



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
OCTOBER 6, 2017 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 AUGUST 8, 2017 MINUTES – (ATTACHMENT 1) – GLADYS
- 2) REVIEW DRAC OPEN TASK LIST – (ATTACHMENT 2) – WENDY
- 3) DISCUSSION WITH PBC SURVEY STAFF AT REQUEST OF DRAC – GLADYS/GLENN MARK
- 4) ULDC UPDATES – MONICA
- 5) LANDSCAPE SUBCOMMITTEE MEETINGS 2017 UPDATES – MARYANN
- 6) ARTICLE 2 AMENDMENTS UPDATES – MARYANN
- 7) DRAFT 2018 CALENDAR MEETING DATES (ATTACHMENT 3) – GLADYS
- 8) SCHEDULING MEETINGS WITH CD STAFF (ATTACHMENT 4) - WENDY
- 9) COMMITTEE MEMBER TOPICS
 - A. Off The Board – modifications/certification issues/comments – BRADLEY MILLER
- 10) TOPICS FOR NEXT MEETING JANUARY 26, 2018 (PROPOSED) – GLADYS
- 11) ADJOURN



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
TUESDAY AUGUST 8, 2017 2:00 PM-4:00 PM
PZ&B – VISTA CENTER
2300 NORTH JOG RD., WEST PALM BEACH, FL 33411
HEARING ROOM CHAMBER (VC-1W-47)

MINUTES

CALL TO ORDER: AT 2:00 P.M.

ATTENDANCE:

MEMBERS PRESENT : Scott Mosolf, Bradley Miller, Lauren McClellan, Yexsy Schomberg, Jeff Brophy, Gladys Digirolamo, Brian Cheguis, and Pat Lentini.

INTERESTED PARTIES: Damian Brink, Kevin McGinley, and Hays Henderson.

PZB ZONING STAFF: Jon MacGillis, Maryann Kwok, Wendy Hernandez, Alan Seaman, Barbara Pinkston, Carrie Rechenmacher, Jan Rodriguez, Josue Leger, Meredith Leigh, Carlos Irizarry, Roger Ramdeen, Monica Cantor, Yoan Machado, Zubida Persaud, Donna Adelsberger, George Galle, Melissa Matos, and Lorraine Fuster.

AGENDA

1. Opening Comments – Jon MacGillis

Jon welcomed everyone to the special DRAC meeting to update the committee on the proposed 2017-02 ULDC amendments to Article 2 and Article 7. Jon also thanked Maryann for all her efforts and hard work and her diligence in getting both proposed article amendments done to this point, with the involvement of the Subcommittee meetings, Staff and Agencies input. He then turned the meeting over to Maryann.

2. Article 7 Review and Comments – Attachment 1 – Maryann Kwok

Maryann provided a handout with bullet points of the proposed changes to Article 7, Landscaping, which she discussed the highlights and responded to questions and concerns by the committee members.

- Chapters A, General – Maryann explained that most of the changes to chapter A were just relocation from other chapters to organize the information.
- Chapter B, Applicability and Approval Process – Maryann explained that agents suggested that there were too many Type 1 Waivers allowed in the Landscaping section of the Code. So a review was done and some reduction was done to allow more flexibility in the Code. Also examples of

average tree height were added to the code. Committee had no issues with the changes.

