



**DEVELOPMENT REVIEW COMMITTEE STAFF REPORT AND RECOMMENDATION**

**I. Project Description:**

**Petitioner:** City of Greenacres

**Request:** Zoning Text Amendment (ZTA) to Chapter 12 (Subdivisions and Land Development Regulations) Article I (In General).

The intent of the City initiated zoning text amendment proposes adding Section 12-12 to create an engineering permit process.

**II. Proposed Zoning Code Amendments:**

The following Zoning Code regulations are impacted by the proposed Zoning Text Amendments. Text shown in strikethrough is to be deleted. Text shown in underline is to be added.

**Proposed Change #1**

**SECTION 1.** The foregoing recitals are incorporated into this Ordinance as true and correct findings of the City.

**SECTION 2.** Chapter 12 of the City of Greenacres Code of Ordinances, entitled “Subdivisions and Land Development Regulations”, Article I, entitled “In Genera”, is hereby amended as follows (additions are indicated by underscoring and deletions are indicated by strikeout):

**CHAPTER 12 - SUBDIVISIONS AND LAND DEVELOPMENT REGULATIONS**

**ARTICLE I. - IN GENERAL**

**Sec. 12-12. - Engineering permits.**

(a) Engineering permits required. An engineering permit is required for all construction activities and work related to subdivision and development improvements governed by this chapter. Engineering permits shall be issued by the development and neighborhood services department in accordance with the City's Comprehensive Plan, City Code, and such other applicable law. A permit from the county engineering department or state department of transportation is required for the construction of streets to any county or state street, respectively. Construction activities and work requiring an engineering permit include, but are not limited to, the following:

(1) Excavation, fill or grading of earth including, but not limited, to removal of soil from property, import of soil to property, use of any type of grading or earth moving equipment/machinery on property. This subsection shall not apply to excavations and soil removal which are incidental to a lawful building operation for which a valid building permit has been issued by the City. Only clean, suitable fill materials shall be permitted. No trash, wood vegetative or organic matter shall be permitted.

(2) Removal or construction of drainage pipe, drainage structures, lake outfalls etc.

(3) Construction of asphalt, concrete or paver brick surface enhancements or rejuvenation. To replace, overlay, seal coat or perform other forms of pavement surface enhancement or rejuvenation, including any restriping work, on roadways, alleys, asphalt drives, and parking areas.

(4) Construction of driveways. To construct or reconstruct driveways within private property or private or public rights-of-way with access to streets, roads, alleys, or access easement areas. Construction of a driveway for one- or two-family dwelling units is exempted from this engineering permit requirement if a City building permit is obtained.

(5) Construction of residential lots/developments. To construct or reconstruct parking areas, hardscape areas, or common area accessways or walks, or to alter elevations/grading of perimeter buffers, berms or swale/retention areas on residential lots or residential developments.

(6) Construction or alteration of drainage. To construct or reconstruct, deepen, widen, fill, re-route or alter any new or existing drainageway, ditch drain, culvert, or canal within the city, including swales within the right-of-way. Minor temporary or emergency drainage work shall not require an emergency permit.

(7) Construction of commercial, retail, assisted living facility (ALF), industrial, or mixed-use property site development/redevelopment. To construct or reconstruct infrastructure for/in lot, tract, parcel, or land subdivision. Infrastructure would include, but not be limited to, earthwork, basins, water, sewer, drainage, curbing, sidewalks, pavement systems, streets, and striping, etc.

(8) Construction of residential multi-unit or subdivision site development/redevelopment. To construct or reconstruct infrastructure for/in a residential multi-unit or subdivision of property. Infrastructure would include, but not be limited to, earthwork,

basins, water, sewer, drainage, curbing, sidewalks, pavement systems, roadways, alleys, bridges, streets, and striping.

(9) Construction of utilities. To construct or reconstruct franchise and non-franchise utility lines, conduits, sleeves, etc., within public or private rights-of-way, including roads, alleys, access easements, or common use areas. A permit shall not be required under this Article if a right-of-way permit or other permit approval covers the construction or reconstruction as determined by the development and neighborhood services department director or designee.

