



CITY OF COCONUT CREEK

DEPARTMENT OF SUSTAINABLE DEVELOPMENT

4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

Development Review Committee Agenda
Submittal Deadline Date: August 12, 2025
Meeting Date: September 11, 2025

The City of Coconut Creek Development Review Committee will be conducting a meeting on Thursday, September 11, 2025 beginning at 9:00 a.m. at the Coconut Creek Government Center, Commission Chambers, located at 4800 W. Copans Road, Coconut Creek, Florida 33063.

The backup for this meeting can be accessed by using the following steps:

- In your internet browser, go to www.coconutcreek.net;
- Go to "Government" tab, select from the dropdown menu "Agendas, Meeting Notices & Minutes;"
- Next select "View Agenda, Meeting Notices and Minutes;"
- Next select "Continue to coconutcreek.legistar.com;"
- Next go to "Departments" tab and select "Development Review Committee;" and
- Last select "Agenda" for the 09/11/25 Meeting for the DRC to view the backup.

New business:

<u>Item</u>		<u>Time</u>
Building Blocks	Special Land Use	9:00 a.m.
MainStreet Block 16	PMDD Site Plan	immediately following previous item

NOTE: Formal DRC meetings are required for all applications that require consideration by the City of Coconut Creek Planning and Zoning Board. All parties involved (engineers, architects, etc.) should be in attendance. As time allows, scheduled agenda items begin promptly at the scheduled time at the Coconut Creek Government Center, located at 4800 W. Copans Road, Coconut Creek, Florida. Applicants are advised to contact the Department of Sustainable Development at (954) 973-6756 to confirm attendance prior to consideration of their item. Following the DRC meeting, every comment must be addressed. Written responses and revised plans must be resubmitted on a timely basis. Once all comments are satisfactorily addressed, the application will proceed to the next available Planning and Zoning Board meeting.

The public may appear in person and speak at the meeting. Prior to the meeting date, if any member of the public requires additional information on how this meeting will be conducted or how to participate in the meeting, please contact:

Amy Edwards, Planning and Development Coordinator
City of Coconut Creek
4800 W. Copans Road

Coconut Creek, FL 33063
954-973-6756
drc@coconutcreek.net

NOTE: In accordance with Section 286.0105, Fla. Stat., if a person decides to appeal any final decision made by any of the boards with respect to any matter considered at a meeting or hearing, he/she will need a record of the proceedings and for such purpose may need to ensure that a verbatim recording of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by Florida Law. Anyone desiring a verbatim transcript shall have the responsibility at his/her own expense to arrange for the recording and transcript.)

In accordance with the Americans with Disabilities Act, as amended, any person with a disability who requires assistance to participate in said meeting may contact the City Clerk Department at 954-973-6774 at least two (2) days prior to the meeting. **Please note that two (2) or more City Commissioners may be in attendance.**

Posted: 09/04/2025



CITY OF COCONUT CREEK

DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1 – SEPT. 10, 2025

PROJECT NAME:	Building Blocks		
PROJECT NUMBER:	PZ-25080004		
LOCATION:	4500 W Sample Rd		
APPLICANT/AGENT:	Building Blocks 4500 Inc		
REVIEW/APPLICATION:	Special Land Use		
DISCIPLINE	REVIEWER	EMAIL	TELEPHONE
DRC Chair Urban Design & Development	Liz Aguiar - Assistant Director Sustainable Development	laguiar@coconutcreek.net	(954) 973-6756
Sustainability, Urban Design & Photometrics	Linda Whitman - Sustainability Manager	lwhitman@coconutcreek.net	(954) 973-6756
Urban Design & Signage	Natacha Josiah - Planner	njoshia@coconutcreek.net	(954) 973-6756
Transportation	Michael Righetti - Senior Project Manager	mrighetti@coconutcreek.net	(954) 973-6756
Building	Sean Flanagan - Chief Building Official	sflanagan@coconutcreek.net	(954) 973-6750
Engineering	Eileen Cabrera - Senior Engineer	ecabrera@coconutcreek.net	(954) 973-6786
Fire	Ryan Banyas - Fire Marshal	rbanyas@coconutcreek.net	(954) 956-1563
Landscape	Scott Peavler - Landscape (consultant)	speavler@craventhompson.com	(954) 739-6400
Police	Barbara Hendrickx - Police Department	bhendrickx@coconutcreek.net	(954) 956-1474
Public Works	Mike Heimbach – Project Manager	mheimbach@coconutcreek.net	(954) 956-1453
ALTERNATE REVIEWERS			
Engineering	Thamar Joseph - Engineer I	tjoseph@coconutcreek.net	(954) 973-6786
Engineering	Muayad Mohammed - Engineer I	mmohammed@coconutcreek.net	(954) 973-6786
Engineering	Steve Seegobin - Construction Supervisor	gseegobin@coconutcreek.net	(954) 973-6786

