

Minutes of the Regular Meeting of the  
**Review Committee**  
Zoom meeting  
City of Plantation, Florida  
Held May 11, 2021

Members Present:

Building: Bill Gale  
Engineering: Samira Shalan  
Utilities: John Adams  
Planning & Zoning Department: Dan Holmes  
Landscape: Indyli Brown  
Police: Daryl Radziwon  
Fire Department: Tony Martins

Also Present:

Shameka Butts, Zoning Technician  
Shawn Lamey, Principal Planner  
Lisa Zelch, Principal Planner

The meeting was called to order at 2:00 p.m.

Roll Call indicated the above listed departments as being present.

Minutes of the April 13, 2021 were approved.

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- a. PP20-0031: CONSIDERATION OF REQUEST FOR SITE PLAN, ELEVATIONS, AND LANDSCAPE PLAN APPROVAL FOR PULITE TOWNHOMES AT PLANTATION MIDTOWN SQUARE. PROPERTY LOCATED AT 8361 NW 7<sup>TH</sup> PLACE (FORMERLY 777 AMERICAN EXPRESSWAY) AND ZONED SPI-3 (PLANTATION MIDTOWN).

## STAFF COMMENTS

### PLANNING & ZONING

Overall:

1. *Staff opposes the removal of previously approved site amenities, which included a community pool and cabana. This remains a substantive concern and is considered a downgrade of community amenities by staff.*
2. *Update and provide the entire submittal in PDF format on a CD, flash drive, or other means of electronic transfer. Submittal shall be separated into folders (e.g. site plan, elevations, landscape, civil, etc...).* **Comment acknowledged by the applicant.**
3. A written request for all waivers with justification and the applicable fee (\$500 per waiver) must be included with the submittal for Planning and Zoning Board review. All previous waivers granted are null and void as they are applicable to a previous approved site plan that is now superseded. **Comment acknowledged by the applicant.**
4. Provide a graphic illustrating all waivers requested at time of Planning and Zoning Board submittal. **Comment acknowledged by the applicant.**

5. When responding to staff comments, please “bubble” plan changes and specify the page number corrected in the written responses. This will help shorten staff review of revised plans. **Comment acknowledged by the applicant.**
6. *The applicant is responsible for payment of City impact fees at the time of permitting. **Comment acknowledged by the applicant.** Any new or amended Unified Control Documents, Cross Access Agreements, Operating Agreements or Restrictive Covenants will require review and approval by the City Attorney. Recordation is required prior to issuance of development permits. A Trust Account with a minimum deposit of \$5,000 for attorney review is required. An existing Trust Account (#889) maybe used or establish a new account under Pulte Home Company. All documents for City Attorney review must be submitted to the Zoning Department. Each of the three components of this project could potentially be sold off. Therefore, this project may require Unified Control Documents and will require Developers’ Agreements and Association documents. The following shall be included in the Unified Control Document:*
  - a. Maintenance and control of the interior access drives and future common areas, like retention ponds; and
  - b. Utilization and access of the parking garage (by multi-family, townhomes, and commercial users).**Comment acknowledged by the applicant prior to permit.**
7. Homeowner’s Association documents shall be reviewed and approved by the City Attorney prior to issuance of a building permit. **Comment acknowledged by the applicant.**
8. Within the Homeowner’s Association documents, please include language that prohibits garage conversions and exterior storage structures. Also include what type of amenities / accessory structures will be permitted for individual unit owners (such as fencing, patio screen enclosures, trellises, etc.) and address the material, color, and locational limitations for these uses. Allow up to eight weeks for City Attorney review to avoid any delay in permit approval. NOTE: Prior to the issuance of the first Certificate of Occupancy (CO), the Homeowner’s Association documents must be recorded. **Comment acknowledged by the applicant.**
9. Additional comments may be generated based on the resubmittal. **Comment acknowledged by the applicant.**

Easements:

