



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
FRIDAY, NOVEMBER 13, 2015 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**

- 1) **REVIEW OF THE AUGUST 21, 2015 MINUTES - (ATTACHMENT 1) - GLADYS**
- 2) **REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 2) – WENDY**
- 3) **ULDC UPDATES – BILL**
  - a. **Art. 2.D.1.G, Modifications to Prior Development Orders (Attachment 3)**
- 4) **TOPICS FOR NOVEMBER 12, 2015**
  - **GENERAL APPLICATION- BRADLEY**
  - **JUSTIFICATION STATEMENT STANDARDS- KEVIN M**
  - **NON-CONFORMITIES- JON S**
  - **TECHNICAL MANUAL TITLE 5 PRESERVATION OF TREES- MARYANN**
- 5) **DRAFT DRAC CALENDAR FOR 2016 (ATTACHMENT 4)- GLADYS**
- 6) **TOPICS FOR NEXT MEETING FEBRUARY, 2016**
- 7) **ADJOURNMENT**



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, AUGUST 21, 2015 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: 2:00 pm to 4:00 pm**

**PREPARED BY ZONING DIVISION STAFF**

**CALL TO ORDER**

Chair Gladys DiGirolamo called the meeting to order at 2:04 pm.

**MEMBERS PRESENT –**

Gladys DiGirolamo – GL Homes - Chair  
Pat Lentini – GHO - Vice Chair  
Bradley Miller - Miller Land Planning  
Jeff Brophy - The Wantman Group  
Collene Walter - UDKS  
Scott Mosolf – UDKS  
Jon Schmidt-Jon Schmidt & Associates  
Kevin McGinley-Land Research Management, Inc

**INTERESTED PARTIES –**

Lauren McClellan-Morton Planning, Landscape Architecture

**ZONING/ENGINEERING/PLANNING -**

Jon MacGillis - Zoning Director  
Maryann Kwok – Deputy Zoning Director  
Wendy Hernandez - Zoning Manager, Community Development Section (CD)  
William Cross - Principal Site Planner, Code Revision Section  
Joyce Lawrence - Site Planner II, CD Section  
Roger Ramdeen - Sr. Site Planner II, CD Section  
Donna Adelsperger - Site Planner I, CD Section  
Carlos Torres A - Site Planner II, CD Section  
Carolina Valera - Site Planner II, AR/PI Section  
Adam Mendenhall - Site Planner I, AR/PI Section  
Dan Greenberg - Site Planner I, AR/PI Section  
Joanne Keller - Director Land Development  
Scott Cantor - Professional Engineer, Land Development  
Patricia Rice – Senior Secretary, Administration Section

**1) REVIEW OF THE MAY 29, 2015 MINUTES - (ATTACHMENT 1) – WENDY**

Chair asked if anyone had any changes to the minutes. There were no changes and minutes were approved.

**2) REVIEW OF THE JULY 17, 2015 SPECIAL DRAC MEETING MINUTES - (ATTACHMENT 2) – ALAN**

Chair asked if anyone had any changes to the minutes. There were no changes and minutes were approved.

**3) ePZB ONLINE DRO AGENCY & ZONING REVIEW-SCREEN SHOTS FOR PROTOTYPE - (ATTACHMENT 3) - LOIS/SANJEEV**

Jon gave an overview of the new online application screens in ePZB/eZINFO being created for the DRO Administrative Review process. He said it will look similar to the current Administrative variance online screens. It was further explained that after a meeting last week with Zoning and ITS staff additional enhancements were identified that will not be reflected in the demo today. ISS is still reviewing the requests to see if they can be incorporated into the final programming. Sanjeev Gandhi with ISS did a presentation on the proposed screens and responded to questions from the DRAC members. Jon explained that ISS is still in the programming stage, so releasing this to the public is currently targeted for sometime in December 2015.

**4) REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 4) – WENDY**

Wendy provided an update on the five tasks on the Task List

- SUBDIVISION PLAN SUBMITTED WITH FINAL SUBDIVISION PLAN FOR NON-RESIDENTIAL-GL application for testing this process was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the Type 3 concurrent review process.
- Relocation of Bldg sq. ft. and Increase in Bldg sq. ft. – Amendment will be ULDC Round 2015-02-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Collene asked for a copy of the DRAFT code language before it went to LDRAB and Bill said he would send it to DRAC Members.
- Demo for DRO Online Submittal-Demo was done on new ePZB/eZINFO screens at this DRAC Meeting
- Review DRO Administrative Review what goes to Zoning vs. Agencies-a Special Meeting was held in July 17, 2015, with several DRAC Members and Zoning staff. Alan's staff did a presentation on the process and what key issues delay processing of applications
- DRO Concurrent Review Process Type II and Type III-Maryann, Wendy and Joanne have been meeting with certain DRAC members to review the existing process and update the internal PPM on this topic.

