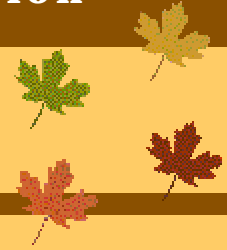




Palm Beach County—Zoning Division

ZONING NEWS



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2004 AMENDMENTS TO THE ULDC:

The Code Revision Section is conducting the final Subcommittee meetings during the month of October and early November on a series of topics: Fast Food, Green Houses, Place of Worship, PUD Threshold, Unique Structures, Westgate Overlay, etc.

The Land Development Regulation Board (LDRAB) is scheduled to meet on October 12th and November 9th, 2005 to complete their review of the 2005-02 Round of ULDC Amendments. If you are interested in attending any of the Subcommittee Meetings or LDRAB meetings or obtaining the material that will be discussed, please visit the Zoning Code Revision Web Page at: http://www.pbcgov.com/pzb/Zoning/code/code_revision.htm.

ULDC Amendments – Round 2005-02

Activity	Date
Deadline to submit amendment requests.	July 1, 2005-
Deadline to submit backup documentation.	August 1, 2005-
Land Development Regulation Advisory Board (LDRAB) Land Development Regulation Commission (LDRC) Meetings.	August 10, 2005- September 14, 2005- October 12, 2005- November 9, 2005 December 14, 2005
BCC Hearing - Request to Advertise	November 17, 2005
BCC Hearing - 1 st Reading.	January 5, 2006
BCC Hearing - 2 nd Reading and Adoption.	January 26, 2006

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We are here to
serve you!

Newsletter Produced by
PZ&B/Zoning Division:

Public Information Section
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GOLDEN PALM AWARD:

Congratulations to Genni Messina, Site Plan Technician, Zoning Division and Donna Briggs, Building Permit Technician III, Building Division. They have been presented with the County Administrators award that recognizes employees for individual or group achievement who perform above the call of duty to improve a process or save money

for the County.

Genni & Donna spent many hours reviewing and compiling 40 years of Zoning and Building records for Mobile Homes. The County now has a database and GIS Maps identifying all Parks and applied regulations they must meet.



FOLLOW-UP TO DRO BROWN BAG:

In November 2005, staff will be requesting if industry would like a follow-up Brown Bag Meeting to review how successful the change to the process has been and to address any new concerns. Please visit our Web Page at <http://www.pbcgov.com/pzb/Zoning/dro/DROOversight.htm> for updates on the Brown Bag Meeting and status of changes currently being implemented by staff.

ON-LINE SUBMITTAL:

The Board of Adjustment (BofA) is testing On-Line Submittal for BofA applications. The new ePZB system will allow Applicants to submit applications via the Web. Zoning Staff anticipates the 1st On-Line submittals in January 2006.



Benefits of On-Line Submittals

What does the system mean to our users?

1. Information related to Zoning petitions readily on-line in electronic format.
2. Consistency in data/information related to approvals for GIS layers, which will be available to the public in spring of 2006. Staff is currently testing data and maps.
3. Property Control Number (PCN) information is available to staff and public for easy referencing on a property.
4. Creation of GIS layers related to approvals on PCN's.
5. On-line submittals of applications can be done from the office. Cost and time savings to staff and public.



FOLLOW UP TO ARCHITECTURE REVIEW FORUM MEETING:

On July 18, 2005, the Zoning Division held a Forum Meeting and invited local architects and industry to participate in a discussion on the current ULDC requirements for Architectural review and approval and develop regulations for an Architectural Review Board and Unique Structure approval process. A list of issues discussed and recommendations can be found on the Zoning Web Page at: <http://www.pbcgov.com/pzb/Zoning/newsrelease/forummeeting.htm>.

An Architectural Subcommittee was established by the LDRAB to discuss and develop regulations to address several of the issues raised at the subcommittee as well as address necessary amendments to the Architectural provisions to address necessary changes to the Unique Structure Review Process.

