

## PZAB DIRECTIONS FOR FEEDBACK

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Staff intends to solicit feedback on the draft chapters of the ULDC at the regularly scheduled PZAB meeting. The feedback may be used by staff to make changes to the document. **Please provide feedback to staff ([lbarnes@northportfl.gov](mailto:lbarnes@northportfl.gov)) in an email divided into the following categories at least two days prior to the meeting:**

- **Grammatical or Spelling errors:** Note the page and section number. Staff will not thoroughly address these comments at the workshop.
- **Content Questions:** These are questions about the specific topics or content of the chapter to help clarify the information or identify missing information. These questions may also be related to structure or wording if it relates to the clarity of content. Staff will come prepared with answers to all content-related questions.
  1. Provide questions on content to staff prior to the workshop so staff can adequately prepare responses to the questions for the meeting.
  2. Ask all content-related questions at the hearing.
- **Policy Suggestions:** These are suggestions for policies not included in the draft. Staff will come prepared with ideas or discussion points for policy suggestions.
- **General Comments:** These are comments on structure, general takeaways, or other general comments.
  1. Feel free to provide these in the email with the other notes; however, these do not need to be provided to staff prior to the meeting.