



05 January 2024

City of Pompano Beach  
Planning and Zoning Division  
City Hall Main Building  
100 West Atlantic Boulevard  
Pompano Beach, Florida 33060 – Third Floor

**Re: PZ23-12000041 Charlotte Burrie Plaza & Passive Park  
2669 N Federal Highway, Pompano Beach, Florida 33064  
Response to DRC Plan Review Comments  
DRC Meeting Date: October 4, 2023**

Dear Planning Director:

We have reviewed the plan review comments we received from the various agencies of our DRC Submittal for Charlotte Burrie Plaza & Passive Park. Our team has written a response to each comment directing you to how it has been addressed or future action to be taken.

### Planning

Reviewer: Max Wemyss (Max.wemyss @copbfl.com)  
Status: Authorized with Conditions

1. Land use for this parcel is Commercial (C).  
**Response: Noted.**
2. Plat determination letter confirms that Platting, replatting, or plat note amendment is not required for this application.  
**Response: Noted.**
3. The city has sufficient capacity to accommodate the proposal.  
**Response: Noted.**

### Landscaping

Reviewer: Wade Collum (wade.collum@copbfl.com)  
Status: Authorized with Conditions

1. No comment response sheet was found by staff for Pre App comments.  
**Response: This document is the comment response sheet for the current set of comments.**
2. Show Gumbos in existing parking lot to be relocated north of the new sidewalk to stay in compliance with the previously approved.  
**Response: Landscape plans have been updated to show the Gumbos to be relocated.**

3. Swap out palms for trees along the west perimeter to provide shade for gathering points in the plaza.  
**Response:** Per email confirmation from Wade Collum on 12.11.2023, we do not need to swap the palms for shade trees as there are 3 canopy structures being proposed for shade at the plaza seating area.
4. Shift relocate tree #28 to the proper place in the e4nd is land and shift the light.  
**Response:** Refer to Sheet L2.00 for relocated location of tree #28.
5. Please provide the permit # of the adjoining center on the plans for reference.  
**Response:** We will update this on Landscape plans for Building department submission.
6. As previously discussed, scoot the island trees to closer to the end of the islands. Shift light on East end island.  
**Response:** Light poles have been relocated to avoid conflict with island trees. Trees will be scooted to the end in the drawings submittal to the building department.
7. As per 155.5401.C. remove light poles from required VUA areas, perimeter landscaping strips, landscaped islands in parking bays, landscaped areas between parking bays, and landscaping between vehicular use areas and buildings.  
**Response:** Light poles have been relocated as per requirement.
8. As per 155.5203.D.4., a landscaped island shall be provided at each end of every row of parking spaces and per every 10 spaces. Landscape parking islands are to be a minimum 8' wide and contain trees, sod and irrigation. West end of parking row.  
**Response:** Landscape islands have been redesigned to fit the requirement stated above in the comment.
9. As per 155.5203.B.2.g.ii. a minimum area for planting a tree shall be 120 square feet, with a minimum dimension of eight feet.  
**Response:** Landscape islands have been redesigned to fit the requirement stated above in the comment.
10. Provide pervious area calculations.  
**Response:** Refer to sheet L2.10 for calculations.
11. As per Article 9, Part 5, Pervious Area; The area of a site covered by living plant material that allows precipitation to infiltrate directly into the ground. Up to 15% of the area may be covered with mulch, artificial turf, pavers, etc. or other types of non-living pervious materials.  
**Response:** For our calculations, turf and pavers have been included in the impervious area section. We are attaching a site area breakdown sheet for reference.
12. All tree work will require permitting by a registered Broward County Tree Trimmer.  
**Response:** A tree removal permit shall be obtained by a qualified applicant prior to the commencement of construction activities.



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

**Response:** This document has written responses to all comments.

14. Additional comments may be rendered at time of resubmittal.

**Response:** Noted.

## Zoning

Reviewer: Saul Umana (saul.umana@copbfl.com)

Status: Pending Resubmittal

1. Provide written responses to all comments.

**Response:** This document has written responses to all comments.

2. FPL Easement to be abandoned (prior to building permit approval).

**Response:** Noted. FPL easement will be abandoned.

3. Provide all zoning data information (Lot coverage, parking, pervious) for the B-3 as a whole. Show pervious area. As per Article 9, Part 5, Pervious Area; The area of a site covered by living plant material that allows precipitation to infiltrate directly into the ground. Up to 15% of the area may be covered with mulch, artificial turf, pavers, etc. or other types of non-living pervious materials.

