APPENDIX A – ARTICLE 4, USE REGULATIONS USER GUIDE AND GENERAL PROVISIONS

TABLE OF CONTENTS

		Page #
CHAPTER A	GENERAL OVERVIEW	
Section 1	Introduction	<u>2</u>
Section 2	General Organization of Art. 4, Use Regulations	<u>2</u>
CHAPTER B	INSTRUCTIONS FOR RESEARCHING A PROPOSED USE	
Section 1	Identify the Site Location, Zoning District and FLU Designation	<u>4</u>
Section 2	Identify the Overlay of the Site	<u>7</u>
Section 3	Zoning District Consistency with FLU Designation	<u>9</u>
Section 4	Determine the Proposed Use	<u>10</u>
Section 5	Determine the Approval Process	<u>11</u>
Section 6	Determine General and Supplemental Use Standards	<u>17</u>
Section 7	Determine the Applicable Development Thresholds	<u>19</u>
Section 8	Other Factors that May Affect the Approval Process	<u>21</u>

CHAPTER A GENERAL OVERVIEW

Section 1 Introduction

As established by Art. 4.A.1, the Zoning Director shall maintain and publish a User Guide to assist the public with applicability of Art. 4, Use Regulations, which includes determining the appropriate use type that is allowed in each Zoning District, identify all applicable standards related to the use, and Thresholds that may trigger additional levels of approvals, such as, DRO or Public Hearing.

The information provided in this User Guide will offer general steps to follow when trying to identify the use classification and approval process for a site in a specific zoning district as follows:

Section	Tool	Objective
B.1.	GeoNav	 Identify the site location and zoning district
		 Identify the Future Land Use (FLU) designation of the site
B.2.	<u>ezInfo</u>	Identify if the site is located in an Overlay
B.3.	ULDC Art. 3.A.3, Zoning District Consistency with the Future Land Use Atlas (FLUA)	 Check that the zoning district is consistent with the FLU designation
B.4.		Determine the proposed use function
B.5.		Determine the approval process for the proposed use
		 Check the Use Matrix footnote to determine the "Use approval process key".
B.6.	ULDC Art. 4, Use Regulations	Determine if there are General Standards applicable to all uses in the classification and Supplementary Standards specific to the use.
B.7.		• Determine if there are applicable thresholds specific to the use.
B.8.		 Identify additional factors to be considered when determining uses approval process

Section 2 General Organization of Art. 4, Use Regulations

- **A.** Uses are grouped in Art. 4, Use Regulations, by classifications as follows:
 - 1. Residential;
 - 2. Commercial;
 - 3. Recreation;
 - 4. Institutional, Public and Civic;
 - 5. Industrial;
 - 6. Agricultural;
 - 7. Utilities;
 - 8. Transportation;
 - 9. Commercial Communication Towers;
 - 10. Excavation; and,
 - 11. Temporary.
- **B.** Each use classification includes the following:
 - 1. Use Matrix

The Use Matrix consolidates use approvals in standard zoning districts, Planned Development Districts (PDDs), Traditional Development Districts (TDDs), and two Overlays; Urban Redevelopment Area Overlay (URAO) and Infill Redevelopment Overlay (IRO). Each Matrix

APPENDIX A - ARTICLE 4, USER GUIDE

Unified Land Development Code (ULDC)

identifies uses in alphabetical order, zoning districts, and approval processes. The number in the "Supplementary Use Standard" column of the Use Matrix refers to the definition and Supplementary Use Standards applicable to each use.

2. General Standards

This portion includes requirements that are applicable to all uses under the specific Use Classification.

3. Definitions and Supplementary Use Standards

Each use includes a definition and multiple Supplementary Use Standards organized to be consistent with the order in which site plans are typically reviewed. Example of standards include: Approval Process, Tier, Overlay, Future Land Use (FLU) Designation, Zoning District, and Lot Size.

