



Cooper City Commission Meeting  
Agenda Item Request Form

Date: 8/9/17  
Requesting Commissioner/Department: Growth Management  
Commission Regular Meeting Date: 8/15/17  
Commission Workshop Meeting Date: \_\_\_\_\_

**AGENDA**

Presentation  Consent  Regular  Discussion

**BACKGROUND & RECOMMENDATION** (attach backup material to Item Request Form)

Embassy Lakes Guardhouse Entries, Site Plan Amenment SPA # 6-1-17  
Please see attached backup.

**GENERAL LEDGER ACCOUNT NUMBER(S) AND AMOUNT(S):**

\_\_\_\_\_

**APPROVALS:**

Finance Director

City Manager

City Clerk

\_\_\_\_\_

**RESOLUTION NO: 17-8-12**

**A RESOLUTION OF THE CITY OF COOPER CITY, FLORIDA, APPROVING THE SITE PLAN AMENDMENT PETITION #SPA 6-1-17 FOR EMBASSY LAKES MASTER OWNERS' ASSOCIATION, INC. FOR EMBASSY LAKES GUARDHOUSE ENTRIES, SUBJECT TO STIPULATIONS AND CONDITIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission has examined and investigated the application for site plan amendment, petition #SPA 6-1-17 for Embassy Lakes , the Planning and Zoning Board recommendations and the stipulations contained within the Staff Report; and

**WHEREAS**, the City Commission reviewed this Development Order and accompanying documents at a public meeting; and

**WHEREAS**, the City Commission has determined that the application is in compliance with all elements of the City's Comprehensive Plan, or will be in conformance prior to the issuance of a Certificate of Occupancy for the development that is the subject of the application.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA:**

**Section 1: Recitals Adopted.** That each of the above stated recitals is hereby adopted and confirmed.

**Section 2: Approval.** That the development described in the attached documents is hereby approved and granted this Development Order to proceed, subject to the Planning and Zoning Board recommendations, the stipulations contained within the Staff Report, and the following conditions:

- A. Construction is to be in complete compliance with the plans and specifications submitted by the developer to the City, which may be found on file at City Hall;
- B. Prior approvals and conditions, where applicable, of the City Commission are still applicable;
- C. This Development Order is assignable, but an assignment does not discharge any assignee from strict compliance with the order unless the City Commission consents to modify any of the original requirements;
- D. All applicable state and federal permits must be obtained before commencement of the development.

**Section 3:** Issuance of a development permit by a municipality does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations

imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

**Section 4.** Should any section or provision of this Development Order be declared by a Court of competent jurisdiction to be invalid, the City Commission shall determine if the other portions of the Order remain valid or whether the approval shall be null and void.

**Section 5:** This Resolution shall be in force and take full effect immediately upon its passage and adoption.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August, A.D., 2017.

---

GREG ROSS  
Mayor

ATTEST:

---

KATHRYN SIMS  
City Clerk

Roll Call  
Mayor Ross \_\_\_\_\_  
Commissioner Sims \_\_\_\_\_  
Commissioner Mallozzi \_\_\_\_\_  
Commissioner Curran \_\_\_\_\_  
Commissioner Green \_\_\_\_\_



# MEMORANDUM

To: City Commissioners

From: Matt Wood, Growth Management Director 

Through: Bruce Loucks, City Manager

Date: August 9, 2017

Re: Embassy Lakes Guardhouse Entrys  
Site Plan Amendment Petition # SPA 6-1-17

LOCATION: At Three Entrances to Embassy Lakes Subdivision

AGENT: Mark Engel, Engel and Associates, Inc.

OWNER/PETITIONER: Embassy Lakes Master Owners' Association, Inc.

ANALYSIS: This item is a site plan amendment to reconstruct new guardhouses at the three existing entrances to the Embassy Lakes community. The renovations include new larger guardhouses with covered drive-thru lanes; new fencing and gates; new wider drive aisles with concrete pavers; and new landscaping. Each guardhouse is increasing in size from 80 square feet to 415 square feet.

All of the guardhouse reconstruction is to occur within the existing medians of the entrance drives to the community. The plans reflect Spanish "S" cement tile roofs over precast construction with an exterior stucco and Keystone finish. The plans also show the existing and proposed landscaping within and around the reconstruction areas.

