SUBJECT: Processing Zoning Applications within the Loxahatchee Groves municipality.

AUTHORITY: Inter-local Agreement between PBC and Loxahatchee Groves, adopted 07/10/07

PURPOSE: To establish consistent policies and procedures for the processing of applications with Loxahatchee Groves.

PROCEDURES: The following procedures shall be followed when processing applications in the Loxahatchee Groves municipal boundaries:

A. Intake:
1. Applications/Fees - The Zoning Division will accept and process all Zoning applications. All applicable documents and fees will be collected at intake. The applicant shall submit a packet of each application for Zoning Staff to forward to the Town Clerk for review and comments. All applications will be entered into ePZB.

B. Processing Applications:
1. Public Hearing Applications - Applications for Public Hearing process shall be reviewed consistent with existing procedures to the point of public notices, legal ad and public hearing. (see Attachment A for process). All DRO Agendas that include applications with the Town shall be sent to the Town Clerk at the same time it is distributed to DRO Agencies.
2. Final DRO Applications - All Final DRO applications will be processed at PZ&B with a representative from the Town of Loxahatchee Groves attending the DRO Meeting.
3. Administrative Review Applications - Type IA, 1B Variances, Administrative Amendments to Plans, Signature Only, Zoning Confirmation Letters, Business Tax Receipt
and General On-Call inquiries shall be processed at PZ&B. Staff shall send a copy of all permits and letters to the Town Clerk. Special Permits shall be processed by Palm Beach County Zoning staff and forwarded to the Town Clerk for issuance. A copy of the issued Special Permit shall be returned to the Zoning Division for purposes of maintaining County files and issuance of annual renewals.

C: Follow-up:
1. Resolutions/Town Motions - The Town Clerk will forward final resolutions/motions on public hearing items to the Zoning Director. This information shall be updated in ePZB by the Zoning Division staff.
2. Official Zoning Map - PZ&B will maintain the Quad Maps for the Loxahatchee Groves jurisdiction, pursuant to the Inter-local Agreement.
3. Result Letters, Correspondence, etc - PBC shall copy the Town Clerk on all hearing/meeting results as well as correspondence on all applications. The Town Clerk shall copy the Zoning Director on all hearing/meeting results as well as correspondence on applications.
4. Public Information - Zoning staff shall provide information to inquiries related to properties within the jurisdiction of Loxahatchee Groves. Staff shall refer to the Unified Land Development Code in effect at the time the Town was incorporated October 10, 2006 for purposes of enforcing regulations.
5. Maintenance of Official Records - The official zoning application file will be maintained at PBC Zoning Division.

Attachments:

- A - Conditional Use -Class A/B Process Flowchart
- B - DRO Review Process Flowchart
- C - Special Use Permit Process Flowchart
Conditional Use- Class A/B (Loxahatchee Groves)

Applicant | Zoning Division Staff | DRO Agencies | Development Review Officer
--- | --- | --- | ---
Optional Preapplication Meeting (1) | Application intake (2) | Sufficiency Review (3) | Note: 1. Loxahatchee Grove will send a Representative to sit for the DRO Meeting.
2. Final DRO applications will be processed by Palm Beach County.
| Distribution to Proj Mgr. DRO Agencies & Lox Groves | Review by PM, DRO agencies (4) | Review comments, finalize, place on the web |
| Applicant review of comments | Applicant resubmittal | Distribution to Proj Mgr. DRO Agencies & Lox Groves |
| Applicant review of comments | | |
| Continue to Zoning Commission/BCC Approval Stage | | |

Timing (approx.)

10 Working Days

(8) Result letter

10 Working Days

(8) Certified

2 Working Days

ATTACHMENT A
The following to be completed by Loxahatchee Groves:

- Finalize ZC report/prepare draft resolution
- Schedule for public hearing
- Legal ad, property notices, posting, and staff recommendation
- Count to Note: Conditional Use on official zoning map

From Page 1:

- Applicant
- Zoning Division Staff
- DRO Agencies
- Decision Making Bodies

Timing (approx.)

• 15 Days (Minimum)

*Note: Application may be withdrawn by applicant at any time during the process.
Community Development Review Agencies

1. **Pre Application Meeting:** Contact the Community Development Review Secretaries at (561) 233-5041 or (561) 233-5221 to schedule a pre-application meeting.

2. **Application Intake:** Applications are submitted on the 3rd Wednesday morning of each month. See the Zoning Calendar for more information. Please contact the File Room Staff to order petition files prior to intake.

