



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
MINUTES OF THE FRIDAY, MAY 29, 2015 SUBCOMMITTEE MEETING  
PZ&B – VISTA CENTER  
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)  
Time: 2:00 pm to 4:00 pm**

**PREPARED BY ZONING DIVISION STAFF**

**CALL TO ORDER**

Chair Gladys DiGirolamo called the meeting to order at 2:05 pm.

**MEMBERS PRESENT –**

Gladys DiGirolamo – GL Homes - Chair  
Pat Lentini – GHO - Vice Chair  
Bradley Miller - Miller Land Planning  
Jeff Brophy - The Wantman Group  
Collene Walter - UDKS  
Scott Mosolf – UDKS

**INTERESTED PARTIES –**

Michelle Hoyland - The Wantman Group

**ZONING/ENGINEERING/PLANNING -**

Jon MacGillis - Zoning Director  
Maryann Kwok – Deputy Zoning Director  
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)  
Joyce Lawrence - Site Planner II, CD Section  
Roger Ramdeen - Sr. Site Planner II, CD Section  
Alan Seaman - Principal Site Planner, AR/PI Section  
Donna Adelsperger - Site Planner I, CD Section  
Lauren Dennis - Site Planner II, Code Revision Section  
Melissa Matos - Site Planner II, CD Section  
Osneil Leon - Site Planner II, CD Section Site Planner II, CD Section  
Hank Flores - Site Planner II, CD Section  
Carolina Valera - Site Planner II, AR/PI Section  
Adam Mendenhall - Site Planner I, AR/PI Section  
Dan Greenberg - Site Planner I, AR/PI Section  
Diego Penaloza - Site Planner I, CD Section  
Scott Cantor - Professional Engineer, Land Development  
Bobby Jagoo - Project Coordinator II, Land Development  
Laura Brown - Secretary, Administration Section

**A. INTRODUCE NEW ZONING STAFF - ALAN**

Alan introduced his new staff to DRAC -

- Carolina Valera, Site Planner II
- Daniel Greenberg, Site Planner I
- Adam Mendenhall, Site Planner I

He explained their role in the Administrative Review Section. Gladys requested the staff stay at meeting until after Alan gave update on Item G on the Agenda.

The Chair moved Item I up on the Agenda to accommodate Bill Cross' request to leave meeting early.

## **I. ULDC UPDATES – BILL**

- **ULDC USE REGULATION PROJECT - STATUS UPDATE**
- **2015-01 ROUND TOPICS OF INTEREST**
- **AGR WORKSHOP FOLLOW-UP ON BCC DIRECTION**

ULDC Use Regulation Project-Bill provided an update on the ULDC Use Regulation Project by starting with asking if everyone is on the mailing list for the Code Revision Monthly Newsletter. He stated, if not, contact Code Revision staff to request to be placed on mailing list. He then proceeded to explain that staff has completed several use classifications and is currently working on Utilities classification which includes Excavation and Communication Towers. He said if anyone is interested in any topic to contact Code Revision Staff. There will be a Subcommittee Meeting in two week time to review the Utility Amendments. Jeff asked if there would be any consideration for increasing the current 5,000 square foot convenience store square footage Bill said that staff looked at Wawa and think we can interpret code for them to proceed. But yes, this can be looked at in the use project.

2015-01 Round - Bill said that there was nothing too interesting on this Agenda which went to LDRAB/LDRAC last week for final approval. Permission to Advertise is on June 25, 2015; 1<sup>st</sup> reading is July 23, 2015, and adoption is August 27, 2015. He highlighted some of the topics on this Round: Community Vegetable Garden, electronic signs in PUD, Westgate CRA changes requested by Executive Director of WCRA, Type II Kennels that would allow boarding for certain owners, etc. If interested in any topic, the packet is online under Code Revision Agenda.

AGR Uses - Staff is making only changes directed by the BCC: Packing Plants, potting soil and manufacturing, mulching and chipping, community vegetable gardens. Bill said that on June 12, 2015 there is a BCC following up hearing with Planning to follow-up on AGR Workshop. Staff anticipated getting further direction on how Planning/Zoning is to proceed with amendments to the Plan and ULDC.

The Chair moved Item G up on the Agenda to allow Alan's Staff to return to work.

## **G. DRO ADMINISTRATIVE AMENDMENTS (AGENCY AND ZONING REVIEW) - WORKING ON ONLINE SUBMITTAL THIS SPRING – ALAN**

Alan gave an update on the status of the online submittal of DRO Agency and Zoning

Review applications. He said the ISS Department has met with Zoning and have reviewed the outline submittal needs/requirements. ISS is currently prototyping the new screens. Alan said that Zoning anticipates that later this summer or early fall we hope to have the prototyping of new screens completed. Collene asked if DRAC could get a demo at a future meeting. She said, in the past they were afforded the opportunity to review new ePZB screens and it was very helpful.

Gladys stated that she would like a meeting with Alan and Wendy to review the DRO Agency Review thresholds and process for some particular uses and requests. She asked who makes the final call on what does or does not go through DRO Agency or Zoning Review. Alan said he does, with Wendy's input and sometimes Jon MacGillis has to be involved. Gladys requested Alan to take lead in setting up a special DRAC meeting for those who would like to attend to discuss DRO review process and also include, if available, a demo on the new ePZB online process.

