



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**  
**APRIL 13, 2018 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 MINUTES: - GLADYS**
  - JANUARY 26, 2018 MINUTES – (*ATTACHMENT 1*)
- 2) **REVIEW DRAC OPEN TASK LIST (*ATTACHMENT 2*) - JON**
- 3) **NUMBER OF INSUFFICIENT APPLICATIONS IN 2018 - WENDY**
- 4) **CERTIFICATION/APPROVAL DEADLINES AND APPLICATIONS - WENDY**
  - CONTINGENT/CONCURRENT OF EACH OTHER (RESULT LIST)
- 5) **AMENDED PZB FEE SCHEDULED - MARYANN**
  - ADOPTED BY BCC EFFECTIVE APRIL 2, 2018
- 6) **AMENDED TECHNICAL MANUAL – MARYANN**
- 7) **DISCUSSION ON ADOPTED ARTICLE 2 CHANGES AND DRO PROCESS - WENDY**
- 8) **ULDC UPDATES ON 2018-01 ROUND AND 2018-02 - JEHAN**
- 9) **DEMO ON IMPROVED ULDC INTERACTIVE CODE - MONICA**
- 10) **PARKING CODE 2018-01 ROUND – VINCENT**
  - REVIEW OF PROPOSED AMENDMENTS
- 11) **TOPICS FROM DRAC MEMBER –**
- 12) **TOPICS FOR NEXT MEETING MAY 4, 2018 – GLADYS**
- 13) **ADJOURN**



**SPECIAL MEETING**  
**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**  
**FRIDAY, JANUARY 26, 2018 2:00 PM-4:00 PM**  
**PZ&B – VISTA CENTER**  
**2300 NORTH JOG RD., WEST PALM BEACH, FL 33411**  
**HEARING ROOM CHAMBER (VC-1W-47)**

**MINUTES**

**CALL TO ORDER: AT 2:05PM**

**ATTENDANCE:**

**MEMBERS PRESENT:** Lauren McClellan, Collene Walter, Kevin McGinley, Patricia Lentini and Gladys Digirolamo.

**INTERESTED PARTIES:** Debi Reitz (for Bradley Miller), Mikel Kline, Bill Whiteford, Nancy Kline, Kelly Chiarella, Chuck Millar,

**PZB ZONING STAFF:-** Jon MacGillis, Maryann Kwok, Wendy Hernandez, William Cross, Carolina Valera, Alan Seaman, Jan Rodriguez, Barbara Pinkston, Melissa Matos, Monica Cantor, Scott Cantor (PZB Land Development), George Galle, Nancy Frontany, Lindsey Walter, and Yvonne Wamsley.

**AGENDA**

**1. REVIEW MINUTES– GLADYS DIGIROLAMO**

Gladys opened the meeting at 2:05 pm with introductions of everyone in attendance.

Gladys inquired if any Committee Member reviewed the minutes and if they had any changes for both the Regular DRAC October 6, 2017 & Special December 8, 2017 Meetings. No member had changes to the minutes.

**2. CD APPLICATION – GOING PAPERLESS & ELECTRONIC SIGNATURE FOR SURVEY FOR ZONING APPS – JON/MARYANN/WENDY**

- Jon conveyed all Zoning Sections, with the exception of Community Development (CD), have already gone paperless. In January 2018 the CD Section went paperless. This means the “official control file” is no longer in paper format but in ePZB. Historical paper files still exist for documents submitted to PBC Zoning prior to dates we went prior paperless for each Section. Jon explained application information is now available to the public.

When submitting applications to the CD Section, the surveys will require a digital professional signature. During the October 2017 meeting, it was conveyed there is a third party company that can assist with the electronic survey in “.pdf” format and supply the required digital signatures, the company is called Entrust. DOT accepts this format as stated in Chapter 472/Rule 5J17. Scott Cantor, Assistant Land Development Director, stated that required signed documents to Land Development will also need electronic professional signatures Collene asked if all documents that require professional signatures must provide and the response from Staff was yes.

- Any applications submitted prior to Jan 1 2018, or requires resubmittals will continue under the old process for paper submissions. All new 2018 applications will follow the new process of being electronic.
- Maryann conveyed the Zoning Tech Manual will be updated in February and will establish standards and procedure for the electronic signature for all new applications.

- CD's and travel thumb drives used for electronic submissions will be kept for one month after the two month process, if the applicant would like to have the CD's back to reuse they will be located in a box with the Zoning receptionist.

### **3. DRAC TASK LIST - JON**

- Jon reviewed the current 2018 DRAC Task List and notes there are currently no open items to review. At the October LDRAB Meeting we reviewed and closed out the following tasks:
  - Certification Comments – Planners should be more aware to use this section. Planners should be referencing the ULDC provisions to their comments. If not make this known to them and or their Supervisor.
  - Application Justification Statement – provided an example for all at the October Meeting.
  - Survey – addressed with Glenn Mark at the October Meeting and will be updating the Zoning Tech Manual to ensure minimum standards are established.

