



# CITY OF COCONUT CREEK

## DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #3 12/23/19

<b>PROJECT NAME:</b>	Leder Office Building		
<b>PROJECT NUMBER:</b>	19070004		
<b>LOCATION:</b>	4161 West Hillsboro Boulevard		
<b>APPLICANT/AGENT:</b>	Keith and Associates, Inc.		
<b>REVIEW/APPLICATION</b>	Site Plan		
DISCIPLINE	REVIEWER	EMAIL	TELEPHONE
DRC Chair	Liz Aguiar – Principal Planner	<a href="mailto:laguiar@coconutcreek.net">laguiar@coconutcreek.net</a>	(954) 973-6756
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Planning	Michael Righetti- Senior Project Manager	<a href="mailto:mrighetti@coconutcree.net">mrighetti@coconutcree.net</a>	(954) 973-6756
Building	Sean Flanagan – Deputy Building Official	<a href="mailto:sflanagan@coconutcreek.net">sflanagan@coconutcreek.net</a>	(954) 973-6750
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Fire	Jeff Gary – Fire Marshal	<a href="mailto:jgary@coconutcreek.net">jgary@coconutcreek.net</a>	(954) 973-1563
Landscape	Scott Peavler - Landscape (consultant)	<a href="mailto:speavler@craventhompson.com">speavler@craventhompson.com</a>	(954) 739-6400
Police	Ryan Marken - Police Department	<a href="mailto:rmarken@coconutcreek.net">rmarken@coconutcreek.net</a>	(954) 956-6721

## DEPARTMENTAL COMMENTS

### BUILDING

#### HOLD

Building places this application on hold. See all previous comments.

- 206.2.1: Show all accessible route including from public transportation. At least one accessible route within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility they serve.
  - Transportation hub is located on Phase I of PCD plan, the accessible route would be along the Hillsboro sidewalk.
  - Phase II of PCD does not have a Transportation hub.
- 208.2: Both parking lots and parking structures are required to comply with section 208.2. Calculations should include calculations for covered parking facility and for parking lot.
  - Noted: See sheet AS1.00, chart named: "Parking Distribution"
  - Total parking on surface is 217 parking spaces (8 handicap, 209 standard).
  - Total Parking in covered parking is 25 parking spaces (1 handicap, 24 standard).

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.



3. 208.3.1: Where parking serves more than one accessible entrance, parking spaces complying with 502 shall be dispersed and located on the shortest route to the accessible entrances. If there are multiple retail stores the parking spaces must be dispersed to provide parking at the nearest accessible entrance.
  - Noted: See sheet AS1.00
  - Accessible parking is distributed evenly along building frontage on south and eastern sides.
4. 502.5: Covered parking facility must provide vertical clearance in compliance with this section. This will facilitate accessible van parking space.
  - Noted: See sheet AS1.00
  - Noted: see sheet A1.10
  - covered parking has a vertical clearance of 13'-0" or 156"

#### FLORIDA BUILDING CODE (BUILDING, 6TH EDITION 2017)

5. 406.4: Parking garages shall be classified as either an open parking garage or an enclosed parking garage.
  - Noted: See sheet AS1.00
  - Noted: See sheet A1.10
  - Parking garage is to be an open garage, see sheet(s) A3.10 and A3.20 to review charts on clarifications.
6. 406.5.2: Openings for open parking garages shall have openings to comply with 406.5.2.
  - Noted: See sheet(s) A1.10, A3.10, A3.10 for calculations for garage openings.
7. 406.6: If parking facility is considered enclosed parking it shall comply with sections 406.6.1 through 406.6.3 and shall require mechanical ventilation as per 406.6.2 and fire sprinklers as per 406.6.3.
  - Garage is to be an open garage, mechanical ventilation is not necessary for this garage. Please refer to calculations on sheets A3.10 and A3.20
8. 504.3: Maximum building height to comply with Table 504.3.
  - Noted: See sheet(s) A3.10, A3.20
  - Building falls under business classification, type B (sprinkled) with a max height of 75' or 4 floors with a construction type of type II-B which allows 69,000sqft - in the Florida Building code.
9. 504.4: Maximum stories above grade to comply with Table 504.4.
  - Noted: See sheet(s) A3.10, A3.20
  - Building falls under business classification, type B (sprinkled) with a max height of 75' or 4 floors with a construction type of type II-B which allows 69,000sqft - in the Florida Building code.
10. 506.2: Allowable square footage to comply with Table 506.2.
  - Noted: See data charts on A3.10 and A3.20



- Building falls under business classification, type B (sprinkled) with a max height of 75' or 4 floors with a construction type of type II-B which allows 69,000sqft - in the Florida Building code.

### FLORIDA FIRE PREVENTION CODE (6TH EDITION 2017)

11. 7.5.1.3.3: In buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7, the minimum separation distance between two exits shall be not less than one-third the length of the maximum overall diagonal dimension of the building or area served.
  - Noted: See sheet A1.50 (Life Safety plans)
12. 38.2.5.2.1: In buildings protected throughout by an approved, supervised automatic sprinkler system dead end corridors shall not exceed 50 ft.
  - Noted: See sheet A1.50 (Life Safety plans)
13. 38.2.5.3.1: Common path of travel shall not exceed 100 ft. in a building protected by an automatic fire sprinkler system.
  - Noted: See sheet A1.50 (Life Safety plans)
  - Common Path does not exceed 100ft
14. 38.2.6.3: Travel distance shall not exceed 300 ft. in business occupancies protected throughout by an approved, supervised automatic sprinkler system.
  - Noted: See sheet A1.50 (Life Safety plans)
  - Travel distance does not exceed 300ft
15. Floors 2 through 4 have all doors swinging into the egress corridor. FBC 2017 1005.7.1.
  - Noted: See sheet A1.20, A1.30, and A1.40. correction has been made.
16. Sheet AS 1.00 shows double doors to HC parking space/ Loading which obstructs more than half of the required egress path. FBC 2017 1005.7.
  - Noted: See sheet AS1.00 and A1.10. correction has been made.
17. Cannot use a required HC parking space for a delivery loading zone. FBC 2017 Acc. 206.4.1.
  - Noted: See sheet AS1.00. correction has been made.

## ENGINEERING

HOLD

1. Please note that 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.
  - Understood that final plan review might produce additional comments.
2. Additional comments may be provided and/or required upon review of any revised plans.
  - Understood revised plans may generate additional comments.
3. The provided city clean-out must be inside the proposed easement not outside as shown on plans.
  - plan has been modified.
4. Provide raised curb and remove the proposed ramps when there is no continuity of sidewalk/crosswalk.

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.



- Noted: See sheet AS1.00, ramps have been removed where there is no continuity of sidewalk/crosswalks.
- 5. ADA parking spaces must be located at the shortest route to the accessible building entrances.
  - Noted: See sheet AS1.00
  - Accessible parking is distributed evenly along building frontage on south and eastern sides.

#### FIRE

APPROVED

#### GREEN

PASSED WITH CONDITIONS

1. Sec.13-320(c)(3) – Green items must be identified at the time of the site plan process. Request checklist (spreadsheet) from Linda Whitman, Senior Planner. Staff recognizes that the “green” requirements have been identified in the PCD. Identify the requirements using spreadsheet, and place on the cover page or site plan sheet and resubmit per digital submittal requirements.
  - The project manager of this project Benson R. Ellis RA, LEED AP. from RLC Architects. He is a LEED accredited professional, and will be overseeing the project.
  - The completed checklist spreadsheet has been added to the cover page.

#### LANDSCAPING

HOLD

##### Tree Disposition:

1. Tree #22 and 23 are labeled incorrectly on the plan per the provided disposition table.  
The plan and table have been coordinated to match.
2. Java Plum is listed as a Cat. 1 invasive/ exotic and does not need to be mitigated for. Remove canopy SF from total canopy loss.  
The table has been revised.
3. 113 SF of canopy SF per the listed canopy diameter for the Sabal Palm needs to be added to the tree list and included in the total canopy SF removed.  
The table has been revised

##### LP-101:

1. There are conflicts with proposed canopy trees and light poles located on the north, east, and west perimeter.  
The light pole locations have been adjusted to avoid conflicts.
2. Existing easement located along east and west perimeter that are proposed to be vacated still remain on the plans. Remove easement lines from plans that will be vacated. In addition the easement shown at the SE corner of the site is in conflict with the proposed trees.  
The easement lines have been removed. The trees in conflict have been removed.
3. Provide plant call outs for all the planting along Hillsboro Blvd. for permitting and future landscape inspections in the field.  
Plant call outs have been added.

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4. The proposed Ligustrums along west side of buildings are in conflict with an existing 8" watermain.  
**The Ligustrums have been changed to palms.**
5. The proposed water utilities located at the SW corner of the building conflict with the proposed Pink Tabebuia.  
**The Tabebuia is 4' from the private water line and will incorporate a root barrier if there is a conflict**
6. Turn off existing curb and gutter line work at entrance for clarity.  
**The lines have been turned off on the landscape plan**
7. West perimeter requirement is to be include in landscape data table  
**.The west side is to be considered a phase line. The two properties have been unified.**
8. Linear footage stated for the east and west side of the building to include the garage linear footage. Adjust requirement totals as needed.  
**The table has been revised**
9. Native calculations are to include proposed overall totals for trees, palms, and shrub/groundcover to determine required native calculations. Revised overall totals and required native totals.  
**Plant totals have been calculated**
10. Wart Fern is classified as an invasive/ exotic plant and is not allowed in the City. Remove species from proposed plant list and provide an alternative.  
**Wart fern has been changed**
11. Under the landscape table, provided the tree category percentages are to be based on the total proposed plant materials. Include palm category in calculations.  
**Tree and palm category percentages have been updated**

## PLANNING AND ZONING

HOLD

### General Comments

1. Pending receipt of application packages prior to the Planning and Zoning Board meeting.
2. Pending receipt of final payment for landscape review services (cost recovery).  
**RESPONSE: We will pay invoices immediately upon receipt.**
3. Pending receipt of public participation report as part of this project, prior to Planning and Zoning Board meeting.  
**RESPONSE: Public Participation Report uploaded.**

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.