**5) PLANNING UPDATE ON LAND USE ROUND - LISA**

Lisa Amara, Senior Planner in the Planning Division explained that the Planning Division is now doing Round based on a,b,c, and d. The Planning Web Page has been updated to make it easier to find documents related to the Web and Comp Plan updates. She began her presentation on the Residential Amendment by stating it was transmitted on July 30, 2015. Her PowerPoint presentation focused on what changes are proposed in the Urban/Suburban area. For more details the PowerPoint presentation is on the Planning Web Page.

**6) TASK TEAM TO DESIGN GUIDELINES – DRAFT AGENDA FOR 1<sup>ST</sup> MEETING – JON**

Jon explained the Design Standards first meeting scheduled for this week had to be rescheduled to September 15, 2015 at 11:00 to 12:00. An updated appointment will be sent to the DRAC Members who are participating on the Task Team.

**7) CD PROCESS/ISSUES – WENDY  
VARIANCE STAFF REPORT  
DRO MEETING  
APPLICATION CHANGES**

Wendy provided an update on the topics above.

**Variance Staff Report**-reformatting the Report to make it more in line with the other Public Hearing Staff Reports.

**DRO Meeting**-Wendy explained that she is looking for input from DRAC Members on whether or not applicants have to attend the DRO Meeting to simply say they are not ready to be certified or will be resubmitting. Lot of time that could be better used if not sitting in DRO for the applicant to simply state their name for record and tell DRO they are not ready to be certified. DRAC members seem to agree with Wendy. Kevin stated he knows he has to be on DRO Agenda, but typically does not attend meeting.

**General Application**-Bradley asked for this to be on the Agenda for discussion but was not present at this meeting so this item was not discussed.

**8) ULDC UPDATES – BILL**

- **Round 2015-01 Adoption and Upcoming Training**
- **Round 2015-02-including:**
  - DRO authority for transferring square footage & Rec Pod not having DRO limitation on square footage
  - Electronic Message Signs
- **October 26, 2015 BCC – AGR Contiguity**
- **Indian Trail Groves PUD – Dates Pending**
- **Planning Division provide Update on 2015 and 2016 Rounds-(Attachment 5)**

Bill Cross provided an overview on the 2015-01 Round that is on the BCC August 27 Agenda for final adoption. He also went over the 2015-02 Initiation Round that will be on the BCC Agenda July 27, 2015 (to be postponed by staff until September BCC Hearing. Staff is also working on the Private Initiated Amendment for Indian Trail Groves.

Lisa Amara did her presentation under 5 above.

**9) Requests from DRAC Members**

- **General Application**-clarification of requested information-Bradley  
Did not discuss since Bradley Miller was not present and did not send specific questions for staff to respond regarding the revised General Application.
- **Loading zones**-revisions of code language regarding screening of loading zones-Bradley  
Staff is currently making changes to the draft code language that is in the 2015-01 Round. Changes to the requirements will be on the Add/Delete Agenda.
- **Planning Condition of Approval for Workforce Housing** to provide recording information of the approved Site Plan-Colleene  
Bryan responded to Colleen's question if there is another way to accomplish Planning requirement to have recording information on WFH on the approved Site Plan. Bryan said he would look into this request with Susan G.
- **Justification Statement requirements**-Kevin  
**Kevin asked if there was a** standard response staff is looking for in the Justification Statement. Maryann responded that there is not a standard format. Staff will look into creating key points that should be addressed in the

Justification Statement

- **Planning update DRAC on 2015-16 Round**-Gladys and Pat-discussed under #5  
Discussed under number 5 above.
- **Naming Conventions**-any issues-Jon  
Gladys said she found the name for the Plans a bit long and hard to remember but getting use to it. No other Member had any comments on naming conventions.
- **Existing non-conformities and chart on site plan to memorialize vesting** - Jon S  
Jon expressed concerns with having to show vested information on plan, he asked why this is needed. Staff explained to ensure it is addressed one time and in the future it will not be an issue when project comes back in. Several DRAC Members said non-conformities is a big issue they would like staff to address in the code, especially setbacks, etc. Staff said they would put this topic on the next Agenda.

