

**Development Review Advisory Committee (DRAC)  
2017 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 implmeented 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 Varainces. 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 adress 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.	

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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.

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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	Closed	5/29/2015	Colleen Walter	2-8-17-New Online system implented and applicaint using it. 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 numerious 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 Reviiw 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>	Regulating Plan	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>	Authorization for each appication	Jon/ Wendy	Closed	9/23/2016	Colleen Walter	3-7-17-County Attorney's office stated the forms have to be updated with each application we cannot use blank authorization. 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.
<b>Certification Issues</b>	Cited specific code section in each certification issue	Wendy	Open	6/9/2017	Damian Brink	6-0/17 Wendy to CD Planners-At the DRAC meeting Friday there was a request that staff include sections of the Code in their comments/issues. Please ensure your comments/issues include the section of the Code you are referring when you need an agent to fix a plan or document submitted.
<b>justification Statement</b>	Justification Statement- Examples like example of what is expected from	Wendy	Open	6/9/2017	Kevin McGinley	6/9/17-Request if staff can provide bullets on what are key components of an acceptable "Justification".
<b>Survey DRO Comments</b>	Survey Comments	Glenn Mark	Open	6/9/2017	Yexsy Schomberg	6/9/17-Request Survey staff attend Sept DRAC Meeting to discuss number of DRO comments on applications and level of specificity