



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

POLICY AND PROCEDURES

FROM: Jon MacGillis, ASLA, Zoning Director
SUBJECT: Operating Procedures for Landscape Staff
PPM #: ZO-O-032

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ISSUE DATE
04-10-2020
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EFFECTIVE DATE
04-10-2020
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PURPOSE: To establish operating procedures for Landscape Staff within the Permit Review / Landscape Section of the Zoning Division. The procedures will assist Staff in establishing consistency in the review, ensure applications and permits are reviewed within the established timelines, and to identify the required coordination within Zoning Division and other departments.

PROCEDURE: The following are the coordinated tasks performed by Landscape Staff:

1. **Vegetation Preservation coordination with Community Development (CD) and Administrative Review (AR) Sections for Public Hearing (PH) and Development Review Officer (DRO) applications per Article 7.E. – Existing Native Vegetation Preservation.**
 - a. Upon the monthly application intake, CD Staff provides a list of Intake Projects prior to the Sufficiency Review. Landscape Staff reviews (aerials, plans, etc.) each application for potential vegetation preservation per Article 7.E. for existing native vegetation, any prior approvals, and applicable ULDC requirements. Staff may perform site visits with Environmental Resource Management (ERM) Staff to determine if existing trees are ERM or Zoning vegetation, and to identify the requirements for preservation as listed in Attachment A – PAA/Site Visit Procedures.
 - b. Site visits shall be consistent with Article 7.E.2.A – Site Visits and reviews, shall be consistent with Article 2.A.7. - Sufficiency Determination and Article 2.B.2., and Article. 2.C.2. - Sufficiency Review.
 - c. If it is determined the vegetation is being preserved by Zoning (in lieu of ERM), Landscape Staff shall provide the applicable Zoning Project Manager (PM) with confirmation of vegetation issues, comments, and requirements for preservation. This coordination is done through a monthly Vegetation Monitoring Meeting, Storytime Meetings, and/or subsequent coordination emails.
 - d. During the application review process Landscape Staff shall support the CD/AR PM by reviewing the applicable documentation: vegetation survey, disposition chart, preliminary grading along with the Site and/or Regulating Plan(s).
 - e. The CD/AR PM's shall be responsible to inform Landscape Staff

regarding new submittals, or any discussions that impact the vegetation preservation prior to certification or approval of each application.

- f. Landscape Staff may assist CD/AR PM's with input on drafting of conditions of approval for an application relating to landscaping when applicable.
- g. Landscape Staff shall ensure all parcels identified with vegetation preservation shall have a Vegetation Barricade Flag placed into ePZB Flag Maintenance prior to application approval or site development. Flags shall be maintained and consistent with PPM-O-Z-060 Preservation of Vegetation for Site Development. Flags are entered by the designated Landscape Staff prior to first round of comments for DRO applications. Flags for PH applications will be entered when the CD PM has notified the designated Landscape Staff when the project has been certified for hearings.
- h. Off The Board DRO projects shall be monitored by the applicable PM with assistance from Landscape Staff to ensure the Final Approved Plans accurately identifies the vegetation identified for preservation, removal, or relocation.

2. Vegetation Preservation coordination with AR Staff for Zoning Agency Review (ZAR) applications.

- a. Typically when an application has been submitted for an amendment, it already has an approved Landscape Plan.
- b. Landscape Staff shall provide comments via ePZB Comments tab, and shall coordinate with both the PM and Applicants for any unresolved issues.
- c. During the application review, Landscape Staff shall review the requested modifications with the existing site conditions, and prior approvals for preservation and ULDC compliance.
- d. Review shall be consistent with Article 2.B.4 and Article 2.C.4.d. - Review, Resubmittal and Certification/Approval.

3. Processing of Tree Removal and Replacement Permits upon an applicant's request to remove existing vegetation.

- a. Review shall be consistent with Article 7.B.5.A – Tree Removal and Replacement.
- b. Applicant shall schedule a Pre-application Appointment (PAA) site meeting with Landscape Staff to evaluate the request and the health of the trees.
- c. Staff shall provide the applicant with Form #60-Tree Removal and Replacement Form and process per the ePZB Manual and the Tree Removal Permit flowchart. Removal and Replacement permit will be issued.
- d. Upon application completion, and final inspection, Landscape Staff shall close out the permit conditions through Conditions Monitoring in ePZB.
- e. There is an automated monthly report sent by Information System Services (ISS) with the status of any open conditions on these applications. Zoning Staff shall use this report to ensure the monitoring of inspections and closing of conditions.

