



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, AUGUST 10, 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 2:01PM

ATTENDANCE:

MEMBERS PRESENT: Lauren McClellan, Collene Walter, Kevin McGinley, Patricia Lentini, Bradley Miller, Evelyn Pacheco (for Gladys DiGirolamo)

INTERESTED PARTIES: Bill Whiteford

PZB ZONING STAFF: Jon MacGillis, Maryann Kwok, Bill Cross, Carolina Valera, Carrie Rechenmacher, Meredith Leigh, Lindsey Walter, Jan Rodriguez, Melissa Matos, Monica Cantor, Barbara Pinkston, Susan Goggin, and Yvonne Wamsley.

AGENDA

MEMBER ITEMS

1. REVIEW MINUTES– LAUREN MCCLELLAN

Lauren opened the meeting at 2:01pm.

Lauren inquired with Committee Members if they had any changes for the Regular DRAC May 4, 2018 meeting. Collen Walter requested clarification on item #4 Calendar Clarifications specific to the number of times per month Certification is completed. Bill Cross confirmed that the 2018 Calendar allowed for potential Certification twice per month.

Bill Whiteford requested to be a member of DRAC. Collene Walter made the motion to add Bill Whiteford as a DRAC member, with all in favor. Motion passed.

2. 2018 PUBLIC CALENDAR CLARIFICATIONS – BILL CROSS

- Lauren conveyed there are still some issues involving certifications. Bill Cross indicated that staff have been working diligently to find solutions to resolve the issues. A Working Round Table has been proposed by the Zoning Director, with participants from industry and County DRO Agency Staff for Monday, September 10, 2018 @ 2 – 3:30pm. to discuss the dates for 2019 Calendar.

Jon MacGillis inquired to DRAC members if it is possible to push the resubmittal date back 1-2 days; and she concurred. Bill posed the question to DRAC Members if they truthfully could assemble a viable Application to include revised Studies (e.g. traffic, drainage, etc.), Justification, Surveys, etc. over the weekend – for resubmittal? DRAC Members stated that in general, the months with holidays are where the issues occur more frequently for submittals. The month of August was the perfect month for 2018 where the calendar worked for resubmittals and comments, since there was a one week hiatus in between the prior Certification/Approval and the next Resubmittal deadline.

Bill Whiteford suggested going back to using as an example the 1st or 3rd of the month verses specific dates as in past Zoning practice. They stated this would be predictable. Per Bill Cross clarification, there are two resubmittals cirremt;u and there are issues with multiple Palm Beach County DRO having the necessary time to review back to back comments on resubmittals and new

applications They don't have the staff to continue to review resubmittals unless something changes. . Not only are there issues with public hearing application resubmittals with the Agents deadlines and turnaround, these same issues apply to County DRO Agency staff and Zoning is having to do more and more coordination to maintain key deadlines with other Agencies. DRAC Members this responsibility should not fall on Zoning Bill asked for volunteers for the Round Table discussion and all DRAB members indicated they would be interested in participating.

3. MEET WITH KEY COMPLIANCE – LAUREN/BILL CROSS

- Lauren stated she has been very successful with her projects getting comments resolved by DRO they are being especially Land Development and Zoning. Bill Cross indicated there are repeat DRO within Palm Beach County that are experiencing staffing issues and are unable to handle the volume of resubmittals under the 2018 Calendar. Mr. Cross and Mr. Bulkeley, Acting PZB Executive Director recently scheduled meetings with the Directors and/or key staff of these, to advise of the impacts to the Development Industry resulting from missing critical dues dates. The Zoning Division staff have gone above and beyond the call to get the issues resolved for the agents and resolve sign offs in ePZB, to keep the application moving forward, oftentimes detracting from time staff need to perform critical Zoning tasks.

Jon MacGillis reaffirmed the importance of meeting of Applicant meeting with DRO Agency staff to get the issues resolved.

Jon MacGillis and Maryann Kwok are looking for feedback from agents and on:

- Art. 2 Processes with Interested Parties – Oct. 11, 2018 @ 9:30am
Public Info/Temp Permits/DRO (*feedback*)
- Art. 6 Parking with Industry – Sept. 5, 2018 @ 1:30pm
- Round Table – To Review the Calendar, Dates, etc.

Bill Cross recapped to get the calendar published by December and the collaboration with staff and/or “working group”. Bill was seeking participation from the DRAC members, Pat Lentini, Collen Walter, Bradly Miller, Josh Nichols, Kevin McGinley, Lauren McClellan have agreed to be part of the “working group”. Mr. Cross again requested that industry representatives anticipate helping to identify solutions that work in other similar jurisdictions, to which several participants acknowledged that several Municipalities sometimes had similar or different issues.