(10) Construction of traffic control devices. The construction and reconstruction of traffic control devices including, but not limited, restriping a street or parking area which differs from what was approved (or is being changed with no record of prior approval) including, but not limited to, layout, arrangement or angle, space size or dimension, number of spaces etc.

(b) *Vegetation removal permit.* A vegetation removal permit from development and neighborhood services department may also be required of any of the activities listed in this section involving the clearing or other removal or destruction of vegetation.

(c) *No construction or work before permit.* Except as provided hereinafter, no construction activities or work shall be started until an engineering permit for the proposed activities or work has been issued by the development and neighborhood services department. Minor maintenance work, such as minor repair of existing conditions, franchise utilities, external drainage, pavement or other hardscape in the same location, elevation, and limits may be commenced without an engineering permit; provided, however the development and neighborhood services department shall be given forty-eight (48) hours prior written notice of the same. This does not include cable replacement or any other type of facility upgrading or rehabilitation involving excavation.

(d) *Emergency repair work.* Emergency repair work may be done without an engineering permit. Emergency repair work is work which must be done immediately upon discovery, in order to safeguard the public from immediate danger to life or limb, to safeguard public health, safety or welfare, to repair or replace traffic signals or to restore interrupted utility services. In the event of an emergency, emergency repair work may be started without an engineering permit upon verbal notification being given to the development and neighborhood services department. If the development and neighborhood services offices are closed, then notification must be given as early as possible on the next regular workday. After the emergency repair work is completed, an engineering permit (if applicable) must be applied for and obtained from the development and neighborhood services department within ten (10) working days. Work that can be scheduled ahead of time will not be considered emergency repair work.

In addition to the above, in the event emergency repair work is necessary, the owner/applicant shall provide the following to development and neighborhood services:

(1) A public relations/customer service representative who may be contacted immediately for all emergency repair work and who shall be available to handle all homeowner questions and issues as well as media information.

(2) The name, address and telephone number of the company retained, if any, by the owner/applicant to handle all emergency repair work, including but not limited to, immediate repair of any of the facilities and/or property affected by an emergency situation.

(e) General requirements.

(1) Engineering permits will expire and become invalid one hundred eighty (180) calendar days from date of issuance if work has not substantially begun on the permitted project unless an extension of time has been granted by the development and neighborhood services department. Permits will become invalid upon suspension of work without a passed inspection in excess of ninety (90) days on any permitted work unless an extension has been granted by the development and neighborhood services department. Permit extension requests must be submitted prior to the expiration of the permit and may be issued by the development and neighborhood services department director or designee for good cause shown. All extension requests will be reviewed for changes in requirements and all new requirements will be made a condition of any permit extension including, but not limited to, changes in the City's Comprehensive Plan, City Code, or other applicable local, state, or federal law.

(2) If permittee wishes to begin, continue, or resume work after permit expiration, a new permit must be obtained with all current conditions and regulations having to be met including any new approvals that may be required. A new permit fee will be charged for the uncompleted portion of the work only.

(3) Engineering permits will be deemed completed upon completion of all permitted work and acceptance of the installation, by the owner, developer, all regulatory agencies involved, and the development and neighborhood services department.

(f) Procedure for obtaining an engineering permit.

(1) Engineering permits shall be issued to qualified applicants only. Necessary application forms shall be available at the development and neighborhood services department. Forms are to be completed, signed, and submitted together with appropriate fees. Subject to satisfaction of and compliance with the requirements contained in this chapter, permits may be issued to the following:

(i) Utility corporations or companies, including county and municipal utilities, that will be servicing the property or facility.

(ii) Contractors responsible for the installation of any utility facility or structure subject to this Chapter.

(iii) Private citizens, corporations, or organizations with a reasonable and legitimate purpose in using the rights-of-way, which purpose poses no threat or danger to the public health, safety, or welfare.

(iv) In those cases, in which the services to be provided are subject to the City's regulations relating to underground utilities, the applicant must be a certified underground utility and excavation contractor.

