

SITE PLAN REVIEW AND APPEARANCE BOARD

CITY OF DELRAY BEACH

---STAFF REPORT---

MEETING DATE: August 10, 2016

ITEM: **3185 South Congress Avenue (2016-175):** Class V Site Plan, Landscape Plan, and Architectural Elevations for the new construction of a 23,271 square foot, three-story office building, and 139,626 square foot, six-story self-service storage facility, and associated site improvements.

RECOMMENDATION: Approve with conditions

GENERAL DATA:

Owner:. 3185 Congress Avenue LLC

Authorized Agent: Kenneth Carlson Architect-PA

Location: 3185 South Congress Avenue

Property Size: 2.99 acres

Future Land Use Map: Congress Avenue Mixed Use (CMU)

Current Zoning: Mixed-Residential, Office, and Commercial (MROC)

Adjacent Zoning

North: MROC

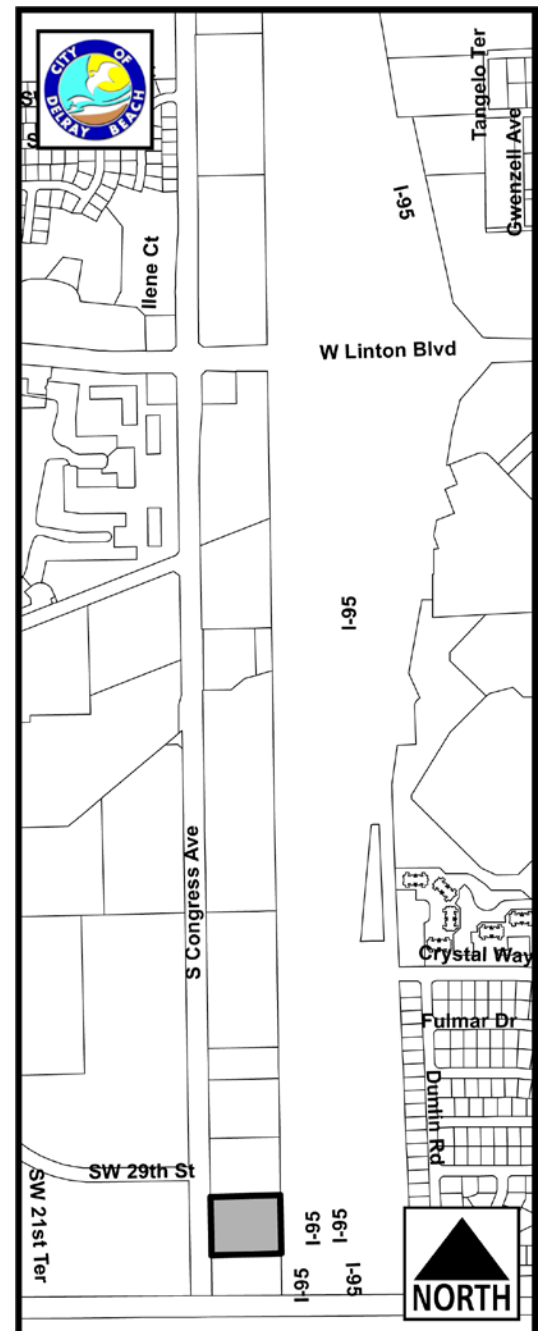
East: CD (Conservation District)

South: MROC

West: RM (Multi-family Residential, Medium Density)

Existing Land Use: Warehouse and Office

Proposed Land Use: Office and Self-service storage facility



ITEM BEFORE THE BOARD

The action before the Board is approval of a Class V Site Plan, Landscape Plan, and Architectural Elevations for the property located at **3185 South Congress Avenue**, pursuant to LDR Section 2.4.5(F)(5).

BACKGROUND

The subject property consists of Lot 2, of Corporate Tech Center Plat No. 2, and is located on the east side South Congress Avenue, two lots to the north of the C-15 Canal. The property, which consists of 2.99 acres, is located within the Mixed Residential, Office, and Commercial (MROC) zoning district. A one-story, 6,800 square foot warehouse and office building was constructed on the site in 1991 and utilized as the area's Florida Motor Vehicle Inspection location.

At its meeting of December 5, 2006, the City Commission approved the Land Development Regulation text amendment that established the MROC zoning district. At its meeting of February 6, 2007, the City Commission approved Comprehensive Plan Amendment 2007-1, which established the Congress Avenue Mixed Use Future Land Use Map designation. This designation included provisions to attract Class A office development and support commercial uses. At its meeting of February 20, 2007, the City Commission rezoned the subject property from Mixed-Industrial Commercial (MIC) to MROC.

On July 12, 2016, the City Commission adopted Ordinance 14-16, which amended to LDR Section 4.4.29, MROC, to add Self-Service Storage Facilities (SSSF) as a permitted use, pursuant to the listed Development Standards also provided as a part of the revisions. The amendments also provided a bonus program allowing the SSSF square footage to be increased through the provision of community benefits based upon the increased square footage amount for the facility.

PROJECT DESCRIPTION

The development proposal consists of the following:

- Demolition of the existing building;
- Construction of a three-story, 23,271 square foot office building, with the office lobby and covered parking on the ground floor, office space on the second floor, and a conference room on the third floor;
- Construction of a six-story, 134,460 square foot self-service storage facility building containing an accessory office and 1,100 climate controlled storage units; and,
- Site improvements such as a Civic Open Space, additional site landscaping throughout, parking, refuse, etc.

The complete Site Plan, Landscape Plan, and Architectural Elevations are analyzed throughout the following report.

SITE PLAN ANALYSIS

Pursuant to **LDR Section 3.1.1(D), Compliance with LDRs**, whenever an item is identified elsewhere in these Land Development Regulations (LDRs), it shall specifically be addressed by the body taking final action on a land development application/request. The applicable LDRs have been identified and reviewed throughout this report.

Mixed Residential, Office, and Commercial (MROC) Zoning District Requirements

Pursuant to **LDR Section 4.4.29(B)(1), Principal Uses and Structures Permitted**, Office Center uses within an MROC development may comprise as much as 100% of the total building square footage within the development, which includes Professional Offices; the proposed Self-service Storage Facilities are also listed as a permitted use pursuant to the Development Standards of Subsection (G)(1)(f).

Pursuant to **LDR Section 4.4.29(F)(1), Review and Approval Process**, All Development of parcels greater than three acres with development planned to be completed in a phased manner and/or which require waivers within the MROC District shall be governed by a Master Development Plan (MDP). The subject property measures 2.99 acres, and therefore, does not require approval of an MDP. Additionally, there are no required waivers as a part of this proposal.

Pursuant to **LDR Section 4.4.29(G)(1)(a) and (f), Development Standards, Standards Pertaining to Allocation of Uses Per Development**, Office Center uses may encompass up to 100% of the total floor area of a development. Self-service Storage Facility uses shall not encompass more than 50% of the total floor area of the development, unless the Development Bonus requirements are met, pursuant to Subsection (G)(2)(h)(7). Self-service storage facilities may comprise 100% of the floor area of an individual building as part of a mixed-use development containing multiple buildings.

