

INTER-OFFICE COMMUNICATION Planning, Zoning and Building

To: DRO Agencies & Agents
Interested Parties

From: Jon MacGillis, ASLA, Zoning Director

Date: August 19, 2008

Re: **DRO Comments/Response-Lock vs. Open**

The following memo has been prepared to assist both DRO Agencies and Applicants understand when comments and or responses are open. The system allows **ONLY** one entity County Staff or Applicant to insert comments or response at given time. When **COMMENTS** are open, County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant can insert responses to each comment. On the ePZB screen shot below (under SEARCH tab) you will note Comments Open=Yes, meaning County Staff can insert comment and Applicant cannot enter responses. It should be noted on the morning the morning of the meeting the comments/responses are **locked** to both staff and applicant.

Agency	Date Entered	Comment Text	Issue	Resolved	Latest Response	Comments Open: Yes	Responses Open: No
ZONING	06/27/2008	Detail A: Correct the distances ...	Comment	<input type="checkbox"/>		Yes	No
	06/27/2008	Add application number 2008-1022 ...	Comment	<input type="checkbox"/>		Yes	No

Lock/Open Calendar from January 2009 –Jan 2010

DRO Meeting /Re-submittal date	Locked all	Response Open	Response locked	Comments open	Comments locked
12/29 (Re-sub)		12/17	12/29	12/29	01/9/09
01/14/09 (M)	01/09/09 – 01/14/09	01/14/09	01/16/09	01/20/09	01/21
01/26 (Re-sub)		01/14	01/26	01/26	02/06
02/11 (M)	02/06/09 – 02/11/09	02/11	02/16	02/16	02/18
02/23 (Re-sub)		02/11	02/23	02/23	03/06
03/11 (M)	03/06/09 – 03/11/09	03/11	03/16	03/16	03/18
03/23 (Re-sub)		03/18	03/23	03/23	04/03
04/08 (M)	04/03/09 – 04/08/09	04/08	04/13	04/13	04/15
04/27 (Re-sub)		04/15	04/27	04/27	05/08
05/13 (M)	05/08/09 – 05/13/09	05/13	05/18	05/18	05/20
05/25 (Re-sub)		05/20	05/22	05/22	06/05
06/10 (M)	06/05/09 – 06/10/09	06/10	06/15	06/15	06/17
06/22 (Re-sub)		06/17	06/22	06/22	07/03
07/08 (M)	07/03/09 – 07/08/09	07/08	07/13	07/13	07/15
07/27 (Re-sub)		7/22	7/27	7/27	8/7
08/12 (M)	08/07-08/12	8/12	8/17	8/17	8/19
08/24 (Re-sub)		8/19	8/24	8/24	8/26
09/09 (M)	09/03-09/09	09/09	09/14	09/14	09/16
09/28 (Re-sub)		09/16	09/28	09/28	10/08
10/14 (M)	10/08-10/14	10/14	10/19	10/19	10/21
10/26 (Re-sub)		10/21	10/26	10/26	11/05
11/10 (M)	11/05-11/10	11/10	11/16	11/16	11/18
11/23 (Re-sub)		11/18	11/23	11/23	12/04
12/09 (M)	12/04-12/09	12/09	12/14	12/14	12/16
12/28 (Re-sub)		12/16	12/28	12/28	01/08/10
01/13/10 (M)	01/08/10-01/13/10	01/13/10	01/15/10	01/15/10	01/20/10
01/25/10		01/20/10	01/25/10	01/25/10	

KEY:

(M) =	DRO Meeting Date
(Re-sub) =	Re-submittal Date
Locked all =	Not open to agents or staff
Response =	Agents
Comments =	Staff

Please note each Applicant must provided Zoning with your correct email address so it can be entered into a secure dbase. You will also need to establish a password to log onto the system. This ensures responses are updated ONLY by the applicant. Here is the link to logging onto to ePZB DRO Response Screen.

<http://www.pbcgov.com/pzb/onlinesubmittal/>

If you have any questions, please contact Wendy Hernandez, Zoning Manager at 561-233-5042 or me at 561-233-5234.

C: ITS

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