



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
FRIDAY, FEBRUARY 7, 2014, 2:00 PM-4:00 PM  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

**AGENDA**

- A. REVIEW OF THE OCTOBER 22, 2013 MINUTES - (ATTACHMENT 1)**
  
- B. ULDC UPDATES – BILL**
  - 1. ROUND 2013-02 ADOPTION**
  - 2. ROUND 2014-01 KEY TOPICS**
  - 3. 2013-2014 ULDC USE PROJECT UPDATE**
  - 4. ART. 2, DEVELOPMENT REVIEW PROCEDURES – DRAC FEEDBACK**
  
- C. REVIEW DRAC OPEN TASK- (ATTACHMENT 2) - WENDY**
  
- D. APPLICATION/INSUFFICIENCY REVISED CHECKLIST 1-29-14 - (ATTACHMENT 3) - WENDY/CARRIE**
  
- E. SUBMITTAL REQUIREMENTS FOR PUBLIC HEARING/DRO - IS SUBMITTAL REQUIREMENT "COVER SHEET" CURRENT? - (ATTACHMENT 4) -COLLENE WALTER**
  
- F. OFF THE BOARD SUBMITTALS DROE AND INITIAL ARCHITECTURE REVIEW – (ATTACHMENT 5) – PAT LENTINI**
  
- G. MODIFICATIONS TO EXISTING DEVELOPMENTS WITHOUT EXTENSIVE REVISIONS TO MASTER/SITE PLANS- (ATTACHMENT 6) - BRADLEY MILLER**
  
- H. TECHNICAL MANUAL - TITLE 2 STATUS TO ONGOING MEETING WITH AGENTS AND UPDATE TO MANUAL - MARYANN**
  
- I. JANUARY 30, 2014 BCC APPROVES NEW DRO AGENCY FEES - (ATTACHMENT 7) - JON**
  
- J. DRAC SUBCOMMITTEE CONTACT LIST (ATTACHMENT 8)**
  
- K. ADJOURNMENT**



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, OCTOBER 22, 2013 SUBCOMMITTEE MEETING  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)  
Time: 2:30 pm to 4:00 pm**

**PREPARED BY ZONING DIVISION STAFF**

**1. CALL TO ORDER.**

Chairman Scott Mosolf called the meeting to order at 2.35 pm.

**Members Present –**

Scott Mosolf – UDKS – Chair  
Gladys DiGirolamo – GL Homes - Vice Chair  
Collene Walter - UDKS  
Kevin McGinley - Land Research Management  
Jeff Brophy - Land Design South

**Members Absent –**

Bradley Miller - Miller Planning  
Chris Barry - UDKS  
Bill Whiteford - Team Plan  
Jon Schmidt - Jon Schmidt & Associates  
Jan Polson - Cotleur & Hearing

**Interested Parties –**

Pat Lentini - 2GHO  
Gary Brandenburg - B&A  
Ann Perry - Lake Worth Drainage District  
Nicole Smith - Lake Worth Drainage District

**Zoning/ Engineering -**

Jon MacGillis, Zoning Director  
Maryann Kwok, Chief Planner, Zoning Division  
Wendy Hernandez, Zoning Manager – Community Development Section (CD)  
Alan Seaman, Principal Site Planner, Zoning Division  
Barbara Pinkston, Principal Site Planner, Zoning Division  
William Cross, Principal Site Planner, Zoning Division  
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, Administration Section  
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section  
Donna Adelsperger, Site Planner I, CD Section  
Roger Ramdeen, Site Planner II, CD Section  
David G. McGuire, Site Planner II, CD Section  
Inna Stafeychuk, Site Planner I, Administration Section  
David Nearing, Site Planner I, Code Revision Section  
Monica Cantor - Senior Site Planner, Code Revision Section  
Scott Rodriguez - Site Planner II, Code Revision Section  
Lauren Dennis, Site Planner II, Code Revision Section  
Joanne M Keller, Land Development Director

## A. INTRODUCTIONS

## B. REVIEW OF THE AUGUST 23, 2013 MINUTES – (ATTACHMENT 1)

Scott Mosolf asked if anyone had any amendments on the August 23, 2013 Minutes. There were no comments/changes to the minutes. Minutes were adopted as presented. Staff will publish the adopted version to the Zoning DRAC Web Page.

