



City of Pompano Beach
Department of Development Services
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4634 Fax: 954.786.4666

Minor Site Plan Application

155.2407. SITE PLAN

(Below is a summary of Section 155.2407. For the complete language, please refer to the Zoning Code)

APPLICABILITY

 Residential Use	Ten or less new or additional multifamily dwelling units.
Institutional Use, Commercial Use, and Industrial Use	New development that contains 5,000 square feet or less of gross floor area; or
	Existing Development that adds a total of 25,000 sf or less of GFA; or
	Existing Development that increases the amount of GFA of the primary building by 25% or less; or
	Existing Development that increases the lot coverage by 25% or less.
Redevelopment of a Brownfield	Fifteen or less new or additional multifamily dwelling units; or
	New development that contains 7,500 square feet or less of gross floor area; or
	Existing Development that adds a total of 37,500 sf or less of GFA; or
	Existing Development that increases the amount of GFA of the primary building by 37.5% or less; or
	Existing Development that increases the lot coverage by 37.5% or less.

REVIEW STANDARDS

An application for a Minor Site Plan shall be approved only on a finding that there is competent substantial evidence in the record that the development, as proposed:

1. Is consistent with the comprehensive plan;
2. Complies with the applicable district, use, and intensity and dimensional standards of this Code (Articles 3, 4, and 5);
3. Complies with the applicable development standards of this Code (Article 5);
4. Complies with all other applicable standards in this Code;
5. Complies with all requirements or conditions of any prior applicable development orders;
6. Is issued a concurrency review certificate in accordance with Chapter 154 (Planning) of the Code of Ordinances;
7. Is designed to provide safe, adequate, paved vehicular access between buildings within the development and streets as identified on the Broward County Trafficways Plan;
8. Complies with any applicable hazardous material licensing requirements in the Broward County Wellfield Protection Ordinance; and
9. Complies with CPTED standards for natural surveillance, natural access control, territorial reinforcement, and maintenance.

PROCEDURE

1. Pre-application conference with Principal Planner.
2. DRC review and comment.
3. Final decision by the Development Service Director.

APPLICATION CHECKLIST

• One (1) Completed Original Application • Eight (8) 24" x 36" Signed & Sealed Sets of Plans		• One (1) Digital Copy in PDF of all documents, unless indicated otherwise • Application Fee as established by resolution of the City Commission	
☒	One (1) completed application with original signatures.	☒	Recorded or proposed plat.
☒	Three (3) sets of 11"x17" site plans including floor plans, Landscape Plans and Engineering Plans for file.	☒	Proof of ownership (owner's certificate form must be completed by owner).
☒	Narrative describing project specifics, to include a description of the proposed development and point-by-point responses of how project complies with Review Standards/ Narratives must be on letterhead, dated, and with author indicated. (Digital copy in WORD)	☒	Signed and sealed plans including Site Plan, Floor Plans, Landscape Plans, and Public Safety Security Plans Incorporating CPTED Guidelines
☒	List of color samples on a letter size paper.	☒	Legal Description (Digital copy in WORD)
☒	Building material and color samples.	☒	Current survey.

DRCPZ26-12000005
07/15/2026

Florida's Warmest Welcome

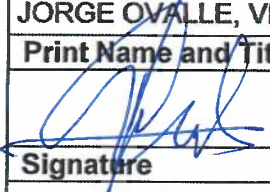
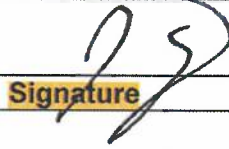
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Folio: 484225070010, Address: 1300 - 1460 NE 23 STREET		
Folio: 484225070011, Address: 2251 - 2287 N FEDERAL HIGHWAY		
STREET ADDRESS		Zoning District
PLEASE SEE ATTACHED PROPERTY APPRAISER SHEET.		
Subdivision	Block	Lot
Representative or Agent's interest in property (Owner, Lessee, Etc)	AUTHORIZED AGENT IS ARCHITECT AND EXPEDITOR	
Has any previous application(s) been filed?	Yes _____ No _____	
If Yes, give date of hearing and finding		

Owner's Representative or Agent	Landowner (Owner of Record)
URBN DESIGN GROUP	TOMOKA25 POMPANO LLC
Business Name (if applicable)	% CTO REALTY GROWTH INC.
JORGE OVALLE, VP	JOHN P. ALBRIGHT, PRESIDENT
Print Name and Title	Print Name and Title
	
Signature	Signature
03/11/2026	6/8/2026
Date	Date
10800 BISCAYNE BLVD, SUITE 935	1140 N. WILLIAMSON BLVD., SUITE 140
Street Address	Street Address
MIAMI, FL 33161	DAYTONA BEACH, FL 32114
Mailing Address City/ State/ Zip	Mailing Address City/ State/ Zip
305-720-2079	386-944-5641
Phone Number	Phone Number
JOVALLE@URBNDESIGNGROUP.COM	JOHN@CTLIC.COM
Email	Email
Indicate your preferred medium to receive agendas and notifications: ___ Mail <u>X</u> E-Mail	Indicate your preferred medium to receive agendas and notifications: ___ Mail <u>X</u> E-Mail

DRC

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OWNER'S CERTIFICATE

This is to certify that I am the owner of the subject lands described in this application and that I have authorized the filing of the aforesaid application.

