



## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1

04-10-18

PROJECT NAME:	Escape Room		
PROJECT NUMBER:	18030007		
LOCATION:			
APPLICANT/AGENT:	Angela		
REVIEW/APPLICATION	Special Land Use		
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
Building	Sean Flanagan - Chief Structural Inspector	<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	Krishan Kandial, PE – Engineer I	<a href="mailto:KKandial@coconutcreek.net">KKandial@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	Brandi Delvecchio - Police Department	<a href="mailto:bdelvecchio@coconutcreek.net">bdelvecchio@coconutcreek.net</a>	(954) 956-6721

## DEPARTMENTAL COMMENTS

### BUILDING

#### APPROVED

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

### ENGINEERING

#### PASSED WITH CONDITIONS

1. Any modifications to the parking lot, water, sewer, or drainage may require an engineering permit.

### FIRE

#### APPROVED

### PLANNING AND ZONING

#### PASSED WITH CONDITIONS

#### General Comments

1. Applicant shall be prepared to make a PowerPoint/other presentation at the Planning and Zoning Board and City Commission meetings including color renderings/images of proposed project.

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. Applicant is required to provide one (1) digital copy and twelve (12) sets of Special Land Use application packages prior to the Planning and Zoning Board meeting. Copies are required only when all revisions have been made and application is in substantial compliance with applicable code requirements.
3. Staff recommends that applicant contact adjacent plaza tenants and provide information regarding the project as part of public participation prior to the Planning and Zoning Board meeting.
4. Corrections shall address and correct each comment and be re-submitted per digital submittal requirements. Acknowledgements may not be considered corrections.
5. Additional comments may be provided at DRC meeting and/or upon review of any revised plans.
6. Sec.13-81(14)b. – Any DRC application continued or inactive for more than six (6) months will be considered null and void and will be treated as a new application with applicable fees.

### **Special Land Use**

7. Special Land Use approval may be subject to additional conditions imposed by the Planning and Zoning Board and/or City Commission.
8. Sec.13-35(c)- Applicant shall obtain and provide a list of all property owners within five hundred (500) feet of the boundary lines of the property. Provide two sets of self-adhesive mailing labels along with the list certified by the county property appraiser, title-company or attorney.
9. Sec.13-35(d)(7) – Special Land Use approval shall expire eighteen (18) months following the date of City Commission approval unless a building permit has been issued to the applicant and kept in force. A one-time extension is permitted if requested by the applicant prior to the expiration.

**POLICE**

APPROVED



## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1

**04-10-18**

<b>PROJECT NAME:</b>		Lyons Community Rezone	
<b>PROJECT NUMBER:</b>		18030003	
<b>LOCATION:</b>			
<b>APPLICANT/AGENT:</b>		Debra Hernandez / IBI Group	
<b>REVIEW/APPLICATION</b>		Rezoning	
<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
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Police	Brandi Delvecchio - Police Department	<a href="mailto:bdelvecchio@coconutcreek.net">bdelvecchio@coconutcreek.net</a>	(954) 956-6721

## DEPARTMENTAL COMMENTS

### BUILDING

APPROVED

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

### ENGINEERING

APPROVED

### FIRE

APPROVED

### GREEN

N/A

### LANDSCAPE ARCHITECTURE

APPROVED

### PLANNING AND ZONING

HOLD

#### General and Advisory Comments:

1. Applicant shall be prepared to make a PowerPoint (or other) presentation, at the Planning &

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Zoning Board and City Commission meetings, as applicable.

2. Additional comments may be provided upon review of any revised documents.
3. 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.
4. Applicant is required to provide one (1) digital copy and 12 sets of application packages prior to the Planning and Zoning Board meeting. Sets are required only after all revisions have been made and applications are in substantial compliance with applicable code requirements.
5. Responses to rezoning criteria are presented verbatim to the Planning and Zoning Board and the City Commission. The applicant is advised to review for typos and grammatical errors.
6. All Land Development Code requirements are effective throughout the project development process and the rezoning of the property does not preclude the applicant from complying with all applicable code requirements not specifically identified in this application.
7. The City has retained professional services to conduct landscape review of all Development Review Applications. Consistent with 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.
8. Applicant is required to post a 4'x4' sign, in accordance with code requirements, on the property facing each road frontage and setback five (5) feet from the property line, 14 days prior to a public meeting. Staff to provide correct sign format. Signs shall be removed upon completion of Planning and Zoning Board and subsequent City Commission meetings. Upon postings, applicant shall provide dated photographs depicting each sign to the Sustainable Development Dept.
9. 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.
10. 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 building permit issuance. Calculations are based on gross floor area minus stairwells, elevator shafts, mechanical rooms, and external storage rooms. An itemized floor area table will be required at time of building permit review.
11. 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. Show proposed location on site plan for art placement.



12. Section 13-142, Underground Utilities. Pursuant to Ordinance 2005-032, all utilities, including existing overhead utilities, located within or in public right-of-way adjacent to the site shall be installed underground.

**Comments:**

13. Based on review of proposals, staff anticipates that the site plan may change based on outstanding plat comments.

14. Development Standards: Be advised, future development on the property will be subject to the development standards associated with Community Facility (CF) zoning including, but not limited to setbacks, maximum building height, landscaping and buffer requirements, and parking.

15. Pending dedicated roadway landscape buffers as required per Sec. 13-443(15)b.

16. Be advised, the rezoning approval must be concurrent with the plat, special land use, and site plan review approvals.

