

ADMINISTRATIVE MEMORANDUM NO. 25-068

TO: Cassandra LeMasurier, Real Property Manager
VIA: David L. Recor, ICMA-CM, Director of Development Services
FROM: Saul Umana, Planner
SUBJECT: Unsolicited Proposal Review #1 of Solstice Phase 2 | 484235290110, 484235290100, 484235290060, 484235290050
DATE: October 27, 2025

The CRA has received an unsolicited proposal to build twenty (20) 2-story single-family style townhomes on proposed lots located between NW 14th Street and NW 15th Court, adjacent to Dixie Highway (folio numbers 484235290110, 484235290100, 484235290060, and 484235290050). Zoning staff has conducted a preliminary zoning review of the proposal submitted by FD Construction. The following items will need to be addressed:

Process:

- The subject property is zoned General Business (B-3) and has a Commercial Land Use designation. The applicant shall obtain approval for the allocation of Flex Units in accordance with Code Section 155.2426 to provide residential entitlements on a commercial property. This includes final approval by the City Commission.
- The two sites are not contiguous; therefore, site plan approval shall be obtained through two separate Minor Site Plan applications with Major Building Design review. If the project is proposed to obtain a Development Order (DO) for 20 units under a single site plan, the application would be subject to Major Site Plan approval and may require a phasing plan. Staff recommends submitting two separate applications, one for each site.
- Similar to the development to the north (Phase 1), The City Engineer shall determine whether a Right-of-Way dedication is necessary for the development of this lot. Please note that all site plan data shall reflect the site square footage *after* dedication, and setbacks shall be measured from the revised property lines. Similar to the development to the north, the applicant is encouraged to acquire additional land.
- The final townhome development shall include a Unity of Control, HOA, or similar document stating that the property will be maintained as one site. Approval of the two townhomes sites will be reviewed as one development site and shall remain as one (unless broken up into 2 separate sites).
- Provide a platting determination letter from the Broward County Planning Council confirming that platting is not required for this property.

Site Plan

1. The B-3 Zoning District has intensity and dimensional standards for free-standing residential buildings (Section 155.3303.D). These standards require an interior side yard setback and a rear yard

setback of 10 feet each. Therefore, the proposed 30-foot rear setback is permitted by right. The street side setback is 0 feet, and the building is proposed at 23 feet.

2. The site shall meet the lighting requirements of Section 155.5401, General Exterior Lighting Standards. A photometric plan will be required at the time of DRC submittal.
3. Townhomes shall maintain minimum individual lot dimensions of 18 feet in width and 1,800 square feet each. Provide a plot plan for each townhome.
4. Similar to the variance requested for the development to the north, a Type C buffer is required to screen off-street parking areas. Provide the required Type C perimeter buffers on the west side, in accordance with Section 155.5203.F.3, and comply with the VUA landscaping requirements for the proposed internal driveway.
5. Provide an access easement for the proposed alley. The applicant is also encouraged to abandon the alley if feasible.
6. Similar to the CPTED requirements for Phase One, the applicant is encouraged to consult with BSO to determine if a passive gate is recommended to prevent unwanted traffic.

Elevations

1. Section 155.5601, Multifamily Residential Design Standards: Upper-story balconies serving individual dwelling units located within 100 feet of a single-family dwelling shall be oriented or configured to prevent direct views into the dwelling's rear yard. Therefore, any proposed balconies facing west shall not be permitted.
2. If outdoor activity areas are proposed (e.g., porches, decks, vending areas), they shall be screened from adjacent single-family dwellings with a Type B perimeter buffer, in accordance with Section 155.5203.F, Perimeter Buffers.

Parking

1. A three-bedroom unit requires a minimum of two parking spaces. This requirement is met on the proposed plan with one parking space in the garage and one in the driveway. Therefore, the garage shall count as a required parking space rather than for storage. Parking shall be served by driveways that can accommodate two vehicles each.
2. Guest parking for twenty units is four (4) spaces, to be provided as off-street parking.