



**INTER-OFFICE COMMUNICATION
PALM BEACH COUNTY
PLANNING, ZONING AND BUILDING**

**Department of Planning,
Zoning & Building**

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Zoning Division 233-5200
Building Division 233-5100
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Contractors Certification 233-5525
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To: DRO Agencies & Agents,
Interested Parties & Zoning Division Staff

From: Jon MacGillis, ASLA, Zoning Director 

Date: January 21, 2014

Re: Full DRO & Administrative DRO (Zoning/Agency)
Comments/Response-Lock vs. Open

The following memo is to provide both Agent's and our Applicants the calendar for when ePZB comments are open/closed to staff/applicants. This information is critical so you know when you can enter comments or responses in ePZB.

If you have any questions, contact Donna Adelsperger, Site Planner I at (561) 233-5224 for DRO Applications or Ann Deveau, Zoning Technician at (561) 233-5330-5302 for Administrative Review.

C: DRO Agencies
DROOC
Interested Parties

C:\Users\dkelley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\ATGX4T8K\Final Agencies Memo - open-lock 2014.doc

Community Development

INTER-OFFICE COMMUNICATION PALM BEACH COUNTY Planning, Zoning and Building Department

To: DRO Agencies & Agents

From: Jon MacGillis, ASLA, Zoning Director

Date: January 21, 2014

Re: **DRO Comments/Response – Lock vs. 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 or certification issue. 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 Thursday prior to the DRO meeting the comments/responses are **locked** to both staff and applicant.

The screenshot displays the ePZB system interface. At the top, there are tabs for 'ezInfo', 'Welcome', 'Accounting', 'Addressing', and 'Building'. Below these, the 'Comments entered by ZONING' section is active. It shows a table of comments with columns for Agency, Date Entered, Comment Text, Issue, Resolved, Latest Response, and Comments Open/Responses Open status. Two comments are listed, both from ZONING on 06/27/2008. The first comment is 'Detail A: Correct the dista...' and the second is 'Add application number 2008-...'. Both have 'Comments Open: Yes' and 'Responses Open: No'. At the bottom, there are buttons for 'Comments Listing', 'New Comment', 'Agency Data', 'Resolve Comments', 'Re-Open', and 'Control No. Comments'.

Agency	Date Entered	Comment Text	Issue	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ZONING	06/27/2008	Detail A: Correct the dista...	Comment	☐		View Edit Delete
ZONING	06/27/2008	Add application number 2008-...	Comment	☐		View Edit Delete

**Community Development Lock/Open Calendar
December 2013 – January 2015**

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

08/13/14 (M)	08/06/14 – 08/13/14	08/13/14	08/14/14	08/14/14	08/20/14
08/25/14 (re-sub)		08/20/14	08/25/14	08/25/14	
09/10/14 (M)	09/03/14 – 09/10/14	09/10/14	09/11/14	09/11/14	09/17/14
09/22/14 (re-sub)		09/17/14	09/22/14	09/22/14	
10/08/14 (M)	10/01/14 – 10/08/14	10/08/14	10/09/14	10/09/14	10/15/14
10/28/14 (re-sub)		10/15/14	10/27/14	10/27/14	
11/12/13 (M)	11/05/14 – 11/12/14	11/12/14	11/13/14	11/13/14	11/19/14
11/24/14 (re-sub)		11/19/14	11/24/14	11/24/14	
12/10/14 (M)	12/03/14 – 12/10/14	12/10/14	12/11/14	12/11/14	12/17/14
12/22/14 (re-sub)		12/17/14	12/22/14	12/22/14	
01/14/15 (M)	01/07/15 – 01/14/15	01/14/15	01/15/15	01/15/15	01/21/15
01/26/15 (re-sub)		01/21/15	01/26/15	01/26/15	

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/onlineSubmission/index.htm?p=hom>

Administrative Review

INTER-OFFICE COMMUNICATION PALM BEACH COUNTY Planning, Zoning and Building Department

To: DRO Agencies & Agents

From: Jon MacGillis, ASLA, Zoning Director

Date: January 21, 2014

Re: **ZAR Comments/Response – Lock vs. Open**

The following memo has been created to assist both DRO Agencies and Applicants understand when ZAR comments and or responses are open. The December 2013- December 2014 key dates are found on pages 2 through 5.

