



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, AUGUST 23, 2013, 11:30 PM-1:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
VC-1W-47 KEN ROGER'S CONFERENCE ROOM**

TOPICS OF DISCUSSION

- A. INTRODUCTIONS**
- B. REVIEW OF THE JUNE 7, 2013 MINUTES – (ATTACHMENT 1)**
- C. UPDATE DRAC 2012-13 ACCOMPLISHMENTS - (ATTACHMENT 2) - WENDY**
- D. SIX PILLARS UPDATE (ATTACHMENT 3) - JOSH OR JEFF**
- E. ULDC UPDATES**
 - 2013-14 USE REGULATIONS PROJECT AND DRAC ROLE – BILL
 - UPDATE ON THE CODE CHANGES IN PROCESS AND THE USE REGULATIONS PROJECT - BILL
 - UPDATE LANDSCAPE CODE COMMITTEE –BARBARA
 - INPUT ON MEASURING WALL HEIGHT-BARBARA
- F. NEW FEES – CLF TYPE I (ATTACHMENT 4) - ALAN**
- G. PUBLIC NOTICE BOARD PROCEDURES PER COLLENE (ATTACHMENT 5) - WENDY**
- H. OPEN DISCUSSION-TOPICS FOR NEXT MEETING NOVEMBER 15, 2013**
- I. ADJOURNMENT**

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**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY, JUNE 7, 2013 SUBCOMMITTEE MEETING
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)
Time: 2:00 pm to 4:00 pm**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER

Chairman Scott Mosolf called the meeting to order at 2:00 pm.

Members Present –

Scott Mosolf – UDKS – Chair
Gladys DiGirolamo – GL Homes - Vice Chair
Jeff Brophy - Land Design South
Bill Whiteford -Team Plan

Members Absent –

Chris Barry - Jon Schmidt & Assoc.
Bradley Miller - Miller Planning

Interested Parties –

Pat Lenti
Caroline Villanueva

Zoning/Planning -

Jon MacGillis, Zoning Director
Maryann Kwok, Chief Planner, Zoning Division
Wendy Hernandez, Zoning Manager – Community Development Section (CD)
Alan Seaman, Principal Site Planner, Zoning Division
Barbara Pinkston, Principal Site Planner, Zoning Division
Carrie Rechenmacher, Senior Site Planner, CD Section
Autumn Sorrow, Senior Site Planner, CD Section
Patricia Rice, Senior Secretary, Administrative Section
Jan Rodriguez, Senior Site Planner, Administrative Review/Public Information Section
Donna Adelsperger, Site Planner I, CD Section
Sussan Gash, Site Planner II, Planning Division
Joanne Keller, Land Development Director

A. REVIEW OF THE FEBRUARY 8, 2013 MINUTES – (EXHIBIT A)

Scott Mosolf asked if anyone had any amendments on the February 8, 2013 Minutes. There were no comments/changes to the minutes. Minutes were adopted as presented. Staff will publish the adopted version to the Zoning DRAC Web Page.

B. UPDATE DRAC 2013 TASKS & NEW ADDITIONS – (EXHIBIT B) – WENDY

Wendy Hernandez reviewed the open items on DRAC Task chart.

School Board Concurrency Fee-She spoke to Planning Staff at School Board and they are still working on this topic.

Conditions of Approval-ITS/Zoning are working on newly created screens for staff to identify duplicate conditions on new applications. Wendy explained that once staff finishes their review ISS will finalized the programming of the changes to the ePZB screens. Overall, this should improve the monitoring of conditions by County Staff and ensure Staff Reports and Resolutions reflect the current staff conditions.

Information on Master Plan-Had meetings with DRAC members and Zoning staff. Staff agreed to certain information not being shown on the Master Plan. Maryann, Wendy and Carrie are going to finalize the update send it out to DRAC for final review then update the Technical Manual this summer.

Palm Tran Letter-Jeff and Gladys indicated since a letter went out, Palm Tran is more responsive to closing out conditions and responding to calls. Also, issues with Fire have been resolved; Joanne Keller added since issues between Land Development and Fire on curb width was discussed and addressed.

DRO Administrative Review Time Frames-Wendy turned the floor over to Alan to update members on this topic. Alan said that he has not heard any issues recently from Agents that Agencies are not reviewing/signing off on their reviews in timely manner. The DRAC members agreed. Alan also noted that staff's internal Project Manager Tracker has been updated to reflect the status of Agency sign off so Jon MacGillis can also ensure timely responses from Agencies. Agreed we can close this task out.

C. COUNTY ATTORNEY DISCUSS CONSENT FORMS - SUSAN

Bob Banks and Susan Taylor outlined what their concerns are with the current consent forms not always being submitted by Agent to confirm they still represent the owner on all matters regarding subsequent applications. Bob and Susan stated they need consent from owner throughout the various review processes. Do not need a new consent after the BCC approved a project, should be able to use the same Consent Form. Maryann suggested adding any clarification regarding the Consent Forms to the Technical Manual.

D. DISCUSS PROPOSED CLF TYPE 1 FEES - ALAN

Alan Seaman provided an update on the current policy and procedures for processing CLF Type I & II. He mentioned all three State licensing agencies (AHCA, APD, and DCF) are now sending the Zoning Division their approved CLF's data on a monthly basis. The Zoning Division and ISS in turn maintain a master database of all this data. Staff as well as applicant can now check for minimum separation from existing CLF. New applicants are given a "Site Reservation" letter from the Zoning Division which is valid for 12 months. This gives the applicant time to complete any modifications to residence, receive CO, as well as State License before zoning staff will sign off on BTR. If not, the reservation is forfeited.

