



23. Final site plan revisions to be completed within seven days of Planning and Zoning Board meeting. Failure to comply may result in a delinquent fee, per item, per week of \$100.00 unless otherwise noted by staff. Building permit will not be issued until outstanding DRC items are addressed and fees have been paid.
24. The City has retained professional services to conduct landscape review of all Development Review Applications. Consistent with Section 13-80(b) of the City's Land Development Code, the cost for this landscape review service including analysis of tree mitigation plans shall be billed to the applicant on a cost recovery basis. Applicant shall provide contact information for the person(s) and/or department(s) responsible for payments to the City.
25. If an address is required, a request letter shall be submitted to the Department of Sustainable Development along with an 11"x17" site plan and \$100.00 filing fee. Addresses, subject to City and Post Office approval, will only be assigned upon site plan approval by the City Commission.
26. Additional comments may be provided at DRC meeting and/or upon review of any revised plans.
27. 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.

### **Public Participation**

28. Applicant shall ensure public participation as part of this project including meetings with adjacent property owners to provide information regarding proposed development. Applicant shall submit a meeting report to the Sustainable Development Department **prior to being scheduled** for the Planning and Zoning Board meeting.

The meeting report shall include:

- (1) Copy of e-mailed/mailed notice;
- (2) Date, location and copy of sign-in sheets and meeting notes;
- (3) Digital copy of all content shown at the meeting.

### **Public Art & Impact Fees**

29. DIVISION 5, IMPACT FEES, SECTION 13-118 THRU 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.

**Proof of email notifications sent to neighboring owners**

## Ainur Marquez

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**From:** Ainur Marquez  
**Sent:** Friday, June 22, 2018 2:40 PM  
**To:** jeffstro (jeffstro@aol.com)  
**Cc:** Sara Prieto (SPrieto@butters.com)  
**Subject:** Tradewinds Site Expansion Meeting Notice  
**Attachments:** 2018\_06\_22\_14\_20\_20.pdf

Good afternoon Jeff,

Attached please find the notice of the Public Notification Meeting in regards to the expansion of the Tradewinds Site.

Kindly advise if you would be able to attend the meeting. Thank you.

Kind regards,

Ainur Marquez  
Assistant Property Manager  
Butters Realty and Management, LLC  
6820 Lyons Technology Circle, Suite 100  
Coconut Creek FL 33073  
Cell: 954-464-5169 | Direct: 754-227-5025  
E-mail: [amarquez@butters.com](mailto:amarquez@butters.com)

## Ainur Marquez

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**From:** Ainur Marquez  
**Sent:** Friday, June 22, 2018 2:38 PM  
**To:** Elsie Ortiz (EOrtiz@Butters.com)  
**Cc:** Patricia Jablonowitz  
**Subject:** Tradewinds Site Expansion Meeting Notice  
**Attachments:** 2018\_06\_22\_14\_20\_20.pdf

Good afternoon Elsie,

Attached please find the notice of the Public Notification Meeting in regards to the expansion of the Tradewinds Site.

Kindly advise if you would be able to attend the meeting. Thank you.

Kind regards,

Ainur Marquez  
Assistant Property Manager  
Butters Realty and Management, LLC  
6820 Lyons Technology Circle, Suite 100  
Coconut Creek FL 33073  
Cell: 954-464-5169 | Direct: 754-227-5025  
E-mail: [amarquez@butters.com](mailto:amarquez@butters.com)

## Ainur Marquez

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**From:** Ainur Marquez  
**Sent:** Friday, June 22, 2018 2:33 PM  
**To:** Sara Prieto (SPrieto@butters.com)  
**Cc:** Ainur Marquez  
**Subject:** Tradewinds Site Expansion Meeting Notice  
**Attachments:** 2018\_06\_22\_14\_20\_20.pdf

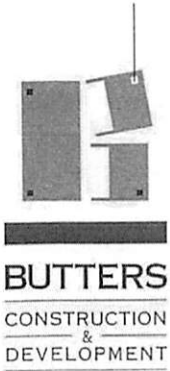
Good afternoon Sara,

Attached please find the notice of the Public Notification Meeting in regards to the expansion of the Tradewinds Site.

