



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY, NOVEMBER 14, 2014 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
Bradley Miller - Miller Planning
Pat Lentini – GHO
Jeff Brophy - Land Design South

Zoning/Engineering/Planning -

Jon MacGillis - Zoning Director
Maryann Kwok - Chief Planner
Wendy Hernandez - Zoning Manager, Community Development Section (CD)
William Cross - Principal Site Planner, Code Revision Section
Barbara Pinkston - Principal Site Planner
Carrie Rechenmacher - Sr. Site Planner, Community Development Section (CD)
Roger Ramdeen – Sr. Site Planner II, CD Section
Monica Cantor - Sr. Site Planner, Code Revision Section
Jan Rodriguez - Sr. Site Planner, AR Section
Lauren Dennis - Site Planner I, Code Revision Section
Donna Adelsperger - Site Planner I, CD Section
Bryan Davis - Principal Planner, Planning
Tony Miller - Assistant Director, Land Development
Bobby Jagoo - Project Coordinator II, Land Development
Lois Erickson - Sr. Manager, ISS
Sanjeev Gandhi - Systems Integrator, ISS
Patricia Rice - Senior Secretary, Administration Section
Laura Brown - Secretary, Administration Section

A. REVIEW OF THE AUGUST 15, 2014 MINUTES - WENDY

The Chair asked if there were any changes to the Minutes; Ms. Lentini indicated the Minutes are acceptable with the exceptions of some typos, which were not identified to staff. Staff will publish the adopted version to the Zoning DRAC Web Page.

B. NEW eZINFO SCREEN - DEMONSTRATION BY ISS STAFF

Mr. MacGillis introduced this item. He said DRAC has requested access to the Application History via eZINFO. Mr. MacGillis introduced both Lois Erickson and Sanjeev Gandhi, with PBC ISS. Sanjeev presented the ePZB ezINFO Project History screens. The private sector can log into the screens and be able to research history of each application. The pertinent information includes: display of comments, conditions of approval and project history, if the data is available.

Ms. Hernandez also mentioned with these new screens it will address Collene Walter's previous request on viewing DRO Conditions of Approval from ePZB (since those DRO Conditions are no longer to be shown on the Plans). Ms. Kwok also suggested a naming convention to keep consistency throughout and to facilitate the superceding of documents.

Mr. MacGillis indicated that the screens will be presented next to PZB Management Team for input on the information and screen look. Then hopefully ISS will finish the programming and implemented in early January, 2015, and will notify the Agents/DRAC members.

C. ULDC UPDATES – BILL/MONICA

- **USE REGULATIONS PROJECT**

Mr. Cross said staff will provide the BCC an update of the status of the Use Regulations Project on December 4, 2014. Mr. Cross introduced Ms. Cantor who then explained what uses staff has completed and what they currently working on. Ms. Cantor gave an update on each Use Classification and status of each. The Agricultural Uses will be postponed due to the request from the farming industry, and these Uses will be reviewed concurrently with the AGR Workshop that will occur in March 2014. The next Use categories that staff will be working on are the Civic and Commercial Uses.

- **2014-02 ROUND HIGHLIGHTS**

Mr. Cross provided an overview on the status and topics for ULDC Amendment Round 2014-02. He indicated that Code staff, Ms. Dennis and Ms. Cantor, would provide a more detailed overview of revisions to Development Review Procedures and requirements for Architectural Elevations. Other amendments were as follows: minor revisions to Art. 11, Subdivision, Platting and Improvements; amend Public Parks to allow for a collocated Hotel (reference to Morikami Ryokan); minimum acreages required for Cemeteries to recognize current minimum and exceptions regulated by the State; update definition for non-conforming use; allow for "accessory food service" for certain types of Adult Entertainment uses in Industrial districts, and encourage exterior renovations where non-conforming; minor Communication Tower glitch; update exceptions for Mechanical Equipment Screening for condominiums; update and reorganize standards and illustrations for Fences, Walls, and Hedges.