- Chapter C, Landscape Buffers and Interior Planting Requirements – Maryann reviewed some of the changes in this chapter to clarify the roll In regards to the increased width of foundations planting from 5ft to 8ft and island width increase from 8ft to 10ft, the committee expressed concerns that these changes do not make provisions for smaller sites under 2 acres, which should be allowed to keep the current width of 5ft and 8ft for foundation planting and island width. Staff reviewed with the committee that there are other sections of the Code that allows smaller sites in URA, PRA, WCRAO to have the option of no plantings to few planting areas based on the lot size. Also PRA allows alternative options for parking islands on small sites. We agree that staff will review the definition of a “small site” to address this issue.
- Chapter C – DRAC members also wanted clarification on whether the allowance of 2.5 ft overhang in median will be changed. Staff verifies that this was no longer under the current code.
- Chapter D, Landscaping Standards – Reference to the Florida Grades and Standards for Nursery Plants has been added to the Code, and clarification that hedges, fences and walls are considered as Landscape Barriers to provide screening effect. No concerns were expressed on these changes.
- Chapter E, Existing Vegetation – Added to the code are the requirements and procedures for the Vegetation Barricade Permits as already discussed and PPM ZO-O-061 issued in 2016. Committee had no concerns.
- Chapter F, Installation and Maintenance - Maryann explained that discussions with the County Attorney are ongoing regarding the issue of Vacant Lot Planting Plan and this will be presented at a later time.
- Chapter G, Enforcement – The violation fees are being changed to quadruple the fees from 3 times the fees. This is consisted with the violation fees for Building Permits.
- Pending Issues – Maryann pointed out that there are still some issues that arose from the Landscape Subcommittee meetings, such as, 1) reducing the 60% native species requirement to a lesser % to include more non-native species; 2) Compact sized vehicles parking dimensions and placement and size of islands; 3) Wheel stop sizes and curbing along landscaping areas; 4) Bio swale or vegetated swales, to allow 100% overlapping of drainage easement into buffer; 5) Preferred and controlled plant list to be updates; and 6) Truthing pervious areas to include planting areas and pervious space, and revisit building coverage calculations. Maryann explained that in October the Landscape Subcommittee will reconvened to discuss these pending issues and make recommendations. Such changes will be submitted in future amendments.

3. Article 2 Review and Comments – Attachment 2 – Maryann Kwok

- Chapters A, General – Maryann reviewed the changes relating to the references to the Zoning Calendar for those critical application deadline dates, in addition to the those timelines specified in the ULDC. Another change in this section is the addition of the Pre-application Appointment (PAA) which has no fee attached, is a meeting with staff and the Pre-

application Conference (PAC) (already existing in the Code) is a fee based meeting which includes various agencies. Committee had no issues with these changes.

- Chapter B - Comprehensive Plan Amendment - Maryann explained this section is being reviewed by the Planning Division since it is related to the Comprehensive Plan.
- Chapter C - PH Process – Maryann explained that most of these changes are just relocation from various chapters within Article 2 to present the information in a more intuitive state. Changes made to this chapter to clarify the role of the DRO as being 1) to review, certify, make recommendations and to finalize the ZC and BCC applications; and, 2) to approve administrative applications in accordance with the ULDC Use Matrix and Development Thresholds.
- Chapter D - Administrative Processes – One significant change to this section is replacing of the term Special Permit with Temporary Use, the authority or decision making person is DRO and the process is Zoning Agency Review (ZAR). Similarly, the Reasonable Accommodation (RA) is now being moved to Article 5 is subject to DRO and the process is ZAR with Zoning and various Agencies to review and approve. Another modification is the proposal to combine the ZAR and ZZR processes, since Zoning is considered as one of the agencies who reviews these applications. A Zoning – Zoning Review (ZZR) will now be referred to as a ZAR with Zoning being the only agency to review and the timeframe for processing will be the same, as all applications will be submitted through the online submittal system. A table will be added to the ULDC to expand and clarify the DRO Full and DRO Administrative processes with cross reference of the approval processes. Kevin asked how do we process Special Permit under Ag Uses, such as nurseries. Maryann acknowledged this as a good point, and said that we will have to review all other Special Permit approvals that are in the Code to address such conflicts.
- Chapter D – Jan and Alan explained that changes were being made to remove the Interpretation section in the administrative process and to add a new section Zoning Confirmation Letter (ZCL) which will explain three types, 1) Informal ZCL – where a request is for standard existing land use and zoning district information; 2) Non-Site Specific ZCL – which is a request for a non-site specific determination of how the Code may be applied in a hypothetical zoning district and land use, this type is not subject to the appeal process; and 3) Formal ZCL where the request is submitted by the owner, contracted person, or any person submitting a DO application, may request analysis on how the Code applies to a particular parcel of land based on the existing DO application, a request for interpretation of the code language and requirements may be included. These requests will be considered as DRO requests with ZAR approval process. Kevin questioned if there is a way for an applicant to receive an interpretation to a resolution conditions. Staff said that this would require a Formal ZCL because it is specific to a site/DO and requiring an interpretation of the Code.