### **4. NAMING CONVENTION – JON**

- Jon reviewed the attached based on Zoning Section.
  - AR/PI – Naming Convention currently under the old process until further notice. “PDF's” will be the main format. Collene asked if changes are currently in effect and Alan said No changes at this time. He needs to meet with Jon and explain pros and cons for not requiring the clouded DWF along with the unclouded DWF. Staff will send an email first week of February with direction on this and updates to the Naming Convention Memo for entire Division.
  - CD – No changes to the naming convention for CD Section. Staff clarified that AR/PI and CD processes are different, with AR/PI doing on-line submittals, the naming has to be different at this time. With the new process, all plans, ie PMP, PSP, PRP, PAE, etc, are submitted in the “DWF”.
- Jon conveyed that File Room has been doing quality review of the site plans on Zoning Web page to ePZB to ensure consistency. As part of this task the File Room Staff are eliminating the “mylar copies” so we will only have the Web and ePZB Plans later this year.

### **5. EPZB NOTIFICATION TO AGENCIES FOR SIGNOFF/COMMENTS – JON**

- Jon indicated that ePZB Staff asked for input from DRAC Members on their request to get electronic notification when Agencies sign off on their Comments on your applications. Staff presented two options: instant emails or one Report each day. Consensus was on having the one report per day listing all their apps with sign offs.
- Staff advised members that ePZB has the rule that we can notify up to ONLY 2 people per the code table. So ensure the application is completed properly for it to work.

### **6. ULDC ART. 2 ADOPTED AMENDMENTS & IMPLEMENTATION**

- Jon indicated the BCC adopted the 2017-02 Round, Supplement 23, this week with only the modification on the add delete. Staff did pull the Landscape Code amendment related to landscape islands and easements. Maryann stated that the Landscape Subcommittee Meeting will be convened in March to address this issues and other. Barbara Pinkston provide the date/time for the Landscape Subcommittee Meeting.
- Maryann conveyed there will be Zoning Staff Training on 2017-02 Round for Industry on Monday, January 29, 2018; 2 sessions for internal staff
- Public training will be:
  - February 8, 2018 @ 1pm
  - February 16, 2018 @ 3pm
  - NOTE: Jon encouraged everyone to review the Ordinance, prior to attending the training with the emphases on being prepared, so that

Zoning Staff can moving quickly through the information.

#### **7. ULDC UPDATES – MONICA**

- 2017-02 Round - Monica indicated the 2017-02 ULDC amendments will be reflected in Supplement 23 and posted to the Zoning Web page on February 23, 2018 in the pdf version. The Ordinance for Round 2017-02 will be sent to all agencies and posted on-line once it becomes effective. She informed about two scheduled public training meetings on February 8 at 1:00 p.m. and February 16, 2018 at 3:00 p.m. to familiarize the public with the new amendments. Jon expanded by noting that Supplement 23 will be also available in a new application that staff is working on to make the ULDC easy to read in portable devices. The new application will result in the ePZB Interactive Code to be removed.
- 2018-01 Round. -  
Monica stated that most County Agencies with regulations in the ULDC will be presenting some amendments in this Round. She also noted that the main Zoning amendments include: updates to Congregate Living Facilities, Nursing Homes and Reasonable Accommodation; consolidate regulations for structures that only require building permit as contained in Art. 5; update parking requirements in Art. 6; and, address the BCC direction on the Landscape Service use to review the Comprehensive Plan and ULDC to allow the use accessory to a valid nursery.
- Landscape Service – Jon added that the BCC on January 25, directed staff not to amend the code for Landscape Services, however to ask staff to look at allow landscape service to a nursery in AGR PUD preservers.
- WCRA Master Plan Update & ULDC amendments – Jon encouraged everyone to send Denise Pennell @ WCRA any issues that maybe of concern with the current ULDC regulations for WCRA. . The next WCRA meeting with Zoning Staff will be Monday, January 29, 2018 @ 2 pm. Amendments to the ULDC might be in 2018-01 is they can meet the deadlines.

#### **8. LANDSCAPE SUBCOMMITTEE – EASEMENT OVERLAP IN LANDSCAPE ISLANDS – MARYANN**

- Maryann conveyed the current code does not address the easement encroachment into the landscape islands and medians. As stated above by Jon , Maryann confirmed the amendment was pulled out from the 2017-01 Round adopted by BCC 1-25-18, to allow staff and industry time to addressed solutions and recommendation on future amendment through the Landscape Subcommittee meeting.
- For those applications currently in the system; there will be no variances.
- Maryann reviewed to propose a separation 7 ½' from the tree to the hydrant. If there can be no separation proposed, then go for a variance. It was suggested to perhaps substitute a Palm for a tree.

