



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

FRIDAY, AUGUST 21, 2015 2:00 PM-4:00 PM

PZ&B – VISTA CENTER

2300 NORTH JOG RD., WEST PALM BEACH, FL 33411

2ND FLOOR CONFERENCE ROOM (VC-2E-12)

AGENDA

- 1) **REVIEW OF THE MAY 29, 2015 MINUTES - (ATTACHMENT 1) - WENDY**
- 2) **REVIEW OF THE JULY 17, 2015 SPECIAL DRAC MEETING MINUTES - (ATTACHMENT 2) - ALAN**
- 3) **EPZB ONLINE DRO AGENCY & ZONING REVIEW-SCREEN SHOTS FOR PROTOTYPE - (ATTACHMENT 3) - LOIS/SANJEEV**
- 4) **REVIEW DRAC OPEN TASK LIST - (ATTACHMENT 4) – WENDY**
- 5) **PLANNING UPDATE ON LAND USE ROUND - LISA**
- 6) **TASK TEAM TO DESIGN GUIDELINES – DRAFT AGENDA FOR 1ST MEETING - JON**
- 7) **CD PROCESS/ISSUES – WENDY**
VARIANCE STAFF REPORT
DRO MEETING
APPLICATION CHANGES
- 8) **ULDC UPDATES – BILL**
 - **Round 2015-01 Adoption and Upcoming Training**
 - **Round 2015-02-including:**
 - DRO authority for transferring square footage & Rec Pod not having DRO limitation on square footage
 - Electronic Message Signs
 - **October 26, 2015 BCC – AGR Contiguity**
 - **Indian Trail Groves PUD – Dates Pending**
 - **Planning Division provide Update on 2015 and 2016 Rounds-(Attachment 5)**
- 9) **Requests from DRAC Members**
 - General Application-clarification of requested information-Bradley
 - Loading zones-re-evaluations of code language regarding screening of loading zones-Bradley
 - Planning Condition of Approval for Workforce Housing to provide add recording information for the approved Site Plan-Collene
 - Justification Statement requirements-Kevin

- Planning update DRAC on 2015-16 Round-Gladys and Pat-discussed under #8
- Naming Conventions-any issues-Jon
- Existing non-conformities and chart on site plan to memorialize vesting - Jon S

10) Request for Lauren McClellan to become a Full DRAC Member (Attachment 6)

11) TOPICS FOR NEXT MEETING NOVEMBER 13, 2015

12) ADJOURNMENT



**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
2ND 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; 1st 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.

DRAFT



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
Minutes for Special Meeting 7-17-15
DRO Agency Review Process
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
2ND FLOOR CONFERENCE ROOM (VC-2E-12)
Time: 10:00 am to 11:00 pm**

PREPARED BY ZONING DIVISION STAFF

1. CALL TO ORDER.

Chairperson Gladys DiGirolamo called the meeting to order at 10:06 a.m

Members Present

Gladys DiGirolamo – GL Homes -- Chair
Pat Lentini – GHO-Vice Chair
Jeff Brophy - Land Design/Wantman
Dan Siemsen - GHO
Christi Tuttle - Miller Land Planning
Yexsy Schomberg - Cotleur & Hearing
Joni Brinkman - Urban Design Kilday Studio

Zoning/Engineering/Planning

Jon MacGillis - Director, Zoning
Maryann Kwok - Deputy Director, Zoning
Wendy Hernandez - Zoning Manager, Community Development Section (CD)
Joanne Keller - Director, Land Development
William Cross - Principal Site Planner, Code Revision Section
Alan Seaman, Principal Site Planner, AR/PI Section
Jan Rodriguez, Senior Site Planner AR/PI Section
Carolina Valera, Site Planner II, AR/PI Section
Adam Mendenhall, Site Planner I, AR/PI Section
Daniel Greenberg, Site Planner I, AR/PI Section
Ann DeVeaux, Zoning Tech, AR/PI Section

AGENDA

A. AR/PI AND SUBMITTAL HURDLES

Alan began the meeting discussion by explaining that this Special DRAC meeting was requested to review the DRO Administrative Review process with Zoning Staff. Staff prepared a PowerPoint presentation outlining the process and some of hurdles that can prolong the DRO Agency Review process. Alan showed a slide that demonstrated what issues typically delay the application review by percentages. He focused on the items that needed to be addressed by Agents since greater than 70 percent of delays in

the application process were attributed to Agents. Gladys DiGirolamo asked whether Staff's findings applied to both DRO Agency Reviews and Zoning Reviews. Alan clarified that the hurdles pertain mostly to Agency Reviews. Zoning Reviews did not present any significant issues.