The proposed development consists of a 23,271 square foot stand-alone Professional Office building, and a 134,469 square foot stand-alone Self-service Storage Facility (SSSF) use. The SSSF is approximately 189% greater than the Professional Office, as the Development Bonuses are proposed and reviewed further in this report.

Development Standards

Pursuant to **LDR Section 4.4.29(G)(2), Development Standards, Standards Unique to the MROC District**, where standards unique to the MROC District conflict with standards contained elsewhere in the LDRs, the standards of this Subsection (2) shall prevail.

The following requirements are applicable to the subject proposal:

DEVELOPMENT STANDARDS	Requirement	Provided
Minimum Site Area	2 acres	2.99 acres
Minimum Floor Area: Office	---	23,271 square feet
Minimum Floor Area: Self-Service Storage Facility	50% of Office*	134,460 square feet
Lot Coverage Maximum (Building, Pavement, Hardscaping)	75%	74.6%
Open Space Minimum	25%	25.40%
Perimeter Development, Landscape Buffer Minimum:		
Adjacent to Congress Avenue	15'	14'**

DEVELOPMENT STANDARDS	Requirement	Provided
All other perimeters	15'	16'6" (North) 0' (South)***
Adjacent to CSX Railway	25'	25'****
Building Height (Maximum)*****		
Professional Office	85'	42'6"
Self-Service Storage Facility	85'	73'
Floor Height (Minimum)		
Professional Office	12' first floor 10' on upper floors	14' first floor 14'-14'6" upper floors
Self-Service Storage Facility	8'6" on all floors	18' first floor 11' all other floors
Setbacks		
Congress Avenue Frontage (West/Front))	10' – 20'	14'
Side Yard (North and South))	15' up to 42' height 25' above 42' height	64'5" – 70'5"
Rear Yard (East)	25'	58'11"
Building Separations (Minimum)	25'	80'

*SSSFs are limited to 50% of other uses within development, unless Development Bonuses are met. See Development Bonus review within Report for compliance.

**Landscape buffer is less than 15' due to building located within front setback requirement range of 10'-20'.

***South perimeter shares an access easement with the property to the south, limiting provision of required buffer.

****Self-service Storage Facility height is limited to no more than two times the height of the lowest building on site.

As indicated in the chart above, the proposed development meets the required development standards for office and self-service storage facilities, subject to compliance with the requested Community Bonus Benefits, which are analyzed further in this report.

Structure Size/Architectural Consistency

Pursuant to **LDR Section 4.4.29(G)(2)(e), Development Standards, Standards Unique to the MROC District, Minimum Structure Size**, any free-standing non-residential principal structure shall have a minimum floor area of 4,000 square feet; shall be architecturally consistent with other structures in the development plan; and shall have direct access to and from other portions of the development.

The proposed structures exceed the minimum floor area requirement, and are generally consistent with one another through the use of varied textures and materials and overall openings and lines throughout the designs. The overall styles, while not the exact same, are complimentary and do not contrast with one another. Access throughout the development is continuous with connected driveways and shared access points to Congress Avenue.

Location of Self-service Storage Facilities

Pursuant to **LDR Section 4.4.29(G)(2)(h)1., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Location**, self-service storage facilities shall not be located within a radius of 1,000 feet of another existing self-service storage facility, measured from property line to property line. Self-service storage facilities are permitted only on properties east of Congress Avenue and adjacent to the Railway, as provided below:

- Self-service storage facilities may not be established on the first and second floors of a building located within 200' of Congress Avenue, as measured in a straight line, perpendicular to the right of way.
- The property containing the self-service storage facility must contain additional commercial and/or residential development between the self-service storage facility and Congress Avenue.

The subject property is located approximately 6,500 feet south of an existing SSSF located at 1111 South Congress Avenue. The proposed stand-alone facility is located 218' from the front property line, and is located behind the proposed professional office building at the front of the property, adjacent to Congress Avenue.

Bay Access

Pursuant to **LDR Section 4.4.29(G)(2)(h)2.a., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Facilities and Requirements, Bay Access**, outdoor bay type access to individual self-service storage facilities is prohibited. The exterior loading access points shall be designed in such a way to minimize sight lines from adjacent roads. The proposed SSSF contains 1,100 storage units all accessed from the interior of the building. The exterior loading access points are located on the front and rear of the building, within a covered area not visible from adjacent roads.

Parking

Pursuant to **LDR Section 4.4.29(G)(2)(h)2.a., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Facilities and Requirements, Parking**, parking shall be provided at the rates set forth in Section 4.6.9 for the permitted service, office and retail uses. For self-service storage facilities, parking shall be at a rate of one parking space per 100 storage units or portion thereof, including: (a) a minimum of three loading spaces for the self-service storage facility that must be striped and signed to limit the time for loading and unloading to one hour; and in addition (b) 3.5 spaces for each 1,000 square feet of accessory office use associated with the self-service storage facility. Notwithstanding the above, a minimum of five parking spaces other than loading spaces shall be provided in connection with the self-service storage facility.

Use	Requirement	Calculation	Spaces Required	Provided
Professional Office	4 Spaces / 1,000 net square feet up to 3,000 square feet	4 x 3,000 / 1,000	12	85
	3.5 Spaces / 1,000 net square feet over 3,000 square feet	3.5 x 18,684 / 1,000	65.39 77.39	
Self-service Storage Facility	One Space / 100 Storage Units	1,100 units / 100	11	13
	3 Loading Spaces	---	3	5
	3.5 Spaces / 1,000 square feet accessory office	3.5 x 1,128 / 1,000	3.95	4
Totals			95.34	107

The proposed parking consists of 107 spaces, whereas 95 are required. The parking is located within a covered area on the ground floor of the office building (32 spaces), between the office and storage building (33 spaces), along the perimeter of the north property line (20 spaces), and along the front of the storage building (15 spaces). There are three locating/unloading spaces for the storage facility which measure 12' x 30' each; one space is located at the front of the building below an entrance canopy on the west elevation, while the other two are at the rear of the building, within a covered area on the east elevation. There are two additional loading/unloading spaces which are dimensioned for typical vehicles and are also located below the front entrance canopy.

Hours of Operation

Pursuant to **LDR Section 4.4.29(G)(2)(h)4., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Facilities and Requirements, Hours of Operation**, customers of the self-service storage facility may not access individual self-storage units before 5:00 a.m. or any later than 9:00 p.m. Hours of operation may be further restricted when it is deemed that morning and evening traffic into and out of the facility may negatively impact the character of an adjacent residential area. In no circumstance shall customers of any self-service storage facility have 24-hour access to their self-storage unit(s).

The applicant has confirmed that the hours of operation for access to units will be 5am – 9pm, as permitted by this Section, and that customers will not have 24-hour access to their units.

