



DEVELOPMENT APPLICATION FORM

Application Form: All Applications | Rev. 06/14/2024

INSTRUCTIONS: The following information is required pursuant to the City's Unified Land Development Regulations (ULDR), Section 47-24, Development Permits and Procedures, and must be filled out accurately with all applicable sections completed. Only complete the sections indicated for application type with N/A for those items not applicable. Refer to "Specifications for Plan Submittal" by application type for submittal requirements, which can be found on the City's website.

Select the application type and approval level in **SECTION A** and complete the sections specified under each type.

A APPLICATION TYPE AND APPROVAL LEVEL

| | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> LEVEL I ADMINISTRATIVE REVIEW COMMITTEE (ADMIN) <input type="checkbox"/> New nonresidential less than 5,000 square feet <input type="checkbox"/> Change of use <i>(if same impact or less than existing use)</i> <input type="checkbox"/> Plat note or Nonvehicular access line (NVAL) amendment <input type="checkbox"/> Administrative site plan <input type="checkbox"/> Amendment to site plan* <input type="checkbox"/> Affordable Housing per §166.04151(7) Fla. Stat. <i>(Use Local Act)</i> <input type="checkbox"/> Property and right-of-way applications <i>(MOTL construction staging)</i> <input type="checkbox"/> Parking Agreements <i>(separate from site plans)</i> COMPLETE SECTIONS B, C, D, G | <input type="checkbox"/> LEVEL II DEVELOPMENT REVIEW COMMITTEE (DRC) <input type="checkbox"/> New Nonresidential 5,000 square feet or greater <input type="checkbox"/> Residential 5 units or more <input type="checkbox"/> Nonresidential use within 100 feet of residential property <input type="checkbox"/> Redevelopment proposals <input type="checkbox"/> Change in use <i>(if greater impact than existing use)</i> <input type="checkbox"/> Development in Regional Activity Centers (RAC)* <input type="checkbox"/> Development in Uptown Project Area* <input type="checkbox"/> Regional Activity Center Signage <input type="checkbox"/> Affordable Housing (≥10%) COMPLETE SECTIONS B, C, D, E, F | <input type="checkbox"/> LEVEL III PLANNING AND ZONING BOARD (PZB) <input type="checkbox"/> Conditional Use <input type="checkbox"/> Parking Reduction <input type="checkbox"/> Flex Allocation <input type="checkbox"/> Cluster / Zero Lot Line <input type="checkbox"/> Modification of Yards* <input type="checkbox"/> Waterway Use <input type="checkbox"/> Mixed Use Development <input type="checkbox"/> Community Residences* <input type="checkbox"/> Social Service Residential Facility (SSRF) <input type="checkbox"/> Medical Cannabis Dispensing Facility* <input type="checkbox"/> Community Business District for uses greater than 10,000 square feet COMPLETE SECTIONS B, C, D, E, F | <input type="checkbox"/> LEVEL IV CITY COMMISSION (CC) <input type="checkbox"/> Land Use Amendment <input type="checkbox"/> Rezoning <input type="checkbox"/> Plat <input type="checkbox"/> Public Purpose Use <input type="checkbox"/> Central Beach Development of Significant Impact* <input type="checkbox"/> Vacation of Right-of-Way City Commission Review No PZB Review <input type="checkbox"/> Vacation of Easement* COMPLETE SECTIONS B, C, D, E, F |
| <input type="checkbox"/> MISCELLANEOUS <input type="checkbox"/> Affordable Workforce Housing Tax Reimbursement <input type="checkbox"/> Community Residence <input type="checkbox"/> Construction Noise Waiver <input type="checkbox"/> Design Review Team (DRT) COMPLETE SECTIONS B, C, D, I | <input type="checkbox"/> EXTENSION OR DEFERRAL <input type="checkbox"/> Request to defer after an application is scheduled for public hearing <input type="checkbox"/> Request extension to previously approved application <i>(request must be within original approval date timeframe)</i> COMPLETE SECTIONS B, C, H | <input type="checkbox"/> APPEAL <input type="checkbox"/> Appeal decision by approving body and De Novo hearing items COMPLETE SECTIONS B, C, H | <input type="checkbox"/> PROPERTY AND RIGHT-OF-WAY <input type="checkbox"/> Road Closures <input type="checkbox"/> Construction Staging Plan <input type="checkbox"/> Revocable Licenses COMPLETE SECTIONS B, C, H |

*Application is subject to specific review and approval process. Levels III and IV are reviewed by Development Review Committee unless otherwise noted.

