



**PALM BEACH COUNTY  
 PLANNING, ZONING AND BUILDING DEPARTMENT  
 ZONING DIVISION  
 POLICY AND PROCEDURE**

**JON P. MACGILLIS, ASLA, DIRECTOR**

**PPM #            ZO-O-031**  
**Issued:            07/16/07**  
**Effective:        07/16/07**

**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

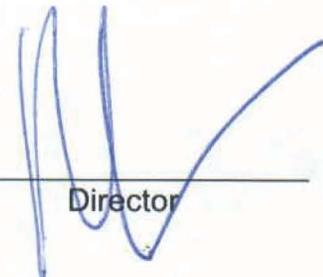
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and General On-Call inquires shall be processed at PZ&B. Staff shall send a copy of all permits and letters to the Town Clerk. Special Permits shall be processed by Palm Beach County Zoning staff and forwarded to the Town Clerk for issuance. A copy of the issued Special Permit shall be returned to the Zoning Division for purposes of maintaining County files and issuance of annual renewals.

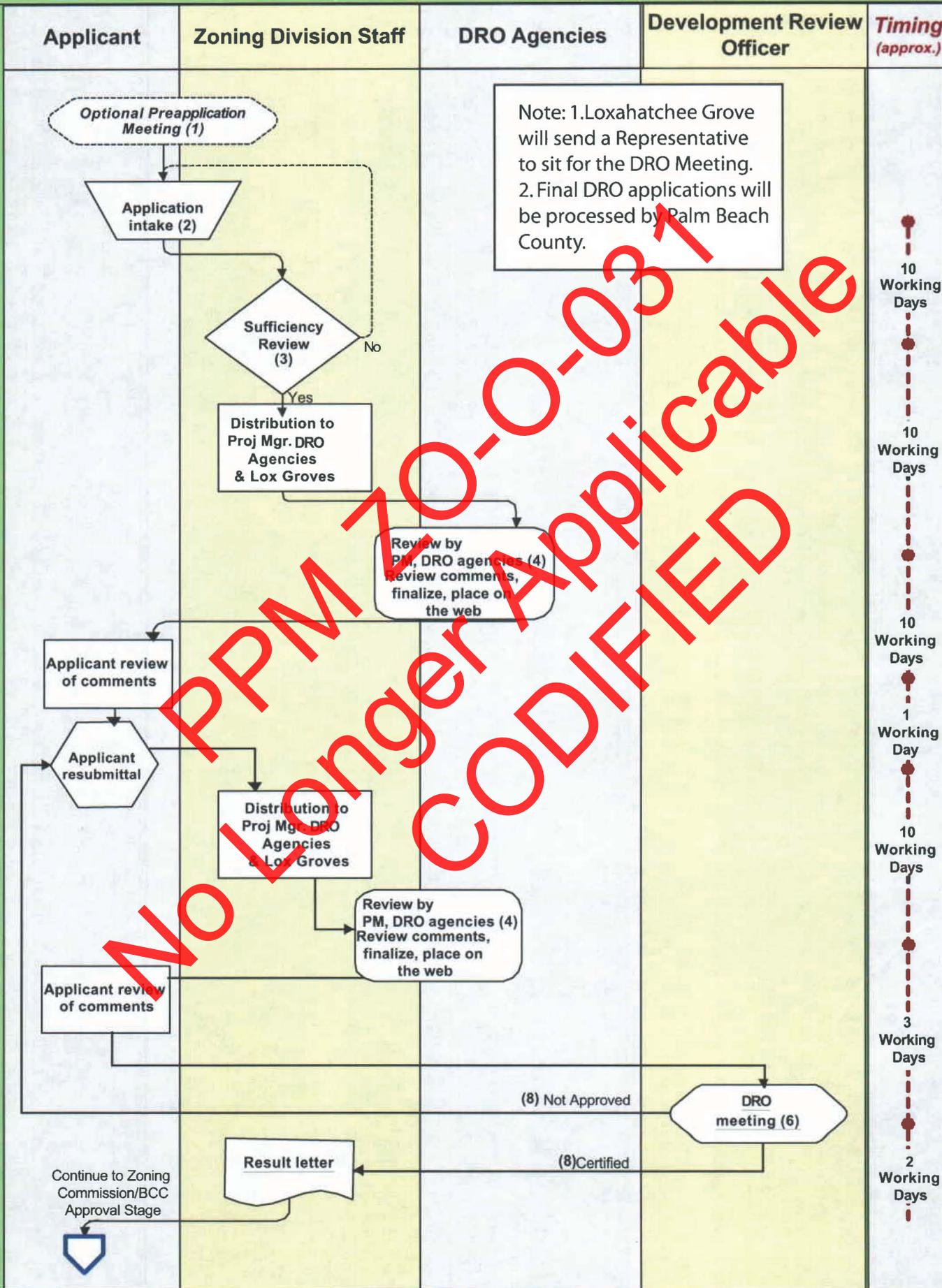
**C: Follow-up:**

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

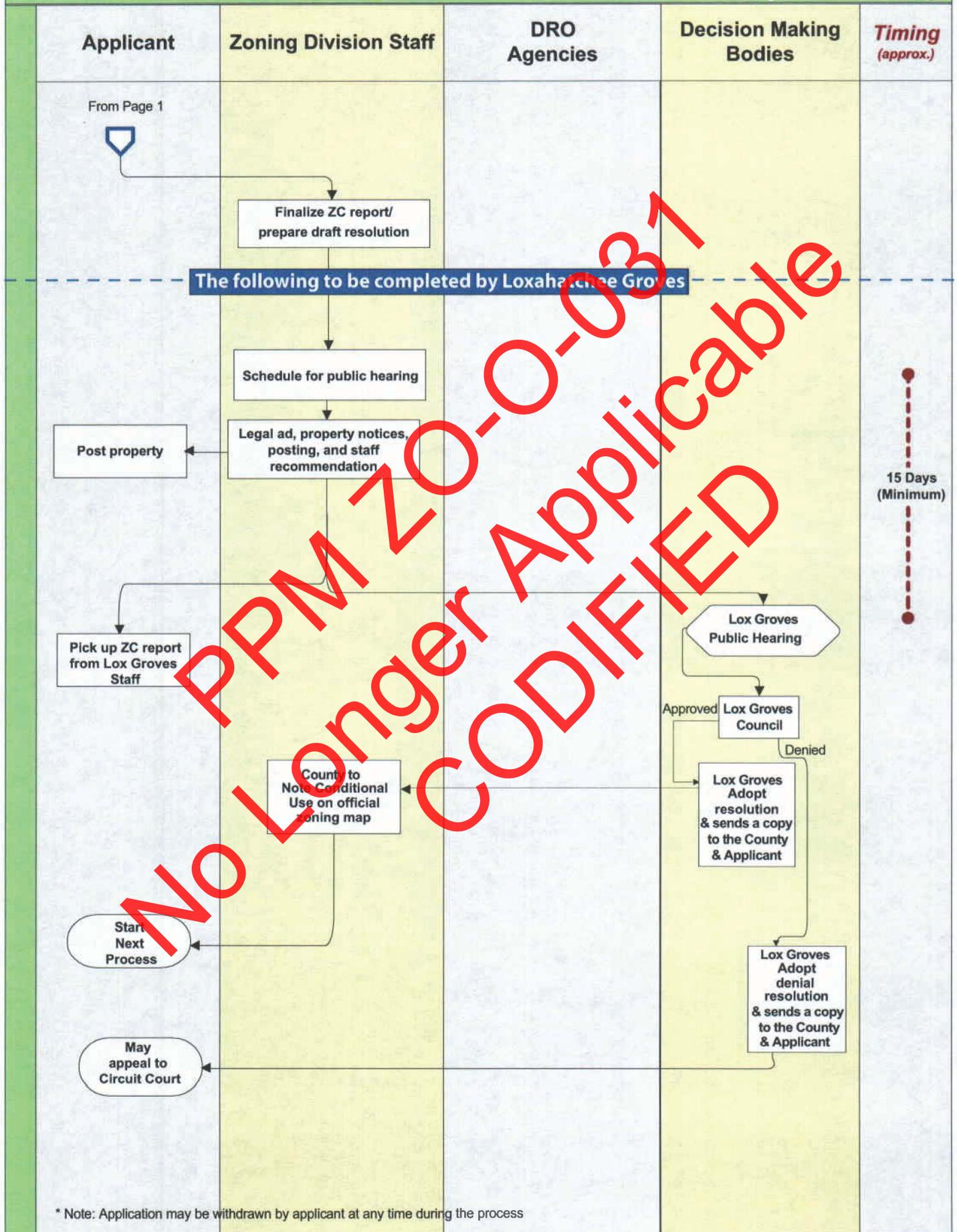


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Director



