



ITEM SUMMARY

MEETING DATE: August 15, 2022

FROM: Caryn Gardner-Young, Zoning Administrator

SUBJECT: **Ordinance 2022-19, ZTA-22-15**
Engineering Permit Process

BACKGROUND

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

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 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

The Development Review Committee has reviewed these text amendments and is recommending approval. The Planning and Zoning Board of Appeals reviewed this staff-initiated text amendment on July 14, 2022, and recommended approval by a vote of 5-0. The City Council voted five (5) to zero (0) to recommend approval of Zoning Text Amendment ZTA-22-07 as presented by staff on August 1, 2022.

ANALYSIS

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.

FINANCIAL INFORMATION

N/A.

LEGAL

Ordinance 2022-19 was prepared in accordance with all applicable state statutes and City Code Requirements and has been reviewed by the City Attorney.

STAFF RECOMMENDATION

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