Kindly advise if you would be able to attend the meeting. Thank you.

Kind regards,

Ainur Marquez  
Assistant Property Manager  
Butters Realty and Management, LLC  
6820 Lyons Technology Circle, Suite 100  
Coconut Creek FL 33073  
Cell: 954-464-5169 | Direct: 754-227-5025  
E-mail: [amarquez@butters.com](mailto:amarquez@butters.com)



June 22, 2018

Dear Property Owner:

The purpose of this letter is to inform you that a Public Notification meeting is scheduled to review and solicit public input of the request for Project Number 18030008 Phase II Expansion of the Tradewinds Site by Butters Construction & Development. As a neighboring property owner, you are invited to attend this meeting to learn more about the request and make your own opinions known. The Public Notification Meeting will be held:

**Date:** Tuesday, June 26, 2018  
**Time:** 3:00PM  
**Place:** Butters Construction & Development, Conference Room  
**Location:** 6820 Lyons Technology Circle, Suite 100  
Coconut Creek, FL 33073

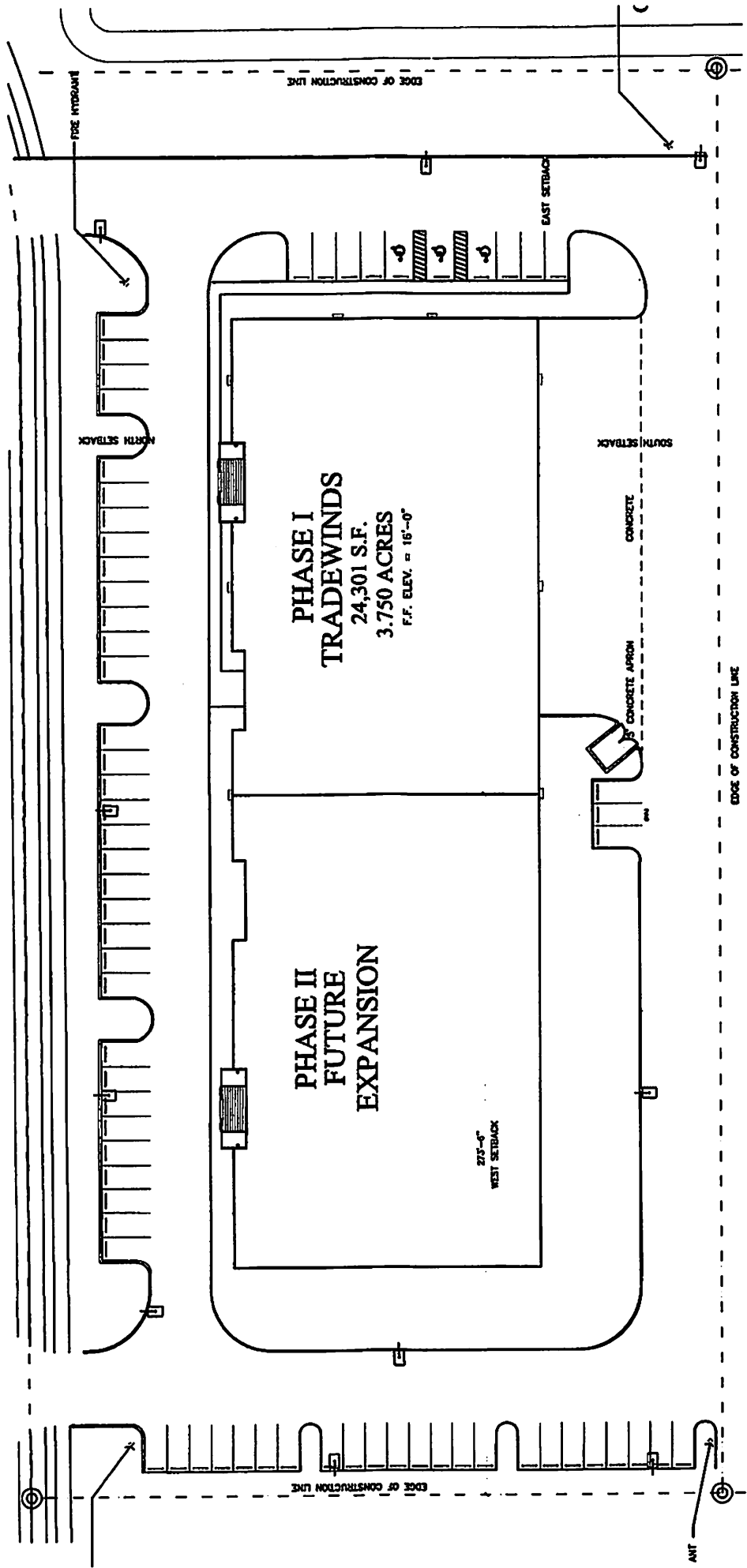
Attached, for your review, is a copy of the site plan with the proposed location of the development. If you have any questions, please feel free to contact me at (954) 234-4116.