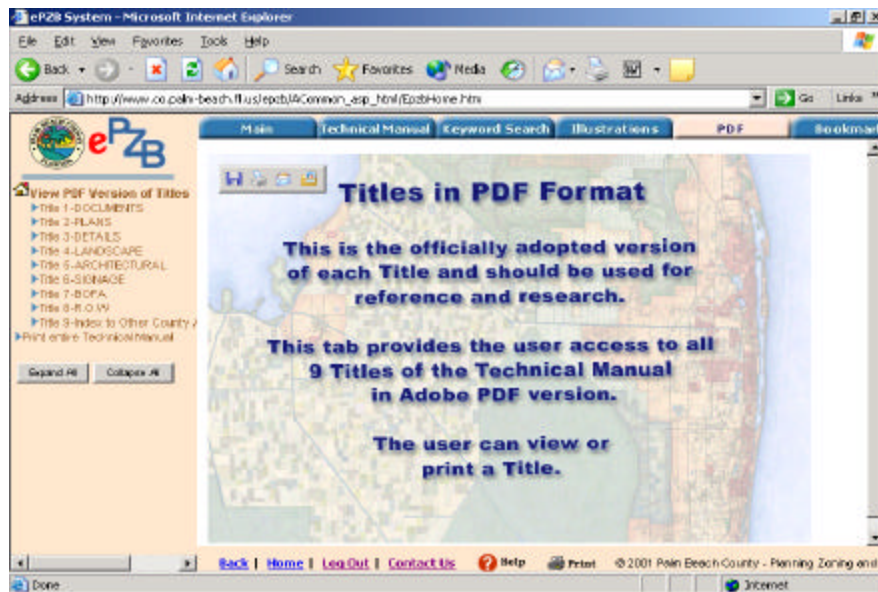
The Subcommittee Agendas and Minutes can be found on the Zoning, Code Revision Web Page at: <http://www.pbcgov.com/pzb/Zoning/LDRAB/subs/ldrabscommittees.htm>.

The Subcommittee has currently addressed a request from Industry on how to screen mechanical equipment on structures. The Subcommittee has also addressed Rooftop Screening: Consideration is being given to not requiring screening on elevations not visible from roads or other Industrial areas. If multiple buildings on same property, internal views also would be exempt from rooftop screening. Minimum height of screening/parapet to be consistent with maximum height of equipment. If louvered screening is used, recommendation is to match predominant paint color of building. On-going debate about non-conforming equipment (no screening) that will need to be replaced.

ZONING TECHNICAL MANUAL RELEASE OCTOBER 7, 2005:

The Zoning Division has prepared an Interactive Technical Manual for agents and interested parties to refer to when preparing Zoning applications. Staff is establishing Training Sessions, for the Public to review the benefit of using the Manual when preparing applications. To access the Interactive Manual, please visit our Web Page at: http://www.co.palm-beach.fl.us/epzb/ACommon_asp_html/EpzbHome.htm

For a list of Training Sessions, please visit our Web Page at: <http://www.pbcgov.com/pzb/Zoning/dro/DRO%20Agent%20Training%20Calendar%202005-2006.pdf> or to request an individual training session, please contact Dorine Kelley at: dkelley@co.palm-beach.fl.us



ZONING DIVISION CUSTOMER SURVEYS:

The Zoning Division is currently conducting two Customer Satisfaction Surveys:

Unified Land Development Code:

[ULDC Interactive Code](#)

[ULDC Survey](#)

DRO Brown Bag Meeting Follow-up:

[Brown Bag Issues and Solutions](#)

[Brown Bag Survey](#)

Please take a few moments of your time to fill in the surveys on-line. These surveys will help staff identify ways to continue to improve our review processes for our customers.

If you have any questions, please contact Dorine Kelley, Manager, Customer Relations at: dkelley@co.palm-beach.fl.us.