Development Bonuses & Requirements

Pursuant to **LDR Section 4.4.29(G)(2)(h)7., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Facilities and Requirements, Development Bonuses & Requirements**, Self-Service Storage Facilities may exceed the permitted floor area limit in Section (G)(1)(f), by complying with the following:

- a. Location of an Office Headquarters, where the company's executive offices and direct support staff are located and which has committed to staying on the site for at least three years, may permit the total square footage of the self-service storage facility to be double the amount of total square footage attributed to the other uses within the development, and;
- b. Provision of the required Community Benefit Bonuses, defined in Subsection (G)(2)(h)7.c.-g., may permit an additional square footage increase as established in Subsection (G)(2)(h)7.a., as follows:

Non-SSSF Square Footage	Total floor area of development pre-bonus	Permitted SSSF Floor Area	Permitted SSSF* Floor Area w/Corporate Headquarter	Bonus SSSF* Floor area / % of Floor Area Increase	Total SSSF Floor Area	Total Development Floor Area With Bonuses
	a	b	c	d	e	f
		$a \times .5 = b$	$(a \times .5) \times 2 = c$	$c \times \% = d$	$c + d = e$	$(a \times 5) + e = f$
Calculation Chart						
23,271	46,542	23,271	46,542	93,084	139,626	162,897

The proposed office building consists of 23,271 square feet; the SSSF may have an equal amount of square footage, which is equivalent to 50% of the total development square footage, as previously noted. Utilizing the bonuses, the applicant has provided a note on the site plan regarding the required three-year commitment for an Office Headquarters to be located on site, which permits the allowable SSSF square footage to double to a maximum of 46,542 square feet. Additionally, the applicant is opting to utilize the Community Benefit Bonuses which will permit the SSSF's square footage to further increase up to 200%. The proposed SSSF square footage increase is within the 151%-200% range at 189% as 134,460 is proposed, and the maximum permitted at 200% is 139,626 square feet. Therefore, four Community Benefit Bonuses are required. The applicant has selected the Civic Open Space and 10' Greenway Easement from Bonus List "A", and Mobility/transit contribution equal to 0.5% of the total project construction costs and Green Building Certification, minimum Silver level from Bonus List "B". See table below.

<u>Community Benefit Bonuses</u>	<u>Percentage of Floor Area Increase</u>	<u>Bonus Type</u>
4	151% - 200%	Select two "A" bonuses and two "A" or "B" Bonuses
<u>"A" Bonus List</u>		<u>"B" Bonus List</u>
<u>Civic Open Space, in accordance with the design criteria of Subsection (G)(7)(C).</u>		<u>Mobility/transit contribution equal to 0.5% of the total project construction costs.</u>
<u>Congress Avenue Corridor Beautification contribution equal to 2% of the total project construction costs</u>		<u>Green Building Certification, minimum Silver level.</u>
<u>10' Greenway Easement along property line adjacent to CSX Railway with contribution equal to 2% of total project construction costs</u>		<u>Workforce Housing contribution equal to .75% of the total project construction costs</u>
<u>Community Benefit Agreement, in accordance with Subsection (G)(7)(i).</u>		

The following requirements pertain to the selected Community Benefit Bonuses:

- c. Civic Open Space:** Civic open spaces are privately maintained outdoor spaces which are accessible by the general public, improve the pedestrian environment, are aesthetically pleasing, and serve as an amenity for the city as a whole as well as for occupants of the building which the open space serves. Civic Open spaces shall be provided in accordance with the following:
- Civic open space shall consist of at least 5% of the total lot area in addition to the minimum required Open Space, and be clearly defined and contiguous.
 - The civic open space shall adjoin a street front property line for no less than 10% of the frontage width.
 - Civic open spaces must be accessible to the public during all daylight hours.
 - Civic open spaces must be situated to allow easy ingress and egress by pedestrians, and may not be fenced.
 - Civic open spaces must be located at the sidewalk level;
 - Civic open spaces must be open to the sky; however, open-air garden structures such as gazebos or band shells are permitted within civic open spaces;
 - Landscaping shall be arranged in a manner reflective of the type of civic open space. One shade tree per 20 feet of perimeter of the space is required. Trees may be arranged in regular spacing or in informal clusters, depending on the type of open space. Trees shall be installed to provide shade along walkways and for benches. Substituting shade trees for multiple palm species is not permitted; however, adding palms to the landscape design is permitted.
 - Each civic open space shall provide street furniture elements, specifications subject to approval by the City of Delray Beach Engineering Department, including seating for at least two people per 500 square feet of area, one drinking fountain, 1 bicycle rack with no less than four spaces, 1 trash receptacle, and 1 pet clean up station.
 - Civic open space shall be developed and open for use concurrent with the issuance of a certificate of occupancy for the building(s) for which the open space is required.

The provided Civic Open Space has been split between two locations: 1) at the northwest corner of the property, adjacent to South Congress Avenue, between the driveway entrance from South Congress Avenue and the property to the north, and 2) along the front of the office

building, noted as a “Plaza”. The proposed space, which consists of 6,681 square feet, is equivalent to 5.1% of the total lot area, and is in addition to the 25.4% open space provided. While the “Plaza” along the front of the office building is not open to the sky, as it is covered by the second-story cantilever, it is open on three sides and meet the intent of the Section. The cantilevered second-story at a 14’ height will provide shade and a cooler environment for pedestrians taking advantage of the multiple benches provided, similar to the gazebo in the northern Civic Open Space. Given that the area is covered, the 11 perimeter shade trees that are required (1 per every 20 feet of perimeter space) have not been provided; four shade trees (Eagleston Holly) have been provided at the front of the building, and accented with Montgomery Palms, while three existing Live Oaks are located within the north area. The north area also consists of seven existing Sabal Palms. The additional 4 shade trees should be provided either within the north area, or adjacent to the front of the building to meet the requirement. Additional street furniture elements have been provided in the Civic Open Space to the north of the property which also includes a trash receptacle, bicycle parking, a dog clean-up station, and a gazebo. There are three benches just outside of the designated Civic Open Space to the east, but are accessible by the same contiguous pervious path, and will not appear separate, thereby complying with the requirement.

- e. Greenway Easement and Contribution:** The Greenway Easement and Contribution, which is based on the total project construction costs noted on the Building Permit application, shall be provided to the Planning and Zoning Department prior to the issuance of Certificate of Occupancy. Contributions are for the sole purpose of establishing and improving the CSX Railroad Greenway.

The Greenway Easement will be provided within the required 25’ landscape buffer area along the rear of the property. The acceptance of the easement by the City Commission will be required prior to the issuance of the Certificate of Occupancy

- f. Delray Beach Mobility/Transit Contribution:** The Delray Beach Mobility/Transit Contribution, which is based on the total project construction costs noted on the Building Permit application, shall be provided to the Planning and Zoning Department prior to the issuance of Certificate of Occupancy. Contributions are for the sole purpose of mobility or transit within the Congress Avenue corridor.