4. Republic services must review the proposed site plan and approve the location of the waste facilities. Approval letter shall be uploaded per digital submittal requirements.

**RESPONSE: Updated Republic Services letter has been uploaded.**

5. Pending public access agreement for the meandering sidewalk as well as easement sketch of same.

**Sketch and description for sidewalk and agreement will be provided prior to permits once site plan is approved and location is finalized.**

6. Additional comments may be provided upon review of revised plans.

**Understood review comments may require changes to the plans.**

#### **Police and Fire Impact Fees**

7. Pending payment of fees prior to building permit issuance.

**RESPONSE: Understood.**

#### **Affordable Housing**

8. Pending payment of fees prior to building permit issuance.

**RESPONSE: Understood.**

#### **Underground Utilities**

9. Pending further City review requiring an Underground Utility Waiver for this project.

**RESPONSE: Pending removal.**

#### **Plat**

10. Pending recordation of plat note amendment.

**Pending receipt of letter from city to submit to county.**

#### **Site Plan General**

11. As previously requested, revise site data table to reflect required vs proposed height.

12. Open space shall be calculated for this parcel alone, without combining Phase 1 to be consistent with all other information in the data table. As applicable, add appropriate language that denotes that the open space calculation for the entire PCD meets PCD requirements of 20% minimum. Open space should be noted in percentage, as expressed in the code.

- Table has been updated, see sheet As1.00
- Grass overhang is not included in open space calculations,
- Open space calculations include open space from phase I of PCD

13. The sidewalk may not count towards open space calculations. Open space calculations are based on pervious area minus any vehicle overhang.

- Table has been updated, see sheet As1.00
- Grass overhang is not included in open space calculations,
- Open space calculations include open space from phase I of PCD

14. Add a second bike rack to meet the bicycle parking requirement and modify the data table.

**RESPONSE: The specified bike rack is rated for 7 bikes which meets code.**

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15. The existing water line on the west side, on the adjacent parcel, appears to conflict with proposed trees and may conflict with the building footers. Please address.

**RESPONSE: Pursuant to conversations with Staff, the plant material has been changed to address this issue.**

16. As previously requested, provide pedestrian access from Hillsboro Boulevard through the site and north to NW 71<sup>st</sup> Street.

**RESPONSE: Phase I of the PCD already contains two pedestrian access points to NW 71<sup>st</sup> Street. This is more than sufficient given the low volume of pedestrian traffic that moves from Hillsboro Blvd. to NW 71<sup>st</sup> Street.**

17. With curbing and the increased width of the sidewalk, bollards don't appear to be necessary when the curbing acts as the wheel stop for the vehicle. Describe the necessity for the yellow bollards.

**RESPONSE: The bollards have been removed.**

### **Walls & Fences**

18. There is an overflow drainage pipe and existing sewer line exiting off the property to NW 71<sup>st</sup> Street. Verify that the proposed wall noted on the site plan on the north side of the property does not conflict with these pipes.

**RESPONSE: The precast concrete fence will not conflict with these pipes.**

### **Photometric**

19. Sec 13-374 – Refer to 13-374 and provide lumen tables on the photometric sheet per code and as calculated below.

- Total hardscape area = 10,745 sf x 7.5 lumens per sf allowed = 80,587.5 total allowable lumens

Revised photometric plan total lumens:

SA > 10 x 4729 = 47,290 lumens

SB > 2 x 6615 = 13,230 lumens

SC > 3 x 3620 = 10,860 lumens

SD > 3 x 2919 = 8757 lumens

**TOTAL 80,137 lumens**

20. Regarding tables provided in written response:

a. Total hardscape area = parking + walkways. 83,420SF + 10,745SF = 94,165SF

b. Lumens per cut sheet, quantity per photometric sheet: (Lumen amounts may differ between cut sheets and photometric plan based on the lighting software used).

• G 10 3000 30,000 lumens

• SA 10 6567 65,670 lumens

• SB 2 6567 13,134 lumens

• SC 3 3541 10,623 lumens

• SD 3 3000 9,000 lumens = 128,427 TOTAL LUMENS

c. Total hardscape 94,165SF x 7.5 lumens allowed per SF = 963,203 Lumens allowed.

d. This site meets the total lumens required per LDC 13-374.

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## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #2

**10/21/19**

<b>PROJECT NAME:</b>	Leder Office Building		
<b>PROJECT NUMBER:</b>	19070004		
<b>LOCATION:</b>	4161 West Hillsboro Boulevard		
<b>APPLICANT/AGENT:</b>	Keith and Associates, Inc.		
<b>REVIEW/APPLICATION</b>	Site Plan		
DISCIPLINE	REVIEWER	EMAIL	TELEPHONE
DRC Chair	Liz Aguiar – Principal Planner	<a href="mailto:laguiar@coconutcreek.net">laguiar@coconutcreek.net</a>	(954) 973-6756
Planning	Linda Whitman – Senior Planner	<a href="mailto:lwhitman@coconutcreek.net">lwhitman@coconutcreek.net</a>	(954) 973-6756
Planning	Natacha Josiah – Planner	<a href="mailto:njosiah@coconutcreek.net">njosiah@coconutcreek.net</a>	(954) 973-6756
Planning	Michael Righetti- Senior Project Manager	<a href="mailto:mrighetti@coconutcree.net">mrighetti@coconutcree.net</a>	(954) 973-6756
Building	Sean Flanagan – Deputy Building Official	<a href="mailto:sflanagan@coconutcreek.net">sflanagan@coconutcreek.net</a>	(954) 973-6750
Engineering	Eileen Cabrera - Engineer II	<a href="mailto:ecabrera@coconutcreek.net">ecabrera@coconutcreek.net</a>	(954) 973-6786
Engineering	Mohammed Albassam- Engineer I	<a href="mailto:malbassam@coconutcreek.net">malbassam@coconutcreek.net</a>	(954) 973-6786
Fire	Jeff Gary – Fire Marshal	<a href="mailto:jgary@coconutcreek.net">jgary@coconutcreek.net</a>	(954) 973-1563
Landscape	Scott Peavler - Landscape (consultant)	<a href="mailto:speavler@craventhompson.com">speavler@craventhompson.com</a>	(954) 739-6400
Police	Ryan Marken - Police Department	<a href="mailto:rmarken@coconutcreek.net">rmarken@coconutcreek.net</a>	(954) 956-6721

## DEPARTMENTAL COMMENTS

### BUILDING

HOLD

1. 206.2.1: Show all accessible route including from public transportation. At least one accessible route within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility they serve.  
 -Transportation hub is located on Phase I of PCD plan, the accessible route would be along the Hillsboro sidewalk.  
 Phase II of PCD does not have a Transportation hub.
  
2. 208.2: Both parking lots and parking structures are required to comply with section 208.2. Calculations should include calculations for covered parking facility and for parking lot.  
 - Noted: See sheet AS1.00, chart named: "Parking Distribution"  
 - Total parking on surface is 199 parking spaces (6 handicap, 193 standard).  
 - Total Parking in covered parking is 25 parking spaces (1 handicap, 24 standard).
  
3. 208.3.1: Where parking serves more than one accessible entrance, parking spaces complying with 502 shall be dispersed and located on the shortest route to the accessible entrances. If

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there are multiple retail stores the parking spaces must be dispersed to provide parking at the nearest accessible entrance.

- Noted: See sheet AS1.00

- Accessible parking is distributed evenly along building frontage on south and eastern sides.

4. 502.5: Covered parking facility must provide vertical clearance in compliance with this section. This will facilitate accessible van parking space.

- Noted: See sheet AS1.00

- Noted: see sheet A1.10

- covered parking has a vertical clearance of 13'-0" or 156"

### FLORIDA BUILDING CODE (BUILDING, 6TH EDITION 2017)

5. 406.4: Parking garages shall be classified as either an open parking garage or an enclosed parking garage.

- Noted: See sheet AS1.00

- Noted: See sheet A1.10

- Parking garage is to be an open garage, see sheet(s) A3.10 and A3.20 to review charts on clarifications.

6. 406.5.2: Openings for open parking garages shall have openings to comply with 406.5.2.

- Noted: See sheet(s) A1.10, A3.10, A3.10 for calculations for garage openings.

7. 406.6: If parking facility is considered enclosed parking it shall comply with sections 406.6.1 through 406.6.3 and shall require mechanical ventilation as per 406.6.2 and fire sprinklers as per 406.6.3.

- Garage it to be an open garage, mechanical ventilation is not necessary for this garage. Please refer to calculations on sheets A3.10 and A3.20

8. 504.3: Maximum building height to comply with Table 504.3.

- Noted: See sheet(s) A3.10, A3.20

- Building falls under business classification, type B (sprinkled) with a max Hight of 75' or 4 floors with a construction type of type II-B which allows 69,000sqft - in the Florida Building code.

9. 504.4: Maximum stories above grade to comply with Table 504.4.

- Noted: See sheet(s) A3.10, A3.20

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10. 506.2: Allowable square footage to comply with Table 506.2.

- Noted: See data charts on A3.10 and A3.20



- Building falls under business classification, type B (sprinkled) with a max Hight of 75' or 4 floors with a construction type of type II-B which allows 69,000sqft - in the Florida Building code.

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15. Floors 2 through 4 have all doors swinging into the egress corridor. FBC 2017 1005.7.1.
  - Noted: See sheet A1.20, A1.30, and A1.40. correction has been made.
16. Sheet AS 1.00 shows double doors to HC parking space/ Loading which obstructs more than half of the required egress path. FBC 2017 1005.7.
  - Noted: See sheet AS1.00 and A1.10. correction has been made.
17. Cannot use a required HC parking space for a delivery loading zone. FBC 2017 Acc. 206.4.1.
  - Noted: See sheet AS1.00. correction has been made.

**ENGINEERING**

HOLD

### GENERAL COMMENTS

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.