**10) Request for Lauren McClellan to become a Full DRAC Member (Attachment 6)**

- DRAC members voted Lauren as a new DRAC Member

**11) TOPICS FOR NEXT MEETING NOVEMBER 13, 2015**

- **Justification Statement**-Review StandardsNon-conformities-discuss options for possible future code amendment
- **Non-conformities**-discuss possible Code amendment

**L. ADJOURNMENT**

Meeting adjourned at 4:01 pm.

**Development Review Advisory Committee (DRAC)  
2015 Tasks**

		Complete	Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Calendar- Variance Deadlines</b>	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	11-14-14 CLOSED Discussed with DRAC-2015 Calendar out and Wendy said implemented changes. 10-21-14 Dates reflected on 2015 Calendar. Discussed at August DRAC Meeting. 8-12-14 Wendy to discuss with DRAB on 8-15-14 some suggested changes to Type II Standalone Variances. 5-5-14 No changes - staff has not had time to discuss internally. 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>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	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will address thi matter. 10-31-14 Title 2 of Tech Manual has been modified to remov information we no longer require on the Master Plan. Hopefully, this will address this task. Updated Tech Manual tentatively scheduled for publishing Dec 2014. -12-14 Wendy and Maryann reviewed all the requests from Agents with regards to amount of detail being shown on Master Plan. Met with Joanne Keller and are recommending changes to Tech Manual to clarify what needs to be on Master Plan. Will review at the 8-15-14 DRAC Meeting 5-8-14 This is on hold until CD Staff is able to hire additional staff to complete task. 1-29-14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 8-13-13: 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>Architecture Review</b>	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Closed	5/9/2014	Scott Mosolf	11-14-14 CLOSED-Monica gave overview of proposed 2014-02 ULDC code amendment going for adoption Jan 2015. 10-31-14 Arch Subcommittee convened and made recommendations for Code Amendment. ZC will review draft code language at Nov ZC Hearing. DRAC to review amendments at Nov 14 Meeting. LDRAB to review changes at Nov 12 Meeting. 8-12-14 BCC directed staff to convene a LDRAB Subcommittee to review the Arch Guidelines for submittal requirements. The first meeting of Subcommittee is September 10, 2014 from 1:30 to 3:00 at Vista Center

Complete		Pending					
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
<b>Regulating Plan and Tech Manual Updates</b>	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Closed	5/9/2014	Bradley Miller	11-14-14 CLOSED-Reviewed changes to Tech Manual and agreed this task has been addressed. Reviewd Tech Manual to be published Dec 2014. 10-31-14 Staff made significant changes to Title 2 to address this topic. Staff will review the changes at the Nov 14 DRAC Meeting for final input 8-12-14 At the DRAC Meeting on 8-15-14 Wendy will address the proposed changes staff are working on.	
<b>Subdivision Plan</b>	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Closed	5/9/2014	Gladys DiGirolamo	11-14-14 CLOSED-Testing this new process and agreed to implement January 2014. 10-31-14 Wendy and Joanne to give update on TEST application they have been processing. 8-12-14 Jon met with Gladys to discuss her inquiry in more detail. We agreed that we could test a project with Zoning and Land Development to see if this could work. If we have no issues we can report back on possible implementation data	
<b>ePZB Project History Screen</b>	8-15-14 DRAC requested access to ePZB Project Hsitory Screen	Jon	Closed	2/15/2015	DRAC	06-20-15 CLOSED-Implement and released to Public 05-28-15 Implemented in Winter 2015 to public. Still working on other enhancements but that will be finalized till late 2015. 11-14-14 ISS gave DRAC a demo on new screen. DRAC did not suggest any changes. Screen needs to be signed off by PZB Management in Nov 2014 then ISS will finalize the screens. Expected Jan 2014 release to public. 10-31-14 ISS will give a demo on new screen they created under eZINFO for the public to view historical information for current and historical applications. DRAC will be provided opportunity to see screens and give input before moved to production. 8-21-14 ISS yes it can be done but would require programming and a priority. We can dicuss at a future Zoning ePZB Meeting. 8-15-14 Can public access eP"ZB Project History on applications?	
<b>Subdivision Plan submitted with final Sudivision Plan for non-residential</b>	11-14-14 Request to process Plat and Final Subdivision Plan concurrent.	Joanne K and Jon MacGillis	Closed	Processing	Jeff B	11-12-2015- CLOSED- This allows an Applicant to submit the subdivision plans at same time as off the board Master Plan, but follows the regular DRO time schedule. 8-13-15 Project was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the type 3 concurrent review process. 5-29-15 DRAC Meeting-discussed that GL Homes has application in process to truth the residential subdivision plan to the plat. Hopefully, this process will work and if no issues we can establish a date to implement fully in Summer 2015. 04-15-15 Agents and Staff have 3 projects we are processing to do finall testing of new process for residential projects. Also, Maryann send modified Policy and Procedural Memo to DRAC in early 2015 for comments so updates can be finalized. 11-14-14 Jeff B raised issue of chaning existing process by allowing applicant to submit for Plat and Final Subdivision at same time. Save time and reduce the amount of DRO Agency Amendments. Jon agreed in 2015 to setup meeting with Land Development and Zoning and DRAC Members to discuss merits of request.	



