



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, NOVEMBER 13, 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**

Vice-Chair Pat Lentini called the meeting to order at 2:00 p.m.

**MEMBERS PRESENT –**

Pat Lentini – GHO - Vice Chair  
Bradley Miller - Miller Land Planning  
Collene Walter - UDKS  
Kevin McGinley-Land Research Management, Inc  
Lauren McClellan-Morton Planning, Landscape Architecture

**INTERESTED PARTIES –**

Josh Nichols, Jon E Schmidt & Associates

**ZONING/ENGINEERING/PLANNING -**

Rebecca Caldwell, Executive Director PZB  
Maryann Kwok – Deputy Zoning Director  
Wendy Hernandez - Zoning Manager, Community Development Section (CD)  
Carrie Rechenmacher, Sr. Site Planner, CD Section  
Joyce Lawrence, Site Planner II, CD Section  
Yoan Machado, Site Planner II, CD Section  
Diego Penaloza, Site Planner I, CD Section  
Osniel Leon, Site Planner II, CD Section  
Joyce Lawrence - Site Planner II, CD Section  
Roger Ramdeen - Sr. Site Planner II, CD Section  
Carlos Torres A - Site Planner II, CD Section  
William Cross - Principal Site Planner, Code Revision Section  
Monica Cantor, Sr. Site Planner, Code Revision Section  
Barbara Pinkston, Principal Site Planner, Permitting/Landscape Section  
Alan Seaman - Principal Site Planner, AR/PI Section  
Jan Rodriguez, Sr. Site Planner, AR/PI Section  
Joanne Keller - Director Land Development  
Patricia Rice – Senior Secretary, Administration Section

**1) REVIEW OF THE AUGUST 21, 2015 MINUTES - (ATTACHMENT 1) – WENDY**

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

## 2) REVIEW DRAC OPEN TASK LIST - WENDY

Wendy provided an update on the five tasks on the Task List, as follows:

- RELOCATION OF BLDG SQ. FT. AND INCREASE IN BLDG SQ. FT.-  
Pending Code changes that would allow for more ZAR/ZZR reviews for relocation and addition of square footage.
- Administrative Review (ZAR/ZZR) DRO Online Submittal-  
Still pending design with the County's ISS Department.
- Review DRO Administrative Review what goes to Zoning vs. Agencies-  
Pending Code changes would allow for more ZAR/ZZR reviews for residential recreation facilities. Bill discussed this further under ULDC updates.
- DRO Concurrent Review Process Type II and Type III-  
Staff is still analyzing the Concurrent Review for Subdivisions.
- Design Guidelines-  
Nothing new to date, Staff is collecting information and meeting will be coordinated by Jon MacGillis.
- Planning Condition on Workforce Housing-  
Planning Staff is still working with ISS to capture data in epzb.

## 3) ULDC UPDATES – BILL

- a. Art. 2.D.1.G, Modifications to Prior Development Orders  
Mr. Cross provided an update on a prior DRAC request to allow greater flexibility for amending BCC/ZC approvals for projects developed as single entities. He explained that the Zoning Director elected to proceed with an alternative solution of allowing greater flexibility in the maximum increase permitted to individual building footprints due to concerns with adequately defining single entities. Collene Walter noted that she had originally suggested the amendment, and advised that the current proposed amendments would not address the issues (single-entity) related to her original request was based on. Bradley Miller further suggested that another revision would be desirable to address the current prohibition on relocating buildings closer to residential properties. Staff advised that he would need to further define the parameters of his request for further discussion and possible consideration in future amendments.
- b. November 18, 2015 LDRAB Meeting Packet  
Mr. Cross highlighted additional amendments related to landscaping that would also be presented at the November 18 Land Development Regulation Advisory Board (LDRAB), as related to incompatibility buffers and how required landscape barriers are measured, and additional revisions to clarify the maximum permitted height of fences, walls or hedges used in combination with retaining walls in perimeter buffers between parcels or R-O-W having differences in grade.

#### 4) Topics for November 13, 2015

- **GENERAL APPLICATION- BRADLEY**  
Bradley didn't have the information with him to discuss. He will bring that information to the next DRAC meeting. Wendy mentioned that we were updating the General Application to include the Signature lines for the Concurrent Review.
- **JUSTIFICATION STATEMENT STANDARDS- KEVIN M**  
Kevin discussed his application and issues with non-conformities and differences in the Plans. He stated that there is no format for the Justification Statement and Staff are requiring him to make changes to the Statement that go beyond his request. Staff suggested a meeting with specific examples. Wendy stated that in Staff review we have to ensure that the Plans are accurate, and compliant with its most recent Development Order. Difficulties come in when trying to determine what improvements are done legally versus illegally.
- **NON-CONFORMITIES- JON S**  
Josh Nichols spoke for Jon Schmidt, but noted he did not have all of the back up. He believed it has to do with denoting what is non-conforming and vesting previous approvals.
- **TECHNICAL MANUAL TITLE 5 PRESERVATION OF TREES- MARYANN**  
Maryann explained that Title 4 (not Title 5 as shown on the Agenda) will be updated to include a Tree Survey Template and a list of requirements to be shown on the Tree Survey. Maryann also mentioned that the tree tagging and barricades notes are prepared pursuant to the technical requirements prepared by ERM. DRAC members discussed the merit of having a Tree Survey Template and whether the notes are necessary. They preferred leaving the template out since the tree survey professionals have their own standardized format of presenting vegetation surveys. In addition, they prefer us to provide a link to the ERM requirements, and not repeating the requirements in the Technical Manual.  
  
Maryann will update the Technical Manual and will send it the DRAC and Landscape Subcommittee members for review/input.

#### 5) DRAFT DRAC CALENDAR FOR 2016 -WENDY

Staff Presented a new calendar for next year. Request was made to move the dates earlier in the day. Rebecca asked that the modification not conflict with the Planning Commission Hearing times.

#### 6) TOPICS FOR NEXT MEETING FEBRUARY 2016

Review 2016 calendar dates/times that would be more convenient for members to attend.

#### 7) ADJOURNMENT

Meeting adjourned at 3:25 pm.