**POLICE**

APPROVED



## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1

04-10-18

PROJECT NAME:	Lyons Community SLU		
PROJECT NUMBER:	18030004		
LOCATION:			
APPLICANT/AGENT:	Debra – IBI Group		
REVIEW/APPLICATION	Special Land Use		
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
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## DEPARTMENTAL COMMENTS

### BUILDING

APPROVED

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### ENGINEERING

APPROVED

### FIRE

APPROVED

### PLANNING AND ZONING

HOLD

#### General Comments

1. Applicant shall be prepared to make a PowerPoint (or other) presentation, at the Planning and Zoning Board and City Commission meetings, as applicable.
2. Applicant is required to provide one (1) digital copy and 12 sets of application packages prior to the Planning and Zoning Board meeting. Sets are required only

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.



when all revisions have been made and applications are in substantial compliance with applicable code requirements.

3. Corrections shall be made to plans and/or to documents in a strike-thru and underlined format “addressing” and “correcting” each comment and re-submitted per digital submittal requirements. Acknowledgements may not be considered corrections.
4. Additional comments may be provided at DRC meeting and/or upon review of any revised plans.
5. Sec.13-81(14)b. – Any DRC application continued or inactive for more than six (6) months will be considered null and void and will be treated as a new application with applicable fees.
6. Sec.13-35(d)(7) – A 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. A one-time, 12-month extension is permitted provided the applicant makes a formal written request prior to the expiration.

**Application Comments:**

7. Be advised, a business tax receipt will be required to be issued by the City prior to the operation of the church and day care.
8. Be advised, the special land use approval may be subject to additional conditions imposed by the Planning and Zoning Board and/or City Commission.
9. Be advised, the special land use approval must be concurrent with the plat, rezoning, and site plan review and approval.

**Justification Comments:**

10. Applicant has identified multiple proposed uses, such as a day care, a community center, a place of worship, etc. Clearly identify what the intended development program is for this site.
11. Be advised, a stand-alone day care facility is not a permitted use in CF zoning.
12. Based on review of proposals, Staff anticipates that the site plan may change based on outstanding plat comments.
13. Please clarify #5 in written justification response, General Standards (Sec. 13-35f). How will this project provide a significant source of facility usage dollars spent in the community?

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14. Address how additional day-care drop off traffic will not require additional traffic safety services as currently provided adjacent to North Broward Preparatory School. (Sec. 13-35g)
15. Applicant shall revise justification statement. Each proposed use shall be included and clearly defined to address each required criteria. Revise accordingly.
16. Provide additional information for day-care, including ages of children, number of employees, etc.

**POLICE**

APPROVED



## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1

04-10-18

PROJECT NAME:	Lyons Community Center Site		
PROJECT NUMBER:	18030005		
LOCATION:			
APPLICANT/AGENT:	Debra		
REVIEW/APPLICATION	Site		
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
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## DEPARTMENTAL COMMENTS

### BUILDING

APPROVED

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### 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.
2. Additional comments may be provided and/or required upon review of any revised plans.
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.
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.
5. Per Section 13-266 of City Code, Easements shall not contain permanent improvements.

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.



### **TRAFFIC ENGINEERING**

6. Provide pedestrian connection from the proposed building to Lyons Road.
7. Provide 25 LF double yellow pavement markings for all stop signs/ stop bar locations.
8. Concrete driveway at NW corner is missing turn radius.

### **ROADWAY AND PAVEMENT**

9. Provide pavement cross sections on each side of the proposed building at final engineering review.

### **DRAINAGE COLLECTION SYSTEM**

10. The proposed drainage system shall be designed to drain the entire subdivision to positive outlets that can be legally maintained in permanent use or into a public drainage system of adequate capacity, which discharges into such positive outlets.
11. Are there any retention areas proposed?
12. Provide a chart on the site plan showing the total existing and proposed pervious and impervious area.

### **WATER DISTRIBUTION SYSTEM**

13. Existing water service line must be removed at the corporation stop and install a brass plug into the saddle at the water main.

### **WASTEWATER COLLECTION SYSTEM**

14. Specify on plans which sections of the proposed forcemain will be directional bore or trenched.
15. Forcemain must be directional bored under all existing utilities with a minimum of 18 inches vertical separation.
16. Provide restoration details at the manhole connection in Tall Trees.
17. Pavement restoration must include curb restoration.

### **LANDSCAPING, LIGHTING, AND IRRIGATION**

18. 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.

### **FIRE**

#### **HOLD**

1. First floor second means of egress must be remotely located from primary egress.
2. Stairwell from second floor that empties into first floor lobby must be protected by a one hour assembly.



3. Secondary stairwell from second floor must be dedicated to second floor egress only.
4. Please provide ages of anticipated day care students.
5. FDC must be located on the same side of driveway as the hydrant.
6. FDC must be located within 15' of the hydrant.

## GREEN

### HOLD

#### General Comments

1. Revised plans shall "address" and "correct" each comment and re-submitted per digital submittal requirements. Acknowledgements *may* not be considered corrections. Written responses to comments shall guide staff to appropriate sheet(s) or detail(s) where corrections have been made.
2. Applicant shall be prepared to make a PowerPoint or other presentation at the Planning and Zoning Board and City Commission meetings, including color renderings of the proposed project. Presentation shall be provided to City digitally prior to the Planning and Zoning Board meeting.
3. Applicant is required to provide one (1) set of digital plans and twelve (12) sets of site plan packages in 11"x17" size prior to the Planning and Zoning Board meeting. Copies are required only when all revisions have been made and application is in substantial compliance with applicable code requirements.
4. Final site plan revisions to be completed within seven days of City Commission approval. Failure to comply may result in a delinquent fee, per week, per item of \$100.00 unless otherwise stipulated by staff. Be advised, building permit will not be issued until all outstanding DRC items have been addressed and fees have been paid.
5. Additional comments may be provided at DRC meeting and/or upon review of any revised plans.
6. 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.

