



**DRO OVERSIGHT COMMITTEE (DROOC) SUBCOMMITTEE MEETING**  
**FRIDAY, APRIL 23, 2010, 2:00 PM – 4:00 PM**  
**PZ&B – VISTA CENTER**  
**2300 NORTH JOG RD, WEST PALM BEACH, FL 33411**  
**2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

**TOPICS OF DISCUSSION**

- A. REVIEW OF THE JANUARY 22, 2010 DROOC MINUTES – (EXHIBIT - A)**
- B. 2010 FEES ADOPTED ON FEBRUARY 25, 2010, EFFECTIVE ON APRIL 1, 2010 (MMK/WH)**  
Reminder on the Variance and Acreage fees  
Application Intake and Fee payment
- C. DROOC TASK TRACKING CHART FOR 2010 – (EXHIBIT - B)**
  - 1. EAC Processing Fee
  - 2. URA (Covered below in Item D)
  - 3. Interpretation of ULDC in a timely manner
- D. ULDC UPDATE**  
PRA-O (WC)  
Round 1 Amendment (BPN)  
Rezoning Criteria (WH)  
Street Trees (WH)  
Article 4.B (WH)
- E. CODE ENFORCEMENT ISSUES**
- F. TECHNICAL MANUAL UPDATE**
- G. PBC ZONING WEBSITE**
- H. NEXT MEETING TOPICS**
- I. ADJOURNMENT**



## DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC) MINUTES OF THE JANUARY 22, 2010 SUBCOMMITTEE MEETING

PREPARED BY EILEEN PLATTS, ZONING SECRETARY

On Friday, January 22, 2010 at 2:00 p.m. the DROOC Subcommittee met in the Second Floor Conference Room (VC-2E-12), at 2300 North Jog Road, West Palm Beach, Florida.

### 1. CALL TO ORDER

Chairman Jeff Brophy called the meeting to order at 2:03 p.m.

#### Members Present – 9

Jeff Brophy – LDS – Chairman  
Scott Mosolf – UDKS – Vice Chair  
Bradley Miller – MLPC  
Wendy Tuma for Collene Walter – UDKS  
Pat Lentini – Gentile, Holloway, et al  
Chris Roog – GCBA  
Bill Whiteford – Team Plan Inc.  
Gladys DiGirolamo – GL Homes  
Ron Last – Last Devenport, Inc.

#### Members Absent – 3

Jan Polson – Coteleur & Hearing  
Kevin McGinley – Land Research Mgmt.  
Jon Schmidt – Jon Schmidt & Assoc.

#### Zoning Staff Present:

Jon MacGillis – Zoning Director  
Maryann Kwok – Chief Planner  
Autumn Sorrow – CDR  
Carol Glasser – CDR  
Carrie Rechenmacher – CDR  
Jan Wiegand – Arch Review  
Eileen Platts – Administration  
Barbara Pinkston-Nau – Code Revision  
William Cross – Code Revision  
Ora Owensby – CDR  
Douglas Robinson – CDR

#### Audience:

Nicole Smith – LWDD  
Anne Perry – LWDD  
Chris Barry sitting in for Jon Schmidt

### A. REVIEW OF OCTOBER 16, 2009 MINUTES – (EXHIBIT A)

Jeff Brophy asked if anyone had any amendments to the October 16, 2009 Minutes. There were no Amendments. The motion to adopt the Minutes passed unanimously (9-0).

### B. PROPOSED 2010 FEES

Maryann Kwok reviewed the 2010 Zoning Division Fee Schedule and the Correctives with the Subcommittee Members. She advised the Subcommittee Members that the 2010 Fee Schedule was classified into three categories: 1) New services provided by the Zoning Division; 2) New fees associated with new processes; and, 3) Existing fees that the Zoning Division did not charge. The larger fee increases will be phased in 3 increments. The members suggested that Gerry Gawaldo from Palm Tran be invited to the next meeting since there were several questions raised regarding Palm Tran fees. Collene Walter inquired as to the date when the 2010 Fee Schedule is going to be implemented. Maryann Kwok answered that staff would like to bring this before the BCC at the

February/March meeting with the approval from the DROOC Subcommittee to move forward with the fees.

