



CITY OF COCONUT CREEK

DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1 – NOVEMBER 13, 2024

PROJECT NAME:	Fifth Third Bank		
PROJECT NUMBER:	PZ-24090007		
LOCATION:	4805 Coconut Creek Parkway		
APPLICANT/AGENT:	BDG Architects		
REVIEW/APPLICATION:	Site Plan		
DISCIPLINE	REVIEWER	EMAIL	TELEPHONE
DRC Chair Urban Design & Development	Liz Aguiar – Assistant Director Sustainable Development	laguiar@coconutcreek.net	(954) 973-6756
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Fire	Ryan Banyas – Fire Marshal	rbanyas@coconutcreek.net	(954) 956-1563
Landscape	Scott Peavler - Landscape (consultant)	speavler@craventhompson.com	(954) 739-6400
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Engineering	Thamar Joseph - Engineer I	tjoseph@coconutcreek.net	(954) 973-6786
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Engineering	Steve Seegobin - Construction Supervisor	gseegobin@coconutcreek.net	(954) 973-6786

DEPARTMENTAL COMMENTS

BUILDING

This review shall not imply full compliance with the Florida Building Code. Submittal of a building permit application and plans are required for full review to obtain a building permit.

Note: Every effort has been made to identify code violations. Any oversight by the reviewer shall not be considered as authority to violate, set aside, cancel or alter applicable codes or ordinances. The plan review and permit issuance shall not be considered a warranty or guarantee. The designer is responsible for following all applicable federal, state, and municipal codes and ordinances.

Applicant is required to address **EACH** comment and to revise plans accordingly (*acknowledgements are not corrections*). **ONLY COMPLETE SIGNED AND SEALED DIGITAL PACKAGES WILL BE ACCEPTED.** Applicant does not need to resubmit application or previously submitted documents. Additional comments may be provided at DRC meeting and/or required upon review of any revised plans. Refer to **e-Plan User Guide** for instructions, found under resources on the Development Review web page.



ENGINEERING

GENERAL COMMENTS

1. Please note, comments provided are based on a preliminary engineering review and the project is subject to further review for compliance with the City's Code of Ordinances and the Utilities & Engineering Standards Manual at Final Engineering review.
2. Additional comments may be provided and/or required upon review of any revised plans.
3. All required approvals from Broward County and Florida Department of Environmental Protection, or any other applicable agency shall be obtained and submitted to the Engineering Division prior to issuance of an Engineering permit.
4. Execution of a Water and Wastewater Agreement/Amendment will be required and payment of additional impact fees may be required at Final Engineering Review, prior to review/approval of related building permits.
5. Please ensure that the proposed modular elevation is in NAVD 88.
6. Shop drawings are required for all proposed water, wastewater, and drainage structures during further stages of review and approval.
7. Demolition note #3 states that utilities to be plugged will be filled with grout. Clarify which utilities are expected to be plugged.

ROADWAY, TRAFFIC, AND PAVEMENT

8. Please provide standard details for the proposed work per City of Coconut Creek Standards.
9. Ensure that all proposed sidewalks/walkways are ADA compliant.
10. Provide curb details and curb transition details consistent with site plan package; all curbs must meet Sec.16-142, Coconut Creek Land Development Code (curb must meet FDOT standards).
11. Please clarify the purpose of the striped area located east of the proposed rain garden due to this region being inaccessible since this area is curbed.

DRAINAGE COLLECTION SYSTEM

12. Please provide storm water calculations for the new development.

WATER DISTRIBUTION SYSTEM

13. Per City Code Sec.13-242, Fire Flow Calculations (flow required for sprinkler system and anticipated hose stream or manual fire-fighting requirements) must be submitted at final engineering review as outlined in the I.S.O. (Insurance Services Organization) Fire Suppression Rating Schedule.

WASTEWATER COLLECTION SYSTEM

14. Provide elevations between the proposed and existing maintenance access structures (MAS).
15. Sheet C04.01: Please change S4 and S6 from 4" to 6" to match the size of the existing lateral.

LANDSCAPING, LIGHTING, AND IRRIGATION

16. Per City Code Sec.13-266, easements shall not contain permanent improvements including but not limited to patios, decks, pools, air conditioners, structures, utility sheds, poles, fences, trees, shrubs, hedges, plants, and landscaping, except that utilities, public improvements and sod are allowed.

