




**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 

**DATE:** December 17, 2015

**RE:** **Deadlines/Scheduling for Proposed 2016 Unified Land Development Code (ULDC) Amendments: County Agencies and Privately Initiated Amendments**

**Department of Planning,  
Zoning & Building**

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This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2016 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 following lists the tentative deadlines, Land Development Regulation Advisory Board (LDRAB), and Board of County Commission (BCC) Zoning Hearing dates for the two ULDC Amendment Rounds scheduled for 2016.

| ACTIVITY   | ROUND 2016-01         | ROUND 2016-02            |
|--|-----------------------|--------------------------|
| Deadline to submit amendment requests to the Zoning Division | January 15, 2016      | June 10, 2016            |
| LDRAB Initiation   | January 27, 2016      | June 22, 2016            |
| Deadline to submit backup documentation                      | February 12, 2016     | July 8, 2016             |
| BCC Initiation   | February 25, 2016     | July 28, 2016            |
| LDRAB Meetings (1)   | February 24, 2016 (2) | August 24, 2016          |
|  | March 23, 2016        | September 21, 2016       |
|  | April 27, 2016        | October 26, 2016         |
|  | May 25, 2016 (3)      | November 16, 2016<br>(3) |
| BCC Hearing – Request for Permission to Advertise            | June 23, 2016         | December 1, 2016         |
| BCC Public Hearing – 1 <sup>st</sup> Reading (4)             | July 28, 2016         | January 5, 2017          |
| BCC Public Hearing – 2 <sup>nd</sup> Reading and Adoption    | August 25, 2016       | January 26, 2017         |

**NOTES:**

1. LDRAB Agenda's will be scheduled by the Zoning Division
2. LDRAB Annual Meeting
3. LDRAB will also serve as the Land Development Regulation Commission (LDRC)
4. Some amendments may only require one public hearing.



Dates may be subject to change. See the Zoning Division 2016 ULDC Amendment Schedule webpage at [http://www.pbcgov.com/pzb/zoning/code/newsrelease/amend\\_sched\\_16.htm](http://www.pbcgov.com/pzb/zoning/code/newsrelease/amend_sched_16.htm) to verify applicable dates.

### **Application Requirements**

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 detailed 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 (PIA):**

In 2012 the BCC adopted the privately initiated amendment (PIA) 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 for a PIA, please visit the Zoning Web Page at [http://www.pbcgov.com/pzb/zoning/newapps/flowcharts/ULDC\\_Privately\\_Initiated\\_Flowchart.pdf](http://www.pbcgov.com/pzb/zoning/newapps/flowcharts/ULDC_Privately_Initiated_Flowchart.pdf).

### **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](mailto:WCross@pbcgov.org).

JPMWJC

- C. Hard Copy to:  
Verdenia C. Baker, County Administrator  
Rebecca D. Caldwell, Executive Director PZB  
Leonard Berger, Chief Assistant County Attorney

Electronic Copy to: Distribution List (attached)



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Bruce Thomson, Principal Planner, Planning Division – Monitoring  
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### Other Key Contacts

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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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