**C. DROOC ONGOING TASKS – (EXHIBIT B)**

Jon MacGillis reviewed each task on the 2010 chart with the Subcommittee Members. Jon stated that staff just had a meeting with that morning on item 5 – URA, Zoning is working on the Ordinance and Planning is working on the rezoning. There will be more internal meetings (staff) regarding the URA until the draft is finalized among all of the agencies and then it will be brought back to DRO in February/March to the IRO/URA Subcommittee and then going to LDRAB in April and will be going for adoption in August Round 2010-02. If you have a URA project coordinate the meeting through Autumn Sorrow, CDR and Bill Cross, Code Revision.

**D. ULDC UPDATE – (EXHIBIT C)**

Barbara Pinkston-Nau reviewed Exhibit C in it's entirety with the Subcommittee Members. She explained the glitches, updates and references that are being amended in Rounds 2009-02 and 2010-01 including but not limited to items pertaining to Development Order definitions, Open Space, IRO, Flexspace, Wind Energy, etc. The 2009-02 Amendments will be adopted on January 28, 2010. Staff will be Requesting Permission to Advertise for the Pain Management Moratorium that will last either a year or up until the BCC adopts language that addresses the issues related to the Pain Management Clinic on that date as well. The first reading for the 2010-01 Amendments will be July 22, 2010 with Adoption on August 26, 2010.

**E. ECONOMIC COUNCIL-REGULATORY CLIMATE COMMITTEE UPDATE – (EXHIBIT D)**

Jeff Brophy explained that the Economic Council questioned on how the DROOC is organized and how it can relate to a group they are creating that came out of a private study that recognized the regulatory process countywide in Palm Beach County as being a problem in terms of economic and business development. The Economic Council started to put together a group consisting of both private and public to come together and try to figure out a way of discovering the issues and bringing it to the table for everybody to discuss. They decided the best way to do this was to interview the stakeholders and all of the municipalities so they recruited Chris Roog as head of the subcommittee to create a survey for the interview. Once the survey is completed it will be used to interview the Building Departments, Engineering Departments, and Zoning and Planning Departments along with Architects, Planners, and Construction Groups to discover what the issues are in terms of policies, customer service, communication, and interpretation so as to eventually have a one day conference between both the private and public interests as to what the problem is on both sides and how we can deal with it. Hopefully all of the DROOC Subcommittee Members can be involved with this on some level, especially in the conference that will happen in March or April 2010, and be held in a convention center or hotel to be determined.

**F. OPEN DISCUSSION**

1. Interim uses

Carrie Rechenmacher stated that there has been an ongoing discussion, more so lately because of the economy, regarding "Interim uses". Because of the economic climate people are not necessarily ready to commence development after they get their approval. Jon MacGillis mentioned that the reason that he placed Interim uses on the Agenda is because of the economy people do not want to lose their new approval but want to do an interim use on property. Jon MacGillis stated that with DROOC assistance we need to come up with a way to implement this in the code if we determine it is necessary. Jon asked if the Subcommittee Members saw a need to address this in ULDC. There did not seem to be an interest in setting up a Subcommittee for Interim use, therefore Jon said this matter is closed for now.

2. DROOC Meeting dates for 2010

A show of hands among the Members determined that the DROOC Subcommittee meetings will continue to be on Fridays from 2-4 pm. The calendar of meeting dates is posted on the Zoning Division web page under Community Development ~ DRO – Oversight Committee: <http://www.pbcgov.com/pzb/zoning/dro/dromeetings.htm> the calendar is in 2010 schedule of

meetings. Please contact Eileen at 561-233-5216 if you would like a PDF of the calendar emailed to you or if you have any other comments or questions.

**G. ELECT CHAIR AND VICE-CHAIR**

Through unanimous decision Jeff Brophy was re-nominated and elected as Chairperson and Scott Mosolf was re-nominated and elected as Vice Chair. Congratulations!