The applicant has indicated that this contribution will be provided, as noted on page A 3.0 of the plan set.

- h. Green Building Certification:** Green Building Certification (or equivalent) of a Silver level or higher must be obtained upon receiving the final inspection and Certificate of Occupancy by the Building Division. A surety bond in the amount of 5% of the total project construction costs will be submitted to the City, and released upon certification of a Silver level or higher. If this certification is not achieved, the City Commission may determine if the bond, or a percentage thereof, will be retained.

The applicant has indicated that this certification will be sought, as noted on page A 3.0 of the plan set.

Pursuant to **LDR Section 4.4.29(G)(2)(h)8., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Facilities and Requirements, Site Development Relief**, developments which utilize the bonus program in Subsection (G)(7)

above are not eligible to seek relief for the Development Standards listed in Section 4.3.4(K), or the requirements of this Section.

The proposed development does not include any necessary relief; however, this requirement is provided for the record and Board's consideration should it come up during discussion.

Refuse Storage

Pursuant to **LDR Section 4.6.6(C), Restrictions on Outside Usage**, Dumpsters, recycling containers, and similar service areas must be enclosed on three sides and have vision obscuring gates on the fourth side, unless such areas are not visible from any adjacent public right-of-way.

There are two refuse areas on site; one on the north side of the property adjacent to the required civic area, which includes a dumpster and recycle bins, and another on the north side of the SSSF building which consists of an enclosed roll-up dumpster, accessed by a roll-up door. The refuse area adjacent to the Civic Open Space will provide service for the office building, and will be screened on all sides with a 6' tall masonry wall, accessed by swinging aluminum doors.

Lighting

Pursuant to **LDR Section 4.6.8(A)(1), General Requirements, Luminaries Height**, the maximum height for luminaires on buildings and structures is 25' or eave overhang, whichever is lower, and 25' for a parking lot.

Pursuant to **LDR Section 4.6.8(A)(2), Cutoff Luminaire Required**, all perimeter exterior lighting shall be full cutoff luminaires to minimize spillover on adjacent properties. In order to decrease urban glow, no luminaires shall be directed upwards.

The proposed lighting consists of 15 pole mounted fixtures 25' high placed around the perimeter of each building, and within the central landscape islands; 20 grade mounted lights will be placed within the Civic Open Space, and along the front of the office building; the covered parking area will be lit by 14 ceiling mounted fixtures. All fixtures are specified to provide LED lighting. The fixtures are directed downward, and there is minimal spillover as the perimeter levels range from 0.0 to 0.2 footcandles.

Pursuant to **LDR Section 4.6.8(A)(3), Illumination Standards**, the applicable illumination standards are as follows:

	Foot Candles		
	Max Permitted	Min. Permitted	Provided
Building Entrance – Office	10.0	1.0	8.8
Building Entrance – SSSF	10.0	1.0	3.6 – 2.1
Commercial Parking Lot	12.0	1.0	8.1 – 1.0
Canopy/Overhang (Covered Parking)	30	3	23.1 – 2.1

The proposed lighting levels are within the minimum and maximum foot candle ranges which will provide ample lighting for the parking areas and entrances. The covered parking, however, has a minimum of 3 foot candles, whereas the plan indicates that the minimum provided is 2.1. This lower number occurs at the perimeter of the covered parking which is not enclosed and is adjacent to landscaped areas where the lighting from the parking areas will spillover. Therefore, the lower levels at the perimeter are not considered non-compliant.

Right of Way

Pursuant to **LDR Sections 5.3.1(A) and (D)**, and **Table T-1** of the Comprehensive Plan Transportation Element, the following table describes the required rights-of-way and the existing rights-of-way adjacent to the subject property:

	Classification	ROW Requirement	Existing ROW	Required Dedication
Congress Avenue	Principal Arterial	120'	60' to center line	0'

In consideration of the above, there is no required dedication along South Congress Avenue as the existing width meets the amount required.

Sidewalks

An 8' wide sidewalk exists along the west (front) property line, adjacent to South Congress Avenue. The sidewalk provides pedestrian access to the site, primarily to the office entrance, via brick paver plaza.

Crime Prevention Through Environmental Design (CPTED)

A review was conducted by the Police Department for compliance with CPTED principles, and found to be in compliance as good natural surveillance has been provided throughout the property. The Civic Open Space is clearly viewed from South Congress Avenue, and no concealed spaces have been created. The site is generally open, and surveillance will be provided throughout the site and at all access points to each building. Card readers for locked doors will be provided as each entry. Additionally, sufficient lighting is proposed throughout the site.

Notification to Utility Providers

The City has not yet received completed Notification of Utility Providers forms from Florida Power and Light, Florida Public Utilities Company, Comcast Cable, or AT&T. These forms are necessary to confirm where the proposed development will hinder the ability to perform maintenance activities on existing facilities within existing easements, require extension of existing utility service, or require additional easements. Therefore, the responses by these providers is provided as a required condition of approval to ensure that any issues are addressed prior to Site Plan Certification.

Engineering Technical Review

Appendix "C" provides the list of outstanding technical items required to complete Engineering's review. The items are required to comply with certain LDR requirements, and confirm there will be no conflicts resulting from the development, such as structures located within easements. Compliance with these comments is provided as a recommended condition of approval.

LANDSCAPE PLAN

The proposed landscaping consists of a mixture of new and existing trees and palms, and a variety of shrubs, groundcovers, and accents. The existing trees include Sabal Palm, the majority of which will be relocated on site, Mahogany (five of which will remain, and one will be removed), Indian Rosewood (all will be removed except one which will remain), Chinese Flames (all of which will be removed), a Schefflera (to be removed), many Live Oaks (which will either remain in place or be relocated on site), and three Crepe Myrtles (two will be relocated, and one

will be removed). The required landscape area along the front of the property will contain a mix of Montgomery Palms and Eagleston Holly trees, accented by the varied shrubs and groundcovers. A significant amount of landscaping, including many shade trees will be provided along the perimeter of the property, and throughout the parking area within the islands and along the building perimeters adjacent to the driveways and parking spaces. Ten Silver Buttonwood trees are provided along the rear of the property within the bonus greenway area.

While there are no anticipated issues with the proposed landscape plan, further review for compliance is being conducted by an outside Consultant and will be completed with any required revisions completed by the applicant prior to site plan certification. provided the overall plans are not significantly impacted. Staff has taken this approach, which is atypical of the review process, given the internal Staff adjustments with the Landscape Planner vacancy.

ARCHITECTURAL ELEVATIONS

Pursuant to **LDR Section 4.6.18(E), Criteria for Board Action**, the following criteria shall be considered by the Site Plan Review and Appearance Board in the review of plans for building permits. If the following criteria are not met, the application shall be disapproved.

