from surveying will be contacted and a representative from Survey will be asked to attend the next meeting, if still an issue.

Colleen brought up the issue about submitting blanket Consent forms in which all

boxes are checked. Colleen reported that as per Zoning Project Managers each consent form is only valid for the specific project. Jon said staff will look into this issue.

Gladys asked about Resolutions – agents/applicants should be receiving BCC Staff report with conditions instead they receive only the revised conditions prior to resolutions filed.

**8) ADJOURN**

MEETING ADJORNED AT 3:22 PM

DRAFT

**Development Review Advisory Committee (DRAC)  
2016 Tasks**

		Complete	Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<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
<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 this matter. 10-31-14 Title 2 of Tech Manual has been modified to remove 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 changes to Tech Manual and agreed this task has been addressed. Reviewed 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.

Complete		Pending				
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<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 ePZB Project History on applications?
<b>Subdivision Plan submitted with final Subdivision 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.

**Development Review Advisory Committee (DRAC)  
2016 Tasks**

Complete		Pending					
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<b>Review DRO Administrative Review what goes to Zoning vs. Agencies</b>	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.	
<b>Planning Condition on Workforce Housing</b>	8/21/2015	Bryan Davis	Closed	8/21/2015	Colleen Walter	02-05-15 at DRAC Meeting today we discussed that Planning will get the Plat Book and Page Number on the WFH recordation and simply go into ePZB and close out the ePZB Condition and put the Book/Page in reason for closing condition. Since no one from Planning was at DRAC Jon sent email to Bryan as this being his direction 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>Design Guidelines</b>	8/21/2015	Jon MacGillis	Closed	8/21/2015	Jon MacGillis	CLOSED: July adoption of round 2016-01 remove Design Guidelines from ULDC. 7-11-16: 2016-01 Removing Design Standards and in 2016-02 Removing requirement for Regulation Plan, unless submitted as a BCC Condition. 05-06-16: Review final drafts ULDC & Tech Manual updates. 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>DRO Concurrent Review Process Type II and Type III PPM ZO-O-041</b>	Report on revisions to current PPM ZO-O-041 to clarify procedures for Concurrent Review application with and without PAC	Maryann/Wendy	Closed	5/29/2015	Gladys DiGirolamo	CLOSED 08-31-16 Provided Training 101 for the changes to the DRO Concurrent Review process. 7-11-16: Done-we need to go over the DRO Concurrent Review and PAC updates. 05-06-16: Review PPM with DRAC to get input; include Building, LD Staff in discussion. 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.	

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<b>Administrative Review (ZAR/ZZR) DRO Online Submittal</b>	9/13/2016	Alan/Jon	Open	5/29/2015	Colleen Walter	9-13-16 Online application submittal process was available for applicant's use. Few minor changes but overall a good rollout. 7-11-16: Alan will give update on Task related on Online Submittal timeline (hopefully release in August) 05-06-16: ISS still reviews new ePZB screens. Zoning to update DRAC on timeline for release. 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>Regulation Plan - Remove requirement from ULDC- made it optional</b>	7/29/2016	Jon/ Bill	Closed	5/29/2016	Gladys DiGirolamo	<b>2-27-17 Closed</b> - Ord 2017-002 removes the requirement for Regulation Plan and makes it optional. 2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.
<b>Consent Forms</b>	9/23/2016	Jon/ Wendy	Open	9/23/2016	Colleen Walter	9-23-16 Colleen asks if Consent Forms can be submitted as a blanket consent. PM says that it is only valid for the specific project or 1 year from signing. Staff will discuss.