1. Please note that 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.
  - Acknowledged
2. Additional comments may be provided and/or required upon review of any revised plans.
  - Acknowledged
3. All required approvals from Broward County Health Department, Broward County Environmental Protection, Growth Management Department (BCEPGMD) or any other applicable agency shall be obtained and submitted to the Engineering Division prior to issuance of an Engineering permit.
  - Acknowledged
4. Execution of a Water and Wastewater Agreement and payment of impact fees are required at Final Engineering Review and prior to review/approval of related building permits.
  - Acknowledged
5. Provide finished floor elevations in NAVD88 on the civil plans.
  - Acknowledged. See sheet C-1
6. Clarify all existing/proposed/vacated utility easements on the site.
  - Acknowledged. All existing/proposed/vacated utility easements have been clarified.
7. On the cover sheet, correct DCR SUBMITTAL to DRC SUBMITTAL.
  - Corrected.

#### **ROADWAY AND PAVEMENT**

1. Plans are not complete. Please provide all proposed roadway and pavement sections, including standard details and cross-sections at the Final Engineering Review.
2. Show all proposed ADA ramps on the plans.
  - Noted: See sheet AS1.00. correction has been made.
3. Provide a crosswalk and ADA ramp at the access drive from Hillsboro Blvd.
  - Noted: See sheet AS1.00. correction has been made.
4. Provide raised curb at the dead end of the proposed sidewalk by the parking lots.
  - Noted: See sheet AS1.00. correction has been made.

#### **DRAINAGE COLLECTION SYSTEM**

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.



1. Complete storm drainage calculations shall be provided at Final Engineering Review.
  - **Acknowledged. Complete storm drainage calculations will be provided at Final Engineering Review.**
2. Provide details on the grate/invert elevations of the catch basins at Final Engineering Review.
  - **Acknowledged. Details on the grate/invert elevations will be provided at Final Engineering Review.**

### WATER DISTRIBUTION SYSTEM

1. Provide all water line connections/infrastructures and their standard details at Final Engineering Review.
  - **Acknowledged. Standard details will be provided.**
2. Provide a 12' utility easement for the proposed water service line up to the water meter.
  - **Acknowledged. A 12' utility easement will be provided for the proposed water service.**
3. The proposed fire hydrant must be within a utility easement.
  - **Acknowledged. The fire hydrant will be placed within a utility easement.**
4. Existing utility easement may require adjustment based on plan revisions. Please adjust accordingly.
  - **Acknowledged. Existing utility easement will be adjusted as required.**

### WASTEWATER COLLECTION SYSTEM

1. Label the existing/proposed size and type of all sewer lines/infrastructures and their standard details at Final Engineering Review.
  - **Acknowledged. All existing/proposed size and types of sewer lines/infrastructures will be labelled and their standard details will be added at Final Engineering Review.**
2. Provide two clean-outs on sewer laterals, one for city maintenance and one private. Clean-out must not be placed at the connection point between the main and the manhole.
  - **Acknowledged. See Sheet C-1.**
3. Existing sewer forced main to be removed from site not abandoned.
  - **Acknowledged. Call out has been updated.**
4. Maximum length of sewer lateral is 150 feet. Please adjust accordingly.
  - **Sewer lateral has been adjusted.**

### LANDSCAPING, LIGHTING, AND IRRIGATION

1. Landscape, lighting, and irrigation shall not conflict with and shall maintain a minimum of 6 feet (10 feet preferred) separation from existing and proposed water, wastewater, and drainage.

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.



Landscaping has been located as to not conflict with utilities.

## FIRE

HOLD

1. Identify location of FDC on the plans.
  - FDC has been identified on Civil plans.

## GREEN

HOLD

### Sustainable “Green” Comments

1. Sec.13-320(b)(1) – This section of code applies to all new development and redevelopment. A LEED accredited professional must be an active part of the design team.
  - The project manager of this project Benson R. Ellis RA, LEED AP. from RLC Architects. He is a LEED accredited professional and will be overseeing the project.
2. Sec.13-320(c)(2) – This section of code applies to all new development and redevelopment. A LEED accredited professional must be an active part of the design team. Identify the LEED team member for this project and provide documentation of such.
  - The project manager of this project Benson R. Ellis RA, LEED AP. from RLC Architects. He is a LEED accredited professional and will be overseeing the project.
3. Sec.13-320(c)(3) – Green items must be identified at the time of the site plan process. Staff will send a checklist to use that should be added to the cover or site plan sheet so that reference may be made at the time of building submittal. Request checklist from Linda Whitman, Senior Planner. Staff recognizes that the “green” requirements have been identified in the PCD. Provide the requirements at next submittal within the spreadsheet and placed on the coversheet or site plan sheet.
  - The project is proposing a solar charging station on the south eastern corner of the property. The location of this green item can be found on site plan sheet, AS1.00
4. If “green screens” are still planned on the west side of the covered parking structure, identify on site plan and landscape plan. Additionally, if green screens are proposed, verify that covered parking still meets FBC ventilation requirements.
  - “green screens” are no longer proposed in the covered parking structure.
- Green Plan**
5. *Action 1.6* – The solar charging station is located on the NE corner on the site plan and on the SE corner on the landscape and civil plans. Revise plans accordingly and provide a cut sheet of the product for our files.
  - *Noted: See sheet AS1.00 (site plan) for location reference of the solar charging station.*

## LANDSCAPING

HOLD

### **Tree Disposition:**

1. Tree #9 is shown to remain on the plans but is stated to be removed on the tree list.
  - Tree Dispositions will be updated on the revised plans.

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.



2. Tree #23 is labeled with abbreviation for a Black Olive on the plan, but is listed as a Java Plum on the tree list. Coordinate plan and tree list as needed.
  - **Tree Dispositions will be updated.**
3. Java Plum is listed as a Cat. 1 invasive/ exotic and does not need to be mitigated for. Remove canopy SF from total canopy loss.
  - **Tree Dispositions will be updated.**
4. 113 SF of canopy SF per the listed canopy diameter for the Sabal Palm needs to be added to the tree list and included in the total canopy SF removed.
  - **Tree Dispositions and calculations will be updated.**

**LP-101:**

1. There are conflicts with proposed trees and light poles located in the parking lot. Adjust tree and light locations to achieve the 15' setback, particularly with canopy trees.
  - **Trees and light poles will be coordinated.**
2. In sketch provided with letter for the easement vacations does not include the north and south easements that are in conflict with the proposed trees. In addition remove easement lines from plans that will be vacated.
  - **Easements to remain will be shown on the plans.**
3. Provide a plan enlargement for proposed landscape along Hillsboro Blvd. for clarity. A general hatch and a list of proposed plant material is not sufficient for review. Landscape inspectors will require a labeled set of plans for the plantings along Hillsboro Blvd. for permitting and future landscape inspections in the field.
  - **Additional detail has been added to the buffer planting.**
4. The proposed Gumbos, Building, and sewer line are in conflict along the west side of the property. Review the feasibility of the proposed canopy trees along the building at this location.
  - **This area will be revised on the resubmittal set.**
5. Chain Link along western perimeter appear to be remaining and is in conflict with the proposed Gumbo Limbos. Is the fence to remain or be removed as stated in the response letter?
  - **The fence will be removed.**
6. Along NW 71<sup>st</sup> Street continue shrub bed along the outside of the wall to be consistent with the west property. In addition, in the PCD it is stated that additional landscape to be provided in lieu of a wall. The proposed landscape does not achieve this. See Zoning for additional comments.
  - **The buffer along the north property line will be designed to be compatible with the existing buffer to the west.**
7. Provide additional tier of landscape that is required on the west and east side of the parking garage.
  - **This area will be revised on the resubmittal set.**

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.



8. Proposed fire hydrant at the NW corner of the site is in conflict with the proposed trees and shrubs. Only sod is allowed within the clear zone of the fire hydrants.
  - **The conflicts have been resolved and clear areas are observed.**
9. The fire hydrant at the SW corner of the site needs to have a clear zone of only sod. Pull back the proposed shrub bed and provide sod.
  - **Clear zones are provided.**
10. Landscape screening required for mechanical equipment is to exceed by 6" in two years. Provide alternate species than Coontie as I'm not sure it would screen the pump enclosure adequately.
  - **The pump station is less than 30" and will be obscured within the Coontie. We do not want to install screening material that needs constant pruning.**
11. Provide landscape screening on the east side of the dumpster enclosure location.
  - **Additional screening will create an inaccessible area for hedge maintenance. The sides will be screened to the back of the enclosure and the perimeter hedge will screen the rear of the dumpster.**
12. Under the roadway landscape buffer section in the tables, provide the shrub and groundcover requirements and what is being provided. These requirements are in addition to the continuous hedge and include both Hillsboro Blvd. and NW 71st Street roadways.
  - **The Landscape Table will be updated to include those buffer requirements.**
13. For the native calculations all proposed plant material on the site is to be included. Provide overall totals and revise required totals.
  - **The table will be updated to include the total native count.**
14. Wart Fern is classified as an invasive/ exotic plant and is not allowed in the City. Remove species from proposed plant list and provide an alternative.
  - **An alternative groundcover will be proposed.**
15. The proposed location of the Gumbo Limbo trees along the outside of the wall on NW 71<sup>st</sup> is not feasible and will cause issues in the future. Review locations and adjust as needed.
  - **The goal is to continue the buffer theme that exist to the west. We will adjust as necessary.**
16. Coordinate all plans in relation to the proposed solar pavilion charging station. Site plan, Civil Plans, and Landscape Plans are not consistent in location. Landscape and irrigation plans are to be adjusted per final location.
  - **The solar component will be coordinated among the design disciplines.**
17. Coordinate landscape plans with sidewalk and stair location along the east side and NE corner of the garage with site plan.
  - **The plans will be coordinated.**



18. Under the landscape table, provide the tree category percentages per Section 13-444 (c) (1)  
(a) as previously requested.
- **The Landscape Table will be updated to reflect the quantities.**

