



# DEVELOPMENT REVIEW COMMITTEE (DRC) COMMENT REPORT

**MEETING DATE:** March 24, 2020

**PROPERTY OWNER:** Yara Bashoor

**APPLICANT/AGENT:** Chloe Keidaish

**PROJECT NAME:** YB Office

**CASE NUMBER:** PLN-SITE-20020004

**REQUEST:** Site Plan Level III Review: Parking Reduction request for 2,760 Square-Foot Office Building

**LOCATION:** 1141 SE 4th Avenue

**ZONING:** Residential Office (RO)

**LAND USE:** S Regional Activity Center

**CASE PLANNER:** Tyler Laforme



Case Number: PLN-SITE-20020004

**CASE COMMENTS:**

**Prior to Planning and Zoning Board Meeting sign-off, please provide updated plans and written response to the following review comments:**

1. Meet the City's Adequacy requirements to services provided to the public (fire service, water, wastewater, stormwater, transportation, etc.), per ULDR Section 47-25.2 of the City's Code of Ordinances. Assess potential demands and impacts on City services and prepare a design for each that utilizes existing water, wastewater, stormwater, and transportation infrastructure to adequately serve this project. If the adequate infrastructure is not available, prepare a design that extends/expands the connection to the nearest City system to adequately serve this development.
  - a. Prepare service demand calculations for water & wastewater services and obtain a letter of service availability from the City's Public Works – Engineering Department. Submit water and wastewater capacity availability request form and documents/ plans at <https://www.fortlauderdale.gov/departments/sustainable-development/building-services/engineering-forms-and-info/development-review-committee-service-demand-calculations-for-water-se>
2. Provide a current signed and sealed boundary and topographic survey showing all above ground improvements, utilities, rights of way dimensions and all easements. This survey shall be based on a Standard Title Commitment issued by a title insurer licensed to do business in Florida or an Opinion of Title issued by an attorney admitted to the Florida Bar. The title commitment or Opinion of Title must have an effective date no more than thirty days prior to the date of submittal of the survey and must be certified to the City of Fort Lauderdale. If any encumbrances are found in the property, provide a copy of the recorded documents accordingly (i.e. easements, dedications, agreements, vacations, etc.).

Property lines, NVAL, Right-of-Way, watercourses, easements, structures, and roadway shall be clearly shown, labeled and dimensioned. Provide spot elevations on site, at property corners, along property lines (50' min. interval), existing roadway crowns and pavement edges adjacent to property as appropriate. Elevations shall be referenced to the North American Vertical Datum of 1988 (NAVD 88). Sufficient information must be provided on survey in order to staff to determine proposed development improvements are being coordinated with adjacent right of way and properties.

Please provide boundary survey that is based on Standard Title Commitment or Opinion of Title.

Ensure survey depicts all information requested above as well as any information beyond limits of property that maybe required for coordination between existing and proposed improvements adjacent to the site.

3. Provide disposition of existing utilities on-site and within the adjacent right of way that maybe impacted by the proposed development. Label information on plans (i.e. utility to remain/ be relocated/ removed). Provide correspondence from utility owner (as applicable) and depict any additional requirements they may have on plan (i.e. easements). Utilities include but are not limited to above and underground water, sewer, drainage, electrical, communications, light/power poles, down guys, fire hydrants, manholes, etc.
4. Spot elevations/grades shown in proposed development plans shall be per North American Vertical Datum of 1988 (NAVD 88), instead of National Geodetic Vertical Datum of 1929 (NGVD 29).



