



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, JUNE 7, 2013, 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)**

TOPICS OF DISCUSSION

- A. REVIEW OF THE FEBRUARY 8, 2013 MINUTES – (EXHIBIT A)**
- B. UPDATE DRAC 2013 TASKS & NEW ADDITIONS – (EXHIBIT B) – WENDY**
- C. COUNTY ATTORNEY DISCUSS CONSENT FORMS - SUSAN**
- D. DISCUSS PROPOSED CLF TYPE 1 FEES - ALAN**
- E. ULDC 2013-01 AND 2013-14 USE PROJECT UPDATES-BILL/MONICA**
- F. ULDC LANDSCAPE CODE SUBCOMMITTEE UPDATE-BARBARA**
- G. ULDC DRO ADMINISTRATIVE REVIEW 2013-02 AMENDMENTS - ALAN**
- H. QR CODE ON PUBLIC NOTICE BOARDS AND PACKETS--AUTUMN**
- I. LIENS AND FINES- AUTUMN**
- J. REVIEW AND DISCUSS SUFFICIENCY REVIEW CHECKLIST FOR NEW SUBMITTALS-JEFF**
- K. CONDITION MONITORING UPDATE-JON**
- L. OPEN DISCUSSION-TOPICS FOR NEXT MEETING AUGUST 23, 2013**
- M. ADJOURNMENT**



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FEBRUARY 8, 2013 SUBCOMMITTEE MEETING**

Place: 2300 N. Jog Road, Vista Center

Conference Room (VC-2E-12)

Time: 2:00 pm to 4:00 pm

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Scott Mosolf called the meeting to order at 2:00 pm.

Members Present –

Scott Mosolf – UDKS – Chair
Gladys DiGirolamo – GL Homes - Vice Chair
Bradley Miller - Miller Planning
Chris Barry - Jon Schmidt & Assoc.

Members Absent –

Jan Polson - Cotleur&Hearing
Jon Schmidt – Jon Schmidt & Assoc.
Jenifer Morton - CGBA
Bill Whiteford – Team Plan Inc.
Jeff Brophy – LDS
Collene Walter – UDKS
Kevin McGinley – Land Research Mgmt.

Interested parties –

Pat Lenti
Caroline Villanueva

Zoning/Planning -

Jon MacGillis, Zoning Director
Maryann Kwok, Chief Planner, Zoning Division
Wendy Hernandez, Zoning Manager – Community Development Section (CD)
William Cross, Principal Site Planner, Code Revision Section
Carrie Rechenmacher, Senior Site Planner, CD Section
Carol Glasser, Site Planner II, CD Section
Autumn Sorrow, Senior Site Planner, CD Section
Patricia Rice, Senior Secretary, Administrative Section
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section
Lauren Dennis, Site Planner I, Administrative Review/Public Information Section
Donna Adelsperger, Site Planner I, CD Section

Joyce Lawrence, Site Planner II, CD Section
Inna Stafeychuk - Zoning Technician, Administrative Section
Melissa Matos, Site Plan Technician, Administrative Section
Bryan Davis, Principal Planner -Planning
Joanne Keller , Land Development Director - Engineering

A. REVIEW OF THE NOVEMBER 30, 2012 MINUTES – (EXHIBIT A)

Scott Mosolf asked if anyone had any amendments on the November 30, 2012 Minutes. There were no comments/changes to the minutes. Minutes were adopted as presented.

B. UPDATE DROOC 2013 TASKS & NEW ADDITIONS – (EXHIBIT B) - WENDY

Wendy Hernandez went over the most recent 2013 DRAC Tasks and provided an update on each.

1. **Concurrency Fee-School Board** - Wendy said she was in contact with Kevin with the School Board and is waiting for a final decision from them once a board decision is made. Will keep everyone posted on updates in future. Kevin is with the Planning Division. He is coordinating the interlocal agreement revisions with the County and School Board.
2. **Conditions of Approval** - (Discussed under H. below)
3. **Information on the Master Plan** - (Discussed under D. below)
4. **Letter to Palm Tran** - The letter to Palm Tran was sent. Task is completed.
Gladys said that Palm Tran never resolves comments; agents have to call and ask to resolve comments. Task should be left open for the follow up.
Bradley Miller suggested to add new agenda item since Fire does not provide comments in a timely manner. He suggested inviting Palm Tran and Fire supervisors to meetings.
Agents also mentioned that fire requirements/comments are not consistent with other agencies requirements. For example fire requires smaller roundabouts and wider driveways. Wendy agreed to leave the task open and follow up with Fire and Palm Tran.
5. **DROOC Name Changes-Suggestions** - New name was approved as Development Review Advisory Committee. (DRAC)

