



DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)

AUGUST 10, 2018 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

Member Items

- 1) **REVIEW MINUTES - GLADYS**
 - MAY 4, 2018 MINUTES – (ATTACHMENT 1)
- 2) **2018 PUBLIC CALENDAR CLARIFICATIONS – BILL**
- 3) **MEETING WITH KEY AGENCIES COMPLIANCE – BILL/RAMSAY**
- 4) **ZONING DEPT. STAFF VACANCIES – PROCESSES BEING HINDERED – JON**
 - SENIOR SITE PLANNER (2)
 - SITE PLANNER I
 - SECRETARY – RECLASS
 - SITE PLANNER II (2)
 - ZONING TECH
 - FILE CLERK - RECLASS
- 5) **ZONING REORGANIZATION OF SECTIONS UPDATE / REORG CHART (ATTACHMENT 2) – JON**
- 6) **DRO PLANS (ATTACHMENT 3) - ADAM**
 - QUALITY OF PLANS STAMPED APPROVED
 - BLACK BOXES APPEARING ON PDF'S VIA DRO PROCESS
- 7) **INSUFFICIENCY LETTERS – ONLY HAVING INSUFFICIENT ITEMS LISTED & NO OTHER CONCERNS ALREADY IMPLEMENTED - BILL**

Staff Items

- 1) **DRAC 2018 TASK LIST REVIEW – ABANDONMENT OF USE & SITE PLAN (ATTACHMENT 4) - JON**
- 2) **ULDC AMENDMENT ROUND 2018-01 – KEY DATES – (ATTACHMENT 5) - MONICA**
 - AUGUST 23, 2018 – BCC ADOPTION HEARING
 - TRAINING FOR INDUSTRY
- 3) **ULDC AMENDMENT ROUND 2018-02 – KEY DATES (ATTACHMENT 6) – WENDY/JAN**
- 4) **TECHNICAL MANUAL – PUBLISHED JULY 2, 2018 / EFFECTIVE JULY 16, 2018 – MARYANN**
- 5) **DEADLINE TO REQUEST APPOINTMENTS/FEE ASSISTANCE FOR INTAKE/RESUBMITTALS – BILL**
- 6) **SCHEDULING APPTS. FOR COMMUNITY DEVELOPMENT (CD) AND ADMINISTRATIVE REVIEW (AR) – BILL**
- 7) **REQUESTS FOR REMAND – JULY 16, 2018 MEMO FROM ZONING DIRECTOR ON PROCEDURES (ATTACHMENT 7) – BILL**
- 8) **JULY 16, 2018 MEMO FROM PLANNING/ZONING DIRECTOR ON TIMELINE FOR LUA & ZONING APPS TO PUBLIC HEARING (ATTACHMENT 8) - JON**
- 9) **ROUND TABLE DISCUSSION ON ART. 2 2017-02 AMENDMENTS – BILL**
 - OCTOBER 11, 2018 @ 9:30 A.M. KEN ROGERS VC-1W-47
- 10) **INTERNATIONAL MAILING PROCEDURES - BILL**

General

- 1) **TOPICS FOR NEXT MEETING NOVEMBER 9, 2018 – GLADYS**
- 2) **ADJOURN**



SPECIAL MEETING
DEVELOPMENT REVIEW ADVISORY COMMITTEE (DRAC)
FRIDAY, MAY 4, 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, Yexsy Schomberg, and Gladys Digirolamo.

INTERESTED PARTIES: Josh Nichols, Bill Whiteford

PZB ZONING STAFF:- Jon MacGillis, Maryann Kwok, Wendy Hernandez, Bill Cross, Carolina Valera, Carrie Rechenmacher, Carlos Torres, Meredith Leigh, Lorraine Fuster, Diego Penaloza, Lindsey Walter, Jan Rodriguez, Melissa Matos, Monica Cantor, Joanne Keller (PZB Land Development), Nancy Frontany, Barbara Pinkston, and Yvonne Wamsley.

AGENDA

1. REVIEW MINUTES– GLADYS DIGIROLAMO

Gladys opened the meeting at 2:02 pm.

Gladys inquired if any Committee Member reviewed the minutes and if they had any changes for the Regular DRAC April 13, 2018 meeting. No member had any changes to the minutes. Minutes were adopted as presented.

2. INSUFFICIENT APPLICATIONS/DATE OF SURVEY – MARYANN/WENDY

- Wendy provided clarification for applications that are deemed “insufficient” by Zoning standards. Should there be five (5) or more items that do not meet the required items per the checklist, the application will be “insufficient” and letter sent. If the only item is the date of the survey, that will not deem the application “insufficient”.
- The Zoning Staff are working on updates to all checklist(s) and will publish once the Tech Manual updates are finalized in mid-May. The Zoning Director will notify all Agent by an email and Press Release
- Date on Survey – it was reviewed and agreed by all, the date of the survey to be accepted under Zoning submittal, will be the date the Survey signed by the surveyor. Bill made clarification that the Survey needs to be a year or less old at time of certification by Surveying Division. For instance, if the Survey comes in on day 364 it will be accepted, it’s sufficient/it’s in. Industry has requested that Zoning Staff not include the title work when submitting; which Zoning agreed. This will not become an issue with sufficiency, but with Certification per Glenn Mark, Land Development. Mr. Jon MacGillis has suggested that Glenn be consulted or participate in the next meeting to confirm that is Land Development is forwarded Surveys of DROE that if there are no changes to Survey there will be no new comments from staff, since this was an issue raised by several Committee Members. .
- Mr. Bill Cross stated it is understood that if applicants wait and drag it out, and the client does not comply with their contract to provide the agent/agency the title work and revised survey; application submitted on “x” month and the whole thing changes for whatever circumstance, the agent/agency is acknowledging

that it could delay in getting the approval. Members acknowledged and agreed to this.

- Ms. Lauren McClellan commented on black boxes on certain PDF documents when Zoning opens the files from Agent-Staff in DRO Administrative Review making this a comments and Lauren just wants confirmation this will not result in application being rejected. She stated when she loads documents onto CD they do not have the black boxes so was not aware of this issue until certain staff contact her office and tell her. . Jon MacGillis, stated that Zoning staff will notify their immediate supervisor and PBC ISS Team, so they can trouble shoot the issue and find a permanent solution. Jon reminded both Agents and Staff to keep him and ISS in the loop on technical issues so we can resolve them quickly for everyone.
- Ms. Collene Walter inquired if it would be possible on the Insufficiency Letter, that only the insufficient items be listed on letter and no other concerns by staff. She stated when she sends letter to client they questions why so many comments from staff and was the applicant correctly submitted. Wendy stated she will review the letter format and note this request.

3. OFF THE BOARD APPLICATIONS – GLADYS

- Bradley indicated he normally does not submit a Survey, staff carries it forward in ePZB application; Survey now reviews it again as part of the DROE and might find new issues. Jon stated that Zoning simply carries certain attachments forward for certain Agencies so Agent does not have to bring them in again with DROE application. Survey will only make comments on Survey, if necessary to ensure compliance.
- During discussion, there is mutual concerns for the following:
 - Survey being signed off a 2nd time
 - Allowing Zoning the ability to move forward with the submittal
 - Direction from Glenn, wanting the survey date to be within one (1) year Per Jon, this item will be tabled for a later date, so that Glenn can be part of the final review/decision.

4. 2018 PUBLIC CALENDAR CLARIFICATIONS – WENDY

- Gladys indicated she is not clear on the two (2) resubmittals. Both Wendy and Bill explained the difference.
- Wendy provided clarification pertaining to the 2018 Public Calendar.
 - There are 2 days every month for submittals.
 - Agents and Agencies would like the ability to receive comments back by the Friday before the 2nd submittal date; thus providing the agents/agencies the opportunity to resubmit the same month.
 - There is one (1) public hearing each month.
 - Certification is done the first of each month.

