

DROOC MEETING MINUTES – 04-27-06

Prepared by Jon MacGillis

The Meeting began @ 2:15 p.m.

Members In Attendance: Jamie Coleman, Chair, Bradley Miller, Jeff Brophy, Julian Bryan, Kevin McGinley and Beril Kruger.

Staff: Jon M, Barbara P. Nau, Carrie R, Alan S, David F, Donna A, Eileen

Items discussed on Agenda:

1. **Technical Manual**-Jamie Coleman expressed concern that staff are not enforcing consistently what is in the Technical Manual. Public Hearing vs DRO staff are asking for things on Plan then asking for it to be removed (details, etc, application number, easements, open space). Donna stated that many of these are code requirements and necessary for staff to confirm code is met.

. Julian stated the detail is sometime necessary, especially open space in order to ensure code requirements met at time of platting.

. Jeff said he finds staff sometimes not being consistent as well.

. Jon asked staff if they are consistently apply? Carrie said yes to her knowledge.

Jon recommended Jamie and Committee Members send him any comments on Technical Manual. Staff also has 4 Public Training Sessions a year setup to meet with Industry to go over manual and identify updates. Jon asked Jamie to look at Web DRO Web page and see when next meeting is so she might want to attend.

2. **Brown Bag Follow-up**-Jon went over list of issues raised at last years Brown Bag and asked for any input on how well staff did in addressing each of them. Overall the Committee agreed that many significant improvements were made to the DRO/Public Hearing process. **DRO Agenda**-Jamie stated she still had concerns that too many Agents are requesting to be on Agenda when they are not ready. Staff said we cannot control this. Jon also reminded members that you can work shop an item at end of Agenda if you call Staff and get it added to Agenda. Carrie and Donna said no one is really using this time on end of Agenda. Committee Members said they were unaware of this option.

DRO Comments-doing better but still need room for improvement . Public Hearing comments typically on time and updated. Donna said Agencies are getting better on updating comments in ePZB. Jamie said that many Public Hearing comments should be final DRO comments and that way they wouldn't hold up certification. Bradley asked if Agents would be eventually able to see Comments online. Jon said this is a goal of Division, however, ePZB tasks do not list this as a current priority. **Mylar** to graphic after hearing. Carrie said staff is doing it but only had 3 on last agenda ready to go to graphics after meeting. Also, with Debbie Slay leaving this is a bit behind schedule.

3. **DRO Meeting Once a Month**-Donna gave update on proposal to go to 1 Meeting date a month. It would start in September, if Agencies okay with concept. Jon said we still need to review with DRO Agencies to get their buy in. Committee members like concept, but want assurances that other agencies will review applications in timely manner, they cannot afford to be postponed for entire month. Julian said look at LWDD setup it works well, if no comments from agencies you are "approved". Jon said he does not have authority to do that. Jon suggested setting up a Task Team to take this concept further and work out issues. We can try it in Sept for couple months to see how it works.
4. **BofA changes**-Barbara went over new process of Type 1 and Type II variances. Would eliminate current BofA Board and move Type 1 approval to staff adm approval and Type II to Zoning Commission. Jon said these changes would go to BCC for adoption in August 2006. He is currently meeting with Commissioners to get their input.
5. **Signature Only**-Barbara went over handout on proposed changes staff is discussing to process. Members like Option II process. Also, concerned with adding de-minimus information to Mylar. Staff not consistent or do not want to make a decision. Often staff will consult other staff before giving out information-very frustration. Jon said with reorganization and other changes being proposed by Fall 2006 should see additional improvements in this area. Jamie asked why she had to pay 3 times for changing name at same Submittal for MP and SP. Jon/BPN to verify.
6. **ULDC Amendments 2006**-Jon went over handout. WFH, BofA and generators top of list. Also, staff looking at Forum Base Code and bringing in consultant to look at PDD regulations. Will look to Team members interested to participate.
7. **WFH Memo from BA**-Jon said General Subcommittee May 1 will be discussing WFH code provisions, anyone welcome to attend. We will look at all options to expedite applications and amendments to code. Julian said need to include professionals in code changes to ensure regulations work. Jon said amendments will go to BCC in August to implement the interim policy into ULDC.
8. **Applications-Submitting in digital format**-Explained that May 1 all applications in digital format so staff can load into ePZB and distribute quickly to Agencies.
9. **Signed and Sealed Drawings**-Jon stated Zoning is trying to find way to accept drawings without raised seal. Wanted to know if any professionals would have issue signing affidavit and then we would not need the raised seal drawings. Jamie said State Regulating Board would have issues for Landscape Architects, they currently do not support electronic signatures. But thinks Engineers can submit digital signatures. Jon to continue to look into this matter. Donna said she would call around to see what other Agencies are doing. This would help since Agents would not have to submit a hard copy of drawings.

Add on to Agenda

a. **Agenda Request**-Jamie said they online request was not working last week. Jon and Donna explained we are having issues with link. Staff working on for time being used link and send to our County Groupwise mail box. Asked Jamie and Bradley to sent in message to Donna tomorrow so she can check if Notice to Applicant feature is working.

b. **Resolutions on Web Page**-Jamie said not working so you can search. Donna said she knows the search is not working for some time. Jon will look into this with Dorine Kelley.

c. **Conditions**-Beril asked are we putting less conditions on petitions. Jamie and Jeff said they see less repeated code conditions.

Meeting adjourned at 4:30 p.m.