



INTER-OFFICE COMMUNICATION
DEPARTMENT OF PLANNING, ZONING AND BUILDING
ZONING DIVISION

TO: Interested County Staff, Related Agencies and Public in General
FROM: Jon MacGillis, ASLA, Zoning Director
DATE: December 29, 2016
RE: Deadlines/Scheduling for Proposed 2017 Unified Land Development Code (ULDC) Amendment Rounds: County Agencies and Privately Initiated Amendments

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www.pbcgov.com/pzb

This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2017 ULDC Amendment Rounds. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expenses to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division staff to meet the established schedules and deadlines for any amendments.

ULDC Amendment Rounds:

The following lists the tentative deadlines, and Land Development Regulation Advisory Board (LDRAB) and Board of County Commission (BCC) Zoning Hearing dates for the two ULDC Amendment Rounds scheduled for 2017.

Table with 3 columns: ACTIVITY, ROUND 2017-01, and ROUND 2017-02. Rows include Deadline to submit amendment requests, LDRAB Update, BCC Initiation, LDRAB Meetings, BCC Hearing - Request for Permission to Advertise, BCC Public Hearing - 1st Reading, and BCC Public Hearing - 2nd Reading and Adoption.

NOTES:

- (1) LDRAB Agenda's will be scheduled by the Zoning Division.
(2) On the last meetings of the Round, or as otherwise required, the LDRAB will also serve as the Land Development Regulation Commission (LDRC).
(3) Tentative LDRAB Annual Meeting.
(4) Some amendments may only require one public hearing.

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Dates may be subject to change. See the Zoning Division [2017 ULDC Amendment Schedule](#) webpage at:

- <http://discover.pbcgov.org/pzb/zoning/ULDC/2017-Amendments-Schedule.aspx>.

Application Requirements

Initial submittal of amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A detailed summary of each proposed amendment.

Backup documentation must include the following for each proposed amendment:

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise “reason for amendment”, and text, tables or images to be deleted, relocated or added.

Privately Initiated Amendments (PIA):

In 2012 the BCC adopted the Privately Initiated Amendment (PIA) process to assist the public. The County will coordinate with interested parties who choose to submit a PIA and ensure it follows the newly established process. For a copy of the flow chart process for a PIA, please visit the Zoning Web Page at:

- http://discover.pbcgov.org/pzb/zoning/PDF/FlowchartsProcesses/ULDC_Amend_Public_Initiat_Flowchart.pdf.

Pre-application Meeting:

A pre-application meeting is required prior to submittal of a County or privately initiated amendment. Please contact Code Revision staff at (561) 233-5566 to schedule an appointment.

If you have any questions or require additional information regarding the proposed schedules, please contact me at (561) 233-5234, or William Cross, Principal Site Planner, at (561) 233-5206, or WCross@pbcgov.org.

JPM/WJC/dsg

- C. Hard Copy to:
Faye W. Outlaw, Assistant County Administrator
Patrick W. Rutter, Executive Director PZB

Electronic Copy to: Distribution List (attached)

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