## PLANNING AND ZONING

HOLD

### General Comments

1. Pending all items for the Planning and Zoning Board meeting, applicant shall provide the following to the City;
  - A. Site plan package:
    - 1) One (1) complete set **unlocked and unsigned** in digital format.
    - 2) Twelve (12) complete printed sets, 11"x17" in size, each set individually bound/stapled.
  - B. PowerPoint:
    - 1) One (1) complete copy of presentation in digital format.
    - 2) Twelve (12) complete printed sets, no larger than 11"x17" size, each set individually bound/stapled.
  - C. Public outreach:
    - 1) One (1) complete set in digital format.
    - 2) Twelve (12) complete printed sets, each set individually stapled.
  - D. Sustainable (Green):
    - 1) One (1) complete set in digital format.
    - 2) Twelve (12) complete printed sets, each set individually stapled.
  - E. Each set of DRC response document:
    - 1) One (1) complete set in digital format.
    - 2) Twelve (12) complete printed sets, 8.5"x11" in size, each set individually stapled.
    - **Understood. We will provide all the required copies.**
2. Pending reimbursement to city for landscape review fee, prior to building permit issuance.
  - **Understood. We pay invoices immediately upon receipt.**
3. Pending receipt of public participation effort as part of this project. Applicant shall contact all adjacent residential communities identified during the notification process for the PCD, not just Crescent Creek. Public participation is an effort beyond required notifications. Receipt of itemized accounting of this effort including letters, notices, meeting minutes etc., are required prior to placement on the Planning and Zoning agenda.
  - **Understood. We have reached out to the neighbors and will continue our outreach efforts.**
4. Pending receipt of approval from Republic Services.
  - **Republic Services letter dated 9/18/19 uploaded.**
5. Applicant will be required to enter into a public access agreement for the meandering sidewalk.
  - **Understood.**
6. Additional comments may be provided upon review of revised plans.
  - **Understood.**

### Police and Fire Impact Fees

7. Pending payment of fees prior to building permit issuance.
  - **UNDERSTOOD.**

### Affordable Housing

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.



8. Pending payment of fees prior to building permit issuance.
  - **Understood.**

#### **Public Art**

9. The City encourages the placement of public art in lieu of payment for this project. Due to the significance of this redevelopment effort, the entire property and the Hillsboro Corridor would benefit from an art installation along this roadway.
  - **Applicant will pay fee in lieu of art installation.**

#### **Underground Utilities**

10. Pending submission of an Underground Utility Waiver application.
  - **Understood. Applicant has discussed with Scott Stoudenmire.**

#### **Vacation** (Section 13-36.1)

11. Note that the vacation of easements applies only to the east and west property lines, and NOT to the north and south. Adjustment must be made to the building, landscaping, and civil plans to reflect this or amend the vacation to include the east and west easements.
  - **Understood, north and south to remain.**

#### **Plat**

12. Pending receipt of plat note amendment request.
  - **A case has been assigned.**

#### **Site Plan General**

13. Site plan, landscape plan, and civil drawings do not match: solar charging site amenity, stairs on east side of garage, walkway east side of garage. Revise plans accordingly.
  - **Plans have all be updated and match with each other.**
14. Revise data table to add "PCD" zoning for clarification.
  - **Table has been updated, see sheet As1.00**
15. Required parking shall be in whole numbers, rounded up.
  - **Table has been updated, see sheet As1.00**
16. Correct the spelling of "retail".
  - **Table has been updated, see sheet As1.00**
17. Revise site data table to reflect required vs proposed height, and setbacks.
  - **Table has been updated, see sheet As1.00**
18. Add open space percentage and landscape buffer information to the data table. Be advised that grass parking area calculations may NOT be applied to the open space requirements.
  - **Table has been updated, see sheet As1.00**
  - **Grass overhang is not included in open space calculations,**
  - **Open space calculations include open space from phase I of PCD**
19. Site details, sheet A1.1: Number 1 and 2, correct spelling of dumpster.
  - **Correction has been made on sheet AS1.00**
20. A 6' wall shall be located on the north property line and on the east property line adjacent to the residential use.



- A 6' tall concrete fence will be built along the north property line to align with current concrete fence on phase I of PCD.
21. Add a second bike rack on the south side of the building for the users of the proposed retail.
    - A bike rack has been located on the south eastern corner of building for the users of the proposed retail as well as the office space, see sheet As1.00. Based on our experience, very few people bike to work. As such, a second bike rack is unnecessary.
  22. Sec.13-443(12)(a) - Landscape islands shall be 12' minimum.
    - Landscape islands has been negotiated with city staff to be a minimum of 10', terminal islands will be a minimum of 12'
  23. The columns/footers for the garage wall on the west appear to conflict with proposed utility lines. Revise accordingly.
    - Conflict has been resolved. See sheet As1.00 and civil drawings.
  24. Proposed trees on the west side appear to conflict with the proposed utility lines. See landscape plan for additional information.
    - Utilities have been relocated and are not in conflict anymore. Easement being abandoned.
  25. Identify fire hydrants and all utilities on the site plan for possible conflicts. Revise as applicable.
    - Utilities have been identified and conflicts eliminated.
  26. Pedestrian access from walkway along Hillsboro Boulevard to the building requires modification at the walkway intersection to prevent natural walking across the corner. See treatment of same situation on Phase I.
    - Sidewalk has been modified to prevent natural walking across the corner. Please see sheet As1.00
  27. Provide pedestrian access from Hillsboro Boulevard north and through to 71<sup>st</sup> Street on this site.
    - Route is already in place within phase I of the PCD.
  28. Explain the need for bollards along the south and east side of the building adjacent to the parking.
    - Bollards are placed for protection of pedestrians that walk along the sidewalk.
  29. Provide measurement of the sidewalk directly adjacent to the building on the west, south, and east side.
    - Measurement has been added to sheet As1.00
  30. Un-hatch all landscape areas on site plan for review.
    - Acknowledged, see sheet As1.00
  31. Detail #11 has a conflict noting a 6' and 8' wall. Revise accordingly.

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- Revision has been made, see sheet AS1.00 and AS1.10
32. Expand the front sidewalk to 7'. The small landscape area will be a maintenance issue.
- Side walk has been increased see sheet AS1.00
33. The proposed grass parking is not permitted if not used in conjunction with a school or place of worship. Revise accordingly.
- Grass parking has been removed from site plan, see sheet AS1.00

### **Parking**

34. Based on site plan calculations, 217 parking stalls are required. The applicant has provided 243 spaces; an excess parking amount of 26 spaces. Explain the need for the additional parking when PCD buffers, landscape islands, and minimum stall sizes are not met.
- Site no longer has an excess parking amount of 26 spaces, please see sheet AS1.00 charts.
35. Explain the need for parking wheel stops in lieu of curbing throughout the project. Wheel stops historically are viewed as trip hazards and maintenance issues. The City recommends use of a continuous curb.
- Parking wheel stops have been eliminated and all parking will have curbing.
36. Identify all handicap parking sign locations on plan. Signs may not interfere with sidewalks or required depth of parking space. ADA standards require that a sign must be in front of each HC stall.
- Handicap signs have been located and called out on site plan, sheet AS1.00, and do not directly interfere with pedestrian walkway.
37. Sec.13-399(a)(3) – Staff does not support a reduced parking stall for commercial use. Non-residential parking spaces must be at least 10'-0" x 20'-0". An overhang area is permitted to be located within a curb, sidewalk or landscaped area. However, this area shall not be counted towards meeting any requirements for sidewalks or landscaping. Staff suggests removing the wheel stops and adding curbing for all parking outside of the covered parking area.
- Parking has been negotiated with city staff to allow for 9'x18' spaces.

### **Loading**

38. Sec.13-409(a)(3) – The loading area as shown does not meet code requirements. Provide a loading zone designated by pavement markings and a no parking sign. A full size loading zone of 12'x55', must be provided for parcels which are larger than 10,000 square feet. Loading zone must be accessible from the interior of the building it is intended to serve. Appropriate screening will be required.
- Loading has been negotiated to allow for multi-use parking and loading. In the future, should a loading zone need arise, it will occupy the area of 10 parking spaces.

### **Dumpster**

39. Dumpster enclosure to have opaque, metal gates.



- See detail sheet AS1.10 for dumpster details.

### Walls & Fences

40. Verify that the proposed wall noted on the site plan on the north side of the property does not conflict with utilities and the utility easement.
- Concrete fence is being proposed on the north side of the property line to align with existing concrete fence along the north side of phase I of the PCD
  - Based on direction from re zoning comments, (planning and zoning comment #5) reads "its reasonable that phase II should continue the wall as a buffer to the residential area to the north".

### Elevations

41. Sec.13-37(c)(3)e. – Provide a line-of-site drawing to ensure the mechanical equipment is screened from eye level from all sides. Provide screening as applicable.
- Line of sight drawings will be found on sheet A3.30

### Signs

42. Proposed monument does not appear to meet minimum code requirements. Given the complexity and scale of this project, staff recommends that applicant schedule a meeting with staff to discuss signage overall.
- Applicant met with staff and presented proposed monument signage that is consistent with monument signage that is being reviewed for permitting on Phase I.

### Photometric

43. Provide cut sheet for all proposed fixtures.
- **Noted: cut sheets have been provided**
44. Verify that the photometric plan includes all lighting including parking, exterior building, signage, and landscaping. Provide all additional lighting/footcandles not currently shown on the plans or state that no other lighting will be provided.
- **Photometric plan includes all exterior lighting.**
45. 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.
- **Total hardscape area = 10,745 sf x 7.5 lumens per sf allowed = 80,587.5 total allowable lumens**  
**Revised photometric plan total lumens:**  
SA > 10 x 4729 = 47,290 lumens  
SB > 2 x 6615 = 13,230 lumens  
SC > 3 x 3620 = 10,860 lumens  
SD > 3 x 2919 = 8757 lumens  
**TOTAL 80,137 lumens**
46. Section 13-374(d) 2 - All exterior lighting, alone or in aggregate, shall not exceed 10 footcandles.
- **The revised photometric plan has a max of 0.4 footcandles at the property line.**

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47. 13-374(2) d 4 -Light shall not trespass off the subject property. Revise the plans accordingly so that the maximum footcandle on the property line is 0.5 fc.
  - The revised photometric plan has a max of 0.4 footcandles at the property line.
48. Sec.13-374 (2) d 11 - Address how the required reduction to a maximum of 1 footcandle will be achieved after hours.
  - A dimming relay panel with a programmable time clock will automatically dim the site lighting to the 1.0fc maximum after hours (Alex, please note the this is something that you will need to coordinate with me and MEP when you move into the next phase of the building design - in DD/CD phases.
49. As a reminder, per the lighting ordinance, wallpacks and flood lighting are prohibited.
  - There are no wall packs or flood lights on the project.
50. 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.
  - Noted

#### POLICE

APPROVED

#### TRANSPORTATION

HOLD

1. Provide a vehicular cross access easement for use of the Hillsboro Boulevard driveway connection with the adjacent property to the west at both cross access locations.
  - A cross access easement agreement already exists at the long-standing Hillsboro driveway entrance at the south of the proposed site plan. The agreement will be amended or a new agreement will be prepared to address the new cross access at the northwest portion of the site plan.
2. Provide a site specific traffic statement for the proposed use(s) and a trip generation tabulation assigned to the shared driveway.

