



**INTER-OFFICE COMMUNICATION  
DEPARTMENT OF PLANNING, ZONING AND BUILDING  
ZONING DIVISION**

**TO:** Interested County Staff and Related Agencies  
**FROM:** Jon MacGillis, ASLA, Zoning Director  
**DATE:** December 20, 2010 (Amended September 13, 2011) *MC for Jon*  
**RE:** **Deadlines/Scheduling for Proposed 2011 Unified Land Development Code (ULDC) Amendments**

**Department of Planning,  
Zoning & Building**  
 2300 North Jog Road  
 West Palm Beach, FL 33411-2741  
 (561) 233-5000

Planning Division 233-5300  
 Zoning Division 233-5200  
 Building Division 233-5100  
 Code Enforcement 233-5500  
 Contractors Certification 233-5525  
 Administration Office 233-5005  
 Executive Office 233-5228  
 www.pbcgov.com/pzb

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This memo serves to notify interested County staff and related agencies of the deadlines for submittal and scheduling for 2011 ULDC amendments. The Zoning Division is proposing to undertake two rounds of amendments for 2011. As always, it is critical that you coordinate with Zoning to meet the established schedule and deadlines if you are anticipating any amendments. The tentative schedules for both rounds are provided below:

<b>AMENDMENT ROUND 2011-01</b>	
<b>ACTIVITY</b>	<b>DATE</b>
Deadline to submit amendment requests.	January 19, 2011
Deadline to submit backup documentation.	February 16, 2011
Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings.	February 23, 2011
	March 23, 2011
	April 27, 2011
	May 25, 2011
BCC Hearing – Request for Permission to Advertise.	June 27, 2011
BCC Hearing – 1 <sup>st</sup> Reading.	July 28, 2011
BCC Hearing – 2 <sup>nd</sup> Reading and Adoption.	August 29, 2011
	August 25, 2011
(1) Annual Meeting	

<b>AMENDMENT ROUND 2011-02</b>	
<b>ACTIVITY</b>	<b>DATE</b>
Deadline to submit amendment requests.	June 30, 2011
Deadline to submit backup documentation.	August 1, 2011
Land Development Review Advisory Board (LDRAB)/Land Development Regulation Commission (LDRC) Meetings.	August 24, 2011
	<del>September 28, 2011</del>
	October 26, 2011
	November 16, 2011
BCC Hearing – Request for Permission to Advertise.	December 1, 2011
BCC Hearing – 1 <sup>st</sup> Reading.	January 5, 2012
BCC Hearing – 2 <sup>nd</sup> Reading and Adoption.	January 26, 2012

**Deadlines to submit amendment requests must include the following:**

- 1) Cover letter from Department or Division Director, or other authorized staff;

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- 2) Name, title and contact information of primary contact person (will be required to attend LDRAB, LDRC and BCC Hearings to answer any questions);
- 3) Location in ULDC of proposed amendment(s), to include exact article citation and title (or nearest relevant title), and page number(s); and,
- 4) A summary of each proposed amendment.

**In addition to the above, deadlines to submit backup documentation shall include the following for each proposed amendment:**

- 1) Verification that any interested or affected persons or organizations have been consulted during the initiation of amendments, and are being updated where applicable;
- 2) A detailed background and summary of each proposed amendment (including White Papers or other summaries, where necessary); and,
- 3) Preparation of amendment exhibits using file template provided by Zoning, providing citation and title, reason for amendment, and text, tables or images to be deleted, relocated or added. Templates and will be provided upon request.

**Kick Off Meeting – Code Amendment Training:**

A meeting will be held to review amendment submittal requirements and answer any questions. Attendance is not mandatory, but is highly encouraged.

**Location: Vista Center, 2300 North Jog Road, Room VC-2E-12**

**Time: January 12, 2011, 3:00 – 4:00 p.m.**

Please RSVP to Ann DeVeaux, Zoning Technician, at (561) 233-5213, or at [odeveaux@pbcgov.org](mailto:odeveaux@pbcgov.org).

If you should have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William J Cross, Principal Site Planner, at (561) 233-5216, or at [WCross@pbcgov.org](mailto:WCross@pbcgov.org).

JPM/WC

- c. Distribution List Attached

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Bruce Thomson, Principal Planner, Planning Division  
Lisa Amara, Senior Planner, Planning Division

### **Other Key Contacts**

Dr. Alina Alonzo, M.D., Director, Health Department  
Pete Banting, Real Estate Specialist, Facilities Development and Operations  
Richard Bogatin, Manager, Property Management, Facilities Dev. and Operations  
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