Owner's Name: JOHN P. ALBRIGHT, PRESIDENT
(Print or Type)

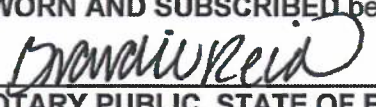
Address: 1140 N. WILLIAMSON BLVD., SUITE 140
DAYTONA BEACH, FL 32114
(Zip Code)

Phone: 386-944-5641

Email address: JOHN@CTLC.COM


(Signature of Owner or Authorized Official)

SWORN AND SUBSCRIBED before me this 8th day of June, 2026


NOTARY PUBLIC, STATE OF FLORIDA

Brandie Reid
(Name of Notary Public: Print, stamp, or Type as Commissioned.)

☒ Personally know to me, or

☐ Produced identification: _____
(Type of Identification Produced)



BRANDIE REID
Notary Public
State of Florida
Comm# HH727761
Expires 2/10/2029

DRC

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**Acknowledgement receipt of the Florida
NPDES Stormwater Permitting Program
for Construction Activity**

I JORGE OVALLE am the AUTHORIZED AGENT of the proposed application for
(Print Name) (Title)

Development approval and authorized to sign on behalf of the owner. I hereby acknowledged that I have been given a copy of the Florida National Pollutant Discharge Elimination System (NPDES) Permitting Program for construction activity.

Signature:

Date:

03/11/2026



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PLANS CHECKLIST

ALL DRAWINGS MUST BE SIGNED AND SEALED BY THE APPROPRIATE DISCIPLINE

SITE PLAN MUST BE DRAWN TO ONE (1) INCH EQUALS TWENTY (20) FEET WHERE PRACTICAL AND INCLUDE THE FOLLOWING:

A. General Information:		
☒	Names of project, applicant, owner, architect and/or engineer preparing plans with their respective addresses, telephone and fax numbers.	
☒	Legal description of property.	
☒	Location map showing arterial streets and section lines	
☒	All adjacent rights-of-way, indication of centerline and width, pavement width, median cuts and intersections	
☒	Scale and north arrow	
☒	Property lines clearly shown	
☒	Utility lines with sizes including water, sewer and gas serving site	
☒	Location of all water features, drainage improvements and on-site retention areas	
☐ N/A	Flow calculations.- water & sewer demand (gallon usage per day)	
☐ N/A	Off-site improvements such as sidewalks, bus bays, turning lanes, utility lines and fire hydrants; also indicate all driveways or curb cuts within 300 feet of the site	
B. Article 3 / Zoning District Information:		
☒	Current land use designation of property	
☒	Current zoning of project and abutting properties (and proposed zoning, if applicable)	
☒	Location of all principal and accessory structures with dimensions to lot lines and between structures	
☒	Building elevations and height	
☒	Total square footage of pervious and impervious areas and as percentages of total area	
☒	Computation - Gross acreage	
☒	Computation – Net acreage	
☐ N/A	Residential Use	Number of dwellings
☐ N/A		Density
☐ N/A		Dwelling units by type
☐ N/A		Floor area of dwelling units by type
☒	Non-Residential Use	Total Gross square footage for all buildings
☒		Gross square footage for all uses
☒		Gross square footage for individual buildings
☒		Gross square footage for individual buildings per floor
C. Article 4 / Use Information:		
☐ N/A	Proposed Principal Use(s)	EXISTING USE COMMERCIAL NOT TO CHANGE
☐ N/A	Proposed Accessory Use(s)	
D. Article 5 / Development and Design Information: (Applicant shall confirm with Planner during pre-application meeting which of the following items are not required)		
☒	Circulation Plan: Street Connectivity; Emergency and service vehicle access; Vehicle stacking; Turning radii; Traffic calming measures; Bicycle access; Number of bicycle spaces required and provided; and Pedestrian access	
☒	Off-Street Parking and Loading Plan: Number of off-street parking spaces required and provided including handicapped: with typical sizes shown; Number of required and provided loading spaces; Access aisles and driveways; interaction with circulation plan; and surfacing materials.	
☐ N/A	Location of all Mechanical Equipment and Commercial Containers with proposed screening	
☐ N/A	Location, height, and materials of all fences and walls	
☒	Lighting / Photometric Plan: Location, height, and detail of Lighting fixtures; and Illumination levels, direction and shielding	
☐ N/A	Design Plan – Multifamily Residential: Site layout including buildings, parking, and outdoor activity areas; Building Size; Building Facades (including list of options); Architectural Variability options; Roofs; and Materials.	



