



**PALM BEACH COUNTY
 PLANNING, ZONING AND BUILDING DEPARTMENT
 ZONING DIVISION**

POLICY AND PROCEDURES

FROM: Jon MacGillis, ASLA, Zoning Director

SUBJECT: ADMINISTRATIVE MODIFICATIONS TO FINAL PLANS THROUGH THE ZONING AGENCY REVIEW (ZAR) PROCESS

PPM #: ZO-O-029

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
11/18/19	11/18/19

AUTHORITY: Unified Land Development Code (ULDC) Article 2.C.5.B., Administrative Modifications to Prior Development Orders (DO) allows the Development Review Officer (DRO) the authority to modify prior DOs as approved by the Board of County Commissioners (BCC) or Zoning Commission (ZC) with limitations pursuant to Table 2.C.5.B.

PURPOSE: To further clarify what modifications are allowed through the ZAR process that is currently not listed in Table 2.C.5.B. These are minor structures, site elements or equipment that are not required to be shown on the Zoning Plans, as these items do not deviate from the intent of the BCC or ZC approval or the Conditions of Approval.

The purpose of this PPM is to clarify for the applicant and staff to determine **what is not required** and **what is required** to be shown on a Final Plan as noted in the list below. However, during the review of a ZAR application, the inclusion of other modifications on the Final Plan(s) that is not listed in this PPM may be requested, subject to the approval of the Zoning Director or designee.

A. NOT REQUIRED

1. Wall or ground mounted meters; plumbing or mechanical equipment; AC unit that is not in a location that conflicts with required site elements, i.e. lighting, parking or landscaping.
2. Shelters for mechanical equipment or shelters for utilities such as pump house that is equal or less than 320 sq.ft., except for Minor Utilities.
3. Rooftop mechanical equipment or mechanical equipment screening required by the ULDC.
4. Light poles or fire hydrants.
5. Antennas or dishes mounted on buildings or towers.
6. Emergency Structures pursuant to Art. 5.B.1.B.1.
7. Any construction related temporary structures; signs; fences; staging areas or trailers.
8. Structures used for building decoration (except Compliance with Art. 5.C) or for weather protection that do not expand building square footage or that do not meet the ULDC definition of building square footage. (e.g. trellis, gazebos, awnings, canopies, covered stairwell, covered walkways).
9. Modification or update of fence material such as: chain link, wood, aluminum, etc.
10. Roof or ground mounted solar panels less than three feet (3') in height.
11. Mailbox kiosk with pedestrian or vehicular access, unless it affects the

- required parking spaces.
12. Small signs or temporary signs pursuant to Art. 8.A.2.B.2.
 13. Flag Poles pursuant to Art. 8.G.3.C.
 14. Tot lot or playground equipment.
 15. Fountains within a lake, water features, benches, or pedestrian amenity unless required by Condition of Approval.
 16. Modification to recreation areas or Recreation Pod such as shifting courts, identification of outdoor patio area, bench, picnic tables or bike rack location.
 17. Modification in pool shape, excluding expansion that trigger additional parking spaces.
 18. Planters for landscape material not associated with required landscaping.
 19. Unmanned equipment building and ground mounted equipment for tower within the fenced area of a leased parcel.
 20. Temporary tents allowed with a Temporary Use approval.
 21. Relocation of bay doors on buildings footprint.
 22. Grease traps.
 23. Electric Vehicle Charging Stations (EVCS) in residential developments.
 24. Underground equipment (tanks, water mains, utility lines) unless requested by the Fire Department or Land Development.

B. REQUIRED

1. **COMMERCIAL COMMUNICATION TOWER (Article 4):**
 - a. Expansion or modification of existing leased parcel for Commercial Communication Towers.
2. **ACCESSORY STRUCTURES (Article 5):**
 - a. Entry gates adjacent to a public R-O-W (additions to existing fences such as gate controller or gate arms are not required to be shown).
 - b. Relocation or new dumpster enclosure.
 - c. Building square footage modifications in recreation areas/pods or new sport courts.
 - d. ATM machine associated with existing drive thru that increases the impacts to the required stacking.
 - e. Mobile/Detached "walk-in cooler" 124 sq. ft or more.
 - f. Location and screening of required generators pursuant to Art. 4 and Art. 5, and associated above ground accessory fuel or gas tanks.
 - g. Modifications to approved architectural elevations pursuant to Art. 5.C.1.E.4, Administrative Amendments by DRO.
3. **PARKING and LANDSCAPING (Articles 6 and 7):**
 - a. Modification, addition or deletion of loading to parking spaces including golf carts, motorcycle or handicapped parking space, and identification of delivery spaces or shopping cart corrals.
 - b. Identification or modification to bullpen parking.
 - c. Modification to queuing.
 - d. Modification to vehicular traffic circulation, drive aisles, and medians.
 - e. Modification to sidewalks including ADA accessible routes, ramps, platforms or lift stations.
 - f. Addition, deletion, modification or relocation of landscape islands, foundation planting areas.
 - g. Modification to perimeter landscape buffer wall or fence height or noise mitigation wall.
 - h. Modification to or relocation of vegetation shown in the Vegetation Disposition Chart.

4. SIGNS (Article 8):

- a. Addition or modification of Permanent Signs (except Small Signs as contained in Art. 8.).
- b. Billboards.

5. MISCELLANEOUS:

- a. Update Tabular data and concurrency table in compliance with the Technical Manual requirements, including but not limited to, the Property Control Number (PCN); development name change; intensity (building area) or density including housing type and density bonus programs such as Workforce Housing (WPH) or Transfer of Development Rights (TDRs).
- b. Update items required in the General Checklist for Plan Preparation in the Tech Manual, Title 2 (i.e. adjacent properties, pods, pedestrian amenities, easements, variance or waivers tables.
- c. Correction to the tabular data.
- d. Identify location of bus shelters.
- e. Add Variance or Waiver charts that are missing in the Site Plan.
- f. Modification to dry retention or detention areas, that may result from Platting comments, this may include easement and lake(s) reconfiguration.
- g. Update of street names.
- h. Drop off areas and awnings or canopy additions that meet the ULDC definition of Building Square Footage and does not exceed the thresholds outlined in ULDC Article 2.C.5.B.
- i. Minor site revisions to be consistent with applicable documents.
- j. Add Sales models that are limited to Single Family Residential.
- k. Add Gatehouse or guardhouse location and setback.
- l. Update traffic turn numbers resulting from addition of access ways allowed by Table 2.C.5.B, Administrative Modifications to Prior DOs.
- m. Modification to easements or lift station.
- n. Add above ground accessory fuel, gas or chemical tanks regardless location; or add large underground tanks associated to Gas Stations or related uses.



Director

Supersession History:

- PPM#ZO-O-029, Issued 11/01/2006
- PPM#ZO-O-029, Revised 09/30/2010
- PPM#ZO-O-029, Revised 03/28/2013
- PPM#ZO-O-029, Revised 06/12/2013
- PPM#ZO-O-029, Revised 12/16/2013
- PPM#ZO-O-029, Revised 07/10/2015
- PPM#ZO-O-029, Revised 02/26/2018
- PPM#ZO-O-029, Revised 11/18/2019

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