Specific traffic data was provided for Daily, AM and PM Peak Hour trip generation for the site and Phase I. For the assumption for Phase II distribution all traffic would utilize the east driveway with the turn lane existing. FDOT approved the request during a pre-application meeting and did not require any additional improvements. During the plat note delegation request review at Broward County will include review by Engineering and improvements if necessary.
3. Provide a letter from Broward County Transit that a bus rider shelter is not required along Hillsboro Boulevard.

The site is a common PCD and issue was addressed in Phase I. Provisions were made for the stop and location in Phase I and a shelter was not required.
4. Provide a typical bike rack detail & provide a convenient location for the bike rack.
  - Provided. See Sheet AS1.00

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5. The Site Plan (Sheet SP-A.00) shows the “loading” area to be within a designated handicap space. A handicap parking space cannot serve as a loading area.
  - **Noted. This has been removed.**
  
6. Provide a site circulation plan that illustrates a typical fire truck using a B-40 template (25-foot insides/50-foot outside) turning radius has been included in the design and is not in conflict with the driveways, planter islands and access isle.  
**Truck turning movements are shown on sheet AS1.00**



Noted: See charts on sheet AS1.20

21. Provide a note on the photometric sheet that states that site lighting will be reduced to 1 footcandle afterhours as required by code.

**RESPONSE: Note added to sheet AS1.20.**

22. There are three light poles that are in conflict with the 15' distance requirement from trees. It appears that there is room to adjust the light poles and allow for the trees. See landscape notes. Revise accordingly.

**RESPONSE: Adjustment made to sheet AS1.20.**

23. Proposed lighting for the 10' pathway is different than the lighting proposed for Leder Phase I. The lights should be consistent along the pathway.

**RESPONSE: Based on Staff input, we will utilize the light pole/fixture spec that matches Phase I.**

**POLICE**

APPROVED

**TRANSPORTATION**

HOLD

In review of the site plan, the meandering 10-foot wide sidewalk appears to encroach onto private property. Please ensure that the developer provides a sidewalk easement for all of the sidewalk segments that are not within the Hillsboro Blvd right-of-way. Lastly, a cross-access vehicular easement for the driveway connection will also be needed.

-Phase I plats included cross access easements that provide access to phase II. A sidewalk easement will be processed and recorded once plan is approved and there are no more changes. Easement will be recorded prior to building permits.



## CITY OF COCONUT CREEK

DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1  
07/30/19

<b>PROJECT NAME:</b>	Leder Office Building		
<b>PROJECT NUMBER:</b>	19070004		
<b>LOCATION:</b>	4161 West Hillsboro Boulevard		
<b>APPLICANT/AGENT:</b>	Keith and Associates, Inc.		
<b>REVIEW/APPLICATION</b>	Site Plan		
<b>DISCIPLINE</b>	<b>REVIEWER</b>	<b>EMAIL</b>	<b>TELEPHONE</b>
DRC Chair	Liz Aguiar – Principal Planner	<a href="mailto:laguiar@coconutcreek.net">laguiar@coconutcreek.net</a>	(954) 973-6756
Planning	Linda Whitman – Senior Planner	<a href="mailto:lwhitman@coconutcreek.net">lwhitman@coconutcreek.net</a>	(954) 973-6756
Planning	Natacha Josiah – Planner	<a href="mailto:njosiah@coconutcreek.net">njosiah@coconutcreek.net</a>	(954) 973-6756
Planning	Michael Righetti- Senior Project Manager	<a href="mailto:mrighetti@coconutcree.net">mrighetti@coconutcree.net</a>	(954) 973-6756
Building	Sean Flanagan – Deputy Building Official	<a href="mailto:sflanagan@coconutcreek.net">sflanagan@coconutcreek.net</a>	(954) 973-6750
Engineering	Eileen Cabrera - Engineer II	<a href="mailto:ecabrera@coconutcreek.net">ecabrera@coconutcreek.net</a>	(954) 973-6786
Engineering	Mohammed Albassam- Engineer I	<a href="mailto:malbassam@coconutcreek.net">malbassam@coconutcreek.net</a>	(954) 973-6786
Fire	Jeff Gary – Fire Marshal	<a href="mailto:jgary@coconutcreek.net">jgary@coconutcreek.net</a>	(954) 973-1563
Landscape	Scott Peavler - Landscape (consultant)	<a href="mailto:speavler@craventhompson.com">speavler@craventhompson.com</a>	(954) 739-6400
Police	Ryan Marken - Police Department	<a href="mailto:rmarken@coconutcreek.net">rmarken@coconutcreek.net</a>	(954) 956-6721

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.

### DEPARTMENTAL COMMENTS

#### BUILDING

HOLD

#### FLORIDA BUILDING CODE (ACCESSIBILITY, 6<sup>TH</sup> EDITION 2017)

1. 206.2.1: Show all accessible route including from public transportation. At least one accessible route within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility they serve.

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.



Route from Hillsboro Blvd and ADA provided on revised site plan.

2. 208.2: Both parking lots and parking structures are required to comply with section 208.2. Calculations should include calculations for covered parking facility and for parking lot.

- Noted: See sheet AS1.00

3. 208.3.1: Where parking serves more than one accessible entrance, parking spaces complying with 502 shall be dispersed and located on the shortest route to the accessible entrances. If there are multiple retail stores the parking spaces must be dispersed to provide parking at the nearest accessible entrance.

- Noted: See sheet AS1.00

4. 502.5: Covered parking facility must provide vertical clearance in compliance with this section. This will facilitate accessible van parking space.

- Noted: See sheet AS1.00

#### FLORIDA BUILDING CODE (BUILDING, 6<sup>TH</sup> EDITION 2017)

5. 406.4: Parking garages shall be classified as either an open parking garage or an enclosed parking garage.

- Noted: See sheet AS1.00, Parking Garage classified as open parking

6. 406.5.2: Openings for open parking garages shall have openings to comply with 406.5.2.

- Noted: See sheet(s) AS1.00, A1.10

7. 406.6: If parking facility is considered enclosed parking it shall comply with sections 406.6.1 through 406.6.3 and shall require mechanical ventilation as per 406.6.2 and fire sprinklers as per 406.6.3.

- Garage to be an open garage.

8. 504.3: Maximum building height to comply with Table 504.3.

- Noted: See sheet(s) A3.10, A3.20

9. 504.4: Maximum stories above grade to comply with Table 504.4.

- Noted: See sheet(s) A3.10, A3.20

10. 506.2: Allowable square footage to comply with Table 506.2.

- Noted: See data chart on sheet AS1.00

#### FLORIDA FIRE PREVENTION CODE (6<sup>TH</sup> EDITION 2017)

11. 7.5.1.3.3: In buildings protected throughout by an approved, supervised automatic sprinkler system in accordance with Section 9.7, the minimum separation distance between two exits shall be not less than one-third the length of the maximum overall diagonal dimension of the building or area served.

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.



- Noted: See sheet(s) A1.10, A1.20, A1.30, A1.40

12. 38.2.5.2.1: In buildings protected throughout by an approved, supervised automatic sprinkler system dead end corridors shall not exceed 50 ft.

- Noted

13. 38.2.5.3.1: Common path of travel shall not exceed 100 ft. in a building protected by an automatic fire sprinkler system.

- Noted: See sheet(s) A1.20, A1.30, A1.40

14. 38.2.6.3: Travel distance shall not exceed 300 ft. in business occupancies protected throughout by an approved, supervised automatic sprinkler system.

- Noted: See sheet(s) A1.20, A1.30, A1.40

## ENGINEERING

HOLD

### GENERAL COMMENTS

1. Please note that 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.

**Acknowledged comments based on review materials submitted.**

2. Additional comments may be provided and/or required upon review of any revised plans.

**Understood comments provided thru entire process.**

3. All required approvals from Broward County Health Department, Broward County Environmental Protection, Growth Management Department (BCEPGMD) or any other applicable agency shall be obtained and submitted to the Engineering Division prior to issuance of an Engineering permit.

**Permits will be submitted as required prior to building permits.**

4. Execution of a Water and Wastewater Agreement and payment of impact fees are required at Final Engineering Review and prior to review/approval of related building permits.

**Fees will be paid at time of permits.**

5. Provide finished floor elevations in NAVD88.

- Noted: see sheets A3.10, A3.20

6. Label all proposed and existing above ground infrastructures.

**Structures labeled**

7. Clarify all existing/proposed/vacated utility easements on the site.

**The existing perimeter platted utility easements will be vacated.**

8. Existing wastewater infrastructures are currently privately maintained due to non-compliance with City Standards, please specify if the wastewater system will remain private or be transferred to the city for maintenance.

**New facilities will be constructed and approved to city standards and turned over to city.**

9. Provide clarification of the previous Utility Easement vacation.

**Investigation into existing facilities and ability to vacate is being assessed. Continuation of vacation will commence shortly.**

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.