The Hiatus Road guardhouse will be the first to be constructed as this is the least used entrance. The entry will be permanently closed during construction which is estimated to take three to four months to complete. Once the Hiatus guardhouse is complete the other entrances will be constructed, one location at a time.

DEVELOPMENT REVIEW COMMITTEE RECOMMENDATION: The Development Review Committee recommends approval of the site plan amendment with a finding that the plans reflect compliance with all applicable code requirements.

PLANNING AND ZONING BOARD RECOMMENDATIONS: At the meeting on August 9, 2017, the Planning and Zoning Board unanimously recommended APPROVAL of the Site Plan Amendment Petition for the Embassy Lakes Guardhouse Entrys subject to staff recommendation.

JUN 14 2017



**GROWTH MANAGEMENT DEPARTMENT**  
**CITY OF COOPER CITY**  
 9090 SW 50 Place – P.O. Box 290910 - Cooper City, Florida 33329-0910  
 Phone: (954) 434-4300, ext. 251 – Fax: (954) 680-1439

Growth Management Department

**FILE COPY**

**GENERAL APPLICATION**

**ATTENTION:** Prior to submission of application, the Petitioner &/or Owner must schedule a pre-submittal meeting with the Growth Management Staff to review the proposed project, and the submittal and processing requirements. The submittal dates for DRC and P&Z Board can be found on the City's website at: [www.coopercityfl.org](http://www.coopercityfl.org)

FOR STAFF ONLY:  
 PETITION #: SPA 6-1-17  
 DATE PETITION FILED:  
6/14/17

Date of Pre-Submittal Meeting: 5/5/17

Check  type of application(s) for:

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan                            | <input type="checkbox"/> Abandonment               |
| <input checked="" type="checkbox"/> Site Plan Amendment       | <input type="checkbox"/> Certificate of Conformity |
| <input type="checkbox"/> Rezoning                             | <input type="checkbox"/> Conditional Use           |
| <input type="checkbox"/> Plat or Plat Amendment               | <input type="checkbox"/> Sign Waiver               |
| <input type="checkbox"/> Sign Package/ Sign Package Amendment | <input type="checkbox"/> Other: _____              |

**INSTRUCTIONS TO APPLICANT:**

1. Please complete all requested information on this application. If not applicable, indicate with N/A.
2. Provide specific Petition Application(s).
3. Make Checks payable to the City of Cooper City per the current Fee Schedule.

**I. PROJECT NAME AND LOCATION**

- A. Project Name: New Guardhouse Entry's for Embassy Lakes
- B. Project Address: \_\_\_\_\_
- C. Section: 06 Township: 51 Range: 41 Total Acreage or square feet of Subject Property: NA
- D. General Location Description (proximity to closest major intersection, in miles or fraction thereof): Embassy Lakes Entrances off of Stirling Road, Hiatus Road and Sheridan Street
- E. Folio Number(s): (If numerous Folio Numbers, list on a separate sheet and attach to this application). 5141060100073

F. Brief Legal Description: EVERGLADES SUGAR & LAND CO SUB 2-39 D 6-51-41 THAT PT OF TRACTS 7,8,17 THRU 28,37,38,57,58 & 59 AS DESC IN OR 15139/486, LESS PT INC'D IN OR 16545/19

**II. LAND USE AND ZONING INFORMATION**

- A. Existing Zoning Designation: PRD
- B. Future Land Use Plan Designation: Residential
- C. Existing Use(s) on Property: Residential
- D. Proposed Use(s): Residential
- E. Other Land Use and Zoning conditions if applicable, i.e. approved variances, deed restrictions, previous conditions of approval: \_\_\_\_\_



**CITY OF COOPER CITY – GROWTH MANAGEMENT DEPARTMENT**

9090 Southwest 50 Place, Post Office Box 290910, Cooper City, Florida 33329-0910

Ph: (954) 434-4300, Ext. 251 Fax: (954) 680-1439

**III. PROPERTY OWNER/APPLICANT/AGENT INFORMATION**

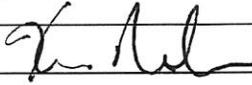
**Property Owner(s) of Record:** Embassy Lakes Master Owner Association

