



## DEVELOPMENT REVIEW COMMITTEE MEETING - THE WATERFORD MINUTES

June 05, 2025 at 9:30 AM

Council Chambers – 340 Ocean Drive

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PRESENT: FRANK DAVILA, DIRECTOR OF PLANNING & ZONING  
STEPHEN MAYER, PRINCIPAL PLANNER  
FABINNE AZEMAR, PLANNING TECHNICIAN  
PAUL BURI, TOWN'S ENGINEER (SIMMONS & WHITE)  
CAITLIN COPELAND-RODRIGUEZ, TOWN CLERK

ALSO PRESENT: *(See attached Sign-in Sheet)*

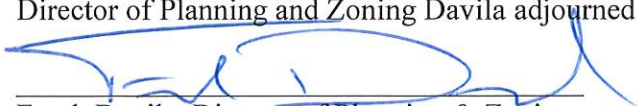
**CALL TO ORDER – 9:30AM**

**PROJECT - THE WATERFORD** *(See attached comments that were discussed.)*

Director of Planning & Zoning Davila announced that as soon as all the comments have been addressed, staff will either submit the date for the Planning & Zoning Board Meeting or schedule a follow-up Development Review Committee meeting in case there are any additional comments.

### ADJOURNMENT

Director of Planning and Zoning Davila adjourned the meeting at 10:24am.

  
Frank Davila, Director of Planning & Zoning

ATTEST:   
Caitlin E. Copeland-Rodriguez, Town Clerk





## TOWN OF JUNO BEACH

340 OCEAN DRIVE

JUNO BEACH, FL 33048

PHONE 561.626.1122 • FAX 561.775.0812

WEBSITE: [www.juno-beach.fl.us](http://www.juno-beach.fl.us)

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### DEVELOPMENT REVIEW COMMITTEE COMMENTS

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**SUBJECT:** THE WATERFORD SPECIAL EXCEPTION AND SITE PLAN  
AMENDMENT DEVELOPMENT REVIEW COMMITTEE COMMENTS –  
JUNE 5, 2025, AT 9:30 AM

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Yoan Machado  
Senior Project Manager  
WGI  
2035 Vista Parkway  
West Palm Beach, FL 33411

Dear Mr. Machado:

It is the intent of this letter to inform you of deficiencies in the Site Plan Review and Special Exception Application resubmittal for the proposed project named The - Waterford. All comments outlined below and those provided by the Development Review Committee (DRC) members must be addressed and determined satisfactory prior to us moving forward in the approval process.

Please review and address the following comments:

#### **Statement of Use:**

- 1) Include a response to Code Section 34-1330. – Findings required by the Planning and Zoning Board.
- 2) Include a response to Code Section 34-1248. – Number of residents to be specified.
- 3) On Page 3, Proposed Modifications, clarify if the proposed changes to Building A are solely internal or if they affect the previously approved footprint and area.

- 4) On Page 4, Development Program, correct typo referencing The Waterford's acreage from 15.57 acres to 15.97 acres.
- 5) On Page 4, Density, include the zoning district's density limitation for the proposed uses (18 du/ac).
- 6) On Page 5, Table(s), add a table that provides the breakdown of the Town's current Parking Requirements.
- 7) On Page 6, Indicate if the project is planned to be constructed in one phase, if so, re-label phase line to read limits of work area under proposed amendment.
- 8) On Page 6, Amendment to a PUD, please note that Sec. 34-1334. – Minor Amendments does not apply to the proposed request as Code Section 34-1334(4) is applicable and thus the amendment qualifies as a major amendment.
- 9) On Page 7, Number 4, the total amount of square footage relocated was not addressed. Please calculate the total percentage of the proposed building footprint being relocated from the approved location.
- 10) On Page 7, Number 7, please indicate what elements are changing in the architectural character.
- 11) On Page 9, Number 1, please indicate the existing architecture style and indicate how the proposed rendering provided include the key elements utilized, for example, roof materials, wide porches, overhangs, exterior finish material, rail, and how the proposed color palette maintains the existing architectural style.
- 12) On Page 10, Number 2, address the Town's entire definition of Harmony. Indicate how all elements of Harmony (including mass, scale, bulk, height, proportion, and orientation) are in compliance with the proposal. It is not explained how the modifications enhance the harmony of the Waterford Campus.