Collene Walter suggested having a reasonable calendar to work through reasonable timelines, expect to get comments sufficiently, etc.

Jon MacGillis stated the number of projects and resubmittals, especially the resubmittals being twice a month for public hearing are becoming overwhelming for staff; needs to be looked at and perhaps keeping 2 submittal a month only for final DRO where issues are minor.

4. ZONING DEPT. STAFF VACANCIES – PROCESSES BEING HINDERED – JON

5. ZONING REORGANIZATION OF SECTION UPDATE / REORG CHART – JON

- Jon MacGillis stated the Reorg has been finished. Jon reviewed the Zoning Reorganizational Chart with the latest updates.
- Administration Section, Jon's Section has no new changes, short one position for Zoning Tech.
- For the CD Section, Jon stressed the importance of having more Senior Site Planners and Site Planner II's in this section to handle the bigger projects with more analytical and critical experience. Currently short two (2) Site Planner II positions.
- Administration Review Section is the last of the sections transitioning into their new positions. DRO, Temp Uses, etc. being handled from this section. This section is fully staffed.
- Public Information Section – Jon stated for the On-Call/Front Desk Section; the number of phone calls, walk-ins, concerns, etc. along with the File Room handling the outside requests; there needed to be a separate section.

Collene Walter and other DRAC members agreed on the great job Andree is doing at the front desk, there is significant improvement. Barbara Pinkston will be transitioning into Alan Seaman's position when he retires in November 2018.

- Code Section – Jon reviewed this section with a pending vacancy for Site Planner II with a tentative start date. There is currently a vacant position for Secretary. Jon has requested an additional Senior Site Planner for FY2019, which so far has been pre-approved by County Administrator Ms. Verdenia Baker.
- Permitting/Landscape Section – Jon conveyed there is a current vacant Senior Site Planner position. The public variances have been moved to the Public Information Section. He also requested an additional Senior Site Planner and Site Planner I for FY2019.
- Jon did affirm it is important for agents and to convey to BOCC the need for additional staff within the Zoning Division. He has repeatedly stressed the importance of additional staff with Patrick Rutter, Assistant County Administrator.
- Lauren inquired on the possibility of utilizing a consultant. Jon MacGillis conveyed specifically for the Adult Entertainment and Medical Uses as it pertains to the code, there are opportunities. An outside consultant has been retained for the Adult Entertainment. For the other items, the liability that falls on Zoning Division staff, along with additional conflicts; does not make this a feasible option.
- Lauren did inquire specifically on a project from Public Hearing to Final DRO as it relates to the Project Managers and the reorganization.
- (Maryann)
Bill Cross reconfirmed that the applicant has sixty (60) days from Off the Board to resubmit. Jon MacGillis conveyed that eventually the goal is to have this process online and streamlined similar to the other online processes.
- Kevin McGinley indicated that when you come Off the Board for a DRO and resubmit; staff is charging initially for an Off the Board DRO. Kevin requested Zoning Staff to review this process, specifically when there are multiple Off the Board resubmittals. In history, it was conveyed by Wendy Hernandez, when coming Off the Board, there should be no revisions; however, DRAC members concurred there are always changes based on conditions. Kevin inquired with Zoning Staff Lindsey Walter, for initial intake there is no charge. However, DRAC members conveyed they are receiving comments from this initial intake when they should be receiving a stamped DRO plan. Maryann Kwok indicated that the comments should be related to the code, or conditions of approval related to the hearing; not new comments unrelated to the hearing. Kevin clarified that this issue does not necessarily pertain to Zoning but to other PBC. Bill Cross reaffirmed that Zoning Staff would like to continue to work with agents/ to get a better resolution to the issues. Maryann also conveyed that PBC have a lot of new staff and the training, etc. will take time; suggesting a meeting with the other to find a resolution for everyone would be more suitable.

Jon emphasized for those projects that have been in the process for a period of time; those staff, if available, that were initially involved have been requested to attend any future/upcoming meetings to provide the historical information. Jon provided Boca Del Mar as an example, and how Wendy Hernandez was part of that initial project five (5) years ago. The applicant is just now coming in, and Jon conveyed that he along with Wendy, needed to be a part of the meeting due to the historical staff knowledge; which the applicant appreciated. Jon and Maryann confirmed, when permitted to maintain the existing Project Manager for any project.

