



DEVELOPMENT REVIEW COMMITTEE (DRC) COMMENT REPORT

MEETING DATE: April 27, 2021

PROPERTY OWNER: Coral Ridge Presbyterian Church, Westminster Academy

APPLICANT/AGENT: Peter Pellerito, Miller Legg & Associates, Inc.

PROJECT NAME: Westminster Academy

CASE NUMBER: UDP-PRE21002

REQUEST: Preliminary Site Plan Review: Additions to Existing School; New Aquatic Facility, New Classroom Building, Redesign of Vehicular Drop-off Area and Parking

LOCATION: 5601 N. Federal Highway

ZONING: Boulevard Business District (B-1)

LAND USE: Commercial

CASE PLANNER: Lorraine Tappen



Case Number: UDP-PRE21002

CASE COMMENTS:

Please provide a response to the following:

1. Verify height and area compliance per Chapter 5 of the FBC 2020 based on type of construction.
2. Verify fire-resistance rating requirements based on building separation FBC Table 601 and 602.
3. Submit life safety egress design per Chapter 10 of the FBC 2020 for DRC submittal.
4. Specify accessibility requirements per FBC Accessibility Code for DRC submittal.
5. Submit architectural layout plans and phasing plans for DRC submittal.

GENERAL COMMENTS

The following comments are for informational purposes.

Please consider the following prior to submittal for Final DRC:

1. The Florida Building Code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.
2. All projects must consider safeguards during the construction process. Florida Building Code Chapter 33 delineates various safeguards that may apply during the construction phase. All structures associated with the protection of pedestrians will require a separate permit. A licensed professional must sign and seal the plans and specifications.
3. The City of Fort Lauderdale is a participating municipality in the National Flood Insurance Program (NFIP). The requirements specific to the City of Fort Lauderdale can be found in

Chapter 14 - FLOODPLAIN MANAGEMENT of the Code of Ordinances and accessed at;

- a. https://www.municode.com/library/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH14FLMA

Please consider the following prior to submittal for Building Permit:

1. On December 31st, 2021 the 7th Edition of the Florida Building Code was adopted. All work described in Section 101.2, of the Broward County Administrative portion of the Florida Building Code, will govern the administration and enforcement of the proposed work. Each building and or structure will require a separate permit. The following websites will assist in the design considerations;
 - a. <http://www.fortlauderdale.gov/departments/sustainable-development/building-services>
 - b. https://floridabuilding.org/bc/bc_default.aspx
 - c. <http://www.broward.org/codeappeals/pages/default.aspx>

General Guidelines Checklist is available upon request.



Case Number: UDP-PRE20002

ENGINEERING COMMENTS:

1. Clarify if the construction phases will be performed under one or separate DRC cases.
2. Verify if any improvements (landscaping, new sidewalk, driveway connections, etc.) will be proposed in public right-of-way. Coordinate with FDOT and Broward County for any improvements proposed along North Federal Highway and NE 56th Street. Verify with FDOT to determine if a copy of Pre-application meeting memorandum will be provided.
 - a. Sight triangles located at the intersection of a local street or driveway with a right-of-way under County and State jurisdictions are subject to the sight visibility requirements of those jurisdictions.
3. Provide a signed and sealed boundary and topographic survey with an updated title commitment or opinion of title.
4. Provide conceptual paving, grading and drainage plans. Depict provide sufficient grades/details to verify stormwater retention (spot elevations/grades shown shall be per North American Vertical Datum of 1988 (NAVD 88)). In addition, provide conceptual water & sewer plans to review the locations of connections to City water and sewer infrastructure.
5. Provide and label typical roadway cross-sections for the proposed development side of North Federal Highway, NE 56th Street, and NE 22nd Avenue at the driveway access points and at landscape swale areas. In addition, provide cross sections at the northern perimeter to verify stormwater runoff retention and transition to the adjacent developments.
6. Provide signed and sealed stormwater runoff calculations a Florida registered professional engineer, which demonstrates 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.
7. Provide water and wastewater capacity availability letter. Additional information can be found at: <https://www.fortlauderdale.gov/departments/sustainable-development/building-services/engineering-forms-and-contact-info/development-review-committee-service-demand-calculations-for-water-sewer-request-form>.
8. Provide disposition of existing public and private 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.
9. For surface or ground-level parking lot layout:



- a. Show and label total number of parking stalls, dimension areas including drive aisle widths, and typical parking stall width/depth.
- b. Per ULDR Section 47-20.11.A, drive aisle width shall be 24' (min.) adjacent to 90-degree angle parking stalls, 18' (min.) adjacent to 60-degree angled parking stalls, 13' (min.) adjacent to 45-degree angled parking stalls, and 12' (min.) adjacent to 30-degree angled parking stalls. Reconfigure parking stalls shown at end of drive aisle, to eliminate 180 degree back-out maneuver.
- c. The minimum clear width and depth parking stall dimensions shall be 8'-8" and 18'-0", respectively, and shall not be encroached upon by building columns.