5. INTERNATIONAL MAILINGS - GLADYS

- Gladys conveyed she has already seen an improvement once staff put in the fees into the system. Others agreed so this request to staff to provide more time to provide the letters/fees has been addressed.

6. DRAC 2018 TASK LIST REVIEW – ABANDONMENT OF USE – JON

- Jon indicated he is working with Maryann on a rough draft of a new PPM for how to review and address the Site Plan, once a use is abandoned along with Site Plan. Jon anticipates to have the PPM finalize ready for feedback later this month.

7. 2018-01 ROUND – KEY DATES – MONICA / JON

- Monica noted that some items were pulled out from the Round 2018-01 amendments in the attachment including Art. 2.E, Monitoring by the Planning Division, Westgate Overlay regulations, Congregate Living Facility and Nursing

Home to be done in coordination with the County Attorney's office, and Article 6, Parking provisions. She clarified that Landscape Service amendment will be initially scheduled as a stand-alone ordinance. She also pointed out the key BCC zoning hearing dates for the 2018-01 Round. Jon stated Zoning will be working with the Planning Division on the URAO standards, initially to identify what regulations could be removed from the Code. Discussion took place related to the proposed CLF and Animal Shelter parking amendments intended to be presented at May LDRAB meeting. Comments from DRAC members indicate that the drafted language was not addressing the types of residents in a CLF which needs to consider their ability to drive or not a vehicle. Suggestions included to review parking requirements in the regulations of Royal Palm and West Palm Beach.

8. TECHNICAL MANUAL – MARYANN

- Maryann reviewed the “draft” of the Technical Manual which will be sent to DRAC Members for review and feedback later this month She provide a demo on the Tech Manual and highlighted the key improvements to the document:
 - There was an inquiry as to the type of font used, suggested Ariel as the preferred to be consistent with other Zoning documents.
 - Templates for Architecture, Zoning Staff will continue to complete the templates in the next round. At this stage, staff provided three templates for Applicants to utilize when submitting for Architecture Review.
 - DRAC indicated they would like a WORD copy so they can send the templates over to their Architectural Design consultants.

9. TOPICS FOR NEXT MEETING AUGUST 10, 2018 – GLADYS

- Zoning Staff indicated there may be a “special” meeting just for Art. 6 Parking this summer if we proceed to the 2018-02 Round
- Members will send their topics when closer to the August Meeting.

ADJOURN AT 3:34 P.M.

U:\Zoning\CD\DRO\DRAC Development Review Advisory Committee\2018\Meetings\5-4-18\Minutes\5-4-18DRAC Minutes DRAFT.docx

[Press Release] FY 2018 ZONING DIVISION REORGANIZATION CHART

ADMINISTRATION
JON MACGILLIS – Director
MARYANN KWOK – Deputy Director
ZUBIDA PERSAUD – Site Planner I
VACANT – Zoning Technician
SUSAN GOGGIN – Zoning Technician
YVONNE WAMSLEY – Senior Secretary

COMMUNITY DEVELOPMENT (CD)

WILLIAM CROSS – Principal Site Planner
CAROLINA VALERA – Sr. Site Planner
MEREDITH LEIGH – Sr. Site Planner
CARRIE RECHENMACHER – Sr. Site Planner
CARLOS TORRES – Sr. Site Planner
LORRAINE FUSTER – Site Planner II
VACANT – Site Planner II

NANCY FRONTANY – Site Plan Tech
LINDSEY WALTER – Site Plan Tech
VACANT – Secretary (assists CD and AR)
VISMARY DORTA – Secretary (Assist CD and AR)
JOSE CASTILLO - Intern 1

ADMINISTRATIVE REVIEW (AR)

MONICA CANTOR – Principal Site Planner
ADAM MENDENHALL – Sr. Site Planner
DIEGO PENALOZA - Site Planner II
DONNA ADELSPERGER– Site Planner II
VACANT – Site Planner I

VINCENT UBIERA – Site Plan Tech
MARK MEYER – Intern 2

PUBLIC INFORMATION (PI)

ALAN SEAMAN – Principal Site Planner
BARBARA PINKSTON – Acting Principal Site Planner
VACANT – Sr. Site Planner (FY 2018)
JOYCE LAWRENCE – Site Planner II
ANN DEVEAUX – Site Planner II
SHERI HACK – Site Planner I
ANDREE MACDONALD – Receptionist III
PATRICIA RICE – Senior Secretary
CODY SISK – Intern 3

File Room

DORINE KELLEY – Public Relations Manager
VACANT – Clerical Specialist

CODE REVISION (CR)

WENDY HERNANDEZ– Principal Site Planner
JAN RODRIGUEZ- Sr. Site Planner
VACANT - Site Planner II
ZONA CASE – Zoning Tech
MARCELLA LAMBERT – Secretary
JESSICA HEWTTY – Intern 4

PERMITTING/LANDSCAPE REVIEW

MELISSA MATOS – Principal Site Planner

Permit Review
VACANT – Sr. Site Planner
TRAVIS GOODSON – Site Planner I
VACANT – Site Planner II
JUANITA JAMES – Zoning Tech

Landscape Review
RODNEY SWONGER – Sr/Lnds Fld Rep
GEORGE GALLE – Lnds Fld Rep II
JON POWERS – Lnds Fld Rep II

Functions of the 5 Sections are listed as follows:

Community Development Section

- This Section handles ALL the Public Hearing applications, which also include Off The Board Final DRO (DROE) approval of the BCC or ZC approved Development Orders;
- Process the Type 2 and 3 Concurrent Review that are subject to the Public Hearing processes.
- Coordinate with Planning Division related to the Large Scale and Small Scale Land Use amendments.
- Coordinate with Code Section Staff related to concurrent Privately Initiated Code Amendments, Rezoning and Land Use Amendment applications.
- Review Plats and assist in on-call functions.

Examples of Work:

- Process Rezoning, Conditional Uses, DOA, Legislative Abandonments, Type 2 Waivers, Type 2 Variances, including all the work affiliated with the processes.
- Process Off The Board (finalizing the BCC or ZC approved DO).
- May process Type 1 Waivers or Variances while the application is under this Section.
- Process Type 2 and 3 Concurrent Review that are subject to the Public Hearing applications.
- Provide comments and coordinate with Planning on Large Scale and Small Scale concurrent applications.
- Process Administrative Inquiry.

Administrative Review Section

- This Section handles ALL the Administrative applications (Full DRO and Zoning Agency Review), which include all the approvals subject to the DRO, (e.g. Administrative Modifications, Type 1 Waivers, Temporary Uses).
- Review Plats and assist in on-call functions.

Examples of Work:

- Process Administrative applications which includes D, Thresholds under D, Type 1 Waiver, Administrative Abandonment;
- Process Temporary Uses (prior Special Permits).

Public Information Section

- This Section handles all the "On-call" functions, which involve a full-time shift assisting walk-in customers or phone or email inquiries related to Zoning information.
- Process all miscellaneous Administrative type of applications such as Type 1 Variance, Reasonable Accommodations, CLFs, Billboards, Zoning Confirmation Letters, etc..
- Coordinate questions/issues raised by Department/Division inquiries.
- Review Plats.
- Coordinate File Room functions;
- Coordinate Public Record requests.

Examples of Work:

- Process Reasonable Accommodation applications, which includes attending meetings with applicants and prepare response correspondence.
- Process Informal and Formal Zoning Confirmation Letters (ZCL), which includes attending meetings with applicants and prepare correspondence for the Zoning Director. Interpretation of Code is include under Formal ZCL.
- Process Billboard renewal, and applications subject to Special Permits.
- Process Type 1 Variances.
- Set up meetings and research information related to Department or Division Staff's questions. -Manage File Room and Public Record request
- Coordinate websites with ISS.
- Coordinate printing of packets of the Public Hearing and Code Sections.