## C. USE REGULATIONS PROJECT UPDATE - BILL

- **Overview of Industrial Use Amendments (Attachment 2, Exhibit A)**
- **Article 5, Supplementary Standards (Attachment 2, Exhibit B)**

Bill Cross noted that all DRAC members are on the Use Regulations Project distribution list and confirmed that everyone in attendance had been receiving and reviewing the monthly newsletters. He advised that the amendments for Industrial Uses have been reviewed by the Subcommittee and are scheduled for tomorrow's LDRAB meeting. He pointed out that there is one consolidated Use Matrix and that this should be referenced as staff presents an overview of amendments for each individual Industrial Use, after which staff would answer questions. Code Revision staff then presented an overview of amendments to Industrial Uses and related provisions in Art. 5.B, Supplementary Standards. Monica Cantor clarified that any provisions relocated from Art. 4 into Art. 5. would allow for option of applying for Variance Relief if warranted.

Discussion:

**Gary Brandenburg** inquired if Variances would be allowed for Use Regulations, staff clarified no, only for any standards relocated to Art. 5. He also spoke on behalf of residents who live next to the North County Airport. He expressed concern that almost every use is permitted in PO Zoning District in the Airport Overlay Zone. He said that uses permitted as DRO Approval such as rock crushing, recycling stations and other heavy industrial uses will not require Public Hearing process and residents have no opportunity to oppose any of such uses.

**Bill Cross** explained that the Board reviews and approves all Airport Master Plans. Per the Department of Airports, this is the forum where the public has an opportunity to comment. Bill asked how Mr. Brandenburg would like to voice his concerns further. He also clarified that not all Industrial Uses are permitted within the AZO's, emphasizing that Heavy Industry was not permitted whether an airport or non-airport related use. Monica Cantor clarified that under current Code the Overlay provisions prevail.

**Colleen Walter** asked what uses are next.

**Jon** explained that next will be Recreational Uses.

**Monica Cantor** invited all interested parties to next October 31, 2013 meeting to discuss residential uses ad currently contained in the Code and enquire if additional housing types need to be included.

Mr. Cross again confirmed that members had received e-mail notification of the upcoming Residential Uses Kick Off meeting. He advised that the meeting would focus on any issues related to the Use Regulations Project, such as definitions, districts allowed and approval processes, and supplemental use standards.

Mr. MacGillis clarified that staff had consulted with Verdenia Baker, Deputy County Administrator and Rebecca Caldwell, PZB Director, and that staff would hear feedback on other residential related issues but the main focus of the meeting is related to Residential Uses. If warranted, a separate process might be established to look at issues that don't fit within the Use Regulations Project.

## D. ULDC AMENDMENT ROUND 2013-02 - BILL/ALAN/WENDY

- **(DRO Administrative Agency Review (Attachment 3, Exhibit C))**

Alan and Lauren explained the proposed ULDC code amendment related to the DRO Agency Review as found in Attachment 3. Lauren reviewed each of the proposed amendments and asked

if there was any input. Also, Alan reviewed the proposed increase in fees for this process. Member's voice concern with the ULDC amendment provisions related to how much square footage can be added or relocated on the approved site plan. They asked why did staff propose a 3% or 2, 500 square foot increase to building square footage limitation. Alan explained that the intent of the DRO Agency Review was to assist the public/contractors with minor site plan changes; however, over time more complex requests are coming to Administrative Review Staff through the Agency Review. This is slowing down the process since many of the DRO Agencies assign priority to the full DRO review. This amendment is staff's attempt to find a balance between the need for industry to be able to amend plans in a timely manner and Agency staff not being overloaded with these amendments that they cannot review them in a timely manner. Staff will look at removing the 3% cap on this provision. With respect to the maximum relocation of square footage up to a maximum of 15% staff concluded that Full DRO can approve a maximum of 25% therefore the 15% was to find a balance once between the two processes. Staff did research the approvals in 2013 and concluded that the majority of applicants taking advantage of the relocation provision were within the 15% range.