4. Building Division permit applications per Article. 7.B.3.C – Issuance of Landscape Permits.

- a. Landscape Staff shall review Building permit applications that may require a Landscape sub-permit (except single family residential permits) which are routed in accordance with the Permit Description Code Chart that identifies what permits are sent to Zoning and Landscape.
- b. Permit applications shall be reviewed based on the request(s), documents submitted, and approved zoning plans in ePZB for compliance and consistency with the ULDC, Technical Manual, the Development Order history, and resolutions as applicable.
- c. Landscape plans are reviewed per Attachment B – Landscape Plan Review.
- d. Site visits may be necessary to verify the existing site conditions.
- e. Staff comments shall be entered in the ePZB system for response by the Applicant.
- f. Resubmittals and revisions shall be assigned to the same Landscape Staff for consistency of the review.
- g. Any permits with controversial issues shall be discussed and resolved with the Section supervisors and shall be brought to the attention of the Zoning Director and Deputy Zoning Director when appropriate.
- h. Upon application approval, a Landscape sub-permit shall be issued and Landscape Permit shall be attached within the official permit documents.

5. Building Division Barricade Permit applications per Article 7.E.2.B.5 – Vegetation Barricade Permit.

- a. All sites that require vegetation to be preserved in place or for relocation shall submit a barricade permit to the Building Division to be reviewed by Landscape Staff.
- b. Permits for land clearing or site development shall not be issued until the approval of the barricade permit and inspections are passed.
- c. Review of the permits shall be in consistent with PPM-O-Z-060 Preservation of Vegetation for Site Development and the Vegetation Disposition Chart as approved by Zoning.
- d. Upon completion of the permit inspections, Landscape Staff shall ensure removal of any Vegetation Barricade Permit Flags placed on the property, so other permits may be issued.
- e. Landscape Staff shall also ensure a copy of the barricade permit is scanned by the File Room and uploaded into the U:drive to be viewed by Zoning Staff if needed.
- f. Staff may monitor the site to ensure barricades are adequately maintained for the duration of construction activities.

6. Building Division Field Inspections for permit applications.

- a. Applicants shall schedule a landscape inspection through the Building Division automated scheduling system.
- b. A daily list of requested inspections shall be reviewed and assigned by a Landscape Supervisor.
- c. Inspections shall be performed according to Attachment C – Final Landscape Inspection Checklist and PPM-PB-O-019 – Documenting Field Inspection Notes.
- d. Landscape Staff shall verify the vegetation requirements are installed and maintained per the Zoning approvals, plan documentation and ULDC requirements.

- 7. Code Enforcement of Landscape requirements per Article. 7.G - Enforcement and Article 10.B.1 - Procedure.**
- a. Landscape Staff shall assist Code Enforcement Staff in identifying when violations of the the ULDC and the DO have occurred during daily observations during site inspections.
 - b. Landscape Staff shall inform and update their Supervisors, and Zoning Director of new violations during the bi-monthly Section Meetings.
 - c. Landscape violations shall be monitored by Landscape Staff and performed per Attachment D – Code Enforcement Coordination with Landscape Staff.
- 8. General Office Procedures within the Permit Review and Landscape Section.**
- a. All Landscape Staff shall participate in the above coordination tasks, reviews and activities identified above.
 - b. Landscape Staff shall complete a Project Tracker, which documents Staff time and hours spent on various daily tasks. Project Trackers are maintained by each individual Staff member and a report is generated and submitted to the Zoning Director by the designated Permit Review Staff.
 - c. A monthly Landscape Office Calendar is created by the designated Landscape Supervisor. The calendar identifies the specific Staff member who will perform the Landscape On-call duties for that day. Landscape On-call duties shall include, but not limited to the following: responding to walk-in customers at the Zoning Lobby, responding to daily questions by other Zoning Staff or PZB agencies; and, ensuring they are present for their scheduled day, limiting out-of-office time.
 - d. Landscape vehicles are equipped with a GPS monitoring systems. Landscape Staff shall be responsible for safe driving and maintaining the vehicle consistent with PPM PZ-O-045, ensuring appropriate timing of site visits is the responsibility of each Landscape Staff. Landscape Supervisors shall monitor MyGeoNav system for the locations of all vehicles and their travel routes accordingly.