10. Confirm whether easements are required or will need to be vacated in order to implement the site plan proposal. Prior to issuance of the first development permit any vacations of easements must be completed. Please contact the Engineering Department regarding the vacations of easements. **Applicant states no easements to be vacated; however, easements will be dedicated once utilities installed.**

Site Data:

11. Update Site Data on Sheet ISP-1 for 86 units.

Site Plan:

12. *Clearly Boulevard is a C-street, which requires a 40’ setback to any structure per Section 27-624(c)(2)(1)(c). If the design for NW 82<sup>nd</sup> Avenue meets the B-street design criteria, staff will support waivers to continue the B-street design along Cleary Boulevard. **Staff supports a waiver request from the C-street requirement to a B-street design.***
13. Provide a legend with key notes (cement, pavers, landscaping etc.). Use patterns not symbology.
14. Staff cannot confirm the site plan is consistent with the building elevations and floor plan due to lack of dimensions. **Comment partially addressed.**
15. Staff does not support the loss of recreational amenities planned by this site plan modification. **Consider removal of or a reduction in size of Building #16 to provide for centralized community amenities that will be beneficial to the community.**
16. Please Section 27-624(b)(1)(i) requires minimum lot area of 2,000 square feet for residential uses. The applicant has requested a waiver to allow an 1,800-square-foot lot. **A waiver will be requested per the applicant.**

Floor Plans:

17. Section 27-743(1)(b) requires three-bedroom townhomes to provide a 22-foot wide by 20-foot-deep garage. The applicant is providing 13.2-foot wide by 19.3-foot-deep garages. **A waiver will be requested per the applicant.** Further, on Sheet EN-1, show the double garage door on the plans and demonstrate the parking of vehicles as it appears the garage doors do not line up to the driveway due to landscape changes.

Elevations:

18. The building as designed does not meet the following requirements:
- Sections 27-624(c)(1)(i) and 27-626(b)(1) require buildings shall have their primary orientation towards the highest classified street. The applicant has requested a waiver. **A waiver will be requested per the applicant.**
  - Section 27-624(c)(1)(ii)b requires a minimum building width to be placed within the specified built-to-zone. For B-streets (NW 82<sup>nd</sup> Avenue a.k.a. American Express Way), a minimum of 50% of the lot width (352 feet based on 704 feet of lot frontage) shall have the building placed within the 10 to 20-foot build-to-zone. Provide the building width and percentage of building occupancy in the build-to-zone. Demonstrate compliance with this standard. **A waiver will be requested per the applicant.**
  - Section 27-626(b)(3)(iii) requires that building roofs shall be clay or cement barrel, S-shaped or mission tiles. **A waiver will be requested per the applicant.**
19. *Provide a detail of a typical color elevation at a greater scale. Include window, lighting, and material details. Comment not addressed. Label the stucco colors, type of bricks and colors and coral stone, etc.*
20. *Provide color elevations with labels and colored keynotes. Comment not addressed. Label the stucco colors, type of bricks and colors and coral stone etc.*
21. *Label the materials and finishes (i.e. textured and sand finished stucco, metal rain cap, tile roofing, etc.) on the building elevations to match the provided key notes. Comment not addressed. Label the stucco colors, type of brick, colors, coral, and stone, etc.*
22. *If rain gutters are provided, please note on the plans that rain gutters and downspouts will be painted to match the building. State on building elevations: "Bronze rain gutters and downspouts".*
23. Once elevations have demonstrated compliance with design standards, provide color, product and material samples for review by staff with the Planning and Zoning Board submittal. **Provide a 24x36 material board with material samples prior to Planning and Zoning Board submittal. Please note: A final determination on materials, finishes and colors has not been made pending staff review of the material board.**
24. Provide a perspective drawing of the townhomes at time of Planning and Zoning Board submittal. **Comment acknowledged by the applicant.**

Parking and Loading:

25. Section 27-742(e) requires two-way access aisles to be a minimum of 25 feet. **A waiver will be requested per the applicant.**
26. Section 27-747 requires two loading zones. **A waiver will be requested per the applicant.**
27. Section 27-743(1)b requires 366 parking spaces for the residential townhouse use with 321 parking spaces provided resulting in a 45 space (12%) reduction. **A waiver will be requested per the applicant.**