The system allows **ONLY** one entity, County Staff or Applicant, to insert comments or responses at given time. The applicant must respond to agency comments by a written response letter. When **COMMENTS** are open , County Agencies can insert comments into ePZB on an application. When **RESPONSES** are open the applicant shall forward their written response letter addressing all outstanding Agency comments to the Project Manager.

ePZB Comment Screen below:

The screenshot displays the ePZB Comment Screen. At the top, there are tabs for Code Enforcement, Contractor Cert., Misc Fees, Monitoring, and Planning/Zoning. Below the tabs, the Control No. is 2009-02465, Project Manager is LBENJAMI, and Application No. is ZAR-2011-01591. A red banner reads "Comments from all agencies being viewed by ZONING". Below this, there is a search bar and a table of comments. The table has columns for Agency, Date Entered, Comment Text, Resolved, Latest Response, and Comments Open: Yes / Responses Open: No. A single comment is listed from ARCHREV on 07/14/2011 with the text "Provide elevations d...". Below the table are buttons for Comments Listing, New Comment, Agency Data, Resolve Comments, Re-Open, and Control No. Comments. At the bottom, there are links for Home, Log Out, Contact Us, and Help, along with a copyright notice for 2001 Palm Beach County - Planning, Zoning, & Building.

Agency	Date Entered	Comment Text	Resolved	Latest Response	Comments Open: Yes Responses Open: No
ARCHREV	07/14/2011	Provide elevations d...	☐		View Edit Delete

ZAR Lock/Open Calendar from December 2013 -December 2014

Intake Date	Comments Open	Comments Closed	Agent Responses Open	Agent Responses Closed
12/05/2013	12/10/2013	01/02/2014	01/03/2014	01/10/2014
12/10/2013	12/13/2013	01/08/2014	01/09/2014	01/18/2014
12/12/2013	12/17/2013	01/10/2014	01/13/2014	01/21/2014
12/17/2013	12/20/2013	01/15/2014	01/16/2014	01/24/2014
12/26/2013	12/31/2013	01/23/2014	01/24/2014	01/31/2014
12/31/2013	01/06/2014	01/28/2014	01/29/2014	02/05/2014
01/02/2014	01/06/2014	01/22/2014	01/23/2014	01/28/2014
01/09/2014	01/12/2014	01/28/2014	01/29/2014	02/03/2014
01/14/2014	01/17/2014	02/03/2014	02/04/2014	02/10/2014
01/21/2014	01/24/2014	02/10/2014	02/11/2014	02/18/2014
01/23/2014	01/27/2014	02/12/2014	02/13/2014	02/19/2014
01/28/2014	01/31/2014	02/18/2014	02/19/2014	02/24/2014
01/30/2014	02/03/2014	02/19/2014	02/20/2014	02/25/2014
02/06/2014	02/10/2014	02/26/2014	02/27/2014	03/01/2014
02/11/2014	02/14/2014	03/03/2014	03/04/2014	03/10/2014
02/13/2014	02/18/2014	03/05/2014	03/06/2014	03/11/2014
02/18/2014	02/21/2014	03/10/2014	03/11/2014	03/17/2014
02/24/2014	02/27/2014	03/14/2014	03/17/2014	03/24/2014
02/27/2014	03/03/2014	03/18/2014	03/19/2014	03/24/2014
03/06/2014	03/10/2014	03/25/2014	03/26/2014	03/31/2014
03/11/2014	03/14/2014	03/31/2014	04/01/2014	04/07/2014
03/13/2014	03/17/2014	04/01/2014	04/02/2014	03/07/2014
03/18/2014	03/21/2014	04/07/2014	04/08/2014	04/14/2014