CHAPTER B INSTRUCTIONS FOR RESEARCHING A PROPOSED USE

Index of Interactive URL to be used with this User Guide

- **A.** PZB Zoning Web page: http://discover.pbcgov.org/pzb/zoning/Pages/default.aspx
- **B.** MyGeoNav map system: http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html
- **C.** PZB ezInfo page: http://www.pbcgov.com/epzbcommon/asp_html/epzbMenu.aspx?ReferrerID=ezinfo&FROM=EZ

Section 1 Identify the Site Location, Zoning District and Future Land Use (FLU) Designation

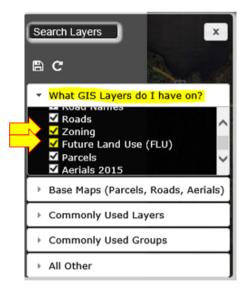
Identify the site location and current zoning district for the specific site by following these simple steps:

A. Begin by accessing *MyGeoNav* online navigation map at http://maps.co.palm-beach.fl.us/cwgis/mygeonav.html



B. Add GIS layers by clicking on and see the drop down menu with default layers. Check Zoning and Future Land Use layers:

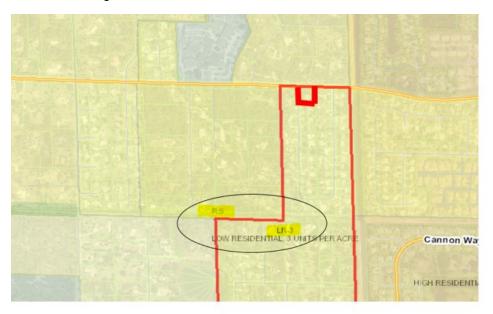




C. Locate the site by entering the address



D. User will be able to locate the existing Zoning District and click on the Future Land Use (FLU) for the current Site Zoning District and FLU.



MyGeoNav Map Results - Site outlined in red

Using the Daycare example listed above:

The research above indicates that the Site has a current Zoning District of **RS** (Residential Single) and a FLU of **LR-3**

Section 2 Identify the Overlay of the Site

Overlay provisions contained in Art. 3 of the ULDC, prevail over other regulations in the Code. Checking the Overlay will provide additional information related to approval process, specific use regulations, site design requirements or additional requirements only applicable in parcels located in the Overlay.

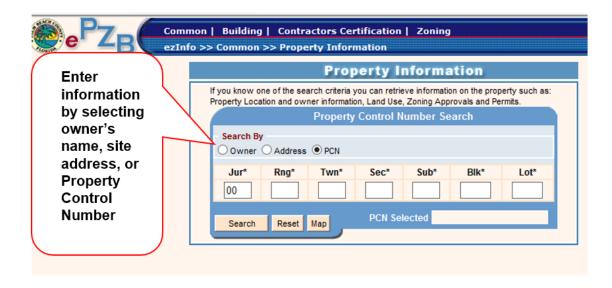
To identify the Overlay, login to the ezInfo database, which can be accessed through the Zoning Web site at http://discover.pbcgov.org/pzb/zoning/Pages/default.aspx.

A. Using the PZB Website ezInfo; click on link.



B. Enter the site information into the "Property Information" screen as indicated below.





C. From the results screen as below, click on tab labeled "LAND USE"



D. Take note of the Zoning District, FLU and Overlay assigned to the Site.



% -

Daycare example:

The Zoning Database above indicates that the Site has no Overlay District; Zoning District is Single Family Residential (**RS**); and FLU is Low Residential 3 (**LR-3**).

Section 3 Zoning District Consistency with FLU Designation

Ensure the Zoning District of the property is consistent with the FLU designation. Article 3.A.3, Zoning District Consistency with the Future Land Use Atlas (FLUA) indicates such consistency. That article includes tables for Standard zoning districts, Planned Development Districts (PDDs) and Traditional Development Districts (TDDs), that help identify consistency with FLU designations; Exceptions and limitations applicable to specific zoning districts; and, exceptions for prior approvals.