5. Clearly indicate on plans the limits of construction and how the proposed improvements will transition into the existing (on-site and off-site) as applicable.
6. Depict/ label existing/ proposed stop sign/ bar on right of way adjacent to the site and on driveway connections to right of way as applicable.
7. Building Elevations: Show and label existing Right-of-Way, proposed Right-of-Way and/or Easement boundaries, existing/ proposed utility easements and horizontal building clearances on all building elevation / section details, as appropriate.
8. Existing public sidewalks adjacent to proposed development (to remain) must be inspected by Engineer of Record to ensure existing sidewalks meet ADA standards and are in good condition. A signed and sealed assessment must be provided indicating sidewalks were inspected and any sidewalk replacement requirements. Plans shall reflect extent of sidewalk replacement accordingly.
9. Provide disposition of existing power pole on the northwest corner of the property within the adjacent right of way that maybe impacted by the proposed development.
11. Verify whether backout parking meets the criteria per ULDR Sec. 47-20.15.
12. Provide conceptual Water and Sewer Plan that features proposed connections to City infrastructure, including limits of any existing City water main and/or sanitary sewer infrastructure to be removed and/or modified, and location of all existing utilities in vicinity of the proposed improvements (that may be in conflict).
13. Label proposed water service connections and sewer lateral sizes and material on conceptual Water and Sewer Plan. Sanitary sewer clean out must be provided at property line per City standards. Based on the City utility maps, the existing sewer main adjacent to this property is at a deeper elevation than assumed, verify elevations accordingly. Also provide disposition of existing services (i.e. water services and sewer laterals).
14. Provide storm runoff calculations, signed and sealed by a Florida registered professional engineer, which demonstrate how minimum criteria regarding adjacent street crown, water quality and finished floor elevations are met, as well as how the 25-year, 3-day storm event is maintained on site with zero discharge to Right-of-Way and adjacent properties (Pre vs. Post analysis will only be allowed in areas that are not flood-prone). Please also comply with the City of Fort Lauderdale Comprehensive Plan (Ordinance C-08-18), Objective 4.1 under Infrastructure Elements, and be advised that effective 7/1/2017, all projects must comply with the Broward County 'Future Conditions Average Wet Season Groundwater Level' map.
15. Contact the Floodplain Manager, Richard Benton at 954-828-6133 or [rbenton@fortlauderdale.gov](mailto:rbenton@fortlauderdale.gov) regarding proposed Finished Floor elevation and fill requirements per City's Code of Ordinances Chapter 14 – Floodplain Management, including Ordinance C-14-26.
16. Show and label all existing and proposed utilities (utility type, material and size) on civil and landscaping plans for potential conflict, A min. 5 feet and 10 feet horizontal clearance horizontal separation is required between city utilities infrastructure and proposed small and large trees, respectively (including proposed water and sewer services to the development). Any new trees (located within or adjacent to City Right-of-Way) should be placed with sufficient horizontal and vertical distances (per City, County, and State guidelines) to / from City's public infrastructure,



including stormwater assets, to allow for continued Public Works maintenance without obstruction. If this cannot be accommodated due to field conditions, then the developer shall relocate the existing City's public infrastructure to resolve the conflict(s) and to comply with City's, County's & State's engineering standards/permits/policies. Ensure separation is provided and include a note regarding horizontal clearance requirement on the landscape plans.

17. Within adjacent City Right-of-Way, staging/storage will not be allowed, construction fence shall not encroach within intersection corner sight triangles, construction fence gates shall not swing into the public Right-of-Way, and any loaded Jib Crane radius shall not extend beyond private property boundaries. Any City Right-of-Way closure over 72 hours requires a Revocable License Agreement, processed by Property Right-Of-Way Committee (DRC) and approved by the City's Commission, prior to Right-of-Way permit issuance by the Department of Sustainable Development for Maintenance of Traffic.

Prior to submitting Administrative Review (i.e. DRC Level I) application to request Revocable License Agreement, please contact Dennis Girisgen at 954-828-5123 or [dgrisgen@fortlauderdale.gov](mailto:dgrisgen@fortlauderdale.gov) to discuss proposed scope of closure within City Right-of-Way.

18. Provide Maintenance Agreement Area Exhibit, which provides a visual representation of the area within the adjacent public Right-of-Way (adjacent to the proposed development) to be maintained in perpetuity by the developer. Label whether the adjacent Right-of-Way is FDOT, BCHCED, or City jurisdiction, as well as label all proposed improvements, including asphalt and other specialty paving, specialty sidewalks, landscaping, irrigation, lighting, curb and gutter etc. that will be maintained by the Applicant throughout the life of the improvements. Perpetual maintenance of newly constructed exfiltration trenches, inlets, etc. within adjacent City Right-of-Way will typically revert back to the City, upon successful inspection/acceptance by Public Works after 1-year warranty period.
19. For Engineering General Advisory DRC Information, please visit our website at <https://www.fortlauderdale.gov/home/showdocument?id=30249>
20. Additional comments may be forthcoming at the DRC meeting and once additional/ revised information is provided on plans.