B APPLICANT INFORMATION

| | | | |
|-----------------------------|--|-------------------------|--|
| Applicant/Property Owner | Broward County Board of County Commissioners | Authorized Agent | Jaselyn Aldas/ KEITH |
| Address | 115 S. Andrews Ave | Address | 301 E. Atlantic Blvd |
| City, State, Zip | Fort Lauderdale, FL 33301 | City, State, Zip | Pompano Beach, FL 33060 |
| Phone | 954-7793990 | Phone | 954-751-1905 |
| Email | | Email | Jaldas@tehteam.com |
| Proof of Ownership | Warranty Deed | Authorization Letter | |
| Applicant Signature: | Signature | Agent Signature: | Signature <i>Jaselyn Aldas</i> |

C PARCEL INFORMATION

| | |
|--------------------------|--|
| Address/General Location | 920 NW 7th Ave |
| Folio Number(s) | 5042 03 14 0010 |
| Legal Description | PROGRESSO RESUB OF LOTS 1-15 & LOTS 35-48 BLK 20 |
| City Commission District | 2 - Steven Glassman |
| Civic Association | Progresso Village Civic Association |

D LAND USE INFORMATION

| | |
|--------------------------|---------------------------------|
| Existing Use | Homeless Shelter (SSRF Level 5) |
| Land Use | RAC |
| Zoning District | B-1 & B-2 |
| Proposed | |
| Proposed Land Use | RAC |
| Proposed Zoning District | B-1 & B-2 |

March 26, 2026

Yvonne Redding
City of Fort Lauderdale
Urban Design & Planning
700 NW 19th Avenue
Fort Lauderdale, FL 33311

RE: Broward County Central Homeless Assistance Center- Site Plan Amendment

Location: 920 NW 7th Ave, Fort Lauderdale FL

KEITH Project Number: 07699.M0

Dear Ms. Redding,

On behalf of Broward County Board of County Commissioners (property owner), KEITH is submitting a site plan amendment to allow an interior renovation to increase the permitted number of beds from 230 to 300.

The property was granted initial site plan approval on June 17, 1997, through Ordinance C-97-21, officially designating it as the Homeless Assistance Center. Subsequent approval to amend conditions and accommodate childcare programs was obtained through Ordinance C-01-45. In June 2013, a site plan amendment was approved via Ordinance C-13-22, permitting interior renovations that increased the number of beds from 200 to 230. The applicant/property owner now seeks to amend the previously approved capacity, increasing the number of beds to 300. A detailed sheet-by-sheet narrative outlining the adjustments and revisions reflected in the submitted plans is included for review.

This proposed increase will allow the center to accommodate more individuals in need, further serving the City of Fort Lauderdale community. The expansion will not involve any alterations to the building footprint, as all modifications will be limited to interior renovations. The proposed amendment meets all the requirements outlined in Section 47-24.2.A.5.b.ii. Below are responses to Section 47-18.32 which governs the Broward County Central Homeless Assistance Center.

Section 47-18.32- Social services residential facilities (SSRF)

E. Standards for SSRF development approval.

1. No permitted SSRF use shall be granted development approval until the city has made a determination that the proposed SSRF has met all of the requirements of this chapter including those requirements in the specific zoning district in which the proposed SSRF is to be located. Prior to the issuance of any permits or use approval the applicant for the SSRF shall provide the city with evidence of applicable preliminary state agency approval or with a current state agency license when a license is required by state agency.
 - a. Conditional use SSRF. Development approval of a conditional use SSRF may be granted by the planning and zoning board after a recommendation of the development review committee.
 - b. No conditional use SSRF shall be approved unless it is demonstrated that each proposed facility has met all of the requirements of this chapter, including those requirements in the specific zoning