Lighting:

28. Provide lighting levels in non-enclosed areas at grade level that abut or lie under buildings (dog park, grills and seating areas etc.) to ensure pedestrian safety as required by Section 27-750. Also, revise the photometric plan to provide the following standards recommended by the Police Department.
- a. Parking Lots: 3-5 foot-candles
  - b. Walking Surfaces: 3 foot-candles
  - c. Building Entryways: 5 foot-candles

Additional lighting may be required. Consider decorated lighted bollards to meet the lighting requirements. Revise photometric plan accordingly. **Comment partially addressed. Sheet PH-02 missing lighting levels.**

Details:

29. Fencing is not to exceed four feet on NW 82<sup>nd</sup> Avenue. **Request a waiver for the six-foot dog fence.**
30. *Provide a letter from Waste Management confirming that blue bag service will be provided. **Comment acknowledged by the applicant.***
31. *Prior to building permit submittal, please obtain an approved "Paint Color Approval and Agreement" form from the Zoning Department. **Comment acknowledged by the applicant.***
32. *Add under Notes (Sheet SP-2), no fencing, shrubbery, or like obstruction permitted between individual properties/townhomes in rear yards.*

Signage:

33. Please note, signage is not part of this approval. Remove ground signs from the submittal. All final signage sizes, quantities, locations, fabrication, and installation details are to be done under a separate approval process. Review Chapter 22 of the City Code as only two ground signs are permitted for the entire development (not for the townhouse community component). **Comment acknowledged by the applicant.**

Note:

- A. Please Resolve Comments 1-6, 10, 12, 14-16, 20-25, 29, 31, 33 Prior to Final DRC Sign Off
- B. Please Resolve Comments \_\_\_\_\_ Prior to P & Z Board Application
- C. Please Resolve Comments \_\_\_\_\_ Prior to City Council Submittal
- D. Please Resolve Comments 7-8, 32 Prior to Permit
- E. Please Resolve Comments 9, 11 Prior to Certificate of Occupancy (CO)

**LANDSCAPE**

In General:

- a. The applicant may be required to execute a developer agreement and post security for all engineering and landscaping related improvements at time of permitting.
- b. This review is preliminary. Full landscape plan and approval is required at time of permitting.
- c. All site plan and planting plan comments from the Department of Public Works - Environmental Landscape Division must be responded to in writing.

Site Plan:

1. Staff suggest requesting an LPZ Landscape waiver to plant one tree every 40' in lieu of the code required every 30', which is less of an impact to the site's overall tree canopy as the previous waiver proposal of every 60'.

**Request for landscape waiver is required for EACH instance where requirement is not met.**

2. Please add this note on Landscape Plans: "ISA Certified Arborist shall supervise all root pruning on site not limited to pruning for installation of Root Barrier. The Arborist shall notify The Public Works Department - Environmental Landscape Division immediately if any Structural roots within the Critical root zone have been severely damaged to limit the sustainability of existing tree(s) to remain."
3. Section 13.40(c)(1) states that no landscaped area shall have any dimension less than 5'. Four-foot-wide landscape strips are being proposed in some locations.

**Request for landscape waiver is required for EACH instance where requirement is not met.**

4. Section 13-41(a)(b) requires landscape pedestrian zones (LPZ) to extend the full width of each façade abutting a parking or vehicular use area; the minimum width shall be measured from the base of the building and shall relate to the adjacent structure's wall height. (Paved areas in the LPZ may not constitute more than 5' of required LPZ). Provide the roof overhang and all upper floor porches and ground floor slabs on the

landscape plans. These areas cannot conflict with proposed or City code required plantings. The required LPZ has not been provided in some locations.