Address: 3522 Embassy Drive City Cooper City ST Fl Zip 33026  
Phone: 954.435.2836 Fax: 954.435.7944 E-Mail: management@embassylake

I am/We: \_\_\_\_\_, do hereby swear/affirm that I/we am/are the owner(s) of the property referenced in this application. I/We certify that the above statements and the statements or showings made in any paper or plans submitted herewith are true to the best of my/our knowledge and belief. Further, I/we understand that this application(s) attachments and fees become part of the official record of the Growth Management Department of the City of Cooper City and the fee is not refundable. I/We understand that any knowingly false information given by me/us will result in the denial revocation or administrative withdrawal of the application or permit. I/We further acknowledge that additional information may be required by the City of Cooper City in order to process this application(s).

  
(Signature of Owner)

MICHAEL CARVELLY  
(Print Name)

STATE OF <u>Florida</u>	COUNTY OF _____
The foregoing instrument was acknowledged before me this <u>9th</u> day of <u>May</u> 20 <u>17</u>	
By (Name of Person Acknowledging) _____	She/he is personally known to me or has produced _____ as identification and did/did not take an oath.
NOTARY PUBLIC SIGNATURE: 	
Name – Must be typed, printed, or stamped) <u>KEN NOLAN</u>	
My Commission Expires:	 <p>KENNETH NOLAN MY COMMISSION # GG 002796 EXPIRES: July 21, 2020 Bonded thru Budget Notary Services</p>

**Petitioner(s) if other than Owner:**

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Agent (if other than Owner):** Mark Engel

Address: 4800 SW 64th Ave Suite 104 City Davie ST Fl Zip 33314  
Phone: 954.791.4810 Fax: 954.791.4811 E-Mail: mark@engelaia.com



**CITY OF COOPER CITY – GROWTH MANAGEMENT DEPARTMENT**

9090 Southwest 50 Place, Post Office Box 290910, Cooper City, Florida 33329-0910

Ph: (954) 434-4300, Ext. 251 Fax: (954) 680-1439

**All Correspondence will be sent to the Agent unless otherwise requested.**

I am/we are the  Agent  Petitioner  Other \_\_\_\_\_

Signature(s) \_\_\_\_\_  
\_\_\_\_\_

STATE OF Florida COUNTY OF Broward

The foregoing instrument was acknowledged before me this 9th day of May 20 17

By (Name of Person Acknowledging) Mark Engel She/he is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

NOTARY PUBLIC SIGNATURE:

Name – Must be typed, printed, or stamped) Ken Nolan

My Commission Expires:

STAFF USE ONLY			
Petition #:	Staff Intake By:	Intake Date:	
Sufficiency Completed by:		Sufficiency Date:	



# GROWTH MANAGEMENT DEPARTMENT

## CITY OF COOPER CITY

9090 SW 50 Place – P.O. Box 290910 - Cooper City, Florida 33329-0910  
Phone: (954) 434-4300, ext. 251 – Fax: (954) 680-1439

JUN 14 2017  
Growth Management  
Department

### SITE PLAN AMENDMENT APPLICATION

FILE COPY

**ATTENTION:** Prior to submission of application, the Petitioner &/or Owner must schedule a pre-submittal meeting with the Growth Management Staff to review the proposed project, and the submittal and processing requirements. The submittal dates for DRC and P&Z Board can be found on the City's website at: [www.coopercityfl.org](http://www.coopercityfl.org).

FOR STAFF ONLY:

PETITION #: SPA 6-1-17

DATE PETITION FILED:  
6/14/17

Date of Pre-Submittal Meeting: 5/5/17

#### INSTRUCTIONS TO APPLICANT:

1. Please complete all requested information on this application. If not applicable, indicate with N/A.
2. Provide specific Petition Application(s).
3. Make Checks payable to the City of Cooper City per the current Fee Schedule.