There was discussion on the proposed amendment fee for this process. Currently, staff only charges a flat fee and no Resubmittals fees. Staff once again is trying to balance the fee to address the staff time involved to the request. The proposed amended fee would charge a flat fee for the request that would include 5 amendments, with 50 dollars for each additional request. The first 2 Resubmittals would be included in the original flat fee with a charge for more than 3 Resubmittals. The Members stated they would rather a higher fee upfront then trying to figure out what constitute an "amendment". There was discussion between Members and Alan on how he determined what an amendment was so they were clear how he would calculate the proposed fee. After a lengthy discussion it seems the consensus from members was an increase in the flat fee.

After the DRAC Meeting Alan sent an email to Members that included the proposed amendment, the proposed fee and the current PPM on what is exempt from the DRO Agency Review. He asked for input on the documents so staff can finalize the code amendment and new fee resolution.

#### **E. REVIEW DRAC OPEN TASK - WENDY (ATTACHMENT 4)**

Wendy reviewed the open tasks on Attachment 4.

- The fee being charged for Concurrency for School Board is still pending. She spoke with Planning staff and they said no change in status of the inquiry.
- Conditions-Zoning and ITS have been working on enhancements to the ePZB Conditions screens. We are almost finished our review of the changes and hope to launch the new screens later this year. DRO Agencies will need to be trained on the new features in November. Also, tied to this task is training for all Agency staff on when to close out conditions as being satisfied during the various stages of the review process.
- Information on Master Plan-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.
- Timeframes for DRO Agency Review-Staff discussed this topic at today's meeting. Alan is recommending amendments to the DRO Agency review process in order to ensure staff can process the amendments being requested in a timely manner. Staff reviewed those amendments with DRAC and followed up after the meeting by sending everyone a copy of the amendments, the current PPM on amendments not subject to DRO Agency Review etc and asked for input so the amendment can proceed to the November LDRAB Meeting.

#### **F. REQUEST BY DODI GLAS-CAN PAT LENTINI BECOME A FULL MEMBER OF DRAC?**

Members voted unanimously for Pat Lentini to become a full member of DRAC.

**G. DISCUSS RESIDENTIAL PLANS COMING OFF BOARD AND THE REQUIREMENT FOR RECREATION PODS TO HAVE THEIR OWN SITE PLANS. – JEFF BROPHY**

Residential Site Plans off the BCC approval with Master Plans-

Jeff explained his issue with not being able to get Site Plans associated with a off the Board Master Plan approved at the same DRO Meeting. Jeff said Agencies are reviewing the Site Plan as part of the Public Hearing process and does not clearly understand why staff cannot do the Master and Site Plans at same meeting Wendy explained the BCC is only approving the Master Plan and staff is not reviewing the site plans as part of the Public Hearing process. The Master Plan off the Board must be approved at one meeting and the next DRO meeting the corresponding Site Plans can be approved. Wendy said the Master and Site Plans can be submitted to DRO at the same DRO Intake but cannot be approved at same DRO Meeting.

Requirement of Site/Subdivision Plan for Recreation Parcel Land Design South had sent several requests to the Zoning Division asking for clarification on the process to ensure consistency among staff. Sometimes a separate site plan is required for the Recreation Parcel and other times staff allows them to show it on the Regulation Plan. Maryann Kwok indicated that the current Unified Land Development Code (Article 2) does not require a Site or Subdivision Plan to be approved by the BCC; the BCC only approved the Master Plan for a rezoning of a property to a Planned Unit Development (PUD). To show exemplary standards, an applicant may utilize the Regulating Plans. The applicant may choose to reflect those exemplary standards on a Site or a Subdivision Plan, but the BCC does not approve those plans, only the Master Plan. Jeff Brophy indicated the Zoning Staff asked for those plans. Maryann will follow up with Wendy to ensure consistency in Plan requirements. Maryann further explained sometimes with the Site/Subdivision Plans will be subject to changes based on the BCC's conditions of approval, so those plans will need to be revised at Final DRO.

