

November 7, 2025

City of Pompano Beach
100 W. Atlantic Blvd
Pompano Beach, FL 3300

RE: Parent Information & Resource Center- Flex
Project #: 25-05000005
KEITH Project No.: 15594.00

Dear City of Pompano Beach Reviewers:

Based on your Development Review comments date November 6, 2025, KEITH and the project team offer the following responses to your comments/questions:

FIRE DEPARTMENT

Jim Galloway | Jim.Galloway@copbfl.com

Status: Review Complete- Resubmittal Required

1. What is the existing occupancy classification? Proposing New Apartment, if this is a change of use building will be required to meet all of the requirements of NFPA 101 Life Safety Code - Chapter 30 New Apartments.
RESPONSE: Comment acknowledged. The building will be brought up to current code at the time of permitting.
2. Change of Use or Occupancy: Additional plans/information required. Refer to Florida Fire Prevention Code 8th Edition, NFPA 101 Life Safety Code 2021 Edition - Chapter 43 Building Rehabilitation, Section 43.7 for Change of Use or Occupancy Classification. Compliance with Codes/Standards can be achieved in numerous ways. Professional advice should be sought in regard to proposed changes.
RESPONSE: Comment acknowledged. The building will be brought up to current code at the time of permitting.
3. Submit life safety plan show entire space/floor plan with each room labeled. Include on plan construction type, fire rating of walls, occupancy type, occupancy load, exits and travel distance, emergency lighting, exit signs, fire extinguishers, etc. Submittal pages will be required for any fire protection systems that are existing or to be installed such as fire sprinklers, fire alarms, or fire suppression systems.
RESPONSE: Comment acknowledged. The building will be brought up to current code at the time of permitting.

ZONING DEPARTMENT

Jonathan Cady | Jonathan.Cady@copbfl.com

Status: Review Complete- Pending Development Order

1. Please provide a comment response sheet with a narrative response addressing all comments received in this DRC review. The response should be organized in a point-by-point format, referencing each comment and explaining how it has been addressed or revised in the resubmittal. (Info Only).

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RESPONSE: Comment acknowledged

2. The plans submitted appear to reflect the existing condition of the site. However, the current submittal is vague and lacks the level of detail necessary to support the request for FLEX units or to demonstrate that the proposed conversion to multifamily is feasible. Please provide additional plans, specifically a detailed floor plan showing how the existing office spaces will be converted into residential units. This is needed to confirm that the layout and unit configuration can functionally support a multifamily use. Additionally, please clarify whether the entire site is proposed to be converted to multifamily, or if any portion of the existing office use will remain.

RESPONSE: Please see a conceptual unit plan on sheet SP-101. All units are proposed to be multifamily.

3. The existing use on the site is a Counseling Agency (Consultant), operating under the approved Zoning Use Certificate for WE HELP Community Development Corp. Any conversion of the existing office space to residential use will require both a Flex application and a Change of Use permit.

RESPONSE: Comment Acknowledged. A change of use permit will be submitted at a later date.

4. Update the Flex Allocation Narrative with your brief description of the adjacent properties, noting that the Multiple Family Residence (RM-12) zoning district is to the west, not east.

RESPONSE: The flex allocation narrative has been revised to state RM-12 is to the east.

5. Please update the narrative to correctly identify the surrounding streets. The current statement reads: "The site is located at 817 N Dixie Highway and generally located south of NW 9th St, east of N Dixie Highway, north of NW 8th Ct, and east of NW 2nd." This is incorrect, as N Dixie Highway is east of the site, not the other way around. Please revise the narrative to accurately reflect the site's location relative to adjacent streets.

RESPONSE: The flex allocation narrative has been revised to accurately reflect the sites location relative to the adjacent streets.

6. Please provide a copy of the Plat for the property.

RESPONSE: A copy of PB 1-100 has been provided for the site.

