



**DRO OVERSIGHT COMMITTEE (DROOC-BROWN BAG)
MINUTES OF THE AUGUST 24, 2012 MEETING
Place: 2300 N. Jog Road, Vista Center
HEARING ROOM-CHAMBER (VC-1W-47)
TIME: 11:00-12:00**

PREPARED BY ZONING DIVISION STAFF

CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 11:15 a.m.

Members Present – 8

Jeff Brophy – LDS – Chairman
Scott Mosolf – UDKS – Vice Chair
Bradley Miller – Miller Planning
Jan Polson – Cotleur & Hearing
Collene Walter – UDKS
Bill Whiteford – Team Plan
Jennifer Morton – CGBA
Gladys DiGirolamo – GL Homes
Kevin McGinley – Land Research Management, Inc.

Members Absent – 2

Chris Barry – Jon Schmidt & Assoc.
Jon Schmidt – Jon Schmidt & Assoc.

Interested Parties – 4

Kevin Ratterree – GL Homes
Dodi Glas – Gentile/Holloway
Caroline Villanueva – Florida Crystals

Zoning/Planning Staff Present – 18

Rebecca Caldwell, Executive Director
Jon MacGillis, Zoning Director
Joanne Koerner, Land Development Director
Wendy Hernández, Zoning Manager
William Cross, Principal Site Planner – Code Section
Barbara P. Nau, Principal Site Planner
Alan Seaman, Principal Site Planner
Carrie Rechenmacher, Senior Site Planner
Autumn Sorrow, Senior Site Planner
Jan Rodriguez, Senior Site Planner
Lauren Benjamin, Site Planner I
Douglas Robinson, Site Planner I
Donna Adelsperger, Site Planner I
Inna Stafeychuk, Zoning Technician

Patricia Rice, Senior Secretary
Dorine Kelley, Manager Customer Service
Eric McClellan, Senior Site Planner
Bryan Davis, Principal Planner

A. OPENING COMMENTS

Jon MacGillis gave brief opening comments on purpose of meeting and thanked everyone for their continued cooperation between staff and industry to find identify issues and seek acceptable solutions.

B. REVIEW OF MAY 11, 2012 MINUTES – (EXHIBIT - A)

Jeff Brophy asked if anyone had any amendments on the last DROOC meeting minutes. There were no comments/changes to the minutes. Minutes were adopted as presented.

C. RECAP OF 2011-12 ACCOMPLISHMENTS & 2012 CURRENT LIST OF TASKS –

Wendy went over the most recent 2012 **DROOC Tasks** and provided an update on each:

1. **Resubmittal Fees for ERM and Palm Tran**-explained that staff prepared a memo outlining that each Division will be responsible for identifying which projects need to generate a resubmittal fee.

2. **Concurrency Fee**-staff contacted School Board to follow-up on imposing fees for CLF age restricted community. School Board is working with County Attorney's office and Zoning on amendments to the Impact Fees and their overall fees. We expect an update later this fall and until then we will collect the applicable fees.

3. **Conditions of Approval**-staff is following up with our ITS staff on making changes to our ePZB screen to first allow staff to identify duplicated conditions as DOA's are submitted. Also, working on indentifying how staff will close out conditions that are finalized. Staff will continue to update the Committee at next meeting on progress made on this task.

4. **Calendar for Variances**-explained that staff reviewed the request to change the date that comments are due on variances to allow agent staff time to respond and stay on schedule for hearing. Wendy ran a report to identify the variances that were approved in last six months which ones were found sufficient and went to the hearing per calendar. She found very few moved forward with sufficiency or postponement issues. She will send the committee her results and recommendation not to change the dates.

5. **Information on Master Plan**-Staff has followed up on DROOC request to clarify the amount of information staff is requesting to be shown on the Master Site Plan. Staff is currently amending the Technical Manual to clarify the level of detail

D. PUBLIC HEARING STAFF REPORT CHANGES (WENDY) (EXHIBIT B)

Wendy went over the proposed changes for the Public Hearing Staff Reports. These changes to the reports will go into effect in January 2013. She stated that the changes will not impact the Agents too much other than the Staff Recommendation will be moved up closer to the front of the report. The overall goal of the changes is to reduce redundancy in the report.

