



**DRO OVERSIGHT COMMITTEE (DROOC)  
FRIDAY, FEBRUARY 8, 2013, 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 NOVEMBER 30, 2012 MINUTES – (EXHIBIT A)**
- B. UPDATE DROOC 2013 TASKS & NEW ADDITIONS – (EXHIBIT B) - WENDY**
  - 1. Concurrency Fee-School Board
  - 2. Conditions of Approval- (Discuss under H. below)
  - 3. Information on the Master Plan (Discuss under D. below)
  - 4. Letter to Palm Tran
  - 5. DROOC Name Changes-Suggestions
- C. FEE CHANGES – MARYANN/ALAN**
  - 1. 2013 CPI Fee Increase by 1.7%
  - 2. Revised and New Fees - Administrative Review and CLFs
- D. TECHNICAL MANUAL INPUT FROM DROOC - MARYANN**
- E. SITE PLANS ON THE WEB UPDATE - ALAN & WENDY**
- F. ULDC AMENDMENT UPDATES-BILL**
- G. ULDC STREET TREE SUBCOMMITTEE UPDATE-BPN**
- H. ZONING AGENCY REVIEW- UPDATE ON SCHEDULE CHANGE- ALAN**
  - 1. Revisions to the DRO Thresholds for CD and AR/PI Sections
- I. UPDATE ON CONDITION MONITORING-JON**
- J. OPEN DISCUSSION-TOPICS FOR NEXT MEETING MAY 10, 2013**
  - 1. Reminder that Agents need to bring in traffic counts to determine fees
  - 2. PCN numbers submitted need to be double checked by agents
- K. ADJOURNMENT**



**DEVELOPMENT REVIEW OFFICER OVERSIGHT COMMITTEE (DROOC)  
MINUTES OF THE NOVEMBER 30, 2012 SUBCOMMITTEE MEETING  
Place: 2300 N. Jog Road, Vista Center  
Conference Room (VC-2E-12)  
Time: 11:00 am to 12:00p.m.**

**PREPARED BY ZONING DIVISION STAFF**

**1. CALL TO ORDER**

Chairman Jeff Brophy called the meeting to order at 11:05 am.

**Members Present –**

Jeff Brophy – LDS – Chairman  
Scott Mosolf – UDKS – Vice Chair  
Bradley Miller - Miller Planning  
Collene Walter – UDKS  
Gladys DiGirolamo – GL Homes  
Kevin McGinley – Land Research Mgmt.

**Members Absent –**

Jan Polson - Cotleur&Hearing  
Chris Barry - Jon Schmidt & Assoc.  
Jon Schmidt – Jon Schmidt & Assoc.  
Jenifer Morton - CGBA  
Bill Whiteford – Team Plan Inc.

**Interested parties –**

Kyle Duncan - Simmons and White

**Zoning/Planning –**

Jon MacGillis, Zoning Director  
Maryann Kwok, Chief Planner, Zoning Division  
Wendy Hernandez, Zoning Manager – Community Development Section (CD)  
William Cross, Principal Site Planner, Code Revision Section  
Carrie Rechenmacher, Senior Site Planner, CD Section  
Barbara Pinkston, Principal Site Planner, Permit/ Landscape Review Section  
Autumn Sorrow, Senior Site Planner, CD Section  
Patricia Rice, Senior Secretary, Administrative Section  
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section  
Lauren Benjamin, Site Planner I, Administrative Review/Public Information Section  
Donna Adelsperger, Site Planner I, CD Section  
Inna Stafeychuk - Zoning Technician, Administrative Section  
Bryan Davis, Principal Planner

**Comment [mmk1]:** County Staff, I would put staff under Zoning together and move Eng down

Joanne Keller , Land Development Director  
Anne Perry-LWDD  
Nicole Smith-LWDD

**A. REVIEW OF THE BROWN BAG AUGUST 24, 2012 MINUTES – (EXHIBIT - A)**

Jeff Brophy asked if anyone had any amendments on the August 24, 2012 Minutes. There were no comments/changes to the minutes. Minutes were adopted as presented.

**B. UPDATE DROOC 2012 TASKS AND NEW ADDITIONS - (EXHIBIT B) – WENDY**

Wendy went over the most recent 2012 DROOC Tasks and provided an update on each.

