MEMORANDUM

GROWTH MANAGEMENT DEPARTMENT
Planning & Design Division
315 West Main Street
Post Office Box 7800
Tavares, Florida 32726-7800

LAKE COUNTY
FLORIDA

P: 352.343.9739
F: 352.343.9595
www.lakegovernment.com

To: Property Owners and Development Consultants

From: R. Wayne Bennett, Planning Director

Date: April 11, 2007

Subject: Development Review Staff (DRS) Process Update

The purpose of this memorandum is to announce procedural and schedule changes relative to Lake County's Development Review Staff process. The changes are identified in the attached document and will take effect on April 13, 2007.

An informational workshop for property owners and development consultants has been scheduled for Thursday, April 26th at 2 PM. The location will be Room 235 in the County Administrative Building, 315 W. Main Street, Tavares. At that time, staff will present an overview of the process changes and be available to answer questions. I have also set aside time in my schedule to meet individually with anyone who would like to discuss the process changes either before or after the workshop on April 26th. Please contact my assistant Joan Greaney (352)-343-9739 ext. 5838 to set up an appointment.

The changes are not extensive nor are they revolutionary. However, anytime a change to an existing process occurs there will be a moment of concern until staff and customers develop a new level of comfort with the new process. We ask for you understanding and cooperation as we work through the implementation of the changes. We believe the DRS changes will bring benefits to both staff and customers. Provided below is a brief summary of some key elements of the new process.

Key Elements of New DRS Process	**Existing Process**
DRS will meet for a **full day** every other week, on Thursday, over the course of the year, twenty-six (26) meetings per year.	DRS generally will meet for a half day every week, on Thursday, for a potential of 52 meetings per year. Holidays and other reasons generally reduce this number to 46-48 meetings per year.
DRS will expand review to include **ministerial** and **non-ministerial** development applications. The additional application types include rezoning, conditional use permits (CUP), PUD, Development of Regional Impact, Comp Plan and LDR text and map amendments (large and small scale).	DRS reviews all ministerial types of development applications such as site plans, mining plans, preliminary plats, and site plan/plat amendments.

The time from the last day for submittal of an application to the first DRS meeting will be approximately **50-55** days (assuming the application was determined to be sufficient). Reasons for difference with existing process: • Information sufficiency and staff analysis/report processes have been separated and are not concurrent (ten days) • All DRS staff will be involved in sufficiency process • Additional process time has been included to provide applicant and public additional time to review Final Staff Reports for applications (about 5 days)	The time from submittal of an application to the first DRS meeting is typically 30 days. Pre-submittal applications are forwarded to the DRS on a much faster schedule…usually the next week following submittal. However, written staff comments are not provided for pre-submittals. A majority of applications will undergo two DRS reviews…one for the initial submittal and the other to review revisions required by DRS members. Actual processing time runs more than 60 days for a typical application.
Non-ministerial applications (rezoning, DRI, PUD, and CUP and Plan Amendments) will be accepted for processing up to the end of each ZB (Zoning Board) or LPA (Local Planning Agency) cycle…which is 30 days.	Not currently submitted for DRS review. These types of applications have been accepted on a separate review cycle based on the date of ZB or LPA meetings. The review timeline has generally been 45 or more days.

Cc: Carol Stricklin, AICP Senior Director, Growth Management

Development Review Staff (DRS) Process April – Dec 2007

Prepared By: Growth Management Department, Division of Planning and Community Design, Lake County, FL
April 10, 2007

Overview of DRS Process/Update

The following pages include a schedule and procedures for the updated Development Review Staff (DRS) process. The objectives and benefits of this update are expected to include:

- DRS staff comments will be incorporated into the staff reports and recommendations that are transmitted to the Zoning Board or the Local Planning Agency. This should provide more comprehensive information, analysis and recommendations for our Boards.
- Better defines the policies and schedule related to determining information sufficiency of applications. All DRS members will have the opportunity to participate in the information sufficiency process. The new process discourages submittal of incomplete or information deficient applications and would prohibit an applicant from continuing through a review cycle if the application is found to be insufficient.
- There is more time built into the new process for the preparation, review and revision of staff reports, and improved coordination between members of the DRS.
- The applicant will receive (or can download) a copy of the combined (all agencies) staff report at least five days prior to the DRS meeting. This should be a benefit to both applicant and County staff from the point of view of having time to discuss and resolve problems or issues prior to the DRS meeting. This should allow more effective use of staff time during DRS meetings.
- Meeting agenda's, staff reports and other information for DRS, Zoning Board and LPA can be published to the Growth Management website.
- There will be benefits to adjoining property owners and general public from this process including on and off-line availability of staff reports, published agenda's, etc., This should produce better informed citizens who wish to address our Boards regarding a specific agenda item.

DRS Meeting Location and Time

The Development Review staff will meet at various locations from time to time. The location will be announced with the final agenda for a DRS Meeting. The meetings begin at 9 A.M. for the morning session and at 1:30 for the afternoon session. The group breaks for lunch at 12:00 Noon. Generally, the agenda is set up to provide thirty (30) minutes per applicant. There are designated waiting areas for applicants. A DRS staff member will announce to waiting applicants when the DRS group is ready for a specific agenda item.

