



**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.**