(2) Applications shall include a hard copy and electronic copy in both AutoCAD and PDF formats, with the following information:

(i) Engineered drawings (24" × 36") signed and sealed by a Professional Engineer licensed in the State of Florida, showing the location of the proposed installation of facilities in the rights-of-way shall be to scale and show:

1. The adjacent street rights-of-way and pavement width;

2. The distance from the edge of the pavement to the facility or utility;

3. Within a minimum of 100 feet of work all above ground infrastructure and improvements, including without limitation, pavement, curb, sidewalks, buildings, utility poles, street furniture, landscaping, etc.; and all below ground infrastructure and utilities, including without limitation, foundations, tanks, utilities, etc. within limits of work;

4. The location of all other utilities and facilities, including wireless communication facilities, within the area of work;

5. The facilities to be installed and their size;

6. Identification of the parcels consisting of the nearest adjacent property and the zoning and jurisdiction of such property;

7. One or more typical cross sections as required to adequately reflect the location of the facility. The minimum vertical clearance above or below the pavement shall be shown.

8. Additional information, such as the location in relation to the nearest municipality, major road intersections, bridges, and other physical features, shall be indicated on the drawings and identified.

(ii) A simple key map showing the location of the proposed facility shall be included, either on the drawing itself or as a separate sketch, to assist all concerned with the general location of the installation, indicating the applicable section, city ship, and range.

(iii) Applicable stormwater analysis, traffic impact analysis, and maintenance of traffic plan for any disruption of the public rights-of-way.

(iv) Information on the ability of the public rights-of-way to accommodate the proposed facility.

(v) The means and methods in which the facilities shall be installed.

(vi) For all facilities located within applicable proximity to an intersection, a sightline obstruction analysis signed and by a Professional Engineer licensed in the State of Florida.

(vii) For utilization of electric utility poles and facilities, documentation of compliance with the requirements of the electric utility's franchise agreement regarding facilities for other, non-electric utility services or products.

(viii) The timetable for construction of the project or each phase thereof, and the areas of the city which will be affected.

(3) No engineering permit shall be issued for construction or work until all the required irrevocable letter of credits have been posted. Construction shall not commence until applicant has obtained all necessary approvals and permits from all agencies having jurisdiction and has submitted same to the development and neighborhood services department. Forty-eight (48) hours minimum prior notice must be given to the development and neighborhood services department prior to the start of construction once all necessary approvals and permits have been obtained.

(4) The approval of an engineering permit is based primarily upon the information contained on the approved engineering construction drawings. Subsequent minor revisions approved after permitting may be indicated upon approved prints, but such changes must be signed and dated by the engineer of record and the development and neighborhood services department prior to the permittee proceeding with the revisions.

(g) *Work without a permit.* Failure to obtain an engineering permit required by this Section before actual construction or work shall subject the property owner, responsible individual, and/or entity involved, to any or all of the following actions and penalties whether an engineering permit has been obtained after the fact or not:

(1) Removal of any work including, but not limited to constructed facilities, and restoration of the violated area to its original condition within thirty (30) days of written notice by the development and neighborhood services department, and in default of compliance with such notice, such work may be removed by the City and all costs of removal shall be borne and paid by the property owner, the responsible individual or entity and/or by draw on any applicable bond or letter of credit.

(2) Payment for damages to city and/or private property and payment for all losses sustained by the city and/or private owners as a result of such unpermitted construction activity and work.

(3) Such other actions as required by the development and neighborhood services department.

(4) Code compliance enforcement with a fine for each day the unpermitted work remains in place.

(5) Any other action and/or penalty established by legal process available at law.

(h) Notification to other agencies.

(1) The applicant for a permit under this Chapter shall notify all rights-of-way users and applicable agencies in the immediate vicinity of the proposed construction or installation locations, stating the work proposed by the applicant, to determine if there are any objections to the applicant's proposed construction or installation. The development and neighborhood services department director or designee shall determine the type of notice to be provided, the vicinity to be noticed, the timeframe for the notice, and any other reasonable notice requirements to ensure all users and agencies are properly notified. If any objections to the applicant's proposed construction or installation are received from affected rights-of-way users or agencies, the applicant shall take such reasonable action as is necessary and directed by the development and neighborhood services department director or designee to resolve the objection(s).