Types of Development Applications Reviewed through the DRS process.

Major Site Plans - Unincorporated County
Type 1 - Large Scale
(Residential, commercial or mixed use development that exceeds a minimum threshold)
Type 2 - Non-Residential
(includes RV Parks and Rental Parks)
Type 3 - Residential
Type 4 - Mining Site Plan (Large Scale)
Type 5 - Rural

Major Site Plans - Within a JPA
Type 1 - Large Scale
Type 2 - Non-Residential
Type 3 - Residential
Type 4 - Mining Site Plan (Large Scale)
Type 5 - Rural

Minor Site Plans
Type 1 - Urban - Two (2) acres or less
Type 2 - Rural - Five (5) acres or less
Type 3 - Mining Site Plan (small scale)

Major Site Plan Amendment

Minor Site Plan Amendment

Preliminary Subdivision Plan - Traditional
Base Fee
Per Lot Fee

Preliminary Subdivision Plan - Cluster
Base Fee

Minor Subdivision Plat (four or fewer lots)
Plat Review

Minor Subdivision Plat (five to twenty lots)
Plat Review
Construction Plan Review - with Infrastructure
Construction Plan Review - without Infrastructure

DRS Pre Submittal Review

Major Subdivision - Final Plat
Plat Review
Construction Plan Review

Conditional Use Permit
Original
Amendment
Revocation/Termination
Annual Inspection/Monitoring

Waiver
Central Water and Sewer Service

Planned Unit Development
Type 1 – Small scale
Type 2 – Large scale

PUD Amendment
Type 1 PUD
Type 2 PUD

Zoning Map Amendment
Rural Land Use Series
Urban Land Use Series
Special Land Use Series

LDR Amendment
Text

Development of Regional Impact
ADA/DRI
NOPC - Non-Substantial
NOPC - Substantial
Modeling and Monitoring Report
Annual Report
Revocation/Termination

Vacation/Abandonment
ROW or Easement

Environmental Review
Upland, Wetland, Wildlife & Critical Habitat

Concurrency Review
Concurrency Test (3-99 units)
Concurrency Test (100+ units)
Concurrency Test (Nonresidential)
Transportation Concurrency

Landscape Plan Review
Minor Plan Review
Major Plan Review

Vested Rights Determination
Common Law or Regulatory

Agreements
Developer's Agreement

Plan Revisions (Site Plan or Plat)
Plan Rejected as Insufficient - Revised Submittal
Second Revised Submittal - Post DRS
Third and Subsequent Revised Submittals - Post DRS

DRS Members, Staff, and Contact Information

Member Agency	Staff Rep	Mailing Address	Telephone	Email
Growth Management Department - Division of Planning and Community Design	Jennifer Myers, Dev. Review Supervisor	315 W. Main St. Tavares, FL 32778-7800	352-343-9640	jmyers@lakecountyfl.gov
	Jennifer Samartino, Office Associate IV		352-343-9739 ext. 5402	jsamartino@lakecountyfl.gov
	Rosemary Martin, Office Associate III		352-343-9739 ext. 5840	rmartin@lakecountyfl.gov
	Kelly Messer, Office Associate IV		352-343-9739 ext 5439	kmesser@lakecountyfl.gov
	Brian Sheahan, Chief Planner		352-343-9773	bsheahan@lakecountyfl.gov
	Alfredo Massa, Chief Planner		352-343-9774	amassa@lakecountyfl.gov
	Rick Hartenstein, Senior Planner		352-343-9739 ext. 5400	rhartenstein@lakecountyfl.gov
	Stacy Allen, Senior Planner		352-343-9739 ext. 5574	sallen@lakecountyfl.gov
	Karen Ginsberg, Senior Planner		352-343-9739 ext. 5756	kginsberg@lakecountyfl.gov
	Ryan Guffey, Senior Planner		352-343-9739 ext. 5419	rguffey@lakecountyfl.gov
	Grant Wenrick, Landscape Architect		352-343-9739 ext. 5832	gwenrick@lakecountyfl.gov
	Denna Levan, Planner		352-343-9739 ext. 5460	dlevan@lakecountyfl.gov
	Karen Rosick, Planner		352-343-9739 ext. 5567	krosick@lakecountyfl.gov

Member Agency	Staff Rep	Mailing Address	Telephone	Email
Growth Management Department – Building Services – Fire Review	Brian Hawthorne, Fire Inspector	315 W. Main St. Tavares, FL 32778-7800	(352) 343-9653 ext. 5788	bhawthorne@lakecountyfl.gov
Growth Management Department – Zoning and Customer Services Division	Anita Greiner, Chief Planner	315 W. Main St. Tavares, FL 32778-7800	(352) 343-9871	dgreiner@lakecountyfl.gov
Public Works Department Development Engineering	Ross Pluta	P.O. Box 7800 123 N. Sinclair Avenue Tavares, FL 32778-7800	(352) 253-4933	rpluta@lakecountyfl.gov
	Patti Harker Right-of-Way Manager		(352) 253-4975	pharker@lakecountyfl.gov
Office of the County Attorney	Kimberly Williams Assistant County Attorney	315 W. Main St. Tavares, FL 32778-7800	(352) 343-9787	kwilliams@lakecountyfl.gov
Lake County Health Department	Paul Butler, Environmental Supervisor II	Lake County Health Department P. O. Box 1305 Tavares, FL 32778	(352)253-6130	paul_butler@doh.state.fl.us
	Elias Christ, Environmental Specialist II		(352) 253-6130	elias_christ@doh.state.fl.us
Environmental Services Department – Division of Compliance and Enforcement	Scott Catasus, Environmental Specialist	P.O. Box 7800 13130 County Landfill Rd. Tavares, FL 32778-7800	(352) 343-3776 ext. 240	scatasus@lakecountyfl.gov
Lake County School Board	Dawn McDonald, Sr. Planner	201 West Burleigh Blvd., Tavares, FL 32778	(352) 253-6694	mcdonaldd@lake.k12.fl.us