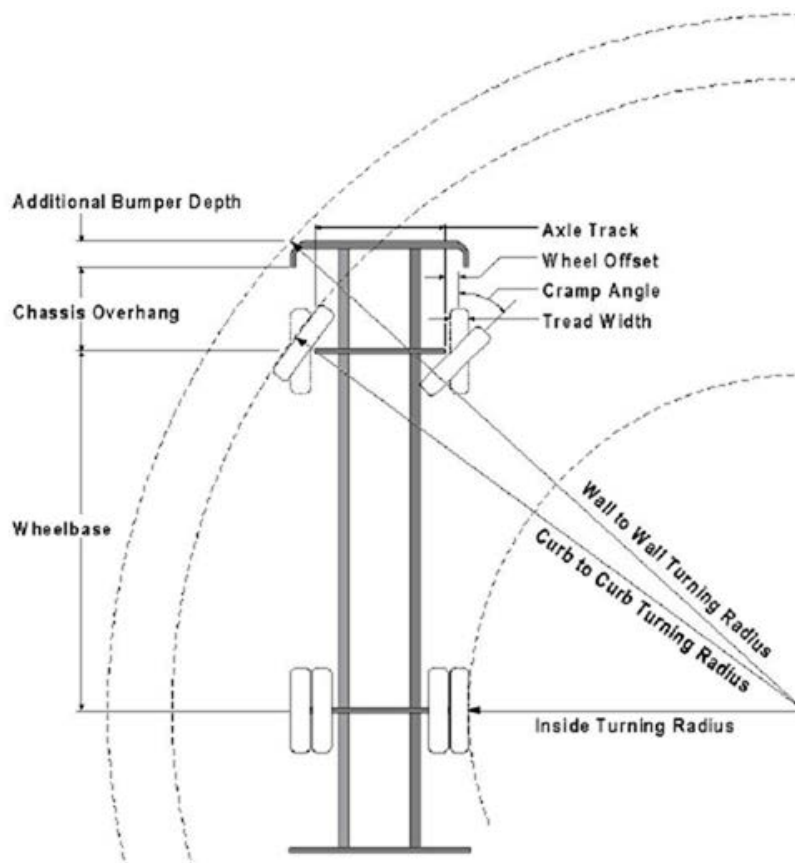
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Therefore, all trees must be placed outside of any utility easements and not impact any proposed/existing utilities.

FIRE

1. Provide a Fire Truck Route Plan that can accommodate a two-axle fire truck (B40 Bus template) that is 39 feet long, 9 feet wide. Display turning radius dimensions, front wheel path, rear wheel path, apparatus path, and front chassis overhang (see figure). Use a 50 foot outside 25 foot inside turning radius. Do not overlap the entrance and exit of the truck and provide multiple pages if necessary. (NFPA 1-18.2.3.1.1)
 - Use AutoCAD or similar program to generate the fire truck route plan. Please include a depiction of the truck on the plan.
 - The truck shall not traverse through parking spaces and shall not be required to reverse.
 - Driving into multiple lanes and into oncoming traffic shall be minimized as much as possible.



2. The maximum distance to a fire hydrant from the closest point on a building shall not exceed 400 feet .The maximum distance between fire hydrants shall not exceed 500 feet (NFPA 1-18.5.3) Please display that these distances are provided. Measurements are taken as the fire truck travels.
3. Using table 18.4.5.2.1 state the minimum required fire flow for the building with the most total square footage. Include the construction type of the building. Show the minimum number of fire hydrants

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required per the required fire flow (NFPA 1-18.5.4). The aggregate fire flow capacity of all fire hydrants within 1,000 feet of a building shall not be less than the required fire flow determined with section 18.4. (NFPA 1-18.5.4.2)

4. In all new and existing buildings, minimum radio signal strength for fire department communications shall be maintained at a level determined by the AHJ. (NFPA-1:11.10.1)
 - The Owner's Rep or GC shall conduct a Preliminary Initial Assessment to determine if the minimum radio signals strength for fire department communication is in compliance with Broward County and Coral Springs standards.
 - Prior to any testing, the occupancy shall be structurally completed with all interior partitions, windows and doors installed.
 - A preliminary initial assessment to determine if a Two-Way Radio Communication Enhancement System is needed refers to a predictive heat map. This will be determined when a rough delivery audio quality test (DAQ) is performed on site by the fire inspector after the building is erected.
5. The demolition shall meet the requirements of NFPA 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations.