Case Number: UDP-PRE21002

CASE COMMENTS:

Please provide a response to the following:

1. The Landscape and Tree Preservation ordinance is located within the Unified Land Development Regulations (ULDR) under Section 47-21.
2. Please have a registered Landscape Architect prepare and sign their Landscape plans.
3. The City has adopted Florida Friendly Landscaping requirements into our ULDR Section 47-21. This basically means that plant material must be grouped together based on watering needs (hydro zone) and turf areas must be limited and/or consolidated to less than 50% of the landscaped area. Plant material species must be minimum 50% Florida Friendly Landscaping. 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.
4. Provide street trees as per ULDR 47-21.13.B.16.
 - a. The use of structural soil is required in paved sites to provide adequate soil volumes for tree roots under pavements, as per ULDR Section 47-21.13. Demonstrate hashing on landscape, site and civil plans as to the extent of use of the Structural Soil.
5. Illustrate the location of overhead utilities and follow FPL Right Tree Right Place guidelines for tree selection and placement.
6. Utilities and site amenities such as walkways, flagpoles, transformers, fire hydrants, sewer and water supply lines, trash enclosures, and similar items located on the site shall not be placed adjacent to, in, or under required tree planting areas, as per ULDR Section 47-21.12. Confirm with civil, site and life safety plans that utilities and site amenities are not causing conflicts with proposed landscaping. Where conflicts exist, shift the utility and/or site amenities.
7. Illustrate and label the horizontal clearance from tree trunk to edge of utility on the landscape plan. Landscaping must provide a minimum horizontal clearance of 5 feet for small trees and palms, and a minimum of 10 feet for large trees and palms from underground utilities. Provide a cross section detail to illustrate this clearance.
8. Provide an existing tree site plan or existing tree site survey illustrating all existing trees and palms, and number each one.
9. Provide a corresponding list, as per ULDR 47-21.15, of these trees/palms including:
 - a. tree number for each
 - b. botanical name and common name for each
 - c. trunk diameter, in inches, at chest height for trees
 - d. clear trunk in feet for palms
 - e. condition percentage as a number for each
 - f. indicate status for all existing trees/palms on site (remain, relocate, remove)



10. For specimen trees, provide ISA Certified Arborist report for specimen trees, as per ULDR 47-21.15. This report is to be on ISA Certified Arborist business letterhead with contact information and ISA Certification number clearly stated. This report would include tree survey with numbered trees, a corresponding table which includes tree number, botanical name and common name, trunk diameter at breast height, clear trunk for palms, condition percentage, etc.; and a written assessment of existing tree characteristics. This information is required to calculate equivalent value mitigation.
11. Please have a certified ISA Arborist provide the information as to the existing trees including the condition ratings that will be required for mitigation purposes.
12. Tree and Plant species included on the Florida Exotic Pest Plant Council's Invasive Plant Species List as amended, shall not be planted as required or optional landscaping, as per ULDR Section 47-21.18, and invasive plant species listed shall be removed from the site, as per ULDR Section 47-21.8.I.
13. Provide tree protection barricade detail for existing trees on site to remain, as per ULDR 47-21.15. This barricade must be installed prior to the beginning of proposed work, and a landscape job-check inspection may be scheduled.
<http://www.fortlauderdale.gov/home/showdocument?id=6386> is a link to the city web page to assist you.
14. Verify Neighborhood Compatibility requirements.
15. Verify Interdistrict Corridor requirements.

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: UDP-PRE21002

CASE COMMENTS:

No comments until such time as specific plans have been submitted for consideration.

GENERAL COMMENTS

In considering redesign of vehicular drop-off and parking, it is recommended that on-site parking be included to lessen pedestrian traffic across NE 56th Street.

For this reason, an on-site dining hall should be considered in the new school building design.



Case Number: UDP-PRE21002

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 7:00 pm within 250 feet of residential.
5. Solid Waste Collection shall be on private property container shall not be placed, stored or block the public street to perform service (large multifamily and commercial parcels).
6. Containers: must comply with 47-19.4
7. Dumpster enclosure: concrete pad, decorative block wall, gates hung independently, protective bollards, secondary pedestrian side entry, high strengthen apron and driveway approach, night light, hot water, hose bib, drain, low circulating ventilation for dampness, weep holes, landscaping, smooth surface walkway to accommodate wheeled containers.
8. 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. 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. None



Case Number: UDP-PRE21002

CASE COMMENTS:

1. Include a table showing the proposed land uses, the floor area in square feet for each land use, the parking ratio, the number of parking spaces required by type, and the number of parking spaces proposed by type (standard, compact, handicapped, bicycle, loading, etc.). ULDR Sec. 47-20.2. - Parking and loading zone requirements.
2. All parking must be provided in accordance with design and construction standards of the ULDR Section 47-20.11. Show dimensions for: stall width, depth of stall 90 degrees to aisle, aisle width, width of stall parallel to aisle, module width, angle of parking stalls.
3. Show inbound and outbound stacking requirements from the property line to the first conflict point according to Section 47-20.5 General design of parking facilities for the driveway.
4. Illustrate clear sight triangle for the intersections and driveways.
5. 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. This includes all access to/from the site entrance. Add the dimension, clearances and slopes of the walkways.