Other Committee Concerns:

Attendee Hays Henderson from Jennifer Morton's office asked why the packet was

distributed two weeks before the LDRAB.

Gladys and Staff both explained that there were several Landscape Subcommittee meetings that occurred between May to August and the feedback received from these meetings was discussed and most changes requested were incorporated with the current changes. There are still some pending issues as listed above (refer to section 2) that will be discussed in the October meeting when we reconvene and those changes will be done in future rounds.

Lauren asked staff to clarify how to post notification signs.

Gladys brought up getting rid of the QR codes again. Maryann said she should bring this up when we are doing the Technical Manual updates.

The DRAC Committee members expressed concerns about the modifications to order of the Proceedings of Hearings. They do not want to present first as they feel this will lengthen the proceedings. Staff explained that most municipalities have this order, and each presentation will be timed.

4. Meeting Adjourn – 4:10

**Development Review Advisory Committee (DRAC)
2017 Tasks**

Complete	Pending					
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. Reviewed 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.

Complete	Pending					
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	Closed	Processing	Jeff B	11-12-2015- CLOSED- This allows an Applicant to submit the subdivision plans at same time as off the board Master Plan, but follows the regular DRO time schedule. 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 the amount of DRO Agency Amendments. Jon agreed in 2015 to setup meeting with Land Development and Zoning and DRAC Members to discuss merits of request.
Relocation of Bldg sq. ft. and Increase in Bldg sq. ft.	4-15-15 Special DRAC Meeting	Alan, Bill, Wendy, MMK, Jon	Closed	1/28/2016	DRAC	02-01-16 2015-02 BCC adopted amendment to increase building by 50% provided complies with all other DRO thresholds. 11-12-2015- Pending code amendment review. 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 may 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 PUD.

**Development Review Advisory Committee (DRAC)
2017 Tasks**

Complete

Pending

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Review DRO Administrative Review what goes to Zoning vs. Agencies	5/29/2015	Alan/Jon	Closed	5/29/2015	Gladys DiGirolamo	11-12-2015 There are pending Code amendments related to recreation club house changes that can be processed through ZAR/ZZR review. 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.
Planning Condition on Workforce Housing	8/21/2015	Bryan Davis	Closed	8/21/2015	Colleen Walter	02-05-15 at DRAC Meeting today we discussed that Planning will get the Plat Book and Page Number on the WFH recordation and simply go into ePZB and close out the ePZB Condition and put the Book/Page in reason for closing condition. Since no one from Planning was at DRAC Jon sent email to Bryan as this being his direction 02-01-16 Need further clarification on issue from Collene in order to ensure we address this issue. 11-12-2015 Staff is reviewing request and coordinating with ISS.
Design Guidelines	8/21/2015	Jon MacGillis	Closed	8/21/2015	Jon MacGillis	CLOSED: July adoption of round 2016-01 remove Design Guidelines from ULDC. 7-11-16: 2016-01 Removing Deign Standards and in 2016-02 Removing requirement for Regulation Plan, unless submitted as a BCC Condition. 05-06-16: Review final drafts ULDC & Tech Manual updates. 02-01-16 Design Guideline Task Team met once in 2015. Made some progress identifying what is in Code in terms of Regulating Plan vs Guidelines. Meeting 2 is scheduled for 2-3-16 to review other jurisdiction examples as well as a DRAFT Chapter for Design Guidelines in the Tech Manual. 11-12-2015 Staff is gathering information from the municpalitis for Jon to analyze, a second meeting has not been set up to date. 9-15-2015- Design Guidelines task team 1st meeting.
DRO Concurrent Review Process Type II and Type III PPM ZO-O-041	Report on revisions to current PPM ZO-O-041 to clarify procedures for Concurrent Review application with and without PAC	Maryann/Wendy	Closed	5/29/2015	Gladys DiGirolamo	CLOSED 08-31-16 Provided Training 101 for the changes to the DRO Concurrent Review process. 7-11-16: Done-we need to go over the DRO Concurrent Review and PAC updates. 05-06-16: Review PPM with DRAC to get input; include Building, LD Staff in discussion. 02-02-16- (WH) 4 projects went through process; 1 concurrent went through smoothly; 3 stayed in the system longer than 6mths. There is a 5th project recently accepted in our system and we are testing it. 11-12-2015- Still under review. Projects staff have had in are all running differently and not concurrently. 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.