B. OVERVIEW OF DRO ADMINISTRATIVE REVIEW AND EXPLANATION OF HOW STAFF DETERMINE IF ZONING REQUEST IS ZONING, AGENCY OR FULL REVIEW-WENDY/ALAN

Staff presented an example of Agency Review where changes were made from the original to subsequent submittals that led Staff to have to review the project outside the affected area which resulted in additional comments from review agencies. Gladys questioned why the submittal was determined to be an Agency Review instead of Zoning Review requiring review by multiple agencies when the proposed site plan amendments were minor. Carolina commented on an example of a project that had missing graphics and site data and more changes than the submitted request. Dan Greenberg clarified that reviewing outside of the requested changes slows down the process and the only reason Staff would review outside is because of drastic differences between the original and submitted plans. Dan Siemsen expressed concerns associated with projects necessitating review by several agencies that have previously reviewed the project. Maryann Kwok explained the importance of increasing the quality of work submitted and how it would affect overall efficiency. Therefore, an agreement is needed as to what staff is looking at so that other departments are not making comments on items such as overlapping buffers for example. Gladys stated that the re-submittal involved insignificant changes, i.e., missing labels to a fence, but did acknowledge that because she submitted three different versions, that staff's reason for looking outside of the "affected area" was justified. Alan said missing or altered items on the subsequent plan submittals cannot be ignored by Staff and Adam Mendenhall reiterated that missing items such as graphic notations and tabular information only raises awareness of other potential changes the applicant may have made without identifying it for Staff.

C. QUESTIONS AND ANSWERS-ATTENDEES

Discussion ensued regarding pre-submittals and re-submittals. Gladys inquired about the benefit of contacting reviewing agencies prior to submittal to determine if their review is needed. Jon MacGillis commented that the question arises if the modifications being submitted to the Agencies are the same modifications being submitted to Staff and that the DRO Officer's responsibility is to ensure Agencies that need to review proposed plan amendments are notified and whether Staff should make the determination. Dan Siemsen indicated that his office typically meets with Staff prior to application submittal to determine which Agencies require review and it does save on time. Joni Brinkman questioned if the submission of the application could be done at the time of the pre-application meeting. Alan responded no, since the most submissions are done electronically and pre-application meetings are not done by all of the Agents.

D. FOLLOW-UP ON THIS TOPIC, IF SO IDENTIFY AND ESTABLISH DEADLINES-JON

Alan highlighted another area of Agent's concern is the length of time it takes for a plan to be approved. He gave a detailed overview of the 15-day approval process and explained that re-submittals reset the original 15 calendar-day review time frame. Staff explained that resolving any issues up front can help avoid or reduce re-submittals. Dan Greenberg explained that Staff does not reject submittals when inconsistencies are apparent and offered assurance that Staff is reviewing plans, identifying issues up front and notifying the Applicant/Agent immediately. Gladys stated that a Zoning Review takes more than three days to review. Alan mentioned complexity of the request can also increase review

time. Highlighted below are the issues and recommendations discussed by Staff and Industry:

STAFF:

- *Quality of submissions:* Clearly identify what is being changed;
- *Quality of Plan:* Difficult to review: Staff will work with Agent if digital is unavailable;
- *Fees:* Explanation given how determined, fee invoice forwarded immediately and plans distributed to Agencies once fees are paid;
- *Justification Statement:* Make request on the Supplemental Application consistent with amendments clouded on plan; Attach a brief narrative clearly outlining each request and which plans are modified. A separate Justification Statement is not required for Zoning Reviews;
- *Volume of documents submitted for review is time prohibitive.* Avoid submitting unnecessary documents in review. Use checklist as guide;
- *Sufficiency Review:* Alan have Staff complete in three days;
- *Red clouded revisions:* Keep as red for easy identification of changes; easy to follow;
- *Revision clouds taken off 2nd & 3rd submittals:* revision clouds must be shown on all re-submittals;
- Revised PPM 20-0-29 (Plan requirements) - Dan to email PPM to DRO Agents.

INDUSTRY:


- *Quality of County's PDF poor,* requires program other than AutoCAD for minor changes; extensive time: Staff is looking into other alternatives for better quality which will be discussed with the Zoning Director, i.e., Mom & Pop submittals;
- *File size too large:* Notify Staff for possible suggestions;
- *Excessive documents required for review:* All documents on checklist required. If not needed, staff will remove from checklist;
- *Naming Convention:* Gladys questioned impact on Agency & Zoning Reviews. Staff confirmed impact. Updated standards will be posted to the web on Wednesday.