### I. PROJECT DESCRIPTION – (Attach additional sheets if necessary)

A. Please provide a narrative description of the proposed site plan amendment, which is the subject of this review. Provide enough detail to adequately describe how this Amendment is changing the existing Site Plan. Renovations to the Guardhouse entryways to the Embassy Lakes neighborhood. The three entryways are off of Stirling Road, Hiatus Road and Sheridan Street. Renovations will include new larger guardhouses with covered driveways, new fencing and gates, new wider drive aisle with concrete pavers and new landscaping.

### II. PROJECT HISTORY

(List in chronological order any previous relevant development approvals). Attach addition page for the following:

<b>Petition Number:</b>	S.P.A. 12-1-07
<b>Resolution/Ordinance #</b>	
<b>Request:</b>	Site Plan Application for Guardhouse Renovations
<b>Action:</b>	City Commission Approval
<b>Date:</b>	October 29, 2008

### III. ADJACENT PROPERTIES

Adjacent Property:	Land Use Designation	Zoning Designation	Existing Use(s) of Property
NORTH	Residential	PRD	Residential
SOUTH	Residential	PRD	Residential
EAST	Comm/CF	PRD/PRC	Offices/Park/Fire Station
WEST	Residential	PRD	Residential

**GROWTH MANAGEMENT DEPARTMENT – CITY OF COOPER CITY**

9090 SW 50 Place – P.O. Box 290910 - Cooper City, Florida 33329-0910

Phone: (954) 434-4300, ext. 251 – Fax: (954) 680-1439

SITE PLAN AMENDMENT APPLICATION

**IV. COMPLIANCE - (Attach Additional Sheets if Necessary)**

Is property in compliance with all previous conditions of approval and/or applicable Code requirements?

 Yes  No If No, please explain: \_\_\_\_\_**V. TABULAR DATA****COMPLETE ALL DATA (INDICATING N/A IF NOT APPLICABLE)**

PROJECT DATA	CODE REQUIREMENT	LAST COMMISSION APPROVAL	PROPOSED	+ CHANGE
Acreage (Total Gross)	N/A			
Acreage (Total Net)	N/A			
Lot Depth (Maximum)	N/A			
Lot Width (Minimum)	N/A			
Total Dwelling Units (DU'S)	N/A			
Minimum Floor Area (sq. ft.)	N/A			
Density	N/A			
Total Sq. Footage	Each Guardhouse	80	415	+335
Commercial (sq. ft.)				
Industrial (sq. ft.)	N/A			
Other (sq. ft.)	N/A			
Floor Area Ratio (FAR)	N/A			
% Building Coverage	N/A			
Max. Bldg. Height (ft./stories)	50'	10'-6"	17'-6"	+7'-0"
Impervious Surface Area	N/A			
Open Space Area	N/A			
Total Parking Spaces	2	1	2	+1
Handicap Parking Spaces	N/A			
# of Access Points/Roads	N/A			
# of Loading Areas/Spaces	N/A			
Accessory Structures (sq. ft.)	N/A			
Setback – Front	25'	91' (min)	81' (min.)	-10'
Setback – Rear	N/A			
Setback – Side Interior	20'	46' (min)	35' (min.)	-9'
Setback – Side Corner	N/A			

**For Residential** show tabular data on the site plan including: Total # of Dwelling Units (DUs); and Types of Units: # of Single Family (SF); # of Zero Lot Line (ZLL); # of Townhomes (TH); and # of Multi-Family (MF).**For other projects** where it would be relevant provide on the SITE PLAN: # of Rooms; # of Seats; # of Beds; # of Children; # of Drive-Thru Lanes; in addition to: Recreation Area; Preserve Area; Civic Area; and Institutional Area.



**GROWTH MANAGEMENT DEPARTMENT – CITY OF COOPER CITY**

9090 SW 50 Place – P.O. Box 290910 - Cooper City, Florida 33329-0910  
Phone: (954) 434-4300, ext. 251 – Fax: (954) 680-1439

SITE PLAN AMENDMENT APPLICATION

**VI. APPLICANT’S STATEMENT OF JUSTIFICATION**

(Attach additional sheets if necessary)

A. Reference relevant purposes, goals, objectives and policies from the City’s Comprehensive Plan, which is available online at the City’s web site ([www.coopercityfl.org](http://www.coopercityfl.org)).