Joint Planning Area (JPA) and/or Municipal Representatives to the DRS Process				
Town of Astatula	Peter Brandt	Green Consulting Group, Inc. 4070 United Way Mt. Dora, FL 32757	(352) 357-9241	pbrandt@greenconsultinggroup.com
City of Clermont	Lisa Howard, Planning and Zoning Supervisor	P.O. Box 120219 Clermont, FL 34712-0219	(352) 394-3542	LHoward@clermontfl.org
City of Eustis	Alton Roane Senior Director of Development Serv.	P.O. Drawer 68 Eustis, FL 32727-0068	(352) 483-5460	RoaneA@co.eustis.fl.us
City of Fruitland Park	Peggy Sue Clark Planning and Zoning Director	506 W. Berckman St. Fruitland Park, FL 34731	(352) 360-6727	pclark@fruitlandpark.org
City of Groveland	Nicole Direnzo Development Coordinator	117 N. Main Ave Groveland, FL 34736-2597	(352) 429-2141 ext. 237	Nicole.direnzo@grovelandfl.gov
Town of Howey-In-The-Hills	Brenda Brasher	P.O. Box 67 Howey-In-The-Hills, FL 34737-0067	(352) 324-2290	bbrasher@howey.org
City of Tavares	Susan Jackson, AICP, Community Development Director	P.O. Box 1068 Tavares, FL 32778	(352) 742-6404	sjackson@tavares.org
	Jacques Skutt Senior Planner		(352) 742-6416	jskutt@tavares.org

Town of Lady Lake	Kerry Nielson, Town Planner	409 Fennell Blvd., Lady Lake, FL 32159	(352) 751-1520	knielson@ladylake.org
City of Leesburg	Laura McElhanon Director of Community Development	P.O. Box 490630 Leesburg, FL 34749-0630	(352) 728-9760	Laura.mcelhanon@leesburgflorida.gov
City of Minneola	Sue Niswonder Assistant Planner	P.O. Box 678 Minneola, FL 34755	(352) 394-3598	sniswonder@minneola.us
Town of Montverde	Wayne Nichols, Town Clerk	P.O. Box 560008 Montverde, FL 34756	(407) 469-2681	Montverde@earthlink.net
City of Mount Dora	Mark Reggentin, AICP Planning and Development Director	510 N. Baker St. Mount Dora, FL 32757	(352) 735-7112 Ext. 1701	ReggentinM@ci.mount-dora.fl.us
City of Umatilla	Glenn Irby, City Manager	P.O. Box 2286 Umatilla, FL 32784-2286	(352) 669-3125	Girby@umatillafl.org

DRS Schedule

The new process will officially begin on April 13, 2007. Applications accepted after this date will be processed for DRS Cycle 9. The schedule of DRS Cycles for the remainder of the DRS calendar year is included on the following pages.

Development Review Staff (DRS) Meeting Schedule

Filing Deadline[1]	Information Sufficiency[2] Determined	Revised Plan Submittal Date (Ministerial)[3]	Schedule DRS[4]	Staff Report Draft[5]	Final DRS Report[6]	DRS Meeting[7]	Revised Staff Report[8]	Public Hearing Notice[9]	Zoning Board[10]	LPA	BCC
DRS 2007											
Applications submitted prior to 4/13/07 will be processed for one of the DRS meetings in March, April or May. Applications submitted after 4/13/07 and on or before April 27th will be included in DRS Cycle 9.						DRS meetings to be held on 3/8; 3/15; 3/22; 4/5; 4/12; 4/19; 5/3; 5/10; 5/17; 5/31					
DRS Cycle 9 ZB-2007											
4/27 (Friday)	5/11 (Friday)	5/18 (Friday)	5/14 (Monday)	5/30 (Wed)	6/6 (Wed)	6/14 (Thurs)	6/20 (Wed)	6/20	7/9 (Thurs)	NA	7/24 (Tues)
DRS Cycle 10 LPA-2007											
5/11 (Friday)	5/25 (Friday)	6/1 (Friday)	5/28 (Monday)	6/13 (Wed)	6/20 (Wed)	6/28 (Thurs)	7/3 (Wed)	7/5	NA	7/19 (Thurs)	8/28 (Tues)
DRS Cycle 11 ZB-2007											
5/25 (Friday)	6/8 (Friday)	6/15 (Friday)	6/11 (Monday)	6/27 (Wed)	7/5 (Wed)	7/12 (Thurs)	7/18 (Wed)	7/18	8/1 (Wed)	NA	8/28 (Tues)
DRS Cycle 12 LPA-2007											
6/8 (Friday)	6/22 (Friday)	6/29 (Friday)	6/25 (Mon)	7/11 (Wed)	7/18 (Wed)	7/26 (Thurs)	8/1 (Wed)	8/1	NA	8/16 (Thurs)	9/25 (Tues)
DRS Cycle 13 ZB-2007											
6/22 (Friday)	7/6 (Friday)	7/13 (Friday)	7/9 (Mon)	7/25 (Wed)	8/1 (Wed)	8/9 (Thurs)	8/15 (Wed)	8/15	9/5 (Wed)	NA	9/25 (Tues)
DRS Cycle 14 LPA-2007											
7/6 (Friday)	7/20 (Friday)	7/27 (Friday)	7/23 (Mon)	8/8 (Wed)	8/15 (Wed)	8/23 (Thurs)	8/29 (Wed)	8/29	NA	9/20 (Thurs)	10/23 (Tues)

