

Development Review Staff (DRS) Process September 2007- June 2008

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Overview of DRS Process

The objectives and benefits of the process 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. To provide comprehensive analysis and recommendations for the Boards.
- The process establishes the procedure and schedule to determine sufficiency of applications. All DRS members participate in the information sufficiency process. The process discourages incomplete or information deficient applications by providing deadlines for submittals.
- The schedule provides for the preparation, review and revision of staff reports, and coordination between DRS members.
- The applicant will receive (or can download) a copy of the combined (all agencies) staff report at least five (5) days prior to the DRS meeting. To allow staff and the applicant to discuss and resolve issues prior to the DRS meeting.
- Meeting agenda's, staff reports and other information for DRS, Zoning Board and LPA are published to the Growth Management website.
- Benefits to adjoining property owners and general public from this process include on and off-line availability of staff reports, published agenda's, etc.

DRS Meeting Location and Time

The location of DRS meetings 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. 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.

PRE-APPLICATION CONFERENCES

Pre-Application Conferences shall be submitted on the scheduled DRS Filing Deadline to the Development Review Supervisor. The DRS Supervisor will notify the DRS staff by email of the name, number and nature of the application.

Filing Deadline: DRS Cycle Filing Deadline (Every two weeks)

Estimated Review Time: Ten (10) working days.

Submittal Requirements: Completed Application and materials as specified in application submittal requirements.

The file will be assigned to a Case Manager on the following Monday by a Chief Planner and DRS Supervisor to coordinate other DRS Staff comments. The Applicant has the option to request a DRS meeting or acceptance of written comments only. The applicable DRS staff shall review the application and comments shall be sent to the Case Manager. These comments shall be sent to the Applicant within ten (10) working days. If written comments are not provided by any DRS member whose review is required the Case Manager shall provide the name and contact number of the DRS member in the comments letter so that the applicant may contact that division directly.

| DEVELOPMENT APPLICATIONS REVIEWED THROUGH THE MINOR DRS PROCESS. | |
|---|--|
| The following applications <u>may be</u> reviewed through the Minor DRS review process subject to the conditions specified below. | |
| Major Site Plan Amendment Minor Site Plan Amendment DRS Pre Submittal Review Landscape Plan Review Amendments Minor Plan Review | Waivers for Central Water and Sewer Service Zoning Amendments (As limited below) Rezoning (as limited below) |

SITE PLAN AMENDMENTS

Minor Site Plan amendments are typically those that are minor additions and/or revisions to existing site plans and may only require review by some members of the DRS. These reviews are typically limited to the following:

- a. Additions to existing structures of 600 SF or less;
- b. Non-habitable accessory buildings and structures;
- c. Walls, gates, and signs;
- d. Communication Towers and related apparatus and enclosures.

Filing Deadline: Every Friday.

Estimated Review Time: Seven (7) working days.

Submittal Requirements: The application and supporting materials and four (4) sets of signed/sealed plans (if required).

The file will be assigned to a Case Manager by the following Monday by a Chief Planner and DRS Supervisor to coordinate other DRS Staff comments. The application will be approved within seven (7) working days unless additional information is required. Requests for additional information will be sent within seven (7) working days if required. **Any application that is determined to be incomplete by any DRS member shall be deemed insufficient and shall not be approved until the deficiency is rectified and may be forwarded for Formal DRS Review if determined to require additional review.**

MINOR REZONINGS AND AMENDMENTS

These types of Rezoning typically require minimal analysis by staff in order to make a recommendation to the Zoning Board and Board of County Commissioners. These rezonings typically are limited to the following:

- a. CP, MP and CFD Ordinance text amendments;
- b. Scriveners errors;
- c. Straight rezonings to AR, RA, R1-R4 or C1-C2;
- d. CFD Zonings limited to Communication Towers;
- e. Down-zonings from any district that decreases density and intensity of development.

Filing Deadline: On or prior to the 5th day of the month.

Estimated Time of Hearing: Public Hearing scheduled for following month's Zoning Board (first Wednesday of the Month) and BCC (Fourth Tuesday of Month)

Submittal Requirements: Completed Application and materials as specified in application submittal requirements.