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district in which the proposed SSRF is to be located, has received applicable preliminary state agency approval or current state agency license when a license is required by any state agency and site plan approval. Recommendation and approval shall be based upon consideration of the following factors:

- i. If a facility is proposed to be located in a residentially zoned area, it shall be developed in a manner that is compatible with the character of the surrounding area. This standard applies to design density, lot size, landscaping, building height limit, building site requirements, yard requirements, minimum floor area, lot coverage and open space.
- ii. Any adverse impact on the abutting properties from the proposed facility, including but not limited to, outdoor lighting, noise and traffic generated by the proposed use, location of outdoor play area, parking, ingress and egress, loading and unloading, circulation area and location of streets and their capacity to carry the traffic generated by the proposed use.
- c. An application for SSRF conditional use approval shall be submitted and reviewed in accordance with the requirements for a conditional use permit as provided in [Sec. 47-24.3](#)

Response: Acknowledged.

F. *Schedule of permitted and conditional uses, by category of uses.* The location of all SSRF shall be determined as designated on the matrix provided

Response: The applicant acknowledges that the proposed expansion of the Homeless Assistance Center is considered a SSRF Level 5 and the proposed bed increase will modify the existing conditional use approval under zoning categories B-1 & B-2 as provided in the matrix. Conditional uses have been previously granted for the original 200 bed facility and the increase to 230 beds.

G. *Additional requirements.*

1. *Dispersal.* The purpose of dispersal requirements is to further the objectives of this section by avoiding the undue concentration of SSRF facilities, thus preserving residential environment. The measurement for dispersal shall be made along a straight line from the nearest property line of the proposed facility (from the facility proposed for enlargement, increased licensed bed capacity, expansion or conversion) to the nearest property line of the closest existing facility.
 - a. *Level I.* Dispersal requirements shall not apply to any level I SSRF.
 - b. *Levels II, III, IV, and V.* When the proposed SSRF is to be located in a residential district, the following dispersal distances shall be applied to all SSRF, whether located in a residential district or a nonresidential district. No portion of any level II, III, IV or V SSRF shall be permitted, or shall be enlarged or expanded, or increased in size or number of persons licensed to be served by the State of Florida or Broward County when it is located within a distance of one thousand five hundred (1,500) feet from any other property with a level II, III, IV or V SSRF or from any other property containing a small, intermediate or large child day care facility as defined in [Sec. 47-18.8](#) located in either a residential or nonresidential district.
 - c. Dispersal requirements shall not apply to SSRF facilities on property located entirely within nonresidential districts. However, SSRF proposed to be located in nonresidential districts shall be one thousand five hundred (1,500) feet from any existing SSRF or child day care center in a residential district.

Response: The Broward County Central Homeless Assistance Center has been operating in the same location since 1999. This application is to allow an increase from 230 beds to 300 beds.

2. *Floor area requirements.*

- a. *Level I.* No minimum, except as required by the underlying zoning district requirements and as required by state agencies.
- b. *Levels II, III, IV and V.* In addition to the minimum floor area requirements of the underlying zoning district, the following floor area shall be provided:



Engineering Inspired Design.

- i. Bedroom space: In a sole occupancy bedroom, a minimum of ninety (90) square feet of floor area shall be provided.
- ii. In a multiple occupancy bedroom, a minimum of sixty (60) square feet of floor area per adult resident and a minimum of fifty (50) square feet of floor area per child resident shall be provided.
- iii. Bedroom floor area requirements may be reduced by the planning and zoning board when:
 - a. The size of a bedroom or bedrooms within an existing conforming structure requires such reduction; or
 - b. A commensurate increase in the living and recreation space of the facility is proposed; or
 - c. The relative stay of the residents dictates such reduction (i.e., facility provides primarily short term housing).
- iv. Living/dining/recreation space: A minimum of forty (40) square feet of floor area per resident shall be provided for living, dining and recreation area.

