DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

January 22, 2021 (2:00 p.m. – 4:00 p.m.)

PZ&B – VISTA CENTER, 2300 NORTH JOG ROAD
WEST PALM BEACH, FL 33411
Zoom Conference Call

MINUTES

CALL TO ORDER: At 2:01 p.m.

ATTENDANCE:
Members Present: Gladys DiGirolamo, Lauren McClellan, Bradley Miller, Collene Walter, Pat Lentini, Evelyn Pacheco, Jon Schmidt, and Bill Whiteford;

Interested Parties: Evelyn Pacheco from GL Homes, Jerrod Purser from WGI, Donaldson Hearing from Cotleur & Hearing, Scott Morton from Kolter Homes, and Brian Terry from Insite Studio;

County Staff: PZB Administration: Ramsay Bulkeley, **Zoning Division**: Jon MacGillis, Wendy Hernandez, William Cross, Jeff Gagnon, Melissa Matos, Ryan Vandenburg, Meredith S. Leigh, Timothy Haynes, Albert Jacob, Lindsey Walter, Vismary Dorta, Miriam De Santiago, Susan Goggin, Donna Adelsperger, Santiago Zamora, Dorine Kelley, Zubida Persaud, **Land Development:** Scott Cantor, Joanne Keller, **Planning Division:** Travis Goodson, Bryan Davis

AGENDA

1) **Review Minutes – Gladys *(Attachment 1)***
   Gladys DiGirolamo opened the meeting at 2:01 p.m. and asked members if they had any changes to the minutes, which was attachment 1 in the agenda. There were no changes for members.

Member Items:

a. **Contemporary PDRs to meet the current residential development trends *(Attachment 2*) Inquiry from Don Hearing, from Cotleur & Hearing**
   Don Hearing stated that he has observed a growing trend throughout St. Lucie County and Southeastern United States to allow small lots 40' – 65' with 5' setbacks on either side as opposed to the ZLL setbacks. Don Hearing mentioned examples such as, Avenir, Westlake developments, and his current Jensen Beach development with 20' – 30' lots with 5' setbacks. He asked about the process to incorporate this into the ULDC. Bradley Miller also mentioned that Stellar Homes also adopted the 5' and 5' trend.
   Jon MacGillis, Zoning Director, explained the Privately Initiated Amendment (PIA) process if Don would like to seek that route.
   Donna Adelsperger suggested that Don reviews the Cottage Homes standards that were recently added to the ULDC, which allows 20'-30' lots with 5' setbacks. Don Hearing said he had not review these standards.

   Jon MacGillis encouraged Don Hearing to contact him to setup a meeting, if he is interested, to discuss how to proceed and to provide the timelines available for the next ULDC amendment.
   Don Hearing agreed that he and Scott Morton would get together and provide a list of standards and examples for review at the next DRAC meeting.

b. ZAR Applications – we are still experiencing issues associated with PCNs.

Gladys DiGirolamo explained they were having issues with ZARs where: 1) the project had a change of PCNs; or 2) the PCNs on the plan are no longer valid; or, 3) the project has been issued new PCNs, which is a reason for the ZAR to be made insufficient for not having the correct PCNs. Staff explained that sometimes a condo may have a PCN with only 10 digits or if the affected parcel has its own PCN, or the site is in plat review, then it would require the new PCNs or all PCNs associated with the location be added to the ZAR request.

Gladys DiGirolamo provided another example where she was amending a plan to add a sign at an entrance, and were told to provide the PCN that is closest to the affected area; but it was rejected. Collene Walter explained that she had an issue where the application came up with no PCNs, and the application was rejected.

Donna Adelsperger suggested that the agents should send email to staff before completing the application when these types of issues take place, such as no PCN, or invalid PCN, so staff can resolve before submitting the application.

c. Are trees to remain to be shown on the P/FSP or just the Disposition Plan? There have been differences between zoning reviewers.

Bradley Miller requested more clarification of what Zoning and Inspectors want to see on Final Site Plan regarding the required trees on the Plan or on the Tree Disposition Chart. Albert Jacob explained that would be helpful if the Site Plan depicts which trees to be removed or relocated (in gray layer) and which will preserved (in a black layer). Collene Walter also requested more clarification on whether to indicate the relocation. Bradley Miller noted that plans would get too muddy if the site is heavy with trees if we have to indicate those being relocated or removed. Bradley Miller noted that having the gray areas is not something that works. He suggested that the Site Plan should only show the trees to be preserved, and the Landscape Plan to show all trees.

William Cross noted that ULDC Art. 7.2.B.1.C, requires that any preservation or relocation of vegetation shall be shown on the applicable Zoning Plan(s) or Regulating Plan with a Vegetation Disposition Chart, as further outlined in the Technical Manual. He noted that while preference would be to indicate all vegetation and the disposition chart on the Final Site Plans, in some instances it may not be feasible and additional Regulating Plans might be necessary. Bradley Miller indicated that it sometimes when there is too much flexibility with reviewers that causes conflict.