LANDSCAPING

1. Sheet LP02.01 has a discrepancy for the total canopy removed. It appears that the first shown calculation for total tree canopy removed is correct, at 5,990 sf. However, midway down the list it states that 14,550 sf is being removed. Please confirm that the 5,990 sf is correct and adjust the plans accordingly.
2. Minimum width of landscape islands is 12'. Please dimension islands on Landscape Plan to show compliance.
3. Under "Minimum Landscape Requirements" of the data compliance table on sheet LP01.01, it states that (5) shrubs are required per 1,000 linear feet. This should be corrected to say (5) shrubs required per 1,000 square feet.
4. Coconut Creek Parkway is a major right-of-way, and therefore requires a Roadway Landscape Buffer as per Sec.13-443(13). Roadway landscape buffers require a continuous hedge along with two additional tiers of landscape. Provide additional landscape to create this effect. Trees and sod are not considered tiers. Please update the plans to reflect the minimum buffer width of 20' and include the right-of-way width on the plans.
5. Under "Street Trees" on the code compliance table, please include the total length of street being calculated.
6. Provide diversification calculations for all proposed plant material, as per Sec.13-444(c). No more than 25% of the same species can be used per category: trees, palms, and shrubs/groundcover.
7. Suggest substituting smaller trees that are proposed under the canopies of existing, mature Oaks – particularly along the southern property line and in the swale area. Consider using a more suitable tree species that will do well under the existing, large canopy trees.
8. Provide breakdown of required building foundation plantings for each façade, per Sec.13-443(5)(f).

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9. Must provide open space calculations per Sec.13-345(c)(13). Minimum requirement is fifteen percent (15%) of total lot area.
10. Total trees and shrubs listed in the data table is to include all code sections. Each code section is in addition to each other. Trees counted towards one code section cannot be counted towards another section. Specifically, ensure that your minimum required site trees (Sec.13-443(3)) do not overlap with your other required trees. It appears that you are currently counting all trees on site towards this requirement, and they are instead required in addition to the other minimum tree requirements.
11. Provide tree category percentage calculations per Sec.13-444(c)(1).
12. Label and dimension all existing and proposed easements on the plans. It appears there are two different existing easements along the southern perimeter with trees proposed within them. Easements will need to be vacated to allow the planting.
13. Ensure all trees are located at the specified minimum distance from paved surfaces, as per Table 13-444.T1. It appears that some proposed trees are closer than the minimum distances permitted.
14. Where hedge rows, shrubs and/or trees abut parking, said landscape shall be placed a minimum of three (3) feet from edge of pavement, wheel stop or continuous curb.
15. Note that trees and palms within 6' of utility lines and hardscape elements will require the use of a root barrier type product. Please show root barrier locations on the Landscape Plan.
 - a. Ensure that the proposed tree located near the water main connection is adequately spaced from the water line and backflow device.
16. Please show all utility easements in gray scale on the Landscape Plan, as well as all above and below ground utilities and associated equipment (fire hydrants, overhead power lines, FPL pads, water and sewer service lines, etcetera).
17. Small trees shall be a minimum trunk diameter of one and one-half (1½) inches for at least one (1) of the trunks for a multi-stem tree. Please specify this requirement for the Crape Myrtle.
18. Provide FDOT sight lines for the entrance/exit along Coconut Creek Parkway. Adjust any proposed landscape that may be in conflict.
19. Label all monument signs and provide required landscape around the base.
20. Provide the City standard landscape notes on the plans. A copy of the notes in Word is available upon request.
21. Revise the shrub and groundcover details to state a minimum of 24" is to be excavated and backfilled with preferred planting soil.
22. The use of wire and tubing for bracing is prohibited. The City recommends Wellington tape or similar with bio-degradable twine to be used. Only the twine is to be in contact with the trunks. Revise tree planting details accordingly.
23. Provide condition rating (good, fair, poor) in tree disposition table for all trees and palms.
24. Specimen trees (18" or greater DBH and 60% or greater condition) proposed for removal require an ISA trunk formula tree appraisal to be submitted for review.

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25. As a general note, all trees in good to fair condition are to be assessed to remain or be relocated prior to being reviewed for removal.
26. Provide clarification on how the proposed rain garden is intended to function. It appears that there is a proposed drainage structure, and this area is more of a retention area than a rain garden. Please explain its functionality.
27. It appears that the Landscape Plan does not show the drainage structure located within the rain garden, which is shown on the Civil Plans. Please coordinate with the Civil Utility Plan and include all drainage structures on the Landscape Plan.
28. Please clarify what the striping is that is shown just east of the rain garden.
29. Recommend an alternative species for Dahoon Holly. This species has not done well in the City.
30. Recommend an alternate species for the Red Maple based on their proposed location. The Maples prefer more wet sites and may struggle in the islands.
31. Irrigation is to be on a non-potable system. Either Reuse or a pump/well. The pump/well is to be screened on three sides with landscape and shown on the landscape plans.
32. Green Buttonwood near the dumpster enclosure is within 15' of the proposed light pole. Also, consider relocating or adjusting the proposed light poles along the east and south sides of the property, so they do not conflict with existing Oak canopies.

