

9:30am  
Agenda Item #:

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 25, 2007

Consent  Regular  
 Workshop  Public Hearing

Department: Planning, Zoning & Building

Submitted By: Zoning Division

Submitted For: Zoning Division, Building Division, Land Development Division and the Water Utilities Department

I. EXECUTIVE BRIEF

Title: Development Review/Permitting Process

Summary: In May 2007, the Board of County Commissioners directed staff to schedule a workshop to discuss the development approval process. Staff will also present some proposed recommendations for changes. (Unincorporated, RB)

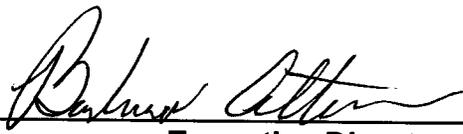
Background and Policy Issues: The Development Review Officer (DRO) consists of staff members of 17 departments, divisions and other local government agencies which are responsible for reviewing development applications that require approval by the DRO or BCC. The DRO process goes from initial review through Final DRO/Site Plan/Subdivision Plan approval. The DRO agencies provide comments and recommendations for each Zoning application based on the procedures established pursuant to Article 2, Development Review Process. A Zoning calendar for submittal, meeting and hearing dates are also established on an annual basis by the Zoning Director.

The Zoning Division organized meetings with the development industry for many years, and a Development Review Officer Oversight Committee (DROOC) was established seven years ago. Currently, the DROOC (members from the development industry) meets with staff on a quarterly basis, and provides input and comments to Zoning staff. Comments raised by industry generally include the following: inconsistency in staff review; certification issues that are not brought up in a timely manner; not updating comments to show status of resolved issues; multiple review by different staff of the same plan. Since 2006, the Zoning Director has responded to the industry's concerns and has reorganized the Zoning Division to address most of the issues raised by the industry such as: combine like functions under 4 Sections; build up review consistency amongst Zoning project managers; conduct training for staff, Department agencies and the private industry. Zoning Division will continue to monitor the DRO process, and implement changes as needed.

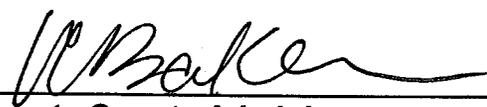
(Continued on Page 3)

Attachments:

- 1) Rezoning Process Flowchart (Exhibit A)

