



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

TO: Interested County Staff, Related Agencies and Public in General
FROM: Jon MacGillis, ASLA, Zoning Director
DATE: December 5, 2014 (Revised February 3, 2015; September 4, 2015; September 16, 2015)
RE: Deadlines/Scheduling for Proposed 2015 Unified Land Development Code (ULDC) Amendments: County Agencies and Privately Initiated Amendments

Department of Planning, Zoning & Building
2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000
Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb

This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2015 ULDC amendments. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expense to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division staff to meet the established schedules and deadlines for any amendments.

Palm Beach County Board of County Commissioners

Shelley Vana, Mayor

Mary Lou Berger, Vice Mayor

Hal R. Valeche

Paulette Burdick

Steven L. Abrams

Melissa McKinlay

Priscilla A. Taylor

County Administrator

Verdenia C. Baker

ULDC Amendment Rounds:

The Zoning Division is proposing to undertake two rounds of amendments for 2015. The tentative schedules for both rounds are as follows:

Table with 2 columns: ACTIVITY and SCHEDULED DATES. Title: AMENDMENT ROUND 2015-01. Rows include Land Development Review Advisory Board (LDRAB) Meeting, Land Development Regulation Commission (LDRC), BCC Hearing - Request for Permission to Advertise, BCC Hearing - 1st Reading, BCC Hearing - 2nd Reading and Adoption, and (1) Annual Meeting.

Table with 2 columns: ACTIVITY and SCHEDULED DATES. Title: AMENDMENT ROUND 2015-02. Rows include Land Development Review Advisory Board (LDRAB), LDRC, BCC Hearing - Request for Permission to Advertise, BCC Hearing - 1st Reading, and BCC Hearing - 2nd Reading and Adoption.

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## Deadlines for County Agencies:

AMENDMENT ROUND 2015-01	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	January 9, 2015
Deadline to submit backup documentation	February 27, 2015
First available LDRAB meeting for Agency Request	March 25, 2015

AMENDMENT ROUND 2015-02	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	June 12, 2015
Deadline to submit backup documentation	July 10, 2015
First available LDRAB meeting for Agency Request	August 26, 2015

Initial submittal of amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A detailed summary of each proposed amendment.

Backup documentation shall include the following for each proposed amendment:

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise "reason for amendment", and text, tables or images to be deleted, relocated or added.

## Privately Initiated Amendments:

In 2012 the BCC adopted the privately initiated code amendment process to assist the public. The County will coordinate with interested parties who choose to submit a privately initiated amendment and ensure it follows the newly established process. For a copy of the flow chart process and fee's for a PIA, please visit the [Zoning Web Page](#).

## Pre-application Meeting:

A pre-application meeting is required prior to submittal of a County or privately initiated amendment. Please contact Code Revision staff at (561) 233-5566 to schedule an appointment.

If you have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William Cross, Principal Site Planner, at (561) 233-5206, or at [WCross@pbcgov.org](mailto:WCross@pbcgov.org).

JPM/WJC/MC

- C. Hard Copy to:  
 Verdenia Baker, Deputy County Administrator  
 Rebecca D. Caldwell, Executive Director PZB  
 Leonard Berger, Chief Assistant County Attorney

Electronic Copy to: Distribution List (attached)

## DISTRIBUTION LIST

### **Primary Recipients:**

Honorable Shelley Vana, Mayor, and Members of the Board of County Commissioners  
Verdenia Baker, County Administrator  
Robert P. Banks, Chief Land Use County Attorney  
Leonard Berger, Chief Assistant County Attorney  
James C. Stiles, Director, Water Utilities  
Liz Bloeser, Director, Financial Management and Budget  
Chuck Cohen, Deputy Director, Palm Tran  
Lisa DeLaRionda, Director, Public Affairs Department  
Eric Call, Director, Parks and Recreation  
Bonnie Finneran, Division Director, Environmental Resources Management  
Sherry Howard, Deputy Director, Department of Economic Sustainability  
Edward Lowery, Director, Department of Economic Sustainability  
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George Webb, County Engineer  
Dan Weisburg, Director Traffic Engineering, Engineering and Public Works  
Robert Weisman, County Administrator  
Audrey Wolf, Director, Facilities Development and Operations

### **Other Internal Distribution**

Lorenzo Aghemo, Director, Planning Division  
Lisa Amara, Senior Planner, Planning Division  
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Bryan Davis, Principal Planner, Planning Division  
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Michael Howe, Senior Planner, Planning Division  
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Robert Kraus, Senior Site Planner, Environmental Resources Management  
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Alan Seaman, Principal Site Planner, Admin Review, Zoning Division  
Willie Swoope, Impact Fee Coordinator, PZ&B  
Houston L. Tate, Director, Office of Community Revitalization  
Bruce Thomson, Principal Planner, Planning Division – Monitoring  
Doug Wise, Director, Building Division

### **Other Key Contacts**

Dr. Alina Alonso, M.D., Director, Health Department  
Peter Banting, Real Estate Specialist, Facilities Development and Operations  
Richard Bogatin, Property Specialist, Facilities Development and Operations  
Kristin Garrison, Director, Planning and Real Estate, School District of Palm Beach County  
Tim Granowitz, Principal Planner, Parks and Recreation Department  
Darrel Graziani, Professional Engineer Administrator, Palm Beach County Health Department  
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