**Response:** Refer to sheet L2.10 for calculations. For our calculations, turf and pavers have been included in the impervious area section. We are attaching a site area breakdown sheet for reference.

4. The northern vacant parcel is currently nonconforming. Include the area in the scope of work. Site must come into compliance prior to development approval.

**Response:** As per our meeting on 12.06.2023, for this project, we are including only the park areas.

5. D. Maximum Lighting Height

1. Except for outdoor sports fields or performance areas, the maximum height of exterior lighting fixtures, whether mounted on poles or walls or by other means, shall be:

- b. 20 feet in multifamily residential (RM-) zoning districts and those parts of nonresidential district within 200 feet of a residential zoning district; an

**Response:** The intent for 24 feet high light poles in the parking lot is to have ample coverage for security surveillance and vehicular circulation since it is a public park. Rest of the light poles in the park are 16 feet high.

6. K. Illumination of Outdoor Sports Fields and Performance Areas

Lighting of outdoor sports fields and performance areas shall comply with the following standards:

1. Glare Control Package



All lighting fixtures shall be equipped with a glare control package (e.g., louvers, shields, or similar devices) and aimed so that their beams are directed and fall within the primary playing or performance area.

**Response:** The light poles are placed in a manner to avoid any glare to the residential plots. The plot south of the park is a storage building, east is the Burrie community center and west is a substation.

7. Prepare a physical material board no more than 11" x 17" upon submittal to the AAC Board.

**Response:** A physical material board will be submitted to the AAC Board.

## BSO

Reviewer: Patrick Noble ([Patrick\\_noble@sheriff.org](mailto:Patrick_noble@sheriff.org))

Tony Russo ([Anthony\\_russo@sheriff.org](mailto:Anthony_russo@sheriff.org))

Status: Authorized

1. \*\*\* ATTENTION IMPORTANT \*\*\*

The services of an independent, and highly experienced, qualified and certified Security Crime Prevention/ CPTED Consultant are highly recommended to achieve and maintain objective credible security review integrity, and to expedite processing.

**Response:** We have included a CPTED Security plan in the submittal that explains all the necessary steps taken to achieve and maintain credible security integrity. Please see sheet A0.02.

2. \*\*\* DISCLAIMER \*\*\*

This safety and security review does not guarantee a crime will never occur; it is an effort to mitigate opportunities for crime and to help avoid any present and future security deficiencies, conflicts, threats, breaches, or liabilities that might occur without any review.

**Response:** Noted.

3. AS PER CODE 155.2407.E.9., AT THE TIME OF PERMIT SUBMITTAL, THE CPTED SECURITY STRENGTHENING DRAWING PLAN AND SEPARATE CPTED SECURITY STRENGTHENING DRAWING PLAN NARRATIVE SHALL BOTH BE SUBMITTED AS PART OF THE REQUIREMENTS FOR PLANNING & ZONING REVIEW AND APPROVAL.

**Response:** A separate CPTED narrative document is included a spart of this resubmittal.

4. \*\*\*ATTENTION IMPORTANT\*\*\*

Participation in the BSO No Trespassing Program is required. If this site is already on the program, then additional signage may be necessary along with an updated affidavit signed by authorized personnel. Please contact the BSO Pompano Beach C.P.T.E.D Advisor regarding placement of the No Trespass Signs.

**Response:** Noted.

## Environmental Services

Reviewer: Beth Dubow ([beth.dubow@copbfl.com](mailto:beth.dubow@copbfl.com))

Status: Authorized with Conditions



1. NOTE: This existing site already receives garbage and recycling collection.  
**Response: Noted.**
2. NOTE: Prior to purchasing trash and recycling containers, please check with the Environmental Services Department as they are unifying the look and style of the public containers used throughout the city.  
**Response: Noted.**
3. NOTE: As stated in the Pompano Beach Code of Ordinances, Chapter 96, including Section 96.12(D)(1), all construction and demolition debris removal is the responsibility of the owner. All solid waste generated within the geographic boundaries of Pompano Beach shall be collected by the franchise collector (Coastal Waste and Recycling at the time of this writing) and disposed of as directed by the city disposal agreement. All materials shall be generated from the property on which the materials are placed for removal. Information regarding container size and hauling costs may be found in Chapter 96, Section 96.13.  
**Response: Noted.**
4. NOTE: Additional comments may be necessary based upon revisions, additional plans and/or documents. Contact Beth Dubow at 954-545-7047 or beth.dubow@copbfl.com should you have any questions or concerns regarding this review.  
**Response: Noted.**