Recommended by:   
Executive Director

8/28/07  
Date

Approved By:   
Deputy County Administrator

Date

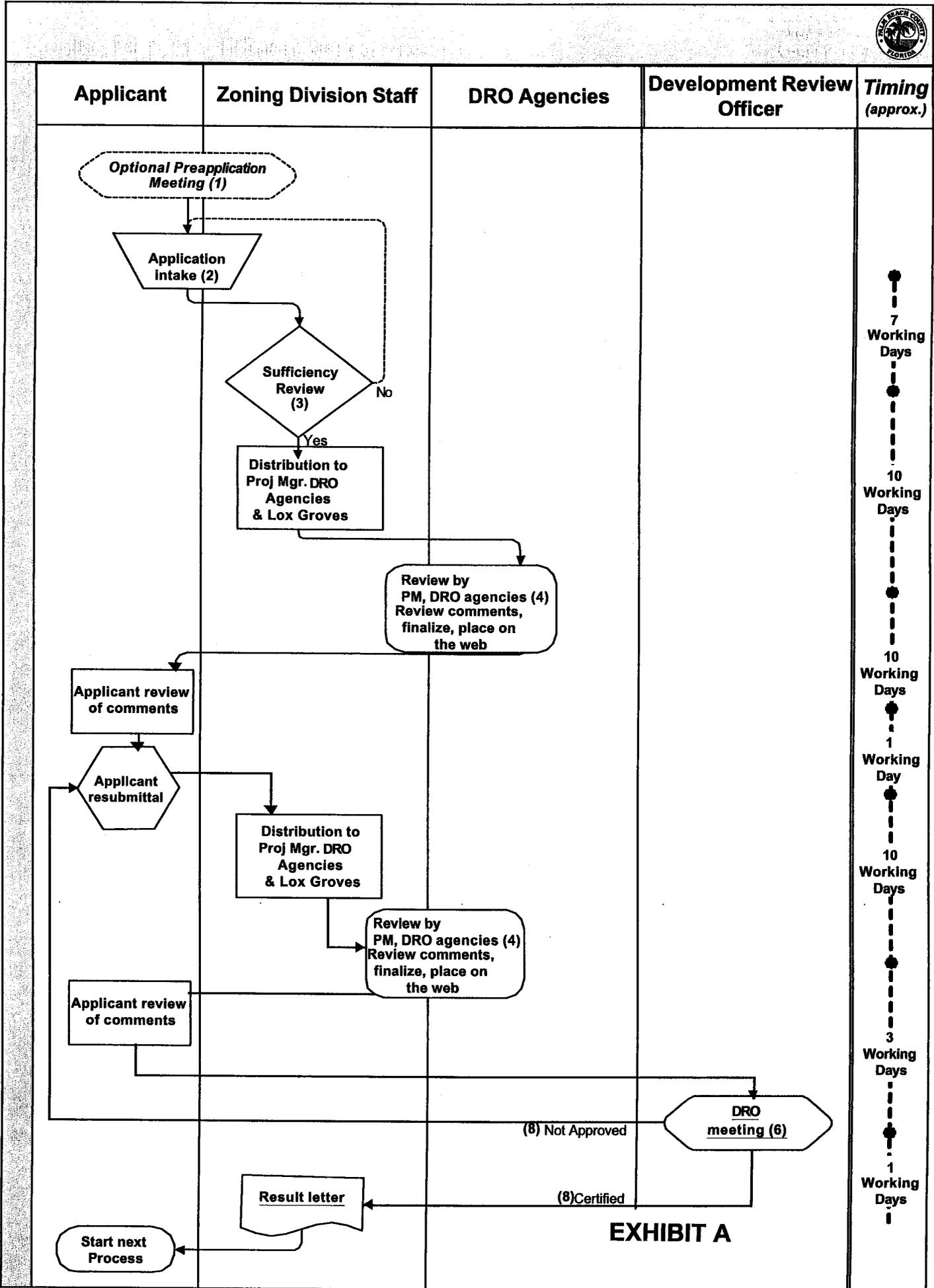


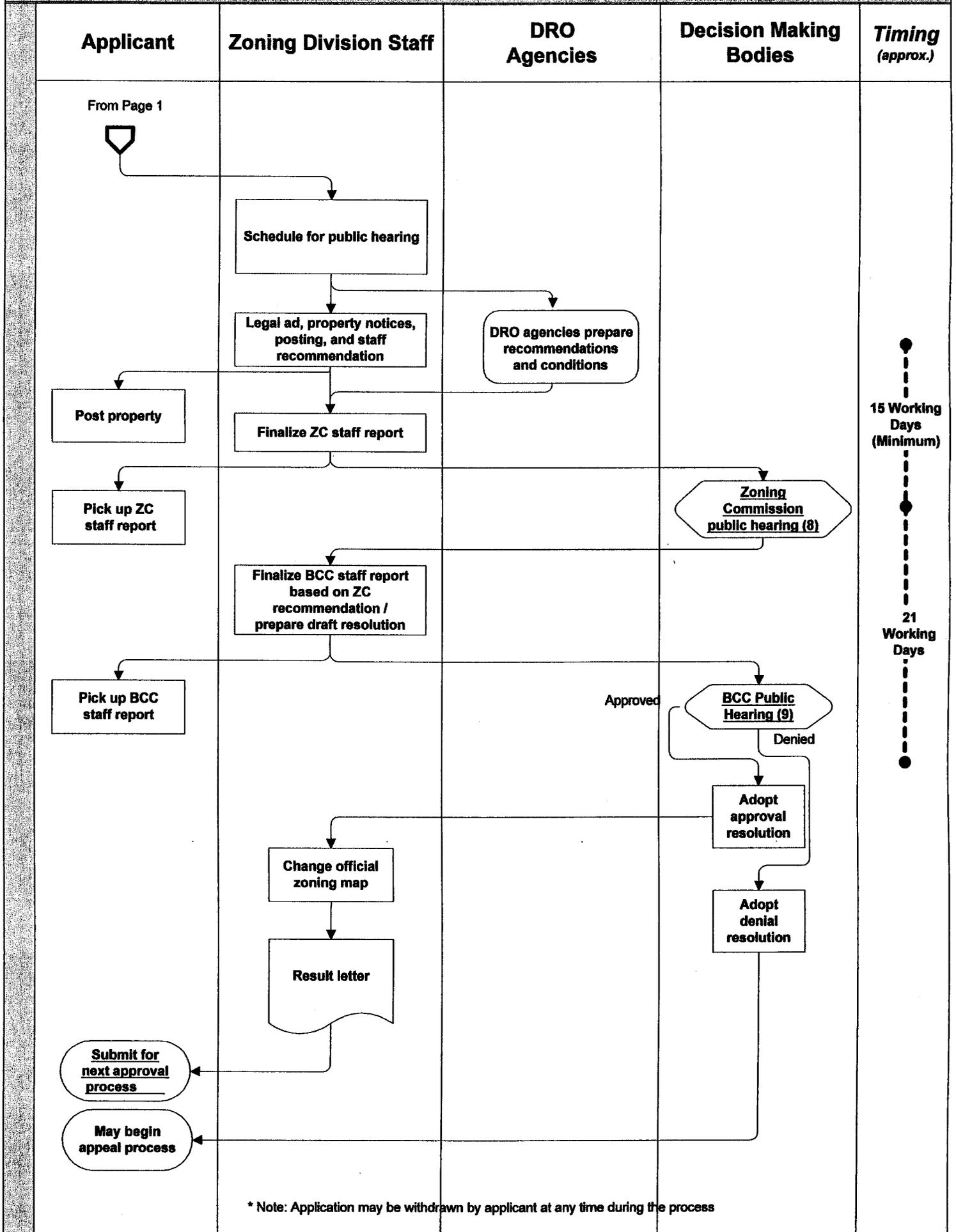
**Background and Policy Issues (continued):**

Once the DRO process is complete, most projects must plat the property before they can finally apply for a building permit. The platting process is managed and coordinated through the Land Development Division of the Engineering Department. During the platting review process, Land Development Division forwards plat applications to other Departments for comments and code consistency review. Technical Compliance (TC) is given to an applicant once the plats/construction plans of a project are submitted and approved, with or without conditional comments. After the TC process, an applicant can submit for final plat and then the final plat can be recorded at the Clerk's Office.

Building permit applications/plans that are complete are distributed to applicable agencies for review. After an application is being reviewed and approved, the application is forwarded to issuance for permit generation. Staff who are responsible for issuance of permits confirms contractor status, assigns building permit numbers, stamps each set of plans with permit numbers, print permit card and forwards the completed package to the Cashiers. A separate package is sent to the Records Section for retention of the Official Record.

In this Workshop, the Zoning and Building Divisions, the Land Development Division, the Water Utilities Department will be discussing the current review and permit process. Currently, constraints are being identified by the industry in the infill and redevelopment areas, this topic will be appropriately addressed by the Zoning Division in the ULDC under a new article (Article 19).





\* Note: Application may be withdrawn by applicant at any time during the process