1. **Concurrency Fee - School Board** – Planning still working on Interlocal/Fees. Will have update at next meeting as to status of fees for CLF's.
2. **Conditions of Approval Complete** - PZB ISS staff is still working on programming. Jon indicated that once the conditions are done, will present the new screens to the Agents and County Agencies. He also stated completing this task is top priority for Rebecca Caldwell for the Department. Wendy stated that she is hoping to have something to show them at the next meeting.
3. **Information on Master Plan** –Working with Agencies (Land Development) to address amount of details required to be shown on the Master Plans. Sometimes too much information is shown on the Master Plan. Every time some minor changes are made to a site or subdivision plan, it requires the Master Plan to be changed too. Wendy stated that she would have her secretary coordinate a meeting with the DROOC members who are interested in participating.
4. **Letter to Palm Tran** –Jeff indicated that drafting the letter to Palm Tran fell off his radar. However, he did hand out the letter he sent to Palm Tran. After his follow-up phone conversation with Jerry Gawalda he was receptive to getting comments into ePZB. DROOC will monitor for couple months to see progress. Jeff circulated the letter that he sent to Jerry. Collene asked if this letter helps Zoning to address the issues. Jon said yes. Jon said he will forward the letter to Rebecca and to Palm Tran.
5. **Time Frame for Zoning Administrative Review (ZAR)**  
The timeframe for ZAR will be changed from 15 calendar days to 15 working days and the Policy & Procedure Memo will be updated to reflect the revision. (Discussed further below). Collene said she spoke with staff prior to the DROOC meeting and staff informed here they would be updating the Memo to fix the due dates. Lauren will ensure this task is completed and new Open/Closed Comments for Admin Review is reloaded onto the Web.
6. **DROOC Name Changes - Suggestions**  
Bryan Davis suggested "Development Review Advisory Board". The group suggested Task Team or Zoning Advisory Board. It is open for suggestions, to be discussed at the next meeting. At this point no formal name changes was agreed upon.

**C. TECHNICAL MANUAL INPUT FROM DROOC – MARYANN**

Maryann gave an overview of the Title 2. She said that there are two updates to the Technical Manual a year, usually follows the adoption of the Code Amendments, i.e. Amendments Rounds 1 and 2 of the Unified Land Development Code. She indicated that a lot of those submittal requirements in Title 2 were drafted many years ago, and suggested to reduce the amount of text and relocate some of the information to the Plan templates. She requested a separate meeting and invited all

interested parties to provide input for the Title 2 revision. Wendy said that meeting will be setup through the CD section

**D. ULDC Amendments Update - Bill**

**Round 2012-02 Update**

Bill provided an update on amendments for Round 2012-02, he gave a summary of proposed amendments for the December 5, 2012 BCC Hearing. He highlighted issues relating to the Recycling Bins and Potbellied Pigs. A Recycling bins workshop was held for the BCC, and the Board directed staff to remove recycling bins from shopping plazas. LDRAB recommended denial of the Pot Bellied Pigs Ordinance.

Zoning Director has prepared a memo to the BCC on Murals, and will discuss this issue with the BCC on December 5, 2012. Also, another memo updating the BCC on the status of two privately initiated amendments on electric fences and free standing ATMs. Bank of America proposed amendment to allow free standing ATMs in commercial centers. At this stage, Staff considers them as financial institutions.

Internet cafe - There is no State Legislation requirement for the Internet Cafes at this time. The new committee is created with a possible new legislation on the topic in 2014.

**E. ULDC Street Tree Subcommittee to convene on Dec 12 - ARE YOU INTERESTED IN SITTING ON THE TASK TEAM – Barbara P. Nau**

**Barbara P. Nau provide an update on the ULDC Landscape Subcommittee.** The Subcommittee is scheduled for December 12, 2012 at 9:30 am. The Committee will meet every other month. The first topic of discussion is Street Trees. Barbara invited agents to participate

**F. DRO - Open/Closed Comments memo (Exhibit C) – Collene**

Collene noticed that ZAR process takes long time to process applications. Agencies have 4 weeks for comments which is extending the process. When she speaks to Agencies they inform her that is the time frame established by Zoning Division. . The Signature only process that was replaced by ZAR took less time (about 2-3 weeks) to process requests. Agents hope this will be addressed in revised open/close comment memo that Lauren B is going to prepare and replace the existing one on the Zoning Web Page.

Wendy said that in addition to the timeframe revision the memo will be revised regarding the threshold for ZAR applications that will trip full DRO process. There are applications in which the amount of review, based on the requests may exceed Agency Review.

Kevin noted that during ZAR process agencies make comments beyond the affected area (platting, adding lanes and etc.) Collene asked whether a possibility that agencies comment only on affected area. Kevin suggested a "vesting stamp" on plans. Other's suggested a "red line" affected area.

Collene-Affected area-change isolated to an area of change not entire plan "red line" area.