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: UDP-PRE21002

GENERAL CASE COMMENTS:

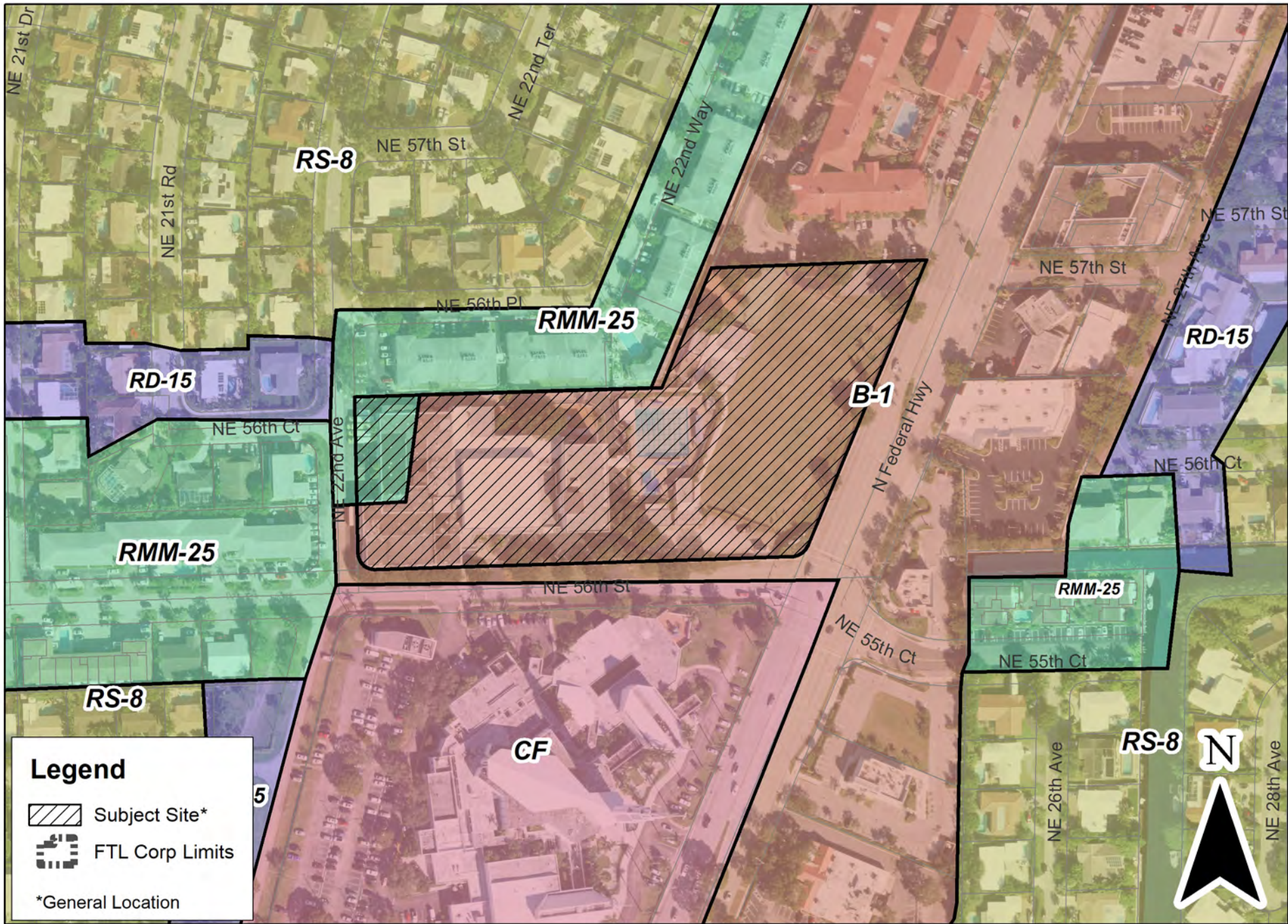
- 1) In order to move forward with the proposed project, staff would request a follow-up predevelopment meeting once you have reviewed the comments provided below. All applicable drawings will need to be provided in formal submittal.
- 2) The applicant is strongly encouraged to contact neighbors adjacent 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: <https://www.fortlauderdale.gov/departments/city-manager-s-office/office-of-neighbor-support/neighborhood-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.
- 3) The site is designated Commercial 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.
- 4) 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](#)
- 5) Indicate the project's compliance with the following ULDR sections by providing point-by-point responses to criteria, on letterhead, with date and author indicated.
 - a. Section 47-23.9, Inter-district Corridor Requirements;
 - b. Section 47-25.2, Adequacy Requirements;
 - c. Section 47-25.3, Neighborhood Compatibility.
- 6) Pursuant to Section 47-23.9, Inter-district Corridor Requirements, a twenty-foot yard shall be required for any development on property which abuts North Federal Highway. The following are permitted within the 20-foot yard:
 - a. Landscaping;
 - b. Outdoor Dining;
 - c. Enhanced pedestrian amenities such as (but not limited to) plazas, benches, shade structures, pedestrian access, bus shelters, bicycle racks, and multi-modal pathways.
- 7) This project is located within the North US 1 Urban Design Plan study area. Provide a general response, indicating if/how the proposal accommodates any of the intents and guidelines established in the plan.
- 8) Provide the following changes on site plan:
 - a. Indicate all adjacent building footprints, indicating their uses and heights, and dimension approximate setbacks;
 - b. Show centerlines of all adjacent ROWs and dimension widths;
 - c. Indicate all utilities (both above and below ground) that would affect the proposed planting or landscape plan. Overhead lines (if any) should be placed underground. If the lines cannot be placed underground, provide documentation from Florida Power & Light Company indicating such;
 - d. 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.

