



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

JUNE 9, 2017 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)

AGENDA

- 1) **REVIEW OF THE MARCH 10, 2017 MINUTES - (ATTACHMENT 1)–GLADYS**
- 2) **REVIEW DRAC OPEN TASK LIST - NO PENDING TASKS–WENDY**
- 3) **NEW DRAC MEMBERS:**
 - BRIAN CHEQUIS-IPLAN & DESIGN
 - TONY PALUMBO-PULTE GROUP
- 4) **UPDATE ON STAFFING: LEAVING AND COMING–JON**
- 5) **ULDC UPDATES–BILL**
 - **Round 2017-01 BCC Public Hearings–Bill**
 - **Round 2017-02 Scheduling (Aug, Sept. Oct. LDRAB Meetings)– Bill**
 - Art. 7, Landscaping & Landscape Subcommittee Updates–Maryann/Barbara
 - Article 2 Update & General LDRAB Subcommittee–Maryann
 - **Landscape Service Use LDRAB Subcommittee–Bill**
 - **Privately Initiated Amendments–Bill**
 - Reminder – Overview of PIA Procedures/Requirements–Bill
 - Surf Ranch Florida PIA–Bill
 - AGR Tier PIA's–Bill
- 6) **ZONING COMMISSION AND BCC –ORDER OF PRESENTATION CHANGE BEING DISCUSSED-JON**
- 7) **COLLECTING APPLICATION FEES AT INTAKE–WENDY**
- 8) **DRO ADMINISTRATIVE REVIEW–ALAN**
 - ONLINE SUBMITTAL-WORKING THROUGH ANY REMAINING ISSUES WITH ONLINE SUBMITTALS
 - ONLINE RESUBMITTAL TRAINING BY STAFF FOR AGENTS IN MAY 2017
 - TURNAROUND TIME FOR ZONING REVIEW VS. AGENCY REVIEW
- 9) **COMMITTEE MEMBER TOPICS**
 - AFFECTED AREA-HOW IS IT DETERMINED AND COORDINATED BETWEEN COUNTY AGENCIES-**BRADLEY MILLER**
- 10) **SPECIAL DRAC MEETING TO DISCUSS ARTICLE 2 ULDC AMENDMENTS, AUGUST 8, 2017 2:00 TO 4:00--JON**
- 11) **TOPICS FOR NEXT REGULAR MEETING ON 9-15-17–GLADYS**
- 12) **ADJOURN**



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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
Patricia Lentini, GHO-Vice Chair
Scott Mosolf-UDKS
Kevin McGinley-Land Research Management, Inc.
Bradley Miller, Miller Planning
Lauren McClellan-Morton Planning, Landscape Architecture
Jeff Brophy, The Wantman Group
Yexsy Schomberg, Cotleur & Hearing

INTERESTED PARTIES –

Tony Palumbo, Pulte/Divosta

ZONING/ENGINEERING/PLANNING/BUILDING -

Jon MacGillis, Zoning Director
Maryann Kwok, Deputy Zoning Director
Wendy Hernandez, Zoning Manager
Alan Seaman, Principal Site Planner, AR/PI Section
Barbara Pinkston, Principal Site Planner, Zoning Division
William Cross, Principal Site Planner, Code Section
Carrie Rechenmacher, Senior Site Planner, CD Section
Carolina Valera, Sr. Site Planner, CD Section
Adam Mendenhall, Site Planner II, AR/PI Section
Melissa Matos, Sr. Site Planner, Arch Review Section
Donna Adelsperger, Site Planner II, CD Section
Jan Rodriguez, Senior Site Planner, AR/PI Section
Roger Ramdeen, Sr. Site Planner II, CD Section
Scott Cantor, Assistant Director, Land Development
Travis Goodson, Site Planner I, Arch/Review
Zubida Persaud, Site Plan Tech, Zoning Administration

AGENDA

- 1) REVIEW OF THE SEPTEMBER 23, 2016 MINUTES - (ATTACHMENT 1) – GLADYS-**
Chair asked if anyone had reviewed or had comments on the September 23, 2016 DRAC Minutes. There were no changes to the Minutes. They were adopted by a unanimous vote.

ELECTION OF THE CHAIR AND VICE CHAIR

Chair opened floor for nominations for Chair and Vice Chair. Mr. McGinley made a motion and second by Scott Mosolf, to keep the current Chair and Vice Chair. The vote was unanimous for Gladys DiGirolamo, GL Homes – Chair, Patricia Lentini, GHO-Vice Chair for period of one year.

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

Administrative Review (ZAR/ZZR) DRO Online Submittal	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.
Regulation Plan - Remove requirement from ULDC	7/23/2016	Jon/ Bill	Open	5/29/2016	Gladys DiGirolamo	2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.
Consent Forms	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.