DEPARTMENTAL COMMENTS

BUILDING

No comments at this time.

ENGINEERING

1. Be advised that additional impact fees will be required. Please contact Santiago Florez at the U&E Department (954) 956-1545 for more information.

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.



FIRE

1. This review does not imply full compliance with the Florida Fire Prevention Code. A comprehensive evaluation with a Building Department permit is required.

LANDSCAPING

No comments at this time.

PHOTOMETRICS

No comments at this time.

POLICE

At the time of building permit, the following will need to be addressed:

1. Will this transition increase the overall population in the school?
2. Potential increase in traffic within the plaza during drop-off and pick-up times.
3. Creating safe spaces and barriers within classrooms for active killer mitigation.
4. Safety and security plans for emergencies.

SUSTAINABILITY

No comments at this time.

TRANSPORTATION

1. Provide a Traffic Impact Statement that outlines, at a minimum, the proposed vs. existing site trip generation tabulation, provides an overall off-street parking tabulation summary for the existing outparcel along with a technical narrative on how the projected 18 students per classroom will offer pick up & drop off operations at the existing facility. Additional comments may be forthcoming.

URBAN DESIGN AND DEVELOPMENT

General Comments

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

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

Impact fees

11. This project shall be subject to the following Impact fees:
 - Law Enforcement and Fire Rescue impact fees: Sec.13-118 Ord. 2025-001, must be paid prior to building permit issuance. Please acknowledge.

Special Land Use

12. Be advised, applicant's verbatim responses to the Special Land Use standards will be included in the Planning and Zoning Board and City Commission agenda as backup. Responses must show compliance with these standards. Applicant is further advised to review for typos and grammatical errors. Applicant will be required to provide the final submittal in both Adobe and WORD formats.
13. Be advised, the existing facilities may require modifications to meet current structural and fire codes for the educational facility. Staff recommends contacting the City's structural and fire inspectors to set up cursory inspections to gauge the extent of compliance as soon as possible.
14. Provide a current property survey and dated within the past year.
15. Provide an architectural floor plan and life safety plan. Hand-sketch is not acceptable.

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16. Clarify whether the proposed operation will function under a dual license for both a daycare facility and a private elementary school, or if separate licensing will be pursued. Provide documentation confirming that the facility can operate both uses concurrently under applicable state and local regulations.
17. The application states ten (10) classrooms, with an average of 18 children per classroom. Clarify the maximum number of children proposed for both daycare and the k-5 school operations, and how student capacity will be allocated between the two uses.
18. Provide a detailed circulation plan showing how drop-off and pick-up for daycare students will be managed separately from the elementary school students. Indicate times, queuing areas, stacking capacity, and any measures to avoid traffic congestion onto Sample Road or internal circulation conflicts within the plaza.
19. Provide a traffic impact statement or updated analysis that reflects the combined operations of the daycare and private school uses, with emphasis on morning peak-hour and afternoon dismissal impacts. Refer to Transportation comments.
20. Sec.13-35(d)(7) - Special land use approval shall expire eighteen (18) months following the date of approval unless a building permit for a principal building as required by the applicable Florida Building Code has been issued to the applicant and kept in force.
21. Sec.13-35(a) - Special land use may be subject to additional restrictions.
22. Special Land Use approval may be subject to additional conditions imposed by the Planning and Zoning Board and/or City Commission.