**Request for landscape waiver is required for EACH instance where requirement is not met.**

5. Section 13-40(e) requires landscape areas in all vehicular use areas shall be curbed to provide landscape protection. Please provide a full 6"x18" Type D curb or root barriers of a 0.085 thick polypropylene at a minimum depth of 24" where large shade trees are to be planted within 10' of paved areas (i.e. planting islands, medians, etc.). Curbing is not proposed along landscape strips in front of townhome units.

**Request for landscape waiver is required for EACH instance where requirement is not met.**

Planting Plan:

1. Staff still has reservations in respect to the proximity of proposed paving, curbing, etc. within the dripline of existing trees. An Arboricultural assessment to determine potential impacts the proposed pavement, curbing, etc. will have on the critical root systems would suffice. Due to the fact even minor damage to roots within the Critical Root Zone can cause Root decay and ultimately whole tree failure, staff is assisting to avoid potential Tree removal requests and loss of mature canopy by suggesting a meandering pathway adjacent to Cleary Boulevard to avoid tree roots by 10' minimum and suspended, bridged and(or) cantilevered pathways parallel to the entry drive aisle and NW 82nd Avenue within 5' from proposed tree trunks may prevent severe damage to the critical root system.
2. Staff has noted the selection of Royal palms adjacent the main egress streetscape to match the approved Royals along the main ingress; however, please be advised that Royal palms should be planted away from areas where vehicles frequently travel and(or) pedestrians frequently walk. The weight of the Palm frond can create a dangerous projectile upon descent thus causing significant bodily harm as well as damage to local structures.
3. Please be advised that the "Arrival" and "Amenity" areas are high in pedestrian traffic. Thus, staff suggests in lieu of Phoenix sylvestris to utilize a species of palm without such densely spined petiole and venation as fallen Palm fronds would become problematic.
4. If the species selection of Phoenix sylvestris within the aforementioned areas is not substituted, then the site should be evaluated due to susceptibility of local pathogens. A thorough soil analysis and fertilization regiment should be in place and referenced on plans at time of permitting to ensure establishment and sustainability.
5. Please incorporate the applicable sight triangles within all Landscape Plans and if applicable, remove any multi-trunk Crepe Myrtles within a sight triangle designated area, as they will interfere with visibility.
6. Please explain the omission of LP-1,3-5,7-9 from the Landscape plan set.
7. Sec. 27-647 Equipment screening: Please make sure hedge material foliage touches tip-to-tip at planting as referenced on plans.
8. Affix this statement to Plant List "All trees shall be field grown/balled and burlapped (fg/bb); container grown trees are not acceptable"
9. Adjust the height of Areca palms to 12' minimum if used to satisfy minimum landscape requirement instead of the code deficient range of 6-8'.
10. Please correct Note #2 on Plan sheet LP-11 to reflect the Department of Public Works - Environmental Landscape Division.
11. Please Provide Irrigation Plans prior to permitting.
12. Please add Root Barriers on Landscape plans for the four (4) proposed Oaks in the NE corner of property (Cleary Boulevard/NW 82nd Avenue.)
13. The TD and LPD sheets are missing from the submittal.
14. Draw (to scale) and label on the LP sheets the locations of the proposed tree vaults.
15. Provide the City tree protection barricade specifications drawing on the landscape plans.

Note:

- A. Please Resolve Comments #1 (Site Plan); #1, 3-5 (Planting Plan) prior to Final DRC Sign Off.
- B. Please Resolve Comments #1-5 (Site Plan); #1-6 (Planting Plan) prior to P & Z Board Application.
- C. Please Resolve Comments #1-5 (Site Plan); #1-8, 13-15 (Planting Plan) prior to City Council.
- D. Please Resolve Comments #1-2 (Site Plan); #1-15 (Planting Plan) prior to Permit.