### **Site Plan:**

- 13) All plans shall be signed and sealed by a Florida Licensed Architect or Engineer.
- 14) In SP-1 or additional page, include:
  - a. Typical Parking Spaces detail
  - b. Wall/fence details
  - c. Lamp post details, including shield type (when adjacent to residential area)

d. Benches and trash receptacles

- 15) Provide shields to all light poles that are immediately adjacent to the Residential uses on Pleasant Drive (south of The Waterford).
- 16) Indicate the visibility triangle (sight) for entrances to the garages. Please see Code Section 34-898. - Intersection and Code Section 34-1089. - Landscaping at street intersections.
- 17) The Site Data Table provided shall call out proposed and permitted Building Site Area Regulations. All elements on Page 3 of the Site Plan Application shall be documented. Including but not limited to:
  - a) gross building footprint square footage.
  - b) total square footage (for each floor).
  - c) lot coverage.
  - d) landscape open space.
  - e) total living area per unit.
  - f) building height.
  - g) lot depth and width

The Tables in the Statement of Use should be on the Site Plan/Data Table.

- 18) Clarify that the “parking approved by parking study” references the 2022 Town Approval.
- 19) Add a table that provides the breakdown of the Town’s current Parking Requirements.
- 20) Indicate the location of all mechanical equipment and include methods for screening.
- 21) Indicate the function of the looped sidewalk on plans, south of the Assisted Memory Care building. If this is a wandering/walking path, please indicate so and any other details of the walking path, such as benches, trash receptacles and security fencing and gates.
- 22) Provide detailed illustration for the fencing and gates located south of the Assisted Memory Care building, separating the building entrances with the lake feature. Please detail all access control features of the building and facilities to ensure resident safety.
- 23) Indicate the proposed location(s) for all benches.
- 24) Provide the building dimensions for all buildings.

- 25) Provide the distance (building separation) between all buildings on site.
- 26) Indicate the type of fence or wall that is being proposed on the south side of the property, adjacent to the single-family homes in the Pleasant Ridge neighborhood.
- 27) Clearly indicate the limits of work area under proposed amendment (change the color of the dashed line so it is visible).

### **Landscape Plan:**

- 28) Plans shall be signed and sealed by a professional Florida Licensed Landscape Architect.
- 29) Provide updated color renderings and sections of the proposed landscape from different points of view (south and east), to include the structures/buildings, and fences/walls.
- 30) Per Section 34-1087, parking area landscaping, at least one tree shall be planted in each 90-square-foot terminal landscape island. Please note that existing landscape islands that do not contain a tree, are required to be provided with a tree.
- 31) Per Section 34-981(B)(5)(b)(1), Exceptions, if the number of required spaces is reduced, the area that would have been used for parking shall be reserved as landscape open space. The number of spaces reduced multiplied by 200 square feet (see subsection (b)(1)a of this section) shall be required to be maintained as landscape open space and shall not be counted toward the minimum landscape open space requirement.

### **Architectural Plans:**

- 32) Plans shall be signed and sealed by a Florida Licensed Professional.
- 33) According to the Zoning Code, building height shall be measured from finished grade, not finished floor. See the definition of *Finished Grade* in Section 34-4. - Definitions. Please provide the height as measured from finished grade to the highest exterior point of the building roof, exclusive of chimneys, aerials, and other similar appurtenances.
- 34) Please provide the tower proportion height, as measured by the height of the eave of the tower, to the height of the eave of the principal structure. The ratio shall be no higher than a ratio of 1.5.

- 35) Revise the elevations to provide depth and distance, either by using different line weights and/or colors. As an example, the garage entrance appears to be on the same plane as the building behind it.

### **Parking Study**

- 36) Please revise table 1: Parking Analysis Summary on page 2, Independent Living, to use the Juno Beach Schedule of Off-Street Parking for Independent Living Facilities (Code Section 34-981(b)(5)). Staff finds that current independent living units are utilizing parking at a 1:1 ratio, as these current residents are very independent and typically own a car in this climate and suburban environment.

Please confirm that the calculations of assisted living, memory care and skilled nursing account for 1 space for every 4 units, and 1 space for every 3 staff. This reflects the practice of utilizing 3 work shifts to cover 24 hours ( $24/8 = 3$ ). Please note that the total should then become 348, which is still below the proposed parking count of 380.


### **Additional Comments:**

- 37) Provide an updated TPS Approval form from the County.
- 38) While staff appreciates the renderings provided from a wider, aerial perspective, please also provide updated standard architectural renderings of Building B and H, showing four-sided architecture from the street perspective.
- 39) All fence(s), sign(s), and generator(s) will require separate building permit applications.
- 40) Per Section 34-905, Walls and Fences, perimeter walls/fences around a development must have an ornamental feature at least every 30 linear feet. Ornamental features, excluding wall caps, may exceed the height limitations, if approved by staff.
- 41) Per Section 6-109.- Construction Site Standards, and 6-111, Demolition permits, please note that an approved demolition permit for the existing structures and infrastructure to be removed is a requirement of building permit approval. The demolition permit shall include an erosion control plan, parking plan, construction screening plan and truck logistics. The property owner shall submit an affidavit to confirm that notice has been provided to owners within 300 feet at least 30 days prior to demolition activities.
- 42) The handicap/ADA parking space indicated on the site plan adjacent to the existing villas is not the standard ADA space (the space does not have the

required access aisle). Staff recommends relocating this ADA space to the vicinity of the memory care building entrance.