Table 3.A.3.B - Future Land Use (FLU) Designation and Corresponding Standard Zoning Districts (1) (3)

	31	anuaru Zonii	ig Districts (1) (3)		
FLU Designation			Zonina D	istrict		
Agriculture/Conservation						
AP	AP					
AGR	AGR					
CON	PC					
SA	AR	AGR				
		Resi	idential			
RR-20	AR					
RR-10	AR	CRE				
RR-5	AR			7 5		
RR-2.5	AR ;	RE				
LR-1	AR (2)	RE	RT	RS		
LR-2	AR (2)	RE	RT	RS		
LR-3	AR (2)	RE	RT	i RS		
MR-5	AR (2)	RE	RT	RS	RM	
HR-8	AR (2)	RE	RT	RS	RM	
HR-12	AR (2)	RE	RT	RS	RM	
HR-18	AR (2)	RE	RT	RS	RM	
Commercial						
CL-O	CLO	IR		L		
CL	CN	CC	CLO	IR IR		
CH-O	CLO	CHO	; IR			
CH	CN	CC	CLO	CHO	CG	IR
CR	CRE					
UI	UI					
UC	UC					
In al. sakulal						

If the zoning district is not consistent with the FLU designation, a rezoning will be required. Ensure the zoning district to which the site will be rezoned still allows the use of your interest.



Daycare example:

RS Zoning District is consistent with the LR-3 FLU designation.

Section 4 Determine the Proposed Use

The user shall determine the proposed use for the subject site based on the following definitions that describe the use functionality:

A. Principal

As defined in Art. 1, a Principal use is "the primary and major purpose for which land or building is used as allowed by the applicable Zoning District." Only those Uses listed within the use matrices in Art. 4 Use Regulations, may be considered a principal use. A site may have more than one principal use.

B. Collocated

As defined in Art.1, a Collocated use is referred to as "two or more uses classified with the definition of a use listed in Article 4.B." Some principal uses that are not normally allowed within a Zoning District, as noted in the Use Matrices, may be allowed as a collocated use if, expressly stated under the Supplementary Use Standards. All collocated uses are required to comply with all of the Supplemental Use Standards applicable to the use.

C. Accessory

As defined by Art. 1, "a permitted use that is customarily associated with the principal use and clearly incidental to the principal use, and is subordinate in area, extent, or purpose to and serves only the principal use." Uses not allowed in a Zoning District shall not be accessory to a principal use unless stated otherwise in the Supplementary Use Standards of the use intended to be accessory. Additional accessory use limitations and requirements are contained in Art. 5.B, Accessory Uses and Temporary Structures.

D. Flex Space

Flex space is only allowed when approved in accordance with Art. 5.B.1.C, Flex Space.

- 1. Limited office or retail opportunities are provided in industrial zoning districts where otherwise prohibited, or
- 2. Limited type of industrial uses are allowed in commercial zoning districts consistent with the CH FLU designation.

Daycare example:



The Proposed Use for the Site is a Daycare; therefore, the proposed Daycare will be considered Principal Use. B,C & D above do not apply by definition.

All principal uses are listed in the table of content of Art. 4 by Use Classification. Daycare is listed under the Institutional, Public and Civic Use Classification, therefore approval process and Supplementary Use Standards will be under that use classification.

February 2018 Page 10 of 21

Section 5 Determine the Approval Process

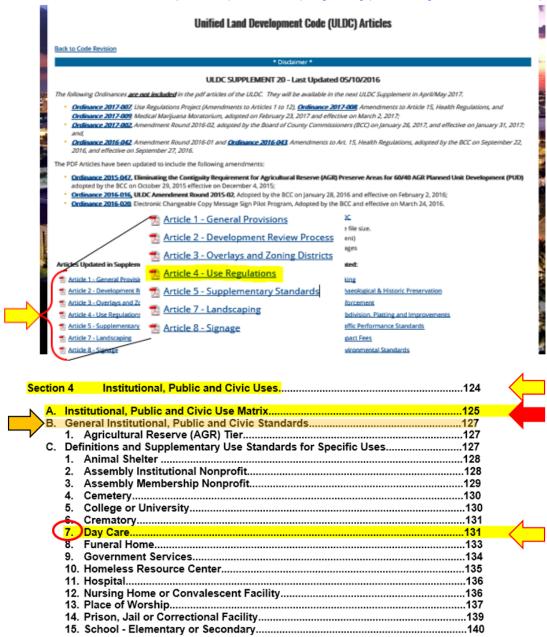
The following steps will assist you in determining the approval process for the proposed use:

A. Refer to the index on the first few pages of ULDC Article 4, Use Regulation to identify what classification includes the use in question.

The Interactive ULDC Article 4 can be accessed by visiting http://www.pbcgov.com/epzbcommon/asp_html/epzbMenu.aspx?ReferrerID=ezinfo&FROM=EZ&TargetMenuItem=ULDC+Interactive+Code where all ULDC articles are available in pdf.



All articles are also available in pdf at http://discover.pbcgov.org/pzb/zoning/ULDC/Articles.aspx.



B. Keep in mind the corresponding page number for the Use Matrix and the page number for the specific Supplementary Use Standards.

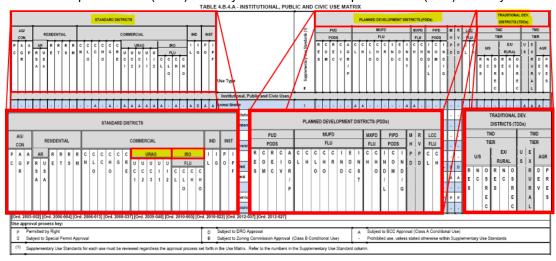
Daycare example:



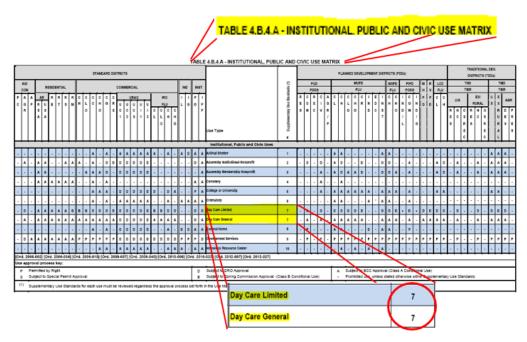
All principal uses are listed in the table of content of Art. 4 by Use Classification.

Daycare is listed under the Institutional, Public and Civic Use Classification, therefore approval process (page 125), General Standards applicable to all uses in that classification (page 127), and Supplementary Use Standards (Page 131) need to be considered to apply to the use.

C. The Use Matrix consolidates standard zoning districts, Planned Development Districts (PDDs), and Traditional Development Districts (TDDs). It also includes approvals for uses in the Urban Redevelopment Area (URA) Overlay and Infill Redevelopment Area (IRO) Overlay.



D. Refer to the <u>Institutional</u>, <u>Public and Civic</u> Use Matrix and locate the row where the use is listed to determine approval processes applicable to the use in the different zoning districts.

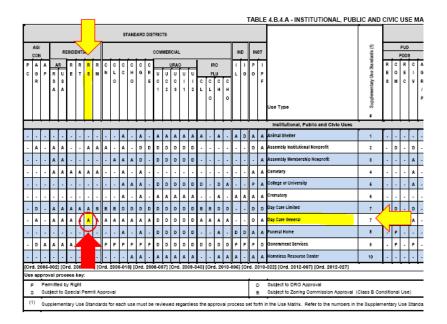


E. Once the use is identified in the Use Matrix, look for the approval process applicable to the zoning district (determined in Sections 1 and 2) of the intended site to locate the use.

Daycare example:

It will be necessary to determine if the Daycare is Limited or General. The difference is determined in the use definition or under Supplementary Use Standards. In this case, they differ in the number or children or adults, therefore the approval process also differs.