The proposed project is consistent with permitted uses in the PRD zoning code in compliance with the City's Comprehensive plan.

B. That the proposed request is in compliance with the City’s Code of Ordinances. Please specify if any variances are necessary for approval of the proposed site plan.

None Required

**VIII. CONSENT STATEMENT**

(Owner to complete if using agent/representative)

I/We, the aforementioned owner(s), do hereby give consent to \_\_\_\_\_ to act on my/our behalf to submit this application, all required material and documents, and attend and represent me/us at all meetings and public hearings pertaining to the request(s) and property I/we own described in the attached application. Furthermore, as owner(s) of the subject property, I/we hereby give consent to the party designated above to agree to all terms or conditions that may arise as part of the approval of this application for the proposed use.

Signature(s) of Owner(s): *[Signature]*

Print Name(s): MICHAEL CHARVELLY, TOWN MANAGER

**IX. NOTARY**

STATE OF Florida COUNTY OF Broward

The foregoing instrument was acknowledged before me this 9th day of May 2017

By (Name of Person Acknowledging) \_\_\_\_\_ She/he is personally known to me or has produced DRIVERS LICENSE as identification and did/did not take an oath.

NOTARY PUBLIC SIGNATURE: *[Signature]*

Name – Must be typed, printed, or stamped) KENNETH NOLAN

My Commission Expires:  **KENNETH NOLAN**  
**MY COMMISSION # GG 002796**  
**EXPIRES: July 21, 2020**  
Bonded Thru Budget Notary Services



**GROWTH MANAGEMENT DEPARTMENT – CITY OF COOPER CITY**

9090 SW 50 Place – P.O. Box 290910 - Cooper City, Florida 33329-0910

Phone: (954) 434-4300, ext. 251 – Fax: (954) 680-1439

SITE PLAN AMENDMENT APPLICATION

**X. SUBMITTAL CHECKLIST FOR SITE PLAN AMENDMENT REVIEW**

QTY	REQUIRED	YES (✓)
1	Completed Original General Application	<input checked="" type="checkbox"/>
1	Completed Original Site Plan Amendment Application	<input checked="" type="checkbox"/>
1	Original Site Plan (Signed by the Mayor)	<input type="checkbox"/>
1	Certificate of Title, property deed or other proof of ownership	<input checked="" type="checkbox"/>
14	Signed Surveys – 1 Signed and Sealed Survey	<input type="checkbox"/>
14	Proposed Site Plan Amendments showing desired site plan changes	<input checked="" type="checkbox"/>
14	Aerials Photos of subject site clearly delineating site boundary lines	<input checked="" type="checkbox"/>

**VI. STAFF USE ONLY**

Petition #: <i>SPA 6-1-14</i>	Staff Intake By: <i>Carlos Vega</i>	Intake Date: <i>6/14/17</i>
Sufficiency Completed by: <i>Jason Checkley</i>	Sufficiency Date: <i>6/20/17</i>	

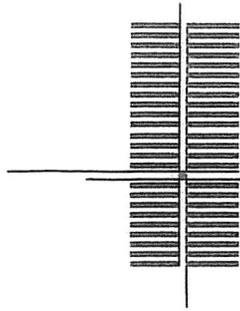
**XII. COOPER CITY CODE**

**Sec. 24-67. SITE PLAN AMENDMENT - SUBMITTAL REQUIREMENTS**

(a) Where a site plan has been previously approved by the City Commission and is proposed by the applicant or City to be amended (revised) in any manner, a revised site plan shall be submitted to the City.

(b) The revised site plan submission shall consist of the previously approved site plan signed by the Mayor and a separate drawing showing the desired changes and any other drawings or information as may be required by staff.

(c) The plan will be reviewed by staff and by the Planning & Zoning Board, who shall evaluate the proposed revision, and current development regulations. The Planning & Zoning Board shall then recommend approval, approval with conditions, or denial to the City Commission. The Commission shall issue a revised development order to approve, approve with conditions, or deny the revised site plan by development order.