## ROADWAY AND PAVEMENT

1. Plans are not complete. Please provide all proposed roadway and pavement sections, including standard details and cross-sections  
**Sections will be added once site plan design is accepted which are in accordance with city standards.**
2. Show all proposed crosswalks and provide ADA ramps with details.  
**- Noted: See sheet AS1.00**
3. Show proposed crosswalk connectivity between Phase I and Phase II.  
**- Noted: See Sheet As1.00**
4. Parking space dimensions shall comply with City standards.  
**- Noted: Parking sizes have been agreed to be 9x16 (with 2' landscape overhang)**
5. ADA parking spaces must be located at the closest distances to building entrances.  
**- Noted: See sheet AS1.00**

## DRAINAGE COLLECTION SYSTEM

1. Complete storm drainage calculations shall be provided at Final Engineering Review.  
**All calculations will be provided with permit set.**
2. Provide a chart on the site plan showing the total existing and proposed pervious and impervious areas.  
**Added to plan**
3. Provide details on the grate/invert elevations of the catch basins.  
**Will be added once site plan is finalized.**
4. Ensure 15% water retention on site per COCOMAR standards.  
**Will meet all COCOMAR design standards.**

## WATER DISTRIBUTION SYSTEM

1. Provide all water line connections/infrastructures and their standard details.  
**Will be added once site plan is finalized**

## WASTEWATER COLLECTION SYSTEM

1. Label the existing/proposed size and type of all sewer lines/infrastructures and their standard details.  
**Will be added once site plan is finalized**
2. Provide two clean-outs on sewer laterals, one for city maintenance and one private.  
**Detail will be added on final plans.**

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- Existing sewer forced main to be removed from site.  
**A new sewer line is proposed, old line will be abandoned.**

### LANDSCAPING, LIGHTING, AND IRRIGATION

- Landscape, lighting, and irrigation shall not conflict with and shall maintain a minimum of 6 feet (10 feet preferred) separation from existing and proposed water, wastewater, and drainage.  
**Plans have been modified to accommodate.**

### FIRE

#### HOLD

- Please provide truck circulation plan to accommodate fire trucks.  
**- Noted: See Sheet As1.00**
- The FDC connection must be within 50' of the hydrant. The existing hydrant may be within 50' however it is on the West side of the driveway entrance. This will cause the roadway to be blocked with hose if a connection has to be made. Two possible solutions are:
  - Place the FDC near the existing hydrant by the East property line (near where the existing monitoring well is located).
  - Place a hydrant in the island where the fire line tap in is located assuming that is where the FDC will be located.

**Plans have been modified.**

### GREEN

#### HOLD

#### **Sustainable "Green" Comments**

- Sec.13-320(b)(1) – All new development or redevelopment applicants must retain a LEED accredited professional within their planning team. Professional shall be an active participant in the development of "green" standards proposed for the project. Identify the LEED professional and their role on this project.  
**- Project is not submitting for LEED accreditation, thus no need to have a LEED accredited professional on the team.**
- Sec.13-320(c)(2) – Concurrent with site plan and building permit submittals, appropriate documentation shall be provided identifying the LEED accredited professional on the applicant's team.  
**- Project is not submitting for LEED accreditation, thus no need to have a LEED accredited professional on the team.**
- Sec.13-320(c)(3) – At time of building permit submittal, property owner shall provide a checklist for each green building item identified during the site planning process. The

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checklist must indicate how each item will exceed the requirements of the Florida Building Code and other applicable codes. A spreadsheet is available from staff which can be added to the plan cover sheet or site plan sheet for the project.

**Check list will be provided at building permit.**

4. Staff recognizes that the “green” requirements have been identified in the PCD. Provide the requirements at next submittal within the spreadsheet and placed on the coversheet or site plan sheet.

### **Green Plan**

5. The City Commission has adopted a City Green Plan, outlining city-wide “green” goals. Applicant shall make every effort to achieve goals outlined in the Green Plan during the DRC process. Provided below is a list of action steps from the plan that may be used for this project. A full list may be viewed on the City’s website under the “live green” tab.

**Proposed PCD promotes the green plan and provides many elements identified.**

6. *Action 1.6* – Ensure 100% of new development projects throughout the City contain conspicuous displays of green technology that function in the project design while providing a social, artistic, and environmental value. Identify the LEV parking and EV charging location on the site plan. Green screens have been noted in the PCD but not identified on the plan or in the landscape plan. Identify required “Green Technology” for this site

**Charging station included in plans and a solar green technology display added along Hillsboro Blvd.**

7. *Action 2.1* – Achieve 40% tree canopy coverage throughout the City with maximum tree coverage on public and private land by 2020.

**Site plan increases the tree coverage significantly on the site contributing to total requirements.**

## **LANDSCAPING**

HOLD

### **Tree Disposition:**

1. Provide tree disposition plans and data tables for all existing trees and palms on site and directly adjacent to the property. Table to include, but not limited to identification number, scientific and common name, size, canopy SF, condition, and status (remain, relocate, or remove). Provide identification numbers on plans.

**A plan has been provided that lists the disposition and contains a table with tree information.**

2. Provide mitigation calculations including required and proposed.

**Mitigation calculations have been provided.**

### **LP-101:**

1. Provide all underground utilities, setbacks, easements, light poles, fences, walls, mechanical equipment, etc., and labels on landscape plans.

**Existing site information to remain is shown on the plans.**



2. Provide a plan enlargement for proposed landscape along Hillsboro Blvd. for clarity. A general hatch and a list of proposed plant material is not sufficient for review.

Additional detail has been added to the planting areas. The final plant layout will be coordinated in the field.

3. An existing 10' utility easement is along the perimeter of the site and was started to be vacated by the previous owner. What is the status of utility easements as it would conflict with the proposed perimeter landscape?

Applicant is preparing vacation application to abandon easements.

4. There appears to be a sewer line along the west property line that conflicts with the proposed trees. Verify utility lines and adjust any landscape as need be.

The proposed trees have been located away from the existing sewer line.

5. Line work for existing fence is shown on the plans within the proposed hedge. Is the fence remaining or being removed?

The fence layer will be removed.

6. Due to the ROW width of NW 71<sup>st</sup> Street being 50', a 15' roadway landscape buffer and planting is required. Easements are not to be included in this buffer. See Zoning for additional comments for this area.

Easement is outside proposed landscape buffer area

7. Per dimensions provided on the site plan, proposed landscape islands and divider parking medians do not meet required widths. Landscape islands are to be 12' wide and divider medians are to be a minimum 5' in width, not including any bumper overhang.

Site plan has been revised to include requirements.

8. Divider medians between head to head parking requires 1 canopy tree per 40 linear feet. Provide required trees and include requirement in the provided landscape table.

The required trees are reflected in the table.

9. Plans do not provide or propose foundation plantings between the building and parking area. This is not supported by staff and planting is required to be provided. Reduce hardscape area to provide landscape areas for shrubs and tree/palm planting.

Foundation planting has been provided.

10. Label all sod areas.

The proposed sod areas have been labeled.

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.



11. Provide location of irrigation pump/well, transformers, AC units, and any other above ground mechanical equipment. All equipment shall be screened on all three sides by landscape material.

The proposed irrigation well and pump station is shown on the landscape plan.

12. Provide landscape screening around dumpster enclosure location.

Screening has been added to the dumpster enclosure.

13. Perimeter buffer adjacent to residential requires a minimum of 10'. Perimeter buffer also requires trees to be a minimum of 15' in height planted at 1 per 40 linear feet. Plans propose 12' Green Buttonwoods. Provide minimum buffer widths and upsize trees to meet the 15' height requirements.

The proposed trees in the buffers are now specified at 15' ht.

14. Palms proposed to be counted towards code are required to have a minimum of 8' clear trunk. If Christmas Palms are being counted, they will need to be upsized.

Only palms that meet the minimum height required are counted towards the requirements.

15. Small Leaf Clusia (*Clusia guttifer*) is not considered native and the designation needs to be removed. Adjust native calculations accordingly.

The designation has been removed.

16. Provide light pole locations and setbacks from proposed trees and palms. 15' for canopy trees and 7.5' for small trees and palms. A dashed circle is preferred.

Poles and setbacks have been indicated.

17. Landscape islands and medians are to be excavated to a minimum depth of 30" and backfilled with specified soil mix. Revise planting detail.

The detail has been revised to reflect the requirement.

18. Note that bumper overhang area cannot be included in proposed square footage for required VUA landscape. Verify provided square footage.

The bumper overhang is not counted towards the provided area.

19. Street trees required along Hillsboro Boulevard with overhead wires are to be 1 tree per 30 linear feet. Adjust landscape table and provide additional trees.

Trees at the required spacing have been provided.



20. Under the roadway landscape buffer section in the tables, provide the shrub and groundcover requirements and what is being provided. These requirements are in addition to the continuous hedge and include both Hillsboro Boulevard and NW 71st Street roadways.

Shrub and groundcover requirements are shown in the table.

21. Native calculations are to include all proposed plant material on the site. Provide totals and revised required totals.

The calculations have been revised.

22. The provided diversification calculation is incorrect. The maximum of 25% is calculated with plant material quantity per each category. Trees, palms, and shrub/groundcover. As an example, there is proposed 81 trees, meaning no more than 20 trees can be of one species ( $81 * 25\% = 20.25$ ). 32 Live Oaks are proposed, which does not meet code and the quantity needs to be reduced.

The diversification calculations have been revised.

23. Provided landscape on the color elevations do not match the proposed landscape plans. Coordinate plans and elevations.

New color elevations to be provided once plans are approved.

24. Color elevations call out "vine growth system", but landscape plans do not propose any planting for this system. Coordinate plans and elevations. Provide details for "vine growth system".

Due to air circulation comments the green closure of the garage area has been eliminated.

25. Remove any plant material on plant lists that are shown to have zero quantity.

Plants with a zero quantity have been removed.

26. Provide fire hydrant clear zone detail. 4' to back, with 7.5' to the front and sides shall be sod only. Adjust landscape plans as needed for clear zones.

The detail has been provided, and plans have been adjusted.

27. Irrigation cannot be potable water. Pump/well is required and provide location on plans.

The irrigation will be from an on-site well.

28. Proposed water and fire service lines conflict with proposed landscape at south west corner of the building.

The service lines have been coordinated within the team.

29. Proposed fire hydrant at the northwest landscape island conflicts with landscape.

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The conflict has been resolved.

30. 6 proposed Live Oaks along NW 71st Street are in conflict with existing storm pipe. Required street trees are allowed to be planted within the adjacent property if they are not able to be planted within the ROW.