There was discussion regarding plats, comments and the necessity of a review by Land Development (LD) if the Agent has letter from LD stating that plat comments are due and the changes that should be made. Gladys stated if the change is incorrect LD will kick it back. Alan responded that Staff needs to have a record of who made the decision and Staff would rather wait until all plat comments are completed eliminating the need to amend the site plan more than once. Alan added the final plat review could trigger another review if the plat comments require the site plan match the plat comments and waiting until all comments are completed would reduce re-submittals. Gladys expressed her approval of the DRO Type II and Type III concurrent subdivision and plat review process.

E. ADJOURNMENT

Meeting adjourned at 11:06 a.m.

Login with your registered user id:



electronic PLANNING, ZONING, & BUILDING

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Log In on to ePZB Online Submittal- Existing Users

Email Address:

Password:


Remember Email Address

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Main Menu after successful login:



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ePZB Tools ezinfo ULDC Estimators Fee Mail	Apply Online New Continue New	Online Payments Make a Payment View Payment History	Comments Act as Agent/Applicant Response
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Choose New Application Type to start application and click Start button:

At present only four applications are available online:

- a. Agency Review (DRO)
- b. Zoning Review (DRO)
- c. Administrative Variance Type IA (BofA)
- d. Administrative Variance Type IB (BofA)

Enter Application

If continuing work on a saved draft, choose "Apply Online" then choose "Continue" or click [here](#) to view draft applications.

Development Review Officer (DRO)

Agency Review

Zoning Review

Menu Item	Application
Development Review Officer (DRO)	Agency Review

Start Reset

Accept the Terms and Conditions to proceed:

Development Review Officer (DRO)

Agency Review

Zoning Review

AppDisclaimer -- Webpage Dialog

TERMS AND CONDITIONS OF USE

By using our online system to file a request for variance, you agree to the following TERMS AND CONDITIONS.

The documents, plans and supporting information you supply as part of your variance application is subject to disclosure and reproduction as may be required by the Florida Public Records Law. Palm Beach County assumes no liability for unauthorized reproduction of any documents, plans or supporting information that may occur as a result of your electronic filing.

Palm Beach County makes every effort to maintain the accuracy of the information on this website, and the accuracy and completeness of each electronically filed document. Palm Beach County does not, however, accept responsibility for any loss or damage which may arise due to any malfunction in the electronic filing process. When using the online system to file a request for variance, the applicant is responsible at all times for ensuring the accuracy and completeness of all information transmitted by the applicant and received by the County.

I Agree I Disagree

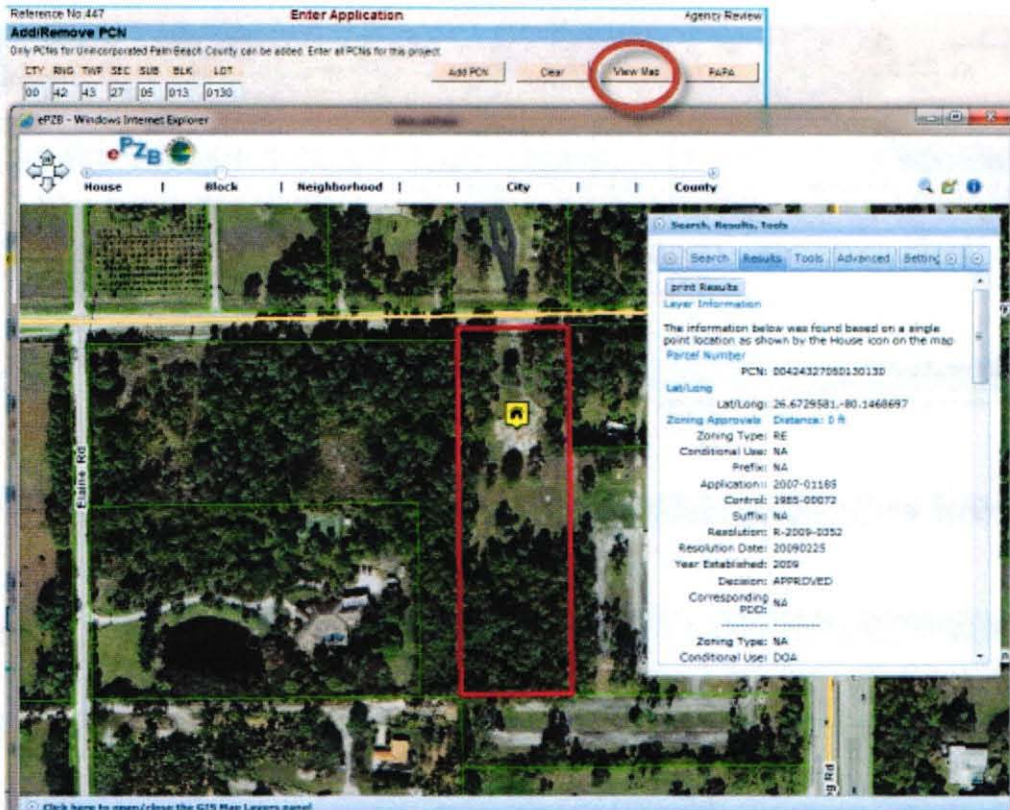
Next screen is to enter information for new application:

Enter PCN and Click "Add PCN" to add to application. PCN will be validated.

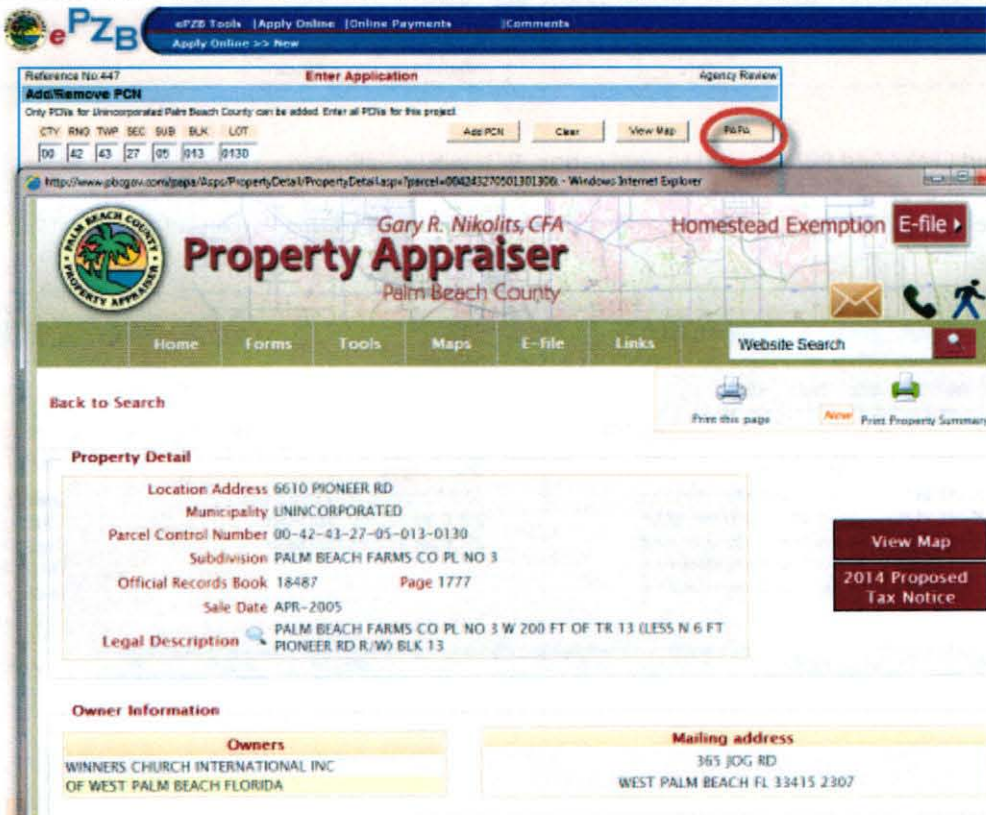
Enter all parcels related to request/your project one by one. After Entering Parcels Info:

PCN	Owner	Situs Address		
00-42-43-27-05-013-0130	Winners Church International Inc	6610 Pioneer Rd West Palm Beach	Detail	Remove
00-42-43-27-05-013-0131	Winners Church International Inc	365 S Jog Rd West Palm Beach	Detail	Remove
00-42-43-27-05-013-0133	Winners Church International Inc	272 S Jog Rd West Palm Beach	Detail	Remove
00-42-43-27-05-013-0141	Winners Church International Inc		Detail	Remove
00-42-43-27-05-013-0241	Winners Church International Inc		Detail	Remove

After Entering PCN, you may click "View Map" button to see parcel on the map:



PAPA button can be clicked to verify the parcel information from Palm Beach County Property Appraiser's website. If you enter partial parcel info, PAPA link will display list of all parcels matching with entered parcel:



Click "Add Agent" to enter Agent's Information:

If you are the owner and representing your petition, you can skip Agent Information.

