



**INTER-OFFICE COMMUNICATION
DEPARTMENT OF PLANNING, ZONING AND BUILDING
ZONING DIVISION**

TO: Interested County Staff and Related Agencies
FROM: Jon MacGillis, ASLA, Zoning Director *JM*
DATE: January 17, 2012 (Amended July 11, 2012)
RE: **Deadlines/Scheduling for Proposed 2012 Unified Land Development Code (ULDC) Amendments**

**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
 Executive Office 233-5228
 www.pbcgov.com/pzb

This memo serves to notify interested County staff and related agencies of the deadlines for submittal and scheduling for 2012 ULDC amendments. The Zoning Division is proposing to undertake two rounds of amendments for 2012. As always, it is critical that you coordinate with Zoning to meet the established schedule and deadlines if you are anticipating any amendments. The tentative schedules for both rounds are provided below:

| AMENDMENT ROUND 2012-01 | |
|--|--|
| ACTIVITY | DATE |
| Deadline to submit amendment requests. | February 3, 2012 |
| Deadline to submit backup documentation. | March 2, 2012 |
| Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings. | January 25, 2012 (1) February 22, 2012 March 28, 2012 (2) April 25, 2012 May 23, 2012 |
| BCC Hearing – Request for Permission to Advertise. | June 28, 2012 |
| BCC Hearing – 1 st Reading. | July 26, 2012 |
| BCC Hearing – 2 nd Reading and Adoption. | August 23, 2012 |
| AMENDMENT ROUND 2012-02 | |
| ACTIVITY | DATE |
| Deadline to submit amendment requests. | June 1, 2012 |
| Deadline to submit backup documentation. | July 6, 2012 |
| Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings. | July 25, 2012 August 22, 2012 (2) October 24, 2012 November 14, 2012 |
| BCC Hearing – Request for Permission to Advertise. | November 29, 2012 December 5, 2012 |
| BCC Hearing – 1 st Reading. | January 3, 2013 |
| BCC Hearing – 2 nd Reading and Adoption. | January 24, 2013 |
| (1) Annual Meeting | |
| (2) First available LDRAB meeting for Agency request. | |

Deadlines to submit amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;

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- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A summary of each proposed amendment.

In addition to the above, deadlines to submit backup documentation shall include the following for each proposed amendment:

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary of each proposed amendment (including White Papers or other summaries, where necessary); and,
- 3) Preparation of amendment exhibits using file template provided by Zoning, providing citation and title, reason for amendment, and text, tables or images to be deleted, relocated or added. Templates and will be provided upon request.

Kick Off Meeting – Code Amendment Training:

A meeting will be held to review amendment submittal requirements and answer any questions. Attendance is not mandatory, but is highly encouraged.

Location: Vista Center, 2300 North Jog Road, Room VC-2E-12

Time: Wednesday, February 15, 2012, 3:00 p.m. to 4:00 p.m.

Please RSVP to Zona Case, Zoning Technician, at (561) 233-5566, or at ZCase@pbcgov.org.

If you should have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William Cross, Principal Site Planner, at (561) 233-5206, or at WCross@pbcgov.org.

JPM/WC/MC

- c. Distribution List Attached

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Bruce Thomson, Principal Planner, Planning Division

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