Code Revision Section 5 Staff

- This Section handles two Rounds of amendments to the Unified Land Development Code (ULDC).
- Process the Privately Initiated Amendments (PIA) to the ULDC.
- Review Plats and assist in the on-call functions.

Examples of Work:

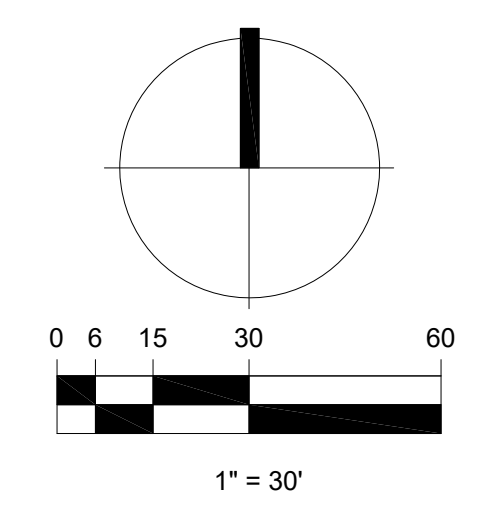
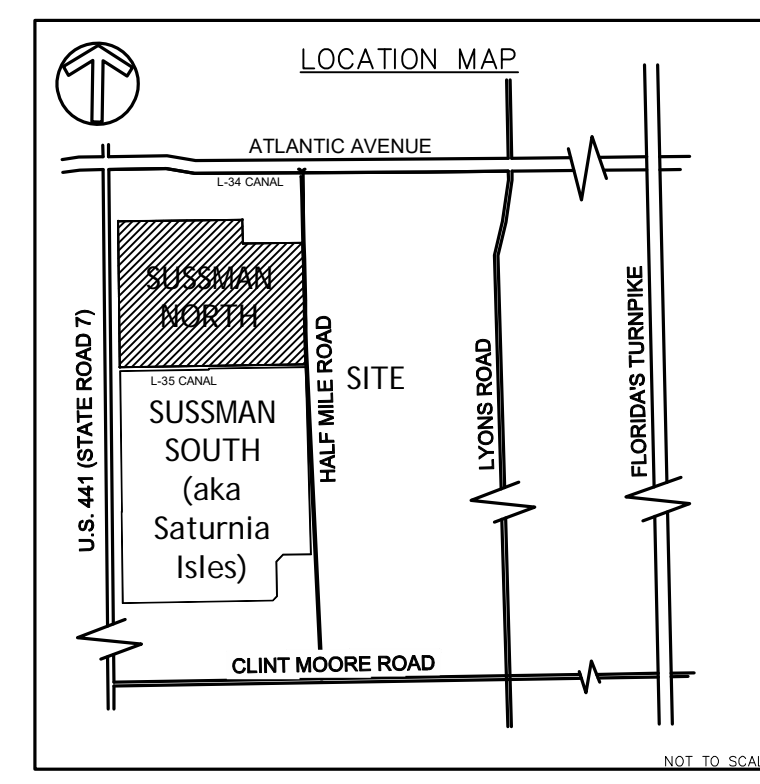
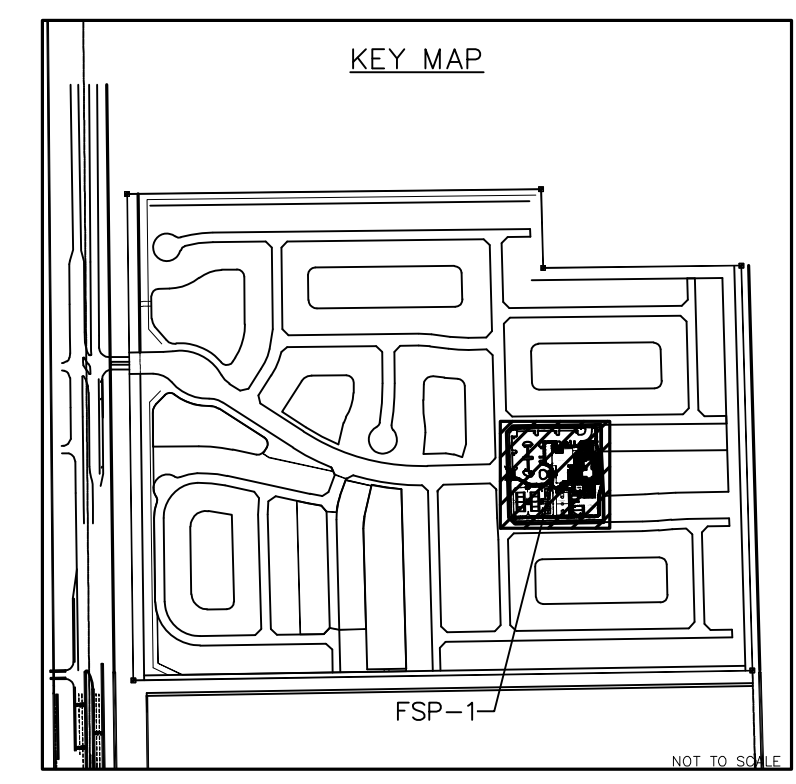
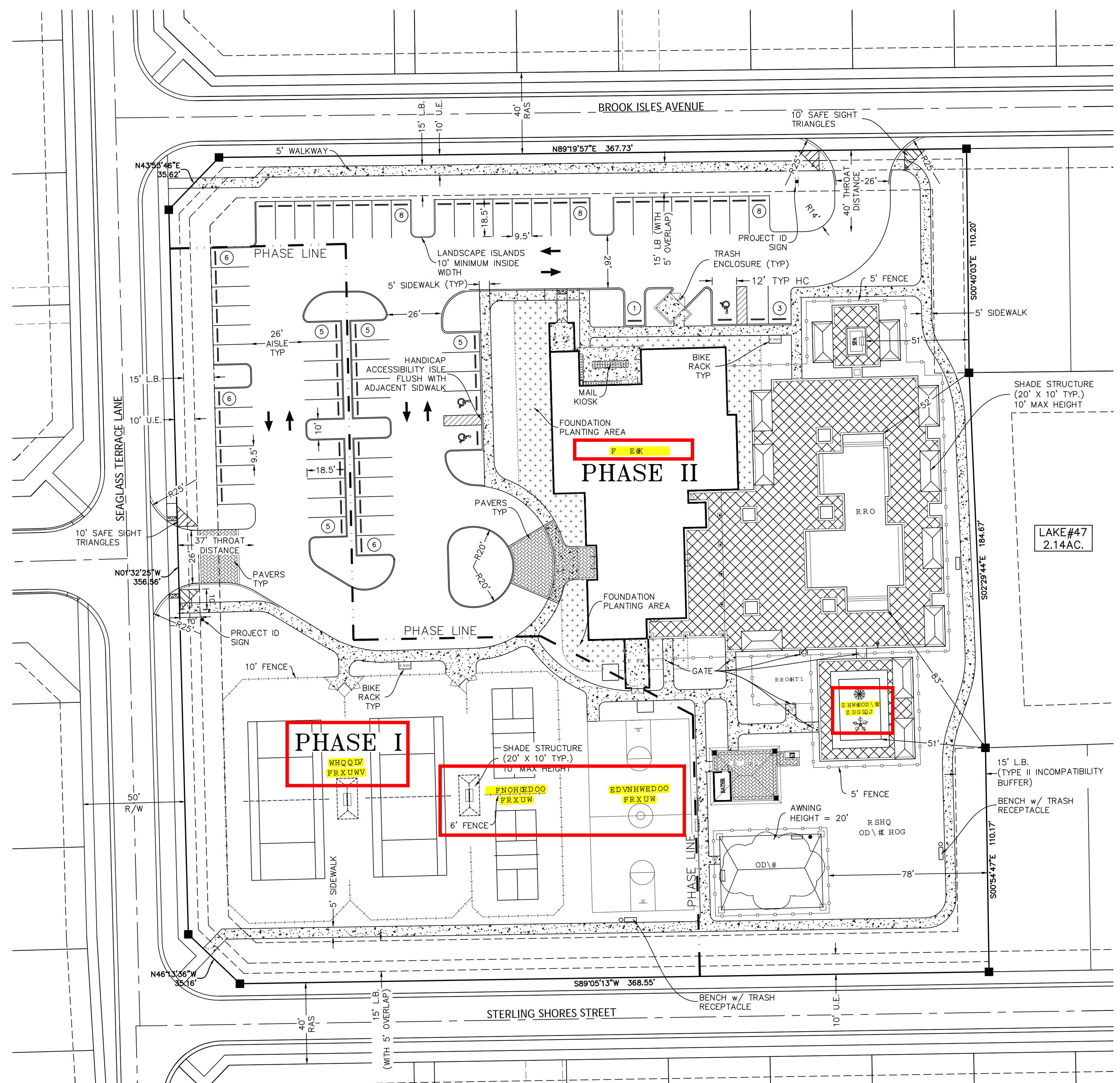
- Maintain the ULDC, and respond to questions from Staff or customers related to Code Interpretation/application;
- Coordinate Code Interpretation meeting with Zoning Director and Senior levels staff;
- Processes the 2 Rounds of Amendments to the ULDC, which includes preparation of Code languages; coordinates Subcommittee/LDRAB/LDRAC meetings; and,
- Processes the PIA amendments and coordinates with County Agencies and Interested parties, applicants, etc.