**Development Review Advisory Committee (DRAC)  
2015 Tasks**

Complete		Pending					
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
<b>Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.</b>	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Ongoing	Processing	DRAC	11-12-2015- Pending code amendment review. 8-11-15 2015-02 Round-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Staff will bring DRAFT to August 21, 2015 DRAC Meeting 5-29-15 DRAC Meeting-request for update on next step. Lauren said staff will process ULDC code amendment for the 2015-02 ULDC Round of Amendments. She went over the adoption Hearings of January 2016. 4-14-15 Special DRAC meeting. Possibly in the 2015 Round-2 Amendments. Collene suggested that this should not apply to a single owner/single entity (not single user) such as a school which could be comprised of a multiple of uses affiliated with the school, and since it's under one campus, she thought that it is a reasonable request to amend the above language. She suggested items under Art. 2.D.1.G.1.a criteria should be revised to not apply to these sites as well changes to 2.D.1.G.1.b to allow additional square footage above the 5%/5,000 square feet. We did use other examples of CLF, places of worship where these facilities could be run under an organization. Additionally, Collene suggested the concept of a bubble plan for these plans and commercial plans similar to a Master Plan for a PUD.	
<b>Administrative Review (ZAR/ZZR) DRO Online Submittal</b>	5/29/2015	Alan/Jon	Pending	5/29/2015	Colleen Walter	11-12-2015- Currently in the programming stages with the ISS Division. Not finalized to date. 8-12-15-ISS Staff to attend August 21 DRAC Meeting to provide members a demo on the new DRO Agency Review screens they are working on for Zoning 5-29-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo	
<b>Review DRO Administrative Review what goes to Zoning vs. Agencies</b>	5/29/2015	Alan/Jon	Pending	5/29/2015	Gladys DiGirolamo	11-12-2015 There are pending Code amendments related to recreation club house changes that can be processed through ZAR/ZZR review. 7-17-15 Special DRAC Meeting today. Alan gave presentation on the DRO Agency Review Process and identified reasons for delay in processing applications. Staff responded to questions about the review, fees, resubmittals, etc. Minutes will be posted on the Zoning Web Page under Press Release by end of July 2015. 5-29-15 Gladys requested meeting with DRAC members who want to attend, Alan and Wendy to discuss process to understand what has to go to full Zoning vs. Agency and or full DRO.	
<b>DRO Concurrent Review Process Type II and Type III</b>	5/29/2015	Maryann/Wendy	Pending	5/29/2015	Gladys DiGirolamo	11-12-2015- Still under review. Projects staff have had in are all running differently and not concurrently. 7-12-15 Staff and DRAC Members have had several meetings to further refine process. Maryann and Wendy are updating the current PPM on this process and will provide a update at the DRAC August 21 Meeting.	
<b>Design Guidelines</b>	8/21/2015	Jon MacGillis	Pending	8/21/2015	Jon MacGillis	11-12-2015 Staff is gathering information from the municipalities for Jon to analyze, a second meeting has not been set up to date. 9-15-2015- Design Guidelines task team 1st meeting.	
<b>Planning Condition on Workforce Housing</b>	8/21/2015	Bryan Davis	Pending	8/21/2015	Colleen Walter	11-12-2015 Staff is reviewing request and coordinating with ISS.	