E. ULDC 2013-01 AND 2013-14 USE PROJECT UPDATES- MARYANN/JON

Maryann provided an update on the 2013-14 Use Regulation Project. She stated there are three areas of amendments: **Definitions**, **Supplementary Standards** and the **Use Matrices**. Staff is currently working on the Industrial Use Categories. Staff will be updating definitions based on current Industry trends, and the definitions will be relocated from Article 1.1 to Art.4.B so the definitions for each use will be in the same place as the Supplementary Use Standards. Staff is also reviewing the Supplementary Use Standards and will identify similar development regulations that address incompatibility, screening, hours of operations, etc. and will place them in a central location, i.e. in Art.5. All those other Standards that are specific to a Use Type will remain in Art.4.B. Maryann also mentioned that the approval processes specific to Use Types will be last to be updated. She clarified additional meetings will be needed for the 2 existing categories' of approval processes: Development Review Officer (DRO) and Permitted by Right. She explained that DRO has 3 types of processes: Full DRO (17 Agencies); Agency Review (5

Agencies) and Zoning Review (1 Agency). She indicated that staff is looking at establishing thresholds between these Agency Review processes. In addition, the term Permitted by Right is also misleading to applicants, most people assumed that their request could proceed without any type of Zoning Approval; however, they do not realize that some proposed uses that are submitted for even Building permits could trigger a Zoning review/sign off. Maryann suggested to clarify the P process in the Use Matrix by placing a footnote [P=Subject to a Zoning review and sign-off which includes Building Permit, Special Permit, Business Tax Receipts].

Bill Whiteford made two observations regarding creating of non-conformities which he stated appears staff is conscious of this and taking it into account as they work on the uses. Maryann confirmed as part of staff's research they confirm if existing approvals were granted so we know if non-conformities would be created by changing the provisions for the uses.

Bill also noted that he does not recommend changing the "P" in the use matrix but rather add clear footnotes to the Matrices to explain there might be further approvals necessary and it is not by "right" as term implies. Jon agreed and said if anyone had any further input on this to send them to Monica Cantor, Senior Site Planner in Code Revision Section.

F. ULDC LANDSCAPE CODE SUBCOMMITTEE UPDATE-BARBARA

Barbara provides an update on the Landscape Subcommittee. She said the meetings with members have been very productive in dealing with the topics under discussion. There will be no amendment to Street Trees. Committee discussed uses and agreed current code requirements adequately addresses installation of street trees. Staff did confirm a Preferred List of Street Trees will be listed in the Land Development Street Tree Manual. Barbara invited everyone to attend the next meeting on July 19, 2013 when Bios wales will be the topic of discussion. Barbara stated she is also drafting minor changes to the Landscape Code that will be reviewed by LDRAB and BCC in 2013-02 Round. If interested in a copy of these changes please contact Barbara.

G. ULDC DRO ADMINISTRATIVE REVIEW 2013-02 AMENDMENTS – ALAN

Alan updated the committee on amendments he is working on with Wendy Hernandez with respect to the DRO Administrative Review. This was discussed at last LDRAB Meeting that staff is looking to clarify the DRO Zoning and Agency Review process and add clarity to the code when you must apply for full DRO. Also, staff will be looking at the existing fees for this process and recommending an increase to the BCC in 2013-02 Round along with the DRO amendments. Staff will keep committee updated on the DRAFT amendments and fees before they are finalized.

H. QR CODE ON PUBLIC NOTICE BOARDS AND PACKETS– AUTUMN

Autumn Sorrow stated that the CD Section has implemented using the QR(Quick Reference) Code on the Public Notice Boards to give the public who have a cell phone or other electronic devisees to go directly though the Zoning Web Page for information on the applications. Also, the Zoning and BCC packets will have QR Code inserted on them to give Public direct access to Web Page or access to packet on their electronic devisees.

I. LIENS AND FINES- AUTUMN

Autumn Sorrow provided a brief update on efforts staff are making internally to ensure liens that must be paid by applicants prior to the application being processed. She indicated that staff is coordinating with PZB/Administration to ensure a process is established to check all open liens/fines on a property that must be paid. Will keep committee updated on final outcome of this task.

J. REVIEW AND DISCUSS SUFFICIENCY REVIEW CHECKLIST FOR NEW SUBMITTALS-JEFF

Jeff stated that there seems to be a breakdown between pre-submittal and submittals. He asked for a process that will help if Agents give more information upfront prior to meeting to staff. Wendy explained that applications are coming in incomplete thereby resulting in insufficient letters. She explained that the Pre-Submittal form should be used and filled in by both applicant and staff at meeting in order to make sure everything is addressed and documented at meetings. Wendy

asked Jeff if the staff who attends the Pre-submittal meetings are the same PM assigned in his office to the project and he said yes. Jeff asked if we can work to improve in this area and Wendy said yes indicating this is a top priority outlined on the Six Pillar recommendations.

K. CONDITION MONITORING UPDATE-JON

Jon stated that Wendy had already updated everyone on this topic under B on the Agenda so nothing further to add

L. OPEN DISCUSSION-TOPICS FOR NEXT MEETING AUGUST 23, 2013

Bill asked for update on the URA. Jon stated that the Planning Division is working on updates to the URA provision in the Comp Plan. He said an update was made to the BCC in May. Might want to speak to Lorenzo or Maria Bello to see the scope of proposals. Planning/Zoning staff meeting internal in future to discuss Comp Plan changes and impact on ULDC

No other topics for next meeting were offered.

M. ADJOURNMENT

THE MEETING ADJOURNED AT 3:00 P.M.

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		Complete	Pending				
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed	
EAC Application and Fees	Application Process and Fees	Wendy	Closed			1/29/2011	
Abandonment Process	Address how to abandon an application. Draft new PPM and went over with DROOC	Jon	Closed			3/1/2011	
General Application	Remove Community Groups	Wendy	Closed			3/15/2011	
Status of Green Task Team	Status of ULDC Task Team	Bill	Closed			2/1/2012	
Insufficiency Check List	Review consistent application	Wendy/Jeff Brophy	Closed		Jeff Brophy	2/1/2012	
DROE Application requirements	Some staff are requesting justification for DRO application when it is off the board.	Wendy/Chris Barry	Closed		Chris Barry	2/1/2012	
Calendar- Variance Deadlines	Resubmitted 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	
Resubmitted Fees-ERM and Palm T	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 Tran.	
Concurrency Fee- School Board	Fees are being charged when they aren't affected by the changes- i.e. CLF or Age Restricted Community	Wendy	Pending	5/11/2012	Kevin Ratteree	06-07-13 Wendy gave DRAC update to Committee that no changes has occurred. Spoke with School Board Planning Division still working on agreement. 11/5/2012 Need status from Planning	