C. FEE CHANGES – MARYANN/ALAN

1. **2013 CPI Fee Increase by 1.7%** -Maryann Kwok: New fees are in effect on March 1st, 2013. Fees were increased by 1.7% according to Consumer Price index.
2. **Revised and New Fees - Administrative Review and CLFs** - Jan Rodriguez: New process for CLF Type I. New fee is not established yet. Staff performed analysis of the number of staff hours spent on applications to justify the fee.
Maryann Kwok said that the ULDC possibly will be amended to change the threshold for Agency Review and Full DRO review processes.
Wendy Hernandez said that AR/PI doesn't charge for resubmittals. Current resubmittal fee would exceed Agency Review fee.

D. TECHNICAL MANUAL INPUT FROM DROOC - MARYANN

Maryann Kwok updated the committee on a staff meeting that was held on February 7, 2013. Staff agrees too many repeating code details are shown on the regulating plan. Maryann suggested agents to email comments on Title 2. Staff will consolidate staff comments and then send draft to Agents to add their comments so all identified issues can be addressed comprehensively.

E. SITE PLANS ON THE WEB UPDATE - WENDY

Placing plans on the web should be done within two weeks after the DRO. There was a back log in this process. Zoning is up to date by January DRO meeting. Backup staff will be trained to place plans on the web in case staff are sick or absent.

Jan said that AR/PI uploads amended plans weekly. Gladys suggested having a backup plan for uploading plans. Jon asked agents to bring to his attention if staff is late.

F. ULDC AMENDMENT UPDATES-BILL

1. **Round 2013-01 Initiation memo** - Bill stated staff is working for a Memo to BCC for Feb Zoning BCC Agenda. The memo will outline the 2013-01 Round of Amendments and Priorities, most of the changes are by Jon . Will seek BCC input on the list of amendments.
2. **Use regulation project** - Use regulation project is a priority. 4-5 interested parties showed up at January meeting. Bill emphasized importance of input from agencies. Bill stated that Chris Barry provided a List of Contacts that we should add to our Interested Party List. Bill also said staff is working on other ways to keep Industry current on the status of the projects: Web Page, Newsletter, Channel 20 Segment, Channel 20 Bulletin Board, and Monthly Information Meeting with staff any interested party
3. **Private ULDC amendments** - One private ULDC amendment on electrified fences was initiated in 2012. There are three new amendments: Type I Kennels, Free Standing ATMs and Commercial Parking Lots adjacent to residential

Bradley Miller asked how long does it take to go to the Board? Bill Cross gave overview on Phase I and Phase II process with reference to 2013 calendar.

G. ULDC STREET TREE SUBCOMMITTEE UPDATE-BPN

1. **Street Trees** - Jon said the ULDC Landscape Subcommittee Meeting met in early December to discuss the first topic of discussion Street Trees. The Street Tree issues came about as a result of Engineering asking for assistance from PZB on how to keep cost down for County on public streets where trees are damaging the infrastructure. Engineering staff were asking for direction if the trees that are removed as part of addressing damaged infrastructure had to be replaced. Staff informally met with Commissioners in November 2012 and consensus was they wanted trees replaces if removed. The Subcommittee will make recommendations that staff will forward to County Administration on how to ensure trees are installed per engineering established standards and there are funds available to replaces trees that are removed because they damaged the infrastructure.
2. **Landscape Subcommittee** - Gladys asked for clarification on trees required in ROW buffer adjacent to spine road. She suggested adding this to LSP subcommittee agenda. Staff agreed to add this and will relay this to Barbara P.Nau who is staff person for that Committee.

H. ZONING AGENCY REVIEW- UPDATE ON SCHEDULE CHANGE- ALAN

1. **Revisions to the DRO Thresholds for CD and AR/PI Sections**
2. **Review Time** - Jan Rodriguez provided update on this topic. She said the review time starts on intake date unless fee is received later, which she stated should not be happening, pay when you submit. AR/PI doesn't distribute to agencies unless fees are paid. Wendy said that same process with CD section.

I. UPDATE ON CONDITION MONITORING-JON

Jon gave an update on conditions of approval new ePZB screen that PZB, Engineering and ISS staff is working on. Zoning has provided ISS comments the prototype screen. The implementation of changes to the Condition Monitoring will be in 3 phases. First the new screen to ensure no duplicates of conditions and easy of copying for DOA. Secondly, modification of conditions, and thirdly training for agencies to close out staff as they are completed. ISS staff has 3 months to finalize the screen so at our next DRAC Meeting staff will provide updates on status of condition monitor and any impact on applicants.