Subject to Zoning Commission Approval (Class B Conditional Use)

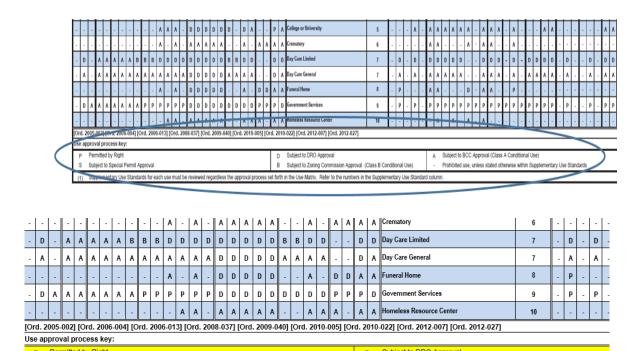


Daycare example:

Subject to Special Permit Approval

A General Daycare is allowed in the RS Zoning District subject to Class A Conditional Use approval.

F. Check the Process Key at the bottom of each Use Matrix to find out the meaning of each approval process letter.



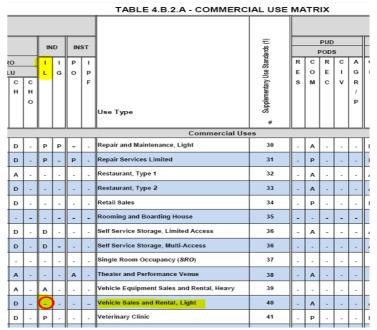
(1) Supplementary Use Standards for each use must be reviewed regardless the approval process set forth in the Use Matrix. Refer to the numbers in the Supplementary Use Standa

February 2018 Page 14 of 21

G. There are various processes to obtaining approval for specific Uses that are identified by the letters (P,S,D,B,A) or dash (-) under each zoning district. An expanded definition for each approval process can be found in the ULDC Article 4.A.7.C

The Use Matrix shows the most restrictive approval process; some uses may be shown as prohibited but the Supplementary Use Standards may allow the use limited to specific provisions or thresholds. -

- H. Zoning applications for use approval as noted in the Use Matrices, can be as follows:
 - Public Hearings Conditional Uses A and B
 - Administrative Approval DRO (D) and Special Permit (S)
- I. Prohibited uses (indicated with a dash) are not allowed in the Zoning District unless the Supplementary Use Standard indicates an approval process based on specific thresholds or design standards.



40. Vehicle Sales and Rental, Light

- e. Zoning Districts
 - Commercial Pod of PUD and Neighborhood Center of TND Shall be limited to a Neighborhood Vehicle Rental Facility.
 - 2) LCC and TMD

Shall be limited to Indoor Vehicle Showroom.

- Districts with Commercial Low FLU Designation
 The sale or rental of OHVs, RVs, boats, or motorcycles shall be subject to the standards for Accessory Uses.
- 4) IL District Automobile Rental
 Automobile rental may be permitted in the IL district when located on an Arterial
 Street, subject Class A Conditional Use approval.

J. Uses noted in the Use Matrix as Permitted by Right (P) are subject to Building Permit, Business Tax Receipt (BTR) or similar process.

In some cases, the Supplementary Use Standard indicates a lower level of approval is permitted when the use is subject to specific requirements, such as but not limited to, lot size or building square footage.

25. Office, Business or Professional

a. Definition

An establishment providing executive, management, administrative, or professional services.

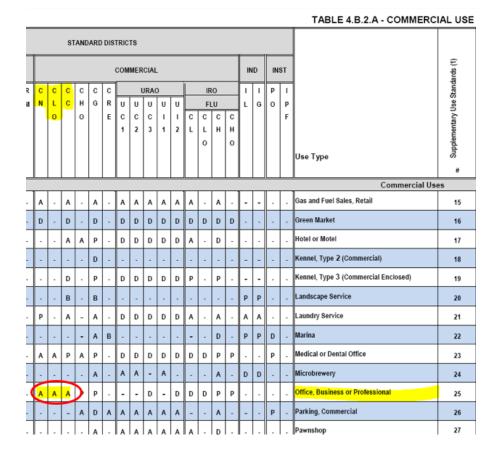
b. Typical Uses

A Business or Professional Office may include but is not limited to property and financial management firms; employment, travel, advertising, or real estate agencies; pay day lending offices, check cashing services and currency exchange agencies; contract post offices; professional or consulting services; and business offices of private companies, utility companies, public agencies, and trade associations.