ZONING DIVISION 2004-2005 ACCOMPLISHMENTS:

Over the past year, the Zoning Division has had many opportunities and challenges which we rose to the occasion to excel in handling. Below is a list of some of those accomplishments:

1. Technical:

- ULDC-Adopted 2004 and 2005 Amendments and established two Rounds of amendments each year to be responsive to BCC, Industry, and staff requests for timely updates to regulations.
- ePZB-Successfully implemented ePZB for each Section in Zoning. Also, currently testing online application submittal for BofA.
- GIS Maps-Implemented GIS Maps and released to Public. Currently finalizing the GIS Layers of data tied to ePZB.
- ezINFO-currently available to staff and public to utilize to find information related to PCN's. Also includes most recent FAQ's and Plant Finder.
- Technical Manual-Published the first Interactive Technical Manual. Provides applicants with current submittal requirements for Zoning Division and links to important information.

2. Meetings:

- Industry Forum Meetings-Conducted Brown Bag for DRO and AIA/Industry to get input on changes to processes and the ULDC. Recommendations have either been implemented or are currently, being reviewed for implementation.
- Subcommittee Meetings-Regular meetings to discuss specific ULDC amendments. These meetings provide staff and industry the opportunity to have a open discussion on changes to industry trends or requested amendments recommended by BCC or staff.
- Community Meetings-Staff participated in several community meetings over past year: Meadowbrook, Holy Spirit Lutheran Church, Boca del Mar, etc., to provide residents with information related to petitions.

3. Organization:

- Staffing-Over the past year, we have seen several staff promoted, leave for private sector positions, and many new hires. In October 2005, the Zoning Division received a new Principal Planner Position which will be dedicated to oversee Special Projects. Also, the Division was fortunate to hire several Interns and High School students who greatly contributed to our organization.
- Job Descriptions and New Performance Reviews-Supervisors updated all the Zoning Job descriptions to reflect current job duties and responsibilities. Also, supervisors participated in developing new Employee Growth and Development forms and are currently being implemented.

4. Special Projects:

- Mobile Homes-consolidation of 40 years of data/files into one dbase and creation of a GIS Map.
- Scripps-Continue to review site plans and permits for the project. Also, participated in the review of the "Theme Book".
- Several large petitions consumed staff time over the past year: AG TMD, Meadowbrook, Florida Research Park, Mizner Golf Course, Holy Spirit Lutheran Church, Science Museum, etc. Dedicated Zoning staff took the lead on resolving complex issues, coordinating community/agent meetings, and drafting recommendations to the various Boards.

2005 GOALS

1. **ULDC Amendments, January 2006:** BCC review and adoption of Round 2005-02 Amendments.
2. **On-line Submittal:** Continue to implement Zoning On-Line Application Submittals.
3. **Forum Meetings:** Continue to implement DRO & AIA recommendations to DRO/Architectural Review Processes.

ZONING STAFF PROMOTIONS:

Wanda Sanders, was recently promoted to Site Plan Technician. She has been working in the Architectural Review Section for the past two years. Prior to her work within the Zoning Division, Wanda was a Building Division employee.



FAREWELL TO STAFF MOVING ON:



We are sorry to see two of our Planners leave the Zoning Division, but we wish them well in their new jobs.

Joyce Cai, Planner II, has accepted a position with another municipality. Joyce worked in the DRO and BofA Sections for the past six years.

Miradieu Aubourg, Planner II, has accepted a promotion to Senior Site Planner position with Facilities Development and Operations Division. Miradieu worked with the Board of Adjustment Section for the past three years.



ZONING NEW HIRES:

Larissa Mendez - was recently hired to fill the vacant Records Clerk Position in the Public Information Section.

Bradford O'Brien - was recently hired to fill the vacant Planner II Position in the Public Hearing Section.

Anthony Wint - was recently hired to fill the vacant Planner I Position in the Public Hearing Section.



Douglas Robinson - was recently hired to fill the vacant Planner I Position in the Development Review Officer Section.



INTERNS:

The Zoning Division Internship Program will see several new students working in the various Sections of the Division. This program offers both the Interns and the County qualified students who are seeking experience in the Planning field and with various research projects.

Tim Carldwell - started on October 3, 2005 and will be working in the Architectural Review Section.

We welcome your feedback and input. If there is a specific topic of interest you would like us to cover in our next Newsletter, please e-mail requests to our Customer Service Manager, Dorine Kelley at: dkelley@co.palm-beach.fl.us