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.

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\* Note: Application may be withdrawn by applicant at any time during the process

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## 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 3<sup>rd</sup> 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:

Zoning Project Managers	Andrea Harper Anthony Win Carrie Reckenmacher Doug Robinson Joyce R Lawrence Ora Owensby Ron Sullivan Sandra Gonzalez	233-5051 233-5035 233-5209 233-5210 233-5217 233-5233 233-5214 233-5584	2300 N Jog Road, West Palm Beach, Vista Center
Planning	John Rupertus Bryce Van Horn		2300 N Jog Road, West Palm Beach, Vista Center
Engineering Land Development	Jim Choban John Wisnefski		2300 N Jog Road, West Palm Beach, Vista Center
Survey	Glenn Mark		2300 N Jog Road, West Palm Beach, Vista Center
Traffic	Nicholas Uhren Steve Bohovsky Quazi Bari	684-4042 684-4051 684-4139	2300 N Jog Road, West Palm Beach, Vista Center
Health Department	Kenny Wilson	355-3070, x1212	901 Evernia Street, West Palm Beach
ERM	Robert Kraus	233-2476	2300 N Jog Road, West Palm Beach, Vista Center 4 <sup>th</sup> Fir
Parks and Recreation	Jean Mathews	966-2476	2700 6 <sup>th</sup> Avenue South, Lake Worth

Building	Andrew Armour	233-5269 233-5020	2300 N Jog Road, WPB, Vista Center Office
Airports	Jerry Allen	471-7423 471-7462	Bldg. 846, PBIA
Water Utilities	Adam Galicki	641-3429 641-3447	265 Prairie Road
Fire Rescue	Randy Brame	233-0059 233-0057	2300 N. Jog Road, WPB, Vista Center Office
PREM	Pete Banting	233-0200 233-2010	2366 Vista Center 2 <sup>nd</sup> Fl., West Palm Beach, FL 33411
School Board	Michael Owens	334-8962	3320 Forest Hill Blvd. Wing C110
LWDD	Ron Crona Nichole Smith	(561) 737-8835 (561) 495-9694	13801 Military Trail, Delray Beach
County Attorney	Bob Banks	355-4393 355-4398	301 North Olive Ave.
Loxahatchee Groves	Matthew Lippman Town Clerk	(561) 793-2418 fx (561) 793-2420	14579 Southern Blvd, Ste#2 Lox.Groves