A root barrier will be added if required.

31. Remove or freeze existing site elements that are to be demolished such as mailboxes, wall signs, old light poles, etc.

Existing site elements to be demolished have been frozen.

32. The short length of overhead wire at the south east corner of the site conflicts with the proposed canopy trees. Per FPL right tree, right place, a 30' minimum offset is required.

The new electrical service lines will be buried.

33. Under the landscape table, provide the tree category percentages per Section 13-444 (c) (1) (a).

The percentages have been provided.

## PLANNING AND ZONING

HOLD

### General Comments

1. 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, as applicable.

PowerPoint will be provided prior to meeting.

2. Prior to the Planning and Zoning Board meeting, applicant shall provide the following to the City;
  - A. Site plan package:
    - 1) One (1) complete set **unlocked and unsigned** in digital format.
    - 2) Twelve (12) complete printed sets, 11"x17" in size, each set individually bound/stapled.
  - B. PowerPoint:
    - 1) One (1) complete copy of presentation in digital format.
    - 2) Twelve (12) complete printed sets, no larger than 11"x17" size, each set individually bound/stapled.
  - C. Public outreach:
    - 1) One (1) complete set in digital format.
    - 2) Twelve (12) complete printed sets, each set individually stapled.
  - D. Sustainable (Green):
    - 1) One (1) complete set in digital format.

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- 2) Twelve (12) complete printed sets, each set individually stapled.
  - E. Each set of DRC response document:
    - 1) One (1) complete set in digital format.
    - 2) Twelve (12) complete printed sets, 8.5"x11" in size, each set individually stapled.
- Required copies will be provided as requested.**
3. 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.
    - **Acknowledged – Sean Leder – [smleder@lederholdings.com](mailto:smleder@lederholdings.com)**
  4. 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.
    - **Acknowledged – Applicant has been in contact with the Crescent Creek neighbors (Cecile and Gary Lobban), via letter and phone, and other residents on the North property line.**
  5. Provide an approval from Republic Services (waste provider)(954-583-1830).
    - **Applicant has requested the approval**
  6. Additional comments may be provided at DRC meeting and/or upon review of revised application.
    - **Applicant acknowledges**
  7. Acknowledgements to DRC comments may not always demonstrate compliance. Corrections to plans shall be done through plan revisions, graphics and/or notes. All corrected plans and documents shall be re-submitted per digital submittal requirements. Written responses shall identify appropriate sheet(s) or page(s) where corrections have been made.
    - **Applicant acknowledges**
  8. Sec.13-81(14)(b) – Any DRC application continued or inactive for more than six (6) months may be considered null and void and treated as a new application with applicable fees.
    - **Applicant acknowledges**
  9. Final site plan revisions shall be completed within seven days of City Commission approval. Failure to complete may result in a delinquent fee, per week, per item of \$100.00 unless otherwise stipulated by staff. Building permits will NOT be issued until all outstanding DRC comments have been addressed, plan revisions are complete and outstanding fees have been paid.

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.



- Applicant acknowledges

#### **Police and Fire Impact Fees**

10. Division 5, Impact Fees, Section 13-118 through 13-126. Pursuant to Ordinance 2006-017, all new development shall assume a fair share cost of providing Police and Fire/Rescue facilities. Fee, based on use and building square footage, must be paid prior to building permit issuance.

- Applicant acknowledges and has discussed with S. Stoudenmire.

#### **Affordable Housing**

11. Section 13-110 thru 13-117, Affordable Housing Program. Pursuant to Ordinance 2006-005, all non-residential development will be subject to an affordable housing linkage fee. The fee, based on use and building square footage, must be paid prior to issuance of a building permit. Calculations are based on gross floor area minus stairwells, elevator shafts, mechanical rooms, and external storage rooms. Please respond.

- Applicant acknowledges and has discussed with S. Stoudenmire. Also, once the floor plan is fully developed with the MEP, the calculations can be updated per the guidance.

#### **Public Art**

12. Section 13-143 through 13-146, Public Art Requirement. Pursuant to Ordinance 2008-008, all new non-residential development, redevelopment, remodeling or converting greater than 12,500 square feet in gross floor area shall be subject to ordinance requirements for providing Public Art. Artwork must be accessible and readily visible to the public based on location of artwork and normal pedestrian and vehicle traffic. Provisions have been established for payment in-lieu of on-site placement of artwork pursuant to the ordinance. Applicant shall specify if payment in-lieu of is proposed, which shall be made part of the site plan application review and approval process.

- Applicant will pay in-lieu of on-site placement and has discussed with S. Stoudenmire

#### **Underground Utilities** *This ordinance is currently under review and may be modified.*

13. Sec.13-142(a) – Definitions - "Utilities" shall mean all utilities and similar facilities including, but not limited to gas, telephone, cable, fiber, internet, broadband, telecommunications, and other communications and electrical distributing and transmission facilities.

14. Sec.13-142, Underground Utilities. Pursuant to Ordinance 2005-032, any project seeking site plan approval will be required to place **all** utilities including existing overhead utilities within the site or in public right-of-way adjacent to the site, underground. Electrical transmission or distribution lines with a rated load of *more* than 27 kV (27,000 volts) shall be exempt from the requirements of this section. Applicant must complete one of the following requirements prior to placement on the Planning & Zoning Board meeting agenda;

- Provide a signed agreement between the applicant and each affected utility company demonstrating that the utility will be placed underground. The developer and/or owner shall evidence compliance with the requirements in this Ordinance by providing to the City a signed agreement between the developer and/or the owner and each relevant



- utility showing that the utility has agreed, at the developers or owners cost, to place or convert the relevant utilities underground;
- b. Process an agreement with the City indicating the property owners' intent to comply with the under-grounding requirements for utilities. The developer and/or owner shall evidence compliance with the requirements in this Ordinance by entering into an agreement with the City indicating their intent to comply with the under grounding requirements;
  - c. If electrical lines with a rate load of 27k volts or higher exists, then a written detailed statement from a licensed professional engineer, *qualified to verify such utility* and stating the rate load shall be provided;
  - d. Process an Underground Utility Waiver Application, which must be processed concurrently with the site plan, for consideration by the Planning & Zoning Board. If technical reasons are the basis for the waiver request, the application shall contain a detailed statement by a Florida licensed Professional Engineer, qualified with respect to utility issues, explaining why it is technically not feasible to locate such utilities underground. If a waiver is granted, a dollar amount equal to the cost of placing the utilities underground as determined by an estimate established by the relevant utilities and as agreed upon by the city, may be required to be paid into the city's underground utility fund, prior to the issuance of a development permit.

Applicant must specify which option, as above, is proposed for consideration by the Planning and Zoning Board. Appropriate information demonstrating compliance with City ordinance must be provided for review during the DRC process. Failure to submit information in a timely manner, may prevent the site plan application from consideration by the Planning and Zoning Board.

- Applicant acknowledges and has discussed with S. Stoudenmire

#### **Vacation** (Section13-36.1)

15. The previous owner of the subject property began the process of vacating the 10' utility easement surrounding the property on the North, East, and West side. Finalize this process to avoid site development conflicts.

#### **Site Plan General**

16. Proposed zoning for the site is PCD and all requirements not addressed in the PCD shall revert to code requirements. Revise data table to reflect PCD zoning.

- Noted: see sheet As1.00

17. Open space, building coverage, and landscape buffer information shall be included in the data table.

- See sheet As1.00

18. Provide a truck movement plan to clearly show emergency vehicle access around the site.

- See sheet As1.00

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19. Section 13-344(12) – The PCD does not provide an acceptable solution to the required landscaping around the building. Be prepared to discuss this at DRC.
    - **Noted: See sheet AS1.00**
  20. Identify the dumpster and recycling area.
    - **See sheet As1.00**
  21. Provide site details such as dumpster walls and gates, handicap parking signage, parking stalls, etc.
    - **See sheet As1.10**
  22. Identify proposed walls on the site plan.
    - **See sheet As1.00, proposed wall will on be on portion of eastern property line (aligned with neighboring residential properties)**
  23. Identify bike rack on site plan.
    - **See sheet As1.00**
  24. Show additional dimensions throughout for sidewalks, landscaped areas, interior travel lane widths and parking spaces.
    - **See sheet As1.00**
  25. Identify fire hydrants to review for possible conflicts with adjacent sidewalks and landscaping.
  26. Provide direct pedestrian access from walkway along Hillsboro Boulevard to the building.
    - **See sheet As1.00**
  27. Provide pedestrian access from Hillsboro Boulevard north and through to 71<sup>st</sup> Street on this site.
    - **Not Applicable**
- Construction Trailer**
28. Show location of construction trailer if one is proposed. Trailer will require review for access, parking, landscaping, signage etc.
    - **Not Applicable**
- Parking**
29. Indicate handicap parking sign locations on plan. Signs may not interfere with sidewalks or required depth of parking space. Handicap parking signage must have the “minimum \$250.00 fine” sign attached.

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- See sheet As1.00
30. Sec.13-399(a)(3) - Non-residential parking spaces must be at least 10'-0" x 20'-0". An overhang area is permitted to be located within a curb, sidewalk or landscaped area. However, this area shall not be counted towards meeting any requirements for sidewalks or landscaping. Staff suggests removing the wheel stops for all parking outside of the covered parking area and provide 18' length stalls with curbing to increase landscaping and sidewalk area.
- See sheet As1.00 agreed to stall sizes of 9x18 (9x16 with 2' landscape overhang)
31. Sec.13-399(e)(1) – For schools and houses of worship, up to forth (40) percent of required off-street parking facilities may be provided in adequately drained grass areas. Such areas shall not be included in meeting the open space requirements. Circulation isles providing access to grass parking spaces shall be surfaced with brick, asphalt or concrete maintained in a smooth condition. This section of code is referenced due to discussions the applicant has had with staff relative to parking arrangements for the adjacent church use.
- Not Applicable
32. Sec.13-405 – Shared usage – Required parking spaces may be permitted through a site plan review process to be utilized for meeting the parking requirements of two (2) separate permitted uses when it is clearly established by the applicant that these two (2) uses will primarily utilize these spaces at different times of the day, week, month or year.
- Individual calculations have been utilized at this time, applicant will provide alternative information at a later date if need arises.
33. Sec.13-399(g) – All parking drives, lanes and aisles shall be a minimum of twelve (12) feet in width for each direction of movement. One-way aisles shall be a minimum of sixteen (16) feet in width. Where parking spaces are ninety (90) degrees or perpendicular to the direction of movement on both sides of an aisle, the minimum required aisle width shall be twenty-four (24) feet.
- Noted: see sheet As1.10
34. Sec.13-399(m) – Access aisles to parking spaces shall not exceed three hundred fifty (350) feet in length.
- Noted: see sheet As1.10
35. Sec.13-406 - Bicycle parking facilities shall be provided by installation of a stationary bike rack at a ratio of 1 space per 10,000 square feet of total floor area for retail and commercial or at 5 spaces per facility for high turnover restaurant uses.
- Noted: see sheet(s) As1.10, As1.10



36. Sec.13-407(d) - Calculating required parking. An off-street parking data box shall be provided, listing project off-street requirements, section number, parking totals, and required parking versus provided.