Filing Deadline	Information Sufficiency Determined	Revised Plan Submittal Date (Ministerial)[11]	Schedule DRS	Staff Report Draft	Final DRS Report	DRS Meeting	Revised Staff Report	Public Hearing Notice	Zoning Board	LPA	BCC
DRS Cycle 15 ZB-2007											
7/20 (Friday)	8/3 (Friday)	8/17 (Friday)	8/6 (Mon)	8/22 (Wed)	8/29 (Wed)	9/6 (Thurs)	9/12 (Wed)	9/12	10/3 (Wed)	NA	10/23 (Tues)
DRS Cycle 16 LPA-2007											
8/3 (Friday)	8/17 (Friday)	8/31 (Friday)	8/20 (Mon)	9/5 (Wed)	9/12 (Wed)	9/20 (Thurs)	9/26 (Wed)	9/26	NA	10/18 (Thurs)	11/27 (Tues)
DRS Cycle 17 ZB-2007											
8/17 (Friday)	8/31 (Friday)	9/14 (Friday)	9/3 (Mon)	9/19 (Wed)	9/26 (Wed)	10/4 (Thurs)	10/10 (Wed)	10/10	11/7 (Wed)	NA	11/27 (Tues)
DRS Cycle 18 LPA-2007											
8/31 (Friday)	9/14 (Friday)	9/28 (Friday)	9/17 (Mon)	10/3 (Wed)	10/10 (Wed)	10/18 (Thurs)	10/24 (Wed)	10/24	NA	11/15 (Thurs)	TBD
DRS Cycle 19 ZB-2007											
9/14 (Friday)	9/28 (Friday)	10/12 (Friday)	10/1 (Mon)	10/17 (Wed)	10/24 (Wed)	11/8 (Thurs)	11/14 (Wed)	11/14	12/5 (Wed)	NA	TBD
DRS Cycle 20 LPA-2007											
9/28 (Friday)	10/12 (Friday)	10/26 (Friday)	10/15 (Mon)	10/31 (Wed)	11/7 (Wed)	11/15 (Thurs)	11/21 (Wed)	11/21	NA	12/20 (Thurs)	TBD
DRS Cycle 21 ZB-2007											
10/12 (Friday)	10/26 (Friday)	11/9 (Friday)	10/29 (Mon)	11/14 (Wed)	11/21 (Wed)	11/29 (Thurs)	12/5 (Wed)	12/5	1/2/08 (Wed)	NA	TBD
DRS Cycle 22 LPA-2007											
10/26 (Friday)	11/9 (Friday)	11/23 (Friday)	11/12 (Mon)	11/28 (Wed)	12/5 (Wed)	12/13 (Thurs)	12/19 (Wed)	12/19	NA	1/17/08 (Thurs)	TBD
DRS Cycle 23 ZB-2007											
11/9 (Friday)	11/23 (Friday)	12/7 (Friday)	11/26 (Mon)	12/12 (Wed)	12/19 (Wed)	12/27 (Thurs)	1/2/08 (Wed)	1/2/08	2/6/08 (Wed)	NA	TBD

Filing Deadline	Information Sufficiency Determined	Revised Plan Submittal Date (Ministerial)[12]	Schedule DRS	Staff Report Draft	Final DRS Report	DRS Meeting	Revised Staff Report	Public Hearing Notice	Zoning Board	LPA	BCC
DRS Cycle 24 LPA-2007											
11/23 (Friday)	12/7 (Friday)	12/21 (Friday)	12/10 (Mon)	12/26 (Wed)	1/2/08 (Wed)	1/10/08 (Thurs)	1/14/08 (Wed)	1/14/08	NA	2/21/08	TBD
DRS Cycle 25 ZB-2007											
12/7 (Friday)	12/21 (Friday)	1/4/08 (Friday)	12/24/08 (Mon)	1/9/08 (Wed)	1/16/08 (Wed)	1/24/08 (Thurs)	1/30/08 (Wed)	1/30/08	3/5/08 (Wed)	NA	TBD
DRS Cycle 26 LPA-2007											
12/21 (Friday)	1/4/08 (Friday)	TBD	1/7/08 (Mon)	1/23/08 (Wed)	1/30/08 (Wed)	2/7/08 (Thurs)	2/13/08 (Wed)	2/13/08	NA	3/20/08 (Thurs)	TBD

[1] The filing deadline is the last day of every two week period. Each cycle has multiple possible "destinations" that include the DRS, either the Zoning Board or Local Planning Agency, and the BCC. Pre-submittals, preliminary plats, minor plats and site plans can be filed by the deadline for any cycle and will exit the process at the DRS destination. DRI, Rezoning/PUD and Conditional Use applications can be submitted for any ZB cycle (every 30 days) and will exit the cycle through BCC action. Small scale plan amendments can be submitted for any LPA cycle (every 30 days) and will also exit the cycle through BCC action.