# Engel and Associates, Inc.

Architecture □ Planning  
4800 S.W. 64<sup>th</sup> Avenue, Suite 104 □ Davie, Florida 33314  
954.791.4810 □ Fax 954.791.4811 □ AA0003607

July 18, 2017

Cooper City Planning and Zoning  
Cooper City Hall  
9090 Southwest 50 Place  
Cooper City, Florida 33328

Re: Embassy Lakes Guard Houses  
SPA 6-1-17  
DRC Comments.

To Whom it may concern:

The following are responses to comments made during the 6/28/17 Cooper City DRC Meeting.

**Building Department:** No Comments.

**Central Broward Water Control District:**  
Drawings will be submitted and approved prior to City Commission Approval

**Waste Management:** N/A

**Fire Department:**

1. Outside Emergency access lines are 12' wide and continuous.

**Utility/Engineering Department:** No Comments.

**Landscape Department:** No Comments

**Police Department:** No Comments

**Planning and Zoning Department:**

1. See revised applications
2. See survey of each entrance by R. Minguell Land Surveyors.
3. The general time line for the construction of the three entrances is shown on A1.1

THE HIATUS GUARDHOUSE WILL BE THE FIRST TO BE CONSTRUCTED AS THIS IS THE LEAST USED ENTRANCE. ONCE COMPLETE THIS WILL SERVE AS THE MAIN ENTRANCE FOR ALL DELIVERIES AND LARGE TRUCKS. THE HIATUS ENTRY WILL BE PERMANENTLY CLOSED DURING CONSTRUCTION WHICH IS ESTIMATED TO TAKE 3-4 MONTHS. THE PERMIT DRAWINGS FOR THE OTHER TWO ENTRIES WILL BE SUBMITTED DURING CONSTRUCTION OF THE HIATUS ENTRANCE. ONCE HIATUS IS COMPLETED THE OTHER TWO ENTRANCES WILL BE CONSTRUCTED, ONE ENTRANCE AT A TIME. EACH ENTRANCE IS ESTIMATED TO TAKE 3-4 MONTHS AND THE COMPLETE PROJECT WILL TAKE BETWEEN 10 MONTHS AND A YEAR FROM START TO FINISH.

4. See A3.4 for new swing gate elevations
5. See A1.1, A1.2 and A1.3 for new gate access arm specifications.
6. See A3.4 for new pedestrian gate. Gates to be locked at all time and will be unlocked by the guard during peak times. (school mornings and afternoons). All residents will have a key or access card.
7. All outside resident lanes to have 12' clear.
8. All existing easements shown on site plans. These easements are on adjacent platted parcels. This site consists of the main roadways thru Embassy lakes and is a non exclusive access and utility easement as recorded in OR book 15139/ page 486.
9. CBWCD approval for fence in Lake Maintenance easements will be applied for during permitting of the fence.
10. 11x17 color boards and elevations to be provided for P&Z meeting.
11. See #10
12. Central Broward Water Control District Approval will be received prior to City Commission approval.

Please feel free to contact my office should you have any additional questions or concerns.

Sincerely,



Digitally signed by Mark Engel AR  
0017517  
DN: cn=Mark Engel AR 0017517,  
o=Engel and Associates, Inc. OA,  
email=mark@engelaia.com, c=US  
Date: 2017.07.31 12:57:28 -0400

Mark Engel, AIA  
AR0017517



**CITY OF COOPER CITY**  
**DEVELOPMENT REVIEW COMMITTEE MEETING**

**INITIAL COMMENTS OF 6/28/17 DRC– SENT 6/30/17**

**PROJECT NAME:** Embassy Guard Houses  
Petition # SPA 6-1-17

**LOCATION:** 3 Embassy Lakes Entrances

**PRESENT FOR CITY:**

Matt Wood, Growth Management Director  
Jason Chockley, Planner  
Jim Molaschi, Utility Department  
Victor Elios, BSO District 28 Fire Dept.  
Jeanette Wofford, City Arborist  
Jeff Tozzie, BSO Police