William Cross advised that he would follow up with Monica Cantor, Melissa Matos and Albert Jacob, to determine how best to ensure consistency between all reviewers and agents. Colleen Walter requested ERM be included.

d. Why Form #130 is required when there are no modifications to buildings? Clients are questioning the purpose.

Bradley Miller raised that question about Form 130 being required to all applications, even if does not have anything to do with the Buildings.

Jon MacGillis suggested contacting Doug Wise in Building Division. Donna Adelsperger explained that the form is to let them know that we are not reviewing for ADA compliance and that an amendment may be required at building permit process.

e. Is pavement striping and signage required to be shown on PSP/FSP. Land Development has asked us to show in some instances. Zoning has asked us to remove symbols and use labels instead. What is the protocol?

Bradley Miller questioned the reviewer's request to remove stop bars, directional arrows, pavement "marking" (not striping). He further clarified that in some instances he was asked to spell out "STOP" versus using a symbol of the sign. William Cross noted the Technical Manual requirements and advised that he would follow up with Zoning Staff to ensure consistent direction.

Scott Cantor advised that sometimes if a radius is too small then we ask for the flow around turns, for the purpose of the land development permits.
William Cross advised that he would follow up with Engineering to better define those scenarios. It was generally agreed that stop bars, directional arrows, bypass lane markings, etc. were necessary for confirming compliance with Code, including addressing pedestrian and vehicular circulation systems. Meredith Leigh reminded participants that those are all required in the Tech Manual to show stop bars, and directional arrows.

3) <u>Staff Items:</u>

a. DRAC 2020 Task List *(Attachment 3)* – Jon

Jon MacGillis pulled out the list of items to be discussed. Regarding dumpster setbacks, Jon MacGillis stated that is currently being reviewed and discussed for February Land Development Review Advisory Board (LDRAB). Regarding Landscape buffers and walls, Melissa Matos noted that the task force for that topic met with DRAC interested members on last December 9th and some minor modifications to the Code are on target for May LDRAB.

b. ULDC Updates – Jeff/Wendy/Jon

- Initiation of 2021-01 ***(Attachment 4,*** *will be sent separately****)***

  Jeff and Wendy presented the active amendments associated with Round 2021-01. Reference ULDC Amendment Tracking Schedule for Article, Summary, Case Number, and anticipated LDRAB Meeting date. Initiation of Round 2021-01 to be presented on Feb. 25th BCC Meeting Agenda.
- Summary of 2020-02 ***(Attachment 5)***

  Wendy summarized the 2020-02 Exhibits that are propose for review of the First Reading on January 28, and Final adoption on February 25, 2021.
- Subcommittee Updates (see <u>Code webpage</u> for current status)
  - *Electric Vehicle Charging Stations (EVCS)*
  - *Medical Uses (CLF, Community Residential Housing)*

    Medical use subcommittee has been postponed, but will reconvene when Staff have completed review of the drafts.
- Medical Use Consultant – 2021 Amendments

  Contract is proposed for extension through the end of June and will be presented before the January 26, 2021 BCC.

c. Final Site Plan Approval Process Ord. 2020-020 Amendments – Bill

William Cross noted that this item was to have been removed from the Agenda pending additional discussion with Administration and Administrative review, to affirm scope of what can be amended on an off the board Plan subject to final DRO approval. The topic will be placed on the next Agenda.

d. Insufficiency/Sufficiency Revisions Effective January 2021 – Bill

William Cross reiterated that the new Insufficiency and Sufficiency letter process would be in effect with the January 2021 intake. More specifically, he advised that Insufficiency Letters will continue to be sent out within 21 days of intake, but that Sufficiency letters would be sent within 30-days to address prior issues with 180 day deadlines falling short of the last BCC Hearing. This change would hopefully reduce the number of Warning and Time Extension letters processed by Staff, thus freeing up more time to focus on application review. Donna Adelsperger noted that this only applies to Public Hearing applications, and that DRO and DROE Sufficiency letters would continue to be sent out within 21 days.

e. Tech Manual Update *(Attachment 6)* – Meredith

Meredith Leigh listed the minor changes made on the Technical Manual. Meredith noted that a separate email will be sent with the Tech Manual in PDF and bookmarks

f. Introduction of new Zoning staff – Wendy

Introduced new staff and their general duties for each section.

- Brett Goldberg, Zoning Technician, Community Development

- Darlene Perez, Zoning Technician, Code Revision
- Santiago Zamora, Zoning Technician, Public Information

4) General:

a. Topics for next meeting (5/14/2021) – Gladys

Gladys DiGirolamo suggested the following topic for the next DRAC: Coordination between Zoning and Building during permitting process.

b. **ADJOURN**

Meeting adjourned at 3:36p.m. Motioned by Bradley Miller and seconded by Gladys DiGirolamo.