Task	Details	Lead	Status	Date Initiated	Initiated by	Date Completed
Administrative Review (ZAR/ZZR) DRO Online Submittal	9/13/2016	Alan/Jon	Closed	5/29/2015	Colleen Walter	2-8-17-New Online system implented and applicant using it. 9-13-16 Online application submittal process was available for applicant's use. Few minor changes but overall a good rollout. 7-11-16: Alan will give update on Task related on Online Submittal timeline (hopefully release in August) 05-06-16: ISS still reviews new ePZB screens. Zoning to update DRAC on timeline for release. 02-01-16 ISS still in final programming stage of the online submittal modules. Have had numerous meetings with staff to ensure key features are added to address both staff and industry requests. Expect to release for industry testing in April 2016. 11-12-2015- Currently in the programming stages with the ISS Division. Not finalized to date 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.
Regulation Plan - Remove requirement from ULDC- made it optional	Regulating Plan	Jon/ Bill	Closed	5/29/2016	Gladys DiGirolamo	2-27-17 Closed - Ord 2017-002 removes the requirement for Regulation Plan and makes it optional. 2016-02 Removing requirement for Regulation Plan, unless required as a BCC Condition.
Consent Forms	Authorization for each application	Jon/ Wendy	Closed	9/23/2016	Colleen Walter	3-7-17-County Attorney's office stated the forms have to be updated with each application we cannot use blank authorization. 9-23-16 Colleen asks if Consent Forms can be submitted as a blanket consent. PM says that it is only valid for the specific project or 1 year from signing. Staff will discuss.
Certification comments-request code section in comment	Cited specific code section in each certification issue so clear for applicant on	Wendy	Open	6/9/2017	Damian Brink	9/1/17: Project Manages have been instructed to provide code sections in their comments. Monitor this to confirm compliance. We ask Agents to also site sections of code in their response when appropriate.
Application Justification Statement	Provide example of what an acceptable Justification Statement	Wendy	Open	6/9/2017	Kevin McGinley	9/1/17-Memo from Wendy included on DRAC Sept 15 Agenda with key points to include in a complete Justification Statement. 6/9/17-Request if staff can provide bullets on what are key components of an
Survey Comments	comments to ePZB recently can they attend next DRAC Meeting?	Glenn Mark	Open	6/9/2017	Yeksy Schomberg	9/1/17-Survey invited and confirmed attendance at Sept 15 DRAC Meeting. 6/9/17-Request Survey staff attend Sept DRAC Meeting to discuss number of DRO comments on applications and level of specificity



**Department of Planning,
Zoning & Building**

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MEMORANDUM

TO: DRAC Members
Zoning Division Staff and Interested Parties

FROM: Wendy Hernandez, Zoning Manager *Wendy Hernandez*

DATE: August 30, 2017

RE: **Examples of Justification Statement for Zoning Applications**

At the June 09, 2017 Development Review Advisory Committee (DRAC) meeting, there was a request that Staff provide an explanation on what an acceptable Justification Statement, along with some examples of what Staff has accepted in order to certify the application.