- e. Clearly label on site plan the location of enclosure(s), dumpster(s), recycling area(s), containers, etc. as applicable relating to Solid Waste / Recycling. Indicate on plans where users' accessibility is accommodated for all container areas.
- 9) Show setback dimensions from the property lines on the elevation pages.
 - 10) Provide the following changes on landscape plans:
 - a. Show all site triangles;
 - b. Label and dimension all sidewalks and pedestrian paths;
 - 11) Pursuant to ULDR Section 47-25.3.A.3.b.iii, Neighborhood Compatibility Requirements; all rooftop mechanical equipment, stair and elevator towers shall be designed as an integral part of the building volume and shall be screened with material that matches the material used for the principal structure and shall be at least six (6) inches high above the topmost surface of the roof mounted structures. Provide the following:
 - a. Roof plan indicating the location of all mechanical equipment with spot elevations of the parapet wall and roof as well as mechanical equipment to verify adequate screening;
 - b. Identify the location of equipment on building elevations by outlining the equipment with dash lines; and
 - c. Provide screening product material including images or pictures of actual application of such.
 - 12) Provide a construction staging plan which includes anticipated hours of operation on site, debris mitigation plan, and map indicating where crane operations and employee and/or equipment parking and storage will be placed. A revocable license application and a traffic circulation plan may be required if the sidewalk or right-of-way requires to be closed at any time, which should be filed under a separate application and coordinated through the City's Maintenance of Traffic (MOT) process.
 - 13) All construction activity must comply with Code of Ordinances, Section 24-11, Construction sites.
 - 14) Additional comments may be forthcoming at the DRC meeting. Please provide a written response to all DRC comments.
 - 15) It is recommended the following pedestrian and bicycle-related comments be addressed:
 - a. Per ULDR, Section 47-25.2.M.6. (Adequacy requirements / Transportation / Pedestrian facilities): Sidewalks, pedestrian crossing and other pedestrian facilities shall be provided to encourage safe and adequate pedestrian movement on-site and along roadways to adjacent properties;
 - b. Label all proposed pedestrian access/circulation areas: sidewalks, paths, crosswalks etc. (including width) to/from and within the site;
 - c. Site plan design indicates pedestrian/vehicle conflict areas. Accommodate safe pedestrian access, in particular to/from public sidewalks, vehicle parking areas and building entrances;
 - d. Provide bicycle parking in visible, well-lit areas as close as possible to pedestrian entryways/doors. In addition, where possible, locate bicycle parking facilities in an area that is sheltered/covered; and
 - e. 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 Benjamin Restrepo at brestrepo@fortlauderdale.gov.
 - 16) Provide legible photometric plan for the entire site. Extend values on photometric plans to all property lines. Show values pursuant to the Unified and Land Development Regulations ("ULDR"), Section 47-25.3.A.3. and 47-20.14.



- 17) Indicate lighting poles on site plan and landscape plan and provide detail with dimensions. Light poles appear within the parking stalls, please clarify on plans. Consider reduced height of poles due to proximity of the project nearby residential area. Be aware that lighting fixtures greater than ten (10) feet in height are used, they shall be located a minimum of fifteen (15) feet away from shade trees (Section 47-20.14)

- 18) 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.



UDP-PRE21002