The file will be assigned within two (2) working days to a Case Manager a Chief Planner and DRS Supervisor to coordinate other DRS Staff comments. If the Case Manager determines the application is sufficient, he or she shall contact the Public Hearing Coordinator to schedule the case for public hearing and required notice for the following month. The staff report and ordinance shall be provided to the PublicHearing Coordinator pursuant to the DRS schedule for that hearing. **Any application that is determined to be incomplete by any DRS member shall be deemed insufficient and shall not be approved until the deficiency is rectified and may be forwarded for Formal DRS Review if determined to require additional review.**

Types of Development Applications Reviewed through the Formal DRS process.

MAJOR REVIEW

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)

Plan Revisions (Site Plan or Plat)

Plan Rejected as Insufficient - Revised Submittal

Second Revised Submittal - Post DRS

Third and Subsequent Revised Submittals - Post DRS

Preliminary Subdivision Plan - Traditional

Base Fee

Per Lot Fee

Preliminary Subdivision Plan - Cluster

Base Fee

Major Subdivision - Final Plat

Plat Review

Minor Subdivision Plat (four or fewer lots)

Plat Review

Minor Subdivision Plat (five to twenty lots)

Plat Review

Conditional Use Permit

Original

Amendment

Planned Unit Developments

CFD, PUD, CP Zonings

PUD Amendment

Zoning Map Amendment

Environmental Review

Upland, Wetland, Wildlife & Critical Habitat

Landscape Plan Review

Minor Plan Review

Major Plan Review

Agreements

Developer's Agreement

Development of Regional Impact

ADA/DRI

NOPC - Non-Substantial

NOPC - Substantial

Modeling and Monitoring Report

Annual Report

Revocation/Termination

DRS Schedule

The schedule of DRS Cycles, for the DRS year is included below.

Development Review Staff (DRS) Meeting Schedule

| Filing Deadline ¹ | Application Completeness Review/ ² Determination | Revised Plan Submittal Date / Post Final Agenda ³ | Schedule DRS / Post Prelim. Agenda ⁴ | Staff Report Draft ⁵ | Final DRS Report ⁶ | DRS Meeting ⁷ | Revised / Final Staff Report to PHC ⁸ | Public Hearing Notice ⁹ | Zoning Board ¹⁰ | LPA | BCC |
|---|---|--|---|---------------------------------|-------------------------------|--------------------------|--|------------------------------------|----------------------------|-----------------|--------------|
| DRS 2007 | | | | | | | | | | | |
| DRS meetings to be held on 10/18; 11/01; 11/15; 12/29; 12/13; 12/27; 01/10/08; 01/24/08; 02/07/08 | | | | | | | | | | | |
| DRS Cycle 18 LPA-2007 | | | | | | | | | | | |
| 8/31 (Friday) | 9/14 (Friday) | 9/21 (Friday) | 9/17 (Mon) | 10/3 (Wed) | 10/10 (Wed) | 10/18 (Thurs) | 10/24 (Wed) | 10/24 (Wed) | NA | 11/15 (Thurs) | TBD |
| DRS Cycle 19 ZB-2007 | | | | | | | | | | | |
| 9/14 (Friday) | 9/28 (Friday) | 10/05 (Friday) | 10/01 (Mon) | 10/17 (Wed) | 10/24 (Wed) | 11/01 (Thurs) | 11/14 (Wed) | 11/14 (Wed) | 12/05 (Wed) | NA | 12/18 (Tues) |
| DRS Cycle 20 LPA-2007 | | | | | | | | | | | |
| 9/28 (Friday) | 10/12 (Friday) | 10/19 (Friday) | 10/15 (Mon) | 10/31 (Wed) | 11/07 (Wed) | 11/15 (Thurs) | 11/21 (Wed) | 11/21 (Wed) | NA | 12/20 (Thurs) | TBD |
| DRS Cycle 21 ZB-2007 | | | | | | | | | | | |
| 10/12 (Friday) | 10/26 (Friday) | 11/02 (Friday) | 10/29 (Mon) | 11/14 (Wed) | 11/21 (Wed) | 11/29 (Thurs) | 12/05 (Wed) | 12/05 (Wed) | 1/2/08 (Wed) | NA | 01/29 (Tues) |
| DRS Cycle 22 LPA-2007 | | | | | | | | | | | |
| 10/26 (Friday) | 11/09 (Friday) | 11/16 (Friday) | 11/12 (Mon) | 11/28 (Wed) | 12/5 (Wed) | 12/13 (Thurs) | 12/19 (Wed) | 12/19 (Wed) | NA | 1/17/08 (Thurs) | TBD |
| DRS Cycle 23 ZB-2007 | | | | | | | | | | | |
| 11/09 (Friday) | 11/23 (Friday) | 12/07 (Friday) | 11/26 (Mon) | 12/12 (Wed) | 12/19 (Wed) | 12/27 (Thurs) | 01/02/08 (Wed) | 01/02 (Wed) | 02/06 (Wed) | NA | 02/26 (Tues) |