		Complete	Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Conditions of Approval Completed	Conditions of Approval are remaining open and causing issues at time of Building Permit	Jon/Wendy	Pending	5/11/2012	Colleen Walters	06-07-13 Wendy gave update to Committee that Zoning and ISS working on modifications to the ePZB conditions screens. Expect by this Fall to implement changes to help with processing and monitoring conditions Staff will manually update; Pending task for ePZB and ISS
Information on a Master Plan	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	06-07-13 Wendy said she met in last month with several DRAC members to address their concerns with too much information on Master Plan. Working on draft to reflect changes agreed to and once done will send out to Committee for review. Then the Technical Manual will be update. 8/13/13 Subcommittee need to discuss Tech Manual changes. Staff to finalize the proposed changes prior to next DRAC meeting.
Palm Tran and Fire	Palm Tran not signing off on DRO in ePZB.	Jon/Jeff Brophy	Closed	8/24/2012	Jan Polson	06-07-13 Closed Committee said seeing improvements Letter was sent to Palm Tran by Jeff Brophy on behalf of the DRAC: 2/8/2013 This items will remain open to monitor issues from Palm Tran. Agents asked that Fire be added to the list. As they have issues with the timing of their review.
Time frames for DRO-Agency	Review time is too long for certain agencies. Can we establish ULDC time frames?	Alan/Jon	Pending	8/24/2012	Colleen Walters	06-07-13 Staff updated Committee working on ULDC amendments for 2013-02 Round. Expect amendments to go to the November LDRAB. Staff will send DRAFT to DRAC before finalized along with new modified Fees that are being recommended. Remain open. Staff is finalizing PPM regarding what is considered a ZAR versus full DRO. 8-13-13 Staff drafting minor amendments to DRO Admin Review. Will go to next LDRAB. Will share with DRAC.

		Complete	Pending			
Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Roundabout requirement	Clearance requirement for Land Development differs from Fire	Joanne K	Closed	3/6/2013	Gladys	<p>06-07-13-Closed per Committee From: Joanne Keller M. Sent: Wednesday, March 06, 2013 11:12 AM To: Gladys Digirolamo; Bradley Miller Cc: Wendy Hernandez N.; Maryann Kwok; Pedro Segovia Subject: FW: Roundabout Design</p> <p>At the last DRAC meeting, an issue concerning a conflict between PBC Engineering and FRD roundabout design requirements was brought up for discussion. After the meeting, Engineering staff coordinated with FRD staff and it was agreed that a change would be made to the central median curbing to satisfy both department's requirements.</p> <p>For your information, attached is the new requirement to use FDOT's Type RA curb for the median in roundabouts.</p> <p>I trust this will resolve the issue from DRAC.</p>
Street Tree	Spacing of trees	Joanne/Jon Barbara P	Closed	3/19/2013	Barbara P.	06-07-13 Barbara P informed the Committee that there will be no ULDC amendments to Street Trees based on discussion with BCC and Subcommittee review of issues.
Consent Forms	Agents not providing new forms after a year	Susan Taylor	Closed	3/8/2013	Susan T.	06-07-13 Bob Banks and Susan T update Committee that they need assurance that the Owner is giving Consent for all apps as they go through process.
Resubmittals following DRO	Too many additional submittals	Wendy	Closed	3/13/2013	Wendy	06-7-13 Wendy monitoring Resubmittals and asked they be keep to minor fixes and not significant changes.

Six Pillars Business Climate & Competitiveness Task Force

Planning and Zoning Best Practices White Paper



Committee Members:

Jeff Brophy, RLA, ASLA

Brian Cheguis

Natalie Crowley, AICP

Rick Greene, AICP

Maryann Kwok, AICP, ASLA, LEED AP

Joshua I. Long, AICP

Jon P. MacGillis, ASLA

Bradley D. Miller, AICP

John Sickler, AICP

Collene W. Walter, RLA, ASLA, AICP, LEED AP

5 Public Sector; 5 Private Sector

Introduction

Customer Service

Each Planning and Zoning regulatory agency should:

- implement a process for Pre-Application Meetings to review projects and applications with an applicant and/or their agent prior to submission of a request;
- strive to improve communications with Business by providing the opportunity for education on the various governing documents and application processes and procedures;
- implement a “Planner on Call” program with experienced staff that can readily assist with timely and accurate response to inquiries; and
- work to improve their processes and practices, and assist business with navigating through the process. Customer opinion surveys and annual evaluations of applications are tools that can be used to assess the processes.

Each Private Business should:

- provide the most current and comprehensive information available to the government agency in order for responses to be as accurate as possible.

Each Planning and Zoning Regulatory Agency or private Business should:

- As a follow-up to the Pre-Application Meeting, produce a confirmation letter by one of the parties that summarizes the meeting and outlines the determinations made regarding seeking use approval or the zoning process, if conditions for either parties remain constant. This letter will act as a record of the determination that can be relied upon for further actions, provided the applicant does not significantly change the application after the pre-application meeting.

Communication

Each Planning and Zoning regulatory agency should:

- create a User Friendly Website that has a clear delineation for business, resident and visitor information. The website should provide easy access to primary information such as land use and zoning maps, comprehensive plans and land development codes, applications, calendars and staff contact information including descriptions of each position and its responsibilities. Useful links that are easily accessible are encouraged. Uniformity of terms or icons between various municipal planning & zoning regulatory agencies in Palm Beach County is encouraged;
- publish a calendar of hearings/meetings/submittals and make it readily available on the website and in the office;
- post agendas and agenda backup on their website at least three (3) days prior to any meeting date, and make audio and meeting minutes available on-line after the meeting; and
- strive to broadcast hearings and meetings on local television or through their website.

Each Private Business should:

- include the property owner and developer as active participants throughout the development approval process.

Each Planning and Zoning regulatory agency and Private Business should:

- assign a project manager (primary point of contact) to facilitate clear and efficient communications regarding the project; and
- provide for written communication that is comprehensive and will act as a record that can be relied upon for future actions. This communication can be accomplished via email, memo and/or letter for both internal and external communications.

Interpretation

Each Planning and Zoning regulatory agency should:

- implement a process whereby the Director can issue binding interpretations of code, applications and processes. These interpretations should be published in writing, documented and readily available to Business;
- implement a process to schedule project management /coordination meetings with staff and Business following submission of an application to discuss issues and concerns prior to issuing a staff recommendation;
- establish a maximum amount of time in which staff should respond to various requests;
- allow flexibility by staff to enforce identified process modifications or minor changes based on authorizations and thresholds established in Code to improve predictability versus relying on undocumented policies or precedents; and
- document interpretations.

