



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)  
SPECIAL MEETING –DESIGN STANDARDS  
MINUTES FOR TUESDAY SEPTEMBER 15, 2015 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: 11:30 am to 12:30 pm**

**PREPARED BY ZONING DIVISION STAFF**

**CALL TO ORDER AND INTRODUCTION OF TASK TEAM MEMBERS**

Jon MacGillis, Zoning Director called the meeting to order at 11:35 a.m

**MEMBERS PRESENT –**

Jeff Brophy - Wantman Group  
Michelle Hoyland - Wantman Group  
Collene Walter - UDKS  
Dan Siemsen - Gentile, Glas, Holloway O'Mahoney & Assoc.  
Curtis Dubberly - Miller Land Planning  
Don Hearing - Cottler and Hearing

**ZONING/ENGINEERING/PLANNING -**

Jon MacGillis, Zoning Director  
Christine Stivers, Senior Site Planner - CD Section  
Monica Cantor, Senior Site Planner - Code Section  
Melissa Matos, Site Planner II - CD Section  
Dorine Kelley, Customer Service Manager - Admin Section

**A. TASK TEAM MISSION**

Jon MacGillis opened the discussion by reviewing what staff had prepared at the Task Team Mission statement and goals.

- To establish a consistent process and format for Design Standards Guidelines.
- The [ULDC](#) recognizes Design Standards can be submitted with approval from the Zoning Director.
- The ULDC does not establish minimum requirements for contents of the Design Standards.
- The Current Zoning Technical Manual does not address requirements for the Design Standards.
- Consider if there is a need for ULDC amendments to clarify the process and requirements and give latitude to requirements to be in Technical Manual.

- Consider establishing new title in the Technical Manual to address the Design Standards.

## **B. OVERVIEW OF ISSUES / SOLUTIONS**

### **1. OVERVIEW OF ULDC PROVISIONS (REGULATION PLAN VS. DESIGN STANDARDS)**

Jon MacGillis briefly explained the current ULDC code provisions related to the Regulating Plan and Design Standards. He further explained he hoped the Task Team could work together to come up with recommendations to either the ULDC or the Zoning Technical Manual that establish clear provisions for both applicant and staff to follow when preparing and reviewing Design Standards. Currently, the County has only accepted two applications with Design Standards: Scripps TTD in 2004 and those currently under review for Minto Lakeside TTD. Jon asked Collene if she could provide any background on her role in preparing those for Scripps and how was the document laid out in terms of Chapters and content. Collene said the Design Standards were prepared with input from PBC Staff and were done in 2004 as part of the public hearing process. The Chapters were prepared in response to the main components of the project. Scripps did not move forward so the Design Standards were never implemented. Jon asked about other projects that she has worked on is there a standard format and process she uses. Collene stated it depends on her clients request, size of the project and the jurisdiction they are seeking approval in. She referenced a project on Okeechobee Blvd, in the City of West Palm Beach that she worked on that was originally prepared by another firm, that had similar chapters to the Scripps Design Standards. She said the City of West Palm Beach allows, as part of the Planned Development process, to submit Design Guidelines that “deviate” from the regular code regulations, but are unique to that project. Staff reviews the standards and makes a recommendation to the City Commissioner. Jeff Brophy stated that the City of Boca Raton has good Design Standards, and they allow the applicant to modify them. Don Hearing said it depends on the jurisdiction you are working on as to what is allowed and required. He stated Port St. Lucie and Martin County let the applicant come up with their own regulations for the development. Staff and the Commissioners review and approve them as part of the overall development. Don also said the City of PB Gardens has good Design Standards and a process. Committee Members further stated that some jurisdictions tie the approved standards to the Development Order and any changes requires a revision before the City Commission. Michelle Hoyland stated she is working with Royal Palm Beach and they allow waivers, variances built into the process for the Design Standards.

Committee Members agreed that the Design Standards are the applicants way of introducing the project to the Commission and the public and identifying unique design features of the project that the code sometimes limits or would require variances. The allowance for deviations and or waivers is often the key as to whether or not the Design Guidelines are used by the developer or applicant. They are costly to prepare. In PBC the Regulating Plan is often the preferred method since Design Guidelines have to comply with code or seek variance concurrent or prior to their approval. It is critical the Design Standards not be tied to variances since often the applicant cannot meet all the standards. Jon stressed as the Task Team moves forward we clearly define what the intent of the Design Standards are and if waivers are needed they are spelled out in a Chapter in the Guidelines so the approving authority is clear what the final outcome will

look like. He further stated we need to come up with a **standard template** for the Design Standards so there would be no confusion on expectations. We need to establish chapters we would like to see in the Design Standards based on the size and complexity of the project that applicant can choose those that apply and will be defined in the document. Also, define clearly under each chapter the purpose and intent, so Zoning Building Staff are clear when permits come in as to what is shown on site plan is what they approve unless the Design Standards need to be referenced since they allowed waivers.

**2. SUBMITTAL –EXAMPLES**

**COUNTY:**

**SCRIPPS – APPROVED PIPD**

**MINTO -TTD**

**OTHER JURISDICTION:**

**JUNIPER – ARIZONA**

**NEW YORK CITY - REDEVELOPMENT**

**3. ULDC AMENDMENT (CODE VS. VARIANCES & WAIVERS)**

**ULDC REQUIREMENTS**

**4. TECHNICAL MANUAL**

**ALLOW FLEXIBILITY FOR UPDATES, ETC**

**C. SUMMARY OF TODAY’S DISCUSSION AND TOPICS FOR NEXT MEETING**

- Allow for waiver options-need to have waiver with criteria that shows how to meet the intent of the code in order to garnish support
- Look at both small and large projects, since the complexity of project of unique design can dictate the use of Design Guidelines not just based on acreage
- Use Minto Lakeside Design Standards as a working product to truth the Task Team recommendations
- Next meeting review other jurisdictions Design Guidelines so we can focus on those that are good examples-Staff will prepare a chart.
- Develop the outline for standards chapters for Design Guidelines (General Overview, implantation, signage, architecture, landscape, cross sections, waivers, etc
- Agreed to meet in a month-Zoning to schedule next meeting.

**F. ADJOURNMENT**

Meeting adjourned at 12:35 p.m