

# Community Development Department Planning Division

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## Minutes

### Development Review Committee (DRC) Meeting

**Date of Meeting:** January 10, 2024  
**Location:** Osprey Conference Room  
Community Development Department  
10770 W. Oakland Park Boulevard, 2<sup>nd</sup> Floor  
Sunrise, FL 33351

#### Project Information:

1. Public Comment: No members of the public were present.
2. New Business:

**a. Sunrise ATF / Revised Site Plan RSP-000064-2024**

Applicant Name: Stephen Tewes, Tewes Design Group, LLC  
Proposed Use(s): General Office Use  
Current Zoning: I-1 (Light Industrial District) within the Western Sunrise Area  
Location: 14100 NW 4 Street  
Planner: Ana Parada

The applicant's team and DRC staff members (see below contact information list) discussed comments for the proposed Revised Site Plan for Sunrise ATF.

Fire Department comments were prepared by Susie Malken, Captain/Fire Plans Examiner. On page 12, comment (A)(a), Ms. Malken clarified the comment, and Mr. Richard Mansfield affirmed the proposed double gate will be 20 feet minimum in width. The gate detail on Sheet A-1.1 will be revised.

On page 12, comment (A)(b), the building has a backup generator to provide gate access in the event of a power failure and radio access control will be provided. Mr. Richard Mansfield would include the information on the plans.

Planning comments were prepared by Ana Parada, Assistant City Planner. Per the applicant's solicitation, Jim Koeth, Assistant Director/City Planner, and Ms. Parada commented on the following DRC planning comments:

On page 2, comment (A)(2) and (3), Mr. Andrew Mansfield asked for clarification regarding the location map and aerial map. Ms. Parada confirmed that both maps are required on the cover sheet. The location map is schematic, and the aerial map is an aerial picture of the property denoting adjacent streets.

On page 2, comment (A)(7), Mr. Richard Mansfield stated that the Alta/NSPS Land Title Survey dated 05/20/2021 was provided with the first submittal and should satisfy the plat comment. Mr. Koeth explained what a plat is and referred to the property survey, which indicates the plat for the subject property has been recorded in Book 121, page 17 of the Broward County public records. The applicant shall confirm if the proposed use complies with the plat notes and restrictions (if any).

On page 3, comment (B)(1), Mr. Richard Mansfield requested a copy of the Approved Site Plan to confirm the site information. Ms. Parada will provide a copy of the plans in pdf format.

On page 3, comment (B)(2), Mr. Andrew Mansfield mentioned the Alta Survey indicates the property has 343 parking spaces (336 standard and eight handicapped spaces). Ms. Parada pointed to Sheet A-1.1 parking data, which shows a total count of 352 spaces. Discrepancies between the Approved Site Plan, Survey, and Sheet A-1.1 (Parking data and graphic representation) shall be resolved.

On page 3, comment (B)(3), Mr. Andrew Mansfield will revise the details of the proposed picket fence and gates to demonstrate compliance with the City's Land Development Code requirements. Ms. Parada will confirm if the chain link fence along the length of the property will be acceptable.

On page 3, comment (B)(5), Mr. Andrew Mansfield stated the existing garbage enclosure will remain the same. A note on the plans will be added.

On page 3, comment (B)(6)(vi), no reduction or alteration of the existing landscape area has been proposed, according to Mr. Dan Remy, Landscape Designer. However, Mr. Parada stated that the proposed site plan should be consistent the approved site plan. The pervious and impervious calculations shall be provided.

On page 3, comment (B)(6)(vi), no reduction or alteration of the existing landscape area has been proposed, according to Mr. Dan Remy (Landscape Designer). However, Mr. Parada stated that the property survey and the site plan should be consistent regarding previous areas. The pervious and impervious calculations shall be provided.

On page 4, comment (B)(11), is not applicable. The generator is existing and will not be replaced.

On page 4, comments (C)(1) and (2), Mr. Richard Mansfield will remove all structural details not pertinent to the Revision to the Approved Site Plan.

On page 4, comment (C)(4), Mr. Richard Mansfield agrees to provide Stiles Architectural Review approval with the next resubmittal for the use and work proposed under the revision to the Site Plan application, including paint colors and permanent signs.

On page 4, comment (D)(1), Ms. Parada stated that a certified statement shall be provided confirming that the Alta Survey dated May 20, 2021, reflects the property's existing conditions, including the location and total count of parking spaces. Mr. Koeth explained that a new survey will be needed if the survey provided does not reflect the existing conditions.

On page 5, comments (F)(1), (2), and (4), Mr. Koeth explained that all building elevations shall be included in the Revision to the Site Plan, with color specifications and calculations demonstrating compliance with the LDC Section 16-138.

On page 5, comment (G)(1), Mr. Koeth stated open parking lots and the principal walkways should maintain the minimum levels of light required by Code for life safety. The plans shall demonstrate the existing conditions satisfy the Code requirements. Ms. Parada will provide a copy of the site's photometric plan for reference, if any, on the City's records.

On page 6, comment (H)(6)(ii). Ms. Parada confirmed that the Disclosure of Affidavit shall include a complete legal description. If additional space is needed, the information can be provided as an exhibit to the disclosure.

Engineering Division comments were prepared by Ravindra Ramgulam, City Engineer. Mr. Richard Mansfield commented on the following DRC Engineering comments:

On page 7, comment (B)(1), the Engineering Division's recommendation of clouding areas of areas of proposed changes is not permitted by the Planning Division. The comment is not applicable.

On page 8, comment (B)(6), Mr. Ramgulam confirmed the (FFE) finish floor elevation should only be provided for the first floor.

On page 8, comment ((B)(8), Mr. Ramgulam stated that notes for sidewalks to be flushed with the adjacent asphalt and accessible ramps should be included on the plans.

On page 8, comment (B)(10), Mr. Ramgulam clarified the existing interior and terminal landscape islands shall be measured, showing the minimum size provided for the entire site.

On page 8, comment (B)(14), Mr. Richard Mansfield agreed to denote the sight visibility triangles and indicate the color and length of the re-stripped area.

On page 8, comment (C)(1), the Engineering Division will provide the City of Sunrise standard details to be incorporated into the project by reference.

Landscape comments were prepared by Gary Worthington, Urban Forester. Mr. Richard Mansfield commented on the following DRC Engineering comments:

On page 10, comment (A)(1), Mr. Remy agreed to provide an updated tree disposition table indicating the total canopy to be removed/mitigated and landscape material required by Code vs proposed.

On page 10, comments (B)(4) and (5), Mr. Remy and Mr. Worthington discussed the landscape requirements and agrees that all landscape material in poor condition shall be replaced to comply with the requirements Sec.16-169(f) and Sec. 16-255.

Ended at 11:18 a.m.

CITY OF SUNRISE - DEVELOPMENT REVIEW COMMITTEE (DRC)

MEETING DATE: January 10, 2024



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