EXHIBIT

ARTICLE 2.D.1.G, MODIFICATIONS TO PRIOR DEVELOPMENT ORDERS  
SUMMARY OF AMENDMENTS  
(Updated 11/06/15)

1  
2 Part 1. ULDC Art. 2.D.1.G.1, Modifications to BCC/ZC Approvals [Related to Administrative  
3 Process for Modifications to Prior Development Orders], (pages 39 of 87), is hereby  
4 amended as follows:  
5

**Reason for amendments:** [Zoning/Development Review Advisory Committee - DRAC] Revise the existing Development Review Officer (DRO) authority to modify BCC or Zoning Commission (ZC) by changing the thresholds related to relocation of square footage. The relocation of the maximum square footage between buildings is increased from 25 percent to 50 percent as long as it is below the 25 percent of the total site square footage indicated on the latest site plan approved by the BCC or ZC. This change is made to allow more flexibility to amend BCC or ZC approval through the DRO review.

6 CHAPTER D ADMINISTRATIVE PROCESS

7 Section 1 Development Review Officer (DRO)

8 G. Modifications to Prior Development Orders

9 1. Modifications to BCC/or ZC Approvals

10 The DRO shall have the authority to approve modifications to a Development Order approved  
11 by the BCC or ZC. An application for an amendment shall be submitted in accordance with  
12 Article 2.A.1, Applicability, and reviewed in accordance with the standards in Article 2.D.1.C,  
13 Review Procedures. Applications must be submitted on deadlines established on the Zoning  
14 Calendar. The authority of the DRO to modify a BCC or ZC approved plan shall be limited to  
15 the following: [Ord. 2008-003] [Ord. 2010-005] [Ord. 2010-022] [Ord. 2011-001]

- 16 a. The relocation of no more than 25 percent of the total site approved square footage or  
17 other area indicated as being covered by buildings or structures to portions of the site not  
18 previously covered.
  - 19 1) No modification shall relocate square footage to a building that enlarges the footprint  
20 more than ~~25~~ 50 percent of the building area indicated in the latest BCC/~~or~~ ZC  
21 approved plan; [Ord. 2015-006]
  - 22 2) Relocated square footage shall not be used to create additional freestanding  
23 buildings or structures. This shall not apply to accessory structures which are not  
24 subject to Concurrency review in accordance with PPM-ZO-O-049, Permits Not  
25 Subject to Concurrency Review; and, [Ord. 2009-040] [2015-006]
  - 26 3) The limitations in Art. 2.D.1.G.1.a shall not apply to a Renewable Energy Facility  
27 (Wind) within the AP Zoning district. [Ord. 2011-016] [Ord. 2015-006]

28 ....

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30 Part 2. ULDC Art. 2.D.1.G.2, Agency Review [Related to Expedited Administrative  
31 Modifications to Prior Development Orders] (page 40 - 41 of 87), is hereby amended as  
32 follows:  
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**Reason for amendments:** [Zoning/Development Review Advisory Committee - DRAC]  
1. Remove the term "expedited" from the Administrative Modification application title as it may create confusion in terms of timing between the processes involved in the application.  
2. Clarify that DRO approvals covered under the Administrative Modifications provision include projects with uses identified with a "D" in the Use Matrices, and approvals resulting from existing or new developments triggering the square footage or density thresholds in Article 4 under Table 4.A.3.A, Threshold for Projects Requiring DRO Approval.

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35 CHAPTER D ADMINISTRATIVE PROCESS

36 Section 1 Development Review Officer (DRO)

37 G. Modifications to Prior Development Orders

38 2. ~~Expedited~~ Administrative Modifications

39 a. Purpose

40 To establish procedures to allow for ~~expedited~~ approvals of specific minor corrections,  
41 additions and amendments to Final Plans approved by the BCC, ZC or DRO.  
42 Developments requiring DRO approval shall refer to uses subject to a "D" in the Use  
43 Matrices of Articles 3 and 4, or projects that meet or exceed the thresholds in Table  
44 4.A.3.A, Threshold for Projects Requiring DRO Approval. [Ord. 2007-001] [Ord. 2014-  
45 001] [Ord. 2015-006]  
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**Notes:**  
Underlined indicates new text.  
~~Stricken~~ indicates text to be ~~deleted~~. ~~Stricken and italicized~~ means text to be totally or partially relocated. If being relocated destination is noted in bolded brackets [**Relocated to:** ].  
*Italicized* indicates text to be relocated. Source is noted in bolded brackets [**Relocated from:** ].  
.... A series of four bolded ellipses indicates language omitted to save space.