**H. NEXT MEETING FEBRUARY 7, 2014. MEETING AGENDA 2014 (ATTACHMENT 5)**

**I. ADJOURNMENT**

THE MEETING ADJOURNED AT 3:55 PM.

Complete		Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Concurrency Fee- School Board</b>	Fees are being charged when they aren't affected by the changes- i.e. CLF or Age Restricted Community	Wendy	Pending	5/11/2012	Kevin Ratteree	1-31-2014 Wendy spoke with Kevin in Planning a draft inter-local has been submitted to Planning for review. They will be meeting school board in ~2 weeks. They are contemplating not doing concurrency anymore, but reviewing for school requirements under Land Use and Rezoning applications. Not known at this time if fees will still be applicable, planning to follow up. After meeting in 2 weeks the document will be scheduled for presentation to School Board and BCC. 10/22/13: Wendy: The fee being charged for Concurrency for School Board is still pending. She spoke with Planning staff and they said not change in status of the inquiry. 08/13/2013 Planning still working with the School Board. Schools are preparing a draft document to present at the next IPARC. Draft to be submitted to Planning a couple weeks. 06-07-13 Wendy gave DRAC update to Committee that no changes has occurred. Spoke with School Board Planning Division still working on agreement. 11/5/2012 Need status from Planning.
<b>Calendar- Variance Deadlines</b>	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Re-open	5/11/2012	Colleen Walters	1/31/2014- to discuss again at DRAC meeting. Staff have issue with variance deadlines. Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013.Effective 1/1/2013
<b>Insufficiency Check List</b>	Review consistent application	Wendy	Re-open			1/31/2014 Request to discuss Insufficiencies at the February 2014 DRAC 2/1/2012 issue raised by Jeff Brophy Closed
<b>DROE Application -Arch Review</b>		Wendy	Pending			1/31/2014 Staff initiated discussion regarding Off-The Board reviews and new Arch review submissions. For OTB, elevations would need to have been submitted at time of public hearing.

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Information on a Master Plan</b>	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	1/29/14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 08/13/2013 task still pending; drafted modifications to the Technical Manual; 06-07-13 Wendy said she met in last month with several DRAC members to address their concerns with too much information on Master Plan. Working on draft to reflect changes agreed to and once done will send out to Committee for review. Then the Technical Manual will be update. 8/13/13 Subcommittee need to discuss Tech Manual changes. Staff to finalize the proposed changes prior to next DRAC meeting. 10/22/13: Wendy: Information on Master Plan-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.
<b>EAC Application and Fees</b>	Application Process and Fees	Wendy	Closed			1/29/2011
<b>Abandonment Process</b>	Address how to abandon an application. Draft new PPM and went over with DROOC	Jon	Closed			3/1/2011
<b>General Application</b>	Remove Community Groups	Wendy	Closed			3/15/2011
<b>Status of Green Task Team</b>	Status of ULDC Task Team	Bill	Closed			2/1/2012

Complete		Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>DROE Application requirements</b>	Some staff are requesting justification for DRO application when it is off the board.	Wendy/Chris Barry	Closed		Chris Barry	2/1/2012
<b>Resubmitted Fees-ERM and Palm Tran</b>	Fees are being charged when they aren't affected by the changes	Wendy	Closed	5/11/2012	Colleen Walters	08/24/2012 Memo from Zoning to ERM and Tran.
<b>Conditions of Approval Completed</b>	Conditions of Approval are remaining open and causing issues at time of Building Permit	Jon/Wendy	Closed	5/11/2012	Colleen Walters	1/29/14: Updates to ePZB implemented in early January. 08/13/2013: CD Staff have tested the screens, revisions to be completed by ITS; 06-07-13 Wendy gave update to Committee that Zoning and ISS working on modifications to the ePZB conditions screens. Expect by this Fall to implement changes to help with processing and monitoring conditions Staff will manually update; Pending task for ePZB and ISS. 10/22/13: Wendy: The fee being charged for Concurrency for School Board is still pending. She spoke with Planning staff and they said not change in status of the inquiry.
<b>Palm Tran and Fire</b>	Palm Tran not signing off on DRO in ePZB.	Jon/Jeff Brophy	Closed	8/24/2012	Jan Polson	06-07-13 Closed Committee said seeing improvements 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.



Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Time frames for DRO-Agency</b>	Review time is too long for certain agencies. Can we establish ULDC time frames?	Alan/Jon	Closed	8/24/2012	Colleen Walters	1/29/14: Jon/Alan monitoring timeframes closely to ensure Agencies/Agents respond to comment/responses. Currently working on setup "responses" online for applicants. 08/13/2013 Staff preparing minor modifications to Article 2 to address Agency Reviews. Larger modification of Article 2 to be completed with the Article 4 Use changes. 06/07/2013 Staff updated Committee working on ULDC amendments for 2013-02 Round. Expect amendments to go to the November LDRAB. Staff will send DRAFT to DRAC before finalized along with new modified Fees that are being recommended. Remain open. Staff is finalizing PPM regarding what is considered a ZAR versus full DRO. 8-13-13 Staff drafting minor amendments to DRO Admin Review. Will go to next LDRAB. Will share with DRAC. 10/22/13: Wendy: Timeframes for DRO Agency Review-Staff discussed this topic at today's meeting. Alan is recommending amendments to the DRO Agency review process in order to ensure staff can process the amendments being requested in a timely manner. Staff reviewed those amendments with DRAC and followed up after the meeting by sending everyone a copy of the amendments, the current PPM on amendments not subject to DRO Agency Review etc and asked for input so the amendment can proceed to the November LDRAB Meeting.

Development Review Advisory Commisttee (DRAC)  
2014 Tasks

Complete	Pending					
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Roundabout requirement</b>	Clearance requirement for Land Development differs from Fire	Joanne K	Closed	3/6/2013	Gladys	<p>06-07-13-Closed per Committee 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>
<b>Street Tree</b>	Spacing of trees	Joanne/Jon Barbara P	Closed	3/19/2013	Barbara P.	06-07-13 Barbara P informed the Committee that there will be no ULDC amendments to Street Trees based on discussion with BCC and Subcommittee review of issues.
<b>Consent Forms</b>	Agents not providing new forms after a year	Susan Taylor	Closed	3/8/2013	Susan T.	06-07-13 Bob Banks and Susan T update Committee that they need assurance that the Owner is giving Consent for all apps as they go through process.
<b>Resubmittals following DRO</b>	Too many additional submittals	Wendy	Closed	3/13/2013	Wendy	06-7-13 Wendy monitoring Resubmittals and asked they be keep to minor fixes and not significant changes.

# APPLICATION/INSUFFICIENCY

All required application/plan documents that do not meet the minimum requirement of the Technical Manual (TM), all required application documents missing or incomplete or not correctly identified as listed in some of the examples as follows.

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## REASONS FOR INSUFFICIENCY

1. **Missing, Incomplete or Inconsistent Information: Form 1 (General Application), Form 30 (Concurrency), or Justification.** The Applicant's requests and information pertinent to the subject property (Justification Statement/General Application/Supplementary Application/Traffic/Drainage Studies/Plan(s)) are inconsistent to the extent that staff cannot proceed with review of the application.
  2. **Site Plan modifications and line weight not legible and not consistent with common drafting standards to the extent that the plan and information cannot be read or understood;**
  3. **Access to property not identified – Legal Access;**
  4. **Uses not correctly identified for process- Public Hearing vs Administrative;**
  5. **Not meeting Use Standards of Article 4 to the extent that the application cannot be reviewed;**
  6. **Shared parking must have Engineering Director sign off before submittal;**
  7. **Five or more Technical Manual insufficiencies;**
    - Missing, incomplete, forms- or forms not consistent with request or other back up material;
    - Incorrect scale;
    - Incomplete tabular and inconsistent with Site Plan Elements;
    - Inconsistent with Building Footprint and Square Feet
    - Parking calculations and square footages not accurate;
    - Wrong FLU and/or Zoning or are inconsistent;
    - Minimum Buffers width and easement overlap not Identified;
    - Surrounding Properties. FLU, Zoning (and Zoning approvals and Control Numbers), Existing uses and Structures not identified;
    - Uses and accessory uses not identified, are not correct or incomplete;
    - Survey and Site Plan or Subdivision Plan do not match;
    - In addition to Preliminary Site Plan submittal, supplementary plans such as the Master Plan, Master Sign Plan, Regulating Plan or plans as specified in the Code may be required; and,
    - Address current Conditions of Approval.
  8. **Consent and Disclosure Forms missing, incorrect or incomplete:**
- 