E. PBC RECEIVES SILVER LEVEL FROM FGBC GREEN GOVERNMENT (JON)

Jon explained that the County received the Silver level accreditation. BCC directed staff to look at getting Gold Level next year. In the meantime the various County Departments are working on implementing the Silver Level objectives. For the Report and ranking go to the PBC Government Main Web Page for the link "**PBC Go Green Initiative**"

F. CODE REVISION UPDATES (BILL)

1) **Round 2012-01 Update-**

Bill stated the ULDC was adopted this week. Main topic of discussion by BCC and Public was the Livestock provisions. He also indicated that Training will be setup in September and strongly encourages Agents and their staff to attend.

2) **Round 2012-02 List of Priorities-**

Explained staff prepared a memo to the BCC outlining the 2012-02 priorities for ULDC Amendments. This memo can be found on the Zoning Division- Code Web page.

3) **Use Regulation Project**

Staff continues to work on the **2012-13 Use Project**. Rebecca asked both Planning and Zoning staff to work together on the Comp Plan and ULDC changes together that might impact the Use Matrix. Bill said the Industrial uses is open again for comments and encourages Agents to identify any issues so staff can ensure they are addressed. So far the input has been very low from industry on this topic.

4) **Landscaping Subcommittee**

Barbara P Nau is going to oversee the Landscaping Subcommittee which will convene sometime later this fall. She will look at various topics including but not limited to: bio-swales, street trees, xeriscape, etc. Kevin Ratterree asked staff what is happening with street trees. Jon explained a memo is going to the BCC in September to get direction on issues Engineering identified relative to maintained of infrastructure and street trees. The BCC direction might involve code amendments or not.

F. UPDATE OF TECHNICAL MANUAL (WENDY)

Wendy advised the Committee that changes to the Technical Manual will be completed in September 2012. She briefly went over specific modifications to Title 2 and 5, for Overall Site Plans for older projects as well as clarification of the Prior Approvals, as it relates to Architectural Review.

Member's questioned the requirement for a survey when creating the Overall Site Plans, as well as cost. They raised concerns for modifying Master Plans in which they stated they had no authority. Staff responded that PUD's and PIPD's require Master Plans and modifications to a project within those districts would require updates to the Master Plans, this procedure hasn't changed. Concern is requiring the addition of information outside of their affected area, i.e. distance and bearings.

H. OPEN DISCUSSION

Jan Polson-**Palm Tran** is not signing off on DRO in ePZB. Can staff do something? Jon suggested the committee draft letter to Palm Tran and perhaps invite them to next DROOC Meeting.

Collene Walter-Questions regarding the **time frames for DRO-Agency** review-sometimes review time is too long has staff considered putting time frames in ULDC- Jon said staff is currently working on ePZB so agency comments and Agents response can go into system. This will help address time frame and if code changes are needed staff will initiate them. Alan and Jon monitor the review time and often call agencies when they are not responding in a timely manner. Collene also raised question regarding **DRO Zoning amendments to plan**. Receives calls from owner to make changes to Plan but then never hears back from them. Alan explained they work with mom and pops to get the plan amended but they do hire someone to amend the electronic plan. Lauren said many of the contractors themselves have in-house

draftsman to make their needed changes. Lastly, she asked about fees for standalone variances and if staff could waive the off the BCC Fee. Rebecca said no fees can be waived but perhaps we can collect fee upfront so you do not have to cut two checks.

Jon informed the committee that staff is addressing the **CLF Type I separation issue.** Staff is establishing a review process for CLF Type I to assist the public with both State and County regulations and hopefully avoid issuance of Business Tax Receipts that do not coincide with the State approval.

Rebecca thanked everyone for coming to meeting and suggested the committee consider a name change. Sometime a new name encourages different people to attend and participate in this discussion. Just something to consider.

I. ADJOURNMENT AT 12:35

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