7. Depending on the information shown on the Plat, a Plat Determination Letter from Broward County may also be required to confirm whether a replat is necessary.

RESPONSE: Comment Acknowledged.

8. Provide a detailed parking calculation framework to confirm the site will supply the correct number of parking spaces based on the proposal to convert the use to residential. The table should break down the spaces based on the number of bedrooms provided for each unit, in accordance with Section 155.5102.D.1.

RESPONSE: Please see the revised site data table on sheet SP-100.

9. Using the Residential Lot Coverage Sheet on the city website to assist you with your calculations, provide a breakdown of the previous calculations for the lot to show how you arrived at 30.93% existing pervious area. According to the city's zoning code, pervious area is the part of a site covered by living plant material that allows precipitation to infiltrate directly into the ground. Refer to Section 155.9401(F) on how to measure the pervious area.

RESPONSE: Please see the revised site data table on sheet on SP-100 showing the impervious/pervious calculations.

10. Per Section 155.5302.G.1., Fences constructed of chain link fences shall be prohibited abutting an arterial

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or collector street designated on the Broward County Trafficways Plan. The existing chain-link fence abutting Dixie Highway is not permitted and will need to be removed or replaced with a compliant material.

RESPONSE: Comment acknowledged. The entire site will comply with all zoning regulation at the time of building permit.

11. Please update the narrative, as the folio number in the subject heading does not match the folio number referenced within the narrative. Ensure that all information provided is consistent with the proposal and accurately reflects the correct site details.

RESPONSE: The flex allocation narrative has been revised to include the correct folio number.

12. Per Section 155.5102.C.9.a, all off-street parking spaces except those serving single-family dwellings or those located within a parking deck or garage must include a continuous curb. Please note that the site will be required to comply with this standard when submitting for building permit and/or site plan approval.

RESPONSE: Comment acknowledged. The entire site will comply with all zoning regulation at the time of building permit.

13. Please update the narrative to include information regarding the proposed 12 units requested through FLEX, including the size of these units. Additionally, clarify whether any new amenities are proposed as part of this request.

RESPONSE: The narrative has been updated to include the proposed unit square footage. No amenities are being proposed as part of this flex application.

14. Please clarify within the narrative that the proposed units will be offered for rent to the general public. Additionally, specify how the multifamily units will be provided, whether they will be made available through annual leases or another rental structure. This information is necessary to fully understand the proposed operation of the residential component.

RESPONSE: The proposed units will be market rate open to the general public.

15. At a minimum, the following items will be required prior to residential occupancy:

- Retroactive Landscape Plan
- Site Plan with Site Data showing site improvements, in compliance with zoning regulations.
- Life Safety Plan
- CPTED Plan
- Change of Use Permit (Condition).

RESPONSE: Comment acknowledged. The entire site will comply with all zoning regulation at the time of building permit and will provide all required plans.

16. Please note that additional comments may be provided based on your next submittal, especially if revisions reveal items that were not previously reviewed or addressed. (Info Only).

RESPONSE: Comment acknowledged.

PLANNING DEPARTMENT

Maggie Barszewski | Maggie.Barszewski@copbfl.com

Status: Review Complete- Resubmittal Required

1. A floor plan of at least a typical unit will be required for this submittal

RESPONSE: Please see a conceptual unit plan on sheet SP-101.

2. The applicant must show how they intend to bring the sit into compliance with the code to a reasonable

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extent.

RESPONSE: Comment acknowledged. The entire site will comply with all zoning regulation at the time of building permit.

3. An appropriate conceptual site plan must be submitted. What was submitted for a "Conceptual Site Plan" was merely the current survey with the addition of a development regulation site table.

RESPONSE: The submitted site plan reflects the existing site layout. This flex application pertains solely to the unit configuration; no changes to the overall site layout are proposed at this time. When the project advances to the building permit stage, the site plan will be updated to ensure full compliance with all applicable code requirements.

