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**MEETING MINUTES
WELLINGTON
PLANNING, ZONING AND ADJUSTMENT BOARD
August 9, 2017
7:00 PM
Wellington Village Hall
12300 Forest Hill Boulevard
Wellington, FL 33414**

Pursuant to the public notice, a meeting of Wellington Planning, Zoning and Adjustment Board was held on August 9, 2017 at 7:00 p.m. at the Village Hall, 12300 Forest Hill Boulevard, Wellington, Florida 33414.

I. CALL TO ORDER/ROLL CALL

Elizabeth Mariaca called the meeting to order at 7:00 p.m.

Members present: Elizabeth Mariaca; Kenneth Kopp; Tomas Bueno; Alan Shullman and Jeffrey Robbert.

Members Absent: Carol Coleman and Stephen A. Levin.

Staff present: Robert Basehart, Planning, Zoning and Building Director; Aaron Dunlap, Village Attorney; Cory Lyn Cramer, Development Review Coordinator; Kelly Ferraiolo, Senior Planner and Jennifer Fritz, Recording Secretary.

II. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was done.

III. REMARKS BY THE CHAIRMAN

None.

IV. APPROVAL OF MINUTES – June 14, 2017

A motion was made by Tomas Bueno, seconded by Kenneth Kopp, unanimously approved by the Board (5-0), to approve the June 14, 2017 minutes.

V. ADDITIONS/DELETIONS/REORDERING OF AGENDA

None.

VI. NEW BUSINESS

A. PZ-0141 ORDINANCE NO. 2017-12 (DEVELOPMENT APPLICATION FLAT FEE SYSTEM)

AN ORDINANCE OF WELLINGTON, FLORIDA'S COUNCIL, AMENDING WELLINGTON'S CODE OF ORDINANCES BY REPEALING CHAPTER 2 "ADMINISTRATION", ARTICLE VIII "RECOVERY OF COSTS OF ADMINISTRATIVE REVIEW AND PROCESSING", SECTION 2-361 "COST RECOVERY; AND CREATING SECTION 2-361 "DEVELOPMENT APPLICATION FEE"; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE.

Kelly Ferraiolo, Senior Planner advised the Board one presentation would be presented for the Fee System items with three separate votes. Ms. Ferraiolo presented staff's request to repeal Chapter 2, Administration, Article VIII, Recovery of Costs of Administrative Review and Section 2-361, Cost Recovery in its entirety and replace with "Development Application Fees". Ms. Ferraiolo reviewed the history of the cost recovery system, current fees from other municipalities and the Village's fees and escrows. Robert Basehart, Planning, Zoning and Building Director stated the fees did not increase but require a larger amount up front and should eliminate the collecting fees afterwards.

Alan Shullman appreciated the explanation and inquired on any concerns to review on a yearly basis for analysis to make sure the Village does not pay for those fees. Mr. Basehart stated staff does review. Cory Lyn Cramer, Development Review Officer stated staff usually reviews every year or two.

Elizabeth Mariaca stated there is language in the Resolution. Kenneth Kopp inquired on who determines the level of change. Ms. Cramer stated the fees would be based on the intensity of the change. Ms. Cramer explained the additional fees for resubmittals. Mr. Kopp inquired if this system is used anywhere else in Florida. Ms. Cramer stated most municipalities do use a flat rate system.

Jeffery Robberts inquired on not making a profit. Ms. Cramer stated the Village is not charging more to the applicants. The money does not pay for the budget to the planning and zoning staff.

Ms. Mariaca stated it would be more efficient and saves time for staff.

A motion was made by Tomas Bueno, seconded by Kenneth Kopp, unanimously approved by the Board (5-0), to open public comment.

A motion was made by Alan Shullman, seconded by Tomas Bueno, unanimously approved by the Board (5-0), to close public comment.

A motion was made by Jeffery Robbert, seconded by Alan Shullman, unanimously approved by the Board (5-0), to recommend approval of Ordinance No. 2017-12.

B. PZ-0142 RESOLUTION NO. R2017-28 (DEVELOPMENT REVIEW APPLICATION FEE SCHEDULE)

A RESOLUTION OF WELLINGTON, FLORIDA'S VILLAGE COUNCIL ADOPTING A REVISED FEE SCHEDULE FOR PLANNING AND ZONING DEVELOPMENT APPLICATIONS; AND PROVIDING AN EFFECTIVE DATE.

A motion was made by Jeffrey Robbert, seconded by Tomas Bueno, unanimously approved by the Board (5-0), to recommend approval of Resolution No. R2017-28.