#### Green Plan Comments

7. 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 site plan process. Below is a list of action steps from the plan that may



be used for this project. A comprehensive list may be viewed on the City's website under the "live green" tab.

8. Show location of solar panel as proposed on site plan.
9. *Action 1.2 – Achieve LEED Certification or Florida Green Building Coalition (FGBC) Certification on 50% of buildings outside the MainStreet Project Area.*  
*Staff recommends that applicant consider pursuing a LEED or similar certification.*
10. *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.*  
*Applicant may consider integrating public art into the building architecture, conspicuous green display/technology or site landscaping.*
11. *Action 2.1 – Achieve 40% tree canopy coverage throughout the City with maximum tree coverage on public and private land by 2020.*  
*Demonstrate compliance within proposed landscape plan.*
12. *Action 2.2 – Achieve 40% greenroof coverage for new construction in MainStreet Project Area and 10% greenroof coverage for new construction for areas outside of MainStreet.*  
*To further aide in the reduction of heat islands, roofs should incorporate high albedo materials.*
13. *Action 2.3 – Ensure public access to passive parks, recreational areas, open space, or greenway trails with ½ mile of all residents by 2020.*  
*Provide a sidewalk connection from the existing/proposed building to the existing sidewalk on Lyons Road.*
14. *Action 5.1 – Increase recycling throughout the City by 25% by 2014 and 50% by 2020. By increasing recycling, the City can begin to reduce waste at the source of generation and maximize reuse/recycle efforts in the community.*  
*Ensure employee recycling areas within the building and at the dumpster are provided.*
15. *Action 5.3 – Require all construction and demolition debris to divert 75% of waste from landfills.*  
*Applicant should commit to recycling construction debris.*
16. *Action 6.2 – Improve mobility throughout the City by increasing the number of bus shelters, bicycle parking, bicycle lanes, greenway trails, and local bus shuttle service.*

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.



*Provide bicycle parking near tenant doors or close sidewalk transit or greenway connections.*

17. Action 6.4 – Implement an alternative vehicle parking program to designated parking areas for alternative vehicle in developments throughout the City by 2020.

*The City encourages the designation of alternative fuel parking spaces, hybrid, low-emitting and the installation of electric vehicle charging stations.*

## LANDSCAPE ARCHITECTURE

HOLD

### Site Plan:

1. Perimeter landscape buffer along North side is less than the required 10' as it abuts a different district.
2. 2 intermediate landscape islands appear to be less than the required 12' width.
3. No sidewalk access for any of the parking spaces around the site except for the handicap spaces. Additional sidewalk will affect proposed landscape.
4. Verify there is adequate turning space for the exit only on to Lyons Rd.
5. Irrigation pump is shown at the SE corner of the site on the Site Plan where the Landscape plan shows it at the NE corner.

### Tree Disposition:

6. Tree #27 is in good condition and is new enough to be relocated. Removal will not be permitted. This tree is also part of the School property and will need to be coordinated with them. Possible location could be between Tree #31 and #32.
7. Provide mitigation calculations for canopy removed and replaced.
8. Under Tree Disposition Legend provide additional column showing Canopy SF.

### Landscape Plan:

9. Verify that the proposed Pigeon Plums are 20' from the overhead powerlines per FPL "Right Tree Right Place". Add dimension if necessary.
10. Irrigation pump and dumpster enclosure to be screened on three sides. Back corner looks to be open.
11. Provide screening around lift station at SW corner of the site. Show location of chain link fence as per detail on sheet C5.4.
12. Add second tier of landscape where the cluster of Sabal Palms are located along Lyons Road. This area only provides the continuous hedge.



13. Provide second tier of building foundation landscape along portion of the north and south side of the building.
14. Upsize Bottle Palms to be a minimum 8' CT to be counted towards code requirements.
15. What is planned for inside of the playground area?
16. Provide 15' and 7.5' light setback area around pole locations with dashed circles. Address any conflicts.
17. If wall packs on the building are being used to light parts of the parking lot, tree setbacks from lights will apply. There may be conflicts.
18. Is there a proposed sign location? If so, note that a monument sign requires landscape around the base.
19. Continuous hedge needs to reach the NE corner of the property. If access is an issue, that can be discussed.
20. Recommend reducing the amount of Pines being proposed due to being planted in higher irrigated areas and they tend to fail when overwatered.
21. Provide sight triangles at the entry and exits from the site.
22. Provide native and diversification calculation for each category, Tree, Palm, and Shrubs.
23. Look at adding additional shrubs around the entry plaza area on the south side.
24. Provide Tree/ Palm category percentages per Sec. 13-444 (c) (1)
25. Provide City Standard Landscape notes on the plans. Available upon request.

**Irrigation:**

26. Turf (sod) is to be zoned separately from shrub and bubbler zones.
27. Bubbler symbol on the plan doesn't match the legend.
28. Recommend bubblers for the proposed Pine trees to be removed as it lends to them being overwatered and failing.
29. General note regarding existing rain sensor states the contractor to verify that it is operational, but appears a new system is being implemented. Provide a new sensor with the new control panel and pump, along with its location, and attachment detail. Make sure the location is clear of any overhead obstructions or tree canopy.