CITY OF COCONUT CREEK

DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1 – SEPT. 03, 2025

PROJECT NAME:	MainStreet Block 16		
PROJECT NUMBER:	PZ-25080005		
LOCATION:	Banks Road and Sample Road		
APPLICANT/AGENT:	HSQ Group		
REVIEW/APPLICATION:	PMDD Site Plan		
DISCIPLINE	REVIEWER	EMAIL	TELEPHONE
DRC Chair Urban Design & Development	Liz Aguiar, Assistant Director Sustainable Development	laguiar@coconutcreek.net	(954) 973-6756
Urban Design	Deandrea Moise, Planning Manager	dmoise@coconutcreek.net	(954) 973-6756
Sustainability, Urban Design & Photometrics	Linda Whitman, Sustainability Manager	lwhitman@coconutcreek.net	(954) 973-6756
Urban Design & Signage	Natacha Josiah, Planner	njoshia@coconutcreek.net	(954) 973-6756
Transportation	Michael Righetti, Senior Project Manager	mrighetti@coconutcreek.net	(954) 973-6756
Building	Sean Flanagan, Chief Building Official	sflanagan@coconutcreek.net	(954) 973-6750
Engineering	Eileen Cabrera, Senior Engineer	ecabrera@coconutcreek.net	(954) 973-6786
Fire	Ryan Banyas, Fire Marshal	rbanyas@coconutcreek.net	(954) 956-1563
Landscape	Scott Peavler, Landscape (consultant)	speavler@craventhompson.com	(954) 739-6400
Police	Barbara Hendrickx, Police Department	bhendrickx@coconutcreek.net	(954) 956-1474
Public Works	Mike Heimbach, Project Manager	mheimbach@coconutcreek.net	(954) 956-1453
ALTERNATE REVIEWERS			
Engineering	Thamar Joseph, Engineer I	tjoseph@coconutcreek.net	(954) 973-6786
Engineering	Florez-Molina, Santiago, Engineer I	sflorezmolina@coconutcreek.net	(954) 973-6786
Engineering	Steve Seegobin, Construction Supervisor	gseegobin@coconutcreek.net	(954) 973-6786

DEPARTMENTAL COMMENTS

BUILDING

No comments at this time.

ENGINEERING

No comments at this time.

FIRE

No comments at this time.

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LANDSCAPING

No comments at this time.

PHOTOMETRICS

No comments at this time.

POLICE

No comments at this time.

SUSTAINABILITY

No comments at this time.

TRANSPORTATION

No comments at this time.

URBAN DESIGN AND DEVELOPMENT

1. Technical review comments for the proposed development have not been included at this time due to unresolved land development issues that currently prevent the site plan from advancing in its present form.
2. The PMDD development standards and master site plan identifies this block as intended for multifamily residential development up to eight stories. The current proposal for townhomes represents a departure from the originally envisioned residential typology. New development not envisioned by the PMDD shall require a PMDD Master Plan Amendment to evaluate consistency with the approved master plan and broader planning objectives.
3. Townhomes are not the appropriate typology for this site due to the surrounding land use creating negative impacts to these units' typology that front or are adjacent to Banks Road.
4. The approved plat permits a total of 540 townhomes within the PMDD. Based on prior approvals, 492 townhomes have already been allocated, leaving a remaining capacity of 48 townhomes. The current proposal for 84 townhomes exceeds the allowable number by 36 units. No additional townhomes are permitted beyond the maximum.
5. The RAC Educational Mitigation Agreement limits permitted townhomes within the Main Street Regional Activity Center (RAC) to 540 units. Within the RAC, 492 townhomes have already been allocated, leaving a remaining capacity of 48 townhomes. The current proposal for 84 townhomes exceeds the allowable number by 36 units. No additional townhomes are permitted beyond the maximum.
6. The proposed site plan includes a newly created lake at the south end of the subject property; however, as currently designed, the lake extends beyond the property boundary into City right-of-way. No request or justification for vacation of the right-of-way has been submitted for evaluation. Right-of-way vacations proposed in isolation will not be considered. Any vacation request shall address surrounding land uses and properties, including those that remain undeveloped.

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