Jon stated this same item is later on Agenda and that all Tasks for 2016 are closed. Gladys did request to discuss the DRO Administrative Online submittal item with respect to applications be rejected by staff because file path descriptions were incorrect. Requested some flexibility for couple hours on submittal day so applications do not lose a week till next submittal due date. She asked if other members were having the same issue and both Kevin McKinley and Lauren McClellan agreed they were experiencing similar issues. Maryann requested this discussion be delayed to the end of the Agenda so Alan Seaman and Adam Mendenhall would be present to hear and participate in the discussion and respond. Jan Rodriguez, Senior Site Planner, said she was not made aware there was an issue with online submittal. She said when applicants have issues please let her and Alan know so they can address issues.

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)
 - ✓ J. Morton – 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

Bill Cross provided the status of all the ULDC Amendments listed above. He stated the **2016-02 Round** was adopted and training has been completed. The **Use Regulation Project** was adopted last month on 2/23 by the BCC. Jon recommended Agents attend one of the Public Training Sessions that the Code Staff has scheduled. See the Press Release on Code Web Page for more details on schedules for dates/times of Training. **Medical Marijuana Moratorium** was adopted in February 23, 2017, by the BCC. Staff is currently providing BCC and update on 3/23, as to what other jurisdictions are doing in terms of ordinances and that staff is monitoring the Legislature House and Senate Bills.

Current **Round 2017-01** Bill went over the list of amendments that will be going to BCC on 3/23 for Initiation of Round. He also briefly discussed three pending Privately Initiated Amendments that staff is processing.

4) LANDSCAPE SUBCOMMITTEE MEETINGS 2017 UPDATES – MARYANN

Maryann provided an overview of what Zoning Staff is working on for Article 7, Landscape Code in terms of update and reformat. The Landscape Subcommittee will reconvene and anyone interested is invited to attend. She explained Barbara Pinkston will be overseeing this task. Barbara stated the goal is to focus on reformatting the Article as well as identify any needed updates. Gladys asked about Street Trees and was the discussion from 2016 ever completed. Barbara said not focusing on Street Trees or Types of Plants. Maryann said Zoning clear on whether or not Street Trees are required by ULDC, conditions or approval as exemplary design standards. Recommended Gladys get with Land Development to confirm the trees can be installed in right of way cross section. Scott Cantor, said if there are any issues with projects and street trees to let his office know.

Barbara continue the discussion on Subcommittee Meetings stating all meetings have already been scheduled for 2017 and LDRAB Meeting will be in November with adoption Hearings in January 2018.

5) ARTICLE 2 ULDC 2017 AMENDMENTS (REFORMATTING AND STREAMLINE)-JON

Jon stated that Zoning is currently reviewing Article 2 processes and encourages DRAC members to send any suggested changes to processes to staff for discussion. Currently we have completed our internal review of most of the processes and will be bringing back draft to DRAC at our next meeting.

6) VEGETATION BARRICADE PERMIT IMPLEMENTED NOV 2016-JON

Jon stated that since the Industry Training in February we have accepted and processed several Vegetation Barricade Permits. Asked if anyone was having issues with new process and permitting requirements? No one expressed any issues with new process. Scott Mosolf stated he brought in Beachball Project in PB Park of Commerce and the process was very smooth. Jon said if you experience any issues please email him so he can ensure the process reflects any tweaking necessary to ensure no delay in processing applications.

7) ONLINE SUBMITTAL PROCESS FOR DRO ADMIN REVIEW AND VARIANCE-ANY ISSUES-ALAN AND BARBARA

Alan and Adam were not present for the discussion on this item under #2 above at the beginning of the meeting. Gladys asked Alan if he could allow some temporary flexibility on intake day until the end of day for applicants to address minor issues with file names for documents. Alan and Adam said they are working with Applicants on the file format and will give some time for everyone to get accustomed to online submittals. Adam offered some suggestions on how to assist applicants. Overall, DRAC Members agreed the process works well and does save them time, however, was agreement that it does take some getting used to the online submittal. Yexsy Schomberg stated she likes the online submittal process and finds it works well.

8) DRAC 2017 CALENDAR (ATTACHMENT 3)

DRAC Members reviewed the four dates for 2017 Meetings and agreed the calendar did not need to be changed.

9) COMMITTEE MEMBER TOPICS

- Add request for new members for DRAC: Mr. Tony Palumbo and Mr. Brian Chegus
- Members- if you have any new topics send them to Chair or Staff to add to next Agenda

10) TOPICS FOR NEXT MEETING JUNE 9TH -GLADYS

- None were suggested at this time.

11) ADJOURNED AT 3:03 P.M.