PHOTOMETRICS

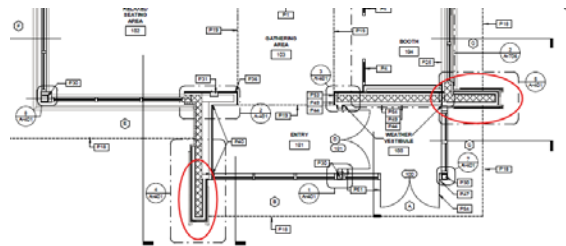
1. Staff understands the state requirements for ATM's and the following comments reflect that understanding.
2. The Photometric plan shall provide footcandle readings at 36" above grade as required by code. Revise plans accordingly.
3. Sec.13-374 - Review the lighting code and provide the table as required (Sec.13-371(5)1) to determine if the proposed lighting design exceeds the acceptable number of lumens.
4. Sec.13-374(2) d 2 - All exterior lighting, alone or in aggregate, shall not exceed 10 footcandles, measured at three (3) feet above ground. Revise the plans accordingly.
5. Sec.13-374(2) d 11 - Address how the required reduction to a maximum of 1 footcandle will be achieved after hours. Staff understands that state requirements supersede local ordinances; however, this section of code shall be met in all areas not addressed by the state.
6. Be advised that the site lighting will be measured in the field using a light meter to ensure that the 10 fc limit is not exceeded. The building C.O. is predicated on meeting this requirement.

POLICE

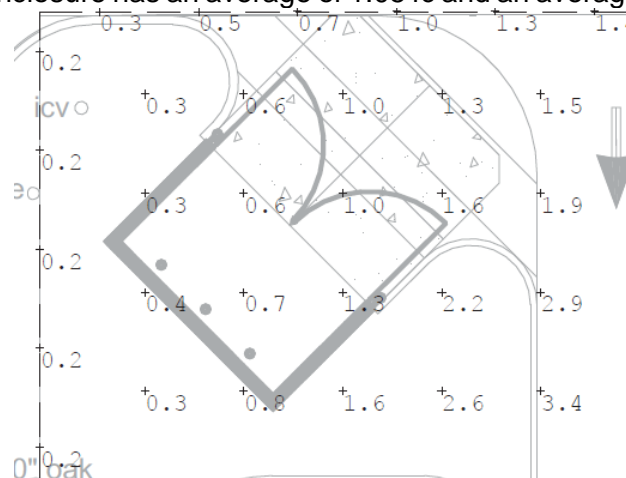
1. Landscaping should comply with CPTED standards of no higher than 2' for bushes/hedges and tree canopies no lower than 6'.
 - o It is understood that shrub/bushes required for screening by city code cannot comply with the 2' recommendation. In areas where a shrub/bush is not required by city code, it is recommended to utilize plants that will not grow above 2' high in order to maintain this standard with minimal maintenance.



2. Landscaping should be placed in such a way to allow sight lines to be unobstructed for vehicles entering the lot and pedestrians approaching the building.
3. Recommend linking the IP surveillance cameras with the Police Department for immediate monitoring by the CCPD Real Time Crime Center in the event of an emergency.
4. Consider installing LPR Camera technology at entrance/exit and/or the drive-thru ATM that can share data with the CCPD Real Time Crime Center.
5. All exterior electrical boxes and utilities should be secured to prevent tampering.
6. Consider making the protruding wall sections by the entrance flush with the building. The current design creates an area of concealment very close to the entrance of the bank.



7. Trash enclosures by design are obstructed from casual viewing. As such, they do offer the opportunity to be used as an area of concealment by an abnormal user. Measures should be taken to reduce the desirability of the enclosure to be used for this purpose.
 - o Recommend adding convex mirrors to the rear of trash enclosure to allow a view inside of the enclosure prior to opening the swing gate.
 - o Per IES security lighting guidelines, recommend that trash enclosure be illuminated to an average of 3 fc with an average to minimum ratio of no more than 4:1. Currently, based on readings below, enclosure has an average of 1.05 fc and an average to minimum ratio of 5.25:1.