## CERTIFICATION ISSUES\*

1. **Consent Form (Form 3), missing or not with correct signature; Consent from all property owners of the project not provided; Property Owners Association (POA) Consent required.**
2. **Survey must be signed and sealed within a year- Survey Department may make this a Sufficiency Issue;**
3. **Survey provided is only for a portion of the site and must be for the entire site; Master/Site/Subdivision Plan vs. Survey needs to be consistent;**
4. **Traffic and Drainage Statements, Reports not signed and sealed;**
5. **Identify the variance request and location on the Plan;**
6. **Incomplete responses to the Findings, Waiver, or Variance Criteria;**
7. **Graphically show the "affected area" of new application;**
8. **Missing previous Conditions of Approval – condition status;**
9. **Applicant must clarify which review process, BCC, DRO or ARPI Amendments in process; and,**
10. **Arch elevations and plans submit for PH (to garnish BCC support); must meet Article 5.C; TDR projects – require Elevations per Article 5.G.3.**

\*Previously Identified as Insufficiency Items

## Patricia Rice

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**From:** Collene Walter [cwalter@udkstudios.com]  
**Sent:** Tuesday, January 07, 2014 1:25 PM  
**To:** Pat Lentini; Patricia Rice; Bill Whiteford (wcw@teamplaninc.com); 'Bradley Miller'; Gladys DiGirolamo (Gladys.Digirolamo@glhomes.com); Jan Polson (jpolson@coteleur-hearing.com); 'JBrophy@LandDesignSouth.com'; Jon Schmidt (Jschmidt@jesla.com); Kevin McGinley (lrmi@bellsouth.net); Scott Mosolf  
**Cc:** Jon MacGillis  
**Subject:** RE: 2-7-14 DRAC Draft Agenda

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

I plan to attend this meeting.

I would like to add a topic regarding Update on Submittal Requirements to the agenda.

UDKS was informed by PBC Zoning staff (Wanda S. and Donna A.) that we do not need to provide reduced size plans anymore with our submittals/resubmittals. Upon inquiring as to if the survey is required as it is still listed on the cover sheets, and Donna stated that that requirement has just not been removed from the checklist yet but that we did not need to submit a reduced survey either. It is my understanding that with the reports being digital there is no need for reduced copies. There may be other updates that I am not aware of.

Thank you.

Regards,

*Collene W. Walter*

Collene W. Walter, PLA  
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**From:** Pat Lentini [<mailto:Pat@2gho.com>]  
**Sent:** Tuesday, January 07, 2014 11:57 AM  
**To:** Patricia Rice; Bill Whiteford ([wcw@teamplaninc.com](mailto:wcw@teamplaninc.com)); 'Bradley Miller'; Collene Walter; Gladys DiGirolamo ([Gladys.Digirolamo@glhomes.com](mailto:Gladys.Digirolamo@glhomes.com)); Jan Polson ([jpolson@coteleur-hearing.com](mailto:jpolson@coteleur-hearing.com)); 'JBrophy@LandDesignSouth.com'; Jon Schmidt ([Jschmidt@jesla.com](mailto:Jschmidt@jesla.com)); Kevin McGinley ([lrmi@bellsouth.net](mailto:lrmi@bellsouth.net)); Scott Mosolf  
**Cc:** Jon MacGillis  
**Subject:** RE: 2-7-14 DRAC Draft Agenda

I will be attending the meeting.

I also have a topic to discuss. It is about the Off the Board submittals when you have architecture that needs to be reviewed and the timing associated with this review.