3. **Application Complete:** Applications not corrected within 20 days are considered withdrawn.

4. **Review by DRO Agencies:** The following Agencies and Loxahatchee Groves Representative review DRO applications:

<table>
<thead>
<tr>
<th>Zoning Project Managers</th>
<th>Andrea Harper</th>
<th>233-5051</th>
<th>2300 N Jog Road, West Palm Beach, Vista Center</th>
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<tr>
<td></td>
<td>Anthony Win Carre</td>
<td>233-5035</td>
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<td>Reckemarcher</td>
<td>233-5209</td>
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<td>Doug Robinson</td>
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<td>Joyce R Lawrence</td>
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<td>Ora Owensby</td>
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<td>Ron Sullivan</td>
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<td>Sandra Gonzalez</td>
<td>233-5584</td>
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<td>Planning</td>
<td>John Rupertus</td>
<td>2300 N Jog Road, West Palm Beach, Vista Center</td>
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<td>Bryce VanHorn</td>
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<td>Engineering Land Development</td>
<td>Jim Choban</td>
<td>2300 N Jog Road, West Palm Beach, Vista Center</td>
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<td>John Wisnefski</td>
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<td>Survey</td>
<td>Glenn Mark</td>
<td>2300 N Jog Road, West Palm Beach, Vista Center</td>
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<td>Traffic</td>
<td>Nicholas Uhren</td>
<td>684-4042</td>
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<td>Steve Bohovsky</td>
<td>684-4051</td>
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<td>Quazi Bari</td>
<td>684-4139</td>
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<tr>
<td>Health Department</td>
<td>Kenny Wilson</td>
<td>355-3070, x1212</td>
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<td></td>
<td>901 Evernia Street, West Palm Beach</td>
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<td>ERM</td>
<td>Robert Kraus</td>
<td>233-2476</td>
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<td></td>
<td>2300 N Jog Road, West Palm Beach, Vista Center 4th Flr</td>
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<tr>
<td>Parks and Recreation</td>
<td>Jean Mathews</td>
<td>966-2476</td>
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<td></td>
<td>2700 6th Avenue South, Lake Worth</td>
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5. **Distribution of Comments**: Comments are provided to applicants on the Web as soon as agencies finalize them at least three (3) days prior to the meeting at [http://www.pbcgov.com/EPZB/aCommComBox.asp?targeturl=ezinfo](http://www.pbcgov.com/EPZB/aCommComBox.asp?targeturl=ezinfo) (click comments and put in the Application number).

6. **DRO Certification Meeting**: The DRO meets on the 2nd Wednesday of each month. See the Zoning Calendar for specific dates. A project may be postponed a maximum of six (6) months. Additional postponements require approval of the Zoning Director.

7. **Resubmit**: Applications that are not certified may require submittal of new or revised materials to resolve outstanding issues. These applications will be considered at the next DRO meeting, or at a subsequent DRO meeting as requested by the applicant.

8. **Final DRO**: Final DRO application is processed by PBC.
Note: 1. Loxahatchee Grove will send a Representative to sit for the DRO Meeting.
2. Final DRO applications will be processed by Palm Beach County.

PPM ZO-O-031
No Longer Applicable
CODIFIED
Development Review Officer (DRO) Full Review

1. **Pre-application Meeting**: Contact the DRO secretary at (561) 233-5042 to schedule a pre-application meeting.

2. **Application Intake**: Applications are submitted on the 3rd Wednesday of each month, before noon. See the Zoning calendar for more information. Please contact the File Room Staff to order petition files for more information.

3. **Sufficiency Review**: A staff review will be conducted to verify compliance with applicable regulations. Items deemed insufficient will not be scheduled for an initial meeting and will be given an insufficiency letter.

4. **Review by DRO Agencies and Loxahatchee Groves Representative**: See the following page for agencies that review DRO applications.

5. **Distribution of Comments**: Comments are provided to applicants on the Web as soon as Agencies finalize them at least three days prior to the meeting at http://www.pbcgov.com/EPZS/acommong.asp/html/ezinfo_frames.asp?targeturl=ezinfo

6. **DRO Meeting**: The DRO meets on the 2nd Wednesday of the month. See the Zoning calendar for specific dates. A project may remain in the review process a maximum of six (6) months. Extensions beyond six (6) months require approval of the Zoning Director. Loxahatchee Grove will send a Representative to sit for the DRO meeting.