Once you have submitted the aforementioned material(s) in an acceptable form, the review process shall proceed. Please note that additional comments may follow upon review of additionally submitted materials. Should you have any questions regarding this matter, please do not hesitate to contact (561) 656-0318.

Sincerely,



Stephen Mayer, Principal Planner

cc: Robert Cole, Town Manager  
Drank Davila, Director of Planning and Zoning



June 4, 2025

Town of Juno Beach  
340 Ocean Drive  
Juno Beach, Florida 33408

Attention: Mr. Frank Davila

Reference: The Waterford  
Town of Juno Beach, Florida

Dear Mr. Davila:

We are in receipt of the site plan application package for the above referenced project dated April 25, 2025. Based on our review (1st review) of the submitted Site Plan application package and traffic report, our office has the following comments:

1. The right turn lane proposed at the main site entrance should be extended to the maximum length feasible. Due to the existing west entrance, the County standard of 280 feet is not obtainable. However, the turn lane should start just east of the west site entrance.
2. How is the west gate proposed to operate? Will it be residents only?
3. The proposed gate on the west site entrance should be relocated south to the maximum extent feasible to allow for additional vehicle queuing.
4. Please provide a drainage statement for the proposed modification to the previous approval.
5. Please address drainage impacts in Universe Blvd due to the proposed right turn lane.
6. Storm water management calculations will be required for final engineering approval, addressing, but not limited to, the following: change in land use intensity, storm attenuation and water quality.
7. Our office has deferred the review of water and sewer system components to Seacoast Utility Authority, FDEP and PBC Fire Rescue.

Mr. Frank Davila  
June 4, 2025 – Page 2

8. Approvals from SFWMD, Seacoast Utility Authority, FDEP and Palm Beach County Fire Rescue will be required prior to final engineering plan approval.
9. Please include the Code required parking on the Site Plan.
10. Update the Parking Study with the latest ITE Parking Generation, 6<sup>th</sup> Edition rates.
11. It is recognized the ITE has a lower parking rate for the ITE Land Use #253 (Congregate Care Facility). However, the ITE Parking Generation, 6<sup>th</sup> Edition consists of only 4 studies all from outside of Florida. The provided parking rate does not seem consistent with the actual parking demand of the Waterford. It is recommended the Parking Study utilize the Town code of 1 space per residence (290 spaces) for the independent living portion of the development.
12. Table 1 shows a Code required parking of 100 spaces for staff members. Are 100 staff members present at the facility at one time or is that the total number of employees? The number of spaces per staff should be the maximum amount of staff present at the facility at a given time.

Please note that once the above referenced items are reviewed and found acceptable for site plan approval, an approval letter will be provided to the Town of Juno Beach.

If you have any questions or require any additional information, please contact our office.

Sincerely,

SIMMONS & WHITE, INC.

  
Paul A. Buri, P.E.



June 2, 2025

Town of Juno Beach  
340 Ocean Drive  
Juno Beach, Florida 33408

Attention: Mr. Frank Davila

Reference: The Waterford  
Town of Juno Beach, Florida

Dear Mr. Davila:

We are in receipt of the site plan application package for the above referenced project dated 4/25/25. Based on our review (1st review) of the submitted Site Plan application package and traffic report, our office has the following comments:

1. **The right turn lane proposed at the main site entrance should be extended to the maximum length feasible. Due to the existing west entrance, the County standard of 280 feet is not obtainable. However, the turn lane should start just east of the west site entrance.**
2. **How is the west gate proposed to operate? Will it be residents only?**
3. **The proposed gate on the west site entrance should be relocated south to the maximum extent feasible to allow for additional vehicle queuing.**
4. **Please provide a drainage statement for the proposed modification to the previous approval.**
5. **Please address drainage impacts in Universe Blvd due to the proposed right turn lane.**
6. **Storm water management calculations will be required for final engineering approval, addressing, but not limited to, the following: change in land use intensity, storm attenuation and water quality.**
7. **Our office has deferred the review of water and sewer system components to Seacoast Utility Authority, FDEP and PBC Fire Rescue.**



Mr. Frank Davila  
June 2, 2025 – Page 2

8. **Approvals from SFWMD, Seacoast Utility Authority, FDEP and Palm Beach County Fire Rescue will be required prior to final engineering plan approval.**

Please note that once the above referenced items are reviewed and found acceptable for site plan approval, an approval letter will be provided to the Town of Juno Beach.