[2] There are two phases for determining information sufficiency. As applications are filed, the DRS staff will determine if all required submittals are included in the application. If not, the application will be returned to the applicant immediately. DRS staff will not hold applications pending receipt of required submittals (except for a 24 hour period). When a complete application is logged in, the DRS staff will accomplish the following: enter the application into the Perconti system; determine if the alt key numbers represent the correct property record cards for the property described in the application; use the submitted legal description to identify ordinances applicable to the property; meet with Chief Planners to determine case manager assignments for incoming cases; and forward the application and ordinances to the assigned case manager and members of the DRS. The application package should not be forwarded to the case manager and DRS members until the Monday following the application closing date.

The second phase of application sufficiency involves the case manager and DRS members. All DRS members must determine if the submitted information is sufficient and appropriate for their respective review. If the information is sufficient **and** appropriate, the applicant will receive an email to that effect. If it is not then the applicant will receive a form letter by email and post noting the information deficiencies. The form letter and email will be generated by the case manager not later than the date in column 2. A deficient application would be withdrawn from the review cycle until the applicant provides the data required by DRS staff. An application may be held pending the receipt of sufficient information for a maximum of three cycles. If the required information has not been

submitted by the information sufficiency date for the third cycle following the original submittal, the application will be returned to the applicant, and 70 percent of the application fee refunded. The case manager will also have the responsibility to confirm the property legal description supplied from the boundary survey or sketch of description. The warranty deed supplied with the application will not be used to confirm a legal description. It is required in order to confirm ownership of the property. The term "appropriate" is used to differentiate application information. For example, an application may include a traffic study that is required, but the study may not be based on current data or applicable methodologies. Therefore, the application could be found to be sufficient (includes a required study) but with inappropriate information resulting in a finding of an application deficiency. Public Works staff would be responsible for communicating this deficiency to the case manager not later than the Wednesday before the sufficiency deadline listed in column 2.

[3] A ministerial application is one that can be reviewed and/or approved by staff and includes preliminary plats, all types of site plans, pre-submittals, and minor plats. The date given in the column is the deadline for receipt of information identified in the non-sufficient letter prepared by the case manager. If the applicant has received a notice from the case manager of non- sufficiency, the deficiency can be corrected on or before the date in order to be scheduled for the DRS meeting within the cycle of the sufficiency deadline. A deficient application will not be considered for DRS review in the same cycle for which is was submitted. This procedure does not apply to applications that will be considered by one of the advisory boards or the BCC.

In the case of an application with a board destination, the information sufficiency date is the one for the cycle for the applicable board. For example, a rezone application is filed in a cycle with the ZB designation. The next sufficiency date would be the next ZB cycle sufficiency date. The same procedure applies for applications with an LPA destination.

[4] This column provides the date that DRS staff will place the sufficient application item on the tentative DRS agenda and publish the tentative agenda to the DGM website. .

[5] The draft staff report includes the case managers' analysis as well as the comments from other DRS members and review agencies. DRS review comments can be made directly to the case file via the Perconti system or by email to the assigned case manager.

[6] PCD staff would have five working days to complete an internal review of the draft report. The internal review would include the applicable Chief Planner, the Public Hearing Coordinator and the Planning Director (and Growth Management Director when applicable). The date in the column is the day the final report is transmitted to the applicant and DRS members via email and posted to the GM website. The Planning Director, Chief Planners and Case Managers will have a standing case meeting on the Friday following release of the draft staff report. When the Final Staff Report (FSR) is released to the applicant it is likely it will generate phone calls and emails to DRS members responsible for the various sections of the report. This is anticipated and offers an opportunity for an applicant to work out any potential issues prior to the meeting. These problem solving items can be reported at the DRS meeting.

[7] Each DRS morning session will continue to be devoted to preliminary plats, site plans and pre-submittals. The afternoon session will be reserved for zoning map amendments, small scale amendments, DRI's, etc., depending on the applicable cycle. The DRS will be facilitated by the Development Review Supervisor (Jennifer Myers) and one of the Chief Planners. The role of the Chief Planner will become more evident with zoning map amendments and DRI's going through the DRS process. A consensus of DRS members that an application was ready for review by a Board would be necessary in order to docket the item for a subsequent Board meeting date.

The DRS may require revisions to the ministerial submittal that must be reviewed, either informally or formally, (at a subsequent DRS meeting if a formal review is required) by DRS members. When the review can be accomplished informally (does not require review during a DRS meeting), the revised plans can be submitted to the DRS staff at any time. DRS staff will process and transmit the revised submittal to all DRS members on the Friday following receipt of the submittal and will transmit all staff comments to the applicant within twelve working days from the date of transmittal to DRS (always on a Friday). If a formal review is required, the submittal must be received by the date indicated in column 3 in order to be processed for the DRS meeting for the cycle.