- (1) The plan or the proposed structure is in conformity with good taste, good design, and in general, contributes to the image of the City as a place of beauty, spaciousness, harmony, taste, fitness, broad vistas, and high quality.
- (2) The proposed structure, or project, is in its exterior design and appearance of quality such as not to cause the nature of the local environment or evolving environment to materially depreciate in appearance and value.
- (3) The proposed structure, or project, is in harmony with the proposed developments in the general area, with the Comprehensive Plan, and with the supplemental criteria which may be set forth for the Board from time to time.

The proposed office building will add interest to the currently autocentric Congress Corridor by bringing the building closer to the street and providing an interesting environment for pedestrians and bicyclists, as the overall site design for both the used and the community is now a required consideration. The three-story office building, whose primary mass is on the second floor, is a modern approach to office design, reminiscent of 1950s architecture accented by a perforated aluminum panel on the second and third floors. The black stucco stairwells at each end of the building are connected on the first floor, which is recessed from the cantilevered second floor. The second floor provides a shaded covered walkway along the front of the building, supported by angled columns. The third floor, which contains a conference room, pops up from the level below in the center of the building. The second and third floors are painted white stucco; the support columns are painted white concrete.

Overall, the office building is in conformity with good taste and design, and will contribute to the image of the City, particularly given the visibility of the building along the highly traveled Congress Avenue. The proposed design will not materially depreciate the surrounding environment; rather it is likely to have a substantially positive impact on the desired redevelopment of the corridor. While not necessarily in "harmony" with the existing developments in the general area, those developments are primarily what the redevelopment efforts of the corridor seek to change.

In addition to the above and pursuant to **LDR Section 4.4.29(G)(2)(h)6., Development Standards, Standards Unique to the MROC District, Self-service storage facilities, Facilities and Requirements, Architecture**, all building facades shall have the appearance of an office and/or retail building through the use of doors, windows, awnings, and other appropriate building elements, consistent with the overall development, with multi-story buildings clearly defined.

The proposed SSSF has taken into consideration the aesthetic requirements noted above, as well as the MROC requirements, as it is not typical of other climate controlled facilities which are less interesting in design. Similar to the office building, but with a differed sense of design, the SSSF is very geometric with varying shapes identified by the buildings finishes of stucco simulated siding and smooth stucco, accented by stucco banding and overhangs and ribbon windows. These details assist in defining the building's multiple stories while adding interest and breaking up the wall planes.

In consideration of the specific Criteria for Board Action, the proposed building is generally in good taste and design, and will not materially depreciate the appearance of value of the surrounding environment. The building is in general harmony with the office building to provide for a unified development, although they are exact replicas of each other.

REQUIRED FINDINGS

Pursuant to **LDR Section 2.4.5(F)(1)(a), Class V Site Plan**, a new application for development of vacant land, or for modification of a developed property when no valid site plan of record exists and which requires full review of Performance Standards found in Section 3.1.1.

Pursuant to **Section 3.1.1, Required Findings**, prior to the approval of development applications, certain findings must be made in a form which is part of the official record. This may be achieved through information on the application, written materials submitted by the applicant, the staff report, or minutes. Findings shall be made by the body, which has the authority to approve or deny the development application. These findings relate to the following:

Section 3.1.1(A), Future Land Use Map: The subject property, which is zoned MROC, has a Congress Avenue Mixed Use (CMU) Future Land Use Map designation. As previously noted, the proposed Office and SSSF uses are permitted in the MROC zoning district, subject to the specific criteria for SSSFs, which has been provided. The desire for these uses within the Congress Avenue corridor is to support the residential development, both within and surrounding the area, which will be achieved. Therefore, the proposal is consistent with the Future Land Use Map designation.

Section 3.1.1(B), Concurrency: As described in Appendix A, a positive finding of concurrency can be made as it relates to water, sewer, streets and traffic, drainage, parks and recreation, open space, schools, and solid waste, subject to the conditions that the Palm Beach County Engineering Division confirms that the proposal meets the Traffic Performance Standards, and clarification of the sewer connection be provided.

Section 3.1.1(C), Consistency (Standards for Site Plan Actions): As described in Appendix B, a positive finding of consistency can be made as it relates to Standards for Site Plan Actions, subject to the condition that the Palm Beach County Engineering Division confirms that the proposal meets the Traffic Performance Standards.

Section 3.1.1 (D), Compliance With the Land Development Regulations: As described under the Site Plan Analysis of this report, a positive finding of compliance with the LDRs can be made, subject to those noted conditions of approval.

Section 2.4.5 (F)(5), Compatibility (Site Plan Findings): The approving body must make a finding that development of the property pursuant to the site plan will be compatible and harmonious with adjacent and nearby properties and the City as a whole, so as not to cause substantial depreciation of property values.

The subject property is bordered on the north and south by MROC zoned property, on the east by Conservation District (CD) zoned property, and on the west by Multi-family Residential, Medium density (RM) zoned property. The surrounding land uses are the Delray Corporate Centre, a multi-tenant commercial plaza, to the north, a multi-story, professional office building to the south, the CSK Railway and Interstate 95 to the east, and a multi-family, residential development (Delray Oaks) to the west, located across South Congress Avenue. The proposed professional office, which will be utilized as a Corporate Headquarters, and the Self-service Storage Facility are permitted and welcome in this corridor as catalysts for new development in this area. A positive finding that the proposed development will be compatible with the adjacent and nearby properties can be made.

Comprehensive Plan Policies: A review of the objectives and policies of the adopted Comprehensive Plan was conducted and the following applicable policies and objectives are noted:

Future Land Use Element Objective A-1: Property shall be developed or redeveloped, in a manner so that the future use, intensity and density are appropriate in terms of soil, topographic, and other applicable physical considerations; encourage affordable goods and services; are complementary to and compatible with adjacent land uses; and fulfill remaining land use needs.

The property has been most recently utilized as a warehouse and ancillary office use, subsequent to the area's Florida Motor Vehicle Inspection location. The proposed uses are consistent with the surrounding commercial uses, while bringing corporate employment to the area, and providing climate controlled storage for area residents, which is in demand and in keeping with market trends. There are no special physical or environmental characteristics of the land that would be negatively impacted by the proposed development.

Future Land Use Element Policy A-1.9: The primary function of the Congress Avenue Mixed Use Future Land Use designation is to attract Class A office development while allowing limited residential development (including workforce housing) and support commercial uses. The designation allows commercial and office development at a total maximum FAR of 1.0. The commercial uses are limited to 20% of the total floor area of a master development plan. Office uses may comprise one hundred percent (100%) of the total floor area of a master development plan. Residential development, at a maximum density of up to 50 units per acre within 2,500 linear feet of the Tri Rail Station, and 40 units per acre for the balance of the corridor, will be allowed. Residential use may comprise up to 100% of the total floor area of a master development plan within 1,000 feet of the Tri-Rail Station; 80% of the total floor area between 1,001 and 2,500 feet of the Tri-Rail Station; and 75% of the total floor area for the balance of the corridor. The maximum FAR for residential uses is 2.0. Development must have an emphasis on non-vehicular (e.g. pedestrian and bicycle) access to mass transit, including but not limited to, Tri-rail and Palm Tran.