Director

Attachment A – Pre-application Appointment (PAA) Procedures

Attachment B – Landscape Plan Review - Permits

Attachment C – Final Landscape Inspection Checklist - Permits

Attachment D – Code Enforcement Coordination with Landscape Staff

Supersession History:

PPM ZO-O-032, Issued 10/16/2007;

PPM ZO-O-032, Revised 4/10/2020;

Attachment A

Pre-application Appointment (PAA) Procedures

1. Per Article 7.E.2.A., the Applicant shall meet with both ERM and Landscape Staff on site prior to submitting an application to Zoning Division in order to discuss potential vegetation issues or design recommendations on site.
2. Prior to a PAA site visit, Landscape Staff shall ensure the Applicant brings to the site the following documentation for an informative and productive site PAA:
 - An aerial view of the entire site;
 - Any other site images that provide context of the existing site and its vegetation;
 - Preliminary site information: site plans, regulating plans, tree surveys, etc.;
 - Any Resolutions, highlighting any Conditions of Approval for further discussion; and,
 - The Application request submitted to Environmental Resource Management (ERM).
3. During PAA, Staff's observation on the site situation is very important at this stage. Staff shall ensure:
 - General confirmation that the documentation (tree survey, etc..) is consistent with the actual site conditions.
 - Identifying with ERM whether vegetation is under ERM or Zoning.
 - Compare items viewed on site with the documents provided; such as existing utility lines, location of proposed structures, existing vegetation, etc.
4. If there is vegetation to be preserved, provide general information about the requirements for a Temporary Vegetation Barricade Permit prior to any Building permits.
5. Staff is required to take meeting notes, and document who was in attendance, what was discussed, and any preliminary recommendations as to vegetation to remain in place, removed, or to be relocated.
6. Minutes from the PAA, notes, photos, and any documents shall be scanned and uploaded into ePZB as a PCN-no application for future reference by Zoning Staff.

Attachment B

Landscape Plan Review - Permits

Landscape Staff shall review the following for Landscape Plan Permits:

1. Landscape Plans
 - Staff shall insure there are two identical sets that are signed and sealed by a Florida Licensed Landscape Architect; and,
 - Verify format meets the requirements of the Technical Manual Title 2 – Plan and Title 3 - Landscape.
2. Zoning approval drawings: Final Site and Regulating Plans (or Alternative Landscape)
 - Verify the plans submitted are the most current and that there are no open applications to amend.
3. Resolutions
 - Conditions of Approval relevant (Landscape, Preservation, etc.) to the landscaping for the development.
4. Civil Plans
 - Verify the Civil drawings are consistent with Zoning approval plans.

The Landscape Plan review shall ensure the conformity of the requirements of the ULDC Supplement for which the development was approved under. If no Zoning approvals are required, permitted-by-right use, then the current Supplement will be utilized for the review.

Below is mindful list of requirement for the review, but not limited to such:

- All perimeter buffers are correctly, and clearly labeled consistent with the Zoning approvals;
- Ensure the permit clearly identifies the Supplement number;
- Perimeter buffer widths are consistent with Code and the location of walls and fences per Code and approvals. Ensure incompatibility buffers are correctly applied to the site;
- Landscape elements: structures, specialty areas and accessory structures shall be labelled;
- Ground mounted mechanical / electrical equipment, and dumpster enclosures shall be verified for screening with screening details and landscape shrubs around;
- All above and below ground utilities and utility structures (i.e. lift stations, propane/fuel tanks, mechanical & electrical equipment, transformers; etc.) shall be labelled;
- Identify any encroachments to buffers or landscape islands per Code - detention/retention areas, drainage easements, light poles, fire hydrants, electrical/mechanical equipment, signs, drainage structures, lake maintenance easements, swales, and structures are reconciled per Code requirements;
- Verify landscape protection (curbs, wheel stops, or alternative) methods are clearly identified;
- Review the tree credit calculations in Vegetation Disposition Chart: plant list specifying symbol or reference number, quantity, minimum height, spacing, spread or caliper and clear trunk (for palms) of all proposed plant materials shall be identified;
- Safe sight triangles shall be provided for unobstructed visibility; and,
- Sign permits: Location, and setbacks of all freestanding and entrance wall signs shall be identified on plans and consistent with Master Sign Program approvals. Verify shrub requirements are identified.

Attachment C

Final Landscape Inspection Checklist - Permits

There are four types of inspections Landscape Inspectors perform per Art. 7.B.3.D: Preliminary, Final, Annual and Monitoring.

Preliminary: supporting Zoning applications for existing vegetation; and supporting Tree Removal and Replacement Permits.