Sincerely,  
BUTTERS CONSTRUCTION & DEVELOPMENT

A handwritten signature in black ink, appearing to read "SPD", with a long horizontal flourish extending to the right.

Sara Prieto  
Sr. Property Manager

6 8 2 0 L Y O N S  
T E C H N O L O G Y C I R C L E  
S U I T E 1 0 0  
C O C O N U T C R E E K,  
F L O R I D A 3 3 0 7 3  
T E L . 9 5 4 . 5 7 0 . 8 1 1 1  
F A X . 9 5 4 . 5 7 0 . 8 8 4 4  
B U T T E R S . C O M



PHASE I  
TRADE WINDS  
24,301 S.F.  
3.750 ACRES  
F.F. ELEV. = 16'-0"

PHASE II  
FUTURE  
EXPANSION

FIRE HYDRANT

NORTH SETBACK

EAST SETBACK

SOUTH SETBACK

CONCRETE

CONCRETE APRON

WEST SETBACK

EDGE OF CONSTRUCTION LINE

EDGE OF CONSTRUCTION LINE

ANT

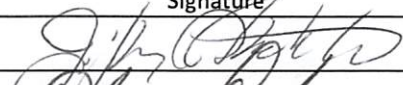
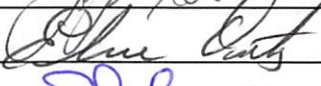

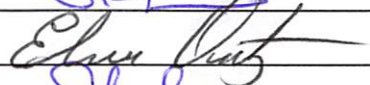

**Sign-In Sheet, Agenda, Content Provided and Meeting Minutes**



Butters Construction & Development  
Phase II Expansion of the Tradewinds Site  
Project# 18030008  
**PUBLIC NOTIFICATION MEETING**

**Meeting Date:** Tuesday, June 26, 2018  
**Time:** 3:00PM  
**Place:** Butters Construction & Development, Conference Room  
**Location:** 6820 Lyons Technology Circle, Suite 100  
Coconut Creek, FL 33073

**Neighboring Property Owners - Sign In Sheet**

Owner	Representative Name (Print)	Signature
Elite Aluminum	Jeffrey SYMONCKEN	
Lyons Tech I	Elsie Ortiz	
Lyons Tech III	Sara Prieto	
Lyons Tech IV	Elsie Ortiz	
Lyons Corporate Park Master Association	Sara Prieto	

