



INTER-OFFICE COMMUNICATION
DEPARTMENT OF PLANNING, ZONING AND BUILDING
ZONING DIVISION

TO: Interested County Staff and Related Agencies
FROM: Jon MacGillis, ASLA, Zoning Director
DATE: January 30, 2009 (Amended June 25, 2009)
RE: Deadlines and Schedule for Proposed 2009 Unified Land Development Code (ULDC) Amendments

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This memo serves to notify interested County staff and related agencies of the deadlines for submittal, and schedule for proposed 2009 amendments to the ULDC. The Zoning Division is proposing to undertake two Rounds of amendments for 2009. The 1st Round will accommodate the standard requests that we typically process. Please note we have extended the processing time for this schedule to ensure adequate time for amendments to be accepted and reviewed. The 2nd Round will be specifically dedicated to the Zoning Division Infill /Redevelopment Overlay (IRO). Therefore, it is critical that you coordinate with Zoning to meet the established deadlines if you are anticipating any amendments. The tentative schedule for the general round is provided below:

2009 ULDC Amendment Schedule

Table with 2 columns: Activity and Date. Rows include: Deadline to submit amendment requests (Feb 13, 2009), Deadline to submit backup documentation (March 14, 2009), Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings (Feb 25, March 25, April 22, May 27, June 24, July 22, 2009), BCC Hearing - Request for Permission to Advertise (Aug 27, 2009), BCC Hearing - 1st Reading (Sept 24, 2009), BCC Hearing - 2nd Reading and Adoption (Oct 22, 2009), * Annual Meeting.



Proposed amendment language, analysis, and supporting documentation must be received by the indicated deadline dates in order to be considered. The following must be included in any amendment submittal:

- 1) Location in ULDC of proposed amendment, to include exact article citation, title (or nearest relevant title), and page number(s);
- 2) A description of the changes;
- 3) Where applicable, exact text to be struck-out, relocated or added;
- 4) The purpose, reason and justification for each amendment; and,
- 5) Verification that any interested or affected persons or organizations have been consulted during the initiation of the proposed amendment. Submittals should be transmitted in writing, with all required back up material attached.

Note: Zoning Staff has been requested to process Workforce Housing and Renewable Energy amendments as quickly as possible. If necessary, Zoning staff will process a separate ordinance just for these amendments possibly for adoption in May 2009.

If you should have any questions and/or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William J. Cross, Senior Site Planner, at (561) 233-5088, or at wcross@co.palm-beach.fl.us.

JPM/WC/pp

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