Your firm's name can be selected in the dropdown list and your information from ePZB database will be displayed. If your firm's name is not available in the list, please select "NEW Agent" and enter your information:

Agent Information
If you are the owner and representing your petition, you can skip Agent Information

Add Agent

Agent Information
Firm Name: All Quality Constructio Contact Name: Law Charles

Firm Name:

Title: Mr First Name: Charles Middle: Last Name: Law Suffix:

Contact Information
Work Phone: 561-252-3994 Cell Phone: 561-252-3994 Fax: 561-741-7969 Email: charleslaw@gmail.com

Business Address
Number: 506 Fraction: Pre: Street Name: Zanadu Type: Post:

Apt/Bldg/Unit: Unit No: Building: City: Jupiter State: Florida Zip: 33477 Country:

Mailing Address Same as Business Address
Number: 506 Fraction: Pre: Street Name: Zanadu Type: Post:

Apt/Bldg/Unit: Unit No: Building: City: Jupiter State: Florida Zip: 33477 Country:

* Required

Save Close

Click "Save" and "Close" and proceed to Next section of the application.

You may like to send separate request to Zoning staff to add your firm name in dropdown for future applications, if your firm has regular business with Palm Beach County Planning/ Zoning Dept. In that case, Please enter maximum information like Address, Phone and Email address on the screen.

Click "Add Applicant" to enter Applicant's info:

Applicant Information

Applicant Name Company Name Address

Add Applicant Edit Delete

ePZB - CE - PopUp -- Webpage Dialog

Update Applicant

Applicant

Title	First Name**	Middle	Last Name**	Suffix
	Sanjeev		Gandhi	

Company Name:**

Contact Information

Work Phone	Home Phone	Cell Phone	Fax	Email
561-355-4250				sgandhi@pbcgov.org

Business Address

Number	Fraction	Pre	Street Name	Type	Post
10609			Pelican		

Apt/Bldg/Unit	Unit No	Building	City	State	Zip	Country
			Wellington	Florida	33414	

Mailing Address Same as Business Address

Number	Fraction	Pre	Street Name	Type	Post
10609			Pelican		

Apt/Bldg/Unit	Unit No	Building	City	State	Zip	Country
			Wellington	Florida	33414	

Owner Contractor Purchaser Lessee

** Either the company name or the first name and last name are required to be filled in
* Required

Save Close

address

Click Save and Close button and proceed to next section.

Next Click "Select Request" to select your request. You may select multiple requests and also enter request as "Other" if not found in the list. There is link available to open ULDC Article 2 in separate window.

Agent Information Add Agent

If you are the owner and representing your petition, you can skip Agent Information

Agent Name	Contact Name	Address	Phone	Edit	Delete
All Quality Construction	Charles Law	506 Zanadu Jupiter FL 33477	561-252-3994	Edit	Delete

Applicant Information Add Applicant

Applicant Name	Company Name	Address	Edit	Delete
Sanjeev Gandhi		10609 Pelican Wellington FL 33414	Edit	Delete

Request Select Request

Showing 4 of 4 of total 4 Records

iPZB - Applications - PopUp -- Webpage Dialog

ULDC Sections

Search Details: [View ULDC Article 2 in PDF](#)

Section	Section Description	Conc. Ind
<input checked="" type="checkbox"/> 2.D.1.G.1	Modifications to BCC/ZC Approvals	N
<input checked="" type="checkbox"/> 2.D.1.G.1.a	The relocation of no	N
<input type="checkbox"/> 2.D.1.G.1.a.1	No modification shall relocate	N
<input type="checkbox"/> 2.D.1.G.1.a.2	Relocated square footage shall	N
<input type="checkbox"/> 2.D.1.G.1.a.3	Exception: This shall not apply	N
<input type="checkbox"/> 2.D.1.G.1.b	An increase of no	N
<input type="checkbox"/> 2.D.1.G.1.b.1	Maximum of five percent	N
<input type="checkbox"/> 2.D.1.G.1.b.2	Maximum 5,000 square feet	N
<input type="checkbox"/> 2.D.1.G.1.b.3	The allowable five percent	N
<input type="checkbox"/> 2.D.1.G.1.c	Additions to or relocations of buildings and	N
<input type="checkbox"/> 2.D.1.G.1.c.1	For a Renewable Energy Facility	N
<input type="checkbox"/> 2.D.1.G.1.d	For a Renewable Energy	N
<input type="checkbox"/> 2.D.1.G.1.e	An overall increase of	N
<input type="checkbox"/> 2.D.1.G.1.f	Access points	N
<input checked="" type="checkbox"/> Other	To address plat comments.	

