



CITY OF COCONUT CREEK

DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1 – MARCH 27, 2025

PROJECT NAME:	4975 NW 10 th Street- Butler Residence		
PROJECT NUMBER:	PZ-25020004		
LOCATION:	4975 NW 10 th Street		
APPLICANT/AGENT:	South Florida Screen & Aluminum		
REVIEW/APPLICATION:	Vacation of Easement		
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	njosiah@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

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

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

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



ENGINEERING

1. This application has been placed on HOLD for the following:
2. Easement requested to be vacated is platted. Approval from the County is required.

FIRE

No comments at this time

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

General Comments

1. Pursuant to the requirements of Section 166.033, Florida Statutes, be advised that this development permit (application) is incomplete and the areas of deficiency have been identified herein. The requirements of Section 166.033 further provide that the applicant has 30 days to address the deficiencies by submitting the required additional information. If such a response is not provided in a timely manner, the application shall be deemed withdrawn unless the applicant wishes to waive any or all of the requirements of Section 166.033, Florida Statutes, in which case a request for waiver must be submitted to the City prior to the expiration of the 30 day response period identified above. The City's waiver form is available upon request.
2. Pending applicant's PowerPoint presentation at the City Commission hearing.
3. Pending receipt of following to the City;
 - a. Digital copies: One (1) complete set of PowerPoint, plans and DRC responses.
 - b. Printed copies: Twelve (12) complete sets of PowerPoint, plans and DRC responses.
 - c. Each printed set shall be individually bound / stapled / 3-hole punched.
4. Sec.13-36.2(f)(1)c. - Applicant shall post a four-foot by four-foot (4'x4') sign on the property fourteen (14) days prior to the public hearing. Sign shall face all road frontages and be setback five (5) feet from the property line. A dated photograph of all signs shall be submitted to the Sustainable Development Department by the applicant the day the sign is posted.

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.



5. Pending receipt of two (2) sets of mailing labels (hard copy to be delivered to City).
6. Pending receipt of certified list & map of property owners with 500 feet of property boundary lines.
7. Pending recordation of the vacation of easement.
8. Vacation of easement approval by the City Commission is required prior to building permit issuance, as applicable.
9. Sec.13-81(14)(b) – Any DRC application continued or inactive for more than six (6) months may be considered void and treated as a new application with applicable fees. See comment #1.

Vacation of easement

10. Applicant must provide a thorough explanation of the request and its intent. Specifically, clarify whether the entire 10-foot easement is to be vacated or if only a portion is needed for the installation of the proposed footer. In addition, applicant shall include a sketch and legal description with a metes and bounds description of the easement to be vacated. See comment #11 below.
11. Provide a clean copy of the property survey and sketch of easement with legal description.
12. Applicant must obtain a letter of no objection, report, or correspondences from Broward County approving the request to vacate the 10-foot utility easement prior to placement on a City Commission agenda.
13. Additional comments may be provided at DRC meeting and/or upon review of revised application.



CITY OF COCONUT CREEK

DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1 – MARCH 27, 2025

PROJECT NAME:	Lincoln Service Sign		
PROJECT NUMBER:	PZ-25030004		
LOCATION:	5501 W Sample Road		
APPLICANT/AGENT:	Mark Brenchley Planning Consultant		
REVIEW/APPLICATION:	Sign Deviation		
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
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DEPARTMENTAL COMMENTS

BUILDING

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

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

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



ENGINEERING

No comments at this time.

FIRE

No comments at this time.

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

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. 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. Sign Deviation package;
 - Note: Digital copy to be **unlocked and unsigned**.
 - b. PowerPoint presentation
 - c. Each set of DRC comment/response document;
 - Note: Printed copies to be 8.5"x11" in size.

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. 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.
4. Additional comments may be provided at DRC meeting and/or upon review of revised application.
5. 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.
6. DRC comments must be addressed prior to placement on the Planning and Zoning Board agenda.

Application

7. Be advised, only include documents and correspondences pertinent to the specific application within each package. Each application must be separate and stand on its own merit. This would provide a more efficient and accurate review process.
8. The justification statement did not specify the particular section of the code from which a deviation is being requested. The justification statement must include the followings:
 1. Clearly specify the exact section(s) of the code from which you are seeking a deviation.
 2. Provide a comprehensive rational for the deviation, including but not limited to, circumstances necessitating it and any supporting information that justifies the request.
9. As part of the sign review application, applicant must fill out the following in complete detail. Be advised, a restatement does not satisfy code requirements.

Sign Deviation (Section 13-373(c))

1. The deviation must not be contrary to the public interest, and must be in harmony with the general intent and purpose of this Subdivision.
2. Approval of the deviation will not adversely affect the character of the surrounding development or applicable uniform sign plan.
3. The Literal interpretation and application of the sign regulations will deprive the applicant of sign visibility or effectiveness shared by other property owners.
4. Approval of a deviation will not degrade the area involved or be detrimental to public welfare.
5. One of the following conditions are satisfied:
 - a. Conditions exist that are not the result of the applicant's actions, such that a literal enforcement of the regulations involved would result in unnecessary or undue hardship; or
 - b. There is something unique about the land, building or site configuration that would cause the signage permitted by this sign code of the ineffective in identifying a use or structure that would otherwise be entitled to a sign.



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