## PLANNING AND ZONING

HOLD

### General Comments

18. Staff is unable to conduct a full review the site plan. Applicant must address outstanding plat comments and county agencies comments. The following comments have been provided to assist and guide in the redesign and are not all inclusive.
19. Applicant shall be prepared to make a PowerPoint (or other) presentation, including color samples and/or a rendering depicting the proposed project at the Planning & Zoning Board meeting and City Commission meetings. Presentation to be provided to Sustainable Development prior to public meeting.
20. Applicant shall provide one (1) digital copy and 12 sets of site plan packages prior to the Planning and Zoning Board meeting. Sets are required when all revisions have been made and plans are in compliance with applicable code requirements. Staff to advise when packages will be required.
21. Be advised that the City has a franchise agreement with Republic Services Refuse for garbage collection including construction and demolition (C&D) debris. Provide an approval from Republic Services (waste provider).
22. Applicant shall make every effort to ensure public participation as part of this project review including meetings with adjacent residents and/or businesses as applicable. Applicant shall provide an itemized accounting and/or correspondence demonstrating efforts including any mailed notices, resident or HOA meetings, site postings, correspondence etc.

The purpose of the neighborhood meeting is to provide information regarding proposed development to the neighboring property owners and neighborhood associations, which shall include all property owners (individuals, neighborhood groups, business owners, and home owners associations) within a minimum of 500' of subject property. Based upon the size and/or nature of the project, the Director of Sustainable Development may require that these individuals and groups be notified by the applicant via mail and/or email (where email addresses have been provided) of the scheduled neighborhood meeting. Such notification shall be provided at least ten 10 days prior to the meeting. Applicants shall bear the cost of such notification and shall provide the City with a certification that such mailing/email notices occurred within the above specified time frame. Additional neighborhood meetings may be scheduled by the applicant, but are not required.



If a neighborhood meeting is held on a weekday, this meeting shall be held after 5:00 pm. It shall be held in close proximity to the subject property or in a location conveniently accessible to the invitees.

This neighborhood meeting shall not occur until after the first Development Review Committee (DRC) review and the Applicant shall submit a neighborhood meeting report to the Director of Sustainable Development or her designee prior to being scheduled for the Planning and Zoning Board and/or City Commission.

The neighborhood meeting report shall include:

- a) Copy of mailed or e-mailed notice and a certification that such notice was provided,
- b) Date, location and copy of sign-in sheets of all neighborhood meetings/activities,
- c) Digital copy of all content shown to participants at the neighborhood meeting,
- d) Summary of all concerns and issues discussed,
- e) If the Applicant is proposing changes to the application as a result of this meeting, then a list of proposed changes should be provided.
- f) If the Applicant is not proposing changes to address the concerns and issues raised at the meeting(s), then the Applicant should provide information as to why the concerns and issues raised at the meeting(s) cannot or will not be addressed,
- g) Additional Development Review Committee comments may be provided upon review of any revised document submitted to the Department of Sustainable Development after the neighborhood meeting(s).

23. Sec.13-351 – Building permits will NOT be issued until the Plat has been recorded. See special land use comments regarding plat restrictions.

24. Pending receipt of signed/sealed drawings prior to issuance of any building permit.

25. Pending approval of dedicated roadway landscape buffers.

26. Corrections shall be made to plans “addressing” and “correcting” each comment and re-submitted per digital submittal requirements. Acknowledgements may not be considered corrections.

27. Sec.13-81(14)c. – Final site plan revisions to be completed within seven days of Planning & Zoning board approval. Failure to complete may result in a delinquent fee, per week, per item of \$100.00 unless otherwise stipulated by staff.

28. Be advised, this application shall be considered by the Planning and Zoning Board with final decision to be made by the City Commission.



29. Additional comments may be provided at DRC meeting and/or upon review of any revised plans.
30. Sec.13-81(14)b. – Any DRC application continued or inactive for more than six (6) months will be considered null and void and will be treated as a new application with applicable fees.

### **Public Art**

31. 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. Show proposed location on site plan for art placement.

### **Impact Fees**

32. 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.
33. 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 building permit issuance. Calculations are based on gross floor area minus stairwells, elevator shafts, mechanical rooms, and external storage rooms. An itemized floor area table will be required at time of building permit review.

### **Underground Utilities**

34. Section 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 and distribution lines with a rate load of 23k volts or higher shall be exempt from this requirement. Applicant must complete one of the following requirements prior to Planning & Zoning Board meeting; (1) provide a signed agreement between the applicant and each affected utility company demonstrating that the utility will be placed underground, (2) process an agreement with the City indicating the property owners' intent to comply with the under-grounding requirements for utilities, (3) if electrical lines with a rate load of 23k volts or higher exists, then a written detailed statement from a licensed

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.



professional engineer, *qualified to verify such utility issues* and, stating the rate load shall be provided, or (4) process an Underground Utility Waiver Application, which must be processed concurrently with the site plan, for consideration by the Planning & Zoning Board. Applicant must specify which option, as stated above, will be proposed for Board consideration. Appropriate information demonstrating compliance with City ordinance shall be submitted to the City for review as part of the DRC process. Be advised, failure to submit information in a timely manner, may prevent the site plan application from consideration by the P&Z Board.

35. If technical reasons are the basis for a waiver application, 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.
36. Underground Utility Waiver submissions shall be prepared in accordance with the standards established in the City's Land Development Code, Section 13-142 "Underground Utilities Required" pursuant to Ordinance No. 2005-032. Applicant must provide a written justification that demonstrates the reasons for seeking a waiver to the underground placement of utilities. If technical reasons are the basis for the waiver application, the application must contain a detailed statement by a Florida licensed Professional Engineer, qualified with respect to utility issues, explaining why it is technically infeasible to locate such utilities underground.
37. The City may grant a waiver if the application is supported by information detailing justifiable reasons for not pursuing the subject under-grounding.
38. 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 to by the City, may be required to be paid into the City's Underground Utility Fund, prior to building permit issuance.

### **Site Plan**

39. Proposed building square footage is inconsistent with all other applications. Revise accordingly.
40. In site data, provide further information about building to include ground floor and second floor square footage.
41. Occupancy for church and day care are inconsistent with all other applications. Revise parking data information.
42. *Pedestrian connectivity*: Sec. 13-37, a pedestrian circulation system shall be provided which is separate from the vehicular circulation system.