C. PZ-0143 RESOLUTION NO. R2017-29 (BUILDING DEPARTMENT FEE SCHEDULE)

A RESOLUTION OF WELLINGTON, FLORIDA'S VILLAGE COUNCIL ADOPTING A REVISED FEE SCHEDULE FOR BUILDING PERMITTING; AND PROVIDING AN EFFECTIVE DATE.

A motion was made by Jeffrey Robbert, seconded by Kenneth Kopp, unanimously approved by the Board (5-0), to recommend approval of Resolution No. R2017-29.

D. PZ-0144 ORDINANCE NO. 2017-11 [ARTICLE 5 OF THE LAND DEVELOPMENT REGULATIONS (LDRS)]

AN ORDINANCE OF WELLINGTON, FLORIDA'S COUNCIL AMENDING THE WELLINGTON LAND DEVELOPMENT REGULATIONS, MORE SPECIFICALLY, A ZONING TEXT AMENDMENT TO REPEAL AND REPLACE ARTICLE 5, IN ITS ENTIRETY, AS CONTAINED HEREIN; TO ESTABLISH SPECIFIC STANDARDS RELATED TO THE DEVELOPMENT REVIEW PROCEDURES FOR DEVELOPMENT APPLICATIONS; PROVIDING A CONFLICTS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

Ms. Cramer advised the Board one presentation would be presented for Article 5 and the Development Review Manual with two separate motions. Ms. Cramer presented staff's request to repeal and replace Article 5 and to adopt the Development Review Manual. Ms. Cramer advised the revisions received would not affect or modify the intent of the original packet. Ms. Cramer reviewed staff's objective in re-writing Article 5 and creating a Development Review Manual is the first step in rewriting the Land Development Regulations (LDRs). Ms. Cramer reviewed with the Board the current code versus the proposed code. Ms. Cramer reviewed the addition of the Development Review Manager. The addition of a Development Review Manager is to ensure the Village complies with Florida Sunshine Regulations and to streamline the review process. Ms. Cramer advised the Development Review Manual would require Council approval including any future changes. There are some minor exceptions such as a code reference change due to the adoption of a zoning text amendment or scrivener's error.

Mr. Basehart stated the general objective is to make the process more streamlined and transparent.

Ms. Mariaca inquired on the pre-application summary. Ms. Cramer explained the pre-application process. Ms. Mariaca inquired on fraud applications. Aaron Dunlap explained the quasi-judicial hearing.

A motion was made by Alan Shullman, seconded by Tomas Bueno, unanimously approved by the Board (5-0), to open public comment.

A motion was made by Tomas Bueno, seconded by Kenneth Knopp, unanimously approved by the Board (5-0), to close public comment.

A motion was made by Alan Shullman, seconded by Jeffrey Robbert, unanimously approved by the Board (5-0), to recommend approval of Ordinance No. 2017-11.

E. PZ-0145 RESOLUTION NO. R2017-40 (DEVELOPMENT REVIEW MANUAL)

A RESOLUTION OF WELLINGTON, FLORIDA’S COUNCIL, ADOPTING THE DEVELOPMENT REVIEW MANUAL, AS MORE SPECIFICALLY DESCRIBED HEREIN, TO PROVIDE FORMS FOR PLANNING AND ZONING APPLICATION TYPES, SUBMITTAL REQUIREMENTS, REVIEW CRITERIA AND DETAIL THE PROCESS FOR DEVELOPMENT APPLICATIONS AS REQUIRED IN ARTICLE 5 OF WELLINGTON’S LAND DEVELOPMENT REGULATIONS AND TO COMPLY WITH FLORIDA STATUTES.

A motion was made by Alan Shullman, seconded by Jeffery Robbert, unanimously approved by the Board (5-0), to recommend approval of Resolution No. R2017-40.

VII. COMMENTS FROM PUBLIC

A motion was made by Kenneth Kopp, seconded by Tomas Bueno, unanimously approved by the Board (5-0), to open public comment.

A motion was made by Tomas Bueno, seconded by Kenneth Knopp, unanimously approved by the Board (5-0), to close public comment.

None.

VIII. COMMENTS FROM STAFF

Ms. Cramer reviewed the petitions coming to the Board in September. Mr. Kopp suggested himself and Mr. Bueno speak to legal about their positions in regards to the Flying Cow petitions.

IX. COMMENTS FROM THE BOARD

Ms. Mariaca thanked staff for the tremendous work.

X. ADJOURN

A motion was made by Tommy Bueno, seconded by Jeffrey Robbert, unanimously approved by the Board (5-0), to adjourn.

The meeting adjourned at 7:50 p.m.

APPROVED: _____
Date

Elizabeth Mariaca-Chairperson

Jennifer Fritz – Recording Secretary