Permit and Landscape Review Section 8 Staff

- This Section handles two processes, the review of Zoning Plans that are subject to Building Permit Process
- Coordinate the review of Zoning Plans with Building/Civil Plans to check consistency under the Building Permit Process.
- Process Administrative Modifications of Zoning Plans if the application is under the Building Permit Process.
- Review Plats and assist in the on-call functions.

Examples of Work

- Review Building Permit applications that are routed to Zoning Division for review to ensure compliance of the ULDC or approved DOs;
- Process applications that require modifications of Plans as a result of inconsistencies between Building Plans and Zoning Plans; and.
- Review Landscape Plans and conducts site visits and site inspections to ensure compliance with the ULDC or approved DOs.



TABULAR DATA	
Name of Project:	Sussman North Rec Pod
Control/Petition No.:	2000-032
Project/application Number:	DRO-2016-02191
Tier:	Ag Reserve
Existing Use:	Vacant
Proposed Use:	Recreation
Zoning District:	AGR-PUD
Future Land Use Designation:	AGR
Overlay:	WBACP
Section Township Range:	19-46-42
Property Control Numbers:	00-42-46-19-10-018-0000
Total Area (Net= 3.03)	3.65 Acres
Proposed Density:	N/A
BCC Approvals (9/22/2016)	R2016-1236

Recreation Pod - Phasing	
Phase I	
Basketball Court	
Pickleball Court	
Tennis Courts	
22 Parking Spaces	
Phase II	
Clubhouse	
Swimming Pool	
Wet Play Area	
Spa	
Open Play	
Covered Play Lot	
44 Parking Spaces	

RECREATION POD	Gross Acres	Net Acres
	3.65	3.03

Parking Requirements				
	Area in SF	Requirement	Required	Provided
Clubhouse Under A/C	9,225 SF	1/300 SF	31	39
Covered Patio Area	2,192 SF	N/A		
All Courts	5 Courts	1.5/Court	8	8
Pools	3,525 SF	1/200 SF	19	19
Total Parking Spaces			58	66
Total Handicap Spaces			3	3
Bike Racks			2	2

PROPERTY DEVELOPMENT REGULATIONS - Required / Proposed (Sussman North)									
Zoning District PUD	Minimum Lot Dimensions				Building Coverage	Setbacks/Separations			
	Size	Width	Depth	Height		Front	Side	Street	Rear
Rec	N/A	65'	75'	N/A	30%	25'	15'	25'	15'

LEGEND	
AIR CONDITIONING	AC
BENCH & TRASH	B&T
BIKE RACK	B.R.
LANDSCAPE BUFFER EASEMENT	L.B.
DUMPSTER	D
LAKE MAINTENANCE EASEMENT	L.M.E.
PALM BEACH COUNTY UTILITY EASEMENT	P.B.C.U.E.
RIGHT-OF-WAY	R/W
SQUARE FEET	SF
TYPICAL	TYP
UTILITY EASEMENT	U.E.

Amendments:

- ZAR 2017-0620 03-30-2017 AH
- ZZR 2017-0963 05-24-2017 NW
- ZAR 2017-1177 06-15-2017 AM
- ZAR 2017-1784 10-06-2017 NW
- ZZR 2017-1980 10-13-2017 AM
- ZZR 2017-2130 11-06-2017 AM
- ZAR 2018-0498 03-12-2018 SH
- ZAR 2018-0893 05-09-2018 AM

Zoning Stamps:

PROJECT #: 00780-011
 CONTROL #: 2000-00032
 APPLICATION #: DRO-2016-2191
 RESOLUTION #:
 -2016-0046, 0047;
 ZR -2016-1235, 1236
 R
 EXHIBIT #: 53
 SUPERSEDES #: 51
 DATE APPROVED: 02-08-2017
 PROJECT MANAGER:
 D. ADELSPERGER

FINAL SITE PLAN FOR

SUSSMAN AGR-PUD REC Pod - Plat One

DATE	BY	REVISIONS	CK
2018/04/03	EP		GD
2018/02/20	EP		GD
2017/10/31	EP		GD
2017/10/10	EP		GD
2017/09/12	EP		GD
2017/06/06	EP		GD
2017/05/09	EP		GD
2017/03/21	EP		GD
2017/02/09	EP		GD
		FOLLOW UP	





GLH ENGINEERING, LLC.
 1600 SAWGRASS CORPORATE PKWY
 SUITE 400
 SUNRISE, FLORIDA 33323
 954-753-1730

SCALE: 1" = 30'
 DATE: 2016-12-21
 DESIGNED BY: EP
 CHECKED BY: GD
 FILE NAME:

FSP-1

(NOT INCLUDED)
TRACT "E"