43. *Loading area*: Identify future as required, Sec. 13-409(a)(3), a 12'x55' loading zone, designated by pavement markings and sign.
44. Traffic and student safety are significant concerns. Provide a plan, or show on the site plan, the on-site route proposed for the drop-off traffic.
45. Be advised, the proposed facility shall meet current structural and fire codes for a day care facility.
46. Provide fence details around the outdoor play area.

#### **Dumpster**

47. Applicant must obtain an approval from Republic Services, waste provider, for the proposed dumpster size and location. Contact Jean-Pierre Turgot @ (954) 327-9555.
48. Staff recommends that a pedestrian access and walkway be provided on the side of the enclosure to reduce use of dumpster gates as a means a pedestrian access.
49. Dumpster enclosure to have opaque, metal gates.

#### **Construction Trailer**

50. Show location of any temporary trailer(s) if proposed. Trailer(s) shall not be located adjacent to major thoroughfares, may require screening and will require sign review.

#### **Aesthetic Criteria**

51. Applicant shall provide correspondence responding to aesthetic design criteria including but not limited to differences between existing and proposed development, architectural style, heights, materials, color palette, etc.
52. Sec.13-37(c)(3)a. - Architectural style is not restricted. Evaluation of the appearance of a project shall be based on the relationship to surroundings.
53. Sec.13-37(c)(3)b. - Buildings shall have good scale and be harmonious with permanent neighboring developments.
54. Sec.13-37(c)(3)b.2. - Materials shall be selected for suitability to the type of buildings and the design in which they are used. Buildings shall have the same materials, or those that are architecturally harmonious, used for all building walls and other exterior building components wholly or partly visible from public ways.
55. Sec.13-37(c)(3)e. - Mechanical equipment or other utility hardware on the roof, ground, or buildings 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. This provision does not apply to the installation of electric vehicle charging stations. *Show location of ALL ground mounted equipment around the proposed structure, ensure compliance, and revise all plans, including landscape and engineering plans accordingly.*

### **Elevations**

56. Staff cannot support architecture as proposed. Building as proposed lacks detail, articulation and elevation changes. Staff reserves the right to further review and comments.

57. If light fixtures are proposed, they must be included in photometric calculations.

58. Detail ALL elevations to show mean and maximum roof height, colors for all elements including decorative molding, banding, doors, etc. Identify all architectural treatments including finish material (i.e. stucco or other), width and depth cornices, banding etc.

### **Green**

59. For resubmittal, please place the Green Standards spreadsheet directly on the drawings.

### **Photometric**

60. Photometric plan provided is inconsistent with proposed site plan. Revise.

61. Sec. 13-374. Outdoor lighting - Review the lighting code and provide the table as required to determine if the proposed lighting design exceeds the acceptable number of lumens.

62. Ensure that photometric plans include ALL proposed lighting, including signage and landscape lighting. Be advised, lighting not reflected on photometric plan that exceeds city code requirement may not be approved during the building permit process.

63. Please provide the cut sheets for each luminaire used for any/all exterior lighting.

64. All non-residential land uses shall reduce site illumination to a maximum of 1 footcandle within 1 hour of the close of business hours, this includes parking, building, landscape, and any specialty lighting.

65. Address how the required reduction to a maximum of 1 footcandle will be achieved after hours.



66. As a reminder, per the lighting ordinance, wall-washing, uplighting, wallpacks and flood lighting are prohibited.

**Signage**

67. The following sections are provided to assist with sign design.

68. Subdivision 5.2 (13-458) – Permitted and prohibited permanent and temporary signs.

69. Sec.13-459 – Schedule of permitted signs.

70. Sec.13-460 – General provisions for all signs.

71. Sec.13-460(k) – Cabinet signs.

72. Sec.13-460(n) – Additional description of services provided or attributes.

73. Sec.13-466.1 – Nonresidential frontages eligible for building signage.

74. Sec. 13-467.4 – Directional signs.

75. Sec.13-468.1 – Address signs.

76. Sec.13-466.8 – Wall identification signs.

77. Sec.13-468.9 – Window signs.

78. Sec.13-471 – Sign review procedures.

79. Sec.13-474 – Designer signs.

**POLICE**

APPROVED



## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1

**04-10-18**

<b>PROJECT NAME:</b>		Coral Creek Rezone	
<b>PROJECT NUMBER:</b>			
<b>LOCATION:</b>			
<b>APPLICANT/AGENT:</b>		Jann Lhota	
<b>REVIEW/APPLICATION</b>		Rezone	
<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
Building	Sean Flanagan - Chief Structural Inspector	<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
Fire	Jeff Gary – Fire Marshal	<a href="mailto:igary@coconutcreek.net">igary@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	Brandi Delvecchio - Police Department	<a href="mailto:bdelvecchio@coconutcreek.net">bdelvecchio@coconutcreek.net</a>	(954) 956-6721

## DEPARTMENTAL COMMENTS

### BUILDING

APPROVED

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

### ENGINEERING

PASSED WITH CONDITIONS

1. All City requirements for water, wastewater, paving and drainage shall be met at the time of Site plan and Final Engineering Reviews.

### FIRE

APPROVED

### GREEN

See Zoning Comments

### LANDSCAPE ARCHITECTURE

HOLD

1. Since the PCD document does not speak to any site specific landscape requirements, the site will be reviewed per the City Land Use Code.

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. Additional comments pending per the Site Plan submittal.