**ENGINEERING**

1. The Stormwater Management regulation for this property is subject to the regulations of the Old Plantation Drainage District in addition to Chapter 9 of City of Plantation Land Development Code. Please ensure that the Stormwater Management design adheres and meets both regulations.
2. Provide the proper pervious impervious calculations needed to adjust the Stormwater Utility Fee for the property. According to Article VII of Section 9-103, Stormwater Management Utility, the City shall add the total number of ERU’s calculated for each property under Sub-sections 9-103(b)(1) and (2), and the sum, before adjustments and credits, shall be the Stormwater Management Utility.
3. The Stormwater Management System for this stage of the development discharges into the overall Midtown Stormwater Management System. Please provide a narrative identifying the Stormwater Management maintenance responsibility between Pulte homes and Midtown.
4. Section 27-742(e) requires two-way access aisles to be a minimum of 25 feet.
5. Average roadway elevation is at elevation 6 and FFE is at 8.5. Please identify that minimum/maximum driveway slope is met. In some areas the slope exceeds 12%.
6. Please provide typical grading elevations on section A-A and B-B to ensure proper grading of the site.
7. Sheet C-5. Please provide proper grading at parking spaces abutting the park especially the handicap parking spaces to ensure all ADA requirements are met.
8. Sheet C-8 crosswalk connecting sidewalks abutting Buildings 5 and 15 is not properly aligned with the ADA ramps. Please revise and check all ADA ramps throughout the site.
9. Separate Developer Agreement shall be required for this development prior to Engineering permit.

Note:

- A. Please Resolve Site Plan Comments 1-8 Prior to Final DRC Sign Off
- B. Please Resolve Site Plan Comments 1-8 Prior to P & Z Board Application
- C. Please Resolve Site Plan Comments 1-8 Prior to City Council Submittal
- D. Please Resolve Site Plan Comments 9 Prior to Permit

**BUILDING**

No objection at this time.

Note:

- A. Please Resolve Comments \_\_\_\_\_ Prior to Final DRC Sign Off
- B. Please Resolve Comments \_\_\_\_\_ Prior to P & Z Board Application
- C. Please Resolve Comments \_\_\_\_\_ Prior to City Council Submittal
- D. Please Resolve Comments \_\_\_\_\_ Prior to Permit

**FIRE**

Reviews:

- Comments #1 – #8 on the Staff Report to the Review Committee meeting of December 22, 2020.
- Applicant response on April 13, 2021 submittal.
- Comment #9 and Fire Department reply on the Staff Report to the Review Committee meeting of May 11, 2021.

No objections as to this site/elevation/landscape plan approval with the understanding that the applicant and/or owner are aware of the following City of Plantation Fire Department comments and will comply with each comment by affirming in written reply and/or plan submittal.

1. All aspects of fire and life safety shall comply with the current edition of the Florida Fire Prevention Code at time of permitting.

\*Applicant response – Understood and agreed.

\*Fire Department reply – Complied.

2. A Fire Department access roadway shall be within 50’ of any exterior door (that can be opened from outside and provides access to the interior) and within 150’ of any portion of an exterior wall (as measured by an approved route around the exterior) of the first floor for any new structure built upon this property. The installation of an automatic fire sprinkler system extends these measurements to 150’ and 450’, respectfully.

\*Applicant response – It was clarified at the DRC meeting that the 50’ requirement was for the front door of the unit. Please refer to the Fire Hose Exhibit on Sheet SPD-1 which graphically demonstrates compliance with the 150’ requirement.

\*Fire Department reply – As depicted by this submittal, it appears that areas on the exterior wall of the first floor of certain structures/buildings are not within 150’ of the adjacent Fire Department access roadway, as measured by an approved route around the exterior and as the fire hose is deployed with consideration to the depicted landscape. Additionally, there are no covenants provided that would prevent a property owner from installing a fence, shrubbery, or like obstruction between theirs and neighboring properties.

3. Vehicle gates shall be motorized/automatic and shall comply with the City of Plantation Fire Department’s standard requirements.

\*Applicant response – Understood and agreed.

\*Fire Department reply – Complied.