In consideration of the subject Policy, the proposed office space will be utilized as a Corporate Headquarters for a local business, where the company's executive offices and direct support staff will be located. The proposed office development has an FAR of 0.18; the SSSF use is not classified as either a commercial or office use, and therefore, is not considered in the FAR calculation. The SSSF limitations are provided in the Development Standards of the MROC zoning district. The development provides an emphasis on non-vehicular access to and from the site, with bicycle facilities located within the Civic Open Space at the northwest corner of the property, adjacent to South Congress Avenue, and pedestrian access also connects to the wide sidewalk that runs parallel to South Congress Avenue. Two Palm Tran routes pass along this areas, with one of them (Route 2) connecting to the Tri-Station.

REVIEW BY OTHERS

Special **courtesy notices** were provided to the Delray Oaks Condominium Association, the **Delray Citizen's Coalition**, and the **City of Boca Raton**.

Letters of support and objection, if any, will be presented at the SPRAB meeting.

ALTERNATIVE ACTIONS

- A. Continue with direction.
- B. Move approval of the request for a Class V Site Plan, Landscape Plan, and Architectural Elevations for (2016-175) for the property located at **3185 South Congress Avenue**, by adopting the findings of fact and law contained in the staff report, and finding that the request and approval thereof is consistent with the Comprehensive Plan and meets criteria set forth in Sections 2.4.5(F)(5), 2.4.7(B)(5), and Chapter 3 of the Land Development Regulations.
- C. Move approval of the request for a Class V Site Plan, Landscape Plan, and Architectural Elevations for (2016-175) for the property located at **3185 South Congress Avenue**, by adopting the findings of fact and law contained in the staff report, and finding that the request and approval thereof is consistent with the Comprehensive Plan and meets criteria set forth in Sections 2.4.5(F)(5), 2.4.7(B)(5), and Chapter 3 of the Land Development Regulations, subject to conditions of approval.
- D. Move denial of the request for a Class V Site Plan, Landscape Plan, and Architectural Elevations for (2016-175) for the property located at **3185 South Congress Avenue**, by adopting the findings of fact and law contained in the staff report, and finding that the request is inconsistent with the Comprehensive Plan and does not meet criteria set forth in Sections 2.4.5(F)(5), 2.4.7(B)(5), and Chapter 3 of the Land Development Regulations.

STAFF RECOMMENDATION

By Separate Motions:

Site Plan

Approve the Class V Site Plan (2016-175) for the property located at **3185 South Congress Avenue**, by adopting the findings of fact and law contained in the staff report, and finding that the request and approval thereof is consistent with the Comprehensive Plan and meets criteria set forth in LDR Section 2.4.5(F)(5) and Chapter 3, subject to the following conditions:

1. That four additional shade trees be provided within the Civic Open Spaces provided and/or adjacent to the front of the office building;
2. That the Notification of Utility Providers forms are received with any issues addressed prior to Site Plan Certification;
3. That the Palm Beach County Traffic Engineering Division confirms that the proposal meets the Traffic Performance Standards prior to Site Plan Certification;
4. That clarification of the sewer connection be provided within the applicable plans prior to Site Plan Certification;
5. That the Delray Beach mobility/Transit Contribution be provided prior to the issuance of the first Certificate of Occupancy;
6. That the required Green Building Certification be obtained prior to the issuance of the first Certificate of Occupancy;
7. That the Greenway Easement be accepted by the City Commission prior to the issuance of the first Certificate of Occupancy;
8. That the Civic Open Space be revised to be open to the sky, and provide the requisite shade trees prior to Site Plan Certification; and,
9. That the Engineering Technical Comments in Appendix "C" be addressed prior to Site Plan Certification.

Landscape Plan

Approve the Landscape Plan (2016-175) for the property located at **3185 South Congress Avenue**, based upon positive findings with respect to LDR Section 4.6.16, subject to further review for complete compliance with Section 4.6.16, with any significant issues which impact the overall development plans to be addressed and reviewed by the Board for approval.

Architectural Elevations

Approve the Architectural Elevations (2016-175) for the property located at **3185 South Congress Avenue**, based upon positive findings with respect to LDR Section 4.6.18.

Report prepared by: Amy Alvarez, AICP, Senior Planner

APPENDIX A CONCURRENCY FINDINGS

Pursuant to **LDR Section 3.1.1(B)** Concurrency as defined pursuant to Objective B-2 of the Land Use Element of the Comprehensive Plan must be met and a determination made that the public facility needs of the requested land use and/or development application will not exceed the ability of the City to fund and provide, or to require the provision of, needed capital improvements for the following areas:

Water & Sewer: Water service is to be provided via connection to the existing 8" water main along both the east (rear) and south (side interior) sides of the property. Adequate fire suppression is provided via an existing fire hydrant adjacent to South Congress Avenue, just south of the subject property, and on-site along the south side of the office building. The utility plan indicates that sewer service is to be provided via 6" PVC connection to a sanitary manhole, which is connected to a lateral main within the right of way. However, this connection is not indicated in the plans, and clarification of the sewer connection is required as a condition of approval.

Pursuant to the Comprehensive Plan, treatment capacity is available at the City's Water Treatment Plant and the South Central County Waste Water Treatment Plant for the City at build-out. Based upon the above, positive findings can be made with respect to this level of service standard.

Drainage: The proposed paving, grading, and drainage plan illustrated that drainage will be accommodated via installation of an exfiltration trench system within the north driveway, central parking drive aisles, and along the rear of the property.

Streets and Traffic: A Traffic Impact Statement has been submitted that indicates that the proposed development will generate approximately 616 net new external daily trips, with 60 net new AM peak-hour trips, and 54 net new PM peak hour trips. The Palm Beach County Traffic Engineering Division review to determine that the proposal meets the Traffic Performance Standards of Palm Beach County is pending and will be required prior to site plan certification.

Parks and Recreation Facilities: Park and recreation requirements do not apply to nonresidential uses as they do not create a need or impact on this level of service standard.

Solid Waste: Based upon the Solid Waste Authority's Trash Generation Rates, trash generated each year by the proposed 21,684 square foot office building will be 58.55 tons of solid waste per year ($21,684 \times 5.4 \div 2,000 = 58.55$); trash generated each year by the proposed 134,469 square foot storage facility will be 349.62 tons of solid waste per year ($134,469 \times 5.2 \div 2,000 = 349.62$). The existing 6,800 square foot building utilized for a construction and maintenance business is estimated to have a trash generation of 17.68 tons of solid waste per year ($6,800 \times 5.2 \div 2,000 = 17.68$). The increase of 390.49 tons can be accommodated by existing facilities, thereby meeting this level of service standard as the Solid Waste Authority forecasts that capacity will be available through the year 2047.

School Concurrency: A finding of concurrency is not required for the non-residential project.

APPENDIX B STANDARDS FOR SITE PLAN ACTIONS

- A.** Building design, landscaping, and lighting (glare) shall be such that they do not create unwarranted distractions or blockage of visibility as it pertains to traffic circulation.

