



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

JANUARY 25, 2019 2:00 PM – 4:00 PM

**PZ&B – VISTA CENTER, 2300 NORTH JOG RD.,
WEST PALM BEACH, FL 33411
1st FLOOR CONFERENCE ROOM (VC-1E-60)**

AGENDA

Member Items

- 1) **REVIEW MINUTES - GLADYS**
 - November 9, 2018 Minutes – (ATTACHMENT 1, Pg. 2)
- 2) **CLARIFICATION OF THE PH PRE-CERTIFICATION & PH FINAL CERTIFICATION DATES – GLADYS**
- 3) **CONFIRMATION OF WHO SETS ZONING APPOINTMENTS - GLADYS**
- 4) **UPDATED/CURRENT ZONING ORGANIZATIONAL CHART / CONTACT LIST – GLADYS**
- 5) **ZAR ISSUES – GLADYS**
- 6) **OFF THE BOARD FSP APPLICATION – GLADYS**

Staff Items

- 1) **UPDATE ON 2019 CHANGES FOR PRE & FINAL CERTIFICATION PROCEDURES FOR PUBLIC HEARING APPLICATIONS – BILL**
- 2) **2019-01 ROUND – KEY DATES - MARYANN**

General

- 1) **TOPICS FOR NEXT MEETING – GLADYS**
- 2) **ELECTION OF CHAIR AND VICE CHAIR**
- 3) **ADJOURN**



**SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, NOVEMBER 9, 2018 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
HEARING ROOM CHAMBER (VC-1W-47)**

MINUTES

CALL TO ORDER: AT 2:06PM

ATTENDANCE:

MEMBERS PRESENT: Lauren McClellan, Collene Walter, Kevin McGinley, Patricia Lentini, Bradley Miller, Evelyn Pacheco (for Gladys DiGirolamo), Yoan Machado (for Jeff Brophy)

PZB ZONING STAFF: Jon MacGillis, Maryann Kwok, Ramsay Bulkeley, Bill Cross, Carolina Valera, Carrie Rechenmacher, Meredith Leigh, Lindsey Walter, Wendy Hernandez, Jan Rodriguez, Alan Seaman, Melissa Matos, Monica Cantor, Donna Adelsperger, Travis Goodson, Zubida Persaud, Susan Goggin, Patricia Behn, Scott Cantor, and Yvonne Wamsley.

AGENDA

MEMBER ITEMS

1. REVIEW MINUTES– LAUREN MCCLELLAN

Lauren opened the meeting at 2:05pm.

Lauren conveyed Evelyn Pacheco was attending for Gladys DiGirolamo; and Yoan Machado was attending for Jeff Brophy.

Lauren inquired with Committee Members if they had any changes for the Regular DRAC August 10, 2018 meeting. Collen Walter requested clarification on page two, last paragraph regarding the resubmittals was it two times a month or once, sentence does not seem to be clear. Jon MacGillis stated it should read, “...Per Bill Cross clarification, there are two resubmittals each month and there are issues with multiple PBC DRO Agencies having the necessary time to review” Staff will clarify and correct.

Collene also inquired with Zoning Staff on the mysterious black boxes on the Submitted PDF of Site Plans, if there have been any further updates and/or problems reported. In discussion, the issue may just be software incompatibility, but staff would have to do more research on the issue. No one indicated they were still having issues.

2. COMMENTS FROM JON SCHMIDT – JON MACGILLIS

- Jon Schmidt had submitted some three general topics of the Agenda today as follows:
 - **Back dating of DRO comments** – Jon did inquire with staff and several agencies. Neither have the ability to backdate any comments that are entered into the system. The comments are date stamped by the computer system, not by staff. This also includes “finalizing” the comments. Zoning Staff requested an example from DRAC Members to review. Kevin McKinley said he would submit an example.
 - **Departments Providing Comments after Deadlines, Thus Requiring Additional Resubmittal Fee** – Lauren also expressed the same issue as it relates to Palm Tran who have not been responding in a timely manner. Ramsay conveyed per the direction of County Administrator Verdenia Baker, for staff to make contact with the other agency. Jon MacGillis conveyed that email reminders are being sent and he has

been working with ISS to implement an automatic electronic notice from ePZB to Agency staff to sign-off for their agency.

- **Fees Required for Resubmittal for Comments Request to be Waived** – Zoning Staff conveyed that the first two submittals are free, the third involves a fee. Off-the-Board application is free. This topic will be tabled for a later date.

