



**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**  
**MAY 4, 2018 2:00 PM – 4:00 PM**

**PZ&B – VISTA CENTER, 2300 NORTH JOG RD.,  
WEST PALM BEACH, FL 33411  
2<sup>ND</sup> FLOOR CONFERENCE ROOM (VC-2E-12)**

**AGENDA**

**Member Items**

- 1) **REVIEW MINUTES - GLADYS**
  - April 13, 2018 Minutes – (ATTACHMENT 1)
- 2) **INSUFFICIENT APPLICATIONS/DATE OF SURVEY – JON / WENDY**
- 3) **OFF THE BOARD APPLICATIONS – GLADYS**
- 4) **2018 PUBLIC CALENDAR CLARIFICATIONS – WENDY / DONNA**
- 5) **INTERNATIONAL MAILINGS – GLADYS**

**Staff Items**

- 1) **DRAC 2018 TASK LIST REVIEW – ABANDONMENT OF USE**
- 2) **2018-01 ROUND – KEY DATES – (ATTACHMENT 2 )**
  - May 23, 2018 - LDRC
  - June 25, 2018 – BCC Permission to Advertise
  - July 26, 2018 – BCC 1<sup>st</sup> Reading
  - August 23, 2018 – BCC Adoption Hearing
- 3) **TECHNICAL MANUAL – MARYANN**

**General**

- 1) **TOPICS FOR NEXT MEETING AUGUST 10, 2018 – GLADYS**
- 2) **ADJOURN**



**SPECIAL MEETING**  
**DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)**  
**FRIDAY, APRIL 13, 2018 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 2:01PM**

**ATTENDANCE:**

**MEMBERS PRESENT:** Lauren McClellan, Collene Walter, Kevin McGinley, Patricia Lentini, Bradley Miller, Jon Schmidt and Gladys Digirolamo.

**INTERESTED PARTIES:** Denise Pennell, Cory O’Gorman, Eric McClellan, Jordan Sperling, Kyle Duncan, Bill Whiteford

**PZB ZONING STAFF:-** Jon MacGillis, Maryann Kwok, Wendy Hernandez, Carolina Valera, Carrie Rechenmacher, Meredith Leigh, Alan Seaman, Jan Rodriguez, Melissa Matos, Monica Cantor, Vincent Ubiera, Joanne Keller (PZB Land Development), Nancy Frontany, Donna Adelsperger, and Yvonne Wamsley.

**AGENDA**

**1. REVIEW MINUTES– GLADYS DIGIROLAMO**

Gladys opened the meeting at 2:01 pm with introductions of everyone in attendance.

Gladys inquired if any Committee Member reviewed the minutes and if they had any changes for the Regular DRAC January 26, 2018 meeting. No member had any changes to the minutes. Minutes were adopted as presented.

**2. DRAC TASK LIST – MARYANN/WENDY**

- Wendy and Maryann reviewed the question from Kevin McGinley regarding the process involved when the resolution for a use, is officially abandoned through the BCC to address what the site plan requirements will be for final DRO. . After some discussion, Wendy indicated that once Bill returns to work; he will work with the Zoning Director in preparing a PPM to address abandonment uses based on amendments to the code for a lesser review and site plan requirements by DRO. This item was tabled for a later review by DRAC.

**3. INSUFFICIENT APPLICATIONS – WENDY/MARYANN/ALAN**

- Wendy addressed the issue on the influx of insufficiencies since January. She stressed the need for Agents to review the quality of the application prior to submittals. It takes considerable staff time to find an application insufficient in terms of letters and follow-up. Several DRAC members questioned some on the recently received insufficiency letters based on a survey being more than one year old after the intake date, etc. , Maryann conveyed to the Committee she’s been working on updating/finalizing the “Insufficiency checklists” and once finalized it will be included in the Zoning Technical Manual. Maryann tried to address the concerns raised by members, regarding the insufficiency checklists. Meredith pulled up the screen for everyone to see the proposed insufficiency and went over explained the items. Alan also made comment that for Admin Review there are only minor changes to their insufficiency checklist and he stated to his knowledge most agents are aware of these changes. It was agreed to table this topic till the May DRAC Meeting. Maryann stated she

will send the DRAFT Insufficiency Checklist sends out the checklists for feedback before the next May DRAC and implementation.

#### **4. CERTIFICATION/APPROVAL DEADLINES AND APPLICATIONS – WENDY**

- Wendy addressed those projects that are submitting concurrent applications that are contingent upon each other.

