



**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: Revised May 7, 2013 (January 16, 2013)* *Handwritten: H for Jon MacGillis*
RE: **Deadlines/Scheduling for Proposed 2013 Unified Land Development Code (ULDC) Amendments: County Agencies and Privately Initiated Amendments**

This memo serves to notify County Agencies and individuals seeking publicly initiated amendments of the deadlines for submittal and scheduling for 2013 ULDC amendments.

Specific dates apply to every one of the processes which are explained in more detail below. It is critical that you coordinate with Zoning Division staff to meet the established schedule and deadlines for any amendments.

ULDC Amendment Rounds:

The Zoning Division is proposing to undertake two rounds of amendments for 2013. The tentative schedules for both rounds are provided below:

AMENDMENT ROUND 2013-01	
ACTIVITY	SCHEDULED DATE
Land Development Review Advisory Board (LDRAB) / Land Development Regulation Commission (LDRC) Meetings	January 23, 2013 (Canceled) February 27, 2013(1) March 27, 2013 April 24, 2013 May 22, 2013
BCC Hearing – Request for Permission to Advertise	June 24, 2013*
BCC Hearing – 1 st Reading	July 25, 2013
BCC Hearing – 2 nd Reading and Adoption	August 22, 2013
(1) Annual Meeting	

AMENDMENT ROUND 2013-02	
ACTIVITY	SCHEDULED DATE
Land Development Review Advisory Board (LDRAB) / Land Development Regulation Commission (LDRC) Meetings	July 24, 2013 August 28, 2013 October 23, 2013 November 13, 2013
BCC Hearing – Request for Permission to Advertise	December 5, 2013
BCC Hearing – 1 st Reading	January 9, 2014*
BCC Hearing – 2 nd Reading and Adoption	January 30, 2014*

County Agencies:

The following deadlines and requirements apply only to County Agencies seeking to amend the ULDC.

AMENDMENT ROUND 2013-01	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	January 25, 2013
Deadline to submit backup documentation	March 1, 2013
First available meeting for Agency Request	April 24, 2013

*BCC Zoning Hearing rescheduled from June 27 to June 24, 2013; January 2, 2014 to January 9; and January 23, 2014 to January 30, 2014.

**Department of Planning,
Zoning & Building**
2300 North Jog Road
West Palm Beach, FL 33411-2741
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Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb

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AMENDMENT ROUND 2013-02	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	June 14, 2013
Deadline to submit backup documentation	July 10, 2013
First available meeting for Agency	August 28, 2013

Deadlines to submit 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 summary of each proposed amendment.

In addition to the above, deadlines to submit backup documentation shall 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 of each proposed amendment (including White Papers or other summaries, where necessary); and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, reason for amendment, and text, tables or images to be deleted, relocated or added.

A Code amendment training session is provided by Zoning staff on **Wednesday, January 30, 2013** from **3:00 p.m. to 4:00 p.m.** at Vista Center, 2300 North Jog Road, Room VC-2E-12. Attendance is not mandatory, but is highly encouraged.

Please RSVP to Zona Case, Zoning Technician, at (561) 233-5566, or at ZCase@pbcgov.org.

Privately Initiated Amendments:

In 2012 the BCC adopted the privately initiated code amendment process (attached) to assist the public. The County will coordinate with interested parties who choose to submit a privately initiated amendment and ensure it follows the newly established process. A pre-application meeting is required prior to any official submittal of the privately initiated amendment. Please contact the Code Revision staff at (561) 233-5566 to schedule an appointment. For a copy of the flow chart process please visit the [Zoning Web Page](#).

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 at WCross@pbcgov.org.

JPM/WC/MC

Attachments: February 6, 2012 Memo – [Initiating Amendments to the ULDC from Industry](#)

- c. County Agency Distribution List
Verdenia Baker, Deputy County Administrator
Rebecca D. Caldwell, Executive Director PZB
Lenny Berger, Senior County Attorney

DISTRIBUTION LIST

Primary Recipients

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Verdenia Baker, Deputy County Administrator
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Lenny Berger, Chief Assistant County Attorney
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Liz Bloeser, Director, Financial Management and Budget
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Sherry Howard, Director, Economic Development
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Maurice Tobon, Director, Utilities Eng. Division, Water Utilities
Robert Robbins, Director, Environmental Resources Management
George Webb, County Engineer
Dan Weisburg, Director Traffic Engineering, Engineering and Public Works
Robert Weisman, County Administrator
Randy Whitfield, Director, Metropolitan Planning Organization
Audrey Wolf, Director, Facilities Development and Operations

Other Internal Distribution

Lorenzo Aghemo, Director, Planning Division
Lisa Amara, Senior Planner, Planning Division
Rebecca D. Caldwell, Executive Director, PZB
William Cross, AICP, Principal Site Planner, Zoning Division
Bryan Davis, Principal Planner, Planning Division
Kurt Eismann, Director of Code Enforcement/Contractors Certification
Allan Ennis, Assistant Director Traffic Engineering, Engineering and Public Works
Wendy Hernandez, Zoning Manager, Community Development Review
Michael Howe, Senior Planner, Planning Division
Isaac Hoyos, Principal Planner, Planning Division
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Maryann Kwok, AICP, Chief Planner, Zoning Division
John Pancoast, Senior Planner, Monitoring
John Rupertus, Senior Planner, Planning Division
Patrick Rutter, Chief Planner, Planning Division
Alan Seaman, Principal Site Planner, Admin Review, Zoning Division
Willie Swoope, Impact Fee Coordinator, PZ&B
Houston L. Tate, Director, Office of Community Revitalization
Bruce Thomson, Principal Planner, Planning Division

Other Key Contacts

Dr. Alina Alonso, M.D., Director, Health Department
Pete Banting, Real Estate Specialist, Facilities Development and Operations
Richard Bogatin, Property Specialist, Facilities Development and Operations
Kristin Garrison, Planning Director, School District of Palm Beach County
Tim Granowitz, Principal Planner, Parks and Recreation Department
Michael Hambor, Engineer Supervisor III, Palm Beach County Health Department
Arthur Kirstein, IV, Agricultural Economic Development Coordinator, PBC Coop. Ext. Service
Thomas LeFevre, Engineer Supervisor, Palm Beach County Health Department
Jean Matthews, Senior Planner, Parks and Recreation
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John O'Malley, Director, Division of Environmental Health and Engineering