



**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb

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**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
PLANNING, ZONING & BUILDING**

TO: Gladys DiGirolamo, DRAC Chair and Committee Members

FROM: Jon MacGillis, ASLA, Zoning Director 

DATE: August 5, 2016

RE: Implementation of improvements to the Zoning Development Review Process

I am pleased to announce two recently implemented improvements to the development review process that the Development Review Advisory Committee (DRAC) had participated in with staff to successfully review, test and complete. The ongoing positive working relationship between the committee members and staff has identified and implemented many significant improvements to the review process over the past 10 years.

Two recently implemented improvements:

- 1. Online Submittal of Variances and Development Review Office (DRO) administrative amendments.** With the ePZB programming assistance provided by the County's ISS Staff: Lois Erickson, Sanjeev Gandhi, and Greg Scruggs we now have the ability for applicants to submit certain Zoning applications online without having to come to the Zoning Division. This will save on travelling time, but also save the applicant and staff time processing these applications.
- 2. DRO Concurrent Review and Pre-Application Conference -** This process allows the developer to submit for concurrent review for building permit, platting and zoning review at one time. Although, this process has been available to the industry for several years it was not being used as often as we



anticipated. However, with the recent increase in construction activity, staff was asked to consider changes to the overall process. We succeeded in streamlining the review process as well as the coordinated schedules between County Divisions. We anticipate these changes will make this process more attractive to the developer which will allow staff to review applications concurrently, thereby reducing the overall development review time on these projects. Staff will be offering a Training Session on August 11, 2016 to anyone interested in an overview of the improvement to the process.

Thank you again for your leadership and the Committee members continued positive input for recommending and assisting with implementing changes to the development review process.

We will see you at the DRAC September 23, 2016 meeting. If you have any questions, contact me at 561-233-5234.

JM/jm

C: Email to:

Honorable Mary Lou Berger, Mayor and Members of the Board of County Commissioners (BCC)
Verdenia C. Baker, County Administrator
Faye Outlaw, Assistant County Administrator
Patrick Rutter, Executive Director, PZ&B
Archie Satchell A, Director of Applications
Lois Erickson, Senior Manager, ITS
Sanjeev Gandhi, ITS
Gregg Scruggs, ITS
Maryann Kwok, Deputy Zoning Director
Alan Seaman, Principal Site Planner
Zoning Director File