If you have any questions or require any additional information, please contact our office.

Sincerely,

SIMMONS & WHITE, INC.



Paul A. Buri, P.E.





Gmail

Scott Serra - Seacoast Utility Authority  
DRC Comments

Fabinne Azemar <fazemar@juno-beach.fl.us>

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**Re: The Waterford**

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Scott Serra <sserra@sua.com>

Mon, May 19, 2025 at 2:30 PM

to: Frank Davila <fdavila@juno-beach.fl.us>, Fabinne Azemar <fazemar@juno-beach.fl.us>

cc: Bruce Gregg <bgregg@sua.com>

Frank,

SUA has no comments on the site plan

**Scott Serra, P.E.**

Seacoast Utility Authority

Engineering Manager

4200 Hood Rd, PBG, FL 33410

Tel: (561) 627-2900 Ext 1398

[Quoted text hidden]



Wesley Jolin - Palm Beach County  
Fire Rescue DRC Comment

Fabinne Azemar <fazemar@juno-beach.fl.us>

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## The Waterford Amendment Review

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Wesley Jolin R. <WJolin@pbc.gov>  
o: Fabinne Azemar <fazemar@juno-beach.fl.us>  
c: Frank Davila <fdavila@juno-beach.fl.us>

Tue, May 20, 2025 at 3:51 PM

Thank you Fabinne. The proposed site plan modifications are supported by fire rescue. Thank you,

Wesley Jolin

Fire Safety Specialist

Palm Beach County Fire Rescue

wjolin@pbcgov.org

561-233-2695

2300 N. Jog Road Suite #1E-40


West Palm Beach FL 33411

**From:** Fabinne Azemar <fazemar@juno-beach.fl.us>  
**Sent:** Friday, May 16, 2025 3:50 PM  
**To:** Wesley Jolin R. <WJolin@pbc.gov>  
**Cc:** Frank Davila <fdavila@juno-beach.fl.us>  
**Subject:** The Waterford Amendment Review

Good afternoon Wesley,

The Waterford is requesting to amend their previously approved site plan and per the Town's regulations another Development Review Committee (DRC) meeting must be held. Please see the attached for the full digital copy of the Amendment to the Approved Site Plan of The Waterford, along with the DRC Memorandum.

Please let me know if you have any issues opening the file.

 2025-04-25\_The Waterford-Site Plan Amendment (1).zip [drive.google.com]

Warm Regards,

**Fabinne Azemar**

Planning Technician

Town of Juno Beach



Gmail

Buck Evans - Building Official  
DRC Comment

Fabinne Azemar <fazemar@juno-beach.fl.us>

## he Waterford - DRC Meeting

messages

abinne Azemar <fazemar@juno-beach.fl.us>

Fri, May 30, 2025 at 4:21 PM

c: Frank Davila <fdavila@juno-beach.fl.us>

cc: Buck Evans <buckevansco@gmail.com>, Mark Saloio <msaloio@junobeachpd.com>, Steven Hallock <shallock@juno-beach.fl.us>

 2025-04-25\_The Waterford-Site Plan Amendment.zip

Good afternoon,

The Waterford is requesting to amend their previously approved site plan and per the Town's regulations another Development Review Committee (DRC) meeting must be held. Please see the attached for the full digital copy of the Amendment to the Approved Site Plan of The Waterford, along with the DRC Memorandum.

Please let me know if you don't have any comments or if you have any issues opening the file.

--

Warm Regards,

**Fabinne Azemar**

Planning Technician

Town of Juno Beach

340 Ocean Drive

Juno Beach, FL 33408

Direct Line: (561) 656-0319

Fax: (561) 775-0812

Fazemar@juno-beach.fl.us



**Please note:** Florida has a very broad public records law. Most written communications to or from local officials regarding town business are public records available to the public and media upon request. Your e-mail communications may, therefore, be subject to public disclosure.

uck Evans <buckevansco@gmail.com>

Mon, Jun 2, 2025 at 11:09 AM

Good morning Fabinne,

After review I have no comments on my end. I have had conversations with their principal architect regarding them changing their approach. Everything looks in line with what they were proposing.

Thank you,

[Quoted text hidden]

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**Buck S Evans CBO, RPX, PX, BN**

**Cell - 561-222-1800**

**Diversified Building Department Management, President**

**12800 US Hwy 1 Juno Beach, FL 33408 Suite 280A**