## PLANNING AND ZONING

HOLD

### General Comments

1. The City has retained professional services to conduct landscape review including analysis of tree mitigation plans as applicable of all Development Review Applications, Land Development Code Section 13-80(b), billed to the applicant on a cost recovery basis.
2. Applicant is required to post a 4'x4' sign, prepared in accordance with code requirements, on the property facing each road frontage, setback ten (10) feet from the property line, 14 days prior to the public hearing. Staff to provide sign format. Dated photographs depicting sign are required.
3. Applicant shall be prepared to make a PowerPoint (or other) presentation at the Planning and Zoning Board and City Commission meetings including color renderings of the proposed project.
4. Only items specifically requested by the applicant have been made part of this review. This application does not preclude the applicant from complying with all other existing conditions and prior approvals.
5. Sec.13-81(14)b. – Any DRC application continued or inactive for more than six (6) months will be considered null and void and will be treated as a new application with applicable fees.
6. Be advised that the Planning and Zoning Board and City Commission may place additional restrictions during the rezoning approval process.
7. Section 13-110 thru 13-117, Affordable Housing Program. Be advised, all non-residential development will be subject to an affordable housing linkage fee. This requirement will be addressed in further detail by staff upon review of the site plan application.
8. Section 13-118 through 13-126, Police and Fire Impact Fee. Be advised, all new development shall assume a fair share of the cost of providing adequate Police and Fire/Rescue facilities. This requirement will be addressed in further detail by staff upon review of the site plan application.
9. Section 13-142, Underground Utilities. Be advised, City code requires the underground placement of all utilities within the right-of-way adjacent to the boundaries of a development, for any project which seeks site plan approval. This

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.



requirement will be addressed in further detail by staff upon review of the site plan application.

10. Applicant shall make every effort to ensure public participation as part of this project review. Provide an itemized accounting and/or correspondence demonstrating efforts including any mailed notices, resident or HOA meetings, site postings, correspondence, etc.
11. Applicant shall provide an itemized accounting of each section of code proposed as a site-specific development standard for consideration by the Planning & Zoning Board.
12. Additional comments may be provided at DRC meeting and/or upon review of any revised plans.
13. Corrections shall be made to plans and/or documents in a strike-thru and underlined format “addressing” and “correcting” each comment and re-submitted per digital submittal requirements. Acknowledgements may not be considered corrections. Written responses to comments shall be provided that also guide staff to the appropriate sheet(s), page(s) or detail(s) where corrections have been made. Additional comments may be provided upon review of any revised plans.

#### **PCD Document – General Comments**

14. The PCD does not mention landscaping. If the applicant plans to use the land development code standards for landscaping for the proposed Wendy’s, add a section which clearly identifies this.
15. Be advised that any site elements not addressed in this PCD, such as setbacks, signage, etc. will be required to meet the Land Development Code.
16. The proposed site plan has been added to the PCD without the benefit of having been reviewed. It’s unclear if any site plan related items need to be addressed in the PCD such as building orientation to the entrance of the plaza.

#### **PCD Document - Specific**

17. Table of Contents, Section M – This project is not located in the City’s MainStreet area and is not subject to LEED standards. The project is subject to Section 13-320 of the Land Development Code. Remove “(LEED)” from the title unless you plan to LEED certify the building/project.
18. Page 3, Sec. D – Verify references to exhibits.



19. Page 6, Sec. (3)4, Open Space – Clarify the 17% open space; is that before the Wendy's, with Wendy's, or both? Staff would like to know if the new project is exacerbating the issue.
20. Page 9, Sec. M, Green Building Construction – As noted above, unless the applicant is planning to LEED certify the site, remove the reference to LEED. Rather, refer to Section 13-320 of the Land Development Code, Green Building Construction.
21. Page 9, Sec. M(1) – Generally: The requirement of LDC Chapter 13-320 is to respond to ALL of the elements noted within. Revise the section to include all elements. Responses in the PCD shall be repeated for the site plan.

<b><u>GREEN STANDARDS - 13-320(b)(1)</u></b>
<b>LEED Accredited Professional:</b>
<b>Sustainable Site Development:</b>
Construction Pollution Prevention
Construction site materials recycling
Stormwater management
Alternative transportation
Minimizing heat island effect
<b>Water Efficiency:</b>
Innovative water technologies
Water efficient
<b>Energy Efficiency:</b>
Minimum energy performance
On-site renewable energy
<b>Indoor Environmental Quality:</b>
Indoor air quality
<b>Materials and Recycling:</b>
Recycling of demolition waste
Storage and collection of recyclables post occupancy
Building re-use
Regional materials
<b>13-320(b)(3):</b> Acknowledgement to maintain the green building components for the life of the building.

22. The above requirements are intended to be project components that are ABOVE code requirements. Some of the responses in the PCD are more than code and some are not. Some are repeats as if they were copied and pasted into the wrong



section. Terminology, such as “Florida friendly Landscape Nine Principles” are just worded wrong. Native plants do not inherently require less water and is a blanket statement that misleads. Rain sensors are already required by code. Contact Staff to clarify this requirement.

23. Page 11, Justification – Remove the justification from the PCD document.

**POLICE**

APPROVED



## CITY OF COCONUT CREEK

### DEVELOPMENT REVIEW COMMITTEE (DRC) REVIEW #1

04-10-18

PROJECT NAME:	Willis Lease Site		
PROJECT NUMBER:	18030008		
LOCATION:	Lyons Corp Park		
APPLICANT/AGENT:	Jerry Thomas		
REVIEW/APPLICATION	Site		
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
Building	Sean Flanagan - Chief Structural Inspector	<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	Krishan Kandial, PE – Engineer I	<a href="mailto:KKandial@coconutcreek.net">KKandial@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	Brandi Delvecchio - Police Department	<a href="mailto:bdelvecchio@coconutcreek.net">bdelvecchio@coconutcreek.net</a>	(954) 956-6721

## DEPARTMENTAL COMMENTS

### BUILDING

#### HOLD

1. FBC 6th Edition Accessibility 208.3.1 Where parking serves more than one accessible entrance, parking spaces complying with 502 shall be dispersed and located on the shortest accessible route to the accessible entrances.
2. Submit the building footprint on a survey which includes the floodplain contour.
3. Indicate whether the buildings has fire sprinklers.
4. For the building information, indicate the occupancy group per FBC. Use B, S1 ,etc.