When the DRS requires revisions to a non-ministerial submittal, the revisions must be submitted to the case manager prior to the date when the Revised Staff Report (column 8) is due. If the revised submittal is not received by the due date for the Revised Staff Report, the submittal will be deferred to the next cycle for the type of non-ministerial application (ZB or LPA).

[8] A revised staff report would be produced (if necessary) for any application going forward to the ZB or LPA. The revisions may include additional information provided at the DRS meeting. The case manager would be responsible for producing the revised report. This item must be completed and in the file before the notice of public hearing is published. We will publish the agenda for the ZB or LPA meetings and repost the reports when all staff reports are completed.

[9] In general, this process provides more than 15 days for preparation, submittal and publishing public hearing notices (10 days required). Property postings and adjoining property owner notifications should be completed concurrent with publishing the notice. The actual schedule does not indicate the fifteen days. This is because the preparation of the notice would begin as soon as the final staff report has been generated. If the item receives a consensus from the DRS that it is ready (sufficient) for a Board review then the notice for public hearing can be sent to the newspaper the day following the DRS meeting.

[10] The Zoning Board and LPA members would receive their agenda package no less than 5 days after the public hearing notice date. Also, the actions of the ZB or LPA would be posted on our website within 5 days of the ZB meeting. The BCC members would receive their agenda packages at the same time as we post the ZB action report.

[11] A ministerial application is one that can be reviewed and/or approved by staff and includes preliminary plats, all types of site plans, pre-submittals, and minor plats. The date given in the column is the deadline for receipt of information identified in the non-sufficient letter prepared by the case manager. If the applicant has received a notice from the case manager of non- sufficiency, the deficiency can be corrected on or before the date in order to be scheduled for the DRS meeting within the cycle of the sufficiency deadline. A deficient application will not be considered for DRS review in the same cycle for which is was submitted. This procedure does not apply to applications that will be considered by one of the advisory boards or the BCC.

In the case of an application with a board destination, the information sufficiency date is the one for the cycle for the applicable board. For example, a rezone application is filed in a cycle with the ZB designation. The next sufficiency date would be the next ZB cycle sufficiency date. The same procedure applies for applications with an LPA destination.

[12] A ministerial application is one that can be reviewed and/or approved by staff and includes preliminary plats, all types of site plans, pre-submittals, and minor plats. The date given in the column is the deadline for receipt of information identified in the non-sufficient letter prepared by the case manager. If the applicant has received a notice from the case manager of non- sufficiency, the deficiency can be corrected on or before the date in order to be scheduled for the DRS

meeting within the cycle of the sufficiency deadline. A deficient application will not be considered for DRS review in the same cycle for which is was submitted. This procedure does not apply to applications that will be considered by one of the advisory boards or the BCC.

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Standard PCD Procedures

Application Intake and First Stage Sufficiency

1. For the two week/four week period (two weeks for ministerial applications and four weeks for board action applications) prior to the application closing date, DRS staff can accept applications and make the initial determination of sufficiency. An application can be submitted for a future cycle, but the sufficiency determination and processing will begin concurrently with the cycle in which the application is intended to be reviewed.
2. When performing an intake, DRS staff will utilize the appropriate application checklist to determine if all required information has been included in the application. If it is determined that all required information is not included (such as a signature, boundary survey, etc.) in the submittal, the application will be returned immediately to the applicant with a copy of the application checklist indicating what information is missing. DRS can hold the insufficient application for a maximum of 24 hours only where the application fee payment was determined to be incorrect or an additional signature is required and the applicant will provide the correct fee payment or signature within the 24 hour period. The hold period should not be used for any other purpose.
3. Any requested waiver of an application fee shall be immediately referred to the Planning Director.
4. When an application intake has been completed, DRS staff will take the following steps: check the alt key numbers against property record cards and the submitted legal description; create an entry for the application in the Perconti permitting system; check for applicable ordinances and agreements affecting development of the property; and coordinate with applicable Chief Planner to assign to a case manager. Case managers for board action applications will always be a senior planner. The case manager for a ministerial application can be a senior planner, planner or associate planner.
5. DRS staff will create and index the case in the OnBase record system. All digital and paper records associated with the case will be copied to the OnBase case record. All DRS members should have access to the OnBase file record for a case.
6. When steps 1-3 have been completed prior to the cycle closing date, the application will be placed in a hold file until the cycle closing date has passed. The application will be forwarded, by the DRS staff, to the assigned case manager and applicable DRS members on the Monday following the cycle closing date.
7. The application will not be scheduled for either the DRS meeting or subsequent Board meetings at the time of intake.