**FOR PETITIONER:**

Mark Engel  
Al Scotti  
Mike Sarvelli

**BUILDING DEPARTMENT:** No comments.

**CENTRAL BROWARD WATER CONTROL DISTRICT COMMENTS:** See Mike Crowley, District Manager for comments on drainage plans.

**WASTE MANAGEMENT:** See Waste Management for comments.

**FIRE DEPT. COMMENTS:** See attached for comments

**UTILITY/ENGINEERING DEPARTMENT COMMENTS:** No comments.

**LANDSCAPE COMMENTS:** No comments.

**POLICE DEPT. COMMENTS:** NO comments.

**PLANNING & ZONING DEPARTMENT COMMENTS:**

1. See attached applications for comments.
2. Provide copy of survey for each location.
3. Provide a phase / timeline of construction.
4. Provide detail/elevation of proposed swing gates.
5. Provide a spec sheet/product for new access arm.
6. Provide detail of pedestrian gate. Indicate it will be locked.
7. Provide at least 12' clear driveway width for outside/resident lane.
8. Overlay any easements on site plan sheets.
9. CBWCD approval will be required for fence in LME on Sheridan St. location.
10. Provide color rendering for P&Z Board submittal (11x17 plans OK)

11. Be prepared with items such as site plan and architectural elevation presentation boards for the Planning and Zoning Board and City Commission to demonstrate your petition during your presentation.
12. Central Broward Water Control District approval must be provided before petition will be scheduled for City Commission Approval.

**Note: Applicant to provide a written response to each of the above comments upon re-submittal of plans for further review.**

## Jason Chockley

---

**From:** Elios, Victor [Victor\_Elios@sheriff.org]  
**Sent:** Thursday, June 29, 2017 11:32 AM  
**To:** Jason Chockley  
**Cc:** Matt Wood  
**Subject:** Fire Prevention Bureau Comments for DRC Held on Wednesday, June 28, 2017

### FIRE PREVENTION BUREAU COMMENTS FOR THE DRC AGENDA FOR WEDNESDAY JUNE 28, 2017

#### Project: 1

**Embassy Lakes Guardhouses**  
**Located at 3 Embassy Lakes entrances.**  
**Site Plan Amendment**  
**SPA # 6-1-17**

#### FPB Comments:

The Fire Prevention Bureau Comments regarding Embassy Lakes Guardhouses Site Plan Amendment SPA # 6-1-17

1. The outside Emergency Access travel lane shall be 12'ft wide and continuous.



**Victor J. Elios**  
**FF/PM, Fire Inspector, Fire Plans Examiner**  
Broward Sheriff Fire Rescue & Emergency Services Dept.  
Fire Prevention Bureau  
District 28 Cooper City  
10550 Stirling Road  
Cooper City, FL 33026  
Tel: 954-432-8905  
Cell: 954-410-2193  
Fax: 954-433-1367  
[victor\\_elios@sheriff.org](mailto:victor_elios@sheriff.org)  
[www.sheriff.org](http://www.sheriff.org)

**The largest dual accredited public safety agency in America**



PLANNING & ZONING ADVISORY BOARD



Minutes of August 07, 2017

Meeting Called to order at 7:05 p.m.

1. ROLL CALL

P&Z Board Members

Table with 11 columns (MEMBERS, 08/07/17, 07/10/17, 06/05/17, 04/17/17, 03/06/17, 01/23/17, 12/06/16, 11/22/16, 09/14/16, 06/06/16) and 13 rows of attendance data for board members.

\* Reappointed \*\* Resigned \*\*\* New appointment

STAFF PRESENT: Jason Chockley, Planner

APPLICANT: Mark Engel, Engel and Associates, Inc, Agent. Embassy Lakes Master Owner's Association, Inc, Board Members

- 2. P&Z BOARD - MINUTES - WAIVE/APPROVE MINUTES OF 07/10/17: Motion to waive the reading of the minutes made by Bobby Jenkins and seconded by Michelle Stern. All ayes on voice vote. MOTION WAS APPROVED. Motion to approve the minutes made by Craig Konhauzer and seconded by Howard Meltzer. There were all ayes on voice vote. MOTION WAS APPROVED.
3. PUBLIC COMMENTS: None
4. CORRESPONDENCE: None
5. NEW BUSINESS:
A. EMBASSY LAKES GUARDHOUSES
1) SITE PLAN AMENDMENT #SPA 6 -1-17

Chairman Aronson turned the item over to Mr. Chockley and he proceeded to read the Staff report for item 5A Embassy Lakes Guardhouses, hereby summarized as follows: Item 5A is a Site Plan Amendment #SPA 6-1-17 that is requesting to reconstruct new guardhouses at the three existing entrances of Embassy Lakes community. The Renovations include new larger guardhouses with covered drive-thru lanes; new fencing and gates; new wider drive aisles with concrete pavers; and new landscaping. Each guardhouse is increasing in size from 80 square feet to 415 square feet. The Plans reflect a Spanish "S" cement tile roofs over precast

construction with an exterior stucco and Keystone finish. All the guardhouses reconstruction is to occur within the existing medians of the entrance drives to the community.