Each Governmental Agency should:

- communicate its strategic goals and priorities to the Planning and Zoning regulatory agency to guide staff interpretations and policy decisions.

Documents

Each Planning and Zoning regulatory agency should:

- create and make available user- friendly Flow Charts for frequently used processes;
- create Electronic Applications. (typable forms, e-attachments of applications); and
- create and implement submittal Checklists.

Each Private Business should:

- research all applicable documents and regulations (land use, zoning, architectural, landscape, environmental, historic, overlays, etc.) prior to pre-application and/or submittal; and
- be required to adhere to the submittal checklist (and pre-application if applicable) of the government agency at time of submittal and resubmittals during the development process.

Planning and Zoning regulatory agencies and Private Business should:

- develop a Public-Private “Bill of Rights” that addresses Professionalism, Accountability, Responsiveness, Ethics, and Communication.

Organizational Process

Each Planning and Zoning regulatory agency should:

- strive to establish an electronic submittal process for applications;
- strive to standardize routine comments and conditions of approval for consistency of use and predictability;
- strive to streamline the application review process by removing redundancies and non-value added steps;
- strive to establish an electronic review of applications, including electronic markup of plans. This process would be used for initial submittals and amendments; and
- strive to establish an expedited approval program based on each government agency's priorities.

Each Private Business should:

- ensure review comments are addressed on time to maintain the prescribed approval schedule; and
- ensure that a quality control review is conducted by the identified project manager prior to the submittal of an application to a Planning and Zoning regulatory agency.

Each Governmental agency should:

- ensure that planning and zoning processes are clearly established in ordinances and implemented consistently. Predictability is key to promoting economic development; and
- simplify the process for public input prior to a commission or board taking action on an application. Applications, staff reports and other supporting documentation should be easily accessible to the public well in advance of public hearings.

Technology

Each Planning and Zoning regulatory agency should:

- strive to establish an electronic database to maintain a record of all applications. This database could be made accessible to the public to facilitate access to applications, plan review comments, contacts and support documents; and
- work to share resources to prepare or enhance a Geographic Information System (GIS) to make data more readily available to the public.

Each Governmental agency should:

- strive to implement a format for electronic collaboration on projects particularly with participants at multiple locations (e.g. Microsoft SharePoint or Adobe Collaboration);
- strive to implement a process for video/teleconferencing/web conferencing for meetings when Business interests are not local and able to attend face-to-face meetings;
- provide an easily accessible or direct link to their Planning and Zoning regulatory agency from the website;
- consider hardware/software compatibility when establishing electronic processes. Utilization of industry standard equipment and programs is encouraged to facilitate access and compatibility for the majority of the prospective users; and
- strive to provide for online payments.

Training

Each Planning and Zoning regulatory agency should:

- coordinate with Intergovernmental Plan Amendment Review Committee (IPARC) more proactively to share, develop and refine best practices countywide to best serve Business and work toward a consistent approach and application of planning and zoning processes and procedures;
- implement an orientation program related to planning and zoning matters and processes for all advisory boards, committees and elected officials; and
- conduct workshops to review significant code and process changes with Business. The public sector should strive for frequent and consistent participation.

Planning and Zoning regulatory agencies and Private Business should:

- create clear job descriptions that outline responsibilities for their staff. These job descriptions should be evaluated and updated periodically;
- provide ongoing training for staff, including written training manuals, if appropriate;
- monitor performance of staff; and
- conduct reviews of processes to address issues warranting re-evaluation, and update their procedures and processes if needed.

Customer Service

Pre-Application Meeting

Communication

Web Based Data

Documents

Flow Charts & Schedules

Developers/Applicants

- Land Costs
- Construction Costs.....
- Development Schedule.....
- Personnel.....
- Approval Schedule.....



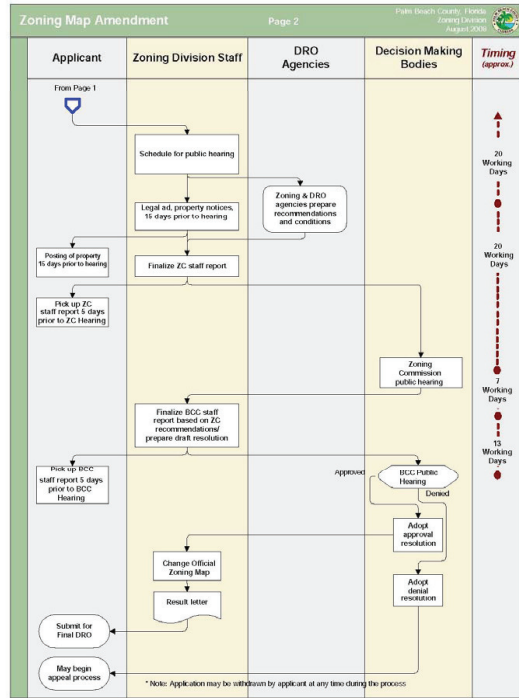
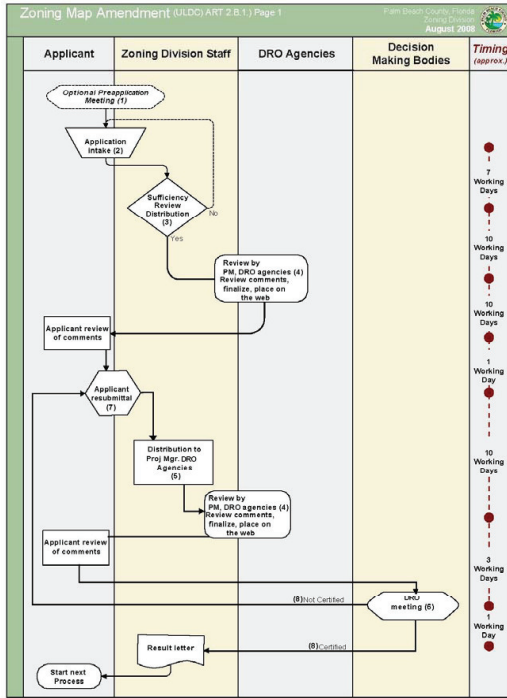
Documents

Flow Charts & Schedules



Documents

PBC Zoning Flow Charts & Schedules





Technology/Communication

Agents Can Access the Regulatory Agency Online

Technology/Communication

Comments May be Viewed Online

ePZB Online Submittal - Home

Home

Introduction

Log In - Existing Users

Sign Up - New Users

Acceptable File Formats

FAQs

System Requirements

Instructions

Contact Us

Welcome to Palm Beach County's ePZB, electronic Planning, Zoning, & Building Online Submittal

The ePZB application will allow users to file for Administrative Variances and respond to comments by DRO agencies online.