ATM/night deposit area:

8. Recommend recessing the drive up ATM into the building attaching the drive up ATM to the building. The current stand-alone design creates an area of concealment directly behind the machine. (If this recommendation is taken, additional review of photometric readings will be needed.)

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9. Recommend the night deposit and after hours ATM be placed inside weather vestibule for security of patrons and machines. In this scenario, recommend the drive-thru ATM be deactivated at night. (If this recommendation is taken, additional review of photometric readings will be needed.)
10. Consider installing hostile vegetation along the back wall leading to the night deposit and drive up teller to prevent an abnormal users from walking up to a vehicle patronizing the bank. Examples of hostile vegetation are holly, natal plum, pyracantha, silver thorn, rose bush, bougainvillea, etc. Please coordinate with appropriate City staff regarding acceptable vegetation.



11. The illuminance levels at the ATM and night deposit area do comply with state statute requirements. We want to clarify how many light fixtures will service the ATM and night deposit areas. Recommend more than one at each in case of failure of one fixture.
12. Ensure that light fixtures are adjusted in such a way as to not create glare for an approaching vehicle/pedestrian.
13. Recommend utilizing tamper resistant luminaires/coverings at ATM and night deposit areas.

SUSTAINABILITY

LDC Chapter 13-320

1. Provide a copy of the noted site material recycling plan to Staff for review.
2. Provide a copy of the carbon footprint lifecycle analysis for Staff review.
3. Provide information on the proposed photovoltaic roof panels.

TRANSPORTATION

1. Provide a Traffic Impact Statement (TIS) prepared by a Registered Professional Engineer who specializes in traffic engineering. The TIS shall provide both Institute Traffic Engineers (ITE) manual for projected AM & PM Peak hour trips along with the net daily trip assignments to the Fifth Third Bank and more specifically, the drive thru service;
2. The proposed location for the handicap parking spaces may allow an individual who is in a wheel chair to actually be forced to wheel behind a vehicle that is trying to back up. The designated ADA spaces shall be located closest to the building entrance and not be forced to maneuver thru a drive isle. Can the design team use the location of the three (3) standard parking spaces as the dedicated handicap parking space? If not, why?;
3. Provide a narrative on "what would prevent a vehicle from entering the NE Corner driveway (inbound) to access the drive thru lane?" Revisions to the future bank's access management or site circulation to improve the driveways may be required:

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4. Describe the use and what type of pavement area that is hatched out and is adjacent to the swale/drainage (rain garden?) area along the western limits of the parking lot?;
5. Provide a Typical Standard Parking Detail;
6. Sheet C05.01 provides a Typical Handicap Parking Detail. It appears that wheel stops are proposed. Illustrate the wheel stops on the Site Plan;
7. Sheet C05.01 provides a Typical Bike Rack Detail. Refer to the City's preferred bike rack detail;
8. On the Site Plan, dimension the total length of the drive thru queue of 120 LF from beginning to the end;
9. Does the drive thru bypass lane work if four (4) vehicles are queued in the drive thru lane? Show actual vehicle using the drive thru and their queue;
10. This is an outparcel to a shopping center. Is there an opportunity to provide a pedestrian connection to the other adjacent outparcels?;
11. Sheet C05.02 provides an Accessible Parking Sign detail. Remove the Van Accessible placard as the space is designed to be van accessible;
12. Is an ATM provided at the bank? If so, where?;
13. Additional comments may be forthcoming.

URBAN DESIGN AND DEVELOPMENT

General Comments

1. Pursuant to the requirements of Section 166.033, Florida Statutes, be advised that this development permit (application) is incomplete and the areas of deficiency have been identified herein. The requirements of Section 166.033 further provide that the applicant has 30 days to address the deficiencies by submitting the required additional information. If such a response is not provided in a timely manner, the application shall be deemed withdrawn unless the applicant wishes to waive any or all of the requirements of Section 166.033, Florida Statutes, in which case a request for waiver must be submitted to the City prior to the expiration of the 30 day response period identified above. The City's waiver form is available upon request.
2. Applicant shall be prepared to make a PowerPoint presentation at the Planning and Zoning Board and City Commission meetings. Presentation should include color renderings, aerials or maps of the proposed project, and other helpful information as applicable.
3. Prior to the Planning and Zoning Board meeting, applicant shall provide the following to the City.
 - a. Digital: One (1) complete set of each as follows:
 - Site plan - unlocked and unsigned.
 - PowerPoint presentation.
 - Public outreach report.
 - Sustainable (Green) report.
 - Each round of DRC response document.
 - b. Printed: Thirteen (13) complete sets, individually bound / stapled / 3-hole punched.
 - Site plan – 11"x17" in size.
 - PowerPoint – no larger than 11"x17" in size.
 - Public outreach report.