| Filing Deadline | Application Completeness Review/ Determination | Revised Plan Submittal Date / Post Final Agenda | Schedule DRS / Post Prelim. Agenda | Staff Report Draft | Final DRS Report | DRS Meeting | Revised / Final Staff Report to PHC | Public Hearing Notice | Zoning Board | LPA | BCC |
|------------------------------|---|--|---|---------------------------|-------------------------|--------------------|--|------------------------------|---------------------|---------------|--------------|
| DRS Cycle 24 LPA-2007 | | | | | | | | | | | |
| 11/23 (Friday) | 12/7 (Friday) | 12/14 (Friday) | 12/10 (Mon) | 12/26 (Wed) | 01/02 (Wed) | 01/10 (Thurs) | 01/14 (Wed) | 01/14 (Wed) | NA | 02/21 (Thurs) | TBD |
| DRS Cycle 25 ZB-2007 | | | | | | | | | | | |
| 12/7 (Friday) | 12/21 (Friday) | 01/04/08 (Friday) | 12/24/07 (Mon) | 01/09 (Wed) | 01/16 (Wed) | 01/24 (Thurs) | 01/30 (Wed) | 01/30 (Wed) | 03/05 (Wed) | NA | 03/25 (Tues) |
| DRS Cycle 26 LPA-2007 | | | | | | | | | | | |
| 12/21 (Friday) | 01/04/08 (Friday) | 01/11 (Friday) | 01/07 (Mon) | 01/23 (Wed) | 01/30 (Wed) | 02/07 (Thurs) | 02/13 (Wed) | 02/13 (Wed) | NA | 03/20 (Thurs) | TBD |