Case Number: PLN-SITE-20020004

**CASE COMMENTS:**

Please provide a response to the following:

1. Provide street trees in the right of way swale area, as per ULDR 47-21.13.B.16. Street trees are to be a minimum of 12 feet tall and provided at a ratio of one street tree per forty feet of street frontage or greater fraction thereof not subtracting ingress and egress dimensions. When overhead utilities exist, required street trees may be small trees provided at a minimum of one street tree per twenty feet frontage or greater fraction thereof not subtracting ingress and egress dimensions.
  - a. Please verify with the utility company that operates the underground communication utility in this area as to installing a tree in this location and along with an additional street tree on the south side of the driveway. Please meet with the utility provider and provide documentation of the outcome of the meeting.
  - b. An alternative street tree planting may be similar to the neighbor to the north in which thin cane clustering palm trees be proposed at each side of the driveway. The shortest cane is to have a minimum 8 feet of clear trunk height.
2. A minimum separation of 6 feet is required between the tree trunk and travel lane when curb and gutter DO NOT exist, and a minimum separation of 4 feet is required between the tree trunk and travel lane when curb and gutter DO exist. Illustrate this clearance.
3. Peninsular and island landscape areas.

Peninsular and island areas shall be located at the end of a row of more than two (2) consecutive parking spaces where the row terminates at an aisle or driveway...

  - a. In between the walkway aisle and the parking stall would require an 8 feet width landscape island.
  - b. As a suggestion the landscape area at the head of the backout parking is sufficient to allow a 3 feet width walk aisle.
4. VUA planting requirements. Section 47-21.12

The vehicle use area requires two trees the first is the large shade tree(3.5" caliper) the next is another canopy tree(2.5 caliper) third would had been flowering fourth would have been palm.  
One (1) tree and six (6) shrubs shall be required for every - one thousand (1,000) square feet, or fraction thereof, of VUA. a. The first twenty-five percent (25%), or fraction thereof, of the required trees shall be shade species with a three and one-half (3 ½) inch minimum trunk caliper and shall be evenly distributed between interior and perimeter landscape areas. the proposed Lysiloma east driveway would count increase trunk caliper to 3.5".  
b Twenty-five percent (25%) of the required trees shall be shade species with a two and one-half (2 ½) inch minimum trunk caliper. One of the Jamaican capers will count that is within 10 feet of the VUA.
5. Landscape requirements. Section 47-21.13

Yards and other portions of a parcel of land not utilized for structures, required walks, vehicular use area including VUA required landscaping, decking, pool and other impervious areas, shall be covered with a lawn or ground cover and shall comply with the following: a There shall be at least one (1) tree for each one thousand (1,000) square feet of net lot area or portion thereof. This tree planting requirement is in addition to the VUA landscaping requirements. Twenty (20) percent of the trees shall be shade trees.

  - a. This site net lot landscape area that requires 3 trees, please propose a shade tree such as in the location of the northeast Caper (north side of the east driveway) minimum 10 feet OA height.



### GENERAL COMMENTS

The following comments are for informational purposes.

Please consider the following prior to submittal for Building Permit:

1. A separate sub-permit application for Tree Removal, Relocation, and General Landscaping for site is required at time of master permit submittal. These are Landscape and Tree permit application documents different than the Broward County standard applications. Please not at this time of DRC submittal.
2. Proposed landscaping work in the City's right of way requires engineering permit and approval (GLandscape permit). This approval requires documents to be submitted for Engineering review. Note that Landscape will not approve permit review without these Engineering documents being submitted.
3. Provide separate Plumbing sub permit application for irrigation. Irrigation plans are required at time of Building permit submittal. Plans are to be in compliance with ULDR 47-21.6.A.11 and 47-21.10. Note that planting areas are to be irrigated on a separate zone than the turf areas so that once the plants are established, that particular zone can be shut off based on the season. The overall goal is to decrease water use through irrigation. Plant material must be grouped together based on watering needs (hydrozone) and turf areas must be limited and/or consolidated to less than 50% of the landscaped area. Illustrate hydrozones on planting plan, and include calculations in table.



Case Number: PLN-SITE-20020004

**CASE COMMENTS:**

Please provide a response to the following:

1. Garbage, Recycling and Bulk Trash shall be provided.
2. Recycling reduces the amount of trash your business creates and it is the best way to reduce monthly waste disposal costs and improve your company's bottom line.
3. Solid Waste Services shall be provided by a Private Contractor licensed by the City.
4. Service Days shall be: No restriction for Commercial collection. Service may not occur earlier than 7:00 am or later than 10:00 pm within 250 feet of residential.
5. Containers: must comply with 47-19.4
6. Solid Waste transport to trash rooms or to primary waste container shall be performed inside building using interior service corridor (Retail, Office, Condo, Hotel).
7. Containers shall not be stored curbside and shall be removed immediately after collection.
8. Provide on the site plan a garbage truck turning radii for City review. Indicate how truck will circulate within property.
9. Submit a Solid Waste Management Plan on your letterhead containing name of project, address, DRC case number, number of units if applicable, and indicate whether it is Pre or Final DRC.
  - o This letter is to be approved and signed off by the Sustainability Division, and should be attached to your drawings. Please email an electronic copy to [smccutcheon@fortlauderdale.gov](mailto:smccutcheon@fortlauderdale.gov). Letter should include an analysis of the expected amounts of solid waste and recyclables that will be generated (if different from current capacity), and container requirements to meet proposed capacity.
  - o Community Inspections will reference this Solid Waste Plan for sanitation compliance issues at this location.