The Hiatus Road guardhouse will be the first to be constructed as it is the least used and will remain permanently closed during construction which is estimated to take three to four months to complete. Once the Hiatus guardhouse is complete the other entrances will be constructed, one location at a time.

Chairman Aronson turned the meeting over to the Applicants to present their petition.

Mark Engel from Engel and Associates, Inc introduced himself as the architect/agent, on behalf of the applicant. He said he was available to answer any questions the board may have and that members from the Embassy Lakes Master Owners' Association board were here as well to answer any questions.

Chairman Aronson said you have some rendering there that were not in our packets would you be able to talk about those.

Mr. Engel (pointing to the presentation board showing the rendering of the guardhouse) said basically what Embassy Lakes wanted to do was to keep general earth tones around the guardhouses. Throughout the Embassy Lakes neighborhood there is a lot of barrel tile and flat tile roofs styles so they wanted something that would last and fit that look. They are looking to do a brown barrel tile roof, with tans and whites for the color and bronze windows. There is a bronze trellis out in the front of each guardhouse and the pavers are going to be a three color systems for the entryways to help hide the traffic wear and stains from the trees things like that. This is big improvement compared to what they have now which are small tiny guardhouses. There is the ability to have up to two guards in the guardhouses now but they've had problems actually staffing them because people show up and look at the guardhouse and say I am not going to work there. This will generally improve the look of the entrances. They are also looking to provide additional security to the communities. They are going to be doing not only the guard gates or traffic gates but for night time there will be swing gates in addition to that. This will cut down the pedestrian traffic or some sneaking in at night.

Chairman Aronson opened up the floor to the board for any questions for the applicant.

Mr. Meltzer asked regarding the metal gates and the timing with the PVC arm bars as they are slower what affect is that going to have as far as traffic and stacking.

Mr. Engel said that during the day only the traffic arms will be in use and then at night only is when the swing gate will be in use. The swing gates are slower but that may be from like 10pm and on. During construction there will be only one entrance that will be closed at a time so you won't be dumping all the traffic of Embassy into one guard house at a time.

Mr. Konhauzer asked about the stacking dimensions between the guardhouses and the entrance.

Mr. Engel said that the average is about 10 cars based on these dimensions.

Mr. Carvelli introduced himself as a board member and treasurer of Embassy Lakes Master Owners' Association stated regarding the swing gate timing in the past they have seen the swing gate timing to be in about the 18-20 second range but supposedly these are the newer ones and the timing has been brought down to the 8-12 second range. Regarding the stacking is that having a 2 guard staff we will be able to process more cars efficiently especially during holidays. Things are being set up for all of these concerns and these are all things they've also been looking into for the same reasons.

**MOTION: TO APPROVE AS STATED SITE PLAN AMENDMENT # SPA 6-1-17 EMBASSY LAKES GUARDBOUSES MOTION MADE BY BOBBY JENKINS AND SECONDED BY MICHELE STERN. THERE WERE ALL EYES ON THE ROLL CALL VOTE. MOTION WAS APPROVED.**

**6. GROWTH MANAGEMENT DIRECTOR'S REPORT:**

Mr. Chockley said the next meeting is more than likely going to fall on 9/4/2017 which is a holiday so we will pull the board to see if either we do it that following Tuesday or Wednesday or most of time we would just move it to the following Monday. Tentatively we have a Ross Sign Waiver and a McDonalds Sign Waiver both at Countryside Shops with the remodel.

**7. BOARD MEMBERS' CONCERNS:**

**8. ADJOURNMENT:**

The Meeting adjourned at 7:25 p.m.