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- Sustainable (Green) report.
 - Each round of DRC response document, 8.5"x11" in size.
4. The City has retained professional services to conduct landscape review of all Development Review Applications. Per Sec.13-80(b) of the City's Land Development Code, the cost for these services shall be billed to the applicant on a cost recovery basis. **Please acknowledge and provide contact information of person(s) responsible for payments to the City.**
 5. Applicant shall make every effort to ensure public participation as part of this project. The purpose of this action is to provide information regarding the proposed project to neighboring property owners, associations and businesses. Provide correspondence demonstrating these efforts including a detailed accounting of meetings with residents, HOA's or adjacent businesses, copies of mailed notices, meeting notes, site postings etc. Applicant shall submit a full written report to Sustainable Development PRIOR to placement on a Planning and Zoning Board agenda.
 6. Additional comments may be provided at DRC meeting and/or upon review of revised application.
 7. Acknowledgements to DRC comments may not always demonstrate compliance. Corrections shall be made to plans and digitally re-submitted. Written responses shall identify appropriate sheet(s) or page(s) where corrections have been made.
 8. Sec.13-81(14)(b) – Any DRC application continued or inactive for more than six (6) months may be considered void and treated as a new application with applicable fees. See comment #1.

Impact Fees

9. Be advised, the City is currently amending the Impact Fees schedule. This project will be subject to impact fees as amended.

Site Plan

10. For resubmittal purposes, only include sheets or plans related to this specific application. Building construction plans are not required.
11. Be advised, applicant must obtain an approval from Republic Services, waste provider, for any proposed dumpster size and location.
12. Identify proposed ATM machine on site plan. Be advised, all plans must be consistent.
13. Staff acknowledges applicant's comment about the loading zone area. Provide dimensions on site plan. A 12'x35' for buildings less than ten thousand (10,000) square feet is required per code. In addition, add keyed notes.
14. Provide dimension of the exit of two-way drive-aisle on the north side of property.
15. Provide a traffic impact statement. Refer to Transportation comment #1.

Construction Trailer

16. Show location of temporary construction trailer if one is proposed. Trailer shall not be located adjacent to major thoroughfares, may require screening and will require sign review.

Elevations

17. Sec.13-37 - Aesthetic design. Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the relationship to surroundings.



18. Be advised, downspouts shall not be installed on the exterior façade or be visible. Painting the downspouts does not satisfy this requirement. Downspouts must be installed so that they are not visible from public view. Please address.
19. Staff recommends using a softer tone for the exterior walls, such as a beige or white, in place of the color specified as “Dover Sky” on sheet 018-A-202.
20. On sheet 018-A-202, GL-1 is labeled as exterior glazing/clear, however, it appears to be blue. Whereas, on sheet 046-A-180, SB-1 is labeled as distraction vinyl “Etched” on glass. Clarify.
21. Per Sec.13-37(3)e, mechanical equipment on the roof shall be screened from public view with materials harmonious with the building and shall not be visible from any public views. This information was not found on elevation plans.
22. Label elevation plans correctly.
23. Be advised, Fire Department requires a minimum six (6) inch high address sign on building.
24. This is an existing location in Lighthouse Point on Federal Hwy. Our City’s expectation is for your architecture to be similar or better in terms of quality design.



Signs

25. Sign details were not provided. Be advised, a separate permit review application will be required if details are not provided and approved during the site plan process.
26. Clarify “local map wall covering” identified on sheet 046-A-180, keynote “SB-2”. Provide details.
27. It appears that wall signs may be displayed on raceway. Be advised, raceway/wireway must be concealed behind the building wall and are prohibited from view on exterior facade.
28. Applicant has not identified if a ground identification sign is proposed. Please indicate the ground sign location on site plan, if applicable.

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29. Be advised, no more than four (4) identification signs on the building are allowed.
30. Below are additional sections of the sign code provided for guidance:
 - Sec. 13-466.8, Wall identification signs
 - Sec. 13-458, Prohibited signs
 - Sec. 13-468.9, Window signs
 - Sec. 13-466.6, Ground identification signs
 - Sec. 13-468.7, Drive-through signs
 - Sec. 13-467.4, Directional signs
 - Sec. 13-468.2, Automatic teller machines (ATM)
31. Per Sec.13-331(g), a twenty (20') foot landscape buffer is required along Coconut Creek Parkway. Refer to Landscape comment #4 for additional information.
32. During the site plan review process, Staff has identified discrepancies between the plat and the survey for utility and right-of-way easements along Coconut Creek Parkway. Applicant shall review these documents and public records and correct discrepancies. Be advised, additional applications, such as a vacation of easement may be required. Further discussion is warranted.