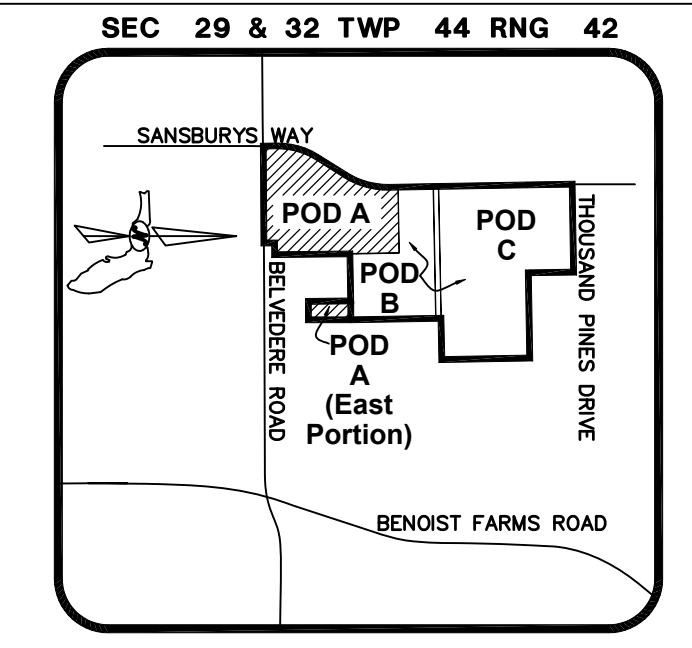
LEGEND

-  EXISTING BUILDING
-  EXISTING CANOPY
-  PROPOSED BUILDING
-  PROPOSED CANOPY

PHASING TABLE

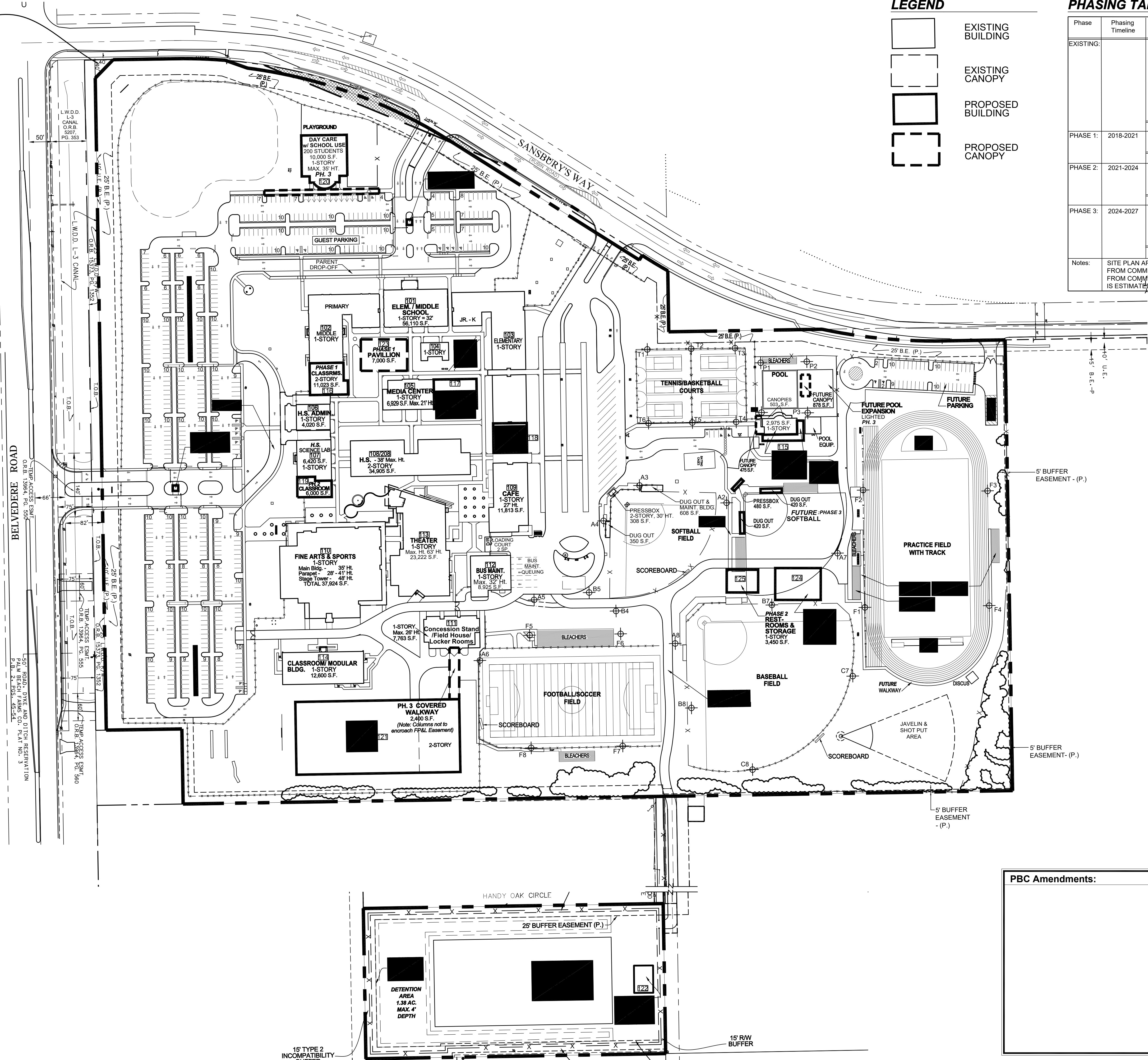
Phase	Phasing Timeline	Building Number and Use	No. of buildings and S.F.
EXISTING:		101/102/103 ELEM. MIDDLE & ADMIN.	56,110 S.F.
		106 H.S. ADMINISTRATION	4,020 S.F.
		107 H.S. SCIENCE LAB	6,420 S.F.
		108/208 HIGH SCHOOL	34,905 S.F.
		110 FINE ARTS & SPORTS	37,924 S.F.
		104 MUSIC ROOM	2,094 S.F.
		109 CAFE	11,813 S.F.
		105 MEDIA CENTER	6,929 S.F.
		112 BUS MAINTENANCE	8,925 S.F.
		111 CONCESSION STAND, FIELD HOUSE	7,763 S.F.
		113 THEATER	23,222 S.F.
		114 MODULAR BUILDING/CLASSROOM	12,600 S.F.
		115 LOCKER ROOM/RESTROOMS	2,975 S.F.
		PRESS BOXES/DUGOUTS	2,224 S.F.
TOTALS EXISTING:			217,924 S.F. = 14 BUILDINGS
PHASE 1:	2018-2021	116 ELEM./MIDDLE SCHOOL CLASSROOMS	11,023 S.F.
		117 STUDENT UNION/CAFE	12,160 S.F.
		123 COVERED PAVILION	7,000 S.F.
TOTALS PHASE 1: (includes Existing)			248,107 S.F. = 17 BUILDINGS
PHASE 2:	2021-2024	118 ELEM./MIDDLE SCHOOL CLASSROOMS	11,640 S.F.
		119 HIGH SCHOOL CLASSROOMS	6,000 S.F.
		122 STORAGE/RESTROOMS	2,500 S.F.
		124 BATTING CAGES	7,000 S.F.
		125 RESTROOMS & STORAGE	3,450 S.F.
TOTALS PHASE 2 (includes Existing & Ph. 1):			278,697 S.F. = 22 BUILDINGS
PHASE 3:	2024-2027	120 CHILD DAYCARE	10,000 S.F.
		121 FIELD HOUSE	57,600 S.F.
		118 LOCKER ROOM EXPANSION	1,320 S.F.
		PRESS BOXES/DUGOUTS (Future Softball)	1,320 S.F.
		GATEHOUSE - Belvedere Rd. Entrance	144 S.F.
TOTALS BUILD-OUT (ALL PHASES):			349,504 S.F. = 28 BUILDINGS
Notes:	SITE PLAN APPROVAL VALID FOR THREE YEARS FOR 1ST PHASE, THREE YEARS FROM COMMENCEMENT OF DEVELOPMENT FOR 2ND PHASE AND THREE YEARS FROM COMMENCEMENT OF DEVELOPMENT FOR 3RD PHASE. PHASING SCHEDULE IS ESTIMATED AND MAY BE CHANGED AT THE DISCRETION OF THE OWNER.		

LOCATION MAP



SITE DATA

APPLICATION NAME: THE KING'S ACADEMY
 APPLICATION#: DROE-2017-2209
 CONTROL#: 2002-018
 PROJECT#: 5097-000
 LAST ZC APPROVAL: 10/25/17
 LAST BCC APPROVAL: 10/26/17
 TIER: URBAN / SUBURBAN
 FLU: MR5 & INST
 ZONING: RS & IFF
 R-2002-1258 CONDITIONAL USE CLASS A: (SCHOOL)
 ZR-2002-007 CONDITIONAL USE CLASS B: (DAYCARE)
 PCN: 00-42-43-29-19-019-0000
 00-42-43-29-19-003-0000
 USE: PRIVATE SCHOOL/ CAMP (1,725 STUDENTS)
 DAYCARE(200 CHILDREN)/10,000 S.F.
 NET SITE AREA: (2,777,385.6 S.F.) = 63.761 AC. 63.76 AC.