Response: The current amendment seeks to add 70 additional beds. For this increase, the Code requires 4,200 square feet for the additional 70 beds. The proposed expansion is in compliance with the required floor area requirement.

3. *Outdoor recreation space.*

- a. *Level I.* A minimum of one thousand five hundred (1,500) square feet of outdoor recreation space, three hundred (300) square feet of which shall be landscaping, shall be required.
- b. *Levels II, III, IV and V.* A minimum of thirty (30) square feet of outdoor recreation space per resident shall be required. One-third (1/3) of said area shall be landscaping.
- c. Adult foster home facilities, family foster home facilities and short-term emergency facilities, including but not limited to, shelter units, emergency shelter facilities for abused children and adults, and emergency shelter facilities, as defined in this section, shall be exempt from the requirements for outdoor recreation space.
- d. When all residents of the SSRF facility are non-ambulatory, the requirements of this subsection shall be met by providing one thousand five hundred (1,500) square feet of outdoor recreation space, of which three hundred (300) square feet shall be landscaping.

Response: Although the Homeless Assistance Center is exempt from this requirement, the site does provide ample internalized outdoor space including a separate play area for children.

H. *Administrative requirements.* In addition to the requirements of the ULDR, all SSRF shall comply with the applicable statutory and administrative rule requirements of the State of Florida.

Response: Acknowledged, the Homeless Assistance Center shall comply with all applicable statutory and administrative requirements of the State of Florida.

I. The director shall coordinate with applicable state and local agencies to ensure a mutual effort in the exchange of information relative to the enforcement of this section.

Response: Acknowledged.

J. *General administration.* To ensure the enforcement of this section and to protect and promote the health, safety, and welfare of SSRF residents and the citizens of the city, the department shall require that an applicant for a SSRF use provide evidence of preliminary state agency approval, such as a temporary license, probationary license, provisional license, interim license, conditional license, or a current state agency license when one is required.

Response: The Broward County Central Homeless Assistance Center is a fully licensed existing facility.



K. The applicant for a SSRF shall submit to the department information regarding the proposed facility's location, maximum number of residents, building and site plans, and all other documentation, plans, and calculations necessary to show compliance with the applicable requirements of the State of Florida and the ULDR.

Response: This site plan amendment application is being filed to request an increase of beds from 230 to 300 beds.

Sheet-by-sheet revisions:

Sheet A1-1:

- Room 194: Adding 24 beds (12 bunks)
- Room 172: Adding 22 beds (8 bunks)

Sheet A1-2:

- Room 337: Adding 24 beds (12 bunks)

The KEITH team looks forward to working with the City of Fort Lauderdale on the site plan amendment. Should you have any questions or concerns regarding the above changes, please do not hesitate to contact me.



Joselyn Aldas
Planner/ KEITH



Engineering Inspired Design.



MONICA CEPERO, County Administrator
115 S. Andrews Avenue, Room 409 • Fort Lauderdale, Florida 33301 • 954-357-7354 • FAX 954-357-7360

Owner Affidavit / Letter of Authorization

RE: Broward County Board of County Commissioners
Broward County Central Homeless Assistance Center

Folio: 504203140010

To Whom It May Concern:

State of Florida
County of Broward

I, Monica Cepero, County Administrator, am an authorized agent of the Broward County Board of County Commissioners ("Owner"), the owners of the property located at 920 NW 7th Ave, Fort Lauderdale, FL, 33311 and described in the legal descriptions below:

PARCEL NO.1 (FOLIO: 504203140010)

PROGRESSO RESUB OF LOTS 1-15 & LOTS 35-48 BLK 204 58-47 B PARCEL A; TOG WITH PROGRESSO 2-18 D LOTS 16-34 IN BLCOK 204, LESS W 15 FT THEREOF; LESS R/W IN OR 28819/1096; AND LESS INSTR # 115553689 BCR

Owner hereby authorizes KEITH and Associates, Inc. to act on Owner's behalf to deliver the Development Application Form, in substantially the form attached hereto as Attachment 1 signed by Owner to the authority having jurisdiction for entitlement and development related issues at the above-described parcel solely to effectuate an expansion of the number of beds and related facilities consistent with the document attached as Attachment 2, to perform ministerial tasks associated with the processing of the application, and to respond both verbally and in writing to any inquiries relating to the application. This authority may be immediately revoked by Owner, through its County Administrator, and shall automatically expire one year from the execution of Owner unless extended by the County Administrator in writing.