For instance, there is a DRO contingent upon a Variance; DRO issues have been resolved but there is a pending issue waiting on Variance. That would not necessarily prompt you to resubmit any additional information once the Variance is approved. For these types of projects, this will require additional coordination between the agent/agencies to confirm with the project manager the project is added to the Certification/Result List.

Wendy addressed Kevin McKinley's general and specific inquiry on applications that involve an abandonment and new DRO approval, she suggested if any questions on this process to simply coordinate with the Project Manager and CD Managers.

#### **5. AMENDED PZB FEE SCHEDULED - MARYANN**

- Maryann stated the PZ Fee Schedule & Resolution were adopted by the BCC at March BCC Zoning Hearing and are effective April 2, 2018; and fees has been updated into ePZB Fee screens. Zoning Staff will continue to do a review of ePZB fee screens to ensure the fees are accurately reflected on receipts

#### **6. AMENDED TECHNICAL MANUAL – MARYANN**

- There are some updates to the Technical Manual <sup>TM</sup> and Plan Templates being proposed by Zoning Staff. She is currently finalizing the updates to the TM and will share with DRAC and DRO Agents as soon as it is finalized. Zoning anticipates it be republished in middle of May after the next DRAC Meeting.

#### **7. ADOPTED ARTICLE 2 CHANGES AND DRO PROCESS – WENDY**

Staff continues to work to implement the recently adopted Art 2 modifications to the code. Overall, staff has almost completed all necessary updates to ePZB, forms/applications etc.

- There are additional changes being made to Art. 2 and relevant Policy and Procedures Memorandums (PPM). There are still mandatory Pre-Submittal appointments required to r
  - Variances
  - Waivers for Type 1 & Type 2
  - Pre-Sub

Some of the agents inquired if a PPM or code changes can be initiate to give staff some flexibility on these pre submittal appointments to allow flexibility. Sometimes staff discuss the proposal via phone or in another meeting, but are being required to still come in to do "official pre-submittal appointments, based on ULDC requirements. This consumes a lot of staff and agents times. DRAC asked staff to look into this and report back if some latitude can be granted. **ULDC UPDATES ON 2018-01 ROUND AND 2018-02 – MONICA**

Monica provided an update on this agenda item.

- Staff is working on the amendments for April and May LDRAB meeting that include
  - Equestrian Waste
  - Reasonable Accommodations
  - Landscape Buffers
  - Animal Shelter and Hours of Operation

- CLF and Nursing Home, Limited Contractor Storage Yard and Landscape Service Home Occupation.
- Amendments on Art. 6, Parking are expected to be developed in 2018-02 Round.

## 8. ULDC INTERACTIVE CODE – MONICA

- Monica provide a visual demo of the new ULDC webPage the ULDC. The updates to the Zoning ULDC Web Page were recently implemented to address the new look and feel of the Interactive Code. Staff was consciences of the User accessing the ULDC on various electronic devises (tablet, phones, etc) and they ability to easily view the entire content on the screen. Staff is still working on a ULDC search engine at can retrieve all references to the Users search of any given word. This functionality was available in the current ULDC Interactive Code. **PARKING CODE 2018-01 ROUND.**
- Jon MacGillis stated this amendments will be moved to the 2018-02 Round to allow additional time for review, drafting and input on the amendments. Jon introduced Vincent Ubiera, Site Plan Tech, who is the Project Manager coordinating this task. Also, we have taken the input from Industry on amendments and put them in a chart and will address each one. Monica explained the key items the Code staff are working on:
  - Review and analysis of the research material
  - Address issues identified by industry such as loading for CLF's, Gas Stations parking and queuing.
  - Explore waivers over variances
  - Review current projects involved with "loading issues"
 Provide opportunities to discuss the proposed changes with industry prior presentation to LDRAB.

## 9. TOPICS FOR NEXT MEETING – GLADYS

**Gladys stated that the DRAC Members in general would like a change to the way the Agenda is prepared in future. Although they appreciate all the updates staff provide on the Agenda each month they want half the meeting dedicated to DRAC Members items and 2<sup>nd</sup> half of meeting to Zoning and other Agency updates. She asked staff to take this under consideration for the next DRAC Meeting**

- The following topics/items were suggested for the next regularly scheduled meeting:
  - Discuss "Off the Board" applications and what changes are allowed.
  - Request for clarifications of dates on the 2018 Public Calendar as a result of recent changes to address Art 2 amendments
  - International Mailings – Requesting advance notice from Zoning when they need them since currently only get a day notice
  - Tree Plans involving Sound Walls – FDOT Approval process-not clear on recently ULDC amendment and process to get a letter from FDOT for Land Development
  - New DRO comments from certain Agencies after 3<sup>rd</sup>/4<sup>th</sup> round of comments. What is protocol?
  - Submittals on Disk or Thumb Drives Some – Issues with what Agents loads on disc or thumb drive and what staff are seeing. Need to confirm how to improve this so no rejections or certifications issues because Zoning does not see the documents in format they loaded it on disc.Art. 5 – Clarification on the charts.