4. *Emergency vehicle access roadways shall have a turning radius of 50’ outside and 38’ inside, compliant with City of Plantation Engineering Department standard. As depicted by the submitted plans, the following locations do not appear to comply:*

- a. *Interior northbound left-turn to main access egress*
- b. *Exterior westbound right-turn to main access ingress*
- c. *Main access egress right-turn to exterior westbound*
- d. *Main access egress left-turn to exterior eastbound*
- e. *Interior westbound left-turn to NW 82<sup>nd</sup> Avenue northbound*
- f. *NW 82<sup>nd</sup> Avenue northbound left turn to interior eastbound*
- g. *NW 82<sup>nd</sup> Avenue southbound right turn to interior eastbound*

\*Applicant response – Arrival has been revised as well as egress of the site to show truck turning radius. See sheet SP-2.

\*Fire Department reply – Complied.

5. Any one-way emergency vehicle access roadway shall have a minimum 16’ width.

\*Applicant response – All lanes now have a 16’ minimum one-way road. See sheet SP-2.

\*Fire Department reply – Complied.

6. A sign, matching the specifications of the City of Plantation Fire Lane Signing & Marking Standard, but with the following or like wording, shall be posted on each side of the entrance: “NO PARKING IS PERMITTED ON ANY NON-DESIGNATED PARKING SPACE”.

\*Applicant response – Understood and agreed.

\*Fire Department reply – Complied.

7. Wording, approved by the Plantation Fire Department, shall be included in the HOA and/or lease documents reflecting the following: vehicles must be parked in a designated parking space at all times; parking of vehicles on the street, along non-parking curbs, and on signed “NO PARKING” areas, is not permitted; guests are bound by same rules; any vehicle violating these rules will be removed (towed) from property.
  - \*Applicant response – Understood and agreed.
  - \*Fire Department reply – Complied.
8. Additional conditions may arise upon review of all required permitting plans.
  - \*Applicant response – Understood and agreed.
  - \*Fire Department reply – Complied.
9. Fire hydrants shall be on interior corner of roadway loop.

Note:

- A. Please Resolve Comments 2 & 9 Prior to Final DRC Sign Off
- B. Please Resolve Comments \_\_\_\_\_ Prior to P & Z Board Application
- C. Please Resolve Comments \_\_\_\_\_ Prior to City Council Submittal
- D. Please Resolve Comments \_\_\_\_\_ Prior to Permit

**POLICE**

1. The perimeter four-foot-high fence will not provide proper security with the top rail. The fence top should be constructed similar to the fence pictured below.



2. The fencing needs to be vertical picket not horizontal **especially on the outer perimeter**. The horizontal picket fence will not provide proper security.
3. The plans show every unit on the perimeter of the property has a pedestrian gate leading out to a public sidewalk from the back of the unit. A limited amount of pedestrian gates to enter and exit the entire property increase the safety. One entry and exit gate is preferred. Insure this gate is accessed by the key fobs listed in the plans.
4. The benches should not have **unobstructed** flat seating. At least one rail should be on the seating area to deter people from laying on the bench. An example is pictured below.





- 5. Page SPD-1 shows a circular flat bench. Page SDP-2 shows a seat wall. Skate stop deterrents need to be added to the seating area. An example is pictured below.



- 6. The Dog Park Rules Sign does not mention the hours the park is open. A photometric survey must be submitted. If the park will be open at night the recreation areas require 2-3-foot-candles while in operation. The lighting can be lowered to one foot candle when the park is closed. The Amenity Area also needs a photometric survey with the same levels mentioned above in the dog park. Also, please include a table that summarizes the total calculations to provide information to the reviewer similar to the one below.

Numeric Summary							
Project: All Projects							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts	Illuminance	Fc	1.96	15.3	0.0	0.00	0.00

- 7. The builder does have a legitimate comment as to the location of the park.
- 8. Guest parking in the northeast corner between units 42 and 43 needs to be increased to three-foot candles. Also, please include a table that summarizes the total calculations to provide information to the reviewer similar to the one below.