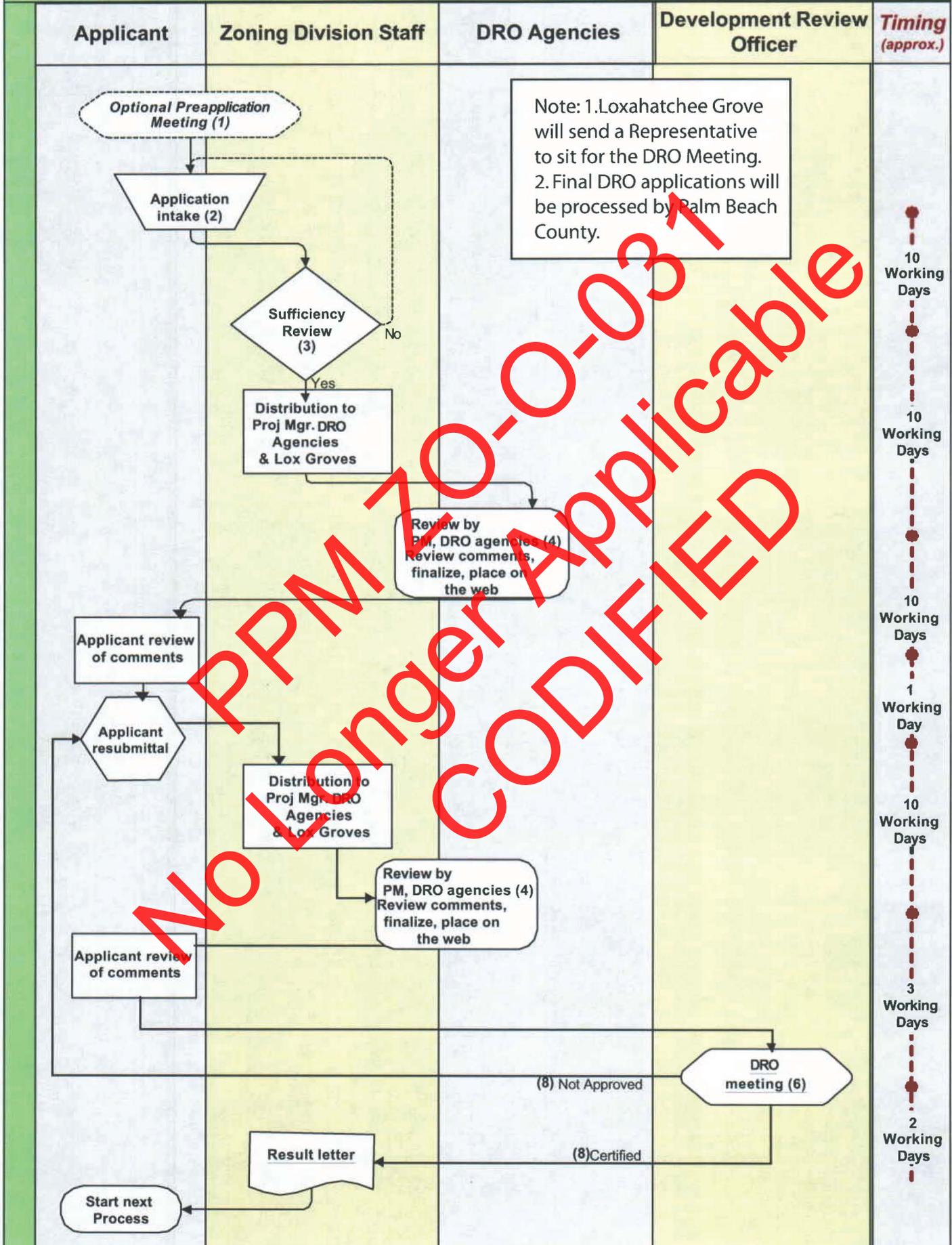
5. **Distribution of Comments.** Comments are provided to applicants on the Web as soon as agencies finalize them at least three (3) days prior to the meeting at [http://www.pbcgov.com/EPZB/acommon.asp.html/ezinfo\\_frames.asp?targeturl=ezinfo](http://www.pbcgov.com/EPZB/acommon.asp.html/ezinfo_frames.asp?targeturl=ezinfo) (click comments and put in the Application number).

6. **DRO Certification Meeting:** The DRO meets on the 2<sup>nd</sup> 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.

DRO Review Process- Loxahatchee Groves ULDC ART 2.A.1.1



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## 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 3<sup>rd</sup> 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/EPZB/acommon.asp?html/ezinfo\\_frames.asp?targeturl=ezinfo](http://www.pbcgov.com/EPZB/acommon.asp?html/ezinfo_frames.asp?targeturl=ezinfo)
6. **DRO Meeting:** The DRO meets on the 2<sup>nd</sup> 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](mailto:droagenda@pbcgov.com).
8. **Final DRO:** Final DRO application is processed by PBC.