Signature of owner/agent

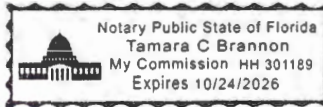
Print Name

Kevin Kelleher

for Monica Cepero, County Administrator
Deputy County Administrator

Sworn and subscribed before me this 12th day of March, 2026

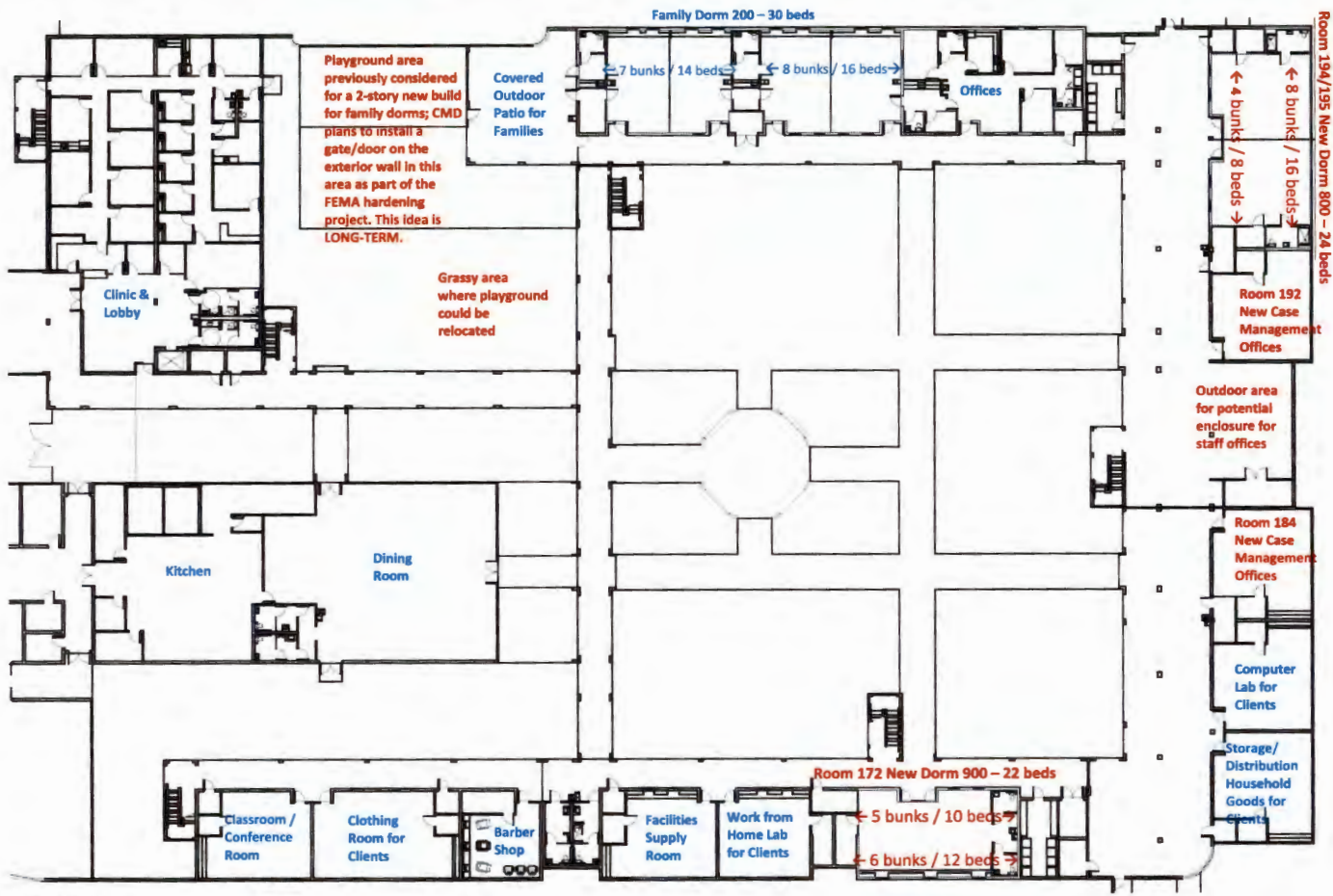
- He/She is personally know to me or
- Has presented identification
- Online notarization



