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**CASE COMMENTS:**

Please provide a response to the following:

- 1) This application is subject to Unified Land Development Regulations (ULDR) Section 47-27.4.A.2.c, Public Participation requirements. Prior to submittal of the application to the Planning and Zoning Board (PZB), a notice from the applicant via letter or e-mail shall be provided to official city-recognized civic organization(s) within 300 feet of the proposed project, notifying of the date, time and place of applicant's project presentation meeting to take place prior to the PZB meeting.

The applicant shall then conduct a public participation meeting(s) a minimum of 30 days prior to the PZB. This date and location of the meeting is at the discretion of the applicant. Once the meeting(s) is/are conducted, the applicant shall provide a written report letter to the Department of Sustainable Development, with copy to subject association(s), documenting the date(s), time(s), location(s), number of participants, presentation material and general summary of the discussion after a public participation meeting(s). The report letter shall summarize the substance of comments expressed during the process and shall be made a part of the administrative case file record.

The applicant shall, 10 days prior to the PZB, execute and submit to the department an affidavit of proof of public notice according to this section. If the applicant fails to submit the affidavit, the public hearing will be postponed until the next available hearing date after the affidavit has been supplied.

- 2) The site is designated Northwest Regional Activity Center (NWRAC) on the City's Future Land Use Map. The proposed use is permitted in this land use designation. This is not a determination on consistency with Comprehensive Plan Goals, Objectives and Policies.
- 3) Provide documentation from the Broward County Planning Council verifying if the site needs to be platted or re-platted. If not required, contact Thuy (Twee) Turner, AICP, Broward County Planning and Development Division [tturner@broward.org](mailto:tturner@broward.org) or 954-357-6623 to ensure the proposed plat note language meets their standards before moving forward.
- 4) This application requires review and recommendation by the PZB and approval by the City Commission. A separate application and fee is required for both PZB review and City Commission review. The applicant is responsible for all public notice requirements (See Unified Land Development Regulations Sec. 47-27). The City Clerk's office requires 48 hour notice prior to a Commission meeting if a computer presentation is planned i.e. *PowerPoint*, to be provided on CD or flash drive and a copy submitted to the City Clerk, contact Nicholas Kalargyros for more information (954-828-5193).
- 5) The applicant is proposing a public purpose use for the project site under the provisions of ULDR, Section 47-18.26, Public Purpose Uses, which states that consideration for relief from certain zoning regulations may be approved by the City if such relief is needed to conduct or construct the public use. Applicant needs to provide a description of each zoning regulation where relief is needed as a comparison table. Staff has identified, at a minimum, the following items; building setbacks, building height, landscaping, and parking. Note, this is not an inclusive list based on project needs.
- 6) The project is located within the NWRAC Master Plan area where the City has adopted a vision and design standards for certain corridors within the master plan area including Sistrunk Boulevard. As such, the applicant should strive to create a public realm experience along the street frontage that maintains a 10-foot, 6 inch wide sidewalk and provides a seamless transition from the public sidewalk to active building space. Secondary street frontages should maintain a 7-foot, 5 inch wide sidewalk. Street cross