Not applicable

Meets intent of standard X

Does not meet intent

- B.** Separation of different forms of transportation shall be encouraged. This includes pedestrians, bicyclists, and vehicles in a manner consistent with policies found under Objectives D-1 and D-2 of the Transportation Element.

Not applicable

Meets intent of standard X

Does not meet intent

- C.** Open space enhancements as described in Policies found under Objective B-1 of the Open Space and Recreation Element are appropriately addressed.

Not applicable

Meets intent of standard X

Does not meet intent

- D.** The City shall evaluate the effect that any street widening or traffic circulation modification may have upon an existing neighborhood. If it is determined that the widening or modification will be detrimental and result in a degradation of the neighborhood, the project shall not be permitted.

Not applicable

Meets intent of standard X

Does not meet intent

- E.** Development of vacant land which is zoned for residential purposes shall be planned in a manner which is consistent with adjacent development regardless of zoning designations.

Not applicable X

Meets intent of standard

Does not meet intent

- F.** Vacant property shall be developed in a manner so that the future use and intensity are appropriate in terms of soil, topographic, and other applicable physical considerations; complementary to adjacent land uses; and fulfills remaining land use needs.

Not applicable X

Meets intent of standard

Does not meet intent

- G.** Redevelopment and the development of new land shall result in the provision of a variety of housing types which shall continue to accommodate the diverse makeup of the City's demographic profile, and meet the housing needs identified in the Housing Element. This shall be accomplished through the implementation of policies under Objective B-2 of the Housing Element.

APPENDIX C ENGINEERING TECHNICAL REVIEW ITEMS
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The subject plans have been reviewed for technical compliance with the City of Delray Beach Land Development Regulations and the Minimum Construction Standards and Specifications Details version 2014. All Preliminary Engineering Technical Comments must be addressed in order to obtain Engineering clearance for Site Plan Certification. Receipt of Site Plan Certification does not imply that the applicant has submitted a complete set of Construction Drawings. All Final Engineering Comments must be addressed in order to obtain Engineering clearance for a permit from the Building Permit Department. Once Site Plan Certification has been obtained, any remaining Final Engineering Comments will be reviewed as part of the Building Permit review process.

1. Provide a response letter with a detailed description of how each of these comments has been addressed and reference plans sheet number for accurate review.
2. Update location map to show street names.
3. The Survey, Plat, Site Plan, Landscaping Plan and Preliminary Engineering Plan needs to be at the same scale. All plans needs to be drawn on 24" x 36" sheets and at a scale of 1" = 10', 1" = 20' or 1" = 30' per LDR Section 2.4.3 (B) (1) and (D) (1). However, a 1" = 20' is preferred.
4. Clearly indicate limits of right-of-way and center line of the right-of-way of any adjacent streets with the basis of the center line clearly stated; the center line of the existing pavement; the width of the street pavement; the location and width of any adjacent sidewalk; and the identification of any improvements located between the property and any adjacent street per LDR Section 2.4.3 (B) (5).
5. Please coordinate location of all existing and proposed easements on Plat, Site, Civil, Landscape and Composite Utility Plans. Existing and proposed easement locations and labeling needs to be consistent on all plans, including civil plans.
6. Indicate sight distances at all ingress/egress points and all intersections. Sight triangles must be indicated on Landscape and Engineering plans per LDR Section 4.6.14. All visual obstructions within the site visibility shall provide unobstructed cross-visibility at a level between 3-feet and 6-feet, this includes tree trunks. Sight triangles are to be measured from the edge of pavement for driveways and from the ultimate right-of-way line for alleys and streets.
7. Clearly dimension driveway width on Engineering Plans. The point of access to a street or alley shall be a maximum of 24 feet unless a greater width is specifically approved as part of the Site Plan Approval per LDR Section 4.6.9 (D) (3) and 6.1.4 (C) and in accordance with City Construction details RT 9.1, RT 9.2 and RT 10.2.
8. Indicate driveway surface type. Driveways may be constructed of concrete, asphalt or brick pavers per City Details RT 9.1. RT 9.2 and RT 10.2 respectively. Alternative driveways surfaces need to in accordance with LDR Section 6.1.4 (D). Please provide a legend.

SITE PLAN REVIEW AND APPEARANCE BOARD

CITY OF DELRAY BEACH

---STAFF REPORT---

MEETING DATE: August 10, 2016

ITEM: **3185 South Congress Avenue (2016-175):** Class V Site Plan, Landscape Plan, and Architectural Elevations for the new construction of a 23,271 square foot, three-story office building, and 139,626 square foot, six-story self-service storage facility, and associated site improvements.

RECOMMENDATION: Approve with conditions

GENERAL DATA:

Owner:. 3185 Congress Avenue LLC

Authorized Agent: Kenneth Carlson Architect-PA

Location: 3185 South Congress Avenue

Property Size: 2.99 acres

Future Land Use Map: Congress Avenue Mixed Use (CMU)

Current Zoning: Mixed-Residential, Office, and Commercial (MROC)

Adjacent Zoning

North: MROC

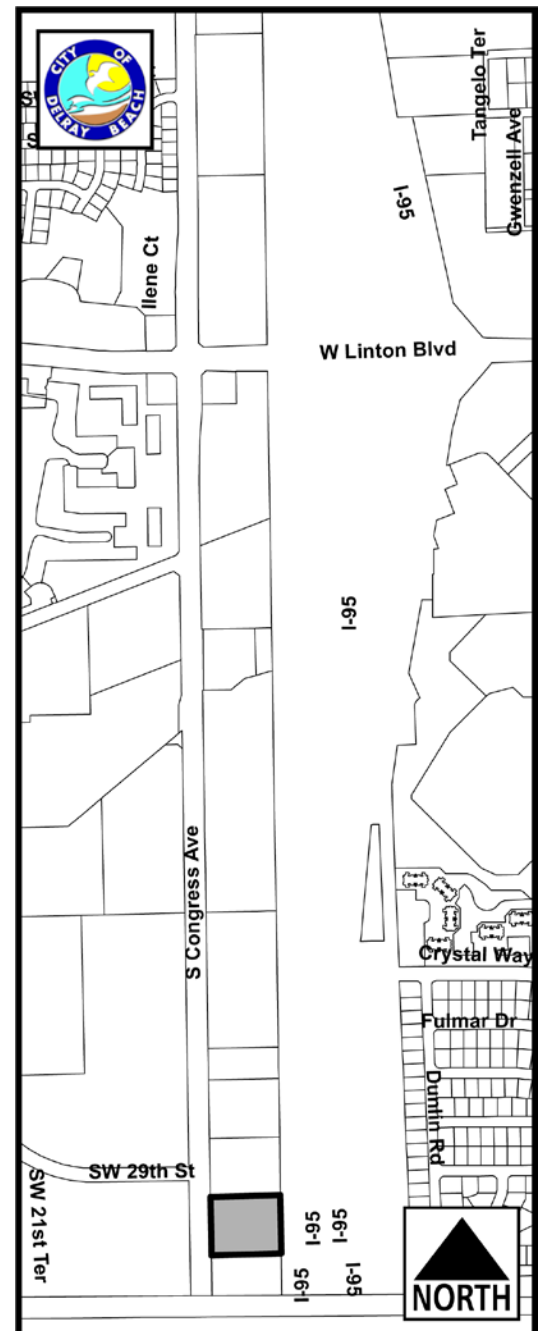
East: CD (Conservation District)