## Fire

Reviewer: Jim Galloway (jim.galloway@copbfl.com)  
Status: Authorized with Conditions

1. This P&Z application is able to meet all of the Fire Department requirements at this time for Site Plan Review. However, the petitioner shall maintain all proper fire department access and water supply requirements as per chapter 18 of NFPA 1 as amended from time to time.  
**Response: Noted.**
2. Additional comments may follow throughout the remainder of the permitting process. The buildings shall be in compliance with All NFPA Standards prior to receiving Fire Department approval.  
**Response: Noted.**

## Engineering

Reviewer: David McGirr (david.mcgirr@copbfl.com)  
Status: Authorized with Conditions

1. Submit / upload the (BCEPMGD) Broward County Environmental Protection and Growth Management Division Surface Water Management permit or exemption for the proposed paving and drainage shown on the civil engineering drawings.  
**Response: Project is currently under review.**
2. Submit / upload a City Engineering permit application for the off/on-site paving and curbing. At time of permit.



**Response: Project is currently under review.**

3. Submit / upload the (FDEP) Florida Department of Environmental Protection (NOI) Notice of Intent for the proposed storm water discharge from the proposed site construction activities.

**Response: The contractor, once selected, is responsible for acquiring this.**

4. Submit / upload the (FDEP) Florida Department of Environmental Protection NPDES General Permit for the proposed storm water discharge from the proposed site construction activities.

**Response: The contractor, once selected, is responsible for acquiring this.**

5. Please note - additional review comments may be issued by the City Engineering Division throughout the remainder of the permitting process while the civil engineering plans are being finalized for this project.

**Response: Noted.**

## **CRA**

Reviewer: Kimberly Vazquez (kimberly.vazquez@copbfl.com)  
Status: Authorized

1. This project is outside of the CRA District. No Comment on this project.

**Response: Noted.**

## **Utilities**

Reviewer: Nathaniel Watson (Nathaniel.watson@copbfl.com)  
Status: Authorized

1. Please note that additional comments may be forthcoming contingent upon future submittals to the PAM and/or DRC review process.

**Response: Noted.**

2. Please procure an approved Broward County EPD Surface Water Management permit or exemption for the proposed site and off-site work. Required during official e-plan submittal.

**Response: Project is currently under review.**

3. Broward County Water & Wastewater service area. Please procure the necessary approvals and /or exemptions.

**Response: Noted.**

## **Building**

Reviewer: Todd Stricker (todd.stricker@copbfl.com)  
Status: Authorized with Conditions

## **Advisory Comments**



1. A preliminary examination of the documents has been performed; additional comments may apply when completed plans and/or specifications have been submitted for permitting to the building department.  
Buildings shall comply with all local, state and federal codes in effect at time of application, including FEMA Floodplain, NPDES and HVHZ regulations.  
**Response: Noted.**
2. FBC\_BCA 105.2.3 Public service agencies/other approvals. The building official shall require that the laws, rules and regulations of any other regulatory AHJ, and where such laws, rules and regulations are applicable and are known to the building official, shall be satisfied before a permit shall be issued. The building official shall require such evidence, as in his or her opinion is reasonable, to show such other approvals.  
**Response: The project is currently under review with the building department, #BP23-7606**
3. City Ordinance 53.16(A)(1) Construction sites and construction activities. construction sites and operations shall be required to maintain during and after all construction, development excavation or alteration operations, structural and non-structural best management practices with the intent to reduce pollutants and sediment in stormwater runoff.  
**Response: A Stormwater Pollution Prevention Plan is part of the submittal package of drawings, please refer to sheet C-7, C-8 and C-9.**
4. City Ordinance 152.06(A): If applicable, contractor shall provide temporary screened fence complying with City Ordinance 152.06(B) through 152.06(G).  
**Response: Noted. We have demolition notes on sheets A0.09A and A0.09B regarding temporary screening procedures to be followed by the contractor.**
5. FBC 3306.1 Pedestrians shall be protected during construction, remodeling and demolition activities as required by this Chapter and Table 3306.1. Signs shall be provided to direct pedestrian traffic.  
**Response: Note added to revised Demolition Plan sheets as part of resubmittal.**
6. FHA Title VIII of the Civil Rights Act of 1968, commonly known as the Fair Housing Act, prohibits discrimination in the sale, rental, and financing of dwellings based on race, color, religion, sex, and national origin. In 1988, Congress passed the Fair Housing Amendments Act. The Amendments expand coverage of Title VIII to prohibit discriminatory housing practices based on disability and familial status.  
**Response: This is a passive park project with no housing being proposed on site.**
7. FBC A201.1 This code establishes standards for accessibility to places of public accommodation and commercial facilities by individuals with disabilities. All new or altered public buildings and facilities, private buildings and facilities, places of public accommodation and commercial facilities subject to this code shall comply with 2020 FBC Accessibility.  
**Response: Site elements shall comply with the requirements of Florida Building Code-Accessibility.**





