



**PLANNING & ZONING  
STAFF REPORT**

**I. DESCRIPTION OF REQUEST**

Petitions: **Development Review Procedures and Development Review Manual**

- Ordinance No. 2019-04: Article 5 Zoning Text Amendment
- Resolution No. R2019-15: Development Review Manual

Applicant: Village of Wellington (Planning and Zoning Division)

Project Manager: Cory Lyn Cramer, AICP

Request: Approval of Ordinance No. 2019-04 to repeal and replace Article 5, known as the Development Review Procedures of the Land Development Regulations.

Approval of Resolution No. R2019-15 to adopt the Development Review Manual in accordance with the proposed Article 5.

**II. BACKGROUND**

Wellington incorporated in 1995. The Village Charter provided that Wellington would adopt the Palm Beach County Unified Land Development Code (ULDC) as the first set of Land Development Regulations (LDR). The first Comprehensive Plan was adopted in 1999. The Comprehensive Plan requires that LDR be established to implement the Goals, Objectives and Policies of the Comprehensive Plan. The Village began to process modifications to the LDR, as needed, to address local community needs and those needs specific to Wellington that differed from Palm Beach County. This reactive approach was the catalyst to the Village's determination that the entire LDR needed to be re-written to continue to be effective and to address the current and future growth and redevelopment of Wellington as we approach build-out.

Article 5 of the LDR provides the review procedures and requirements for all Planning and Zoning applications. It also provides for time limitations, amendments, suspensions, revocations, and appeals related to development orders. In addition to the need to create a LDR that is specific to Wellington now and in the future, the main objective to streamline the process and make it more efficient. This is the single most important objective of the proposed Article 5 Zoning Text Amendment.

On April 26, 2016, Council approved Resolution No. R2016-32 to modify the Calendar of Boards and Committees to move the Equestrian Preserve Committee (EPC) meetings to the first Wednesday of the month with the Planning, Zoning and Adjustment Board (PZAB) meetings to the second Wednesday of the month. This resulted in a reduced time frame for petitions to move through the public hearing process. In fact, for all petitions required to be reviewed by EPC prior to PZAB, it reduced the overall public hearing process by 5 weeks.

Over the past several years, staff has found that another factor, insufficient applications, was becoming the norm and not the rarity, resulting in a longer average processing time. In the latter part of 2016, the Planning and Zoning Department implemented an in-take meeting process for all site plans/amendments and those applications that required public hearings. Incomplete applications are no longer accepted. Since then, the quality of the applications has improved and the review time by the project manager and other departments has been reduced.

In addition to the above, staff has been given direction from Council to streamline the process. This direction included making changes to certain applications that would remove unnecessary process and provide an administrative review and determination instead of requiring Council approval. This directive was addressed in the proposed LDR amendment. Wellington's objective is to be proactive to community needs, desires, and future reinvestment opportunities. The LDR re-write, and modification to the development process, will be an incentive for growth and redevelopment opportunities, while protecting the health, safety and welfare of the community as a whole.

On September 26, 2017, Council adopted Ordinance 2017-11 to repeal and replace Article 5. Resolution R2017-40 was also adopted approving the Development Review Manual. At this time, staff is seeking approval to revise Article 5 and the DRM to accommodate further changes and make minor corrections to the LDR and manual. The significant change to the manual is the addition of landscape guidelines, signage graphics and lighting resources.

### **III. SUMMARY AND ANALYSIS**

The summary and analysis of this request will include a summary of modifications to Article 5, a description of the Development Review Manual and an analysis of the required compliance with statutory requirements.

Article 5, as proposed, will accomplish a number of things. The reorganization and simplification of text makes the development review procedures easy to understand and will reduce the need for future interpretation. Modifications proposed under this ordinance address electronic application submittals and minor changes to clarify the procedures. Other information, such as submittal checklists and justification requirements, was removed from the LDR and a Development Review Manual was created to supplement the LDR.

The Development Review Manual categorizes the types of Planning and Zoning applications. For each type of application the general criteria upon which the request shall be considered is outlined. The required documentation for each type of application and the standards that shall be used in the preparation of those documents is identified. The manual includes other helpful information, such as flowcharts, the fee schedule, and checklists, all of which will facilitate an applicant's ability to submit a quality application that is sufficient to be received and reviewed. With the continuation of the LDR re-write, the manual provides an opportunity to compile other information, such as typical plan details or graphic depictions of standards as they related to the zoning regulations and supplemental standards found in other LDR articles. These details have been added to the manual since the first adoption. The manual will require Council approval to be amended, except for those references to Florida Statute numbers or LDR section cross-references that may change upon an adopted of a zoning text amendment in the future.

Florida statutes require that each local government adopt LDR to implement the Comprehensive Plan. The LDR must contain public notifications standards consistent with the state requirements. The regulations must also be consistent with the goals, objectives and policies of the comprehensive plan, including intergovernmental coordination and review. Finally, they must be internally consistent from section to section. The proposed amendment is consistent with Florida

Statutes and the intent of Wellington's Comprehensive Plan. The Development Review Manual is consistent with the proposed Article 5.

#### **IV. BOARDS AND COMMITTEES**

On May 16, 2019, the Planning, Zoning and Adjustment Board recommended approval of Ordinance No. 2019-04 and Resolution No. R2019-15 with a 4-0 vote.

#### **V. STAFF RECOMMENDATION**

Staff recommends approval of Ordinance No. 2019-04 to repeal and replace Article 5, known as the Development Review Procedures, in its entirety, along with Resolution No. R2019-15, adopting the Development Review Manual to implement Article 5 and streamline an effective development review process.

#### **VI. EXHIBITS**

**Exhibit A** – Modification log of changes to Article 5.

**Exhibit B** – Proposed Article 5 with highlighted changes.

**Exhibit C** – Proposed DRM with additional landscape guidelines, signage graphics and lighting resources.