



News Release

FOR IMMEDIATE RELEASE ON:
FOR MORE INFORMATION, CALL:

August 3, 2018
Jon MacGillis, 561-233-5234

Department of Planning, Zoning & Building

2300 North Jog Road

West Palm Beach, FL 33411

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Zoning Division (561) 233-5200

Building Division (561) 233-5100

Code Enforcement (561) 233-5500

Contractors Certification (561) 233-5525

Administration Office (561) 233-5005

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Palm Beach County Board of County Commissioners

Melissa McKinlay, Mayor

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Zoning Division Reorganization

The Zoning Division is currently reorganizing certain Sections and Staff within the Division. The goal of the reorganization is to:

- Ensure adequate staffing in each Section to perform the various functions and duties;
- Organize like processes and assignments under each Section to ensure staff has adequate time to meet established application review time frames in the Unified Land Development Code (ULDC);
- Provide advancement opportunities for staff within the Division;
- Respond to the high volume of public inquiries: in person, by phone or electronic emails, etc.

The transition will continue over the next several months, with **September 28, 2018**, as the target date for the full implementation. The organizational chart below shows the changes in each Section's functions and staffing. We will do our best to ensure no disruption to the current level of service. We will keep industry and the public informed of the key transition tasks occurring each month through updates by Zoning Press Releases.

August Highlights

- **CD Section (Bill Cross)** – Bill now oversees all functions and duties of this Section. Bill is coordinating with Monica Cantor, Principal Site Planner on assuming responsibility for reviewing DRO applications in September 2018. CD Section staff in September will only be reviewing public hearing and off the BCC applications. Section currently has several open Site Planner II and clerical positions. Scheduling appointments-Vismary Dorta, Secretary is scheduling all the CD and Administrative Review staff appointments
- **Administrative Review (Monica Cantor)** – Monica continues her transition to the new Section functions and responsibilities this month. Monica and Adam are currently reviewing DRO and Administrative Review applications. Also, they are cross training to assume responsibility for Special Permits/Temp Uses in September (**date to be published on Web later this month**). Note-Staff will be moving to scheduled appointments rather than the current Walk-Ins for Pre-Submittal Meetings later this month-see News Release. The Section is fully staffed now, see attached Organizational Chart.
- **Code Revision (Wendy Hernandez)** - Wendy now oversees all functions and duties of the Section. The Staff are currently processing the 2018-01 and 2018-02 Rounds of Amendments. Section is fully staffed-see attached Organizational Chart
- **Permit and Landscape (Melissa Matos)** - Melissa now oversees all functions and duties of this Section. The Section is transitioning

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Administrative Variances this month to the Public Information Section. The Section has a vacant Senior Site Planner position.

- **Public Information (Alan Seaman/Barbara Pinkston)** - Barbara is overseeing the Section while Alan is out on medical leave. Section will assume responsibility for process Administrative Variances, while DRO Administrative Amendments will be shifted to the new Administrative Review Section. Currently there is a vacant Senior Site Planner position in the Section.

July Highlights

- **CD Section** – Bill Cross, Principal Site Planner has assumed all responsibilities for overseeing the Public Hearing process. Wendy is assisting Monica Cantor, Principal Site Planner with transitioning into her new duties. The new Administrative Review Section that will be fully established and operational in late August.

NOTE: Denise Neely, CD Secretary resigned, thus Vismary Dorta, CD Secretary will be handling appointments along with other key designated staff for CD Section.

- **Administrative Review Section** – Monica Cantor, Principal Site Planner and Adam Mendenhall, Senior Site Planner are currently participating in the review of the new DRO applications with CD Planners and Managers. Donna Adelsperger, who was promoted to a Site Planner II this month, will be moving in August to the new "Administrative Review Section" along with Diego Penaloza, Site Planner II.
- **Public Information Section** – Temporary Use Development Orders and Special Permits will remain in the Public Information Section until August; at which time will move to the new Administrative Review Section. Zoning Confirmation Letter, Legal Lot of Record, and Unity of Title review will remain in the Public Information Section. Marcella Lambert, Secretary will be transferring to the Code Section. Patricia Rice, Senior Secretary will be transferring to the Public Information Section.
- **Permit/Landscape Section** – Barbara Pinkston, Principal Site Planner will continue to cross train Melissa Matos, Principal Site Planner on her new role as Manager of the Section. Administrative Variances will remain in this section until August. There are no changes to the Type 1 Variances.