Already have ePZB ID? Sign in below:

Email Address:

Password:

[Not Registered?](#)
[Forgot your Password?](#)

Need Help Logging On? Email: pzbmain@pbcgov.org

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Documents/Technology

Agency Comments/Electronic Collaboration

ePZB System

Control No: 2012-00646
Project Manager: CGLASSER
Application No: Z/COZ-2012-03376

Comments from all agencies being viewed by ZONING

Version No: 4
Agency: ALL
Search

Agency	Date Entered	Comment Text	Issue	Resolved	Latest Response	Comments Open: No	Responses Open: Yes
PREM	01/07/2013	No Comments		<input type="checkbox"/>	View	Edit	Delete
SCHOOL	01/11/2013	No Comments		<input type="checkbox"/>	View	Edit	Delete
SURVEY	01/07/2013	1. The project reviewer is Crai...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/07/2013	2. The Survey staff relies on t...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/31/2013	3. All previous certification i...	Comment	<input type="checkbox"/>	View	Edit	Delete
TRAFFIC	01/11/2013	1. The project reviewer is Nick...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/11/2013	2. The traffic study submitted ...	Issue	<input checked="" type="checkbox"/>	View	Edit	Delete
	01/11/2013	3. Note that because the propos...	Comment	<input type="checkbox"/>	Response View	Edit	Delete
	01/11/2013	4. Because the proposed develop...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/11/2013	5. Because the property intends...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/11/2013	6. Because the proposed rezonin...	Comment	<input type="checkbox"/>	View	Edit	Delete
	04/17/2013	7. The project will be conditio...	Comment	<input type="checkbox"/>	View	Edit	Delete
	04/17/2013	8. Traffic concurrency is appro...	Comment	<input type="checkbox"/>	View	Edit	Delete
ZONING	01/09/2013	1. The project manager is Carol...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/09/2013	2. Art. 1.B.2. - Except as spec...	Comment	<input type="checkbox"/>	View	Edit	Delete
	01/09/2013	3. Per Art. 2.A.1.I.3.a, write...	Comment	<input type="checkbox"/>	View	Edit	Delete

Comments Listing
New Comment
Agency Data
Resolve Comments
Re-Open
Control No. Comments

Documents/Technology

Agency Comments/Electronic Collaboration (Cont'd.)

Control No: 2012-00646 Project Manager: CGLASSER Application No: Z/COZ-2012-03376

Comments On Application

Agency	Date Entered	Comments and Responses Version 4 as on 4/22/2013 8:15:34 AM	Resolved	Issue
PARKS	01/00/2013	No Comments	<input type="checkbox"/>	
PLAN	01/08/2013	1. The project reviewer in Planning is Erin Fitzhugh Sita. Please contact Erin for questions or concerns. 233-5263.	<input type="checkbox"/>	Comment
	01/08/2013	2. The site is located within the Urban/Suburban Tier and has the future land use (FLU) designation of Medium Residential 5 dwelling units per acre (MR-5).	<input type="checkbox"/>	Comment
	01/08/2013	3. The site is not located within one mile of or in the future annexation area of a municipality	<input type="checkbox"/>	Comment
	01/08/2013	4. The Planning Division is processing a concurrent FLUA amendment application for this parcel, known as Atlantic Commons Commercial SCA 2013-004. The applicant seeks to amend the FLU designation from MR-5 to Commercial Low (CL) with an underlying Medium Residential, 5 units per acre (CL/5) in Small Scale Amendment Round 13-b. The Project Manager for the FLUA amendment is Bryce VanHorn, 233-6355.	<input type="checkbox"/>	Comment
	01/08/2013	<u>Response:</u> Comment noted. 5. The site is currently vacant/agriculture and has a FLUA of MR-5, which is a residential Future Land Use designation. However, should the proposed land use change occur, the maximum Floor Area Ratio (FAR) of .20 (w/o PDD) is allowed with the proposed CL FLU designation in the Urban/Suburban Tier (4.988 ac x 43,560 x .35 = 43,455 square feet maximum). The request is to rezone the property to the Community Commercial Zoning District. <u>Response:</u> Comment noted.	<input type="checkbox"/>	Comment
PREM	01/07/2013	No Comments	<input type="checkbox"/>	
SCHOOL	01/11/2013	No Comments	<input type="checkbox"/>	
SURVEY	01/07/2013	1. The project reviewer is Craig S. Pusey in Survey, who can be contacted at 561-684-4056 to discuss the following comments.	<input type="checkbox"/>	Comment
	01/07/2013	2. The Survey staff relies on the Zoning Division to verify that a paper copy of each digital survey to be reviewed by this office is signed, sealed and filed prior to being deemed sufficient by ePZB. (Zoning Division Sufficiency)	<input type="checkbox"/>	Comment
	01/31/2013	3. All previous certification issues were addressed. However, re-submittal of documents may generate new comments and/or certification issues.	<input type="checkbox"/>	Comment
TRAFFIC	01/11/2013	1. The project reviewer is Nick Uhren who can be contacted at 561-684-4042. All certification issues are resolved based on the documents dated April 2013.	<input type="checkbox"/>	Comment
	01/11/2013	2. The traffic study submitted with this application evaluated the impacts of development of the public civic site within the Atlantic Commons PUD. This application needs to evaluate the impacts of 24,000 sf of General Commercial on the 4.99 ac parcel proposed for rezoning. Additional comment may be forthcoming pending submittal of the correct analysis. 3/14/13: A revised traffic study was not included with the February 2013 resubmittal.	<input checked="" type="checkbox"/>	Issue

Comments Only Print Cancel

Organizational Process

Electronic Applications

Palm Beach County-Wide/Municipal Building Permit Application Form, meeting all statutory requirements, currently being used by the County and 17 major municipalities throughout the County. This allows the contractor to avoid having to keep and execute separate and distinct building permit applications for each of the jurisdictions separately, where he/she may be doing business.



