



**SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, JANUARY 25, 2019 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
HEARING ROOM CHAMBER (VC-1E-60)**

MINUTES

CALL TO ORDER: AT 2:03PM

ATTENDANCE:

MEMBERS PRESENT: Lauren McClellan, Collene Walter, Kevin McGinley, Bill Whiteford, Gladys DiGirolamo,

INTERESTED PARTIES: Evelyn Pacheco, Yoan Machado

PZB ZONING STAFF: Maryann Kwok, Bill Cross, Carrie Rechenmacher, Meredith Leigh, Lindsey Walter, Melissa Matos, Monica Cantor, Carlos Torres, Albert Jacob, Bruce Guyton, Donna Adelsperger, Ryan Vandenburg, and Yvonne Wamsley.

AGENDA

MEMBER ITEMS

1. REVIEW MINUTES – GLADYS DIGIROLAMO

Ms. Gladys DiGirolamo opened the meeting at 2:03pm.

Ms. Gladys DiGirolamo inquired if there were any changes to the meeting minutes from the last meeting held on November 9, 2018. There were no changes requested, everyone approved as written.

2. CLARIFICATION OF THE PH PER-CERTIFICATION & PH FINAL CERTIFICATION DATES – GLADYS DIGIROLAMO

Mr. William Cross reviewed the 2019 Calendar dates with the DRAC Members as it relates to “pre-certification” and “certification” dates; and as it relates for those that need to resubmit for Public Hearing only.

Mr. William Cross conveyed that staff are taking the initiative to reach out to the other agencies in an effort to assist in getting the projects certified/closed out or comments are made. Mr. William Cross is working with staff and agents on minor items to get resolved in a timelier manner.

3. CONFIRMATION OF WHO SETS ZONING APPOINTMENTS – GLADYS DIGIROLAMO

4. UPDATED/CURRENT ZONING ORGANIZATIONAL CHART / CONTACT LIST – GLADYS DIGIROLAMO

Ms. Maryann Kwok reviewed the chart that was provided to the DRAC members. Mr. William Cross told the members to contact Jevin Eyman or Vismary Dorta for appointments for pre-apps. Administrative Review, Jerome Ottey (who is currently under the Administration Section) has been assigned to assist the AR Section to set up appointments for DRO. Patricia Rice assist applicants in scheduling appointments for both the Public Information and the Landscape Permit Review Section. Alex Biray or Zona Case are the contacts for the Code Revision Section. Appointments that involve the Zoning Director and Deputy Director will contact Yvonne Wamsley. The DRAC members were also provided a copy of the Staff Phone List.

5. ZAR ISSUES – GLADYS DIGIROLAMO

Ms. Gladys DiGirolamo reviewed with Zoning Staff her initial concern involving Zoning Agency Review (ZAR) review process:

- No issues with the responses #1 and #2. Notifications will be forward to the applicants by the agents; and, it was understood that opening application only happened when the comments are completed or the deadline for comments is reached.
- Question #3 was clarified that staff only e-mails the agent as a single point of contact for all correspondence.
- The response to include additional thresholds to amend Site Plans through ZAR was discussed further. Ms. DiGirolamo requested to have a meeting with the Zoning Director and Zoning staff to explore possible Code amendments. At the meeting she would like to present examples that depict pod acreage or lake area changes, buildable area, etc that typically result from Platting and explore options to provide more flexibility to amend the Site Plan administratively. Ms. Walter requested to be invited to the meeting. Ms. Maryann Kwok asked for the examples to be sent to staff to make them part of the meeting agenda. The outcome of the meeting will be presented at a future DRAC meeting. Ms. Monica Cantor will be coordinating the meeting schedule.

Ms. Gladys DiGirolamo also took advantage to inquire about notifications of other agencies, the need for some of them to be involved in some ZAR applications and the timing for the notification. Ms. Monica Cantor clarified that all agencies added get automatic notifications once the application is assigned to them. She also noted that Traffic continues to be an agency that is added by default, in some cases when it is evident that traffic is not necessary, then it is removed from the schedule. Mr. Gladys DiGirolamo requested to remind agencies to limit their comments to the affected area for which staff clarified that when there is a Code requirement that was overlooked then the issue has to be addressed.

6. OFF THE BOARD FSP APPLICATION – GLADYS DIGIROLAMO

Ms. Gladys DiGirolamo reviewed this item with Zoning Staff, determining it was initially suggested by Mr. Bradley Miller. Zoning staff suggested to have Bradley put a list of the issues and table for the next scheduled DRAC meeting, May 3, 2019.

Staff noted an effort by CD staff to avoid placing conditions of approval related to submittal of architectural elevation. It was noted that is Zoning intend to allow such revision at time of building permit when the building details are likely to be more finalized. Ms. Collene Walter wanted to get confirmation if the Zoning Commission was approving that in order to avoid possible delays on the approval of the applications due to lack of architectural elevations.

Staff also clarified that all applications shall include a comment that clarify what supplement the application was subject to.

STAFF ITEMS

1. UPDATE ON 2019 CHANGES FOR PRE & FINAL CERTIFICATION PROCEDURES FOR PUBLIC HEARING APPLICATION – WILLIAM CROSS

See previous comment under Member Item #2.

2. 2019-01 ROUND – KEY DATES – MARYANN KWOK

Ms. Maryann Kwok reviewed the dates and some key topics/items on the 2019-01 Round on behalf of Ms. Wendy Hernandez.

Architectural elevations of when to submit was brought up by staff. Ms. Collene Walter indicated the agents would prefer to submit at Zoning Commission since the 2 architects sat on the Board, and they will postpone the application if there are no elevations being part of the ZC's review. Even though

agents/staff agree that the most logical time to submit elevations is at Building permit time. Staff will consider modifying the Architectural conditions to provide some flexibility to the applicants. In addition, staff will research how many architectural elevations of prior applications that were submitted as part of the ZC/BCC's approvals.

The Code requires pertinent information related to the status of the trees (Tree Disposition Chart/Tree Survey) prior to certification or approval time, with the understanding that those trees to be saved will not impact the site design, or vice versa.

However, Staff indicated that similar flexibility as imposed in a Condition of Approval will be provided to the applicants so that the Chart/plan can be updated/finalized at building permit time.

GENERAL ITEMS

1. INTRODUCTION OF NEW STAFF – MARYNN KWOK

Ms. Maryann Kwok introduced the new Zoning Staff to the DRAC Members. All the Senior Site Planners, Ryan Vandenburg, Bruce Guyton, and Albert Jacobs were introduced, and Maryann also mentioned that once Carlos is completed with his Public Hearing application items, he will be moved to the Landscape/Permit Section and he will be reviewing Permit applications.

2. TOPICS FOR NEXT MEETING MAY 3, 2019 – GLADYS DIGIROLAMO

DRAC Members will provide topics at a later date.

3. ELECTION OF CHAIR AND VICE CHAIR

Dr. Bill Whiteford, PhD nominated Ms. Gladys DiGirolamo as Chair and Ms. Lauren McClellan as Vice Chair; Ms. Collene Walter second the nomination with all in favor.

ADJOURN AT 3:14 P.M.