**ADJOURN AT 3:35 P.M.**

**ATTACHMENT 1**  
**INITIATION – ULDC AMENDMENT ROUND 2018-01**  
 (Updated 4/26/18)

**ULDC AMENDMENTS ROUND 2018-01**

<b>SUMMARY OF KEY MEETINGS AND PUBLIC HEARINGS</b>	
<b>Land Development Regulation Advisory Board (LDRAB) Meetings:</b>	<b>BCC Zoning Hearings:</b>
<ul style="list-style-type: none"> <li>• February 28, 2018 (Annual Meeting)</li> <li>• March 28, 2018</li> <li>• April 25, 2018</li> <li>• May 23, 2018 [Land Development Regulation Commission (LDRC)]</li> </ul>	<ul style="list-style-type: none"> <li>• June 28, 2018: Request for Permission to Advertise</li> <li>• July 26, 2018: 1<sup>st</sup> Reading</li> <li>• August 23, 2018: 2<sup>nd</sup> Reading/Adoption</li> </ul>

<b>AMENDMENT/TASK</b>	<b>LEAD AGENCY</b>	<b>SUMMARY OF TASK REQUIREMENTS</b>	<b>STATUS</b>
<b>ART. 2, DEVELOPMENT REVIEW PROCEDURES</b>			
<b>Art. 2.D, Administrative Process*</b>	<b>Zoning</b>	Provide authority to the Development Review Officer (DRO) to modify a BCC and ZC Site Plan ingress/egress for parcels in the Urban Redevelopment Area (URA) Overlay when the property frontages any main thoroughfare road. Currently the URA requires or encourages cross access and if the parcel has an approval prior to the adoption of the URA requirements, the applicant has to go back to the BCC or ZC for a Development Order Amendment (DOA) to the site plan. This amendment will allow the new ingress/egress to be done by DRO.	<b>ROUND 2018-01</b>
<b>Art. 2.D.7, Reasonable Accommodation*</b>	<b>County Attorney</b>	Allow reasonable accommodation for residential facilities serving the disabled with approximately 10 or fewer persons without requiring a public hearing as the equivalent Congregate Living Facility (CLF).	<b>ROUND 2018-01</b>
<b>Art. 2.E, Monitoring</b>	<b>Planning</b>	Update Monitoring regulations and review approved development order provisions.	<b>ROUND 2018-02?</b>
<b>Art. 2, Application Processes and Procedures</b>	<b>Zoning</b>	Minor correction to glitches identified from Art. 2 Amendments in Round 2017-02.	<b>ROUND 2018-01</b>
<b>ART. 3, OVERLAYS AND ZONING DISTRICTS</b>			
<b>Art. 3.A.3.E.2, Planned Development Districts</b>	<b>Zoning</b>	Amend to allow a prior Special Exception (SE) for a Planned Industrial Development (PID) to correspond to the subject site's Light Industrial (IL) or General Industrial (IG) Zoning District where the minimum acreage or maximum building standards for Multiple Use Planned Development (MUPD) result in non-conformities. Currently the Code requires any previously approved PID to correspond to MUPD district. SE for Planned Developments such as PID are not required to rezone when submitting an application for amendment to the prior approval.	<b>ROUND 2018-01</b>

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(Updated 4/26/18)

