



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

TO: Interested County Staff, Related Agencies and Public in General

FROM: Jon MacGillis, ASLA, Zoning Director *JPM*

DATE: December 17, 2015 (Revised July 20, 2016*)

RE: **Deadlines/Scheduling for Proposed 2016 Unified Land Development Code (ULDC) Amendments: County Agencies and Privately Initiated Amendments**

This memo serves to notify County Agencies and individuals seeking Privately Initiated Amendments (PIA) of the scheduling for 2016 ULDC amendments. To minimize redundancy and staffing needs, County Agencies are required to submit amendments in accordance with the timeframes and deadlines indicated below. Applicants proposing to submit PIAs are encouraged to utilize the County submittal dates but may also seek to proceed under a separate timeline; however, this may incur additional expense to cover required legal advertisements. It is critical that all applicants coordinate with Zoning Division staff to meet the established schedules and deadlines for any amendments.

ULDC Amendment Rounds:

The following lists the tentative deadlines, Land Development Regulation Advisory Board (LDRAB), and Board of County Commission (BCC) Zoning Hearing dates for the two ULDC Amendment Rounds scheduled for 2016.

ACTIVITY	ROUND 2016-01	ROUND 2016-02
Deadline to submit amendment requests to the Zoning Division	January 15, 2016	June 10, 2016
LDRAB Initiation	January 27, 2016	June 22, 2016
Deadline to submit backup documentation	February 12, 2016	July 8, 2016
BCC Initiation	February 25, 2016	July 28, 2016(*) (Rescheduled to August 25, 2016)
LDRAB Meetings (1)	February 24, 2016 (2)	August 24, 2016(*) (Rescheduled to August 31, 2016)
	March 23, 2016	September 21, 2016
	April 27, 2016	October 26, 2016
	May 25, 2016 (3)	November 16, 2016 (3)
BCC Hearing – Request for Permission to Advertise	June 23, 2016	December 1, 2016
BCC Public Hearing – 1 st Reading (4)	July 28, 2016(*) (Rescheduled to August 25, 2016)	January 5, 2017
BCC Public Hearing – 2 nd Reading and Adoption	August 25, 2016(*) (Rescheduled to September 22, 2016)	January 26, 2017

- NOTES:**
- LDRAB Agenda's will be scheduled by the Zoning Division
 - LDRAB Annual Meeting
 - LDRAB will also serve as the Land Development Regulation Commission (LDRC)
 - Some amendments may only require one public hearing.
- (*) Meeting/Hearing dates modified.

**Department of Planning,
Zoning & Building**

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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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Dates may be subject to change. See the Zoning Division 2016 ULDC Amendment Schedule webpage at http://www.pbcgov.com/pzb/zoning/code/newsrelease/amend_sched_16.htm to verify applicable dates.

Application Requirements

Initial submittal of amendment requests must include the following:

- 1) Cover letter from Department or Division Director, or other authorized staff;
- 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 detailed summary of each proposed amendment.

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; and,
- 3) Preparation of amendment exhibits using the file template provided by Zoning, providing citation and title, a concise "reason for amendment", and text, tables or images to be deleted, relocated or added.

Privately Initiated Amendments (PIA):

In 2012 the BCC adopted the privately initiated amendment (PIA) process to assist the public. The County will coordinate with interested parties who choose to submit a privately initiated amendment and ensure it follows the newly established process. For a copy of the flow chart process for a PIA, please visit the [Zoning Web Page](http://www.pbcgov.com/pzb/zoning/newapps/flowcharts/ULDC_Privately_Initiated_Flowchart.pdf) at http://www.pbcgov.com/pzb/zoning/newapps/flowcharts/ULDC_Privately_Initiated_Flowchart.pdf.

Pre-application Meeting:

A pre-application meeting is required prior to submittal of a County or privately initiated amendment. Please contact Code Revision staff at (561) 233-5566 to schedule an appointment.

If you have any questions or require additional information regarding the proposed schedules, please contact me at 561-233-5234, or William Cross, Principal Site Planner, at (561) 233-5206, or at WCross@pbcgov.org.

JPMWJC

- C. Hard Copy to:
Faye Outlaw, Assistant County Administrator
Patrick Rutter, Executive Director PZB
Leonard Berger, Chief Assistant County Attorney

Electronic Copy to: Distribution List (attached)

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Other Key Contacts

Dr. Alina Alonso, M.D., Director, Health Department
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Richard Bogatin, Property Specialist, Facilities Development and Operations
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