#### **B. REVIEW OF THE FEBRUARY 6, 2015 MINUTES - (ATTACHMENT 1) – WENDY**

Chair asked if there were any changes to the Minutes. No changes. Motion to approve by Colleen and seconded by Jeff.

#### **C. REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 2) – WENDY**

Wendy went over the DRAC Open Task Chart. She said there is currently only one item open on the chart. She explained the open item is the request to process residential subdivision and plats concurrently. She said we currently have a GL Homes application in process that agencies are reviewing. Gladys said she is waiting for the first set of comments on the project and hopefully by our next DRAC meeting in August we will have identified any issues with the new process and will be ready to implement.

Gladys requests that staff add the DRO threshold topic to the list for next meeting in August. She said the relocation of square footage for a single use or "entity" needs to be finalized. Also, need to finalize if a recreation parcel would be exempted from the threshold limitations of DRO for shifting square footage. Wendy said she would add them to the DRAC Task List. Lauren Dennis, Site Planner II came into the meeting to explain the status of the code amendment for the DRO threshold discussed at the special DRAC meeting held on April 14, 2015. She said Staff has not drafted the amendments yet and needs approval from Jon to add these amendments to the 2015-02 Round of ULDC amendments. See more details under D below.

#### **D. UPDATE ON SPECIAL DRAC MEETING APRIL 14, 2015**

Maryann reminded everyone of the discussion at the April 14, 2015 meeting. She said she and Lauren sent out the Minutes of the meeting to all in attendance. Apparently, not everyone got the Minutes so staff agreed to resend them to all DRAC members after today's DRAC meeting. The general discussion and agreement was to allow "single entity" – such as schools, churches, etc, to not be held to the relocation square footage limitation of DRO. Also, to address recreation parcels so they are not held to the DRO threshold limitations at Administrative Review process. As stated above, Lauren said the ULDC amendments have not been drafted yet, but staff is working on them. If approved by the Zoning Director, they will be added to the 2015-02 ULDC Round of Amendments. Jon explained the 2015-02 Initiative Round will be on the August BCC Agenda and still will include this item. The hearings of this Round are December 2015 and January 2016.

#### **E. NAMING CONVENTIONS FOR DOCUMENTS SUBMITTED WITH APPLICATIONS UPDATE – WENDY**

Wendy explained that Agents are not consistently following the established protocol for naming documents they submit on discs with their applications. This results in staff time to rename them. Also, when doing resubmittals, use the same name so not confusing to staff when trying superseding documents. Wendy said staff will be updating the Naming Convention document in the next couple weeks, on the Web, to reflect some internal changes staff is doing to ensure Site Plans on the Web are correctly named. But until then, please remind your staff in your offices to follow the established protocol in the Naming Convention document on Web.

#### **F. EZINFO CONTROL NUMBER HISTORY SCREEN - ANY COMMENTS SINCE IMPLEMENTATION IN EARLY 2015?**

Jon said he added this to Agenda to simply get feedback if this screen has been helpful. Gladys said very helpful and uses it a lot. Other members said the same; they use the historical application information. Jon said staff is working on further improvements that will allow the public to see more information about projects currently being processed in the ePZB system such as the EASY STEPS, but first staff needs to clean data behind the scene.

#### **G. DRO ADMINISTRATIVE AMENDMENTS ( AGENCY AND ZONING REVIEW) - WORKING ON ONLINE SUBMITTAL THIS SPRING – ALAN**

Alan provided an update above.

#### **H. TASK TEAM TO DISCUSS DESIGN GUIDELINES - SEEKING VOLUNTEERS – JON**

Jon said he is seeking volunteers to assist staff with drafting standards for Design Guidelines/Standards for the Tech Manual. The ULDC allows the Zoning Director to approve the submittal of Design Standards in lieu of a Regulation Plan, but we have no established outline for what is acceptable. He said we have Scripps and currently Minto Design Guidelines that we can use to start the discussion. We can see what we like and can improve. The Task Team will look at existing examples and come out with an acceptable format for submitting these Guidelines. Maryann stated that these Design Guidelines/Standards are typically for larger projects that take 20 or 30 years to build out and where you want to maintain a consistent vision. for long term implementation. Collene stated she would volunteer to sit on the Task Team. Michelle also agreed that she and other staff from the Wantman Group would sit on Task Team. Jon said if volunteers can send him their name, he will then schedule the first Meeting in mid to late July 2015.

#### **J. TECHNICAL MANUAL UPDATE – WENDY**

Wendy and Maryann said no updates to Tech Manual at this time. However, they like to remind DRAC and staff that we try to update the Technical Manual at least one time a year or at same time the ULDC two Rounds are adopted to ensure both the ULDC and Tech Manual are consistent.

#### **K. TOPICS FOR NEXT MEETING AUGUST 14, 2015**

- DRO Administrative Thresholds and process to understand what goes to Zoning vs.

Agency Review.

- Palm Tran Fees when no review involved; currently Agents calling Palm Tran to ask them to reduce or waive them and getting letter to submit to Zoning with their application.
- Demo on new DRO Administrative Online Submittal application - Alan to take lead on setting up meeting.

#### **L. ADJOURNMENT**

Meeting adjourned at 3:18 pm.