EXHIBIT

ARTICLE 2.D.1.G, MODIFICATIONS TO PRIOR DEVELOPMENT ORDERS  
SUMMARY OF AMENDMENTS  
(Updated 11/06/15)

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**Reason for amendments:** [Zoning/Development Review Advisory Committee - DRAC]  
3. Expand standard related to the building square footage increase under the DRO Agency Review process. The building square footage increase will be limited to the lesser area between the new threshold of five percent and the existing regulation of a maximum of 2,500 SF per building.  
4. This amendment clarifies thresholds between Agency Review and DRO processes to increase total square footage on the latest Development Orders approved by the BCC, ZC or DRO. It establishes the maximum increase of square footage to be 2,500 SF through Agency Review while DRO process allows a maximum increase of 5,000 SF.  
5. Clubhouse in a Recreation pod of a Planned Unit Development (PUD) and Planned Industrial Planned Development (PIPD) requires full DRO approval for the original site plan, however, subsequent increase or relocation of square footage can be accommodated through DRO Agency Review.

**b. Agency Review**

Agency Review is for applications that require amendment(s) to existing approved plan(s). This type of application requires review, comments, and conditions by a maximum of five DRO Agencies. The DRO shall determine which Agencies are required to review the amendment based upon the request and compliance with County Ordinances. The Zoning Director shall maintain PPM ZO-0-29, Administrative Modifications to Approved Site Plans, outlining a list of minor amendments and establishing items that are exempt from the ~~Expedited~~ Administrative Modifications process. Amendments include the following, provided Art. 2.D.1.G.1, Modifications to BCC/ZC Approvals, requirements are not exceeded: [Ord. 2008-003] [Ord. 2011-001] [Ord. 2014-001] [Ord. 2015-006]

- 1) Increases in building square footage indicated on the latest BCC, ZC or DRO approved plan shall be as follows: [Ord. 2008-003] [Ord. 2014-001] [Ord. 2015-006]
  - a) ~~up to a maximum of five percent or 2,500 square feet of any building, structure or outdoor area considered square footage, whichever is less;~~ [Ord. 2008-003] [Ord. 2014-001] [Ord. 2015-006]
  - b) Maximum 2,500 square feet of the total BCC, ZC or DRO approved square footage; and,
  - c) Increases in square footage shall not be used to create new freestanding buildings or structures. [Ord. 2008-003] [Ord. 2014-001] [Ord. 2015-006]
  - d) ~~This Provisions a) to c). above,~~ shall not apply to accessory structures which are not subject to Concurrency review in accordance with PPM-ZO-O-049, or Clubhouse in a Recreation pod of a PDD. [Ord. 2008-003] [Ord. 2014-001] [Ord. 2015-006]

**Reason for amendments:** [Zoning/Development Review Advisory Committee - DRAC]  
6. Clarify maximum square footage to be relocated through the Agency Review process as the current standard is not specific. This amendment utilizes the maximum relocation of 25 percent of the site square footage as in Article 2.D.1.G.1, Modifications to BCC or ZC Approvals by the DRO. This is done to keep the same threshold between the Agency Review and DRO processes.  
7. Clarify the maximum relocation of square footage between buildings by limiting the increase of any building area to no more than 25 percent of the BCC, ZC or DRO building square footage shown on the latest site plan. The amendment establishes a threshold to differentiate between the Agency Review process and DRO process.  
8. Clubhouse related amendment - See reason #5, above.

- 2) ~~The r~~Relocation of building square footage indicated on the latest BCC, ZC or DRO approved site plan shall be as follows:
  - a) No more than 25 percent of the total site approved square footage or other area indicated as being covered by buildings or structures to portions of the site not previously covered.
  - b) No modification shall relocate square footage to a building that enlarges the footprint more than 25 percent of the building area indicated on the site plan.
  - c) Clubhouse in a Recreation pod of a PDD shall be exempt from the relocation thresholds.

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**Palm Beach County  
Zoning Division**

# 2016 DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC) MEETING DATES

The DRAC is an ad hoc committee comprised of agents who assists staff in making recommendations and review changes to the Zoning Review processes.

Planning, Zoning & Building  
Vista Center Complex  
2300 N. Jog Road  
West Palm Beach, Florida 33411  
Contact: Dorine Kelley, at:  
561-233-5579 or e-mail her at:  
[dkelley@pbcgov.org](mailto:dkelley@pbcgov.org)

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**Meeting Dates:**

- February 5, 2016 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- May 6, 2016 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- August 5, 2016 from 2:00 to 4:00 pm VC-2E-12 Shared Conference Room
- November 4, 2016 from 2:00 - 4:00 pm, VC-2E-12 Shared Conference Room