6. DRO PLANS - ADAM

- Adam Mendenhall conveyed when using the DWF, CAD, and PDF software; it is imperative to utilize the "standard" fonts. Using any other specialty font creates the issues involved when the files are submitted and then loaded into the PZ&B Zoning portal. Adam reviewed an example of what appears

on the files when transferred from the disk and uploaded into PZ&B Zoning system.

- When utilizing the DWF program, Adam stressed the importance of making sure the files are as follows:
 - Flat
 - Only 1 layer
 - Export the file to “Flat”

Adam reviewed an example of the black boxes appearing. This is due to multiple layers and not compressing the layers/files. Adam suggested reviewing YouTube/google videos to guide anyone through the process of compressing all of the layers to 1 layer/1file.

7. INSUFFICIENT LETTERS – ONLY HAVING INSUFFICIENT ITEMS LISTED & NO OTHER CONCERNS ALREADY IMPLEMENTED – BILL CROSS

- Jon MacGillis reconfirmed with Collene Walter that only those items that have been deemed insufficient be addressed in a letter without staff doctoring up the letter that is generated via ePZB. Bill Cross and Meredith Leigh confirmed that staff have been directed to follow the Sufficient Checklist beginning August 20, 2018 for Insufficient Letters/Comments with no additional comments outside of the checklist.
- Maryann Kwok reminded DRAC members to use Title 1, Application Sufficiency Checklist. Jon mentioned that the link from eZINFO is taking you to the old Tech Manual, but ISS is fixing next week to take you to the 2018 published TM.

STAFF ITEMS

1. DRAC 2018 TASK LIST REVIEW – ABANDONMENT OF USE & SITE PLAN – JON/MARYANN

- Jon MacGillis followed up with the one item involving those applications/projects involving the use of the lot with Church’s when there were changes to the code. Jon conveyed that most of the site plans have more than one use on, a conditional use. In an effort to only abandon one type use involving a church without the entire Site Plan; Jon presented a Resolution option. This resolution will be adopted at the same time abandoning the original approvals. This will allow Zoning the “whereas clause” to carry everything forward, provided there are NO alterations/changes to the Site Plan.
- Jon mentioned there is an URA meeting with key coming up, which Maryann provided additional updates. One of the major issues pertains to traffic and drainage.

2. ULDC AMENDMENT ROUND 2018-01 – KEY DATES – MONICA/MARYANN

- Monica and Maryann took turns to summarize the amendments. Bradley questioned Exhibit E CLF density. Staff explained the amendment will allow a “double dipping” of the density and intensity based on the same gross site area. The Comprehensive Plan has already been amended to allow that flexibility.
- Cottage Homes – Staff clarified that there is a sequel to this amendment based on the direction of the Mayor, she asked staff to look at expanding tiny home regulations to be allowed in standard districts/subdivisions and in the Glades Area. Maryann explained that Planning is looking at amending the Comprehensive Plan to either allow no density limitation or double the density of the land use designation if the project is 100% workforce housing cottage homes. The proposed lot size is a maximum of 2,500 s.f.
- Maryann also explained that the hours of operation variance process is now changed to Type 2 Waiver since the variance request is often associated with a companion Conditional Use application.
- Collene asked whether Exhibit P, revision to Environmental Standards has anything to bringing the tree replacement size consistent with both Departments (Zoning and ERM). Staff said not at this time, but will be continue to work with ERM to ensure the tree preservation coordination efforts are being improved.
- Bradley questioned why so many amendments of the Code per year and suggested it should be reduced down to once a year. Jon indicated he is

responding to numerous requests to amend the Code, and therefore it will be difficult to accommodate everyone's request of fixing the code under one round.

3. ULDC AMENDMENT ROUND 2018-02 – KEY DATES – JAN

- Jan reminded attendees of the Key Meeting dates as listed in Attachment 6 and offered to provide a status summary for the initiated tasks in the ULDC Amendment Round 2018-02. However, in an effort to save time it was decided the summary was not necessary. Therefore, Jan offered anyone wanting specific information to contact her.

4. TECHNICAL MANUAL – MARYANN

- Maryann Kwok reminded DRAC members to use Title 1 Application Sufficiency Checklist. Jon mentioned that the link from the website does not work and will inform ISS to have the link fixed. The PBC Zoning Division website works. Advised the DRAC members to use that link to get access to the Technical Manual. <http://www.pbcgov.com/techmanual/index.html>.