J. OPEN DISCUSSION-TOPICS FOR NEXT MEETING MAY 10, 2013

1. Reminder that Agents need to bring in traffic counts to determine fees
2. PCN numbers submitted need to be double checked by agents
3. Pat Lenti asked when the next meeting on ULDC Use Project would take place. Bill Cross said Monica will post schedule on Web Page and ask to be added our Interested Party Distribution List for email notices. Jon said Zoning will be issuing a ULDC Monthly Newsletter and the first edition will be coming out within a week. . Everything regarding the ULDC Use Project is posted on Web: such as minutes, drafts of amendments, meetings, hearing, etc.
4. February 26, 2013 there will be a BCC workshop about Six Pillars. Planning and Zoning subgroup is presenting white paper. Which we learned since the DROC Feb Meeting is to be rescheduled to a future date which staff has not finalized yet.

K. ADJOURNMENT

The meeting adjourned at 2:50 PM.

Next meeting is May 10, 2013.

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
EAC Application and Fees	Application Process and Fees	Wendy	Closed			1/29/2011
Abadoment Procoss	Address how to abandon an applicaton. Draft new PPM and went over with DROOC	Jon	Closed			3/1/2011
General Application	Remove Community Groups	Wendy	Closed			3/15/2011
Status of Green Task Team	Status of ULDC Task Team	Bill	Closed			2/1/2012
Insufficiency Check List	Review consistent application	Wendy/Jeff Brophy	Closed		Jeff Brophy	2/1/2012
DROE Application requirements	Some staff are requesting justification for DRO application when it is off the board.	Wendy/Chris Barry	Closed		Chris Barry	2/1/2012
Calendar- Variance Deadlines	Resubmittal Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Closed	5/11/2012	Colleen Walters	Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013.Effective 1/1/2013
Resubmittal Fees-ERM and Palm Tr	Fees are being charged when they aren't affected by the changes	Wendy	Closed	5/11/2012	Colleen Walters	8/24/2012 Memo from Zoning to ERM and PTran.
Concurrency Fee- School Board	Fees are being charged when they aren't affected by the changes- ie CLF or Age Restricted Community	Wendy	Pending	5/11/2012	Kevin Ratteree	11/5/2012 Need status from Planning
Conditions of Approval Completed	Conditions of Approval are remaining open and causing issues at time of Building Permit	Jon/Wendy	Pending	5/11/2012	Colleen Walters	Staff will manually update; Pending task for ePZB and ISS

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Information on a Master Plan	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Pending	5/11/2012	Gladys	
Palm Tran and Fire	Palm Tran not signing off on DRO in ePZB.	Jon/Jeff Brophy	Pending	8/24/2012	Jan Polson	Letter was sent to Palm Tran by Jeff Brophy on behalf of the DRAC: 2/8/2013 This items will remain open to monitor issues from Palm Tran. Agents asked that Fire be added to the list. As they have issues with the timing of their review.
Time frames for DRO-Agency	Review time is too long for certain agencies. Can we establish ULDC time frames?	Alan/Jon	Pending	8/24/2012	Colleen Walters	Remain open. Staff is finalizing PPM regarding what is considered a ZAR versus full DRO

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Roundabout requirement	Clearance requiriement for Land Development differs from Fire	Joanne K	Pending	3/6/2013	Gladys	<p>From: Joanne Keller M. Sent: Wednesday, March 06, 2013 11:12 AM To: Gladys Digirolamo; Bradley Miller Cc: Wendy Hernandez N.; Maryann Kwok; Pedro Segovia Subject: FW: Roundabout Design</p> <p>At the last DRAC meeting, an issue concerning a conflict between PBC Engineering and FRD roundabout design requirements was brought up for discussion. After the meeting, Engineering staff coordinated with FRD staff and it was agreed that a change would be made to the central median curbing to satisfy both department's requirements.</p> <p>For your information, attached is the new requirement to use FDOT's Type RA curb for the median in roundabouts.</p> <p>I trust this will resolve the issue from DRAC.</p>
Street Tree	Spacing of trees	Joanne/Jon Barbara P	Pending	3/19/2013		
Consent Forms	Agents not providing new forms after a year	Susan Taylor	Pending	3/8/2013		
Resubmittals following DRO	Too many additional submittals	Wendy	Pending	3/13/2013		

Complete

Pending