Bradley-Agrees many changes are required to plans just to add seats to outdoor restaurant

Joanne Keller - Sometimes request impacts go beyond the red line area.

Kevin McGinley added that the Agencies are not only focusing on the affected area but the entire plan adding additional comments beyond the agents request. Joanne Keller added that their review sometimes has to go beyond the affected area because of the associated impacts of the proposed change to the plan.

**G. UPDATE OF CONDITION MONITORING - JON**

Rebecca made this the highest priority. Phase-I is done. Agencies will be able to copy, to modify conditions. Trailers will be fixed. January 2013 the new screen is expected. Agencies should be trained by march. Agencies will be responsible for closing conditions.

**H. ELECTION OF CHAIR AND VICE - CHAIR**

Committee members voted unanimously to nominate Scott Mosolf as the new Chair and Gladys DiGirolamo the new Vice-Chair.

**I. 2013 MEETING CALENDAR (EXHIBIT D)**

No comments on the calendar. Staff will post it to the Zoning Web page in December.

**J. OPEN DISCUSSION/NEXT MEETING**

Wendy stated that when agents call in to get fee estimates they need to give traffic counts. Staff informs the agent that additional costs are required when they don't have the counts, however at time of intake agents are not provide the fees for Traffic. She also mentioned Six Pillars white paper prepared by Josh Long. The White paper will go to Business Development Board (BDB) and then to BCC. Wendy suggested that agents review and provide comments as necessary. Bradley Miller said that the standardized consent form would be helpful. There are multiple Consent forms (School Board, Small land Use Amendment and etc.). He had experience to have a bank to sign two sets of three different consent forms.

**L. ADJOURNMENT**

The meeting adjourned at 11:55 am.

<http://pbcportal.pbcgov.org/PZB/zoning/SharedDocsAdministration/DROOC Meetings/05-13-11 DROOC Minutes.docx>

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>EAC Application and Fees</b>	Application Process and Fees	Wendy	Closed			1/29/2011
<b>Abadoment Procoss</b>	Address how to abandon an applicaton. Draft new PPM and went over with DROOC	Jon	Closed			3/1/2011
<b>General Application</b>	Remove Community Groups	Wendy	Closed			3/15/2011
<b>Status of Green Task Team</b>	Status of ULDC Task Team	Bill	Closed			2/1/2012
<b>Insufficiency Check List</b>	Review consistent application	Wendy/Jeff Brophy	Closed		Jeff Brophy	2/1/2012
<b>DROE Application requirements</b>	Some staff are requesting justification for DRO application when it is off the board.	Wendy/Chris Barry	Closed		Chris Barry	2/1/2012
<b>Calendar- Variance Deadlines</b>	Resubmittal Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Closed	5/11/2012	Colleen Walters	Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013.Effective 1/1/2013
<b>Resubmittal Fees-ERM and Palm Tr</b>	Fees are being charged when they aren't affected by the changes	Wendy	Closed	5/11/2012	Colleen Walters	8/24/2012 Memo from Zoning to ERM and PTran.
<b>Concurrency Fee- School Board</b>	Fees are being charged when they aren't affected by the changes- ie CLF or Age Restricted Community	Wendy	Pending	5/11/2012	Kevin Ratteree	11/5/2012 Need status from Planning 1/18/2013 Emailed Planning requesting Status of Interlocal 1/18 The School Board and concurrency committee have finished reviewing and is working on the new agreement. It will then go back to IPARC and various other committees (Tri-Board, Homebuilders assoc.) for comments prior to adoption. I will keep you posted when I have specific dates.
<b>Conditions of Approval</b>	Conditions of Approval are remaining open and causing issues at time of Building Permit	Jon/Wendy	Pending	5/11/2012	Colleen Walters	1/18/2013 ISS is still working with staff on new screens projected testing in June 2013

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
<b>Information on a Master Plan</b>	Inconsistent requirements for information on a Master Plan. Some information may not be necessary. Involves Survey, DL, Planning and Zoning	Wendy/MMK	Pending	5/11/2012	Gladys	1/16/2013 Staff met with Agents to discuss Tech Manual and edits. Agents to provide comments. Staff to modify and reschedule a meeting
<b>Draft letter to Palm Tran</b>	Palm Tran not signing off on DRO in ePZB.	Jon/Jeff Brophy	Completed	8/24/2012	Jan Polson	
<b>Time frames for DRO-Agency</b>	Review time is too long for certain agencies. Can we establish ULDC time frames?	Alan/Jon	Completed	8/24/2012	Colleen Walters	

Key:

Complete

Pending