ZAR Lock/Open Calendar from December 2013 -December 2014

03/25/2014	03/28/2014	04/14/2014	04/15/2014	04/18/2014
03/27/2014	03/31/2014	04/15/2014	04/16/2014	04/21/2014
04/03/2014	04/07/2014	04/22/2014	04/23/2014	04/28/2014
04/08/2014	04/11/2014	04/28/2014	04/29/2014	05/05/2014
04/10/2014	04/14/2014	05/01/2014	05/02/2014	05/07/2014
04/15/2014	04/18/2014	05/05/2014	05/06/2014	05/12/2014
04/22/2014	04/25/2014	05/12/2014	05/13/2014	05/19/2014
04/24/2014	04/28/2014	05/13/2014	05/14/2014	05/19/2014
04/29/2014	05/02/2014	05/19/2014	05/20/2014	05/27/2014
05/01/2014	05/05/2014	05/20/2014	05/21/2014	05/27/2014
05/08/2014	05/12/2014	05/28/2014	05/29/2014	06/03/2014
05/13/2014	05/16/2014	06/02/2014	06/03/2014	06/09/2014
05/20/2014	05/23/2014	06/09/2014	06/10/2014	06/16/2014
05/22/2014	05/27/2014	06/11/2014	06/12/2014	06/17/2014
05/27/2014	05/30/2014	06/16/2014	06/17/2014	06/23/2014
05/29/2014	06/02/2014	06/17/2014	06/18/2014	06/23/2014
06/05/2014	06/09/2014	06/24/2014	06/25/2014	06/30/2014
06/10/2014	06/13/2014	06/30/2014	07/01/2014	07/07/2014
06/12/2014	06/16/2014	07/01/2014	07/02/2014	07/08/2014
06/17/2014	06/20/2014	07/07/2014	07/08/2014	07/14/2014
06/24/2014	06/27/2014	07/14/2014	07/15/2014	07/21/2014
06/26/2014	06/30/2014	07/16/2014	07/17/2014	07/22/2014
07/03/2014	07/07/2014	07/22/2014	07/23/2014	07/28/2014
07/08/2014	07/11/2014	07/28/2014	07/29/2014	08/04/2014
07/10/2014	07/14/2014	07/29/2014	07/30/2014	08/04/2014

ZAR Lock/Open Calendar from December 2013 -December 2014

07/15/2014	07/18/2014	08/04/2014	08/05/2014	08/11/2014
07/22/2014	07/25/2014	08/11/2014	08/12/2014	08/18/2014
07/24/2014	07/28/2014	08/12/2014	08/13/2014	08/18/2014
07/29/2014	08/01/2014	08/18/2014	08/19/2014	08/25/2014
07/31/2014	08/04/2014	08/19/2014	08/20/2014	08/25/2014
08/07/2014	08/11/2014	08/26/2014	08/27/2014	09/02/2014
08/12/2014	08/15/2014	09/02/2014	09/03/2014	09/08/2014
08/19/2014	08/22/2014	09/08/2014	09/09/2014	09/15/2014
08/21/2014	08/25/2014	09/10/2014	09/11/2014	09/16/2014
08/26/2014	08/29/2014	09/15/2014	09/16/2014	09/22/2014
08/28/2014	09/02/2014	09/17/2014	09/18/2014	09/23/2014
09/04/2014	09/08/2014	09/23/2014	09/24/2014	09/29/2014
09/09/2014	09/12/2014	09/29/2014	09/30/2014	10/06/2014
09/11/2014	09/15/2014	09/30/2014	10/01/2014	10/06/2014
09/16/2014	09/19/2014	10/06/2014	10/07/2014	10/14/2014
09/23/2014	09/26/2014	10/14/2014	10/15/2014	10/20/2014
10/02/2014	10/06/2014	10/22/2014	10/23/2014	10/28/2014
10/09/2014	10/14/2014	10/29/2014	10/30/2014	11/04/2014
10/14/2014	10/17/2014	11/03/2014	11/04/2014	11/10/2014
10/21/2014	10/24/2014	11/10/2014	11/12/2014	11/17/2014
10/23/2014	10/27/2014	11/12/2014	11/13/2014	11/18/2014
10/28/2014	10/31/2014	11/17/2014	11/18/2014	11/24/2014
10/30/2014	11/03/2014	11/19/2014	11/20/2014	11/25/2014
11/06/2014	11/10/2014	11/26/2014	12/01/2014	12/08/2014
11/13/2014	11/17/2014	12/04/2014	12/05/2014	12/10/2014

ZAR Lock/Open Calendar from December 2013 -December 2014

11/18/2014	11/21/2014	12/08/2014	12/09/2014	12/15/2014
11/25/2014	12/01/2014	12/16/2014	12/17/2014	12/22/2014
12/04/2014	12/08/2014	12/13/2014	12/24/2014	12/31/2014
12/09/2014	12/12/2014	12/29/2014	12/30/2014	01/05/2015
12/11/2014	12/15/2014	01/05/2015	01/06/2015	01/12/2015
12/16/2014	12/19/2014	01/06/2015	01/07/2015	01/12/2015
12/30/2014	01/05/2015	01/21/2015	01/22/2015	01/27/2015
12/31/2014	01/05/2015	01/21/2015	01/22/2015	01/27/2015

KEY:

Intake Date

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 into 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/linesubmittal/>

If you have any questions, please contact Alan Seaman, Principal Site Planner at 561-233-5302 or me at 561-233-5234.

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