### ENGINEERING

#### PASSED WITH CONDITIONS

1. Engineering Permit is required for any water, sewer, paving and drainage work.
2. 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.

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. Execution of a Water and Wastewater Agreement and payment of impact fees may be required at Final Engineering Review and prior to review/approval of related building permits.
4. Per Section 13-266 of City Code, Easements shall not contain permanent improvements.
5. Additional stormwater fees may be required based on impervious areas.
6. 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.
7. Show the FEMA flood designation on plans to determine if the proposed building is within a special hazard flood Area.
8. Modifications to the Surface Water Management License may be required at Final Engineering review.

**FIRE**

APPROVED

**GREEN**

HOLD

**General Comments**

1. Revised plans shall “address” and “correct” each comment and re-submitted per digital submittal requirements. Acknowledgements *may* not be considered corrections. Written responses to comments shall guide staff to appropriate sheet(s) or detail(s) where corrections have been made.
2. Applicant shall be prepared to make a PowerPoint or other presentation at the Planning and Zoning Board and City Commission meetings, including color renderings of the proposed project. Presentation shall be provided to City digitally prior to the Planning and Zoning Board meeting.
3. Applicant is required to provide one (1) set of digital plans and twelve (12) sets of site plan packages in 11"x17" size prior to the Planning and Zoning Board meeting. Copies are required only when all revisions have been made and application is in substantial compliance with applicable code requirements.
4. Final site plan revisions to be completed within seven days of City Commission approval. Failure to comply may result in a delinquent fee, per week, per item of \$100.00 unless otherwise stipulated by staff. Be advised, building permit will not be issued until all outstanding DRC items have been addressed and fees have been paid.
5. Additional comments may be provided at DRC meeting and/or upon review of any 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.



6. 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.

### **Site Plan Comments**

7. Pursuant to Ordinance 2008-008, all new non-residential development greater than 12,500 square feet in gross floor area shall be subject to ordinance requirements for providing Public Art. See Action Item 1.6 below and site plan comments for additional ordinance details.

### **Sustainable Comments**

8. Sec.13-320, Green Building Construction. All new commercial, office, industrial, hotels and civic use development or redevelopment projects seeking site plan approval shall comply with minimum Green Building Construction practices, Ordinance 2007-040. Applications shall indicate how efforts exceed Florida Building Code and other applicable code requirements. Applicant/owner shall provide a letter and within the site plan addressing each element listed in Sec.13-320(b)(2). Applications shall address the following green building components at time of development application review, Sec.13-320(b)(2);
  - a. Sustainable site development
  - b. Water efficiency.
  - c. Energy efficiency.
  - d. Indoor environmental quality.
  - e. Materials and recycling.
9. Sec.13-320(b)(1), all new development applicants must retain a LEED accredited professional within their planning and design team. Please identify person(s) within application.

### **Green Plan Comments**

10. 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 site plan process. Below is a list of action steps from the plan that may be used for this project. A comprehensive list may be viewed on the City’s website under the “live green” tab.
11. *Action 1.2 – Achieve LEED Certification or Florida Green Building Coalition (FGBC) Certification on 50% of buildings outside the MainStreet Project Area.*  
*Staff recommends that applicant consider pursuing a LEED or similar certification.*



12. *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.  
*Applicant may consider integrating public art into the building architecture, conspicuous green display/technology or site landscaping.*
13. *Action 2.1* – Achieve 40% tree canopy coverage throughout the City with maximum tree coverage on public and private land by 2020.  
*Demonstrate compliance within proposed landscape plan.*
14. *Action 2.2* – Achieve 40% greenroof coverage for new construction in MainStreet Project Area and 10% greenroof coverage for new construction for areas outside of MainStreet.  
*To further aide in the reduction of heat islands, roofs should incorporate high albedo materials.*
15. *Action 2.3* – Ensure public access to passive parks, recreational areas, open space, or greenway trails with ½ mile of all residents by 2020.  
*Provide a sidewalk connection from the existing/proposed building to the existing sidewalk on Lyons Technology Parkway.*
16. *Action 5.1* – Increase recycling throughout the City by 25% by 2014 and 50% by 2020. By increasing recycling, the City can begin to reduce waste at the source of generation and maximize reuse/recycle efforts in the community.  
*Ensure employee recycling areas within the building and at the dumpster are provided.*
17. *Action 5.3* – Require all construction and demolition debris to divert 75% of waste from landfills.  
*Applicant should commit to recycling construction debris.*
18. *Action 6.2* – Improve mobility throughout the City by increasing the number of bus shelters, bicycle parking, bicycle lanes, greenway trails, and local bus shuttle service.  
*Provide bicycle parking near tenant doors or close sidewalk transit or greenway connections.*
19. *Action 6.4* – Implement an alternative vehicle parking program to designated parking areas for alternative vehicle in developments throughout the City by 2020.  
*The City encourages the designation of alternative fuel parking spaces, hybrid, low-emitting and the installation of electric vehicle charging stations.*



## LANDSCAPE ARCHITECTURE

HOLD

### Tree Disposition:

1. Canopy SF needs to be provided in tree disposition table.
2. Mitigation for removed trees is to be based on canopy square footage. Provide calculations for total SF removed and replaced.
3. Provide condition for every tree listed in disposition table.
4. An additional 50% of mitigation canopy is required per Sec. 13-448.