c. Approval Process

The use may be Permitted by Right if limited to the following:

- 1) A maximum of 10,000 square feet of GFA per parcel in the CN Zoning District.
- 2) A maximum of 15,000 square feet of GFA per parcel in the CLO Zoning District.
- A maximum of 20,000 square feet of GFA per parcel in the CC Zoning District.



Section 6 Determine General and Supplementary Use Standards

A. General Standards

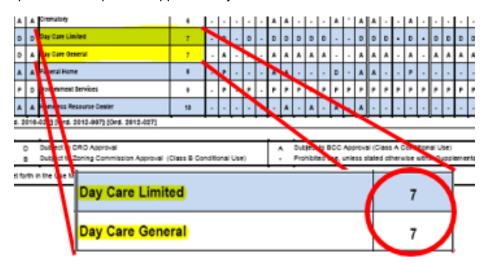
ATTENTION

General Standards at the beginning of the use classification are applicable to all uses in the classification.

These standards are in addition to the specific ones listed under each use.

B. Supplementary Use Standards

The uses identified in the Matrices may have additional standards that must be satisfied in order for a use to be considered for approval. In each Matrix next to the use of interest is a number that corresponds to the specific Supplementary Use Standards.



In the electronic version of the ULDC as well as in ePZB the number is also a hyperlink to the use definition and Supplementary Use Standards in Article 4.

Using the Daycare example above:



The Supplementary Standard number found next to Daycare-Limited, as in the Matrix is # 7. Refer to the Supplemental Standards in the General Section and in #7 of the Institution, Public and Civic classification for standards that apply to the particular use of Daycare.

The Supplementary Use Standards section includes:

1. Use Definition:

Read carefully the specificity in the use definition as it may include aspects that make the use different from other uses, particularly those of similar nature.

2. Typical Uses:

Many uses include a section titled "Typical Uses", which is a list of similar uses designed to assist the reader in identifying business activities or operations that fit within the definition of the principal use.

21. Laundry Service

a. Definition

An establishment that provides washing, drying, dry-cleaning, or ironing services or machines to be used by customers on the premises, or that is engaged in providing cleaning services.

b. Typical Uses

A Laundry Service may include but is not limited to coin laundry establishments, laundromats, neighborhood cleaners and dry cleaners, and industrial cleaning facilities serving commercial cleaners or the hospitality industry.

3. Standards:

Mostly organized in the common form in which a site plan is revised and following the order of standards contained in the different articles of the ULDC, the standards include regulations for nonconformities, approval process, tier, Overlay, FLU designation, zoning district, location, lot size, setbacks, separation, building area, building height, collocated or accessory use, accessory structures, architecture, nuisances, parking, landscaping, signage, and others, typically labeled with terms specific to the use.

February 2018 Page 18 of 21

Section 7 Determine the applicable Development Thresholds

The user shall verify if there are any additional requirements for approval in the specific Supplementary Use Standards including thresholds such as building square footage, frontage or location to mention some.

30. Repair and Maintenance, Light

a. Definition

An indoor establishment engaged in the minor repair or maintenance of automobiles, light duty commercial vehicles rated one ton capacity or less, boats, motorcycles, personal watercraft, golf carts, mopeds, lawn mowers, major household appliances, or household furniture.

b. Typical Uses

Light Repair and Maintenance establishments may include but are not limited to tune-up stations, glass shops, quick-lube stations, muffler shops, upholstery shops, tire installation and service, alignment shops, replacement of brake linings, and lawn mower repair and maintenance.