| DRS 2008 | | | | | | | | | | | |
|--|---|--|---|---------------------------|-------------------------|--------------------|--|------------------------------|---------------------|------------------|-----------------|
| DRS Meetings to be held on 02/21; 03/06; 03/20; 04/03; 04/17; 05/01; 05/15; 05/29; 06/12; 06/26; 07/10; 07/24; 08/07 | | | | | | | | | | | |
| Filing Deadline | Application Completeness Review/ Determination | Revised Plan Submittal Date / Post Final Agenda | Schedule DRS / Post Prelim. Agenda | Staff Report Draft | Final DRS Report | DRS Meeting | Revised / Final Staff Report to PHC | Public Hearing Notice | Zoning Board | LPA | BCC |
| DRS Cycle 1 ZB-2008 | | | | | | | | | | | |
| 01/04 (Friday) | 01/18 (Friday) | 01/25 (Friday) | 01/21 (Mon) | 02/06 (Wed) | 02/13 (Wed) | 02/21 (Thurs) | 02/27 (Wed) | 02/27 (Wed) | 03/05 (Wed) | NA | 03/25 (Tues) |
| DRS Cycle 2 LPA-2008 | | | | | | | | | | | |
| 01/18 (Friday) | 02/01 (Friday) | 02/08 (Friday) | 02/04 (Mon) | 02/20 (Wed) | 02/27 (Wed) | 03/06 (Thurs) | 03/12 (Wed) | 03/12 (Wed) | NA | 04/17 (Thurs) | TBD |
| DRS Cycle 3 ZB-2008 | | | | | | | | | | | |
| 02/01 (Friday) | 02/15 (Friday) | 02/22 (Friday) | 02/18 (Mon) | 03/05 (Wed) | 03/12 (Wed) | 03/20 (Thurs) | 03/26 (Wed) | 03/26 (Wed) | 04/02 (Wed) | NA | 04/29 (Tues) |
| DRS Cycle 4 LPA-2008 | | | | | | | | | | | |
| 02/15 (Friday) | 02/29 (Friday) | 03/07 (Friday) | 03/03 (Mon) | 03/19 (Wed) | 03/26 (Wed) | 04/03 (Thurs) | 04/09 (Wed) | 04/09 (Wed) | NA | 05/15 (Thurs) | TBD |
| DRS Cycle 5 ZB-2008 | | | | | | | | | | | |
| 02/29 (Friday) | 03/14 (Friday) | 03/21 (Friday) | 03/17 (Mon) | 04/02 (Wed) | 04/09 (Wed) | 04/17 (Thurs) | 04/23 (Wed) | 04/23 (Wed) | 05/07 (Wed) | NA | 05/27 (Tues) |
| DRS Cycle 6 LPA-2008 | | | | | | | | | | | |
| 03/14 (Friday) | 03/28 (Friday) | 04/04 (Friday) | 03/31 (Mon) | 04/16 (Wed) | 04/23 (Wed) | 05/01 (Thurs) | 05/07 (Wed) | 05/07 (Wed) | NA | 06/19 (Thurs) | TBD |
| DRS Cycle 7 ZB-2008 | | | | | | | | | | | |
| 03/28 (Friday) | 04/11 (Friday) | 04/18 (Friday) | 04/14 (Mon) | 04/30 (Wed) | 05/07 (Wed) | 05/15 (Thurs) | 05/21 (Wed) | 05/21 (Wed) | 06/04 (Wed) | NA | 06/24 (Tues) |

| Filing Deadline | Application Completeness Review/ Determination | Revised Plan Submittal Date / Post Final Agenda | Schedule DRS / Post Prelim. Agenda | Staff Report Draft | Final DRS Report | DRS Meeting | Revised / Final Staff Report to PHC | Public Hearing Notice | Zoning Board | LPA | BCC |
|------------------------------|--|---|------------------------------------|--------------------|------------------|------------------|-------------------------------------|-----------------------|----------------|------------------|-----------------|
| DRS Cycle 8 LPA-2008 | | | | | | | | | | | |
| 04/11 (Friday) | 04/25 (Friday) | 05/02 (Friday) | 04/28 (Mon) | 05/14 (Wed) | 05/21 (Wed) | 05/29 (Thurs) | 06/04 (Wed) | 06/04 (Wed) | NA | 07/17 (Thurs) | TBD |
| DRS Cycle 9 ZB-2008 | | | | | | | | | | | |
| 04/25 (Friday) | 05/09 (Friday) | 05/16 (Friday) | 05/12 (Mon) | 05/28 (Wed) | 06/04 (Wed) | 06/12 (Thurs) | 06/18 (Wed) | 06/18 (Wed) | 07/02 (Wed) | NA | 07/29 (Tues) |
| DRS Cycle 10 LPA-2008 | | | | | | | | | | | |
| 05/09 (Friday) | 05/23 (Friday) | 05/30 (Friday) | 05/26 (Mon) | 06/11 (Wed) | 06/18 (Wed) | 06/26 (Thurs) | 07/02 (Wed) | 07/02 (Wed) | NA | 08/21 (Thurs) | TBD |
| DRS Cycle 11 ZB-2008 | | | | | | | | | | | |
| 05/23 (Friday) | 06/06 (Friday) | 06/13 (Friday) | 06/09 (Mon) | 06/25 (Wed) | 07/09 (Wed) | 07/10 (Thurs) | 07/16 (Wed) | 07/16 (Wed) | 08/06 (Wed) | NA | 08/25 (Tues) |
| DRS Cycle 12 LPA-2008 | | | | | | | | | | | |
| 06/06 (Friday) | 06/20 (Friday) | 06/27 (Friday) | 06/23 (Mon) | 07/09 (Wed) | 07/16 (Wed) | 07/24 (Thurs) | 07/30 (Wed) | 07/30 (Wed) | NA | 09/18 (Thurs) | TBD |
| DRS Cycle 13 ZB-2008 | | | | | | | | | | | |
| 06/20 (Friday) | 07/04 (Friday) | 07/11 (Friday) | 07/07 (Mon) | 07/16 (Wed) | 07/23 (Wed) | 08/07 (Thurs) | 08/13 (Wed) | 08/13 (Wed) | 09/03 (Wed) | NA | 09/29 (Tues) |