### Landscape Plan:

5. Provide complete City Standard Landscape Notes on the plans. Available upon request.
6. Washingtonia Palms are listed on the Florida Invasive Plant list and are not allowed to be planted within the City. We will accept the 5 relocated Washingtonia Palms that are existing on site, but new ones are not permitted.
7. Plans state Bahia Sod as proposed for second phase, but previously approved plans have St. Augustine specified. Verify sod specification.
8. Provided landscape data table, include Building Foundation, Native calculations, and Diversification calculations. Native and Diversification are to be per Tree, Palm, and Shrub categories.

## PLANNING AND ZONING

HOLD

### General Comments

20. Revised plans shall address and correct each comment and be re-submitted per digital submittal requirements. Acknowledgements *may* not be considered corrections. Written responses to comments shall guide staff to appropriate sheet(s) or detail(s) where corrections have been made.
21. Applicant shall be prepared to make a PowerPoint or other presentation at the Planning and Zoning Board and City Commission meetings, including color renderings of the proposed project. Presentation shall be provided to City digitally prior to the Planning and Zoning Board meeting.
22. Applicant shall provide one full set of digital plans and twelve (12) full sets of site plans in 11"x17" size prior to the Planning and Zoning Board meeting. Copies are required only when all revisions have been made and plans are in substantial compliance with applicable code requirements.



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.

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.



30. Sec.13-143 through 13-146, Public Art Requirement. Pursuant to Ordinance 2008-008, all new non-residential development 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 and required prior to building permit issuance.
31. Sec.13-110 thru 13-117, Affordable Housing Program. Pursuant to Ordinance 2006-005, all non-residential development is subject to an affordable housing linkage fee. The fee, based on use and building square footage, must be paid prior to building permit issuance. Please acknowledge.

#### **Site Plan**

32. Show additional dimensions throughout for sidewalks, landscaped areas, interior travel lane widths, parking spaces etc.
33. Provide an approval from Republic Services (waste provider)(954-583-1830).
34. Sec.13-37(b)(6) - A pedestrian circulation system shall be provided which is separate from the vehicular circulation system. Provide a sidewalk connection from the existing/proposed building to the existing sidewalk on Lyons Technology Parkway.
35. Building reflects no A/C pads. Sec.13-37(c)(3)e. - Mechanical equipment or other utility hardware on the roof, ground, or buildings 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. This provision does not apply to the installation of electric vehicle charging stations.
36. Provide a traffic control plan that includes information on what temporary measures will be taken to provide vehicular access to adjacent tenants including ingress/egress, signage, barricades etc. Staff recommends that applicant restrict all construction traffic to Lyons Technology Parkway.
37. Show location of exit or emergency doors on building footprint. Provide a concrete stoop and walkway access at these locations when they fall within a landscape area if applicable. Ensure landscape and site plan reflects same.



38. Show location of temporary construction trailer if one is proposed. Trailer shall not be located adjacent to major thoroughfares and may require screening and sign review.
39. Sec.13-355(d)(7) – All utilities within the PCD, including telephone, television cable and electrical systems shall be installed underground. Large transformers shall be placed on the ground and contained within pad mounts, enclosures or vaults. Developer shall provide adequate landscaping with shrubs and plants to screen all utility facilities permitted above ground.
40. Site area tabulations appear inaccurate. Please clarify what space “flora foods” occupies. Clarify how/where a total of 12,916 square feet of existing office is on this site. Ensure parking data is correctly calculated including number of required handicapped spaces.
41. Ensure that total counted spaces matches spaces in tabulation. Revise accordingly.
42. Sec.13-443(12) – No more than 12 parking spaces shall be placed continuously without a planting island. Sec.13-443(12)(a) – Where more than ten (10) off-street parking spaces are provided on the same parcel of land, there shall be a curbed landscape island of at least twelve (12) feet in width with a minimum length equal to the length of the adjacent parking space(s).
43. Provide bicycle parking by installation of a stationary bike rack. Provide a sidewalk connection from the existing/proposed building to the existing sidewalk on Lyons Technology Parkway.

#### **Dumpster**

44. Staff recommends that a pedestrian access and walkway be provided on the side of the enclosure to reduce use of dumpster gates as a means of pedestrian access.
45. In the event the dumpster enclosure is expanded or relocated, new dumpster enclosure 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, Sec.13-443(11)a.
46. Dumpster enclosure to have opaque, metal gates.

#### **Elevations**

47. Detail all elevations to show maximum roof height, colors for all elements including walls, doors, roof finish, light fixtures, etc.
48. If light fixtures are proposed, show on elevations and provide details including color.



49. Give details on material to be used as a/c screening.

**Signage**

50. Signage has not been shown or details provided for this project. While not all inclusive, the following comments/sections are intended to provide guidance in the development of signage.

51. Sec.13-458.8 – Wall signs.

52. Sec.13-466.1 - Nonresidential building frontages, eligible for building-mounted identification signs.

53. Sec.13-466.6 – Ground identification signs.

54. Sec.13-468.1 – Address signs (mandatory)

55. Sec.13-468.8 – Service entrance signs.

**Photometric**

56. Site lighting shall not trespass from the subject property onto neighboring areas. Provide note on plan stating that shields will be used as necessary to limit light/glare to surrounding areas.

57. Provide cut sheets for each new luminaire proposed or used.

58. Sec.13-374(2)(d)(5) – Flood, spot lights, wallpacks and wall wash are prohibited. All outdoor lighting, including signs, building, parking lot etc., must use full cutoff fixtures or equivalent.

**POLICE**

APPROVED