## DEVELOPMENT REVIEW OFFICER CONTACTS

### AIRPORTS

Jerry Allen  
471-7423 Fax: 471-7462  
Bldg. 846, PBlA  
W.Palm Bch. 33411-1491

### ARCHITECTURAL REVIEW

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

### BUILDING

Andrew Armour  
233-5269 Fax: 233-5286  
2300 Jog Road, 1<sup>st</sup> Fl. East Wing  
West Palm Beach, FL 33411

### CODE ENFORCEMENT

Terry Verner  
233-5500 Fax: 233-5517  
2300 Jog Road, 2<sup>nd</sup> 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, 4<sup>th</sup> Flr  
West Palm Beach, FL 33411

### FIRE RESCUE

Pedro Segovia  
233-0059 Fax: 233-0057  
2300 Jog Road, 1<sup>st</sup> 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: 233-5165  
2300 Jog Road, 2<sup>nd</sup> Fl. East Wing  
West Palm Beach, FL 33411

### LAND DEVELOPMENT

Jim Choban John Wisniewski  
684-4094 684-4138 Fax: 684-4123  
2300 Jog Road, 3<sup>rd</sup> Fl. West Wing  
West Palm Beach, FL 33411

### LOXHATCHEE GROVES W.C.D.

Clete Saunier - 793-0884

### 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

### PALM TRAN

Gerald Gawaldo  
841-4246  
3201 Electronics Way  
West Palm Beach, FL 33407

### PARKS & RECREATION

Jean Matthews  
966-6652 Fax: 963-6747  
2700 Sixth Avenue South  
Lake Worth, FL 33461

### PLANNING

John Rupertus/Bryce Van Horn  
233-5315 233-5355 Fax: 233-5365  
2300 Jog Road, 2<sup>nd</sup> Fl. East Wing  
West Palm Beach, FL 33411

### PREM

Pete Banting  
233-0213 Fax: 233-0210  
2633 N Jog Road, 2<sup>nd</sup> Flr.  
West Palm Beach, FL 33411-1574

### SCHOOL BOARD

Michael Owens/ Randall Granberry  
434-8962 434-8042  
Fax: 434-8187  
3300 Forest Hill Blvd., Suite C-110  
West Palm Beach, FL 33411-5813

### SEMINOLE WATER CONTROL DIST

Nat Roberts - 793-1676

### SOUTH INDIAN TRAIL W.C.D.

Gayle English - 747-0550

### SURVEY

Glenn Mark  
684-4054 Fax: 684-4171  
2300 Jog Road, 3<sup>rd</sup> Fl. West Wing  
West Palm Beach, FL 33411

### TRAFFIC

Nick Uhren/Steve Bohovsky/Quazi Bari  
684-4042 / 684-4051 / 684-4139 Fax: 478-5770  
2300 Jog Road, 3<sup>rd</sup> Fl., East Wing  
West Palm Beach, FL 33411

### WATER UTILITIES

Adam Galicki  
493-6122 Fax: 493-6113  
8100 Forest Hill Blvd.  
PO Box 16097  
West Palm Beach, FL 33416

### ZONING

Maryann Kwok  
232-5200 Fax: 233-5202  
(Secretary 233-5216)  
2300 Jog Road, 2<sup>nd</sup> Fl., East Wing  
West Palm Beach, FL 33411