A County-Wide Contractor Enrollment Program is currently being implemented. Individual municipalities and the County may enter into Interlocal Agreements, to share a centralized electronic registration database, of all information statutorily required for the issuance of permits to licensed contractors. This program will prevent contractors from having to register in each of the jurisdictions separately, where he/she may be doing business.

Next major challenge: Electronic regulatory review processes:

- Analyze current processes and best practices used today
- Understand the needs and costs to create a system
- Link all processes to the overall development approval chain
- Investigate the feasibility of a standard electronic submittal process

Implementation

- * Implementation strategies should be developed by the Six Pillars group to effectively and efficiently utilize the White Paper.
- * Continual monitoring and evaluation should be performed in seeking additional room for improvement.
- * Findings should continue to be shared with members of the public and private sectors, to refine the implementation strategies, and to continue to strive towards improvements in the development review process.

Summary

- * **The White Paper is a tool for the public and private sector to help improve the regulatory process throughout Palm Beach County and the Municipalities.**
- * Both the Public and Private Sectors are seeking to develop good, economically viable projects.
- * Continual monitoring should be an ongoing practice to better identify what steps can be taken to streamline and better the Planning and Zoning regulatory processes .
- * The utilization of the “Best Practices” identified in the White Paper, will improve the predictability for those involved in the Planning and Zoning regulatory approval process.
- * These practices will serve to enhance relationships between the Public and Private Sectors, resulting in increased communication and expertise which would work to further improve the processes and the ultimate product in the community.

PBC Planning & Zoning

- ❑ There are 48 recommendations for Best Practices ranging from Customer Service, Communication and Technology in this White Paper (summary of recommendations are done today)
- ❑ 43 recommendations for the Public Sector
- ❑ 5 recommendations for the Private Sector
- ❑ PBC PZ&B has implemented all these recommendations, i.e. has existing processes/practices/websites
- ❑ PZ&B continues its efforts in utilizing new technology (depends on availability of budget) and methodology to take the lead in the Regulatory Agency environment.

RESOLUTION No. R-2013-_____

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION R-2008-1754 AS AMENDED, THE OFFICIAL SCHEDULE OF FEES TO BE CHARGED FOR PLANNING, ZONING AND ADMINISTRATION APPLICATIONS, ADMINISTRATIVE REVIEWS, SPECIAL PERMITS, LEGAL ADVERTISING, DOCUMENTS AND REPRODUCTION OF RECORDS, ADDING NEW FEES FOR AMENDMENT TO THE UNIFIED LAND DEVELOPMENT CODE REQUESTED BY APPLICANT TO THE ZONING DIVISION FEE SCHEDULE, AMENDING, AND ADDING NEW FEES FOR COMPREHENSIVE PLAN TEXT AMENDMENTS, TO THE PLANNING DIVISION FEE SCHEDULE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Palm Beach County Unified Land Development Code (ULDC), Article 2, Chapter A, Section 1.C.2, provides that the Zoning fees shall be adopted by the Board of County Commissioners; and,

WHEREAS, Resolution R-2008-1754, amending the Official Schedules of Fees to be charged by Planning, Zoning and Administration Divisions of the Planning, Zoning and Building Department was approved by the Board of County Commissioners on October 7, 2008 and subsequently was corrected in Resolution No. R-2009-1049 and amended in Resolution No. 2010-0311; **Resolution No. 2011-1243 and Resolution No. 2012-0941**; and,

WHEREAS, it is desirable to recover the costs of Zoning services resulting from amendments to the Unified Land Development Code; and,

WHEREAS, the fee schedule approved by Resolution R-2008-1754, Resolution No. R-2009-1049, Resolution No. 2010-0311, **Resolution No. 2011-1243 and Resolution No. 2012-0941**; provide the adjustment of fees each year according to Consumer Price Index (CPI) commencing 2012, so that fees do not lag far behind the cost of the services provided; and,

WHEREAS, it is necessary for Planning, Zoning & Building Department to establish fees and changes in the cost of providing services as shown in Attachment A.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

SECTION 1.

The official schedule of fees for planning, zoning applications, special permits, legal advertising, documents and reproduction of records is hereby amended as shown in Attachment A.

SECTION 2.

The Planning, Zoning and Building Department has the authority to publish and update as necessary a consolidated PLANNING, Zoning and Administration Divisions Fee Schedule, reflecting fees approved by the Board of County Commissioners by resolution .

SECTION 3.

All resolutions or proceedings or parts thereof in conflict with the provisions of this resolution are hereby repealed.

SECTION 4.

Should any section, paragraph, sentence clause or word of this resolution be held to be unconstitutional, inoperative, or void, such holding shall not effect the validity of the remainder of the resolution.

The foregoing Resolution was offered by Mayor/Vice Mayor/Commissioner «COMMISSIONER_NAME», who moved its adoption. The motion was seconded by Mayor/Vice Mayor/Commissioner «COMMISSIONER_NAME», and upon being put to a vote, the vote was as follows:

Steven L. Abrams, Mayor	-
Priscilla A. Taylor, Vice Mayor	-
Commissioner Hal R. Valeche	-
Commissioner Paulette Burdick	-
Commissioner Shelley Vana	-
Commissioner Mary Lou Berger	-
Commissioner Jess R. Santamaria	-

The Mayor thereupon declared the resolution was duly passed and adopted on September 23, 2013.

Filed with the Clerk of the Board of County Commissioners on ____ of _____, 2013.

This resolution is effective when filed with the Clerk of the Board of County Commissioners.

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

SHARON R. BOCK,
CLERK & COMPTROLLER

BY: _____
COUNTY ATTORNEY

BY: _____
DEPUTY CLERK

ATTACHMENT A

**Zoning Division Proposed Fee Schedule
New Fees**

Description	2013 Proposed New Fee
Congregate Living Facility Type I (Administrative Review/Public Information Section)	
Congregate Living Facility Type I	\$217.07

U:\Zoning\ADMIN\General\FEE ADJUSTMENT\2013 Fee Schedule\Resolution\2013 Fee Schedule Resolution 04-26-13.doc

PUBLIC NOTICE SIGN REQUIREMENT PACKET

A Copy of the following is enclosed:

1. Instructions
2. Tech Manual
3. Sign Layout Example
4. Affidavit of Sign Installation
5. Example email by Project Manager

A complete copy of this packet can be found on the Zoning Division Web Site at:
http://www.pbcgov.com/pzb/zoning/communitydev/public_notice_proc.htm

Instructions: Posting Board Steps for Staff and Agents to follow:

1. Zoning Technician provides the Agent with the Public Notice Sign Requirement Packet and the JPEG of the QR Code.
2. Project Manager will email the Agent the information for their applications to provide to the printing company.
3. Agent emails the signed "Affidavit of Installation of Notification Sign" to the Project Manager.
4. The Project Manager reviews the Affidavit and photos to ensure the posted boards comply with the Technical Requirements.