#### **9. TOPICS FROM DRAC MEMBER – KEVIN MCGINLEY**

- Abandonment of Resolution – When the resolution is abandoned through the BCC, even though the use has been abandoned; Wendy conveyed the Site Plan is abandoned with the resolution. Through discussion, it was determined there needs to be more research conducted and reviewed with Zoning Staff and code on how to make this process simpler. Bill said he heard Kevin's concerns and internally staff will be working to address it. At the next DRAC Meeting staff will have an update.
- Control Name Assignment – How does the project get the “Name Assignment”? Jon explained the first application to come in and if there is currently no Control Number it gets assigned. Kevin said his concerns is when someone comes in for a Pre-Appointment meeting and a PCN is assigned and Control Name it now costs his client money to change the Control Name when is it not the official name they want to use. Jon said for PCN names staff can have ISS fix the name without a cost to customer. Will relay this to staff. Donna processes most to the Control Name change request.
- Difference between Project History/Property History – The Justification Statement is asking for “project history/property history”. Zoning Staff confirmed both terms have the same meaning.
- Addressing Requirement of Standard Loading Zones/Waivers – Zoning Staff confirmed this will be part of 2018-01 Round.

**10. TOPICS FROM DRAC MEMBER – COLLEN WALTER**

- Timing of Issuance of Results Lists & Notification to Agents – Wendy indicated there will be changes coming to the 2018 ZONING CALENDAR based on recent concerns. The DRO & Certification dates were the main focus. DRO meeting will be moved to the 1<sup>st</sup> Tuesday of each month. This will allow intake and staff to communicate with agencies before first (1<sup>st</sup>) set of comments and allows for Concurrent Submittal with no questions. Certifications will be moved to same day as the “Comment” deadlines. Approvals will occur twice a month (2x).
- Requirement to Submit Electronic/Digital S&S Docs for Apps prior to Jan. 1<sup>st</sup> 2018.
- Consideration of A Code Amendment Art. 2 – Zoning Staff addressed with single project/single ownership. Zoning Staff will research on wording for future use. Expedited process will still follow the same process.

**11. TOPICS FOR NEXT MEETING – GLADYS**

- Gladys inquired for any future topics for discussion; no new topics were received. Jon stated we will address the Abandonment of Site Plans that now have a lesser review in the use matrix.

**12. ELECTION OF CHAIR AND VICE CHAIR**

- **VICE CHAIR** – Pat nominated Lauren McClellan with all in favor.
- **CHAIR** – Kevin nominated Gladys with all in favor.

**ADJOURN AT 3:30 P.M.**

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DRAFT

**Development Review Advisory Committee (DRAC)  
2018 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					
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 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 may 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)  
2018 Tasks**

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<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 Deign 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 municpalitis 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.



Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Administrative Review (ZAR/ZZR) DRO Online Submittal	9/13/2016	Alan/Jon	Closed	5/29/2015	Colleen Walter	2-8-17-New Online system implented and applicant 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 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.
Regulation Plan - Remove requirement from ULDC- made it optional	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.
Consent Forms	Authorization for each application	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.
Certification comments-request code section in comment	Cited specific code section in each certification issue so clear for applicant on requirement	Wendy	Open	6/9/2017	Damian Brink	10/1/17 Staff PM's have been reminded to do this when preparing comments. Supervisors will monitor successful implementation. 9/1/17: Project Manages have been instructed to provide code sections in their comments. Monitor this to confirm compliance. We ask Agents to also site sections of code in their response when appropriate.
Application Justification Statement	Provide example of what an acceptable Justification Statement would be.	Wendy	Open	6/9/2017	Kevin McGinley	10/1/17 - Provide DRAC members with handout what a good "Justification Statement" should include. Also, went over it at Oct. DRAC meeting. 9/1/17-Memo from Wendy included on DRAC Sept 15 Agenda with key points to include in a complete Justification Statement. 6/9/17-Request if staff can provide bullets on what are key components of an acceptable "Justification"
Survey Comments	Survey adding a lot of comments to ePZB recently can they attend next DRAC Meeting?	Glenn Mark	Open	6/9/2017	Yeksy Schomberg	10/1/17: Discussed at Oct. LDRAB with Glenn Mark surveying. Addressed DRAC member qustion. Jan 2018 Zoning will require electronic signature for surveys. 9/1/17-Survey invited and confirmed attendance at Sept 15 DRAC Meeting. 6/9/17-Request Survey staff attend Sept DRAC Meeting to discuss number of DRO comments on applications and level of specificity
Abandonment Resolution	Process involved when the resolution is abandoned through the BCC, even though the "Use" has been abandoned.	Jon/Wendy	Open	1/26/2017	Kevin McGinley	1/26/17: When the resolution is abandoned through the BCC, even though the use has been abandoned; Wendy conveyed the Site Plan is abandoned with the resolution. Through discussion, it was determined there needs to be more research conducted and reviewed with Zoning Staff and code on how to make this process simplier. Biill said he heard Kevin's concerns and internally staff will be working to address it. At the next DRAC Meeting staff will have an update