Numeric Summary							
Project: All Projects							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts	Illuminance	Fc	1.96	15.3	0.0	0.00	0.00

9. The installation of a License Plate Reader is strongly recommended.

Note:

- A. Please Resolve Comments #1-6 and #8 Prior to Final DRC Sign Off
- B. Please Resolve Comments \_\_\_\_\_ Prior to P & Z Board Application
- C. Please Resolve Comments \_\_\_\_\_ Prior to City Council Submittal
- D. Please Resolve Comments \_\_\_\_\_ Prior to Permit

**UTILITIES**

No Objection to the Site Plan, Elevations and Landscape Plan conceptually. The realignment of the proposed lift station and force main are acceptable on this revision.

1. Applicant must agree to all on and offsite improvements needed to support the development of this project. This will include design, funding, permitting, installation and conveyance to the City of Plantation.
2. This review is considered preliminary and considered conceptual. Final comments will be provided at time of Construction Plan submittal and subject to outside agency approvals/comments. The final review may generate additional comments.
3. Additional pre-design meeting is required with the Utilities Department.
4. A Trust Account must be maintained with Utilities for the duration of the project.
5. Offsite and onsite improvements and equipment may be required at applicant’s expense to support project.
6. Show all new and existing water and sewer lines and easements on landscaping and drainage plans.
7. Maintain all utilities and utilities easements for water and wastewater system access.
8. Full Utilities plan, review, and approval is required prior to permitting. No plans are for construction until marked “FINAL”.
9. Prior to a Building Permit or Occupational License being issued, the following must be provided:
  - Water and Sewer Utility plans must be submitted to the Utilities Department for review and approval.
  - FDEP Water and Sewer Permits must be approved.
  - Utilities Agreement must be executed.
  - Utilities Performance Bond must be posted.
  - Utilities Easements must be executed.
  - Utilities Inspection fees must be paid.

Contact: John Adams if you have any questions, 954-414-7352.

Note:

- A. Please Resolve Comments \_\_\_\_\_ Prior to Final DRC Sign Off
- B. Please Resolve Comments 1-8 Prior to P & Z Board Application
- C. Please Resolve Comments \_\_\_\_\_ Prior to City Council Submittal
- D. Please Resolve Comments 9 Prior to Permit

**O.P.W.C.D** Old Plantation Water Control District (OPWCD) may require a permit modification to the existing OPWCD permit. Please contact the District Office to discuss the proposed improvement.

## **WASTE MANAGEMENT:**

Contact Andrew Kandy or Adrian Moore at [akandy3@wm.com](mailto:akandy3@wm.com) or [amoore@wm.com](mailto:amoore@wm.com).

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Attorney Bill Laystrom, Joe Handley with Craven and Thompson, and Rene Gutierrez, Patrick Gonzalez, and Aimee Carlson with Pulte, were present.

*There was a consensus to move forward to the Planning and Zoning Board with the condition that there are one-on-one meetings with different departments to resolve any remaining issues. The Planning and Zoning will follow up prior to moving forward to the Planning and Zoning Board to make sure everything is in place.*

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## **OTHER BUSINESS**

Mr. Holmes indicated that in the past, the Committee has talked to different departments when they are ready to move a project forward. Some Cities take a vote instead of a consensus, and he and Ms. Shalan were discussing if the Committee wanted to take a vote if everyone was in favor. He noted that moving forward, there will be a motion, a second, and a vote for each application.

There was a lengthy discussion regarding levels of Site Plan processes, City Engineer attendance at Planning and Zoning Board meetings, procedure for the City's traffic review for private developers, process in the code that allows them to utilize the four private traffic consultants, recent Engineering comments asking developers to include traffic statements about trips generated for each development to weigh pre versus post conditions, developers wanting to discuss landscape issues externally because they are extensive and detailed, timing issues with Utilities, Engineering comments are sometimes controversial to Fire and Utilities comments, a question if the Committee went back to voting if projects could move forward with the understanding if everything was not complied that they would not move forward to the Planning and Zoning Board, and a suggestion to check the City ordinance to see if the removal of voting was put into the ordinance.