The ULDC, under Amendments to Article 2, Development Review Procedures, will be updated to include a Justification Statement as part of the Application Submittal Requirements.

The proposed Code will require an Applicant to provide a Justification Statement, which shall include but not limited to:

1. Summary of the request(s) specifying the types of applications and approval processes;
2. Project history including prior resolutions, if applicable;
3. Provide a narrative of the Preliminary Master/Site Plan; with analyses of the applicable DO Standards pursuant to Chapter B, Public Hearing Processes or Chapter C, Administrative Processes;
4. Analysis of the Article 2 criteria based on the location and the request. Specifically address Standard 2: **Consistency with the Code**: Address Compliance and consistency with the ULDC Articles 1 – 8. Address all of the following Articles and Sections as applicable for the proposed application:
 - Nonconformities: Article 1;
 - Processes: Article 2;



- PDDS and PDRS, Overlays: Article 3;
 - Use Regulations: Article 4 (Provide analysis of criteria for specific uses as necessary);
 - Architecture- Article 5 (Specify which process requested for ARCH Review), Performance standards, WFH, TDRs;
 - Parking: Article 6;
 - Landscape: Article 7;
 - Signage: Article 8;
5. Provide status of Conditions of Approval. Any proposed modification to conditions shall be provided in a strike and add format, along with justification for the change; and,
6. Conclusion: Provide any other relevant material and information for a comprehensive Staff review.

This topic will be discussed at the September 15, 2017 DRAC Meeting. In the meantime if you have any questions, please contact Wendy Hernandez, Zoning Manager at 561-233-5218, or William Cross, Principal Site Planner at 561-233-5206.

**Palm Beach County
Zoning Division**

2018 DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC) MEETING DATES

The DRAC is an ad hoc committee comprised of agents who assists staff in making recommendations and review changes to the Zoning Review processes.

Planning, Zoning & Building
Vista Center Complex
2300 N. Jog Road
West Palm Beach, Florida 33411
Contact: Dorine Kelley, at:
561-233-5579 or e-mail her at:
dkelley@pbcgov.org

January 2018 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February 2018 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March 2018 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April 2018 S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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Meeting Dates:

- January 26, 2018 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- May 4, 2018 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- August 10, 2018 from 2:00 to 4:00 pm, VC-2E-12 Shared Conference Room
- November 9, 2018 from 2:00 to 4:00 pm VC-2E-12 Shared Conference Room





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Zoning & Building**

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MEMORANDUM

TO: Interested Parties

FROM: Jon MacGillis, ASLA, Zoning Director 

DATE: September 21, 2017

RE: Coordinating appointments with Zoning Community Development (CD) Staff

The CD Section recently lost several Site Planners and Technical staff and we are doing our best to accommodate the large volume of applications and appointments with applicants and the public. Until several positions are filled in the next couple of months, I asked for your patience and understanding when scheduling appointments. I would also request that when possible only request one Zoning Site Planner to be present in the appointment and come extra prepared by doing your research of the files and the ULDC provisions that apply to your application. Also, have a clear set of questions ready for staff to respond to at the meeting or in follow-up. For complex projects request either Bill or Wendy to attend, but not both, so that we have more staff available to cover appointments. Maryann and I will be available when needed to give direction on complex issues/solutions.

We are currently rescheduling the Development Review Advisory Committee Meeting (DRAC) September meeting which was cancelled due to the hurricane closings, to possibly early October when perhaps we can discuss any additional solutions to address this matter.

If you should have any questions or require additional information, please contact me at (561) 233-5234.

JM/jm

C: Faye W. Johnson, Assistant County Administrator
Patrick Rutter, Executive Director, PZB
Ramsay Bulkeley, Esq., Deputy Director, PZB
Maryann Kwok, AICP, Deputy Director, Zoning
Wendy Hernandez, Zoning Manager.
William Cross, AICP, Principal Site Planner, Zoning
Zoning Division Staff