



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

JON P. MACGILLIS, ASLA, DIRECTOR

PPM # ZO-O-033

Issued: 10/05/07

Effective: 10/16/15

SUBJECT: Final Agenda for Zoning Commission (ZC) and Zoning Board of County Commissioner (BCC) Hearings

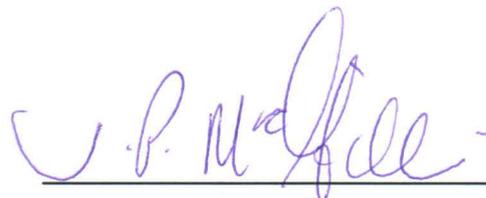
PURPOSE: To establish procedures for preparing and finalizing the Agenda for ZC and BCC, including the Add/Delete Agenda.

BACKGROUND: The Zoning Division is responsible for preparing the final agendas for the ZC and BCC. The draft agendas are prepared by the Community Development (CD) Section staff with input from other agencies. The final agenda and Packet is sent to the respective Board members days prior to the Hearing. Once the Agenda is sent to the Board members, any changes to the Agenda will be placed on the Add/Delete Agenda. The following procedures listed below will ensure consistency.

PROCEDURES: **Note: Reference to days is working days per ULDC**

- 1) Zoning Division staff prepares the ZC and BCC Agendas based on information in ePZB scheduled for the respective hearing. The Zoning Project Managers (PM) and Secretarial staff shall ensure the ePZB hearing scheduler is current to reflect the correct date;
 - a) Monitoring Division shall submit Status Reports to CD Section a minimum of 10 days prior to the hearing;
 - b) Department Directors requesting Agenda items added to the Regular Agenda shall send them through the Zoning Director 10 days prior to the hearing. In addition, these Agenda items shall include the Staff member's name who will present the item to the ZC or BCC, the Agenda title, and specify if there is backup material to be included in the Agenda or under separate cover;
- 2) A ZC draft agenda will be prepared 10 days in advance of the hearing and the BCC draft agenda will be prepared on the 1st of each month. The Zoning Manager shall coordinate with the PM to determine where the application is placed on the Agenda.
 - a) Consent Agenda: An item shall be placed on the Consent Agenda if:
 - i. Staff is recommending approval of the request(s);
 - ii. There are no objections from the Public or surrounding municipalities;
 - iii. The Agent agrees to the recommended conditions of approval;
 - iv. The project does not have a long history that needs to be explained to the Board.

- b) Regular Agenda: Applications not meeting the above criteria will be placed on the Regular Agenda for full presentations by Staff, input from the Public and Board.
- 3) Once the Draft Agenda is completed, the CD Secretary will send it to the CD PMs and Supervisors, Zoning Director, Chief Planner and Principal Planner of Code Revision (BCC draft agenda only) to review. The CD Secretary will make corrections as necessary.
For the BCC Agenda, if they are satisfied with the draft, a final draft will be provided to the Zoning Director's Secretary so that they may coordinate meetings with the BCC.
 - 4) The Zoning Manager, Chief Planner and Zoning Director shall review the final Agenda Packet to ensure compliance with all required procedures in preparing the agenda.
 - 5) Final Agenda and Packet shall be made available to the public 5 days prior to the hearing date.
 - 6) The CDR Secretary who is responsible for the final Agenda shall send the Agenda to the Customer Service Manager.
 - 7) The Customer Service Manager shall forward the Agenda to County Graphics for processing delivery to all applicable parties on the established routing slip. the final Agenda will be included in the packet delivered to the Commissioners and sent to ITS Web folder to be posted on the Web 5 days before the hearing;
 - 8) The Add/Delete Agenda will be accepted up until noon on the day prior to the Hearing. After the CD PM's and Supervisor, Zoning Director and Chief Planner have reviewed the Add/Delete the CD Secretary will finalize the Add/Delete Agenda and send it to the Commissioners and to the ISS Web folder to be posted no later than 12 pm the afternoon before the hearing. It is the responsibility of County Staff to coordinate all changes to the Agenda before the Add/Delete Agenda is finalized. This will avoid confusion by the Board, Staff and the public on last minute changes to the Agenda.; and,
 - 9) Any requests for changes to the Agenda at the Hearing shall be presented to the Zoning Director.



Director

Supersession History:

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