Mr. Holmes addressed the aforementioned comments and questions as follows:

- Minor things are brought forward. Planning and Zoning handles Administrative items and sometimes things may be sent to departments for comments prior to moving forward with approval. Some minor type applications go to Council depending on what it is and others go to different Boards and Committees. Items he takes to PAC are Administrative in some Cities, and in some instances, can be minor; it is like a hybrid layer.
- With regard to the City Engineer attending Planning and Zoning meetings, in Ms. Shalan's tenure, there have not been many meetings, but she definitely will be invited to the meetings and Mr. Holmes will make sure her name is on the invitation list.
- As far as the use of an Independent Traffic Engineer to assist with more complex Site Plans, Mr. Holmes advised they could ask the City Attorney. They have a responsibility to review information submitted and sometimes have to call outside experts.
- Regarding traffic statements about trips generated for each development, Mr. Holmes agreed and has always tried to include trip generation at a minimum, without more substantive interpretations from internal traffic. He tries to put that information in reports that go to Council; however, the Committee

can discuss and work on ways to improve this. He agreed, it needs to be done at this level and should not linger.

- With regard to Landscape, most things should be largely dealt with at this level; they need to look at what is outstanding and whether it is substantial enough to move forward with minor tweaking. When a plan has to do with moving utilities, it is going to change the entire landscape plan and different issues will come up. All issues should be expressed so everyone can take them into consideration. It was noted that some departments have life safety matters.
- A Committee member noted that the previous City Attorney changed the format of this Committee from voting to a consensus because one person could have a life safety issue and hold up the entire project; whereas, if there were a vote, if three members voted affirmatively, the project would move forward with the life safety issue open.
- As far as the question regarding timing between the DRC and Planning and Zoning Board meetings, Mr. Holmes did not have the schedule. Ms. Shalan mentioned the importance of understanding the timeframe because if there are two or three comments and one is significant that the Board is voting to move to the next step, they have a responsibility, and she wants to weigh into that responsibility. Mr. Holmes advised that was why issues need to be discussed with the applicant about moving forward to the public hearing phase. He emphasized some changes are warranted.
- With regard to Utilities, there needs to be more substantive discussion and members need to know the concerns; they do not always understand the issues.
- The response to the question about voting and allowing projects to move forward with the understanding if everything was not complied that they would not move forward to the Planning and Zoning Board was that is a condition of approval. Mr. Holmes thought giving leeway to the customer should be used sparingly and at great discretion depending on the issue. Delaying projects often imposes on a department and they do not have time to deal with a single developer's issue all day; there are multiple things to do. If they determine there is something to work on over the next couple weeks, but it is too imposing or too extensive, it has to wait. He stated the reason for variances in zoning was because there are many times when things do not fit nicely and outstanding issues and hardships must be taken into consideration. They are also in the customer service business and want to help the developer move their project forward.
- Regarding checking the City ordinance to determine if the removal of voting was put into the ordinance, Mr. Holmes indicated that a vote was in the first draft, but not in the ordinance. He did not think anything precluded the Committee from taking a vote and reiterated that he would talk to the City Attorney.

Mr. Holmes wants to hear from Committee members as far as issues. Members need to understand the complexity of issues as it relates to the plan because as the Planning Director, it is significant to him. There is an initial review and the applicant needs to bring the plan up to where they are ready to go when they come back for a second review. It is incumbent upon them; no one is forcing them into a timeframe. If they come back for a second review and there are still significant issues, they will set aside, almost like what is done at pre-development meetings, to resolve issues so they can be moved forward. They have some responsibility to get everything in order so things can be checked off. Applicants have an opportunity after the first meeting to sit with different departments to work these things out.

\* \* \* \* \*

Meeting adjourned at 3:27 p.m.

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RECORD ENTRY:

I HEREBY CERTIFY that the Original of the foregoing document was received by the office of the City Clerk and entered into the Public Record this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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April L. Beggerow, MPA, CMC, City Clerk

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