



June 26th, 2023

City of Pompano Beach  
Department of Development Services  
Planning & Zoning Division  
100 W. Atlantic Blvd  
Pompano Beach, FL 33060

ATTN: Deputy Patrick Noble  
Broward County Sheriff's Office

**RE: Minor Site Plan Review Application**  
**CPTED Principles / Crime Prevention Through Environmental Design**  
CMD #104025 / HMBD Admin. Expansion & Renovation Project  
1600 Blount Road, Pompano Beach, Florida  
SMA Project #2022-14

Dear Deputy Patrick Noble,

Per the 'Pre-Application Meeting Checklist', the following project CPTED Principles are described below:

1. CPTED Principle #1 – Natural Surveillance  
This new addition shall be designed with overall site lighting and building lighting to prevent dark shadowed areas. In addition, existing lighting is provided at all parking areas so that all required foot candles are maintained for complete visibility. Landscaping shall be designed to limit hiding areas and blind spots. This will be accomplished with low cover shrubs that shall not be higher than 2.5 ft. in height, limited hedge heights, location of existing trees create clear sight lines. All new and existing trees shall be trimmed to provide a min of 8'-0" clear. of any hanging branches. Lighting shall not travel and illuminate surrounding facilities.
2. CPTED Principle #2 – Natural Access Control  
Existing access to the administration building provides a clear guide to both the visitor and end user to avoid potential opportunities for crime. This is done with a clear front entrance with signage, lighting, and low landscaping. The exterior of this facility shall have all door access locked and controlled with

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either a card reader and or locking hardware (only accessible by users). All exterior doors shall have a vision window so people wanting access to the facility can be observed prior to entry.

3. CPTED Principle #3 – Territorial Reinforcement  
The existing site design for the new addition clearly delineates areas for visitor and end user control. Visitors to the facility shall have parking up front, clearly marked, and closest to the entry. The end users also have parking in the same area. The end users are all assigned security cards for their use all entries have (secured card reader and lockset). All doors shall have vision panels so access points can be observed. Signage to reinforce location finding shall be posted per City and Broward County standards. All signage is to be secured in a permanent fashion (mounting and securing to building or posts).
4. CPTED Principle #4 – Maintenance  
The Administration building will be maintained by staff/end users. This facility is occupied Monday through Friday from 7am - 5pm and shall be constantly maintained. Areas of the landscaping requiring trimming shall be coordinated with the City for maintenance. All areas shall be kept clear and free of obstructions for continued line of sight. All access areas are lite at night so to deter any unwanted loitering or hiding. All exterior lite areas shall be maintained, and all non-functioning lights be repaired, or bulbs replaced (if required). Windows and doors shall be impacted rated along with all vision panels which will increase durability and decrease potential breakage.
5. CPTED Principle #5 – Activity Support  
Again, this facility is occupied Monday through Friday from 7am - 5pm and as such shall be under constant surveillance during those hours. In addition, there are existing security cameras/monitoring currently on site; new cameras will be added to the new addition once completed. The areas covered for monitoring shall be all access points, exterior parking areas, rear dumpster/generator area, and approach areas of the facility. Access to the facility will be thru secured doors using card reader and or locksets approved by the City.

If you have any questions or require any further assistance, please do not hesitate to contact me.

Very truly yours,  
Saltz Michelson Architects, Inc.

Signed: **Christopher Wynn, AIA**

Christopher Wynn, AIA  
Design Director & Sr. PM  
[PM]:caw