- **AMENDMENTS TO ARTICLE 2 PROCESS - (ATTACHMENT 2) - LAUREN**

Ms. Dennis provided an overview of the changes in the DRO processes, specifically on the approval thresholds under Art. 2.D.1.G.1. She clarified limitations for the relocation of square footage. Ms. Dennis addressed minor questions about the amendments.

Ms. Cantor also discussed the DRO's authority on modifications to BCC/ZC approvals specifically for amendments to architectural elevations. She emphasized that if there are significant modifications to architectural elevations after the ZC or BCC approval that are inconsistent with those that are approved by the BCC/ZC OR are not in compliance with Article 5.c, then the Applicant(s) must go back to the BCC/ZC for approval.

D. REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 3) – WENDY

Ms. Hernandez went through the list, and the DRAC members agreed that the tasks are completed/addressed, and can be closed. Maryann Kwok mentioned that Title 5, Architectural Guidelines of the Technical Manual will also be updated. Staff is continuing to work on the modifications of the Manual to provide updated information. The 2015 DRAC Task chart will be updated for the first meeting in February 2015.

E. TECHNICAL MANUAL TITLE 2 - (ATTACHMENT 4) – WENDY

Ms. Hernandez mentioned at the request of DRAC, the Site Elements Table was modified to show what are required to be shown on the Preliminary Master/Site/Subdivision/Regulating Plans and the Final Plans. They are now shown in 2 separate matrices (Preliminary types of Plans and Final types of Plans).

F. DRO CONDITIONS-IF NOT SHOWN ON SITE PLAN HOW DOES PUBLIC VIEW THEM-FOLLOW-UP FROM LAST MEETING-COLLENE/WENDY

This was discussed as part of Item A on the agenda. With the new eZINFO Application History Screen, agents will be able to see any DRO conditions in the field labeled Decision. Therefore, DRO conditions will no longer need to be added to the site plans. This will save time and costs for the applicant.

G. ARCHITECTURE REVIEW-ULDC AMENDMENTS TO REQUIRE ELEVATIONS FOR ALL ZC AND BCC APPLICATIONS - (ATTACHMENT 5) – MONICA

Ms. Cantor explained that the ZC requested the BCC's permission to amend Article 5.C, Design Guidelines of the ULDC to required applicants to submit elevations at time for ZC. The intent of the amendment is to ensure the quality and consistency of the architectural elevations will be adequately address compatibility issues. Mr. Bradley Miller expressed concerns that this will make the process longer because any modifications to the elevations will have to go back to the ZC/BCC for further approval. Jon MacGillis stated staff was very conscious of the ZC need to see elevations while still giving the applicant and staff some flexibility to modify plans provided consistent with the original approval. Recommendation was made by Bryan Davis from the Planning Division to change the word "style" to "character" in the language related to DRO amendments to architectural elevations. The changed was approved by the Zoning Director. Mr. Miller commented on the proposed ULDC Article 2 thresholds for administrative amendments, specifically when the request includes changes to the architecture. Mr. MacGillis stated that Dylan Battles, assigned to the Permitting/Landscape Section, is a registered architect.

H. DRO ADMINISTRATIVE REVIEW PROCESS UPDATE ON PROCESSING APPLICATIONS – JAN/JON

Ms. Rodriguez informed the members that intake and resubmittals dates for administrative amendments have been changed to every Tuesday, until further notice. Mr. MacGillis added that staff from CD section was providing temporary assistance until vacancies are filled. Mr. Brophy raised issues with site plan amendments being required due to Plat comments and suggested a concurrent review of the Plat, Final Site Plan and Subdivision Plan.

I. 2015 MEETING CALENDAR - (ATTACHMENT 6) - WENDY

The 2015 Calendar was reviewed and accepted by members of DRAC.

J. TOPICS FOR NEXT MEETING FEBRUARY 6, 2015

- Fee Resolution adopted recently goes into effect Jan 1, 2015
- Plat/Site Plans Concurrent Submittal and Review for Residential Developments-requested by Jeff Brophy

K. ADJOURNMENT at 3:25 p.m.