PUBLIC NOTIFICATION SIGNS

Pursuant to Art.2.J.2 of the Unified Land Development Code (ULDC), the property subject of the application shall have notices (Public Notification Signs) posted by the applicant with information of the public hearing and/or public meeting.


Public Notification Signs shall be prepared following these standards:

Specifications

1. Sign Dimensions: 3' High x 4' Wide; (Landscape)
2. Sign Color: Yellow (Coroplast Yellow Corax);
3. Material: Coroplast (water proof; 4mm), or similar material;
4. Font: Arial;
5. Font Color: Black;
6. Font Size: Minimum 3", and must fit uniformly on the sign face area;
7. Quick Response (QR) Code: Minimum 7"x7" in the bottom right corner
8. The sign shall include the text listed below for all Applications that are subject to Public Hearings (See required format below):

PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC HEARING
Visit County Web page at:
pbcgov.com/notices
Or call the Zoning Division at: 561-233-5200


APPLICATION NUMBER
APPLICATION NAME



9. The sign shall include the text listed below for all Applications that are subject to Public Meetings (See required format below):

PALM BEACH COUNTY
NOTIFICATION OF A PUBLIC MEETING
Visit County Web page at:
pbcgov.com/notices
Or call the Zoning Division at: 561-233-5200

APPLICATION NUMBER
APPLICATION NAME



10. Application Number: The applicant shall fill in the number assigned by the Zoning Division for the subject application; and,
11. Application Name: The applicant shall fill in the application name assigned by the Zoning Division.

Installation (in addition to the requirements of the ULDC, Article 2.A.1.J.3)

1. The sign shall be supported and installed into the ground of the subject property using the following:
 - a. Three - metal dowels; OR,
 - b. Two - 2" x 2" or 2" x 4" wood post.
2. Signs shall not be allowed to be attached to trees, fences, walls, utility poles/boxes or any structures.

Proof of Installation

The applicant shall submit to the Zoning Division the following:

1. A complete [Affidavit of Installation of Notification Signs](#) that the signs were installed consistent with these requirements;
2. A photograph of the sign(s) with the installation date stamped on the photograph. Submit the photograph to the Zoning Division to demonstrate compliance with the Notice Requirements pursuant to the ULDC; and,
3. The required number of sign(s) shall be installed a minimum of 15 days prior to the scheduled Public Hearing or Meeting.

PALM BEACH COUNTY NOTIFICATION OF A PUBLIC HEARING

Visit our web page at:

pbcgov.com/notices

**Or call the PBC, Zoning Division at:
561-233-5200**

ZV/PDD/R-2012-00001

SMITH COMMERCIAL MUPD



County Administrator
Robert Weisman

Palm Beach County Zoning Division
2300 N. Jog Road
West Palm Beach, Florida 33411
Phone: (561) 233-5200
FAX: (561) 233-5165



AFFIDAVIT OF INSTALLATION OF NOTIFICATION SIGNS

Á
INSTRUCTIONS: To be completed by individual submitting application (property owner, petitioner with consent, or authorized agent).

Á
Application Number and Name: _____

Á
Date(s) of Public Hearing(s): _____

STATEMENT OF COMPLETENESS AND ACCURACY

Á
In accordance with the requirements of Article 2.A.1.J.3 of the Unified Land Development Code (ULDC) of Palm Beach County, _____, hereby certify that _____ Notification Signs, herein called Signs, for the above Application Number and Name have been posted/installed on the subject property under review for said Application located at: _____
Name of Person Number of Signs
Address Location of Signs

The Signs have been produced by a Licensed Sign Contractor, and meet the specifications of the requirements of the Palm Beach County, Zoning Division's Technical Manual. Posting/Installation of the Signs was completed on _____, which was no less than fifteen (15) days prior to the first public hearing listed above. Said signs have been posted in a manner which provides an unobstructed view and which allows for clear reading from the public rights-of-way along _____.
Insert Street Names

Á
I will ensure that the Signs remain on the subject property, until the application has had a Final Development Order (DO) by the Hearing Officer, Zoning Commission (ZC), or Board of County Commissioners (BCC) or has been withdrawn by the applicant. The Signs, in no case, shall remain on the subject property more than five (5) days following the Final DO. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the denial, revocation, postponement, or administrative withdrawal of this application request.

Á
Supportive Documents: Attached hereto as Attachment "A" is a complete list of all photographs of posted signs along the subject property.

Check (X) one: I am the [] property owner [] petitioner [] agent.

(Name - type, stamp or print clearly)

(Signature)

(Name of Firm)

(Address, City, State, Zip)

NOTARY PUBLIC INFORMATION:

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ He/she is personally known to me or has produced _____
(Name of person acknowledging) (Type of identification)

as identification and did/did not take an oath (circle correct response).

(Name - type, stamp or print clearly)