South: MROC

West: RM (Multi-family Residential, Medium Density)

Existing Land Use: Warehouse and Office

Proposed Land Use: Office and Self-service storage facility



9. Indicate handicap spaces are to be provided in accordance with LDR Section 4.6.9 (D)(8)(d); City of Delray Beach Construction Standard Detail RT 4.2; and the Florida Building Code, Chapter 11, Accessibility Code for Building Construction. Handicapped parking spaces need to be paved, properly marked, and ramp and curb cuts provided if required.
10. Provide note that parking layout and striping needs to follow City of Delray Beach current standards. Provide latest Parking Lot Detail RT 4.1 and Typical Parking Space Details RT 4.2 A thru C, as applicable on Civil Plans. On plan view, indicate double striping at parking spaces.
11. In accordance with LDR Section 7.1.3 (B) (2), if finished floor elevation is less than 18-inches above centerline of adjacent road, but above the 100-year storm or National Flood Insurance minimum elevations, then a letter is required from a professional registered engineer certifying that the drainage conditions have been investigated and the proposed floor elevation is above the flooding level. It must be shown that the property will have adequate drainage to ensure that flooding will not occur in a 100-year, 3-day storm event.
12. Provide signed and sealed drainage report indicating the proposed system's ability to meet storm water quality and quantity requirements in accordance with the South Florida Water Management District regulations per LDR Section 2.4.3 (D) (8). In addition, the surface water management system needs to be designed in accordance with LDR Section 6.1.9 for a minimum of a 10 yr./24 hr. storm event. The system needs to provide for positive drainage of lots, streets, roads, and other public areas as well as handling any run-off from adjacent areas that historically flowed into the subject area. Include drainage calculations confirming that there will be no negative post development impacts on adjacent homes, structures or properties.
13. Show nearest existing drainage structures per LDR Section 2.4.3 (D) (3).
14. Provide drainage easements for all proposed private drainage systems in accordance with LDR Section 5.3.4.
15. Provide separate tap for irrigation, fire and potable water lines, this has not been done on south side of site.
16. Show nearest existing fire hydrants and add any necessary hydrants per Fire Department requirements and in accordance with LDR Section 6.1.10 (2).
17. Indicate location of existing sanitary sewer on Civil Plans per LDR Section 2.4.3 (B) (8) and 2.4.3 (D) (3) including type and size of existing lines. Provide notes that state the disposition of all existing facilities including service lines and cleanouts.
18. Indicate typical configuration and location of proposed sewer services with cleanouts. A cleanout will be required on the existing sewer service at a maximum distance of 18-inches from the right-of-way line and/or easement line per City of Delray Beach Standard Detail WW 4.1. At locations where this cannot be obtained, an exclusive sewer easement will be required up to the first clean-out.

19. Show and clearly label all easements on Landscape, Engineering and Composite Utility Plans.
20. Provide the following note on both the Engineering Plans and the Landscape Plans that, "any trees or shrubs placed within water, sewer or drainage easements shall conform to the City of Delray Beach Standard Details; LD 1.1 & LD 1.2." These Details are to be shown on the Landscape Plans.
21. Provide note indicating, "No proposed improvements, buildings or any kind of construction can be placed on or within any water, sewer or drainage easements, unless approved by the City of Delray Beach City Engineer" on civil plans.
22. Provide note indicating, "No proposed structures shall be installed within a horizontal distance of 10-feet from any existing or proposed water, sewer or drainage facilities, unless approved by the City of Delray Beach City Engineer" on civil plans.
23. Provide signed and sealed calculations indicating current and proposed estimated flows into existing sanitary sewer system; submit to my attention at the Engineering Division. Upon review and approval, a letter from the Deputy Director of Public Utilities stating that the City's system has sufficient capacity to treat proposed flows will be issued. This is a requirement in accordance with LDR Section 5.3.3 (D) for the Off-Site Impact Assessment to the City's water and sewer systems.
24. Provide a Composite Utility Plan signed by a representative of each utility provider attesting to the fact that services (water, sewer, drainage, gas, power, telephone and cable) can be accommodated as shown on the Composite Utility Plan. The Composite Utility Plan needs to address the responsibility for relocation of existing services and installation of new services in accordance with LDR Section 2.4.3 (F) (4). Composite Utility Plan is also used to ensure physical features do not conflict with each other and existing or proposed utility services.
25. The Composite Utility Plan (or Composite Overlay Plan) needs to include all existing and proposed overhead and underground utilities; all existing and proposed light poles; all existing and proposed easements; all existing and proposed improvements to hardscape and landscape. The Composite Utility Plan is also used to ensure physical features and existing or proposed utilities do not conflict with each other.
26. Indicate a City approved bus shelter and mass transit easement (as applicable) will be provided per City of Delray Beach Comprehensive Plan, Policy A-1.5 and LDR Section 2.4.3 (D) (7). A bus shelter is required to be installed on site for 1) a new residential project that has 25 or more units; 2) a nonresidential project that is greater than 10,000 square feet; and 3) a project that is adjacent to an existing or proposed Palm Tran bus stop. A contribution for the full cost of the purchase and installation of a complete bus shelter will be required if bus shelter will be located less than the standard minimum distance from an existing shelter. Fifty percent of bus shelter and installation cost will be required if 1, 2 and 3 above are not meet.

27. Please indicate on plans a City approved bus shelter will be installed in accordance with Palm Tran and ADA requirements (eg. 5' x 8' landing area, 30' from intersection, direct access to site, etc). In accordance with LDR Section 6.1.14, bus shelter needs to include a pad, an ADA-compliant boarding and alighting area, and an ADA-compliant structure which includes a mounted trash receptacle, bike rack, bench and sufficient illumination.
28. Please note, a Financial Guarantee in accordance with LDR Section 2.4.10 may be required to ensure the timely and proper installation of public improvements which are required to support the proposed development. Refer to LDR Section 2.4.10 (A) for items which require a Financial Guarantee. The Financial Guarantee (surety) amount is quantified in the approved Engineer's Opinion of cost. Surety format can be Letter of Credit, Cash Deposit or Performance Bond (Subdivision Format). Surety is required prior to issuance of any permits from the Building Permit Department.
29. Please Resubmit Through The Planning and Zoning Department; and Clearly Indicate Which Documents Are For The Engineering Division. Also, Ensure A Complete Set Of Plans Is Provided For The Engineering Division.