Click Save and Close and proceed to Enter Concurrency Providers.

Please Select Concurrency Providers.

Depending upon the request selected, there may be additional Information required for Concurrency. For example: If Request includes the ULDC Section 2.D.1G.2.b.1, then additional information is required:

Request		Select Request
Showing: 1 to 3 of total 3 Records		
ULDC Section	Description	
2.D.1.G.1	Modifications to BCC/ZC Approvals	Delete
2.D.1.G.1.a	The relocation of no	Delete
2.D.1.G.2.b.1	Increases in building square footage	Delete

Concurrency Provider	
Water Provider:* West Palm Beach	Waste Water Provider:* Village of Tequesta

Concurrency Supplemental	
Traffic Capacity	
a. Number of peak gross hour trips :	<input type="text"/>
If the gross peak trips exceeds 20, then a traffic impact study will be required	
b. Has the site for proposed development received any previous approvals that are still valid for which an application was submitted after May 21,1987?*	<input type="radio"/> Yes <input type="radio"/> No
Drainage	
Check the proposed means of achieving access from the development site to a point of legal positive outfall for storm water discharged from the site.	
<input type="checkbox"/>	Property is contiguous to a natural waterway, or a canal owned and operated by a water control district.
<input type="checkbox"/>	Property owner has legally established drainage rights to convey storm water through all intervening properties between the development site and natural waterway or water control district canal.
<input type="checkbox"/>	Property abuts a road with a functioning drainage system, and property owner has obtained written confirmation from the entity responsible for maintaining the road that the proposed development is eligible to utilize the road drainage system, subject to meeting all permit requirements for drainage connection.
<input type="checkbox"/>	Other(Specify) : <input type="text"/>

Attachments	Upload Document
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Next Step is to upload required documents. Any file to be uploaded cannot be greater than 4 MB in size.

Click Save and Print the application.

Clicking submit will finalize the application entry and an email will be sent to applicant registered email address.

After successful submit, application will be available to Zoning Staff for reviewing the information. Staff can accept or Reject the application. If application is rejected, applicant gets an email with insufficiency reasons.

Applicant can continue application from "Continue" menu option, which open the following screen:

To continue working on your application please click on the Continue button in the "Ref No" column.

Showing: 1 to 20 of total 55 Records

Created On	Created by	Ref No	Type	Application Name	PCN	Applicant	Status
07/22/2015	GANDHI SANJEEV	447	AGENCY REVIEW		00424327050130241...	Sanjeev Ga...	DRAFT

Once insufficiency is completed, Submit the application again.

After submit, it will be again available to staff for review. Once accepted by staff, an acceptance email will be sent to applicant's registered email address.