4. A School Board SCAD Review will be required prior to Building Permit.

RESPONSE: Comment acknowledged.

LANDSCAPING DEPARTMENT

Mark Brumet | mark.brumet@copbfl.com

Status: Review Complete- Resubmittal Required

1. Comments provided below are preliminary in nature as no landscape plans were provided

RESPONSE: Comment acknowledged.

2. Provide a landscape plan prepared and signed and sealed by a Florida Registered Landscape Architect in accordance with Code Section 155.5203. Additional landscape comments shall be provided once a plan is submitted.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

3. Submit a copy of the previously approved landscape and irrigation plans of record if they exist.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

4. Submit a tree survey prepared, signed, and sealed by a Florida Registered Surveyor showing the locations of all existing trees and palms in accordance with Code Section 155.2411, and Part 5.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

5. Submit a Tree Assessment and Appraisal prepared by an ISA Certified Arborist in accordance with Rule 14-10.057 of the Florida Administrative Code as amended, for all trees and palms that are specimen size and health condition, and DBH for caliper for all nonspecimen trees, that assigns each existing tree a number; that specifies the common and botanical name for each existing tree; describes the overall size and caliper of each existing tree; evaluates the health condition of each existing tree; identifies the status of each existing tree (whether the tree is to be protected in place, be relocated, or be removed); and provides a dollar value for each existing tree included on the tree survey in accordance with Code Section 155.2411, and Part 5.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

6. Provide the dollar value for specimen trees and palms, height on palms, and DBH of all non specimen trees removed vs. the dollar value, palm height, and caliper of trees replaced.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

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7. Provide a graphic scale on landscape plan.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

8. Provide a data table showing how the site is meeting the requirements of 155.5203. C Minimum Site Development Landscaping.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

9. As per 155.5102.C.9; provide continuous curbing around all VUA area to prohibit vehicular encroachment into required landscaping.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

10. Provide Street Trees at 1:40' as per 155.5203.G.2.c.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

11. Provide pervious living and non-living vs. impervious calculations for the site.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

12. Provide a pervious plan indication all proposed and existing living pervious areas.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

13. Show on the plans and provide a dumpster detail including hedges in accordance with 155.5301.C

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

14. As per 155.5203.B.5.a thru e: Provide a scaled Irrigation Plan illustrating a rust free, automatic underground irrigation system installed in accordance with requirements of the Building Code, include a rain-sensing cutoff device, providing 100% coverage with 50% overlap, and reuse water wherever practicable and available.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

15. Bubblers will be provided for all new and relocated trees and palms. It is recommended to provide bubblers for all new tree installations until establishment.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

16. Bubblers will be provided for all new and relocated trees and palms. It is recommended to provide bubblers for all new tree installations until establishment.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

17. Provide a note on the plans specifying that all hedges abutting City Rights of way are maintained at a height no greater than 24". It is staffs recommendation that all trees VUA perimeter trees be 14' OA to create a



largest CPTED clear line of sight from roadway.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

18. Provide a note that all existing trees will be pruned by an ISA Certified Arborist under the direction of a BCMA or ASCA Registered Consulting Arborist with a Florida Chapter ISA Prescription Pruning Qualification (PPQ).

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

19. Provide a note on plan that a Pre Construction meeting with Urban Forestry is required before any work is performed onsite. where there is tree protection and/or plant material is installed on site.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

20. Provide a note that all road rock, concrete, asphalt and other non natural material be removed from all planting areas prior to landscape installation and be replaced with planting soil prior to landscape installation.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

21. Submit a Tree Permit Application for all proposed tree work.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

22. All tree work will require permitting by a Broward County Tree Trimmer.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

23. Provide a comment response sheet as to specifically how comments have been addressed at time of resubmittal.

RESPONSE: Comment acknowledged. All landscape comments will be addressed at the time of building permitting.

24. Additional comments may be rendered a time of resubmittal.

RESPONSE: Comment acknowledged.