<b>AMENDMENT/TASK</b>	<b>LEAD AGENCY</b>	<b>SUMMARY OF TASK REQUIREMENTS</b>	<b>STATUS</b>
<b>Art 3.B.14 - WCRAO</b>	<b>WCRA/ Zoning</b>	Multiple amendments requested by Westgate Community Redevelopment Agency (WCRA) to update the provisions in the Westgate Community Redevelopment Area Overlay (WCRAO). WCRA has hired a consultant to assist them to identify and draft the ULDC amendments.	<b>ROUND 2018-02</b>
<b>Art 3.D.2, PDRs for Specific Housing Type</b>	<b>Zoning</b>	Add Cottage (AKA Tiny Home) as a new housing type and establish approval process, property development regulations and design standards.	<b>ROUND 2018-01</b>
<b>Art. 3.E.1.E.1, Modifications [Related to Planned Developments]</b>	<b>Zoning</b>	Clarify reallocation of unit types between pods.	<b>ROUND 2018-01</b>
<b>Art. 3.E.1.E.1, Modifications [Related to Planned Developments]</b>	<b>Facilities Dev. &amp; Operations</b>	Expand DRO authority to add access points to civic pods supporting government facilities when traffic impacts are equal or less than approved by the BCC.	<b>ROUND 2018-01</b>
<b>Art. 3.E.2.F.3, Preserve Area [Related to Agricultural Reserve (AGR) Planned Unit Development (PUD)]*</b>	<b>Zoning/ Land Dev.</b>	Establish when Agricultural Reserve (AGR) Planned Unit Development (PUD) preserve parcels are required to comply with concurrency along with Legal Positive Outfall or other requirement, needed to accommodate new Agricultural Uses.	<b>ROUND 2018-02</b>
<b>ART. 4, USE REGULATIONS</b>			
<b>Art. 4.B.1.C.1, Congregate Living Facilities (CLF)</b>	<b>Zoning/ Planning</b>	Codify Planning policies contained in Ordinance 2017-036 which established the new Congregate Living Residential (CLR) Future Land Use (FLU) designation for Type 3 CLF (more than 14 residents) in the Urban/Suburban Tier.  Additional amendment may include modifications to Art. 4, Use Regulations, pertaining to Congregate Living Facilities and Nursing Home uses.	<b>ROUND 2018-01 (REASONABLE ACCOMMODATION ONLY) ROUND 2018-02</b>
	<b>County Attorney</b>	Clarify that 24-hour nursing is not allowed in a CLF as it conflicts with the definition of the use.	<b>ROUND 2018-02</b>
<b>Art. 4.B.1.E.2, Caretaker Quarters</b>	<b>Facilities Dev. &amp; Operations</b>	Expand Caretaker Quarters 800 to 1,000 square footage limitation for government uses as the structure also serves as an extension of services provided by the main use on site.	<b>ROUND 2018-01</b>
<b>Art. 4.B.10.C.4.f.4), Excavation, Performed by a Public Agency, To Provide Drainage For A Public Street</b>		Clarify excavations necessary to create a public Right-of-Way (R-O-W) are subject to limited Type 2 Excavation standards.	<b>ROUND 2018-01</b>

**ATTACHMENT 1**  
**INITIATION – ULDC AMENDMENT ROUND 2018-01**  
(Updated 4/26/18)

AMENDMENT/TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS	STATUS
Art. 4.B.2.C.20, Landscape Service:	Zoning/ Planning/	Landscape Service use amendments were not modified as part of the 2017 Use Regulations Project (URP). Staff and Industry have been meeting on a regular basis in 2017 to ascertain how best to accommodate the Landscape Service use that is integrated with the nursery industry. After 3 subcommittee meetings in April, May and November, the subcommittee motion was to seek direction from the BCC to: <ul style="list-style-type: none"> <li>• Take into account more than 30 percent of the land area for accessory Landscape Service use, as that is the maximum percentage allowed for accessory uses, or;</li> <li>• Consider a Comprehensive Plan amendment to address this Commercial use in residential or agricultural zoning districts.</li> </ul>	<b>STAND-ALONE ORDINANCE</b>
Art. 4.B.4.C.6, Crematory	Zoning	Update the use definition for consistency with State Statutes 497.005 to respond to new industry trends.	<b>ROUND 2018-01</b>
Art. 4.B.4.C.12, Nursing Home or Convalescent Facility	County Attorney	Revise the definition of nursing home to categorize residential treatment pursuant to Chapter 397 as included in the nursing home use.	<b>ROUND 2018-02</b>
Art. 4.B.5.4, Equestrian Waste Management Facility	Zoning	Establish regulations to address issues included in the Moratorium for Equestrian Waste, Animal Waste or Bio-Solids in the Glades Tier.	<b>ROUND 2018-01</b>
<b>ART. 5, SUPPLEMENTARY STANDARDS</b>			
Art. 5.B.1.B Temporary Structures	Zoning/ Building	Reorganize zoning regulations related to temporary structures and accessory structures primarily reviewed through the Building Division permit review process.	<b>ROUND 2018-02</b>
Art. 5.D.2.G.3.a, Landscape Island [Related to Public Park Landscape Standards]	Parks and Recreation Department	Allow County owned and operated boat launching facilities to be exempt from the requirement of one landscape island for every 10 parking spaces on parking areas, particularly related to oversize parking spaces.	<b>ROUND 2018-01</b>
Art 5.E.4.E, Outdoor Lighting		Exempt public parks operated by PBC from the outdoor lighting provisions in Art. 5.E.4.E when they are closed after sunset.	<b>ROUND 2018-01</b>
Art. 5.E.5, Hours of Operation*	Zoning	<ul style="list-style-type: none"> <li>• Provide consistency in the criteria used for the measurement of hours of operation to apply to non-residential uses adjacent to parcels with residential FLU designation or residential uses instead of residential zoning district.</li> <li>• Change Type 2 Variance application for hours of operation to Type 2 Waiver to allow the BCC to review such request instead of the Zoning Commission.</li> </ul>	<b>ROUND 2018-01</b>

