



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
MINUTES OF THE FRIDAY, FEBRUARY 6, 2015 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 2:07 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
Collene Walters - UDKS

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
Dylan Battles, Site Planner I
Carrie Rechenmacher - Sr. Site Planner, Community Development Section (CD)
Joyce Lawrence, Site Planner II, CD Section
Roger Ramdeen – Sr. Site Planner II, CD Section
Alan Seaman, Principal Site Planner, AR Section
Jan Rodriguez - Sr. Site Planner, AR Section
Donna Adelsperger - Site Planner I, CD Section
Melissa Matos, Site Planner I, CD Section
Osneil Leon, Site Planner II, CD Section Site Planner II, CD Section
Hank Flores, Site Planner II, CD Section
Bryan Davis - Principal Planner, Planning
Joanne Keller, Director, Land Development
Scott Cantor, Professional Engineer, Land Development
Bobby Jagoo - Project Coordinator II, Land Development
Patricia Rice - Senior Secretary, Administration Section

2. REVIEW OF THE NOVEMBER 14, 2014 MINUTES - WENDY

The Chair asked if there were any changes to the 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.

3. REQUEST FOR MODIFICATION TO THE AGENDA BY CHAIR

February 6, 2015

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The Chair thanked staff for adding his last minute topics to the Agenda.

- **25% Relocation Plans for commercial projects – how would you like us to show these? We need to get some consistency.**

Bradley Miller said staff does not have a consistent approach to how to show this on plan. He has got three different responses on how to prepare the relocation plan from staff. He needs to confirm if there is a standard format that is acceptable to staff. Wendy said she will send examples and she will make a decision on that. However, to her knowledge, she thinks there is only one format that staff are using. The applicant shows the building footprint and what is being modified in hatched lines. Need to account for multi-story buildings.

- **Plat Review Process – following up on our meeting regarding concurrent site plan and plat review. Also, submitting an agency review with the plat review concurrently to help speed up the process.**

Staff relayed that on January 13, 2015, information DRAC Meeting was convened to go over this topic. Mr. MacGillis sent out minutes of that Meeting to all DRAC and key County Agency staff. We agreed to move forward with allowing site plans and plats for residential to be reviewed concurrent. Staff is updating the Zoning PPM ZO-O-041 and would like to test couple more projects: Gladys, Collene and Jeff said they might have projects to test in April.

- **Residential Master Plan and Subdivision Plan revisions – separate applications and separate fees?**

Gladys asked if something has recently changed in process to require separate applications. Donna Adelsperger said this came about recently on the Hyder AGR PUD. Application resulted in units being moved to 3 pods so need the Master Plan and Site Plans in for modifications. Collene Walter said she does not agree with this change as start policy but could see if on case by case basis. Maryann said she will review it with Wendy.

- **Pre-Application meetings – We know you are all busy, but is it possible to get a senior level staff member in the meeting?**

Wendy said her staff cannot be in all meetings, and there is not enough time or senior staff to attend all meetings with applicants. Wendy explained that the Pre-Submittal Meeting forms are filled in by staff and agent at same time so any key issues should be identified. Jon asked if we are discussing Pre-Applications meetings that go to DRO or Pre-Submittals. Scott said it was Pre-submittals. Jon asked Wendy and DRAC to keep track of projects that have issues after the Pre-Submittal to see how we can all work better together to identify key issues. Jon said he, Maryann and Wendy are available if you need us for large complex projects.

- **Variances – Soft Denial -vs. - Recommend Approval – How can we get more of the Variances to get a recommendation of approval? 7 criteria may need to be tweaked.**

Jeff Brophy asked if staff can be clear up front if they are going to do a soft denial so applicant does not have to spend a lot of time and money defending the cases. Jon said each variances stands on their own merit and how well the justification is prepared. Staff will do our best to explain why we can or cannot support variances. Staff does look at the variances before the Zoning Commission each year to determine if Code Amendments are appropriate or not, we try to be proactive. Several years ago when the prior Board of Adjustment was still around staff and county attorney were going to tweak 7 criteria for variance but after lengthy discussions with the Board and staff it was determined they were adequate they way they were.

- **Comment cut off time – How can we get the staff comments in on time?**
Donna Adelsperger explained the cut off time is at 5 p.m. and not at noon. There is a Memo under Press Releases on Zoning Web Page explaining when the comments are open to agencies and responses to Applicants.
- **DRAC Meeting time/day – can we meet earlier on Friday or on another day?**
Jon said we tried to find an alternative date several years ago but were not able. Friday at 2 seems to be best time. Jon said if he is to attend this is best time of week, otherwise in BCC Commissioner Hearings, Meetings and deadlines.

4. REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 2) - WENDY

Wendy went over the two open tasks on the attachment.

The eZINFO Project History screen is completed by ISS and ready to release to public. Minor changes being made by ISS this week and we hope to release it to public in next week.

Subdivision Plans submitted with Plat- As stated above, an informal DRAC Meeting was convened by Mr. MacGillis on 1-13-15. At that meeting both staff and DRAC Members agreed to proceed with this new process once Staff updates our internal procedures and reviews a couple additional plans. Jon asked a couple of DRAC members to bring in their plans in April for testing and working out all final issues before finalizing the new process.

5. ULDC UPDATES – BILL

- **USE REGULATIONS PROJECT**
- **2014-02 ROUND HIGHLIGHTS**
- **2015-01 INITIATION – FEBRUARY 26, 2015 BCC ZONING HEARING**
- **AGR WORKSHOP AND ULDC USES**
- **FPL-RIGHT TREE FOR RIGHT PLACES**

Bill provided an update on the **Use Regulation Project**. The schedule has been modified slightly to accommodate the AGR Workshops and the BCC not adopting the Comp Plan changes to Commercial text language that Planning is proposing. Expected adoption hearings with BCC in early 2016. Staff continues to work on Utility and Excavation Uses and will move on to commercial use next.

2014-02 ULDC Round-Bill indicated that BCC adopted the Round with the exception of the amendments to the Architectural provisions. Jeff B asked why the BCC did not adopt these changes. Jon said the Mayor stated on the record that Industry was not happy with the proposed changes. Staff was not advised to bring the amendments back.

2015-01 ULDC Round-Bill stated a memo will be on the BCC February 26, 2015 Zoning BCC Agenda outlining Initiation Round for 2015-01. Memo will be posted online with the Feb Zoning BCC Packet.

AGR Workshops and Uses-Encouraged everyone to stay in loop on what is coming out of discussions at technical and workshops. Zoning looking at all uses in AGR as well as those that interested parties identified at the Workshops.

FPL Right Tree for Right Place-Barbara provided an update on the guest speaking from FPL at the last Code Landscape Subcommittee Meeting. She said FPL is working on new guidelines

not so much for trees but separation from their lines. Collene agreed that Landscape Arch should be aware of these changes. Staff has requested FPL from additional clarity when new guidelines will be published for the public so staff can update our reference material and ensure compliance.

6. FOLLOWING UP ON TIMELINESS RESPONSE TIME FROM AGENCIES (FIRE/PALM TRAN) –JON

Jon asked for confirmation that Palm Tran response time to DRO comments has improved. The consensus was yes. They said Fire still needs improvement. Jon indicated he received confirmation from County Adm that a new position has been approved to help Fire with their duties include DRO review. So, hopefully we will see some improvement once the position is filled.

7. TECHNICAL MANUAL PUBLISHED 1-30-15-MMK

Maryann handed out the Zoning Press Release that indicates the Tech Manual Title 2 has been updated and is available on the Web. Maryann also briefly discussed the changes made under Title 2, Plan Requirements. There were no questions from Committee Members or staff.

8. CONCURRENT REVIEW AND MASTER/SUBDIVISION/SITE PLAN REVIEW - MMK

Maryann stated she is working on the Zoning PPM ZO-0-041 for Types II and III Concurrent Review to allow for residential plans to be accepted, until now this process was only for non-residential projects. Staff will try to finalize memo and process changes within the next month. Will send DRAFT of the PPM revisions to DRAC Committee Members for input.

9. EZINFO HISTORICAL INFORMATION SCREEN ISS WORKING ON PROGRAMMING-JON

Wendy provided an update on this under #4 above. As stated goal is to release the new eZINFO screen by mid February. Staff finalizing our review of the screens and data before it is released.

10. REMOVE NOTICE BOARDS FROM SITE WITHIN 5 DAYS OF THE PUBLIC HEARING-JON

Jon said please remember to have the Sign Contractors remove the Notice Boards from the site in a timely manner. Staff gets complaints from Commissioners and confused residents regarding Boards left up days, week, and months after Hearing(s).

11. BCC DOES NOT ADOPT ART 5-C DESIGN GUIDELINE AMENDMENTS 1-29-15 TO WEB-JON

This was address under #5 above.

12. ELECT NEW CHAIR AND VICE-CHAIR

Bradley Miller nominated Gladys DiGirolamo for Chair, Second by Collene Walters, All Aye, and Pat Lentini for Vice-Chair, All Aye

13. TOPICS FOR NEXT MEETING MAY 8, 2015

Scott asked that the topics that were added under #3 above, that were not resolved at today's meeting, be added to the DRAC Ongoing Task List.

14. ADJOURNMENT

Meeting adjourned at 3:20 p.m.