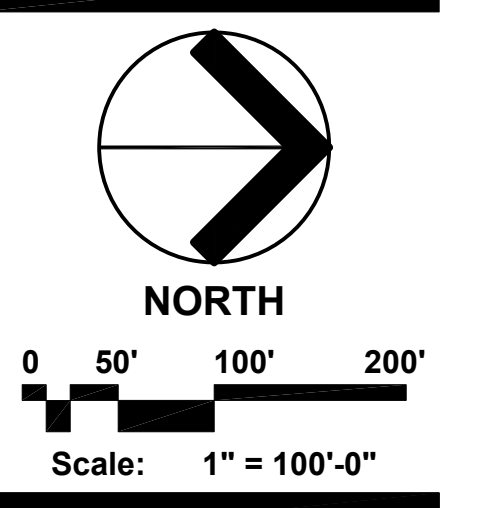


Urban Planning & Design
 Landscape Architecture
 Communication Graphics

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**The King's Academy
 at Sansbury's Way**
 Palm Beach County, Florida
 Final Phasing Plan



Date: April 24, 2017
 Project No.: 10-022.007
 Designed By: HLC
 Drawn By: HLC
 Checked By: CWW

Revision Dates:
 05.26.17 DOA RESUBMITTAL - HLC
 06.26.17 DOA RESUBMITTAL - HLC
 07.17.17 DOA RESUBMITTAL - HLC
 11.15.17 OTB FDRO SUBMITTAL - HLC
 06.05.18 AA SUBMITTAL - HLC

PBC Amendments:

PBC Zoning Stamp:

**Development Review Advisory Committee (DRAC)
2018 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)
2018 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 Design 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 municipalities 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 requirement	Wendy	Open	6/9/2017	Damian Brink	10/1/17 Staff PM's have been reminded to do this when preparing comments. Supervisors will monitor successful implementation. 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 would be.	Wendy	Open	6/9/2017	Kevin McGinley	10/1/17 - Provide DRAC members with handout what a good "Justification Statement" should include. Also, went over it at Oct. DRAC meeting. 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 acceptable "Justification"
Survey Comments	Survey adding a lot of comments to ePZB recently can they attend next DRAC Meeting?	Glenn Mark	Open	6/9/2017	Yeksy Schomberg	10/1/17: Discussed at Oct. LDRAB with Glenn Mark surveying. Addressed DRAC member qustion. Jan 2018 Zoning will require electronic signature for surveys. 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
Abandonment Resolution	Process involved when the resolution is abandoned through the BCC, even though the "Use" has been abandoned.	Jon/Wendy	Open	1/26/2017	Kevin McGinley	1/26/17: When the resolution is abandoned through the BCC, even though the use has been abandoned; Wendy conveyed the Site Plan is abandoned with the resolution. Through discussion, it was determined there needs to be more research conducted and reviewed with Zoning Staff and code on how to make this process simplier. Biill said he heard Kevin's concerns and internally staff will be working to address it. At the next DRAC Meeting staff will have an update



**UNIFIED LAND DEVELOPMENT CODE (ULDC)
AMENDMENT ROUND 2018-01
SUMMARY OF PROPOSED AMENDMENTS – SHORT FORM**

(UPDATED 07/18/2018)

BCC PUBLIC HEARINGS
JUNE 25, 2018 – REQUEST FOR PERMISSION TO ADVERTISE
JULY 26, 2018 – FIRST READING
AUGUST 23, 2018 – ADOPTION

LAND DEVELOPMENT REGULATION ADVISORY BOARD (LDRAB) MEETINGS

FEBRUARY 28, 2018
MARCH 28, 2018
APR 25, 2018
MAY 23, 2018 (ALSO INCLUDES LDRC)

EXHIBIT A – Definition of “Addition”

- Re-insert the inadvertently deleted definition of “addition”. The definition is necessary to clarify the type of construction that constitutes an addition to an existing structure.

EXHIBIT B– Administrative Modifications by the DRO

- Expand authority of the Development Review Officer (DRO) to modify prior Development Orders to allow: addition of access ways as a driveway when connecting to a civic pod containing government facilities; addition of cross access for connectivity between parcels in the Urban Redevelopment Area Overlay.

EXHIBIT C – Art. 2, Application Processes and Procedures and Art. 3 Overlays and Zoning Districts Minor Amendments

- Minor corrections to glitches identified after implementation of recently updated regulations in Art. 2, Application Processes and Procedures.
- Clarification procedures pertaining to notification, scheduling, reports and recommendations of Type 1 Variance applications.

EXHIBIT D – Planned Development Districts [Related to Zoning District Consistency with FLU Atlas]

- To allow a prior Special Exception (SE) for a Planned Industrial Development District (PID) to correspond to the Light Industrial (IL) or General Industrial (IG) Standard Zoning District.

EXHIBIT E – Article 4.B, Use Regulations

- Delete provision that excludes the area utilized by a Congregate Living Facilities from the calculation of density when the use is part of a Planned Development District (PDD). The Comprehensive Plan allows to utilize up to 100% of the underlying residential density in MUPDs and MXPDs.
- PBC Facilities is requesting to give allowance to the Parks and Recreation Department and PBSO when replacing and installing new Caretaker Quarters larger than the current maximum allowable square footage to account for: storage, expanded operations, family members, and/or other site-specific factors.
- Delete all provisions applicable exclusively to Ambulatory Surgical Center and recognize the use as a typical use of a Medical or Dental Office.
- Clarify that Retail Sales and Veterinary Clinic are allowed uses to be collocated to Animal Shelter in zoning districts where those uses are not permitted.
- Establish 10,000 square feet as a threshold for a Fitness Center to be permitted by Right in a Commercial Pod of a Planned Unit Development (PUD) for consistency with similar zoning districts approval.
- Update the definition of Crematory to recognize other acceptable methods to processing human or animal remains.
- Clarify that existing provisions related to Type 2 Excavations do not apply to a work is performed by a public agency to address drainage of a public street.

EXHIBIT F – Art. 4.B.1.C, Single Family and Cottage Homes

- To introduce a definition, property development regulations and a maximum square footage for a new housing type “Cottage Homes” (fka Tiny Homes) as a detached, single family housing type in Planned Unit Development Zoning District only.

Exhibit G – Article 4.B.2 Electric Vehicle Charging Station

- Establish new regulations and procedures to address new technology related Electric Vehicle Charging Stations (EVCS) "mechanical devices" as both a principal and accessory use on a residential and non-residential property.

EXHIBIT H - Landscape Service and Contractor Storage Yard

- Clarify existing provisions applicable to limited Landscape Service and limited Contractor Storage Yard in the AR/RSA Zoning District as exceptions to the Home Occupation (HO) regulations. Indicate

approval for the exceptions is the Development Review Officer (DRO) instead of HO Business Tax Receipt. The change in the approval process allows staff to review for compliance with Code.

EXHIBIT I – Equestrian Waste Management Facility [Related to BCC direction to remove provisions related to Pilot Program]

- Delete the Equestrian Waste Moratorium as the Comprehensive Plan has been amended to eliminate the Equestrian Waste Recycling Pilot Project and make the use prohibited in the Glades and Agricultural Reserve (AGR) Tiers as a result of concerns raised by the local farmers related to pollution, contamination of the groundwater, and use compatibility. The Land Development Regulation Advisory Board (LDRAB) Subcommittee recommended adding the prohibition to the Agricultural Reserve (AGR) Tier for the same reasons applicable to the Glades Tier.
- Clarify that composting of equestrian waste, animal waste and bio solids, including storage and disposal, shall be prohibited in a Composting Facility located in the Glades or AGR Tier.