- **Noted: see sheet As1.10, no off-street parking on site.**

37. Sec.13-443(12)(a) – Intermediate and terminal islands. Where more than ten (10) off-street parking spaces are provided on the same parcel of land, there shall be a minimum of one (1) tree for every ten (10) parking spaces. Such trees shall be planted in a curbed island of at least twelve (12) feet in width with a minimum length equal to the length of the paved area of the adjacent parking space(s). Such trees shall be spaced within the parking area with no more than twelve (12) parking spaces separating planting islands. The remaining area of landscaped islands shall be landscaped with grass, ground cover or other landscaped material.

- **Noted: see sheet As1.10, has been agreed that intermediate islands shall be 10' wide and terminal islands be 12' wide**

38. Sec.13-443(12)(c) – Where any row of contiguous parking spaces faces or abuts another row of contiguous parking spaces or an interior driveway, a landscaped divider median shall be installed which averages not less than five feet in width. Median shall be placed between a row of parking and an interior driveway.

- **Noted: see sheet As1.10**

### **Loading**

39. Sec.13-331(d)(10) – Deliveries in business zoning districts shall be by rear door only. Loading/unloading facilities shall be located to provide the least impact on adjacent land uses. Service drives, designed to facilitate smooth, efficient operations and traffic circulation, shall be provided to access loading/unloading areas.

- **Noted: see sheet As1.10**

40. Sec.13-409(a)(3) - Provide a loading zone designated by pavement markings and a no parking sign. A full size loading zone of 12'x55', must be provided for parcels which are larger than 10,000 square feet. Loading zone must be accessible from the interior of the building it is intended to serve. Appropriate screening will be required.

- **Noted see sheet As1.00, it has been agreed that loading area can be shared with parking spaces, and be smaller than the 55' required by the city.**

### **Dumpster**

41. Sec. 13-443(11)a - Dumpster shall be screened on at least three (3) sides by a masonry wall which exceeds the vertical height of the dumpster by at least six (6) inches.

- **Noted: see sheet(s) As1.00, As1.10**

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.



42. A pedestrian access and walkway should be provided on the side of the enclosure to reduce use of dumpster gates as a means of pedestrian access.
  - **Noted: see sheet(s) As1.00, As1.10**
43. Sec.13-359 (12) - Dumpster enclosure shall be shielded and hidden so that it is not visible from a point six (6) feet above the ground from any public right-of-way or property line.
  - **Noted: see sheet As1.00**
44. Dumpster enclosure to have opaque, metal gates.
  - **Noted: see sheet As1.10**

### **Walls & Fences**

45. Sec.13-443(6) – When any commercial or industrial district is contiguous to or only separated by a right-of-way of less than 80’ from any residential district, a six-foot high masonry wall shall be required along common property lines. When such districts are separated by a right-of-way of eighty feet or less, additional landscaping will be required. The masonry wall requirement may be waived by the Planning & Zoning Board if adequate landscaping is substituted. This section of code applies to the north property line.
  - **Noted: see sheet(s) As1.00, As1.10, no wall will be provided on the northern property line, this area will be heavily landscaped.**

### **Elevations**

46. Sec.13-37(c)(3)e. – Mechanical equipment or other utility hardware on the roof, ground or building shall be screened from public view with materials harmonious with the building, or they shall be so located as not to be visible from any public ways. Identify the location of the mechanical equipment.
  - **Noted, a screen will be placed to hide mechanical equipment**

### **Signs - General**

47. If signage is planned as a part of this review, provide information relative to Sections 13-456 through 13-474. If signage will be reviewed at a later date, indicate in the response.
  - **Signage to be reviewed at a later date. However, signage proposed lactation on sheet A3.10, and A3.20**

### **Photometric**

48. Section 13-374 – Provide a photometric plan for all lighting proposed on the site, including parking lot, building, landscaping, and signage. Photometric plan must provide tables required by this section of code.
  - **Photometric plan has been included in revised set of drawings.**

### **Landscaping General (refer to landscape comments for specific landscape information)**

49. Plan requirements are governed by the PUD. Page 16 of the approved PUD document (Landscape Standards) defers landscape requirements to the current City Code. This code requirement is unmet.

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Landscape plan has been revised based on new site layout to meet code requirements.

50. Section 13-344(12) – See comment number 20 above. Minimum distance between buildings and parking and/or vehicular circulation areas on same zoning lot: Ten (10) feet of landscape area. (Sidewalks, structures, and other hard scape surfaces are not permitted in this ten (10) feet. This landscape area shall be outside of all buildings, roof overhangs, and support columns). This landscape area and the required landscape material within may not be required where a section of building is proposed and approved for loading and unloading, delivery through rollup doors, and/or other utility areas as approved through the site plan process.

- Noted: see sheet As1.00

51. Section 13-443(7)(e) – Landscaping is required within the green space/planter areas of all commercial and industrial buildings between the building and parking or vehicular use area per the zoning code. Each forty (4) linear feet, or portion thereof, of green area requires a minimum of one (1) tree and twenty (20) shrubs and thirty (30) ground cover plants. This area is to provide tiered landscape at various levels.

#### **Site Plan Aesthetic Design Criteria**

52. Question 3: Residential Privacy – Provide walls as required per code.

- Noted: see sheet(s) As1.00, As1.10. A 6' tall wall will separate residential neighboring properties with our property.

53. Question 4: Emergency Access – Provide emergency vehicle access/truck movement plan to ensure access.

- Noted: see sheet As1.00

54. Question 10: Exterior Lighting – Provide photometric plan as required by code.

#### **POLICE**

#### **PASSED WITH CONDITIONS**

1. Suggesting lit decorative bollards in front of the entrance/exit where the parking spaces are, to protect pedestrian traffic.

- Noted see sheet AS1.00

2. Cameras at all points of entrance and exit.

- Noted.

3. Depending on hours of operation, use of lighting in the parking lot as well as cameras throughout to deter vehicle burglaries and other crimes of opportunity.



- Noted.

## TRANSPORTATION

### HOLD

1. Provide a vehicular cross access easement for use of the Hillsboro Boulevard driveway connection with the adjacent property to the west at both cross access locations.
  - Noted: See Sheet As1.00
2. The two (2) handicap parking spaces located at the southeast corner of the parcel should be relocated to be placed adjacent to the building frontage. Forcing the use of a wheelchair thru a drive isle is not suggested as vehicles backing up may not see the individual who is in the drive isle/accessible route.
  - Noted: See Sheet As1.00
3. Provide a narrative on the site circulation through the parking area/covered parking. Why is one-way circulation proposed near the building? Are any internal gates proposed within the garage?
  - Noted: See Sheet As1.00, all roads on site are two way traffic. And no gates are proposed within the garage.
4. Provide additional horizontal control dimensions of the overall length from parking stall thru drive isle through parking stall.
  - Noted: See Sheet As1.00
5. Provide a site specific traffic study for the proposed use(s) and a trip generation tabulation assigned to the shared driveway.  
**Detailed tables are included in the PCD providing trip generation for the project.**
6. Provide a convenient location for the solid waste dumpsters for the proposed use(s).
  - Noted: see sheet As1.00
7. Provide a designated loading area.
  - Noted: see sheet As1.00, it has been agreed that parking area can double as loading area.
8. Provide justification of the drainage connection (overflow pipe) illustrated on Sheet C-1 that ties into the City's roadway drainage system on NW 71<sup>st</sup> Street. All drainage shall be retained on-site.
9. Provide the reservoir distance for the existing driveway connection and driveway classification for Hillsboro Boulevard.

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- Noted: See sheet As1.00
- 10. Provide a typical parking space detail for the covered parking spaces, a typical handicap parking space detail and standard parking space detail for the surface parking lot. Please include any column encroachment in the covered parking spaces with that detail.
  - Noted: See sheet As1.10
- 11. Provide at a minimum, a five-foot wide pedestrian connection from Hillsboro Boulevard to the building entrance.
  - Noted: See Sheet As1.00
- 12. Provide a letter from Broward County Transit that a bus rider shelter is not required along Hillsboro Boulevard.
- 13. Illustrated on the Plat, a 10-wide utility easement exists along the property boundary. Refer to zoning notes regarding vacation of this easement.

Noted: See Sheet As1.00, 10' wide utility easement to be abandoned on western property line
- 14. Are there any free standing monument signs proposed for the retail or office space?
  - Noted: see sheet As1.10
- 15. The landscaping proposed adjacent to the exit driveway shall not conflict with safe sight distance standards.

Sight distance has been considered in revised plan.
- 16. Provide a typical bike rack detail & provide a convenient location for the bike rack.
  - Noted: See Sheet As1.10
- 17. If future restaurant spaces are to be considered to provide a flexible commercial use for the listed retail areas, provide a civil plan that includes the grease trap location(s).
- 18. Provide a site circulation plan that illustrates a typical fire truck using a B-40 template (25-foot insides/50-foot outside) turning radius has been included in the design and is not in conflict with the driveways, planter islands and access isle.
  - Noted: See Sheet As1.00