## Patricia Lentini

Senior Planner  
Office#561-575-9557  
Cell#561-348-0696  
[pat@2gho.com](mailto:pat@2gho.com)

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**From:** Patricia Rice [<mailto:PRice@pbcgov.org>]  
**Sent:** Tuesday, January 07, 2014 11:54 AM  
**To:** Bill Whiteford ([wcw@teamplaninc.com](mailto:wcw@teamplaninc.com)); 'Bradley Miller'; [cwalter@udkstudios.com](mailto:cwalter@udkstudios.com); Gladys DiGirolamo ([Gladys.DiGirolamo@glhomes.com](mailto:Gladys.DiGirolamo@glhomes.com)); Jan Polson ([jpolson@coteleur-hearing.com](mailto:jpolson@coteleur-hearing.com)); 'JBrophy@LandDesignSouth.com'; Jon Schmidt ([Jschmidt@jesla.com](mailto:Jschmidt@jesla.com)); Kevin McGinley ([lirmi@bellsouth.net](mailto:lirmi@bellsouth.net)); Pat Lentini; Scott Mosolf ([smosolf@udkstudios.com](mailto:smosolf@udkstudios.com))  
**Cc:** Jon MacGillis  
**Subject:** 2-7-14 DRAC Draft Agenda

Does anyone have any topics you would like to add to the agenda for the Feb 7th meeting? Also, Please confirm if you will be attending. Thanks,

Patricia Rice, Senior Secretary  
Palm Beach County  
PZ&B, Zoning Division  
2300 North Jog Road  
West Palm Beach FL 33411-2741  
561-233-5234 (Office)  
561-233-5165 (Fax)  
[price@pbcgov.org](mailto:price@pbcgov.org) (Email)

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Please provide us feedback on our level of service by taking our Customer Survey at:

[http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning\\_Division\\_Customer\\_Service\\_Survey](http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning_Division_Customer_Service_Survey)

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## Patricia Rice

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**From:** Pat Lentini [Pat@2gho.com]  
**Sent:** Tuesday, January 07, 2014 11:57 AM  
**To:** Patricia Rice; Bill Whiteford (wcv@teamplaninc.com); 'Bradley Miller'; cwalter@udkstudios.com; Gladys DiGirolamo (Gladys.Digirolamo@glhomes.com); Jan Polson (jpolson@coteleur-hearing.com); 'JBrophy@LandDesignSouth.com'; Jon Schmidt (Jschmidt@jesla.com); Kevin McGinley (lrmi@bellsouth.net); Scott Mosolf (smosolf@udkstudios.com)  
**Cc:** Jon MacGillis  
**Subject:** RE: 2-7-14 DRAC Draft Agenda

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

I will be attending the meeting.

I also have a topic to discuss. It is about the Off the Board submittals when you have architecture that needs to be reviewed and the timing associated with this review.

## Patricia Lentini

Senior Planner  
Office#561-575-9557  
Cell#561-348-0696  
[pat@2gho.com](mailto:pat@2gho.com)

---

**From:** Patricia Rice [<mailto:PRice@pbcgov.org>]  
**Sent:** Tuesday, January 07, 2014 11:54 AM  
**To:** Bill Whiteford ([wcv@teamplaninc.com](mailto:wcv@teamplaninc.com)); 'Bradley Miller'; [cwalter@udkstudios.com](mailto:cwalter@udkstudios.com); Gladys DiGirolamo ([Gladys.Digirolamo@glhomes.com](mailto:Gladys.Digirolamo@glhomes.com)); Jan Polson ([jpolson@coteleur-hearing.com](mailto:jpolson@coteleur-hearing.com)); 'JBrophy@LandDesignSouth.com'; Jon Schmidt ([Jschmidt@jesla.com](mailto:Jschmidt@jesla.com)); Kevin McGinley ([lrmi@bellsouth.net](mailto:lrmi@bellsouth.net)); Pat Lentini; Scott Mosolf ([smosolf@udkstudios.com](mailto:smosolf@udkstudios.com))  
**Cc:** Jon MacGillis  
**Subject:** 2-7-14 DRAC Draft Agenda