EXHIBIT J – Supplementary Standards [Related to Art. 5 Landscape Islands and Outdoor Lighting in Public Parks]

- Eliminate landscape islands to facilitate navigation and parking of boat trailers, maximize the yield of boat/trailer parking stalls, and preclude recurring damage to interior landscape and curbing at the County owned boat ramps.
- To allow certain County owned or operated park facilities to be exempt from outdoor lighting requirements when a park is closed before dusk and does not open before dawn.

EXHIBIT K – Art. 5.E.5 – Hours of Operation

- Amend provisions for stocking activities and deliveries of nonresidential uses when located within a specific distance to residential uses as the hours of operation are applicable to the use it is serving.
- Change the approval process that allows modification to Hours of Operation from Type 2 Variance approved by the Zoning Commission to Type 2 Waiver approved by the BCC.

EXHIBIT L – Art. 7.C, Landscape Buffers and Interior Landscape Requirements

- Allow an Administrative Waiver process for relocation of trees in perimeter Landscape Buffer in situation where an underground easement may pose an impact to the planting of a required canopy tree.
- Identify two scenarios where underground easements overlap a required landscape buffer so the trees can be relocated to a different area on the property. This is subject to the review and approval by the Development Review Officer through a Type 1 Waiver.
- Establish standards that allow encroachment of utility easements in landscape islands as long as the minimum space between the tree and the utility is provided to allow the tree to grow and allows a Type 1 Waiver for the relocation of the tree where there is not sufficient area to keep the tree in the island.

EXHIBIT M – Art. 9 Archaeological and Historic Preservation

- Update antiquated references in Art 9 and provide consistent terminology per current practices of identifying and reviewing potential archaeological and historical sites.

EXHIBIT N – Art. 11, Subdivision, Platting and Required Improvements

- Allow for delegation of interpretation authority from County Engineer to the Director of Land Development and update Code references to reflect current practices.

EXHIBIT O – Traffic Performance Standards [Related to Proportionate Share Program]

- Florida law requires local governments that continue to implement a transportation concurrency system to allow applicants to meet required concurrency by entering into a proportionate share agreement.
- Update the Proportionate Share Program language to maintain consistency with Florida Statutes.

EXHIBIT P – Art. 14, Environmental Standards

- Eliminate outdated Code language to provide consistency with a PZ&B document used by the Building Division related to native and non-native vegetation removal in Residential.
- Clarify the sizes of native trees and palms that need to be replaced if they cannot be relocated.
- Add an exemption from approval for single family and single two unit duplex parcels to get approval for the removal of native vegetation without a recorded Conservation Easement.

HEALTH REGULATIONS

Exhibit A – Article 15, Health Regulations

- Health Department-Provide consistency between county's regulations and the state regulations in FAC 64-E6. Standards for Onsite Sewage Treatment and Disposal System.

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2018-02
(Updated 06/08/18)

SUMMARY OF KEY MEETINGS AND PUBLIC HEARINGS	
Land Development Regulation Advisory Board (LDRAB) Meetings:	BCC Zoning Hearings:
<ul style="list-style-type: none"> • July 25, 2018 • August 22, 2018 • September 26, 2018 • October 24, 2018 [Land Development Regulation Commission (LDRC)] 	<ul style="list-style-type: none"> • November 29, 2018: Request for Permission to Advertise • January 3, 2019: 1st Reading • January 24, 2019: 2nd Reading/Adoption

AMENDMENT / TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
ARTICLE 1, GENERAL PROVISIONS		
1.E, Nonconformities	Zoning	<ul style="list-style-type: none"> • Definitions- Duplicate term “Project” • Identify a minimum percentage that allows existing non-conforming non-residential properties/structures to deviate from property development regulations and remain conforming; • Modify updates to State Status references.
ARTICLE 2, APPLICATION PROCESSES AND PROCEDURES		
2.B, Public Hearing	Zoning/ Facilities	<ul style="list-style-type: none"> • Codify PPM ZO-O-063 pertaining to processing Public Ownership (PO) Zoning District deviations application.
2.D.7, Reasonable Accommodation	County Attorney	<ul style="list-style-type: none"> • Concurrent with modifications to Article 4 for Congregate Living Facilities, Nursing/Convalescent, Facilities and Medical Offices, modify to address allowance of Reasonable Accommodation process and procedures.
ARTICLE 3, OVERLAYS AND ZONING DISTRICTS		
3.A General; 3.B Overlays; 3.E Planned Development Districts	Zoning/ Planning	<ul style="list-style-type: none"> • Modify to comply with Ord. 2017-036 that amended the Plan to introduce the Congregate Living Residential (CLR) designation. Additional Articles in the Code may be affected.
3.B Overlays	Zoning	<ul style="list-style-type: none"> • Delete references to Special Permit to be consistent with recent amendments to Art. 2.
3.B.15 Overlays-Urban Redevelopment Area Overlay (URAO)	Zoning/ Planning	<ul style="list-style-type: none"> • Identify and modify requirements of the URAO to facilitate development in the Overlay.
3.D Property Development Regulations	Zoning/ Planning	<ul style="list-style-type: none"> • Identify and modify requirements for parcels within the RR-2.5 Future Land Use (FLU) and the Agricultural Residential (AR) Zoning District, where legal lots exists less than the 2.5 acres. Additional Articles in the Code may be affected • Identify and modify requirements for Multi-family housing as it relates to property development regulations for Land Lease housing.
3.D.2 Property Development Regulations - PDRs for Specific Housing Types	Zoning	<ul style="list-style-type: none"> • Identify and modify requirements for Zero Lot Line housing Design Standards including graphics and provisions for porches, balconies and other open areas located along the zero-lot-line side of a ZLL home, whether on the first or upper floors, to respond to industry trends. Additional Articles in the Code, PPM-ZO-O-056, and PPM ZO-O-024 ZLL may be affected.

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2018-02
(Updated 06/08/18)

AMENDMENT / TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
3.E, Planned Development Districts (PDDs)	Zoning/ Building	<ul style="list-style-type: none"> Identify and modify the standards PDD's, such as limits on freestanding sign height, circulation around buildings, and parking for industrial uses and identify areas where they are inconsistent or more restrictive than standard zoning districts; Identify and modify the requirements for rezoning AGR Preserve Parcels, versus only using the restrictive covenant. Identify and modify Concurrency process and procedures for AGR Preserve Parcels to ensure compliance with adequate public facilities (i.e. water, sewer drainage, parks, solid waste, etc.) through the Building Permit process. Identify and modify the DRO authority to modify housing types and the percentage to transfer density from one Residential Pod to another within the same PDD or the same Pod. Additional Articles in the Code may be affected
ARTICLE 4, USE REGULATIONS		
4.B Use Classification	Zoning/ Planning/ Land Development	<ul style="list-style-type: none"> Identify and modify Use Regulations standards for multiple uses that are required to be located on an arterial or collector road classification, and compare those requirements to those established Article 11, Subdivision, and/or Article 12 Traffic Performance Standards.
4.B Use Classification-Residential and Institutional, Public and Civic Uses -Congregate Living Facilities (CLF) and Nursing/Convalescent Facilities	Zoning/ Planning/ County Attorney	<ul style="list-style-type: none"> Modify to comply with Ord. 2017-036 that amended the Plan to introduce the Congregate Living Residential (CLR) designation within the Urban Suburban Tier. Additional Articles in the Code may be affected Concurrent with modifications to Article for Reasonable Accommodation, identify and modify the Use Regulations for continuum of care for the rehabilitation industry, and distinguish differences in the regulations for Congregate Living Facilities and Nursing/Convalescent, Facilities. Clarify that 24-hour nursing is not allowed in a CLF as it conflicts with the definition of the use. Revise the definition of nursing home to categorize residential treatment pursuant to Chapter 397 as included in the nursing home use.
4.B.2 Use Classification- Commercial Veterinary Clinic	Zoning	<ul style="list-style-type: none"> Allow a Veterinary Clinic to be collocated with an Animal Shelter is allowed subject to the Use Regulations.
4.B.2 Use Classification- Commercial Landscape Service:	Zoning/ Planning/	<ul style="list-style-type: none"> Identify and modify Use Regulations for Landscape Services. 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 three subcommittee meetings in April, May and November, the subcommittee motion was to seek direction from the BCC to: 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; Consider a Comprehensive Plan amendment to address this Commercial use in residential or agricultural zoning districts.