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(Updated 4/26/18)

<b>AMENDMENT/TASK</b>	<b>LEAD AGENCY</b>	<b>SUMMARY OF TASK REQUIREMENTS</b>	<b>STATUS</b>
Temporary Construction Fence	Zoning/ Building	Establish regulations to address Temporary Construction Fencing required during construction Standards will include approval process, fencing material, signage and removal timeframes.	ROUND 2018-01
Vehicle Charging Stations	Zoning	Address new industry trend to allow Electric Vehicle Charging Stations as new use for which electricity is sold; or, expand site requirements when limited number of charging stations are located in parking areas of non-residential developments. It may include amendments to Art. 6, Parking.	ROUND 2018-01
<b>ART. 6, PARKING AND LOADING*</b>			
Art 6, Parking	Zoning	Update parking requirements for certain uses to respond to industry trends and current engineering studies. Also look at existing standards to determine when a Parking Demand Study and Shared Parking Agreement may be used to address specific parking needs.	ROUND 2018-02
<b>ART. 9, ARCHAEOLOGICAL AND HISTORIC PRESERVATION</b>			
Art. 9.A, Archeological Resources Protection	Planning	Update antiquated terminology consistent with current practice of identifying and reviewing potential historical sites.	ROUND 2018-01
<b>ART. 11, SUBDIVISION, PLATTING, AND REQUIRED IMPROVEMENTS</b>			
Art. 2.G.4, Staff Officials	Land Dev.	Update duties for the County Engineer and the Director of Land Development.	ROUND 2018-01
Art. 11, Subdivision, Platting and Required Improvements		Update several sections to be consistent with current practices and to clarify several requirements.	ROUND 2018-01
<b>ART. 12, TRAFFIC PERFORMANCE STANDARDS</b>			
Art. 12.Q, Proportionate Fair Share Program	County Engineer	Bring the regulations into compliance with changes to state law and to reflect actual Department processes in administering the regulations.	ROUND 2018-01
<b>ART. 13, IMPACT FEES</b>			
Art. 13, Impact Fees	Financial Mngmnt & Budget	Update impact fee schedules as required under Art. 13.A.3.F, Biennial Review of the ULDC.	ROUND 2018-01
<b>ART. 14, ENVIRONMENTAL STANDARDS</b>			
Art. 14.C, Vegetation Preservation and Protection	ERM	Delete language inconsistent with the Building Division Residential 1 and 2 family checklist, clarify the size of native vegetation that needs to be relocated and provide exemptions.	ROUND 2018-01
<b>ART. 15, HEALTH REGULATIONS</b>			
Art. 15.A.5.C, [Related to Onsite Sewage Treatment and Disposal System (OSTDS)]	Health Department	Update regulations pertaining to reporting data of the Onsite Sewage Treatment and Disposal System (OSTDS) for Single Lot or Parcel for compliance with recently updated State Statutes and local regulations.	ROUND 2018-01



**ATTACHMENT 1**  
**INITIATION – ULDC AMENDMENT ROUND 2018-01**  
 (Updated 4/26/18)

AMENDMENT/TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS	STATUS
<b>PRIVATELY INITIATED AMENDMENTS (PIA) (MAY BE PROCESSED OUT OF ROUND)*</b>			
<b>Pioneer Road Overlay</b>	<b>Zoning</b>	Phase 1 – Pioneer Road Property Owner’s Association- Establish a new Zoning Overlay for an area of approximately 508 acres covered by the Pioneer Road Neighborhood Plan which is West of Jog Road along the South side of Southern Boulevard. The Overlay will establish minimum property development regulations such as minimum lot size that preserve the rural character of the area and protect rural and estate home uses.	<b>ON HOLD</b>

\* ULDC References are based on ULDC Supplement 22 and subject to change upon publication Supplement 23.

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