### ADDRESSING

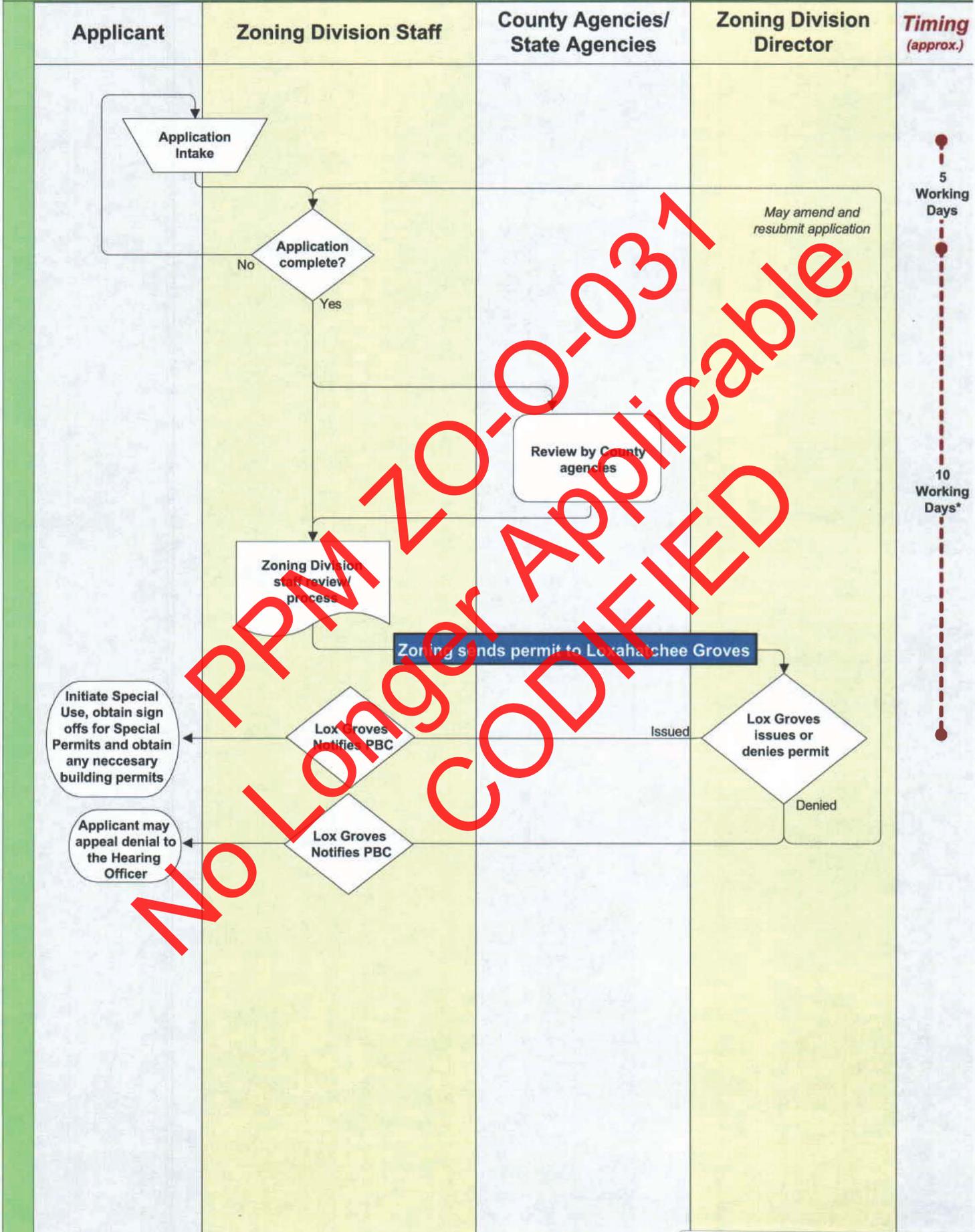
Sean MacDonald  
(561) 233-5316  
2300 Jog Road, 1<sup>st</sup> Fl. West Wing  
West Palm Beach, FL 33411

### LOXHATCHEE GROVES REPRESENTATIVE

Mathew Lippman, Town Clerk  
(561) 793-2418 Fax (561) 793-2420  
14579 Southern Blvd, Ste #2  
Loxahatchee Groves, FL 33470

Special Use Permit (Loxahatchee Groves) ULDC Sec. 2.D.2

Palm Beach County, Florida  
Zoning Division  
July 2007



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# Special Use Permit Renewals (Loxahatchee Groves) ULDC Sec. 2.D.2



## 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 mgt. office (with documentation 80% sold)
- Mobile Home Watchmen Quarters
- Mobile Home caretaker/ security quarters

## Zoning Division Staff

## Timing (approx.)

Send courtesy notification of renewal with form to applicant

30 Calendar Days before Expiration

Applicant returns renewal application. Staff updates file information

Application reviewed and forwarded to Lox Groves to approve/deny

Denied

Zoning sends renewal to Loxahatchee Groves

Approved

Lox Groves sends denial letter to applicant

Loxahatchee Groves sends renewal letter to applicant

Special Permit is null and void. Use discontinued

Use is continued

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