



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

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PPM # ZO-O-040

Effective: 12/21/16

SUBJECT: Preparation and Distribution of Monthly Public Hearing/Meeting Reports/Packets

PURPOSE: To establish procedures for preparing and distributing monthly packets coordinated by the Zoning Division for Public Hearing/Meetings, such as, Board County Commission (BCC), Zoning Commission (ZC), Land Development Regulation Advisory Board (LDRAB), and Land Development Regulation Committee (LDRC) and Variance Public Meeting (VPM).

BACKGROUND: The Zoning Division is responsible for the preparation and distribution of monthly packets to the various County Boards. This responsibility includes:

- Co-ordination with other County Agencies for comments for Staff Reports or Code Amendments;
- Review the final packet for accuracy and consistency with established procedures and guidelines before sending it to Graphics for printing and publication to the PZB Web;
- Packets are to be delivered to Board Members, County Agencies and Interested Parties based on established deadlines as per the Zoning Public and Staff Calendars and in accordance with the distribution lists for BCC, ZC and Variance Public Meeting (VPM).

PROCEDURES: The following procedures have been established to ensure consistency in the preparation and distribution of the Zoning Public Hearing/Meeting Packets.

A. General Preparation and Review of Public Hearing Packets:

1. Staff Reports for ZC/BCC (Community Development Review Section):

- a) The Project Manager (PM) shall prepare a Staff Report in the ePZB system for each certified application. The PM is responsible for reviewing and coordinating with County Agencies the appropriate Conditions of Approval; for placement of the appropriate graphics in ePZB; to update motions and staff recommendations in ePZB so that they merge correctly onto the Agendas and Resolutions.
- b) The PM shall provide a thorough and analytical review of each request based on the applicant's justification, plans submitted, code requirements, previous approvals, and other documents and procedures relevant to the application. The PM shall provide justification for the approval/denial recommendations on the Staff Report for each application.
- c) The PM shall submit a draft of the Staff Report in SharePoint for the immediate supervisor's review in a timely manner in accordance with the Schedule of deadlines set for each application.
- d) The Supervisor/Senior Planner (SP) shall utilize the attachments

and information provided in ePZB to review each staff Report. The SP shall complete the review with comments/recommended revisions, and then discuss the comments/revisions with the PM.

- e) The PM shall review and revise the Staff Report to address/incorporate all the comments/revisions in **ePZB**. The PM shall assign the revised Report in sequential order in SharePoint to the Supervisor, Zoning Manager (ZM), and Deputy Zoning Director for final review in SharePoint. Allow ample time for the review process to meet set deadlines for the Agenda.
- f) The PM will address all comments/revisions and then finalize the Report in **ePZB**, merge and save the final version of the Report in **WORD**.
- g) The PM shall notify the Secretary when the final Report is ready to be printed and place a "P" on the dry erase board in CD.
- h) The Secretary shall print the Staff Reports (double sided) for all applications with a "P" status to create the packet. The assigned planner will review the packet in its entirety for accuracy, before forwarding to the Zoning Manager for final review. All corrections must be made in ePZB system.
- i) The Secretary shall print the Agenda and Reports for the meeting packet.
- j) The PM is responsible for merging and reviewing each Resolution(s) for the Public Hearing. The Resolution shall be reviewed based on the previous conditions, the current draft conditions, the Agenda and the final Staff Report. The legal description and acreage must match the Staff Report and the Agenda.

2. Staff Reports for Variance Public Meeting (Permitting / Landscaping Review Section):

- a) The Project Manager (PM) shall prepare a Staff Report for each variance application in ePZB. The PM is responsible for reviewing and coordinating with other County Agencies for their approval; coordinating documents and procedures relevant to the application; and providing justification for the approval/denial.
- b) The PM shall ensure the Staff Report is reviewed by the Senior Planner (SP) and the Principal Planner (PP); and all comments shall be incorporated prior to the final Staff Report due date.
- c) The PM shall notify the Secretary when the final Report is ready for print.
- d) The Secretary shall prepare the Agenda and attach the completed and finalized Staff Report(s) to prepare the "Packet" for the meeting.

