

**INTER-OFFICE COMMUNICATION  
DEPARTMENT OF PLANNING, ZONING AND BUILDING  
ZONING DIVISION**

**TO:** Interested County Staff, Related Agencies and Public in General

**FROM:** Jon MacGillis, ASLA, Zoning Director

**DATE:** November 3, 2017 – Revised April 26, 2018

**RE:** **Deadlines/Scheduling for Proposed 2018 Unified Land Development Code (ULDC) Amendment Rounds: County Agencies and Privately Initiated Amendments**

This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2018 ULDC Amendment Rounds. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expenses to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division staff to meet the established schedules and deadlines for any amendments.

**ULDC Amendment Rounds:**

The following lists the tentative deadlines, and Land Development Regulation Advisory Board (LDRAB) and Board of County Commission (BCC) Zoning Hearing dates for the two ULDC Amendment Rounds scheduled for 2018.

ACTIVITY	ROUND 2018-01	ROUND 2018-02
Deadline to submit amendment requests to the Zoning Division	December 8, 2017	May 11, 2018
Deadline to submit backup documentation	January 5, 2018	June 8, 2018
LDRAB Update	January 24, 2018	June 27, 2018
BCC Initiation	January 25, 2018	<del>June 28, 2018</del> June 25, 2018
LDRAB Meetings (1) (2)	January 24, 2018(3)	July 25, 2018
	February 28, 2018	August 22, 2018
	March 28, 2018	September 26, 2018
	April 25, 2018	October 24, 2018
	May 23, 2018	
BCC Hearing – Request for Permission to Advertise	<del>June 28, 2018</del> June 25, 2018	November 29 2018
BCC Public Hearing – 1 <sup>st</sup> Reading (4)	July 26, 2018	January 8, 2019
BCC Public Hearing – 2 <sup>nd</sup> Reading and Adoption (4)	August 23, 2018	January 24, 2019
<b>NOTES:</b>		
(1) LDRAB Agenda's will be scheduled by the Zoning Division.		
(2) On the last meetings of the Round, or as otherwise required, the LDRAB will also serve as the Land Development Regulation Commission (LDRC).		
(3) Tentative LDRAB Annual Meeting.		
(4) Some amendments may only require one public hearing.		

Dates may be subject to change. See the Zoning Division 2018 ULDC Amendment Schedule webpage at:

- <http://discover.pbcgov.org/pzb/zoning/ULDC/2018-Amendments-Schedule.aspx>.

### **Application Requirements**

**Initial submittal of amendment requests must include the following:**

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A detailed summary of each proposed amendment.

**Backup documentation must include the following for each proposed amendment:**

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise “reason for amendment”, and text, tables or images to be deleted, relocated or added.

### **Privately Initiated Amendments (PIA):**

In 2012 the BCC adopted the Privately Initiated Amendment (PIA) process to assist the public and specific provisions are scheduled to be codified in January 2018. The County will coordinate with interested parties who choose to submit a PIA and ensure it follows the newly established process. For a copy of the flow chart process for a PIA, please visit the Zoning Web Page at:

- [http://discover.pbcgov.org/pzb/zoning/PDF/FlowchartsProcesses/ULDC\\_Amend\\_Public\\_Initiat\\_Flowchart.pdf](http://discover.pbcgov.org/pzb/zoning/PDF/FlowchartsProcesses/ULDC_Amend_Public_Initiat_Flowchart.pdf).

### **Pre-application Meeting:**

A pre-application meeting is required prior to submittal of a County or privately initiated amendment. Please contact Code Revision staff at (561) 233-5566 to schedule an appointment.

If you have any questions or require additional information regarding the proposed schedules, please contact me at (561) 233-5234.

JPM/MC/zc

- C. Hard Copy to:  
Faye W. Johnson, Assistant County Administrator  
Patrick W. Rutter, Executive Director PZB

Electronic Copy to: Distribution List (attached)

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