- c. Overlay Westgate Community Redevelopment Area Overlay (WCRAO) Light Repair Maintenance uses are prohibited in the NR, NRM, NG and NC Sub-areas, as outlined in Table 3.B.14.E, WCRAO Sub-area Use Regulations. [Ord. 2006-004]
- d. Zoning Districts CN and CC District and Commercial Pod of PUD
 Shall be limited to a maximum of 5,000 square feet of GFA. [Ord. 2005 002]

Requirements under Article 4.A.9, Development Thresholds; need to be considered at all times. If any development triggers those thresholds the approval of the use or uses may be different than the one shown in the Use Matrix.

Table 4.A.9.B - Thresholds for Projects Requiring Board of County Commission

Approval (1)					
FLU Designation (3)	Number of Square Footage or Units (4)	Acreage			
Residential (Excluding RF FLU)	200 du	50 acres			
AGR (Residential Only) (2)	-	250 acres			
CLO	30,000	-			
СНО	50,000	-			
CL	30,000	-			
СН	50,000	-			
IND	100,000	-			
INST	50,000	-			
CR	100,000	-			
MLU	50,000	-			

EDC Notes:

 Land area devoted to retention pursuant to the requirements of the C-51 drainage basin, or land area devoted to vegetation preservation pursuant to the Environmentally Sensitive Lands Ordinance, excluding AGR or Sector Plan preserve areas, shall not be counted toward the maximum acreage threshold. [Ord. 2006-004]

100,000

- PDDs or TDDs in the AGR Tier are limited to the 80/20 PUD, 60/40 PUD or AGR TMD (FLUE Policy 1.5.1-a).
- There are no thresholds for the UC or UI FLU designations. [Ord. 2011-016]
- Dwelling units shall include any density awarded as part of a density bonus program. [Ord. 2006-004 [Ord. 2011-016]

Table 4.A.9.A - Thresholds for Projects Requiring DRO Approval				
Zoning District	Number of Units or Square Feet			
RM	16 du			
CN	3,000 square feet			
CLO	3,000 square feet			
CC	8,000 square feet			
CHO	8,000 square feet			
CG	10,000 square feet			
CRE	15,000 square feet			
IL	20,000 square feet			
IG	20,000 square feet			
IPF	20,000 square feet 16 du			
IR	Any project utilizing the Infill Redevelopment Overlay			
[Ord. 2010-005] [Ord. 2010-022]				
Notes:				

Page 20 of 21 **February** 2018

Approval of a subdivision plan is required for all subdivision of land for which a plat or plat waiver has not been granted pursuant to Article 11, Subdivision, Platting and Required Improvements or which exceeds the threshold above.

Projects exceeding the thresholds above shall comply with Article 5.C, Design Standards.

Section 8 Other Factors that May Affect the Approval Process

The user should determine if there are other factors that may affect the proposed use approval. The list below is not definite and further discussion with the zoning division staff may assist in identifying other requirements in accordance with the ULDC.

Some factors to consider are:

- A. Variance relief from any of the requirements or standards of Article 4 shall be prohibited unless expressly stated otherwise
- B. Uses in Airport Zones may be further restricted or subject to special regulations as specified in Article 16, Airport Regulations.
- C. Specific Regulations shall apply in certain Zoning Districts, as specified under Art. 3.D.3, Zoning District Specific Regulations.
- D. Uses not specifically listed in the Use Matrices but consistent with the definition of a listed use, may be classified by the Executive Director of PZB pursuant to Article 1.B, Interpretation of the Code
- E. All uses shall comply with all requirements of the ULDC unless expressly exempted otherwise.
- F. In addition to the standards noted in Art. 4, uses are also subject to other requirements in the Code such as Parking, Signage, Landscaping or specific regulations that relate to Overlays, Planned Development District or Traditional Development Districts, depending on the use location.
- G. The Zoning Division may be able to clarify any additional requirements or concerns regarding the application process or any ULDC requirements for the proposed use.

February 2018 Page 21 of 21