(2) The applicant shall certify the notification to other users by completing the section provided in the application for such verification. It is the full and complete responsibility of the applicant to determine that all other users are notified of the proposed work. Any work performed without this notification shall be at the sole risk of the applicant.

(i) Issuance; copy of permit and stamped approved plans to be available at site; approval of work.

(1) If the permit application is approved by the development and neighborhood services department and all applicable fees have been paid, the development and neighborhood services department will issue an engineering permit for the proposed work.

(2) The engineering permit and approved plans must be available at all times at the work site while work is being performed. Any work in progress including, but not limited, use of the rights-of-way, without a valid permit and approved plans available at the site shall be suspended until such time as a valid permit is produced on the site.

(3) The development and neighborhood services department inspector shall have the right to inspect and approve materials and phases of work. Final inspection and acceptance of work by the development and neighborhood services department must be obtained to document the completion of the work. Work will be considered incomplete until that portion of the permit indicating the final inspection and approval has been signed and dated by the inspector.

(j) Approving authority; standards for approval and appeals.

(1) The development and neighborhood services director or designee shall have the authority to approve or deny applications for permits under this Chapter based upon approved engineering standards and the City's Comprehensive Plan, City Code, other applicable City, local, state, and federal law.

(2) Any party claiming to be aggrieved by a decision of the approving authority under this Chapter may appeal to the Planning and Zoning Board of Appeals pursuant to section 16-85 of the City Code within ten (10) days of rendition of the decision of the approving authority.

(k) Conditions.

(1) It is expressly stipulated, and the holder of a permit under this Chapter agrees, that the engineering permit is a revocable license for a permissive use only, and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in the holder thereof, and that the issuance of an engineering permit does not relieve the permit holder of the need for obtaining any other permits or licenses that may be required by the appropriate authorities. The permit holder agrees that the permit may be revoked if the development and neighborhood services department or designee finds that the work performed thereunder is not in accordance with the approved plans and/or this Chapter, the City's Comprehensive Plan, City Code or other applicable law; that the permit was issued in error; and/or, the permit or work will be detrimental to the public health, safety, or welfare.

(2) The rights and privileges set out in this Chapter are granted only to the extent of the City's jurisdiction over the land to be entered upon and used by the applicant. The applicant will, at all times, assume all risk of loss and defend, indemnify, and hold the City harmless from and against any and all loss, damage, cost, or expense arising in any manner on account of the exercise or attempted exercise by the applicant of these rights and privileges.

(3) Except where prior written consent has been obtained and copy provided to the development and neighborhood services department, the construction or maintenance of a utility shall not interfere with or encroach upon the property or rights of a prior or current occupant.

(4) In the event of widening, repair, reconstruction, or improvement of rights-of-way, including but not limited to installation of pavement, drainage structures or sidewalks, the applicant shall, upon notice by the development and neighborhood services department, relocate or protect existing facilities to clear the area for construction, at no cost to the City.

(5) Applicants receiving an engineering permit are required to schedule pre- and post-construction inspections with the development and neighborhood services department.

(l) Compliance with applicable regulations and approved plans.

(1) The applicant for any permit assumes full and total responsibility for compliance with this Chapter, supporting regulations, additional requirements of the City, and county, state or federal laws, ordinances or other directives which may apply to the proposed work.



(2) The applicant for a permit assumes the responsibility to adhere to the approved plat and site plan post-construction.

(m) General obligations.

(1) Obtaining an engineering permit does not relieve an applicant or property owner of its duty to obtain all other necessary authorizations and to pay all fees required by other city, county, state or federal rules, laws, or regulations.

(2) The applicant and property owner shall comply with all requirements of the City's Comprehensive Plan, City Code, other applicable local, state, county, and federal laws, and are responsible for all construction performed pursuant to the engineering permit, regardless of who performs the construction.

