



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

TO: Interested County Staff and Related Agencies
FROM: Jon MacGillis, ASLA, Zoning Director
DATE: December 20, 2010
RE: Deadlines/Scheduling for Proposed 2011 Unified Land Development Code (ULDC) Amendments

Department of Planning,
Zoning & Building
2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

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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

This memo serves to notify interested County staff and related agencies of the deadlines for submittal and scheduling for 2011 ULDC amendments. The Zoning Division is proposing to undertake two rounds of amendments for 2011. As always, it is critical that you coordinate with Zoning to meet the established schedule and deadlines if you are anticipating any amendments. The tentative schedules for both rounds are provided below:

Table with 2 columns: ACTIVITY and DATE. Title: AMENDMENT ROUND 2011-01. Rows include: Deadline to submit amendment requests (Jan 19, 2011), Deadline to submit backup documentation (Feb 16, 2011), Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings (Feb 23, Mar 23, Apr 27, May 25, 2011), BCC Hearing - Request for Permission to Advertise (June 27, 2011), BCC Hearing - 1st Reading (July 28, 2011), BCC Hearing - 2nd Reading and Adoption (August 25, 2011), (1) Annual Meeting.

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Table with 2 columns: ACTIVITY and DATE. Title: AMENDMENT ROUND 2011-02. Rows include: Deadline to submit amendment requests (June 30, 2011), Deadline to submit backup documentation (August 1, 2011), Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings (Aug 24, Sep 28, Oct 26, 2011), BCC Hearing - Request for Permission to Advertise (December 1, 2011), BCC Hearing - 1st Reading (January 5, (2012)), BCC Hearing - 2nd Reading and Adoption (January 26, (2012)).

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);

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- 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 file template provided by Zoning, providing citation and title, reason for amendment, and text, tables or images to be deleted, relocated or added. Templates and will be provided upon request.

Kick Off Meeting – Code Amendment Training:

A meeting will be held to review amendment submittal requirements and answer any questions. Attendance is not mandatory, but is highly encouraged.

Location: Vista Center, 2300 North Jog Road, Room VC-2E-12

Time: January 12, 2011, 3:00 – 4:00 p.m.

Please RSVP to Ann DeVeaux, Zoning Technician, at (561) 233-5213, or at odeveaux@pbcgov.org.

If you should have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William J Cross, Principal Site Planner, at (561) 233-5216, or at WCross@pbcgov.org.

JPM/WC

- c. Distribution List Attached

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Other Key Contacts

Dr. Alina Alonzo, M.D., Director, Health Department
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