Does anyone have any topics you would like to add to the agenda for the Feb 7th meeting? Also, Please confirm if you will be attending. Thanks,

Patricia Rice, Senior Secretary  
Palm Beach County  
PZ&B, Zoning Division  
2300 North Jog Road  
West Palm Beach FL 33411-2741  
561-233-5234 (Office)  
561-233-5165 (Fax)  
[price@pbcgov.org](mailto:price@pbcgov.org) (Email)

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Please provide us feedback on our level of service by taking our Customer Survey at:  
[http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning Division Customer Service Survey](http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning%20Division%20Customer%20Service%20Survey)

## Patricia Rice

---

**From:** Bradley D. Miller [bradley@mlpc.net]  
**Sent:** Tuesday, January 07, 2014 2:08 PM  
**To:** Patricia Rice; Bill Whiteford (wcv@teamplaninc.com); cwalter@udkstudios.com; Gladys DiGirolamo (Gladys.Digirolamo@glhomes.com); Jan Polson (jpolson@coteleur-hearing.com); 'JBrophy@LandDesignSouth.com'; Jon Schmidt (Jschmidt@jesla.com); Kevin McGinley (lrmi@bellsouth.net); Patricia Lentini (Pat@landscape-architects.com); Scott Mosolf (smosolf@udkstudios.com)  
**Cc:** Jon MacGillis  
**Subject:** RE: 2-7-14 DRAC Draft Agenda

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

I plan on attending. I'd like to discuss how we might be able to have another approach to modifications to existing developments without extensive revisions to old plans that is sometimes outside of the affected area. Thanks.

Bradley Miller

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**From:** Patricia Rice [PRice@pbcgov.org]  
**Sent:** Tuesday, January 07, 2014 11:53 AM  
**To:** Bill Whiteford ([wcv@teamplaninc.com](mailto:wcv@teamplaninc.com)); Bradley D. Miller; [cwalter@udkstudios.com](mailto:cwalter@udkstudios.com); Gladys DiGirolamo ([Gladys.Digirolamo@glhomes.com](mailto:Gladys.Digirolamo@glhomes.com)); Jan Polson ([jpolson@coteleur-hearing.com](mailto:jpolson@coteleur-hearing.com)); 'JBrophy@LandDesignSouth.com'; Jon Schmidt ([Jschmidt@jesla.com](mailto:Jschmidt@jesla.com)); Kevin McGinley ([lrmi@bellsouth.net](mailto:lrmi@bellsouth.net)); Patricia Lentini ([Pat@landscape-architects.com](mailto:Pat@landscape-architects.com)); Scott Mosolf ([smosolf@udkstudios.com](mailto:smosolf@udkstudios.com))  
**Cc:** Jon MacGillis  
**Subject:** 2-7-14 DRAC Draft Agenda

Does anyone have any topics you would like to add to the agenda for the Feb 7th meeting? Also, Please confirm if you will be attending. Thanks,

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PZ&B, Zoning Division  
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West Palm Beach FL 33411-2741  
561-233-5234 (Office)  
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[price@pbcgov.org](mailto:price@pbcgov.org)<<mailto:price@pbcgov.org>> (Email)

<http://www.pbcgov.com/pzb/Zoning/index.htm>

Please provide us feedback on our level of service by taking our Customer Survey at:  
<http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning> Division Customer Service Survey<<http://www.pbcgov.org/SurveySystem/Divisions/PZBAdmin/SurveyAttempt.asp?hdnSurveySeq=686&hdnSurveyName=Zoning%20Division%20Customer%20Service%20Survey>>

**Zoning Division Proposed Fee Schedule  
New Fees**

Description	2013 Proposed New Fee
<b>Development Review Officer Expedited Administrative Modification(s) - Zoning Review &amp; Zoning Agency Review (Administrative Review/Public Information Section)</b>	
Expedited Administrative Modification (ZZR) > 5 Modification Requests Per Application	\$285.00
Expedited Administrative Modification (ZAR) > 5 Modification Requests Per Application	\$486.00
Expedited Administrative Modification Re-submittal > 2 Re-submittals Requests	\$50 Each



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Revised 01-24-2014

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