

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

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Calendar- Variance Deadlines	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 implmeented 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 Varainces. 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
Information on a Master Plan	Inconsistent requirements for information on a Master Plan. Some information may not be necessary.	Wendy/MMK	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will adress 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.
Architecture Review	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
Regulating Plan and Tech Manual Updates	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 changs 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.

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Subdivision Plan	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 date.
ePZB Project History Screen	8-15-14 DRAC requested access to ePZB Project History 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
Subdivision Plan submitted with final Subdivision Plan for non-residential	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 final testing of new process for residential projects. Also, Maryann send modified Policy and Procedural
Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Closed	1/28/2016	DRAC	02-01-16 2015-02 BCC adopted amendment to increase building by 50% provided complies with all other DRO thresholds. 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

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Complete

Pending

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Review DRO Administartive Review what goes to Zoning vs. Agencies	5/29/2015	Alan/Jon	Closed	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.
DRO Concurrent Review Process Type II and Type III	5/29/2015	Maryann/Wendy	Closed	5/29/2015	Gladys DiGirolamo	02-02-16- (WH) 4 projects went through process; 1 concurrent went through smoothly; 3 stayed in the system longer than 6mths. There is a 5th project recently accepted in our system and we are testing it. 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.
Planning Condition on Workforce Housing	8/21/2015	Bryan Davis	Closed	8/21/2015	Colleen Walter	02-05-15 at DRAC Meeting today we discussed that Planning will get the Plat Book and Page Number on the WFH recordation and simply go into ePZB andl close out the ePZB Condition and put the Book/Page in reason for closing condition. Since no one from Planning was at DRAC Jon sent email to Bryan as this being his direction 02-01-16 Need further clarification on issue from Collene in order to ensure we address this issue. 11-12-2015 Staff is reviewing request and coordinating with ISS.

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Administrative Review (ZAR/ZZR) DRO Online Submittal	5/29/2015	Alan/Jon	Pending	5/29/2015	Colleen Walter	02-01-16 ISS still in final programming stage of the online submittal modules. Have had numerous meetings with staff to ensure key features are added to address both staff and industry requests. Expect to release for industry testing in April 2016. 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
Design Guidelines	8/21/2015	Jon MacGillis	Pending	8/21/2015	Jon MacGillis	02-01-16 Design Guideline Task Team met once in 2015. Made some progress identifying what is in Code in terms of Regulating Plan vs Guidelines. Meeting 2 is scheduled for 2-3-16 to review other jurisdiction examples as well as a DRAFT Chapter for Design Guidelines in the Tech Manual. 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.