5. DEADLINE TO REQUEST APPOINTMENT/FEE ASSISTANCE FOR INTAKE/RESUBMITTAL – BILL

- Bill Cross addressed setting appointments with CD Staff for intake and resubmittals. He would appreciate if agents make an effort in scheduling their appointments with CD staff by Thursdays at noon (12pm) and not automatically request for the last appointment on Monday. Bradley Miller inquired if this would be more for "new" intakes, which Mr. Cross affirmed. Kevin McKinley confirmed with staff, perhaps it would be beneficial for all involved to perhaps schedule the appointment and if it needs to be changed, make it accordingly verses waiting until the last minute for an appointment.

6. SCHEDULING APPTS. FOR COMMUNITY DEVELOPMENT (CD) AND ADMINISTRATIVE REVIEW (AR) – BILL

- Bill Cross addressed the new process involving the Secretaries that he will be supervising, will also be the ones making the appointments for both CD and AR Sections. He introduced new staff, Vismary Dorta as one of the Secretaries for CD Section. Bill has requested from agents/ their assistance when submitting for a meeting request; as there will be additional staff or a temp assistant handling your request. When agents/are requesting an appointment, Bill requested that it be noted what "type" of request they are sending. For example if it is for DRO application or a Public Hearing application, please have this noted in the initial request. DRAC members then introduced themselves for Vismary.
- Additionally, Bill has encouraged Project Managers to directly setup their own appointments when trying resolve matters that might not need a full blow appointment or other staff in the meeting verses going through a Secretary. Furthermore, when staff is scheduling the appointments, Bill requested from agents to please notify us if there are additional client(s) etc. attending, so staff can plan the conference room accordingly. Kevin McKinley confirmed notice of having an attorney attend on behalf of agent and/or client; staff confirmed.
- Maryann Kwok suggested providing bullet points in the email, as to the reason and focus of the appointment. Additionally, Meredith Leigh mentioned the Form 494 form that needs to be filled in by applicant with key clear questions that can be addressed at the appointment.
- Bill Cross requests agents to separate the email requests versus questions unrelated to the appointment requests to keep the emails compartmentalized.

7. REQUESTS FOR REMAND – JULY 16, 2018 MEMO FROM ZONING DIRECTOR ON PROCEDURES – JON

- Jon briefly reviewed the memo, indicating this information is also available on the Zoning webpage. Requests for Remand can be from the applicant or the Zoning Director if the modifications to the certified application warrant re-review.

8. JULY 16, 2018 MEMO FROM PLANNING/ZONING DIRECTOR ON TIMELINE FOR LUA & ZONING APPS TO PUBLIC HEARING – JON

- Jon MacGillis reviewed the memo, indicating this information is also available on the Zoning webpage. The memo is clarification of the process for Small

Scale Future Land Use Atlas Amendments through the Planning Division concurrent with Official Zoning Map Amendments through the Zoning Division and the timing of Certification for Public Hearings. Due to the timing required for advertising and publishing staff reports for both the Planning & Zoning Divisions for those Rezoning applications with concurrent FLUA Amendments; these applications may only be certified on the second Monday of the month so Planning Commission can hear the application prior to the Zoning Commission.

9. ROUND TABLE DISCUSSION ON ART. 2 2017-02 AMENDMENTS – BILL

10. INTERNATIONAL MAILING PROCEDURES – BILL/JON

- Bill addressed DRAC members regarding past process involved for the International Mailings. Agents would get the information to stuff the pre-stamped envelope with the notices. Jon stated he was not aware agents/ were doing the actual stuffing the envelopes. He instructed agents that they are to provide the labels and pre-stamped envelopes from the list Zoning staff provides. Then Zoning Staff will be responsible for stuffing the envelopes and mail accordingly.
- Jon conveyed the QR Codes that have been placed on the yellow Notice Boards, have been updated in August to ensure they take User to the Zoning Web Page for Public Hearing Notices. He indicated that he was not aware the QR Code had actually expired, so he is having staff update any/all QR Codes. It is critical the applicant confirm the QR code on the Posting Board is working and if not inform staff immediately to address.

11. ART. 6 PARKING – JON

- Jon stated that there is a Summary in the Agenda backup regarding 2018-02 Parking amendment. . Zoning staff are close to finalizing the draft amendment. He requested DRAC Members to review and contact staff with any suggestions or changes. There is a Parking Code Art 6-Round Table Discussion scheduled for Wednesday, September 5, 2018 @ 1:30 – 3:30pm. to review the draft and solicit any changes before the amendment goes to the October 2018 LDRAB Meeting

12. TOPICS FOR NEXT MEETING NOVEMBER 9, 2018 – LAUREN

- DRAC Members will provide topics at a later date.

ADJOURN AT 3:54 P.M.