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REVIEW/APPLICATION:	Special Land Use		
DISCIPLINE	REVIEWER	EMAIL	TELEPHONE
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Building	Sean Flanagan – Deputy Building Official	sflanagan@coconutcreek.net	(954) 973-6750
Engineering	Eileen Cabrera – Senior Engineer	ecabrera@coconutcreek.net	(954) 973-6786
Fire	Ryan Banyas – Fire Marshal	rbanyas@coconutcreek.net	(954) 956-1563
Landscape	Scott Peavler - Landscape (consultant)	speavler@craventhompson.com	(954) 739-6400
Police	Barbara Hendrickx- Police Department	bhendrickx@coconutcreek.net	(954) 956-1474
Public Works	Mike Heimbach- Project Manager	mheimbach@coconutcreek.net	(954) 956-1453
ALTERNATE REVIEWERS			
Engineering	Thamar Joseph - Engineer I	tjoseph@coconutcreek.net	(954) 973-6786
Engineering	Muayad Mohammed- Engineer I	mmohammed@coconutcreek.net	(954) 973-6786
Engineering	Steve Seegobin - Construction Supervisor	gseegobin@coconutcreek.net	(954) 973-6786

DEPARTMENTAL COMMENTS

BUILDING

No comments at this time.

ENGINEERING

1. Please note that comments provided are based on a preliminary engineering review. The proposed project is subject to further review for compliance with the City's Code of Ordinances and the Utilities & Engineering Standards Manual.
2. Additional comments may be provided and/or required upon review of any revised plans.
3. Be advised, an Engineering Permit will be required if any civil/site work is proposed.

FIRE

Applicant is required to address **EACH** comment and to revise plans accordingly (*acknowledgements are not corrections*). **ONLY COMPLETE SIGNED AND SEALED DIGITAL PACKAGES WILL BE ACCEPTED.** Applicant does not need to resubmit application or previously submitted documents. Additional comments may be provided at DRC meeting and/or required upon review of any revised plans. Refer to **e-Plan User Guide** for instructions, found under resources on the Development Review web page.



No comments at this time.

LANDSCAPING

1. Pending responses to the site plan comments.

PHOTOMETRICS

1. Staff understands the state requirements for ATM's and the following comments reflect that understanding.
2. The Photometric plan shall provide footcandle readings at 36" above grade as required by code. Revise plans accordingly.
3. Sec.13-374 - Review the lighting code and provide the table as required (Sec.13-371(5)1) to determine if the proposed lighting design exceeds the acceptable number of lumens.
4. Sec.13-374 (2) d 2 - All exterior lighting, alone or in aggregate, shall not exceed 10 footcandles, measured at three (3) feet above ground. Revise the plans accordingly.
5. Sec.13-374 (2) d 11 - Address how the required reduction to a maximum of 1 footcandle will be achieved after hours. Staff understands that state requirements supersede local ordinances; however, this section of code shall be met in all areas not addressed by the state.
6. Be advised that site lighting will be measured in the field using a light meter to ensure that the 10 fc limit is not exceeded. The building C.O. is predicated on meeting this requirement.

POLICE

No comments at this time.

SUSTAINABILITY

1. Pending responses to the site plan comments.

TRANSPORTATION

No comments at this time.

URBAN DESIGN AND DEVELOPMENT

General Comments

1. Be advised, pursuant to the requirements of Section 166.033, Florida Statutes, this development permit (application) is incomplete and the areas of deficiency have been identified herein. The requirements of Section 166.033 further provide that the applicant has 30 days to address the deficiencies by submitting the required additional information. If such a response is not provided in a timely manner, the application shall be deemed withdrawn unless the applicant wishes to waive any or all of the requirements of Section 166.033, Florida Statutes, in which case a request for waiver must be submitted to the City prior to the expiration of the 30 day response period identified above. The City's waiver form is available upon request.
2. Applicant shall make every effort to ensure public participation as part of this project. The purpose of this action is to provide information regarding the proposed project to neighboring property owners, associations and businesses. This effort is the responsibility of the applicant and in addition to City public meetings. Provide correspondence demonstrating these efforts including a detailed

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accounting of meetings with residents, HOA's and adjacent businesses, copies of mailed notices, meeting notes, site postings, etc. Applicant shall submit a full written report to Sustainable Development PRIOR to placement on a Planning and Zoning Board agenda.

