



**PALM BEACH COUNTY  
LAND DEVELOPMENT REGULATION ADVISORY BOARD  
DRO BUILDING PERMIT REVIEW TASK TEAM  
Minutes of October 07, 2008 Meeting**

On Tuesday October 07, 2008 at 2:30 pm, the Land Development Regulation Advisory Board (LDRAB) DRO Building Permit Review Task Team Subcommittee met in the 2<sup>nd</sup> Floor Conference Room (VC-2E-12 PZB), at 2300 North Jog Road, West Palm Beach, Florida.

**A. Call to Order**

Barbara Pinkston-Nau called the meeting to order and attendance was recorded by circulating a sign in sheet.

**Staff Present**

Barbara Pinkston-Nau-	Principal Planner, Zoning Division
Bill Cross-	Sr. Site Planner, Zoning Division
Brian Davis-	Principal Planner, Planning Division
Jan Wiegand-	Sr. Site Planner, Zoning Division
Joanne Koerner-	Professional Engineer, Engineering & Public Works
Laura Yonkers-	Professional Engineer, Engineering & Public Works
Maryann Kwok-	Chief Planner, Zoning Division
Rebecca Caldwell-	Building Official, Building Division
Sunil Jagoo-	Engineer II, Engineering & Public Works

**Interested Parties**

Bradley Miller-	Miller Land Planning
Helen Cohen-	Kilday & Associates
Mark Rickards-	Woolbright Development
Perry White-	Arcadis U.S, Inc.
Rene Tercilla-	Tercilla Courtemache
Rick Caster-	Caster Development

**B. General Overview**

Laura Yonkers gave a presentation on the Land Development review process and how it would fit with the new process. The major issues involved the timeliness of corrections being made and the ability of the applicant to ensure adequate drainage / retention at an earlier stage.

The need was again stressed that a knowledgeable PM, on the developers end, would be important to ensure outstanding issues are addressed in a timely manner. Discussion also delved into whether or not the PM should be a licensed "design professional" (landscape architect, architect, engineer, etc). Concerns were raised that a number of agents do not hold those titles.

The parameters under which an application would be withdrawn from the new process were discussed. It was decided if 2 or more DRO agencies have major concerns the item would continue through the process as a regular DRO item.

The team discussed the timing of Arch Review submittals. Most agreed that renderings should be finalized and approved prior to BCC. However staff and the applicant have no control over conditions that may be added by the BCC. If conditions are added the applicant will be responsible to ensure all COAs are reflected on the applicable documents prior to submittal.

Staff distributed proposed language to increase thresholds by allowing increases of no more than 5 per cent, which do not exceed 5,000 square feet to be approved administratively. In addition, questions were raised regarding what constitutes a “substantial increase” in traffic.

Our next meeting will be scheduled for November prior to Thanksgiving. At that time we will talk more about thresholds and proposed language. Industry will also bring in “pilot projects” that could potentially work in the new process.

**C. Summary**

Ms. Pinkston-Nau said that the next meeting would be scheduled for November prior to Thanksgiving. At that time thresholds and proposed language will be discussed. Industry will also bring in “pilot projects” that could potentially work in the new process

**D. Adjournment**

The meeting concluded.