(3) The construction performed in on city owned or city-controlled property shall be done in conformance with specifications provided for in the City Code.

(4) Except in the case of emergency, and with the approval of the development and neighborhood services director or designee, no construction on public property may be performed when climatic conditions are unreasonable for such work. The development and neighborhood services director or designee may order a temporary cessation of construction during inclement or impending inclement conditions, when such conditions present an unreasonable danger to persons using the right-of-way or to the general public. The development and neighborhood services director or designee shall provide reasonable notice, as is practical, to make the construction site safe and to secure materials and equipment.

(5) An applicant or property owner shall not cause obstruction in a manner that will interfere with the natural free and clear passage of water through the gutters or other waterway.

(6) Private vehicles, other than authorized company vehicles, may not be parked within or adjacent to a construction site. The loading and unloading of trucks adjacent to a construction site area is prohibited unless specifically authorized through the permit process.

(7) The applicant or its designated licensed contractor shall belong to the Sunshine State One-Call Notification System as required by state law or such other line location system acceptable to the City.

### **III. Staff Analysis:**

***Background:***

Engineering permits are issued when work is performed on-site for such activities as excavation, dredging, earthwork, grading, lot clearing, drainage, utility work, sealcoating, striping, and paving. Please note that this permit does not apply to work in the within the Right-of-Way since that will be covered by the newly created Right of Way permit.

Engineering Permits are required for the following reasons:

- To ensure that the work is done correctly by allowing city inspections
- To ensure the City knows the extent and permanence of the beneficial and detrimental effects of the permitted work
- To require erosion and sediment control devices and prevent illicit discharges
- To coordinate work amongst agencies like Palm Beach County Water Utilities

Presently the City issues a building permit to review this type of work. City Staff is proposing a specific section of the code to outline the requirements for such a permit so the process is clear and concise for a permittee. This proposed process will provide better customer service and avoid delays.

***Development Review Committee Comments:***

The petition was reviewed by the Development Review Committee on June 9 and 16, 2022, and recommended for approval.

Planning Department:	No comments
Building Department:	Comments addressed in staff report
Recreation and Parks	No comments
Fire Department:	No comments
PBSO District #16	No comments
Public Works Department:	No comments

**IV. Zoning Text Amendment Criteria:**

*A. The need and justification for these changes:*

The principal intent of these proposed text amendments to the City Code is to clarify and provide in detail the steps in order to obtain an engineering permit. Presently, to perform engineering work requires a general building permit which does not outline the requirements, documentation or approvals required to secure such a permit. The intent is to provide better customer service by providing clear and concise steps to obtain an Engineering Permit.

*B. The relationship of the proposed amendments to the purpose and objectives of the City's Comprehensive Plan, and whether the proposed change will further the purposes of the City's Zoning Code regulations and other City codes, regulations and actions designed to implement the Comprehensive Plan.*

The proposed amendments are consistent with the City's Comprehensive Plan and will further the purposes of the City's Zoning Code regulations and other City Codes by adding the specific requirements to obtain a City Engineering Permit.

**V. Staff Recommendation:**

*Approval* of ZTA-22-15 through the adoption of Ordinance 2022-19.

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**PLANNING AND ZONING BOARD OF ADJUSTMENTS RECOMMENDATION –  
July 14, 2022**

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The Planning and Zoning Board of Adjustments on a motion made by Commissioner Robarts and seconded by Commissioner Edmundson, by a vote of five (5) to zero (0) recommended approval of Zoning Text Amendment **ZTA-22-15** (*Engineering Permits*) as presented by staff.

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**CITY COUNCIL ACTION First Reading – August 1, 2022**

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The City Council on a motion made by Council Member Noble and seconded by Council Member Bousquet, by a vote of five (5) to zero (0) recommended approval of Zoning Text Amendment **ZTA-22-10** as presented by staff.

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**CITY COUNCIL ACTION Second Reading – August 15, 2022**

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Attachments:

1. Ordinance 2022-19