3. Pending Applicant's PowerPoint presentation at the Planning and Zoning Board and City Commission hearings, as applicable.
4. Prior to the Planning and Zoning Board meeting, applicant shall provide one (1) digital copy, and, thirteen (13) printed sets no larger than 11"x17" unless noted otherwise, individually bound, stapled & 3-hole punched of the following to the City;
 - a. Special Land Use package;
 - Note: Digital copy to be **unlocked and unsigned.**
 - b. PowerPoint presentation
 - c. Public outreach report;
 - d. Each set of DRC comment/response document;
 - Note: Printed copies to be 8.5"x11" in size.
5. Sec.13-27, Applicant is required to obtain and provide a list of all property owners within five hundred (500') radius of the boundary lines of the property. When the property fronts right-of-way greater than one hundred feet (100'), the distance calculation along that property line shall be extended to seven hundred foot (700') radius.
6. Be advised, a business tax receipt is required to be issued by the City prior to operation of the business.
7. Acknowledgements to DRC comments *may* not show compliance. Corrections shall be made through plan revisions. All corrected plans shall be re-submitted per digital submittal requirements. Written responses shall identify appropriate sheet(s) where corrections have been made.
8. Additional comments may be provided at DRC meeting and/or upon review of revised application.
9. Sec.13-81(14)(b) – DRC applications continued or inactive for more than six (6) months may be considered void and treated as new applications with applicable fees. Refer to comment #1.
10. DRC comments must be addressed prior to placement on the Planning and Zoning Board agenda.

Special Land Use

11. Be advised, applicant's verbatim responses to the Special Land Use standards will be included in the Planning and Zoning Board and City Commission agenda as backup. Responses must show compliance with these standards. Applicant is further advised to review for typos and grammatical errors. Applicant will be required to provide the final submittal in both Adobe and WORD formats.
12. Applicant shall further elaborate responses. Each proposed use shall be included and clearly defined to address each criteria.
13. Applicant shall update justification statement as applicable. In addition, the following comments are provided as guidance to assist in the application resubmittal.

General Standards (Section 13-35f)

1. Clearly explain the special land use request and demonstrate compliance. Articulate how the proposed use may impact the existing tenants and value of the plaza.
2. Provide architectural compatibility, while demonstrating that the proposed use aligns well with both the site and the surrounding area.

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3. Provide hours of operation. Is this facility a 24-hour facility? Are the operating hours compatible with the surrounding uses? What traffic will be generated by the proposed facility and use?
4. Demonstrate that there is pedestrian circulation and connectivity to adjacent properties.
5. In addition to applicant's response, how many long-term jobs will be created when the facility is in operation? Clarify how the proposed use will provide economic stability for the community?
6. Elaborate further about substantial improvements to the property. What significant impact will the proposed facility have on the existing development compared to a restaurant?
7. Applicant has not identified specific goals, objectives, and policies (GOP). Review the City's Comprehensive Plan and list specific GOP's that support this development.
8. Refer to comment #7 above.

General Standards (Section 13-35g)

1. Demonstrate how proposed facility will not have an adverse impact on the area. A traffic analysis may be warranted.
 2. The proposed facility may generate more traffic than the existing restaurant. Demonstrate how compliance with this standard will be achieved.
 3. Demonstrate there will be no major impact to traffic generation.
 4. Demonstrate how there will be no adverse impact to the master stormwater system.
 5. Staff recognizes that the proposed facility is a reduction in size from the existing restaurant. However, that alone does not demonstrate that there will be no greater demand for public safety services. Demonstrate how compliance with this standard will be achieved.
 6. Elaborate further. Does the site have adequate buffering or what additional measures are proposed to address this issue?
13. Remove **"Standards for Nonresidential Uses in Residential Districts" (Sec.13-35h)** responses in the justification statement, as this property is not within a residential district.
 14. Provide justification statement and site plan ONLY. Remove sheets not specific to this application.
 15. Sec.13-35(d)(7) - Special land use approval shall expire eighteen (18) months following the date of approval unless a building permit for a principal building as required by the applicable Florida Building Code has been issued to the applicant and kept in force.
 16. Sec.13-35(a) - Special land use may be subject to additional restrictions.
 17. Special Land Use approval may be subject to additional conditions imposed by the Planning and Zoning Board and/or City Commission.