



October 1<sup>st</sup>, 2025

Planning & Zoning Board  
City of Pompano Beach  
100 West Atlantic Boulevard, Dept. 1510  
Pompano Beach, Florida 33060

RE: Major Administrative Adjustment for PZ# 24-12000027 Vera Site Plan ([494212000070](#))

Dear Members of the Planning & Zoning Board,

PLANW3ST is representing applicant 1600 FEDERAL LLC in pursuit of site plan, adjustment, and plat approvals for the above-referenced property. The property is 102,519.00 sq. ft. (2.35 acres), located on the east side of North Federal Highway, approximately 350 feet south of East McNab Road within the City of Pompano Beach (refer to **EXHIBIT A** included with this narrative). The property currently houses a 60,097 sq. ft. office building and a 3,250 sq. ft. credit union that will both remain. The applicant intends to redevelop the property into a mixed-use development with 132 new multi-family residential units and 3,650 sq. ft. of new retail. The total development will consist of 132 multifamily residential units with 66,997 sq. ft. of commercial space.

The property is not platted, but is going through that process concurrently with the site and adjustment applications. The Zoning Designation is B-3 General Business District, which allows multi-family and commercial uses, and the Land Use Designation is C Commercial, which allows both commercial uses and residential uses via City Commission allocation of "flexibility units". This project, located on a parcel on US-1, will be utilizing Broward County Affordable Housing Density Bonus Policy 2.16.4, thus no allocation of flex units is required for the project.

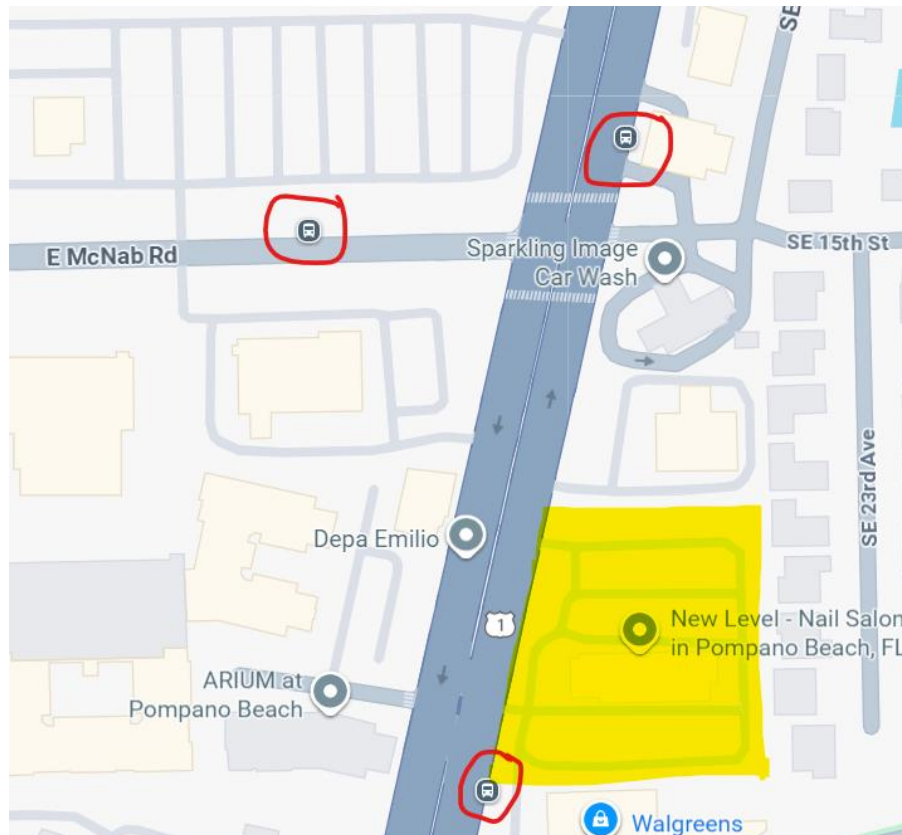
The above-referenced Site Plan application has been reviewed several times and finally passed the Development Review Committee. Comments have been addressed and resolved with each discipline reviewer, though one outstanding comment related to parking is addressed solely with the approval of a Major Administrative Adjustment. We would like to take the opportunity to justify the need for a 36.1% Major Administrative Adjustment in accordance with code sections 155.2421.E [Administrative Adjustment Review Standards] and table 155.2421.B.1 (table excerpt below).

<b>TABLE 155.2421.B.1: ALLOWABLE ADMINISTRATIVE ADJUSTMENTS</b>	
Standard	Maximum Allowable Extent of Adjustment
	Major Administrative Adjustment (AOD, TO, CRAO, and Non-Residential Districts)
Minimum or maximum number of off-street parking or loading spaces	40%

**PZB**

PZ25-16500003  
11/19/2025

It is important to note that the site is located less than 500 feet of 3 bus or rapid transit stops and also provides bicycle parking facilities for its users—techniques that code section 155.5102.K recognize as “Parking Demand Reduction Strategies”. Please refer to the image below showing the location of said stops (courtesy of Google Maps).



**ZONING comment 6** states, “The site circulation does not support the proposed location of the shared parking spaces. Per the Director’s review, we cannot support the current shared parking proposal. A revised proposal outlining how parking will be provided for the site will need to be submitted for further consideration.

