



**Department of Planning,
Zoning & Building**

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

TO: Interested County Staff, Related Agencies and Public in General

FROM: Jon MacGillis, ASLA, Zoning Director *JMC for Jon MacGillis*

DATE: December 2, 2013 (Revised January 16, 2014; August 11, 2014)

RE: **Deadlines/Scheduling for Proposed 2014 Unified Land Development Code (ULDC) Amendments: County Agencies and Privately Initiated Amendments**

This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2014 ULDC amendments. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expense to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division staff to meet the established schedules and deadlines for any amendments.

ULDC Amendment Rounds:

The Zoning Division is proposing to undertake two rounds of amendments for 2014. The tentative schedules for both rounds are as follows:

AMENDMENT ROUND 2014-01	
ACTIVITY	SCHEDULED DATES
Land Development Review Advisory Board (LDRAB) Meeting	January 22, 2014 (1)-Canceled February 26, 2014 (1)
* Land Development Regulation Commission (LDRC) is typically scheduled for the May LDRAB meeting	March 26, 2014 April 23, 2014 May 28, 2014 *
BCC Hearing – Request for Permission to Advertise	June 26, 2014
BCC Hearing – 1 st Reading	July 24, 2014
BCC Hearing – 2 nd Reading and Adoption	August 28, 2014
(1) Annual Meeting	
AMENDMENT ROUND 2014-02	
ACTIVITY	SCHEDULED DATES
Land Development Review Advisory Board (LDRAB) Meeting	July 23, 2014 August 27, 2014 Canceled October 22, 2014 November 12, 2014 *
* LDRC is typically scheduled for the November LDRAB meeting	
BCC Hearing – Request for Permission to Advertise	December 4, 2014
BCC Hearing – 1 st Reading	January 8, 2015
BCC Hearing – 2 nd Reading and Adoption	January 29, 2015



Deadlines for County Agencies:

AMENDMENT ROUND 2014-01	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	January 10, 2014
Deadline to submit backup documentation	February 28, 2014
First available LDRAB meeting for Agency Request	March 26, 2014

AMENDMENT ROUND 2014-02	
ACTIVITY	SCHEDULED DATE
Deadline to submit amendment requests	June 13, 2014
Deadline to submit backup documentation	July 11, 2014
First available LDRAB meeting for Agency	August 27, 2014

Initial submittal of amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRC 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.

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; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise "reason for amendment", and text, tables or images to be deleted, relocated or added.

Privately Initiated Amendments:

In 2012 the BCC adopted the privately initiated code amendment process to assist the public. The County will coordinate with interested parties who choose to submit a privately initiated amendment and ensure it follows the newly established process. For a copy of the flow chart process and fee's for a PIA, please visit the [Zoning Web Page](#).

Pre-application Meeting:

A pre-application meeting is required prior to submittal of a County or privately initiated amendment. Please contact Code Revision staff at (561) 233-5566 to schedule an appointment.

If you 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.

JPMWJC/MC

- C. Hard Copy to:
Verdenia Baker, Deputy County Administrator
Rebecca D. Caldwell, Executive Director PZB
Leonard Berger, Senior County Attorney
County Agency Distribution List (attached)

DISTRIBUTION LIST

Primary Recipients E-mail to:

Honorable Priscilla A. Taylor, Mayor, and Members of the Board of County Commissioners
Verdenia Baker, Deputy County Administrator
Robert P. Banks, Chief Land Use County Attorney
Leonard Berger, Chief Assistant County Attorney
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Richard C. Radcliffe, Executive Director, League of Cities
Maurice Tobon, Director, Utilities Eng. Division, Water Utilities
Robert Robbins, Director, Environmental Resources Management
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Robert Weisman, County Administrator
Audrey Wolf, Director, Facilities Development and Operations

Other Internal Distribution

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Lisa Amara, Senior Planner, Planning Division
Rebecca D. Caldwell, Executive Director, PZB
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Houston L. Tate, Director, Office of Community Revitalization
Bruce Thomson, Principal Planner, Planning Division – Monitoring
Doug Wise, Director, Building Division

Other Key Contacts

Dr. Alina Alonso, M.D., Director, Health Department
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Richard Bogatin, Property Specialist, Facilities Development and Operations
Kristin Garrison, Director, Planning and Real Estate, School District of Palm Beach County
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