Second Stage Application Sufficiency

1. When a new application is distributed to the case manager on the Monday following a cycle closing date, a ten working day period begins to run to determine if the submitted information is sufficient for review of the application. The case manager is the manager of this sufficiency process for all DRS members involved in the review. The sufficiency letter that is forwarded to the applicant at the end of the ten working day period will be on PCD letterhead and address sufficiency findings for all applicable DRS members. This letter should also address the need for additional applications or fees identified during the sufficiency process.
2. The first task of the case manager will be to confirm the accuracy of the legal description of the property provided with the application, either from a Boundary Survey or Sketch of Description. An incorrect legal description merits an automatic finding the application is insufficient.
3. The second step will be to confirm the accuracy of all information included on the application form, including the existing zoning, future land use category, and existing use(s).
4. The third step will be to review the ordinances/agreements provided with the application package to determine if those documents require the submittal of information that would be in addition to what is required as part of the normal submittal process for the type of application. For example, a PUD ordinance may require the submittal of a geotechnical report with the first preliminary plat, something that is not typically required for a preliminary plat. If the property is included within an existing approved DRI, the case manager will need to check if the applicant has supplied associated applications (NOPC) if a concurrent review is intended.
5. The fourth step will be to determine if a zoning conformance letter has been issued for the property.
6. The fifth step will be to determine whether the applicant has conducted a community meeting with neighbors, or whether a meeting will need to be scheduled and facilitated by PCD staff.
7. The case manager should determine at this point whether the proposal requires any additional applications to be submitted prior to or in conjunction with the current application. For example, does the PUD application trigger a requirement for a large scale comprehensive plan amendment? Is a conditional use application required concurrent with a rezone proposal?
8. The case manager should strive to complete a sufficiency assessment as quickly as possible in order to share that assessment with the other DRS members. External access to the case managers' assessment (through the CD Plus system) may address the concerns of other agencies.
9. The sixth step involves a review of all other aspects of the application, i.e., does the application (preliminary plat or site plan) include a deferral of concurrency; does the PUD master plan address pedestrian and bicycle circulation; etc. This review will vary based on the type of application.
10. The case manager should contact (by email or by phone) the applicable DRS member when the submittal is within a JPA. The purpose of this contact is to ensure the DRS member received the transmittal and to remind them of the timeline for receipt of a sufficiency determination. It may also prove to be a good time to discuss any preliminary issues.
11. The final step is to prepare an email to the applicant to indicate whether the case manager has found the application to be sufficient or not. The case manager can find the application sufficient, but note additional information requested by staff. The sufficiency email should be sent out no later than the last day of the ten working day review period. This email should be copied to DRS staff as an indication of whether to place the application on the DRS agenda for the cycle, or to keep the application in a hold position.
12. If an application is found to be insufficient, the applicant cannot return to the same cycle, but if the additional information is supplied by the sufficiency date for the next applicable cycle then it can be included in the that cycle (if the additional information is found to be sufficient). A

rezoning, PUD, or CUP application is limited to a cycle with the ZB preface. A small scale plan amendment is limited to a cycle with a LPA preface.

13. Submittal of additional information should be received directly by the case manager and included in the project file.

Staff Report/First DRS Review

1. On the Monday following completion of second stage sufficiency, DRS staff will complete a preliminary agenda for the DRS meeting for the cycle. This agenda will be forwarded to the GM Director, Planning Director, Chief Planners, all case managers, and DRS members. It will also be posted on the website.
2. The DRS Agenda will have a specific format. The morning session (9-12) will be reserved for any application that does not require a Board action (preliminary plat, site plan, pre-submittal, etc.). Each application scheduled for the morning session will be allotted 30 minutes. The maximum case load for a morning session would be 6. The afternoon session from 1:30-4:30 is reserved for applications requiring a Board action. Each case is allotted 30 minutes for a total capacity of 6 cases. If a morning or afternoon session is not full, other types of cases may be scheduled for that session. Applications will be placed on the agenda in the order in which they were received and the maximum DRS caseload for any meeting date will be 12. If more than six applications are received and determined to be sufficient, the additional applications will be placed on the tentative agenda for the next available DRS meeting and the applicant so notified.
3. The PCD case manager has about 13 working days to prepare a preliminary staff report (PSR) that includes comments from all other applicable DRS members. A reminder notice should be sent out to DRS members on the tenth day (a Friday) of the PSR part of the cycle.
4. The PSR is distributed by email to all positions listed in (1) above on the 14th day (a Thursday) and there will be a standing PCD staff review meeting on the Friday following distribution. The applicable case manager will take be responsible for taking notes during the staff review meeting and incorporating any required additions or changes to the PSR.
5. A Final Staff Report (FSR) will be emailed to the applicant as well as all DRS members, and placed on the website. The FSR will not be modified prior to the DRS meeting.
6. Should a DRS member fail to submit comments for an application on or before the deadline, the DRS draft and final report shall indicate that the DRS member did not provide a review. This procedure applies to all members of the DRS including cities with which the County has an active JPA Agreement. Comments received from a DRS member at a date following the deadline may be included in the revised FSR following the DRS meeting at which the item was initially considered.
7.

DRS Review

1. Since the applicant will have had a copy of the FSR for several days prior to the DRS meeting, the DRS review should focus on any comments or recommendations. The DRS should determine whether the application is ready for either approval or for transmittal to a Board for a recommendation. The DRS can determine an application is not ready for further action if, for example, the traffic study that was submitted and reviewed is not based on appropriate standards and criteria. A finding by the DRS that the application is not ready will cause it to be placed on the next applicable cycle agenda as a pending item.