- a. After further review with the Director, your proposal to reduce the number of parking spaces still raises concerns. In addition to the other parking reduction request, please specify the code section to reduce the number by 16 spaces. To aid you in your request, designating the parking spaces specifically for residential units may help justify the approval of your parking reduction request.”

**DRC Comment Response:** *The project is utilizing the 40% parking reduction allowed under Major Administrative Adjustment (AOD, TO, CRAO, and Non-Residential District). The total number of required parking spaces is 243, and the total proposed parking spaces is 259. Detailed parking calculations are provided on sheet A-005.*

The table on the following page shows the parking breakdown for the overall development. Please also refer to sheet A-005 Parking Program, which is included with this submittal.

**PZB**

PZ25-16500003  
11/19/2025

Use Area/# of Unit		Parking Requirement	# Parking Spaces	Reductions
132 Units- 142 total parking spaces (169 with guest)	88 1-Bed	1.5/Unit	132	Major Adjustment- non-residential district (40%)
	34 2-Beds	1.5/Unit	51	
	10 3-Beds	2/Unit	20	
3,650 SF Retail		1/300 SF	13	
60,097 SF Office (ex.)		1/400 SF	151 (117 ITE)	
3,250 Bank (ex.)		1/300 SF	11	
Guest Parking		1/5 DU	27 (20 ULI)	
Total Required			<b>405</b>	
Total Reductions				162
Total Parking Required with Reductions				243
Provided Parking				<b>259</b> (36.1%)

It is important to mention that we are not taking advantage of any other parking reductions that are available, including parking reductions for mixed income residential and mixed-use [155.4202.A.2h.v(A)], minor administrative adjustments (155.2421), or off-street parking alternatives (155.5102.J).

All calculations above are per code, with the exception of the office space calculation and the guest parking calculation—both which have been verified by a Traffic Engineer utilizing ITE (Institute of Transportation Engineers) and ULI (Urban Land Institute) standards. Please refer to the Parking Reduction Statement included with this submittal, authored by Karl B. Peterson, P. E. of KBP Consulting, Inc.

We understand that a Major Administrative Adjustment shall only be approved on a finding that there is competent substantial evidence in the record that the limitations in [Table 155.2421.B.1](#), Allowable Administrative Adjustments, are met and we believe we meet them as follows:

a. Achieves the intent of the subject standard to the same or a higher degree than the subject standard;

As justified by the Parking Reduction Statement, office and guest parking uses do not generate the parking that the code requires. Office space has changed in recent years, specifically after 2020. The ITE Parking Generation Manual recognizes several impacts on parking demand as a direct consequence of the COVID-19 Pandemic. One such impact is the “[i]ncreased capabilities of virtual communications, in terms of advancements in information technology and tools available to the public at large (for facilitating activities like remote work schedules and home entertainment).” In short, office space does not generate the parking that it used to, specifically going back to 2013 when the City amended its Zoning Code. Furthermore, KBP has observed that mid-morning during a weekday, the existing office space and bank did not generate anywhere near the parking the site currently provides (even with over 80% occupancy).

b. Is consistent with the comprehensive plan and advances the goals of this Code to the same or a higher degree than the subject standard;

c. Imposes no greater impacts on adjacent lands than would occur through compliance with the specific requirements of this Code; and

d. Provides one or more of the following public benefits to an extent sufficient to compensate for the requested modification of standards:

i. Deed-restricted workforce and/or affordable housing;

*This mixed-income development is located on a parcel on US-1, which will be utilizing Broward County Affordable Housing Density Bonus Policy 2.16.4. This policy permits mixed-use developments less than 5 acres with more than 50% ground floor commercial space, a density bonus of 6 units for every 1 moderate income unit. We are providing 20 moderate-income units allocated within the building that will be deed-restricted.*

...

iii. Preservation of protected trees in addition to that required by this Code's tree preservation standards;

*The design is preserving about 28 trees that are existing, while adding 33 mitigation trees. Per the zoning district, this site requires a minimum of 35 trees whereas we are providing a total of 108. In addition, we are providing 93 native trees, whereas only 17 are required by code.*

iv. Protection against flood damage in addition to that required by the floodplain management requirements in [Chapter 152](#) (Buildings) of the Code of Ordinances;

*The crown of the road is +/-4.50 NAVD in this location and Base Flood Elevation is 7. The new residential portion of the building is elevated to 8.40 NAVD, which is 1.4 feet higher than Base Flood. The civil and architectural plans also specify that the commercial space be flood proofed to 8.00 NAVD which has a FFE of 6.40 NAVD.*

...

Thank you for your consideration. If you believe we have adequately and satisfactorily justified the need for this adjustment, please indicate so. The applicant is eager to move forward with the issuance of a Development Order for the property.

Please do not hesitate to contact me with any questions.

Paola A. West, AICP, ISA-CA  
President, Land Planner

**PZB**

PZ25-16500003  
11/19/2025

## EXHIBIT A



Parcel Id:	<a href="#">494212000070</a>
Owner:	1600 FEDERAL LLC
Situs Address:	1600 S FEDERAL HWY POMPANO BEACH FL 330627500
Legal:	12-49-42 COMM AT NE COR OF SEC 12,SLY ALG E/L OF SEC 12 FOR 335.97 TO POB,CONT SLY FOR 335.97, WLY 347.09 TO E R/W/L OF US #1,ELY ALG SAME FOR 346.24,

**PZB**

PZ25-16500003  
11/19/2025