**General Comments**

The following comments are for informational purposes.

Please consider the following prior to submittal for Final DRC:

1. Please indicate the type of containers and where they will be stored.



Case Number: PLN-SITE-20020004

**CASE COMMENTS:**

1. Submit a traffic impact statement and coordinate with the Transportation and Mobility Department regarding traffic calming and a traffic impact study if needed. If a traffic study is needed Pursuant to ULDR Section 47-25.2.M.4, the Applicant must fund the City's review by an outside consultant and pay a \$4,000 deposit prior to scheduling a methodology meeting after which the study will be prepared, transmitted and reviewed by the City's consultant. Staff and consultant's review concerns shall be adequately resolved prior to gaining authorization for either the Planning & Zoning Board or City Commission hearings. Take into consideration that the review of this study, once submitted, will take about 4-6 weeks once all documents are received.
2. Pursuant to ULDR Section 47-20.15, the above traffic statement shall also include a statement demonstrating that backout parking for the use will not create a traffic hazard.
3. Continue to coordinate with Transportation and Mobility staff on parking reduction methodology. The parking reduction needs to be completed Pursuant to ULDR Section 47-20.3.
4. Provide a parking data table on the site plan that lists the required and provided parking.
5. There is an existing wood power pole shown on the survey and several other sheets in the submission. This pole directly impacts the most southern parking space on the west side of the development. This parking space should be removed and the number of provided spaces should be revised accordingly.
6. Ensure all access points, sidewalks, walkways, and curb cuts are unobstructed and ADA accessible with appropriate slopes and detectible warning devices and indicate on the site plan.
7. Per ULDR Section 47-2.2.Q, show and label sight triangles as appropriate for safe and adequate access of drivers and pedestrians on the Site Plan, Landscape Plans and Civil Plans: intersections of driveways with streets and alleys (10' measured from intersection point of pavement edges), alleys with alleys (15' measured from intersection point of extended property lines), alleys with streets (15' measured from intersection point of extended property lines), and streets with streets (25' measured from intersection point of extended property lines). The request for reduction of sight triangle dimensions is subject to review by the City Engineer on a case by case basis. Per ULDR Section 47-19.1.E, no accessory use or structures shall be permitted within a sight triangle except as provided in ULDR Section 47-35.
8. Bicycle parking is strongly encouraged. Consult the APBP Bicycle Parking Guidelines, city of Fort Lauderdale Parking Standards and Broward County End-of-Trip Bicycle Facilities Guide. Provide the minimum long term and short term bicycle parking based on requirements in the guide and include total counts on the site plan data sheet.
9. All loading and unloading must be contained on site including postal delivery services and rideshare pick up and drop off.
10. Additional comments may be provided upon further review.
11. Signature required.





**GENERAL COMMENTS:**

Please address comments below where applicable.

1. The City's Transportation & Mobility Department encourages the use of sustainable materials such as permeable pavement and electric car charge stations and installation of multimodal facilities such as bicycle pump stations and bike lockers.
2. Please note that any work within the City's right-of-way will require an MOT approved by Transportation and Mobility and Engineering for permitting. Any full closures of roadways, alleys, or sidewalks that are over 72 hours will require a Revocable License Agreement (RLA) with the City of Fort Lauderdale.