8. FBC A221.1.1 Florida vertical accessibility. Nothing in this code relieves the owner of any building, structure, or facility governed by this code from the duty to provide vertical accessibility to all levels above and below the occupiable grade level, regardless of whether the ADA standards for accessible design require an elevator to be installed in such building, structure or facility.

**Response:** This is a passive park project with no elevator or vertical circulation being proposed. Site elements shall comply with the requirements of Florida Building Code-Accessibility.

9. FBC A206.2.1 Site arrival points. At least one accessible route shall be provided within the site from accessible parking spaces complying with FBC A502 and accessible passenger loading zones complying with FBC A209; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

**Response:** Accessible parking space is provided in the proposed parking lot with an accessible route to the sidewalk and the rest of the park and plaza area.

10. FBC\_BCA 107.3.4.0.6 Compliance with the specific minimum requirements of this code shall not be in itself deemed sufficient to assure that a building or structure complies with all of the requirements of this code. It is the responsibility of the architect and/or engineer of record for the building, structure or facility to determine through rational analysis what design requirements are necessary to comply with 2020 FBC.

**Response:** The Architect and Engineering Consultants shall submit signed and sealed drawings attesting to the best of our knowledge, the material prepared complies with code requirements.

11. FBC\_BCA 107.1 As per the building official, separate building applications will be required for erosion control, site work, temporary fences, monumental signage and miscellaneous site structures

**Response:** Noted.

12. F.S. 481.221(2) The enforcing agency will require digital signature panel to be active on all documents submitted for review to authenticate the serial number matches the submitted ESA. F.A.C. 61g1-16.005 Each sheet is required to be digitally or electronically signed, and bear the impress seal of, an architect or engineer (FBC\_BCA 107.3.4.0.1).

**Response:** Noted. All drawings and documents submitted for review have a digital signature section.

13. FBC\_BCA 107.3.4.0.8 All plans and/or specifications prepared by an architect or an engineer pursuant to the requirements of this code shall be hand signed, dated and sealed.

**Response:** All drawings and documents submitted have been electronically signed and sealed. Please let us know if hand signed, dated and sealed drawings are required.

14. FBC 3303.5 Water Accumulation. The enforcing agency will require provisions be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property.

**Response:** Noted. Contractor to submit forms at a later date.





15. FBC\_BCA 110.13.2.1 It shall be the joint responsibility of any owner of real property upon which construction is occurring, and any contractor responsible for said construction, to ensure that all road rights-of-way remain free at all times of all construction waste and trash resulting from such construction, and that all waste and trash resulting from the construction are contained on the real property upon which the construction occurs.

**Response:** Note to maintain and clean site is part of the Demolition Plan sheets A0.09A and A0.09B.

16. FBC\_BCA 109.3 Building Permit Valuations. The applicant for a permit shall provide an estimated permit value at a time of application. Permit valuations, shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems.

**Response:** The project is currently under review with the building department, #BP23-7606

17. FBC\_BCA 110.8.5.4 All plans for the building which are required to be signed and sealed by the architect or engineer of record contain a statement that, to the best of the architect's or engineer's knowledge, the plans and specifications comply with the applicable minimum building codes and the applicable fire-safety standards as determined by the local authority in accordance with this section and chapter 633, Florida Statutes.

**Response:** Noted. The drawings signed and sealed by the architect and engineer of record comply with the applicable minimum building codes and the applicable fire-safety standards as determined by the local authority in accordance with FBC section BCA 110.8.5.4, to the best knowledge of the architect and engineer of record.

This correspondence shall be considered part of the contract documents, and all work shall be performed in accordance with the directions provided. I hope this reply addresses your concerns and satisfies the requirements of your department. Please review and let us know if you have any questions or concerns. Thank you.

Sincerely,



Abbas Zackria, RA CDT LEED AP  
Principal Architect  
Walters Zackria Architects