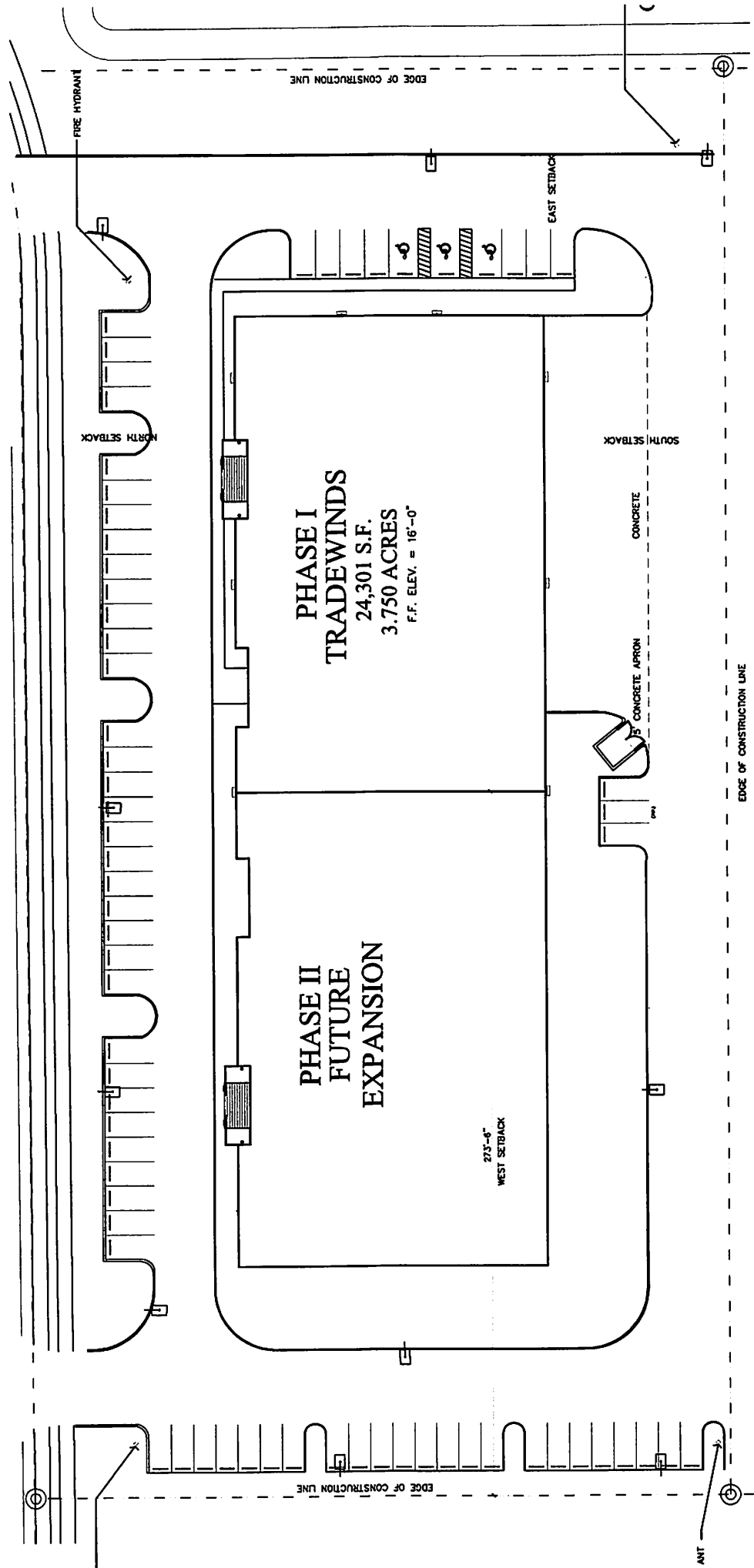
**Butters Construction & Development  
Phase II Expansion of the Tradewinds Site  
Project# 18030008  
PUBLIC NOTIFICATION MEETING**

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**Time:** 3:00PM  
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Coconut Creek, FL 33073

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**Agenda**

- Discuss the development/expansion of the Tradewinds site
- Review siteplan
- Address questions/concerns



PHASE I  
TRADEWINDS  
24,301 S.F.  
3,750 ACRES  
F.F. ELEV. = 16'-0"

PHASE II  
FUTURE  
EXPANSION

275'-6"  
WEST SETBACK

CONCRETE APRON

CONCRETE

FIRE HYDRANT

NORTH SETBACK

SOUTH SETBACK

EAST SETBACK

EDGE OF CONSTRUCTION LINE

EDGE OF CONSTRUCTION LINE

EDGE OF CONSTRUCTION LINE

ANT

Butters Construction & Development  
Phase II Expansion of the Tradewinds Site  
Project# 18030008  
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Coconut Creek, FL 33073

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**MEETING MINUTES**

Mark Butters with Buters Construction presented the site plan and discussed the future development of the site.  
Positive comments from Aluminum Elite regarding property values were made and discussed.  
All neighboring owners and owner reps were in approval with the development.