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Calendar- Variance Deadlines	Resubmitted Dates and Comment Deadlines and applications do not give enough time to address issues	Wendy-CDR	Finalizing	5/11/2012	Colleen Walter	11-14-14 CLOSED Discussed with DRAC-2015 Calendar out and Wendy said implemented changes. 10-21-14 Dates reflected on 2015 Calendar. Discussed at August DRAC Meeting. 8-12-14 Wendy to discuss with DRAB on 8-15-14 some suggested changes to Type II Standalone Variances. 5-5-14 No changes - staff has not had time to discuss internally. 1/31/2014- to discuss again at DRAC meeting. Staff have issue with variance deadlines. Dec 20 meeting. Staff finalize if any changes possible to calendar for 2013. Effective 1/1/2013
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	Closed	5/11/2012	Gladys DiGirolamo	11-14-14 CLOSED Discussed with DRAC and agreed changes to Tech Manual will address this matter. 10-31-14 Title 2 of Tech Manual has been modified to remove information we no longer require on the Master Plan. Hopefully, this will address this task. Updated Tech Manual tentatively scheduled for publishing Dec 2014. 12-14 Wendy and Maryann reviewed all the requests from Agents with regards to amount of detail being shown on Master Plan. Met with Joanne Keller and are recommending changes to Tech Manual to clarify what needs to be on Master Plan. Will review at the 8-15-14 DRAC Meeting 5-8-14 This is on hold until CD Staff is able to hire additional staff to complete task. 1-29-14: Maryann/CD Staff to convene one additional meeting on Tech Manual, Title 2 changes. 8-13-13: task still pending; drafted modifications to the Technical Manual; 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. 10-22-13: Wendy: Information on Master Plan-Maryann and Wendy convened a Task Team which some of the DRAC members participated on. Staff would like another meeting to follow up on the suggested changes. The changes involve coordination between Zoning and Land Development on what needs to be on the plans.
Architecture Review	Report on direction of the BCC at the May 22 Hearing. Will elevations be required for all application at time of public Hearing	Wendy	Closed	5/9/2014	Scott Mosolf	11-14-14 CLOSED-Monica gave overview of proposed 2014-02 ULDC code amendment going for adoption Jan 2015. 10-31-14 Arch Subcommittee convened and made recommendations for Code Amendment. ZC will review draft code language at Nov ZC Hearing. DRAC to review amendments at Nov 14 Meeting. LDRAB to review changes at Nov 12 Meeting. 8-12-14 BCC directed staff to convene a LDRAB Subcommittee to review the Arch Guidelines for submittal requirements. The first meeting of Subcommittee is September 10, 2014 from 1:30 to 3:00 at Vista Center
Regulating Plan and Tech Manual Updates	Maryann to finish her ongoing meetings with industry and staff are update Title 2	Maryann	Closed	5/9/2014	Bradley Miller	11-14-14 CLOSED-Reviewed changes to Tech Manual and agreed this task has been addressed. Reviewd Tech Manual to be published Dec 2014. 10-31-14 Staff made significant changes to Title 2 to address this topic. Staff will review the changes at the Nov 14 DRAC Meeting for final input 8-12-14 At the DRAC Meeting on 8-15-14 Wendy will address the proposed changes staff are working on.
Subdivision Plan	Subdivision Plan submittal with Master Plan as part of the Off the BCC Plan process	Jon	Closed	5/9/2014	Gladys DiGirolamo	11-14-14 CLOSED-Testing this new process and agreed to implement January 2014. 10-31-14 Wendy and Joanne to give update on TEST application they have been processing. 8-12-14 Jon met with Gladys to discuss her inquiry in more detail. We agreed that we could test a project with Zoning and Land Development to see if this could work. If we have no issues we can report back on possible implementation date