7. **Resubmit**: Applications that are not approved may require submittal of new or revised materials to resolve outstanding issues. Resubmitted documents must be received based on dates indicated on the official Zoning calendar. Requests to be placed on the DRO agenda for subsequent meetings must be made by no later than Monday, prior to the DRO meeting or as indicated on the Zoning Calendar to droagenda@pbcgov.com.

8. **Final DRO**: Final DRO application is processed by PBC.
DEVELOPMENT REVIEW OFFICER CONTACTS

AIRPORTS
Jerry Allen
471-7423 Fax: 471-7482
Bldg. 846, PBIA
W. Palm Bch. 33411-1491

ARCHITECTURAL REVIEW
D.G. McGuire
233-5222 Fax: 233-5165
2300 Jog Road, 2nd Fl. East Wing
West Palm Beach, FL 33411

BUILDING
Andrew Armour
233-5269 Fax: 233-5286
2300 Jog Road, 2nd Fl. East Wing
West Palm Beach, FL 33411

CODE ENFORCEMENT
Terry Verner
233-5500 Fax: 233-5517
2300 Jog Road, 2nd Fl. West Wing
West Palm Beach, FL 33411

COUNTY ATTORNEY
Lil Walesky
355-2225 Fax: 355-6461
301 North Olive Avenue
West Palm Beach, FL 33401

ERM
Robert Kraus
233-2476 Fax: 233-2414
2300 N Jog Road, 4th Fl
West Palm Beach, FL 33411

FIRE RESCUE
Pedro Segovia
233-0059 Fax: 233-0057
2300 Jog Road, 1st Fl. West Wing
West Palm Beach, FL 33411

HEALTH
Kenny Wilson
355-3070 ext 1212 Fax: 355-2442
901 Evernia Street
West Palm Beach, FL 33402

INDIAN TRAILS IMPROVEMENT DISTRICT
Edward Oppel - 793-0874

LANDSCAPE
Rodney Swonger
233-5038 Fax: 233-5035
2300 Jog Road, 2nd Fl. East Wing
West Palm Beach, FL 33411

LAND DEVELOPMENT
Jim Choban / John Wisnieski
684-4094 684-4133 Fax: 684-4123
2300 Jog Road, 3rd Fl. West Wing
West Palm Beach, FL 33411

LOXAHATCHEE GROVES W.C.D.
Clete Saunier - 793-0874

LWDD
Nicole Smith / Ron Crone
(561) 737-3835 Fax: (561) 495-9694
13081 Military Trail
Delray Beach, FL 33484

MPO MASS TRANSIT
Nellie Fernandez - 478-5744

NO LONGER APPLICABLE

PPM ZO-0-031
CODIFIED

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Revised: 07/16/2007
Special Use Permit (Loxahatchee Groves) ULDC Sec. 2.0.2

Applicant

Zoning Division Staff

Application Intake

Application complete?

County Agencies/State Agencies

Review by County agencies

May amend and resubmit application

Zoning Division Director

May amend and resubmit application

Timing (approx.)

• 5 Working Days

County Agencies

State Agencies

RevIew by County agencies

Zoning Division Director

May amend and resubmit application

Applicant may appeal denial to the Hearing Officer

Initiate Special Use, obtain sign offs for Special Permits and obtain any necessary building permits

Zoning Division staff review process

Zoning sends permit to Loxahatchee Groves

Lox Groves notifies PBC

Lox Groves issues or denies permit

Lox Groves issues or denies permit

Issued

Denied

10 Working Days

ATTACHMENT C
Special Use Permit Renewals (Loxahatchee Groves) ULDC Sec. 2.0.2
July 2007

Applicant

Listing of Special Permits requiring annual renewal:
- Accessory Apartment (PUD AGR)
- Produce Stand
- Agricultural stand
- Bed and Breakfast
- Caretaker/security quarters
- Mobile Sales
- Temporary retail sales
- Wholesale Nursery
- Recycling

MOBILE HOME RENEWALS
- Mobile Home while constructing
- Mobile Home Access to Bona Fide Agriculture
- Mobile home real estate sales and mgmt. office
  (with documentation 80% sold)
- Mobile Home Watchmen Quarters
- Mobile Home caretaker/security quarters

Zoning Division Staff

Timing (approx.)

30 Calendar Days before Expiration

Applicant returns renewal application. Staff updates file information.

Application reviewed and forwarded to Loxahatchee Groves.

Denial

Loxahatchee Groves sends denial letter to applicant.

Approval

Loxahatchee Groves sends renewal letter to applicant.

Special Permit is null and void. Use is continued.

Use is continued.