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☒	Design Plan – Commercial and Mixed Use: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; Building Entrances; Fenestration/ Transparency; and Roofs.
☐ N/A	Design Plan – Industrial: Site layout including buildings, parking, and loading, service and equipment areas; Building Size; Building Façades and materials; and Building Entrances.
☐ N/A	Design Plan – Residential Compatibility: Roofs; Exterior color palette; Architecture features; outdoor activity areas; location of off-street parking areas; location of loading, service, and refuse areas; and location and photographs of abutting single family residential development.
☐ N/A	Sustainable Development Plan: List, description, and location (if applicable) of sustainable features with points.
☒	Sign Plan to include location and type of signs. SEE MASTER SIGNAGE PROGRAM

LANDSCAPE PLAN MUST BE SEALED WITH NAME OF LANDSCAPE ARCHITECT AND REGISTRATION NUMBER AND MUST INCLUDE THE FOLLOWING:

☒	Current zoning of abutting properties	
☒	Location of all landscaped areas with dimensions	
☒	Table indicating all landscape requirements	Common and scientific names for all plant material
☒		Plant location and spacing of plant material
☒		Quantities and sizes of plant material with percentages of material by species and nativity
☒	Building location.	
☒	Tree survey with corresponding appraisals by a certified arborist in table form. Table is to include common name, scientific name, size, condition, value and status (existing vegetation on site, vegetation to remain, to be removed and relocated).	
☐ N/A	Irrigation plan showing irrigation layout.	
☒	Light fixture location	
☒	Parking and vehicular-use areas	
☒	Square footage of vehicular use area and percentage of interior landscaping	
☒	Location of all walls, fences, berms and other buffers with material specifications and heights.	
☒	Dumpster locations and screening	

PUBLIC SAFETY SECURITY PLANS INCORPORATING CPTED GUIDELINES

☒	CPTED (Crime Prevention Through Environmental Design) Security Drawing Plan 24"x36"
☒	CPTED Security Narrative Plan 8.5"x11"

WASTE MANAGEMENT PLAN

☒	Waste Management Plan
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CPTED GUIDELINES

Crime Prevention Through Environmental Design

CPTED Principle #1 - Natural Surveillance

"See and be seen" is the overall goal when it comes to CPTED and natural surveillance. A person is less likely to commit a crime if they think someone will see them do it. Lighting and landscape play an important role in Crime Prevention Through Environmental Design.

CPTED Principle #2 - Natural Access Control

Natural Access Control is more than a high block wall topped with barbed wire. Crime Prevention Through Environmental Design or CPTED utilizes the use of walkways, fences, lighting, signage and landscape to clearly guide people and vehicles to and from the proper entrances. The goal with this CPTED principle is not necessarily to keep intruders out, but to direct the flow of people while decreasing the opportunity for crime.

CPTED Principle #3 - Territorial Reinforcement

Creating or extending a "sphere of influence" by utilizing physical designs such as pavement treatments, landscaping and signage that enable users of an area to develop a sense of proprietorship over it is the goal of this CPTED principle. Public areas are clearly distinguished from private ones. Potential trespassers perceive this control and are thereby discouraged.

CPTED Principle #4 - Maintenance

CPTED and the "Broken Window Theory" suggests that one "broken window" or nuisance, if allowed to exist, will lead to others and ultimately to the decline of an entire neighborhood. Neglected and poorly maintained properties are breeding grounds for criminal activity. A formal CPTED based maintenance plan will help you preserve your property value and make it a safer place.

CPTED Principle #5 – Activity Support

Increase the use of a built environment for safe activities with the intent of increasing the risk of detection of criminal and undesirable activities. Natural Surveillance by the intended users is casual and there is no specific plan for people to watch out for criminal activity.

If you have any questions or concerns with incorporating the CPTED Principles in your design. Please contact Deputy Patrick Noble with the Broward County Sheriffs Office at: Patrick_Noble@sheriff.org

NOTICE EFFECTIVE FEBRUARY 1, 2008

Per resolution 08-97 RESIDENTIAL PLATS AND SITE PLAN APPLICATIONS shall not be approved without providing the appropriate written approvals from Broward County School District.

APPLICANTS MUST TRANSMIT RESIDENTIAL PLATS AND SITE PLANS TO BROWARD COUNTY SCHOOL DISTRICT.

For your convenience an application is attached to all plat applications and for additional information contact:

The School Board of Broward County, Florida
Growth Management Department
Facility Management, Planning & Site Acquisition
1643 North Harrison Parkway
Sunrise, Florida 33323
(754)-321-8350

or visit their website to complete the application online:

http://www.broward.k12.fl.us/propertymgmt/Growth_Management/meetings/Docs/PublicSchoolImpactApplication.pdf