Final: supporting Building permit applications as part of gaining Final Certificate of Occupancy or Completion.

Annual: supporting Building permit applications ensuring vegetation is maintained one year after installation.

Monitoring: supporting Code Enforcement inquiries as to missing or dead vegetation.

Landscape inspections shall be performed daily according to the Inspection Calendar in the Building module in ePZB. The Landscape Supervisor shall review the daily inspection listing and assign to each Landscape Inspector. Inspectors shall perform their in-office tasks until such time to leave for their inspections, providing the adequate time to complete each inspections before end of the work day.

The following is a checklist, but not limited to, for the procedures of a Final Landscape Inspection.

Final Inspection:

- Site inspection shall be performed preferably with the Contractor of record.
- Site inspection shall only be conducted with the originally stamped approved landscape permit plans on site.
- Obtain letter from the Landscape Architect certifying the installation is consistent with regulations per Art. 7. B.3.E - Certification of Compliance and Appendix B.
- Ensure vegetation is installed per Art. 7.F – Installation and Maintenance, and any Conditions of Approval. Installation shall conform to or exceed the minimum standards for Florida No. 1. per the Florida Grades and Standards for Nursery Plants.
- Verify all vegetation (trees, palms, pines, shrubs and hedges) and quantities are the correct height and size per the Landscape permit. Verify the locations per the permit plans.
- Verify no bare ground and that ground treatment meets the installation requirements of Art. 7.D.7 for all landscape areas.
- Verify the size of the landscape island meets the minimum standards.
- Verify Landscape Protection Measures per Art. 7.C.4.E for curbs, wheel stops, or alternative methods are met.
- Verify irrigation standards are adequate per Art.7.F.5 – Irrigation.
- Verify the number of parking spaces, accessible parking spaces, accessible signage, and required striping are installed.
- Obtain Form #62 Outdoor Lighting Standards Certification form ensuring completed, signed and sealed. Verify lighting is installed per permit plans.
- If inspection is approved, the Inspector shall initial the Inspection Result Notification card.
- If inspection fails, the Inspector shall provide reason for failure on the Correction Notice and post on site. Inspector shall also take photos of the failures for reference.
- Inspection results shall be documented in ePZB Building module under Results for Agency Requirements tab and performed consistent with PPM-PB-O-019 – Documenting Field Inspection Notes.

Attachment D

Code Enforcement Coordination with Landscape Staff

Properties regulated by the requirements of the ULDC are required to perform regular maintenance of vegetation in accordance with Article 7.F – Installation and Maintenance, and also subject to the PBC Property Maintenance Code, Chapter 14.

During regularly scheduled Landscape Inspections, Landscape Staff often identify pruning infractions, hatracking, missing/dead vegetation, or illegal tree removal. Staff shall perform the following:

- It is strongly recommended Staff take photos of any violations of the ULDC for reference.
- Identify any previous approvals – Final Site, Regulating, or Landscape plans and Resolutions for the subject site.
- Discuss the violation with Supervisors to confirm that there is a violation of the Code in order to proceed with the below actions.
- Provide the appropriate Code Enforcement Officer (CEO) with a copy of all plans and any photos that were taken when the violation was observed.
- Landscape Staff may assist the CEO on another site visit to determine whether the violation is repairable or irreparable in accordance with Art. 7.G.3.B. – Determining the Extent of the Violation.
- The CEO will follow procedures according to Art. 10 in issuing a Notice of Violation and will update the progress of the violation in ePZB under the Code Enforcement module.
- The Zoning Director shall be notified of the violation, during the PR/L Section Meeting, in order to provide a clear recommendation of compliance and corrective actions needed.
- Recommendations and corrective actions shall be consistent with Art. 7.G.3.C – Corrective Actions based upon the type of violation.
- Landscape Staff shall be responsible to provide regular updates about the violation via the Section Meetings and emails.
- Landscape Staff may be asked to participate in the Special Magistrate hearing. CEO shall give prior notice to Staff to prepare for the hearing. In preparation Staff must bring to the hearing:
 - Applicable drawings: Site, Regulating, Landscape Plans, sketches, etc.
 - Resolutions/Conditions of Approvals.
 - Code text of the Supplement from which the parcel was approved under.
 - Photo images of the violation.
 - Zoning Director recommendations for corrective action.
- Landscape Staff shall provide an update to Supervisors and the Zoning Director as to the Special Magistrate determination after the hearing.