Case Number: PLN-SITE-20020004

**CASE COMMENTS:**

Please provide a response to the following:

- 1) The applicant is strongly encouraged to contact neighbors adjacent to, as well as condominium and neighborhood associations located within three hundred feet (300') of the development site, to advise of this proposal (a listing of officially-recognized associations is provided on the City's website: [www.fortlauderdale.gov/neighbors/civic-associations](http://www.fortlauderdale.gov/neighbors/civic-associations) and a map of neighborhood associations may be found at: <http://gis.fortlauderdale.gov>). Please provide acknowledgement and/or documentation of any public outreach.
- 2) The site is designated as Residential Office on the City's Future Land Use Map. The proposed use is permitted in this designation. This is not a determination on consistency with Comprehensive Plan Goals, Objectives and Policies.
- 3) Provide a Plat Determination Letter from Broward County Planning Council verifying whether the property needs to be platted or re-platted. If a plat or re-plat is not required, contact the Broward County, Development Management and Environmental Review Section, at (954) 357-8695 to ensure that the proposed project is consistent with the latest recorded plat restriction(s). If a plat note or non-vehicular access line (NVAL) amendment is needed, a separate application is required, which is reviewed administratively and can be found here: [Administrative Review Application](#).
- 4) The proposed parking reduction requires review and approval by the Planning and Zoning Board. A separate application and fee are required for PZ Board submittal, and the applicant is responsible for all public notice requirements (Sec. 47-27). Should the application for a parking reduction be approved by the Planning and Zoning Board, a parking reduction order must be executed and recorded in the public records of Broward County at the applicant's expense, prior to Final DRC approval.
- 5) Indicate the project's compliance with the following ULDR sections by providing a point-by-point narrative response, on letterhead, with date and author indicated.
  - a. Section 47-25.2, Adequacy Requirements
  - b. Sec. 47-20.3.A.5, Parking Reduction and Exemption Criteria
- 6) Provide the following changes on site plan:
  - a. Site and Ground Floor Plan, Sheet A-01, is inconsistent with the rest of the Plan Set- i.e. sidewalk access to the building entrance from the handicapped parking stall, etc.
  - b. Dimension all sidewalks.
  - c. Provide location of trash receptacles or dumpsters; discuss location with solid waste and recycling representative. Show typical trash container dimensions and location for each unit.
- 7) Provide the following changes on elevation plan:
  - a. Identify and label build façade color and materials.
- 8) Indicate all mechanical equipment within the subject site on the site plan and elevations where applicable.
  - a. If mechanical equipment is located on the roof, provide roof plan for all structures indicating the location of all mechanical equipment. This plan shall include spot elevations of the parapet wall and roof as well as mechanical equipment to verify adequate screening and to illustrate how equipment will be screened or shielded from view. Roof mounted structures such as air conditioners, compressors, generators, satellite dish antennae, and pool accessories shall be required to be



screened with material that matches the material used for the principal structure and shall be at least six (6) inches high above the top most surface of the roof mounted structure. In addition, indicate all mechanical equipment within the subject site on the site plan and elevations where applicable. Discuss the use of the roof as an accessible amenity.

