



City of Pompano Beach
Planning and Zoning Board
Excerpt from DRAFT MINUTES

Wednesday, February 25, 2026

6:00 PM

NEW BUSINESS

(10:10)

1. LN-814 PARENTS INFORMATION & RESOURCE CENTER FLEX UNIT REQUEST

Request: FLEX
P&Z#: 25-05000005
Owner: Parents Information & Resource Center Inc
Project Location: 817 N Dixie Hwy
Folio Number: 484235150010
Land Use Designation: C (Commercial)
Zoning District: B-3 (General Business)
Commission District: 4 (Beverly Perkins)
Agent: Joselyn Aldas
Project Planner: Jean Dolan (954-786-4045 / jean.dolan@copbfl.com)

Jean Dolan, Development Services, gave her presentation, which included the request to convert an office space into 12 residential apartments, Chapter 154.61's relation to the application, site plan issues, cost overview of conversions, and the application's alignment with the Comprehensive Plan and land uses.

The property is located at 817 N Dixie, which is south of NW 9th St, west of N Dixie Highway, north of NW 8th Ct, and east of NW 2nd Avenue.

Staff introduced two Alternative Motions.

Alternative Motion #1: Recommend approval of the requested 12 Flex Unit allocations as the Board finds the application is consistent with the aforementioned pertinent Future Land Use, goals, objectives, and policies, with the following conditions:

- 1. Should compliance with any code requirements result in changes to the site that necessitate Site Plan approval, a new Development Order for a Site Plan for the property may be required.
2. The following must be provided prior to building permit:
a. A Retroactive Landscape Plan,
b. A site plan with tabular data that demonstrates compliance with all applicable zoning regulations; (lot coverage, pervious, impervious area, minimum unit sizes, etc.),
c. An approved Broward County drainage permit,
d. Utility plans showing internal and external utility infrastructure and connections approved by the City Utility Department,
e. A Life Safety Plan,
f. A CPTED Plan,

- g. Approval of a change of use permit,
  - h. All fencing must be brought up to code,
  - i. All trash management must be code compliant,
  - j. Plans that show all unnecessary pavement to be removed,
  - k. Complete the right-of-way dedication for the NW 8<sup>th</sup> Court to provide the required 50' width (25' to the centerline of the roadway),
  - l. Plans that include a sidewalk along NW 8<sup>th</sup> Court, and
  - m. Plans that meet all code requirements, including DRC comments issued for this flex unit allocation.
3. If a building permit is not issued within two years of the approval date, the applicant must request an extension, or the approval of this Flex Allocation will become null and void.

Alternative Motion #2: Table this application for additional information as requested by the Board.

Bobby Adkins advised that Richard Dally had arrived at 6:05 PM and was present.

With no questions from the Board, Joselyn Atlas, addressed at 301 East Atlantic Boulevard, introduced herself to the Board. Her presentation included the history of the principal building, site information, the pre-existing but unused 12 flex units, overall code compliance, and the applicant's consistency with the following Comprehensive Plan policies: 01.03.06, 01.01.13, and 01.03.11.

Mr. Dally confirmed with the staff that approval was required under B-3 (General Business) and C(Commercial) zoning, which was inconsistent with residential use.

After clarifying the unit numbers allowed with staff, Vice Chairman Coleman expressed the potential economic benefits of a new building versus renovation and concerns that the site plan may not require additional review by the Board.

Mr. Hartsell explored the possibility of re-zoning, which Jean Dolan concluded was unnecessary, as the Flex allocation was a more viable and efficient option.

Vice Chair Coleman requested more information on the floor plan. All twelve (12) units are one (1) bedroom and are about 563 square feet in total.

Mr. Dally verified that, except for the landscaping, the units would need to come into code compliance on both the interior and exterior.

Chair Stacer asked about AAC's typical role in such applications. Max Wemyss, Principal Planner, stated that AAC review is generally triggered by a building addition, which was not proposed for this property.

At the request of Vice Chair Coleman, the CEO of the Parents Information & Resource Center Inc., Janet Ward, at 817 N Dixie Hwy, introduced herself and her non-profit's foundation's purpose to the board. Her presentation highlighted the changes COVID brought through telemedicine, and the board's decision to offer housing services to working families by converting unused building space into residential units.

Chair Stacer opened the comment period to the public and, seeing none, closed the public hearing.

Further Board discussion covered the need for such housing and the uniqueness of the application, given the owner's non-profit status and the proposed services. Max Wemyss reassured the Board that the process of allowing residential use under the change-of-use permit would require code compliance before the dwelling could be occupied. However, that did not prevent the applicant from selling the land with the flex units.

---

Max Wemyss confirmed that a new application would be required if a new buyer attempted any development that redesigned the property in a way that did not conform to the conditions.

Janet Ward summarized that the foundation's bylaws limit them to transferring property or merging with another non-profit.

**MOTION** by Mr. Dally seconded by Robert Hartsell that the Board finds that the proposed allocation of 12 residential flex units is consistent with goals, objectives, and policies of the Comprehensive Plan and recommends approval of the flex allocation to the city commission for their consideration, subject to three (3) conditions recommended by staff. All voted in favor.