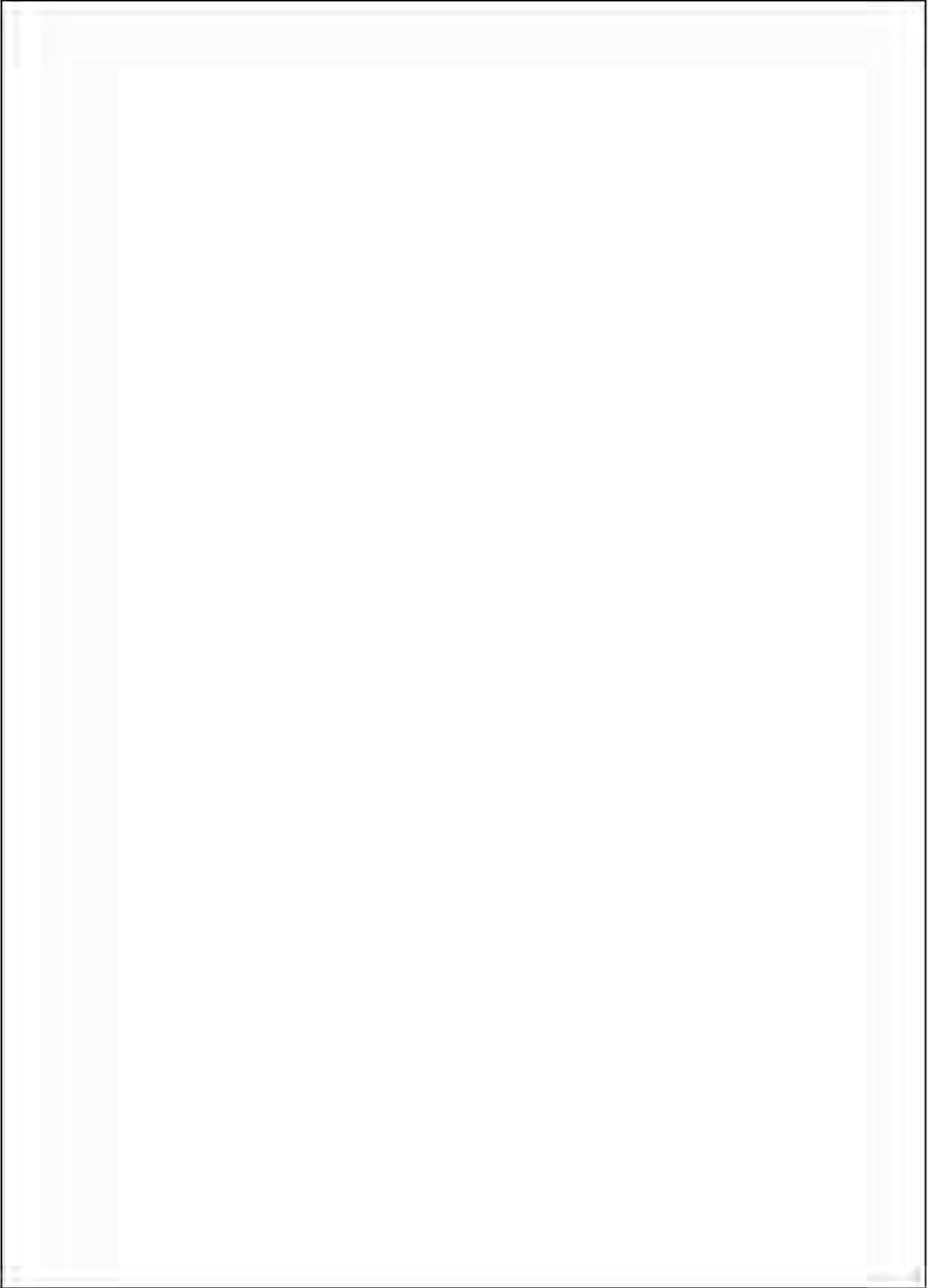
(Signature)

My Commission Expires on: _____

NOTARY'S SEAL OR STAMP

ATTACHMENT A: Photographs of Signs

All posted signs along the subject property are required to be photographed and attached here.



Sign Company Listing

Below is a list of sign of sign companies in the surrounding areas. This list is for your convenience. Palm Beach County does **NOT recommend or endorse** any of these companies.

Business	City	State	Phone
<u>Sign A Rama</u>	<u>North Palm Beach</u>	<u>FL</u>	(561) 845-7339
<u>ASAP Graphix & Signs</u>	<u>West Palm Beach</u>	<u>FL</u>	(561) 383-5512
<u>Atlantic Real Estate Sign</u>	<u>West Palm Beach</u>	<u>FL</u>	(561) 833-6649
<u>Sign Craft</u>	<u>West Palm Beach</u>	<u>FL</u>	(561) 863-3660
<u>Bach Sign Group</u>	<u>West Palm Beach</u>	<u>FL</u>	(561) 848-3440
<u>Baron Sign Manufacturing</u>	<u>West Palm Beach</u>	<u>FL</u>	(561) 863-7446
<u>Hendrick Services</u>	<u>Loxahatchee</u>	<u>FL</u>	(561) 795-9704
<u>Rout 3 D</u>	<u>Stuart</u>	<u>FL</u>	(772) 232-9117
<u>Artistic Signs & Graphics</u>	<u>Stuart</u>	<u>FL</u>	(772) 286-1967
<u>Robert Dunn Signs</u>	<u>Lake Worth</u>	<u>FL</u>	(561) 969-3296
<u>Designstogo</u>	<u>Lake Worth</u>	<u>FL</u>	(561) 432-1313
<u>Sign Connection USA</u>	<u>Lake Worth</u>	<u>FL</u>	(561) 439-6569
<u>Superb Signs</u>	<u>Boynton Beach</u>	<u>FL</u>	(561) 736-6887
<u>Instasign Signs</u>	<u>Delray Beach</u>	<u>FL</u>	(561) 272-2323
<u>Sign Art Plus By Sylvia</u>	<u>Fort Pierce</u>	<u>FL</u>	(772) 465-2622
<u>American Signs & Graphics</u>	<u>Boca Raton</u>	<u>FL</u>	(561) 392-5489
<u>Signsations</u>	<u>Boca Raton</u>	<u>FL</u>	(561) 989-1900
<u>Signing America</u>	<u>Pompano Beach</u>	<u>FL</u>	(954) 972-1182
<u>A J F Graphics</u>	<u>Pompano Beach</u>	<u>FL</u>	(954) 418-3370
<u>Sign Network</u>	<u>Pompano Beach</u>	<u>FL</u>	(954) 340-9875

EXAMPLE EMAIL BY PROJECT MANAGER

Subject: Sign Posting for Projects Certified for Public Hearing at the July 2013 DRO

Please be advised that Notification Signs are to be posted on or before Wednesday, August 14th for the September 5th Zoning Commission Hearing.

Links to the requirements and the Affidavit of Installation of Notification Signs are listed below:

http://www.pbcgov.com/pzb/zoning/newsrelease/2012/PN_Requirements_Affidavit.pdf

<http://www.pbcgov.com/pzb/zoning/newapps/Form-28.pdf>

and Page 18 (Article 2.A.1.J.3)

<http://www.pbcgov.com/pzb/uldc/articles/Article2.pdf>

Should you have further questions or issues regarding sign posting please contact me via this email account or the contact information listed below.

Insert PM Name and Contact Info