Signature of Notary Public:

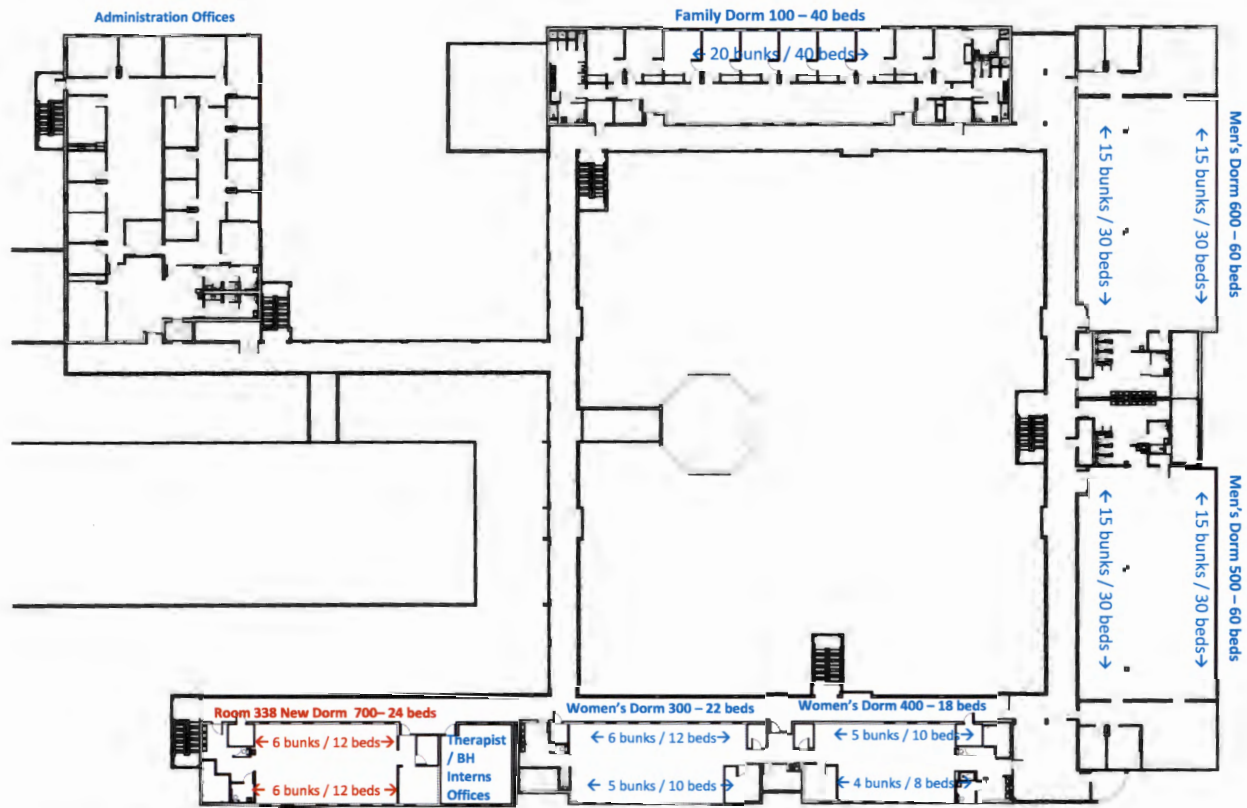


Broward County Board of County Commissioners
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Blue = Existing Conditions; Red = Proposed Expansions / Modifications



SECOND FLOOR

Blue = Existing Conditions; Red = Proposed Expansions / Modifications