3. SUGGESTIONS FOR STAFF TO CONSIDER ZONING PROCESSES FROM DODI GLAS – PATRICIA LENTINI

- Jon MacGillis reviewed the comments from Dodi Glas in August 2018 regarding the Development Review Process for the County to review/consider. Jon reviewed the spreadsheet with DRAC members with clarification on certain suggestions from Pat Lentini, and comments from Zoning Staff accordingly. The DRO process is a very large process involving other agencies and also Florida Statute. Jon encouraged DRAC Members, if there is another jurisdiction/municipality handling the process(s) more efficiently, to bring the information to Zoning for review. Jon reviewed over the last five years, there have been several changes with implementing all of the Art. 2 changes, and changes with Type II and III concurrent review process.
- Pat expanded more on the “redundancy” item, that specifically as it relates to Public Hearing; if it would be possible for a separate letter to be issued for those items that need to be addressed at final DRO verses holding the project at certification? Jon and Bill Cross did convey that Zoning Staff would review accordingly based upon circumstance and what is involved to keep the project moving along and how to document these inconsistencies. This does not apply to certifying the project. Jon requested from DRAC Members to send an example of the issue(s) they need us to address under this topic for Zoning Staff to review and consider. He also suggested perhaps one Agent is willing to work with staff on an application to help us identify issues and process
- Jon MacGillis stated Zoning is responsible for the coordination of the process and meetings for the DRO if meetings are needed we help coordinate them and ensure correct agency staff in attendance. Lauren expanded that more than a senior Zoning staff be in attendance at meetings so critical decisions are made at the time of the meeting in order to keep the project moving forward. Jon MacGillis conveyed it is advantageous for not only Zoning Staff to follow-up with notes from the Pre-Submittal meetings but Agent as well, Zoning Project Managers should be sending notes from meeting in timely manner or at meeting asking Agent to take lead in recapping meeting and sending them out to all parties.
- DRAC Member Kevin McGinley and Bradley Miller expressed their concerns specifically as it relates code required meetings for variances and URA. Kevin said ULDC requires these meetings and often Agent has no questions but still have to meet with staff per the code requirement. Can some of these required meetings in ULDC be deleted?
- Jon MacGillis summarized the other items as noted by Dodi Glas with DRAC Members.

STAFF ITEMS

- 1. ULDC ART. 7 2018-02 ROUND – FPL PROVISIONS AMENDMENT – MARYANN KWOK**
 - Maryann reviewed the changes to Art. 7 Landscaping Amendment to incorporate the FPL standards as it relates to the Overhead Utilities. The review also included the Landscape Buffers, Tree Removal Processes, Replacements, and Timeline, etc.
 - DRAC Member Collene Walter inquired on a few specifics on the changes for further clarification with Maryann Kwok.
- 2. DRO DEADLINES / REQUEST APPTS / FEE ASSISTANCE FOR INTAKE/RESUBMITTAL – BILL CROSS**
 - Bill reiterated the October 10 email that was sent on the deadlines for

DRO Deadlines and Resubmittals, which includes PAC applications (i.e. schedule their appointment for submittals at least 1 ½ day in advance of appointments). DRAC Members indicated no issues on these deadlines. Bill further advised that to make sure to share with their staff, which all in attendance indicated they had.

- Donna conveyed the PAC Concurrent Review submittal date for 2019 has changed. In 2019 the PAC Concurrent Review submittal is now on fourth Monday of the month.
- DRAC Member Collene conveyed the process for paying in advance have been ok, and expressed her appreciation for those extensions approved by Jon in order to get the out of State checks or double signatures, etc. Collene did request a consideration for future if the fees could be paid after submittal.
- Online submittal process where the inside and outside screens are not in sync. Donna suggested meeting with Lauren to better direct staff on what the outside screens on showing.

3. WCRA LETTER FOR ZAR APPLICATIONS - MONICA CANTOR

- Monica has been working with WCRA and establishing the guidelines of getting the WCRA letter prior to submittal.
- The WCRA letter is required when going to the Board for “Uses” only.
- Melissa Matos, Principal Site Planner, Zoning Permitting/Landscaping conveyed that WCRA needs to update their Code Language that will clarify and confirm that ZAR are required to have the letter. WCRA is also working to clarify certain items that do not have to go to the Board.

4. OCTOBER 11, 2018 MEETING ON ART. 2 2017-02 AMENDMENTS & REORG DISCUSSION – JON MACGILLIS

- Jon MacGillis reviewed the October 11, 2018 meeting reviewing the Art. 2 Changes and reorg changes.
- One of the issues discussed was the “Naming Convention” checklist. It was suggested to perhaps change “Naming Convention” to “Naming Guideline”.
- Zubida, Zoning Staff did review the Naming Guide, along with the forms, and how to name the file accordingly.
- It was consensus to remove the information from the website until a later date.

5. 2019 CALENDAR DATES - BILL CROSS

- Bill Cross inquired with DRAC Members after reviewing the 2019 Calendar, if there were any questions/suggestions; everyone was in agreement with what has been published.
- Pre-Cert will be the first Friday of the month.
- Resubmittals for Public Hearing will be the 4th Monday of the month.
- Zoning Commission, please make sure to review the latest 2019 Published Calendar on the website.

6. 2018-02 ROUND SCHEDULE / KEY AMENDMENT SUMMARY – WENDY HERNANDEZ

- Wendy Hernandez reviewed the schedule of key dates:
 - 11/26/18 – Permission
 - 1/18/19 – 1st Reading
 - 1/31/19 – Adoption
- Wendy did review some of the changes for the 2018-02 Round.

7. 2019-01 ROUND – KEY DATES – WENDY HERNANDEZ

- Wendy Hernandez review the schedule of key dates:
 - Jan – May LDRAB Meetings
 - July – 1st Reading
 - Aug – Adoption
- DRAC Member Collene Walter requested there be no changes to the 2019-02 Round.

8. 2019 CALENDAR DRAC MEETINGS – BILL CROSS

- Bill reviewed the dates for the 2019 DRAC Meetings.
- At the request of the DRAC Members, change the January and August meetings, which Zoning Staff will do accordingly.

9. TOPICS FOR NEXT MEETING JANUARY 2019 – LAUREN

- DRAC Members will provide topics at a later date.

ADJOURN AT 4:01P.M.

DRAFT