3. Staff Recommendation for Code Amendments (Code Revision Section)

- a) A Code Amendment may be initiated by an Applicant through a Privately Initiated Amendment (PIA) or through Staff or as directed by BCC.
- b) All proposed Code amendments shall have clear findings as to who requested and who processed the amendment. A "Draft" Code Amendment shall be prepared by the PM and shall include details and research with supporting documents for each amendment.
- c) The PM shall coordinate the amendment language with other County agencies to ensure that there are no conflicts with existing Code language or implementation.
- d) The PM shall prepare any necessary visual materials as needed, i.e. illustrations, tables, PowerPoint, photos, etc. that might be helpful to

explain the proposed ULDC language amendment. All graphics must be prepared well in advance of any meeting or hearing to ensure adequate time to proof the material and for review by the Zoning Director and/or his assigned staff.

- e) The PM shall prepare a draft of the Code Amendment(s), and forward the draft in SharePoint for review to the Principal Planner (PP), the Zoning Director, his assigned staff, and/or the relevant County Agencies who may be affected by the Code Amendment(s).
- f) All changes shall be discussed and agreed upon by all staff and Agency staff. PM shall prepare the final draft and post in SharePoint for review by the PP and the SP.
- g) The PP shall review the final draft, make necessary changes and staff shall forward the final draft for review in SharePoint to the following staff: The Principal Planner; the Zoning Director or assigned staff; the Assistant County Attorney; and/or relevant County Agencies.
- h) Once final review is completed by staff as listed above, the PP shall co-ordinate any final changes necessary for finalization of the amendment "Packet".

B. Printing, Delivery of Packets and WEB Posting:

1. ZC/BCC Packet

- a) The Secretary or designated Planner shall prepare the **DOT map** (location map for each application) to be attached to the Agenda and print the finalized Staff Reports.
- b) The Secretary or designated Planner shall complete a final check on the packet for, page number order, grammatical errors, etc., then save each Report as a PDF and place file on the "X" drive for Web posting.
- c) The Secretary can now send the packet which includes the Agenda, all Staff Reports, and DOT Map to Graphics for printing.
- d) The Secretary shall ensure that the PDF of each finalized Staff Report is attached in ePZB on the Attachment screen for each application.
- e) When the Packets and Agendas are received from the Graphics Department; zoning staff shall deliver the packets in accordance with the distribution lists for the BCC or ZC Hearings.
- f) The Secretary shall request PZBWEB to post the packet to the **Zoning WEB** page.

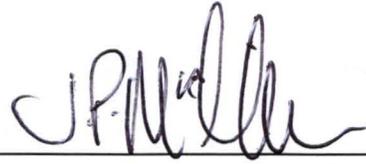
2. Variance Public Meetings:

- a) Staff shall verify the packet for accuracy and finalize the meeting packet. The Secretary shall print the packet with enough copies for all VPM staff and send via email to other recipients in accordance with the Variance distribution list. The meeting packets shall be prepared and distributed at least one week prior to the scheduled Variance Public Meeting.
- b) The Secretary shall request PZBWEB to post the packet to the Zoning WEB page.

3. Code Amendments:

- a) The PP shall coordinate with staff any last minute revisions that were generated to prepare an add/delete Agenda at least 24 hours prior to the LDRAB meeting or BCC Hearings (Permission to Advertise, 1st/2nd readings).

- b) After the LDRAB/LDRC meeting, the PP and the PM shall make the necessary adjustments as applicable, in some cases Staff will make note of LDRAB recommendations when differs from staff to be included in BCC hearing. The finalized Code Amendment "Packet" for the BCC Hearing is prepared with Agenda, add/delete Agenda, Code Amendment, and all other supporting documents.
- c) Code Staff shall forward the finalized packet to Graphics for printing of adequate copies before each meeting or hearing (LDRAB, LDRC or BCC).
- d) Code Staff shall distribute the packets in accordance with the distribution list via email and in person, as applicable.
- e) Code staff will send the Agendas and Packets to PZBWEB for posting to the appropriate Web pages before each meeting or hearing.



Zoning Director

Supersession History:

PPM#ZO-O-040, Issued 12/24/2008

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