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
ePZB Project History Screen	8-15-14 DRAC requested access to ePZB Project History Screen	Jon	Closed	2/15/2015	DRAC	06-20-15 CLOSED-Implement and released to Public 05-28-15 Implemented in Winter 2015 to public. Still working on other enhancements but that will be finalized till late 2015. 11-14-14 ISS gave DRAC a demo on new screen. DRAC did not suggest any changes. Screen needs to be signed off by PZB Management in Nov 2014 then ISS will finalize the screens. Expected Jan 2014 release to public. 10-31-14 ISS will give a demo on new screen they created under eZINFO for the public to view historical information for current and historical applications. DRAC will be provided opportunity to see screens and give input before moved to production. 8-21-14 ISS yes it can be done but would require programming and a priority. We can discuss at a future Zoning ePZB Meeting. 8-15-14 Can public access ePZB Project History on applications?
Subdivision Plan submitted with final Subdivision Plan for non-residential	11-14-14 Request to process Plat and Final Subdivision Plan concurrent.	Joanne K and Jon MacGillis	Ongoing	Processing	Jeff B	8-13-15 Project was on DRO 8-12-15. Subdivision and plat was approved at meeting. Amending PPM 41 to reflect changes to the type 3 concurrent review process. 5-29-15 DRAC Meeting-discussed that GL Homes has application in process to truth the residential subdivision plan to the plat. Hopefully, this process will work and if no issues we can establish a date to implement fully in Summer 2015. 04-15-15 Agents and Staff have 3 projects we are processing to do final testing of new process for residential projects. Also, Maryann send modified Policy and Procedural Memo to DRAC in early 2015 for comments so updates can be finalized. 11-14-14 Jeff B raised issue of changing existing process by allowing applicant to submit for Plat and Final Subdivision at same time. Save time and reduce
Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.	4-15-15 Special DRAC Meeting	Wendy, Lauren, MMK, Jon	Ongoing	Processing	DRAC	8-11-15 2015-02 Round-incorporating changes to ULDC Article 2 to address relocation of sq/ft and increase in square foot for single building. Staff will bring DRAFT to August 21, 2015 DRAC Meeting 5-29-15 DRAC Meeting-request for update on next step. Lauren said staff will process ULDC code amendment for the 2015-02 ULDC Round of Amendments. She went over the adoption Hearings of January 2016. 4-14-15 Special DRAC meeting. Possibly in the 2015 Round-2 Amendments. Collene suggested that this should not apply to a single owner/single entity (not single user) such as a school which could be comprised of a multiple of uses affiliated with the school, and since it's under one campus, she thought that it is a reasonable request to amend the above language. She suggested items under Art. 2.D.1.G.1.a criteria should be revised to not apply to these sites as well changes to 2.D.1.G.1.b to allow additional square footage above the 5%/5,000 square feet. We did use other examples of CLF, places of worship where these facilities could be run under an organization. Additionally, Collene suggested the concept of a bubble plan for these plans and commercial plans similar to a Master Plan for a DUP.
Demo for DRO Online Submittal	5/29/2015	Alan/Jon	Pending	5/29/2015	Colleen Walter	8-12-15-ISS Staff to attend August 21 DRAC Meeting to provide members a demo on the new DRO Agency Review screens they are working on for Zoning 5-29-15 Request by DRAC Members for a Demo on the new Online DRO Administrative Process. Alan to take lead on setting up demo
Review DRO Administrative Review what goes to Zoning vs. Agencies	5/29/2015	Alan/Jon	Pending	5/29/2015	Gladys DiGirolamo	7-17-15 Special DRAC Meeting today. Alan gave presentation on the DRO Agency Review Process and identified reasons for delay in processing applications. Staff responded to questions about the review, fees, resubmittals, etc. Minutes will be posted on the Zoning Web Page under Press Release by end of July 2015. 5-29-15 Gladys requested meeting with DRAC members who want to attend, Alan and Wendy to discuss process to understand what has to go to full Zoning vs. Agency and or full DRO.
DRO Concurrent Review Process Type II and Type III	5/29/2015	Maryann/Wendy	Pending	5/29/2015	Gladys DiGirolamo	7-12-15 Staff and DRAC Members have had several meetings to further refine process. Maryann and Wendy are updating the current PPM on this process and will provide a update at the DRAC August 21 Meeting.



Planning Zoning & Building Dept.

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Comprehensive Plan Amendment Information

Welcome to the Palm Beach County Plan Amendment Activity page. A key function of the Planning Division is to manage changes to the County's Comprehensive Plan through the amendment process.

Comprehensive Plan Amendments

The County processes several rounds of amendments to the Comprehensive Plan per year with intakes scheduled four times per year. The [Amendment Process Summary](#) summarizes the amendment process.

Amendment Schedules - Amendment schedules for active and upcoming amendment rounds are posted online at the links below.

[2015 Schedules](#)

[2016 Schedules](#)

Amendment Application - The Comprehensive Plan Amendment Application for Future Land Use Atlas Amendments and Text & Map Series Amendments, along with Tier changes, can be found on the [Amendment Application](#) page.

Proposed Amendments - Public Hearing Notices - Each submitted amendment application is summarized on the [Amendments in Process](#) page. Proposed FLUA Amendments are proposed to change the future land use designation. These sites are posted with **Public Notice signs** during the amendment process and property owners within 500 feet (1,000 feet within the Exurban and Rural Tiers) receive a notification by mail within 30 days of the first public hearing. Information is provided by clicking the various links on this page.

Public Hearings - Agendas & Staff Reports - Proposed amendments are presented at a Planning Commission and Board of County Commissioner (BCC) public hearings. Small Scale amendments are subject to one BCC hearing, and Large Scale Amendments are subject to two public hearings. The [Planning Commission](#) page and the [BCC Agendas & Minutes](#) page provides the associated public hearing agendas & staff reports approximately one week prior to each public hearing.

State Review- Staff Reports - Following Large Scale Amendment public hearings, the proposed amendments transmitted by the BCC are posted on the [Transmitted Amendments](#) page and forwarded to the State Department of Economic Opportunity (DEO) and other State agencies for review. Following receipt of comments, the amendments are scheduled for a second and final BCC public hearing. The [BCC Agendas & Minutes](#) page provides the public hearing agendas and staff reports approximately one week prior to each public hearing.

Adopted Amendment Ordinances - Proposed amendments are adopted by Ordinance.

Adopted ordinances & final staff reports are posted approximately one week after each adoption public hearing on the [Amendments & Ordinances](#) page.

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