**H. NEXT MEETING TOPICS**

Gladys DiGirolamo suggested discussing "Zoning Interpretations" and how they could be done in a timelier manner. Staff often relay to Agent that they are waiting for Wendy, Maryann or Jon to review and make final decision. Jon said he would take this concern under consideration and ensure timely interpretations are made. He also reminded Subcommittee Members they always have the option of submitting for a Zoning Confirmation Letter.

**I. ADJOURNMENT**

The meeting adjourned at 3:49 pm.

DROOC Task Chart for 2010

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
1	Landscape Permit-Suggestion to implement a Landscape Permit at time of building permit Submittal. We do collect fees at building permit review for landscape review so this would be simply creating a permit that would be done at that time in ePZB. NO new fees or change to process just collecting what we should be for Landscape Plan Review. Jon will explore this suggestions. Industry does NOT want ZC/BCC Conditions requiring Landscape Plans to be submitted prior to final DRO approval. Zoning added this condition to some recent approvals.	Jon, Jan, Rodney	Landscape	2009-01 Round will investigate requiring a Landscape Permit.	June 2009 LDRAB	N/A	N/A	Dec-09	Closed	
2	Final DRO Process -Allow for applicant to have choice of using existing off BCC process or new process where Final Site Plan, Plat and Building Permit are review together. LDRAB Subcommittee Meeting for last several month discussing process and making recommendation. Going to LDRAB in July 2009. Also, Subcommittee making recommendations to modify the DRO authority in terms of allowed amendments to ZC/BCC approvals. Went over both processes at DROOC on April 24, 2009.	Barbara P Nau	CD	2009 Subcommittee Findings completed in July. No ULDC amendments required to implement in October 2009.	Review with Industry at Brown Bag in August 2009	Ongoing	October	Oct-Dec 2009	Closed	
3	EAC Applications-Been on DROOC list since 2008. At DROOC on April 24, 2009 Jon requested input from members is this an issue? Several members stated yes that agencies are adding conditions that are not related to EAC request. Jon said he would investigate with Staff to see if ULDC standards for EAC need to be clarified on is this an internal policy issue to limit conditions that have a rational nexus to EAC.	Jon, DRO Agencies	CD	July 2009 DROOC okayed this issue can be closed. Matter addressed by Zoning Director and CD Section	7/1/2009	N/A	N/A	<a href="#">Jon MacGillis - Re Fwd Status-Zoning Application Project.pdf</a>	Closed	

**DROOC Task Chart for 2010**

Item No.	Task	Lead Person	Section	Comments	Milestone Dates	Testing	Training	Implementation	Status of Task (O/C)	Hyperlink to documents
4	EAC- Processing Fee-Raised at 4-24-09 DROOC Meeting. Requested staff to look at General Application Fee plus fee per condition. Appears on certain applications fee is too high. Jon said he would investigate with staff and see if amendment to fee could be recommended, if necessary in Fall 2009 when Fee Schedule is proposed to be looked at again by BCC.	Jon, Wendy, MMK	CD	July 17, DROOC Zoning Director explained if issues send to staff. Can look at EAC Fees in possible October Fee Amendment	Summer 2009 get any requests to ZD on changes to Fees for EAC relative to effected area	N/A	N/A	Pending Jan 2010 DROOC Input on changes to Fee in Feb 2010	Open	
5	URA Truthing-Request to see DRAFT ordinance and truth new provisions	Bryan Davis, Jon	Planning	Summer 2009-Need to setup meetings	January 2010 Final DRAFT	June-August 2009	03/01/10	Dates changed hearings in Jan and adoption in Feb 2010	Open	
6	Infill Redevelopment DRAFT-Setup meeting with DROOC to review and help truth new language	MMK, Bill C	Code	June-August IR-O Subcommittee Meeting on regular basis.	July Final DRAFT	June-August 2009	01/01/10	Adoption on Jan 28, 2010. Subcommittee Meetings complete.	Open	
	KEY:									
	O=Open									
	C=Closed									