¹ The filing deadline is the last day of every two week period. Each cycle has multiple possible “destinations” that include the Development Review Staff (DRS), Zoning Board (ZB) or Local Planning Agency (LPA), and the Board of County Commissioners (BCC). DRI, Rezoning/Planned Unit Development, and Conditional Use Permit applications can be submitted for any ZB cycle (every 30 days). Small scale plan amendments can be submitted for any LPA cycle (every 30 days).

² There is a two stage sufficiency: Upon submittal, the DRS Supervisor will ensure that all required submittals are included in the application.

Phase 1: Incomplete applications may be returned to the applicant. Upon acceptance, the DRS Supervisor will:

1. Enter the application in to the CD-PLUS system;
2. Determine if the alternate key numbers in the application represent the correct property record cards;
3. Use the submitted legal description to identify ordinances applicable to the property;
4. Meet with Chief Planners to determine Case Manager assignment;
5. Forward the application and ordinances to the assigned Case Manager and other members of the DRS.

The application should be forwarded to the Case Manager and DRS members as it is processes but no later than the Monday following the appropriate filing deadline.

Phase 2: All DRS members shall determine if the submitted information is sufficient for review. If the information is sufficient, the applicant will receive an email to that effect. If it is not then the applicant will receive an email noting the information deficiencies by the Case Manager no later than the date in Column 2. Review by the DRS of the application would be continued upon submittal of the required data by the Applicant. Case Managers shall confirm the projects legal description from the boundary survey or sketch of description. Warranty deed supplied with the application shall only be used to confirm ownership.

³ This is the deadline for receipt of information identified in the sufficiency letter from the Case Manager. The applicant has to correct the deficiencies on or before this date to stay within the same cycle.

⁴ This is the date the item will be placed on the Preliminary DRS Agenda and posted to the Growth Management (GM) website. If the item has a destination of ZB or LPA, then it will be placed on the agenda as a pending item.

⁵ The draft staff report includes the Case Managers' analysis as well as the comments from other DRS members and review agencies. DRS comments can be made directly to the case file via the CD-PLUS system or by email to the assigned Case Manager for transmittal with the application package.

⁶ The Planning and Community Design staff would have five (5) working days to complete an internal review of the draft report. The internal review would include the applicable Chief Planner, Public Hearing Coordinator and the Planning Director. This 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.

⁷ Each DRS morning session will be devoted to preliminary plats, site plans and pre-applications. The afternoon session will be reserved for zoning map amendments, small scale amendments, DRI's, etc. The DRS meeting will be facilitated by the Development Review Supervisor and one of the Chief Planners.

The DRS may require revisions to the submittal, either informally or formally. An informal review (not requiring 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 (12) working days from the transmittal date to DRS (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 submittal requiring a public hearing, 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- application (ZB or LPA).

⁸ A revised staff report will 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 and the Case Manager shall produce a revised report. This item must be completed and in the file before the notice of public hearing is published. The ZB or LPA meetings will be published and the reports repost 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 following day.

¹⁰ The Zoning Board and LPA members would receive their agenda package no less than five (5) days after the public hearing notice date. Also, the actions of the ZB or LPA would be posted on our website within five (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.