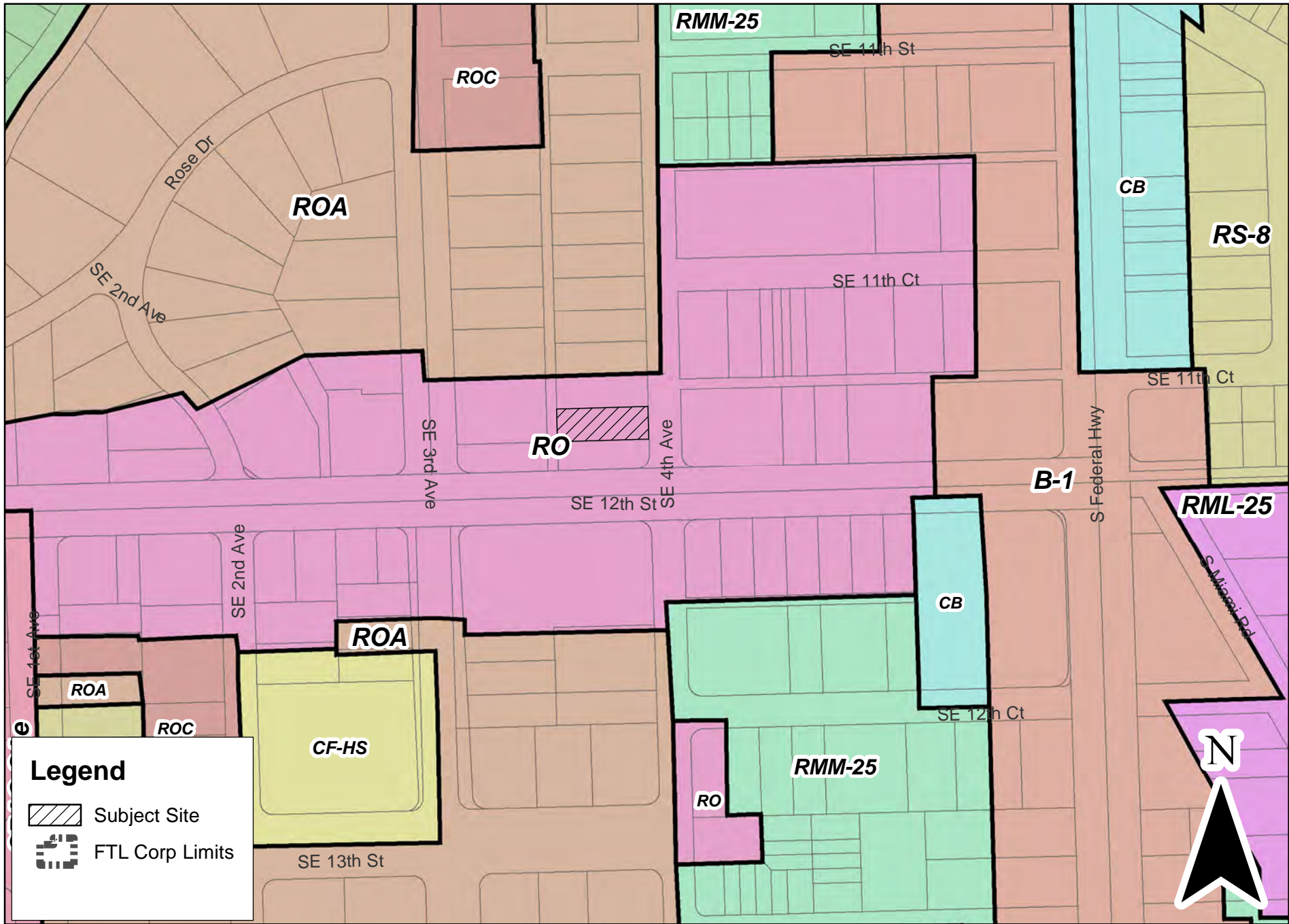
- b. Ground mounted mechanical equipment shall be properly screened.
  - c. Provide a detail sheet for all mechanical equipment screening.
- 9) Currently, there is a power pole on the SW side of the site right in front of a parking stall. How will this conflict be remedied?
- 10) Provide a lighting photometric plan pursuant to the Unified and Land Development Regulations ("ULDR") 47-20.14, demonstrating that the foot-candles don't exceed 0.5 along any property line.
- 11) The City's Vision is to support sustainable infrastructure. Consider a green sustainable roof as part of this site plan. Green roofs help to conserve energy, improve air quality and may provide an extra amenity space. Other green building practices to be considered throughout the project include tank-less water heaters, rain collection systems, pervious pavement where appropriate, bio-swales, Florida Friendly™ plant materials, and solar panels.
- 12) It is strongly recommended that bicycle parking in visible, well-lit areas as close as possible to pedestrian entryways/doors is provided. In addition where possible, locate bicycle parking facilities in an area that is sheltered/covered. Show internal secured bicycle racks and/or external bike racks on the site plan. Consult the Association of Pedestrian and Bicycle Professionals ("APBP") for Bicycle Parking Guidelines and Broward County End-of-Trip Bicycle Facilities Guide at <http://www.apbp.org/>. For more information on bicycle parking standards, please email Karen Warfel at [KWarfel@fortlauderdale.gov](mailto:KWarfel@fortlauderdale.gov).

#### **GENERAL COMMENTS:**

The following comments are for informational purposes.

Please consider the following prior to submittal for Final DRC:

- 13) Provide a written response to all DRC comments within 180 days.
- 14) If a temporary construction/sales trailer is needed for this project, provide the details and location of the trailer on a separate site plan, to avoid additional review in the future. Verify details and location with the Building Representative.
- 15) An additional follow-up coordination meeting may be required to review project changes necessitated by the DRC comments. Prior to routing your plans for Final DRC sign-off, please schedule an appointment with the project planner (Tyler Laforme 954-828-5633) to review project revisions and/or to obtain a signature routing stamp.
- 16) Please be advised that pursuant to State Statute, Section 166.033, development permits which require a quasi-judicial or variance decision must be completed within 180 days,
- 17) All construction activity must comply with Code of Ordinances, Section 24-11, Construction sites. Contact Noel Zamora, Structural Plans Examiner (954-828-5536) to obtain his signature on the final DRC plans.
- 18) Additional comments may be forthcoming at the DRC meeting.



# PLN-SITE-20020004