June Highlights

- **New Administrative Review Section** established, but not assuming any formal review of applications until July.
- **CD**-no changes, Bill Cross will assume supervision of this Section.
- **Code Revision**-Wendy Hernandez will assume the supervision of this Section, and assume the 2018-02 ULDC Round of Amendments with the assistance of Jan Rodriguez.
- **Permit/Landscape- and File Room**-Melissa Matos will assume the supervision of this Section with Barbara Pinkston phasing out and transferring to the Public Information Section this summer. The File Room Function will move to Public Information in June.
- **Public Information** -discuss transition of the DRO Admin Amendment function from this Section in August to the new Administrative Review Section. In addition, Barbara Pinkston will begin cross training to assume supervision of this Section when Alan Seaman retires in Nov 2018.

Administration Section-remains unchanged.

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[Press Release] FY 2018 ZONING DIVISION REORGANIZATION CHART

ADMINISTRATION
JON MACGILLIS – Director
MARYANN KWOK – Deputy Director
ZUBIDA PERSAUD – Site Planner I
VACANT – Zoning Technician
SUSAN GOGGIN – Zoning Technician
YVONNE WAMSLEY – Senior Secretary

COMMUNITY DEVELOPMENT (CD)

WILLIAM CROSS – Principal Site Planner
CAROLINA VALERA – Sr. Site Planner
MEREDITH LEIGH – Sr. Site Planner
CARRIE RECHENMACHER – Sr. Site Planner
CARLOS TORRES – Sr. Site Planner
LORRAINE FUSTER – Site Planner II
VACANT – Site Planner II
VACANT – Site Planner II

NANCY FRONTANY – Site Plan Tech
LINDSEY WALTER – Site Plan Tech
LINDA GEORGE – Secretary (assists CD and AR)
VISMARY DORTA – Secretary (Assist CD and AR)
JOSE CASTILLO - Intern

ADMINISTRATIVE REVIEW (AR)

MONICA CANTOR – Principal Site Planner
ADAM MENDENHALL – Sr. Site Planner
DIEGO PENALOZA - Site Planner II
DONNA ADELSPERGER– Site Planner II
JORDAN JAFAR – Site Planner I
VACANT – Site Planner I

VINCENT UBIERA – Site Plan Tech
MARK MEYER – Intern

PUBLIC INFORMATION (PI)

ALAN SEAMAN – Principal Site Planner
BARBARA PINKSTON – Acting Principal Site Planner
VACANT – Sr. Site Planner (FY 2018)
JOYCE LAWRENCE – Site Planner II
ANN DEVEAUX – Site Planner II
SHERI HACK – Site Planner I
ANDREE MACDONALD – Receptionist III
PATRICIA RICE – Senior.Secretary
CODY SISK – Intern

File Room

DORINE KELLEY – Public Relations Manager
VACANT – Clerical Specialist

CODE REVISION (CR)

WENDY HERNANDEZ– Principal Site Planner
JAN RODRIGUEZ- Sr. Site Planner
VACANT - Site Planner II
ZONA CASE – Zoning Tech
MARCELLA LAMBERT – Secretary
JESSICA HEWTTY – Intern

PERMITTING/LANDSCAPE REVIEW

MELISSA MATOS – Principal Site Planner

Permit Review

VACANT – Sr. Site Planner
TRAVIS GOODSON – Site Planner I
JUANITA JAMES – Zoning Tech

Landscape Review

RODNEY SWONGER – Sr/Lnds Fld Rep
GEORGE GALLE – Lnds Fld Rep II
JON POWERS – Lnds Fld Rep II

Functions of the 5 Sections are listed as follows:

<div><div>Community Development Section</div><ul style="list-style-type: none">• This Section handles ALL the Public Hearing applications, which also include Off The Board Final DRO (DROE) approval of the BCC or ZC approved Development Orders;• Process the Type 2 and 3 Concurrent Review that are subject to the Public Hearing processes.• Coordinate with Planning Division related to the Large Scale and Small Scale Land Use amendments.• Coordinate with Code Section Staff related to concurrent Privately Initiated Code Amendments, Rezoning and Land Use Amendment applications.• Review Plats and assist in on-call functions.<div><div>Examples of Work:</div><ul style="list-style-type: none">-Process Rezoning, Conditional Uses, DOA, Legislative Abandonments, Type 2 Waivers, Type 2 Variances, including all the work affiliated with the processes.-Process Off The Board (finalizing the BCC or ZC approved DO).-May process Type 1 Waivers or Variances while the application is under this Section.-Process Type 2 and 3 Concurrent Review that are subject to the Public Hearing applications.-Provide comments and coordinate with Planning on Large Scale and Small Scale concurrent applications.-Process Administrative Inquiry.</div></div>
<div><div>Administrative Review Section</div><ul style="list-style-type: none">• This Section handles ALL the Administrative applications (Full DRO and Zoning Agency Review), which include all the approvals subject to the DRO, (e.g. Administrative Modifications, Type 1 Waivers, Temporary Uses).• Review Plats and assist in on-call functions.<div><div>Examples of Work:</div><ul style="list-style-type: none">-Process Administrative applications which includes D, Thresholds under D, Type 1 Waiver, Administrative Abandonment;-Process Temporary Uses (prior Special Permits).</div></div>
<div><div>Public Information Section</div><ul style="list-style-type: none">• This Section handles all the “On-call” functions, which involve a full-time shift assisting walk-in customers or phone or email inquiries related to Zoning information.• Process all miscellaneous Administrative type of applications such as Type 1 Variance, Reasonable Accommodations, CLFs, Billboards, Zoning Confirmation Letters, etc..• Coordinate questions/issues raised by Department/Division inquiries.• Review Plats.• Coordinate File Room functions;• Coordinate Public Record requests.<div><div>Examples of Work:</div><ul style="list-style-type: none">-Process Reasonable Accommodation applications, which includes attending meetings with applicants and prepare response correspondence.-Process Informal and Formal Zoning Confirmation Letters (ZCL), which includes attending meetings with applicants and prepare correspondence for the Zoning Director. Interpretation of Code is include under Formal ZCL.-Process Billboard renewal, and applications subject to Special Permits.-Process Type 1 Variances.- Set up meetings and research information related to Department or Division Staff’s questions.-Manage File Room and Public Record request-Coordinate websites with ISS.-Coordinate printing of packets of the Public Hearing and Code Sections.</div></div>
<div><div>Code Revision Section 5 Staff</div><ul style="list-style-type: none">• This Section handles two Rounds of amendments to the Unified Land Development Code (ULDC).• Process the Privately Initiated Amendments (PIA) to the ULDC.• Review Plats and assist in the on-call functions.<div><div>Examples of Work:</div><ul style="list-style-type: none">-Maintain the ULDC, and respond to questions from Staff or customers related to Code Interpretation/application;-Coordinate Code Interpretation meeting with Zoning Director and Senior levels staff;-Processes the 2 Rounds of Amendments to the ULDC, which includes preparation of Code languages; coordinates Subcommittee/LDRAB/LDRAC meetings; and,-Processes the PIA amendments and coordinates with County Agencies and Interested parties, applicants, etc.</div></div>
<div><div>Permit and Landscape Review Section 8 Staff</div><ul style="list-style-type: none">• This Section handles two processes, the review of Zoning Plans that are subject to Building Permit Process• Coordinate the review of Zoning Plans with Building/Civil Plans to check consistency under the Building Permit Process.• Process Administrative Modifications of Zoning Plans if the application is under the Building Permit Process.• Review Plats and assist in the on-call functions.<div><div>Examples of Work</div><ul style="list-style-type: none">- Review Building Permit applications that are routed to Zoning Division for review to ensure compliance of the ULDC or approved DOs;- Process applications that require modifications of Plans as a result of inconsistencies between Building Plans and Zoning Plans; and.- Review Landscape Plans and conducts site visits and site inspections to ensure compliance with the ULDC or approved DOs.</div></div>