2. A finding by the DRS that he application is complete and ready for the next stage will be documented by the DRS staff and transmitted by email and by mail to the applicant.
3. An action report of the DRS proceedings will be prepared by the DRS staff and emailed to all DRS members and posted on the website. An "action report" is simply a two word statement of the status of the agenda item such as "application deferred" (requires a resubmittal), "application forwarded (to Board), or "application approvable".
4. If the DRS meeting leads to any necessary changes to the FSR, the case manager will make such changes in the time specified on the schedule. The amended FSR will be emailed to the applicant as well as DRS members. For applications moving forward to a Board hearing, the case manager will also add to the FSR a staff recommendation for Board consideration.
5. If the DRS finds that changes to the submittal are required, the revisions will be submitted through the DRS staff. DRS staff will notify the case manager when the resubmittal has been made (resubmittal treated as a new application in terms of intake) and distribute to DRS staff if necessary. When the case manager has determined the resubmittal is sufficient, and prior to the next applicable DRS Schedule date (see Column 4 of Schedule) the application can be returned to the next applicable DRS meeting.

Pre-Board Meeting Process

1. When the amended FSR report is completed, the case will be transferred from the DRS staff to the applicable Public Hearing Coordinator (PHC). It will be the responsibility of the PHC to: prepare and submit the necessary Board meeting legal notice; mail notices to affected property owners; and ensure that the case manager has posted and photographed the property. The PHC will also: prepare an agenda for the Board meeting to be approved by the Planning Director and placed on the website along with the FSR for the items; and provide notice to DRS members of the date, time and location of scheduled public hearings, if any.
2. The PHC prepares and transmits notices to adjoining property owners at least twenty-one days prior to the Zoning Board public hearing. The notice includes the date, time and location for the Zoning Board and BCC public hearings. A copy of the notice and list of property owners must be included in the case file.
3. The PHC prepares the legal notice for the applicable Board meeting and transmits to the Orlando Sentinel at least three days prior to the date of intended publication. The notice must be published in the newspaper a minimum of fifteen days prior to the board meeting. The actual statutory requirement is ten days, and this procedure provides for a five day period to republish if an error in the publication is discovered. The newspaper has specific publication deadlines that the PHC must meet, but generally the legal ads run on Tuesday's and Wednesday's.. The PHC must ensure that a proof of publication is received and copied for use at the board meeting and the original is inserted in the case file.
4. The agenda packet will be delivered to each Board member at least five working days prior to the Board meeting.
5. There will be a standing staff review meeting at least six days prior to each Board meeting involving the Planning Director, Growth Management Director, Chief Planners and case managers.
6. The Board agenda will contain three segments including the consent segment, North County segment and South County segment. The Planning Director will introduce the consent segment and deliver the Director's report. The Chief Planners will be responsible for their respective area segment. Within the segments the agenda items should be organized sequentially by Commissioner District.
7. No further amendments to the file copy of the FSR shall be made after the public hearing notice has been forwarded for publication.

8. The PHC must have a designated staff member assigned to the public information desk in the board meeting room. The staff member will be responsible for making meeting agendas available, assisting the public with speaker cards and answering general questions. The staff member must be at the information desk thirty (30) minutes prior to the beginning of the board meeting. The PHC is responsible for setting up the board meeting room with name plates, placing a copy of the proof of publication and case files near the staff podium, and ensuring the meeting room is clean following the meeting.

Post-Board Meeting Process

1. The PHC will post a Board Action summary to the website within two working days of the Board meeting.
2. The PHC will draft the Board minutes for distribution to the staff for review.
3. The PHC will include draft minutes in the BCC agenda packet.
4. The case manager will prepare findings supporting the staff/board recommendation for inclusion as an addendum to the FSR.

Pre-BCC Process

1. The PHC will be responsible for preparing the agenda and agenda packets for the Commissioners. The packets will be delivered to the BCC no later than five working days prior to the scheduled meeting (the Wednesday before a Tuesday meeting).
2. The PHC is responsible for preparing the legal notice of public hearing for the cases going to the BCC, and transmitting notice to the Orlando Sentinel. The notice must be published in the newspaper a minimum of ten days prior to the board meeting. The newspaper has specific publication deadlines that the PHC must meet. The PHC must ensure that a proof of publication is received and copied for use at the board meeting and the original is inserted in the case file.
3. The agenda will be organized in two sections. The first will be the consent agenda and cases will be presented in the order of Commissioner's Districts. The second will include those cases not on the consent agenda and cases will be presented in the order of Commissioner's Districts.
4. The Planning Director will introduce the consent agenda and case managers will present cases when necessary.

Post-BCC Process

1. Following BCC action, the PHC shall inform the DRS staff of the disposition of the case and transmit any final ordinance or resolution to the appropriate staff including Zoning/Customer Service, Lake County Property Appraiser, GIS, applicant's attorney and the PCD Map Administrator (Francis Franco). The Map Administrator is responsible for revisions to the Zoning and Future Land Use Maps.
2. DRS staff will generate a final approval letter to be mailed to the applicant. This letter will clarify the effective date of the action and the expiration date (twelve months for a preliminary plat for example), and will include (as an attachment) a copy of the executed and recorded ordinance.