ATTACHMENT 1
INITIATION – ULDC AMENDMENT ROUND 2018-02
(Updated 06/08/18)

AMENDMENT / TASK	LEAD AGENCY	SUMMARY OF TASK REQUIREMENTS
ARTICLE 5, SUPPLEMENTARY STANDARDS		
5.B.1.A Accessory Uses and Structures-	Zoning/ Building/ Fire	<ul style="list-style-type: none"> • Modify language to clarify that accessory structure can exceed the principal use floor area when located in any other tier other than Urban /Suburban. • Modify use approval process to be permitted by right for accessory solar units in all zoning districts • Identify and modify language to ensure Outdoor storage area are consistent with regulations of PBC Fire Rescue, i.e. heights, size, access roads, water source, etc..
5.B.1.B Accessory Uses and Structures-Emergency or Temporary Government or Utility Structures	Zoning/ Building	<ul style="list-style-type: none"> • Reorganize zoning regulations related to temporary structures and accessory structures primarily reviewed through the Building Division permit review process. • Establish regulations to address Temporary Construction Fencing required during construction Standards will include approval process, fencing material, signage and removal timeframes.
5.F Legal Documents	Zoning/ Building	<ul style="list-style-type: none"> • Modify language to ensure that encroachments of buildings, screen enclosures, pools or spaces are prohibited
ARTICLE 6, PARKING AND LOADING		
6.A Parking; 6.B Loading Standards	Zoning/ Land Development / Code Enforcement	<ul style="list-style-type: none"> • Identify and Modify parking requirements for uses to respond to industry trends and current engineering studies; as well as the process and procedures to reduce parking through a Parking Demand Study and Shared Parking Agreement; • Identify and modify the regulations for commercial vehicles located within Residential Zoning Districts for Residential uses.
ARTICLE 7, LANDSCAPING		
7.G Enforcement	Zoning/ Cty Attorney/ Code Enforcement	<ul style="list-style-type: none"> • Codify PPM ZO-O-061 that addresses illegal removal of trees and penalties and process of trees being illegally removed.
ARTICLE 11, SUBDIVISION, PLATTING, AND REQUIRED IMPROVEMENTS		
11.A General	Zoning/ Land Development	<ul style="list-style-type: none"> • Identify and Modify process and procedures for the review of legal lots. Additional Articles in the Code may be affected.
ARTICLE 16, AIRPORT REGULATIONS		
16 Airport Regulations	Department of Airports	<ul style="list-style-type: none"> • Identify and modify regulations to be consistent with Ordinance 2017-025. Address issues from the Florida Department of Transportation and Department of Aviation and Spaceports for consistency with the Florida Statutes. Additional Articles in the Code may be affected
PRIVATELY INITIATED AMENDMENTS (PIA) (MAY BE PROCESSED OUT OF ROUND)*		
Pioneer Road Overlay	Zoning	<ul style="list-style-type: none"> • 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.

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Executive Office 233-5228
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■
**Palm Beach County
Board of County
Commissioners**

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Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

Dave Kerner

Steven L. Abrams

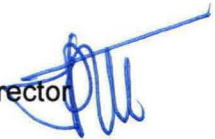
Mary Lou Berger

County Administrator

Verdenia C. Baker

"An Equal Opportunity
Affirmative Action Employer"

DRO Agency Staff
Interested Parties

FROM: Jon MacGillis, ASLA, Zoning Director 

DATE: July 16, 2018

RE: Remand of Zoning Applications to DRO after Certification

The Unified Land Development Code has a provision in Article 2.A.10 relative to the remand of an application back to the Development Review Office after it has been certified for Public Hearings. The applicant or Zoning Director can request an application to be remanded if modifications to the certified application warrant re-review by the DRO Agencies. When an application is remanded back to DRO, the Zoning staff shall consult with the applicant to determine whether the DRO six month clock starts over or if less time is needed to re-certify the application. This determination shall be based on the applicant submitting a letter and a Site Plan clearly listing in detail the modifications. The Zoning Director will evaluate the modifications and determine the level of Agency review required to re-certify the application for Public Hearing and make a final determination if the DRO application review period will be reset to six months or less.

**Section 10 Postponement, Remand, Suspension of Development Review,
Withdrawal and Denial of Application**

A. Postponement and Remand

Postponement or remand of applications that were subject to the final decision of BCC or ZC shall be subject to the requirements indicated in [Art. 2.B, Public Hearing Processes](#). Applications that are subject to the final decision by the DRO shall be subject to the requirements indicated in [Art. 2.C, Administrative Processes](#). **[Ord. 2018-002]**

If you have any questions, contact me at 561-233-5234 or Bill Cross, Principal Site Planner at 561-233-5206.

JPM/WC/jm

C: Ramsay Bulkeley, Deputy PZB Director

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**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
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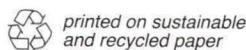
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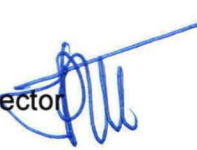
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MEMORANDUM

TO: DRO Applicants
DRO Agency Staff
Interested Parties

FROM: Jon MacGillis, ASLA, Zoning Director 

DATE: July 16, 2018

RE: Remand of Zoning Applications to DRO after Certification

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If you have any questions, contact me at 561-233-5234 or Bill Cross, Principal Site Planner at 561-233-5206.

JPM/WC/jm

C: Ramsay Bulkeley, Deputy PZB Director

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MEMORANDUM

TO: Interested Parties & Applicants
FROM: Jon MacGillis, ASLA, Zoning Director *[Signature]*
Lorenzo Aghemo, Planning Director
DATE: July 16, 2018
RE: **Clarification on timeline for Planning and Zoning Public Hearings on concurrent LU and Zoning applications**

The purpose of this memo is to inform Applicants and Agents processing Small Scale Future Land Use Atlas (FLUA) Amendments through the Planning Division concurrent with Official Zoning Map Amendments (Rezoning) through the Zoning Division of the timing of Certification for Public Hearings. Beginning in January 2018, the Zoning Calendar changed so that an application in process with the Community Development Section has the opportunity to be certified for Public Hearing on the second or fourth Monday each month (exceptions apply for holidays). However, Rezoning applications with concurrent FLUA Amendments, due to the timing required for advertising and publishing staff reports for both the Planning and Zoning Divisions, may only be certified on the second Monday of the month so that the Planning Commission can hear the application prior to the Zoning Commission.

This is not a change in procedure, but rather a clarification of it because of the changes made to the Zoning Calendar and ULDC in 2018.

If you have any questions, please contact Lisa Amara, Principal Planner (561) 233-5334 for FLUA related inquiries and Bill Cross, Principal Site Planner (561) 233-5206, for Zoning related application inquiries.

c: Planning Planners
Zoning Planners