



Public Works and Environmental Services Department

HIGHWAY CONSTRUCTION AND ENGINEERING DIVISION

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M E M O R A N D U M

DATE: April 13, 2026

TO: Darby Delsalle, Director
Housing and Urban Planning Division

FROM: David (D.G.) McGuire, Plat Section Manager
Plat Section, Highway Construction and Engineering Division

Jason McKoy, Staff Engineer
Capital Programs Division, Broward County Transportation Department

SUBJECT: Application for New Plat – Letter to Proceed
Park Road Redevelopment (027-MP-24)

The Highway Construction and Engineering Division, Traffic Engineering, and the Transportation Department, Transit Division have reviewed the application for a new plat. Our review included the information contained in the application, the property survey, the site plan (or conceptual access plan), and any previously recorded plats.

As a result of our review, staff has determined that the comments and recommendations are required with respect to the safe and adequate access standards of the Broward County Land Development Code.

STAFF COMMENT

RATIONAL NEXUS REVIEW

- 1 This plat has been evaluated by staff for the relationship between the impact of the proposed development and the right-of-way dedications required by the Broward County Land Development Code. Staff has made a finding that the proposed development meets the threshold for rational nexus and this report includes right-of-way dedication requirements.

STAFF RECOMMENDATIONS

NON-VEHICULAR ACCESS LINE REQUIREMENTS

It is the express intent of this non-vehicular access line to eliminate all proposed openings and existing driveways not specifically delineated in the following comments:

- 2 Along the ultimate right-of-way for South Park Road except at the following:
 - A) A 50-foot opening with centerline located approximately 370 feet north of the south plat limits. This access shall be labeled on the plat as limited to right turns only; and
 - B) A 90-foot opening with centerline located approximately 860 feet north of the south plat limits.
- 3 Along the ultimate right-of-way for Pembroke Road except at the following:
 - A) A 50-foot opening with centerline located approximately 235 feet west of the east plat limits. This access shall be labeled on the plat as limited to right turns only; and,
 - B) A 50-foot opening with centerline located approximately 143 feet east of the west plat limits. This access shall be labeled on the plat as limited to right turns only.

Said non-access line will include corner chords at the intersection of Pembroke Road and South Park Road; and the intersection of South Park Road and Hillcrest Drive; and extend along Hillcrest Drive for a minimum of 100 feet.

RIGHT-OF-WAY REQUIREMENTS (Dedicate)

- 4 Right-of-way for a southbound right turn lane on South Park Road at the 90-foot opening with 150 feet of storage and 50 feet of transition.
- 5 Right-of-way for a southbound right turn lane on South Park Road at the 50-foot opening with 150 feet of storage and 50 feet of transition.

- 6 That portion of right-of-way for a westbound right turn lane on Pembroke Park Road at the western 50-foot opening with 150 feet of storage and 50 feet of transition, or as required by FDOT.
- 7 Twelve feet of additional right-of-way for an expanded intersection (Broward County Land Development Code 5-192 (c)(3)) on South Park Road for 300 feet north of the corner chord. From the northernmost point, transition to a 60-foot half for the next 200 feet.
- 8 Ten feet of additional right-of-way for an expanded intersection (Broward County Land Development Code 5-192 (c)(3)) on Pembroke Road for 300 feet west of the corner chord. From the westernmost point, transition to a 60-foot half for the next 200 feet.
- 9 Right-of-way for a corner chord based on a 35-foot radius at the intersection of Pembroke Road and South Park Road.
- 10 Right-of-way for corner chords based on a 30-foot radius at the intersection of South Park Road and Hillcrest Drive.

ACCESS REQUIREMENTS

- 11 The minimum distance from the non-vehicular access line of Pembroke Road, at any ingress driveway, to the outer edge of any interior service drive or parking space with direct access to such driveway shall be 45 feet per FDOT.
- 12 The minimum distance from the non-vehicular access line of South Park Road, at any ingress driveway, to the outer edge of any interior service drive or parking space with direct access to such driveway shall be 100 feet. (Broward County Land Development Code 5-192 (a)(4)a3))
- 13 For the two-way driveway that will be centered in 50-foot openings: the minimum pavement width shall be 24 feet, the minimum entrance radius shall be 30 feet.
- 14 Any driveway in the 90-foot opening: shall be centered in the opening, shall consist of a minimum of two egress lanes, each 12 feet in width, and one, 16-foot-wide ingress lane, with minimum entrance radii of 40 feet.

EXPANDED SIDEWALK FOR BUS LANDING PAD (Easement)

- 15 Three (3) feet wide expanded sidewalk to create eight (8) feet wide bus landing pad area on Pembroke Road beginning approximately 300 feet West of the South-East plat limits and continuing West for sixty (60) feet.

BUS SHELTER REQUIREMENTS (Easement)

- 16 Nine (9) feet by twenty (20) feet Mass Transit Bus Shelter Easement dedicated to Broward County for proper purposes on Pembroke Road, beginning approximately 340 feet West of the South-East plat limits and continuing West for twenty (20) feet. This easement shall be located behind the proposed bus landing pad easement.

TRAFFICWAYS IMPROVEMENTS (Secure and Construct)

- 17 The removal of all existing driveways and median openings in locations not consistent with approved openings in the non-vehicular access line and the construction of curb, gutter, and sidewalk in these openings when necessary to complete the required improvement.

TURN LANE IMPROVEMENTS (Secure and Construct)

- 18 Northbound left turn lane on South Park Road at 90-foot opening with 200 feet of storage and 50 feet of transition.
- 19 Southbound right turn lane on South Park Road at the 90-foot opening with 150 feet of storage and 50 feet of transition.
- 20 Southbound left U-turn Lane on South Park Road at the 90-foot opening with 100 feet of storage and 50 feet of transition.
- 21 Southbound right turn lane on South Park Road at the 50-foot opening with 150 feet of storage and 50 feet of transition.

SIDEWALK REQUIREMENTS (Secure and Construct)

- 22 Along Pembroke Road and adjacent to this plat.
- 23 Along South Park Road and adjacent to this plat.

EXPANDED SIDEWALK FOR BUS LANDING PAD (Secure and Construct)

- 24 A minimum eight (8) feet wide sidewalk (with F curb and gutter) constructed, on Pembroke Road beginning approximately 300 feet West of the South-East corner plat limits and continuing West for sixty (60) feet.

BUS SHELTER REQUIREMENTS (Secure and Construct)

- 25 A nine (9) feet by twenty (20) feet reinforced concrete bus shelter pad area (to be set behind proposed bus landing pad area) for proper purposes on Pembroke Road, beginning approximately 340 feet West of the South-East plat limits and continuing West for twenty (20) feet.

SIGNALIZATION PRESERVATION/IMPROVEMENTS (Secure Construction)

- 26 Twenty-five (25) percent of the total typical installation cost of a replacement traffic signal at the intersection of Pembroke Road and South Park Road. The total amount to be secured shall be \$150,000.

PAVEMENT MARKINGS AND SIGNS (Secure and Construct)

- 27 Construction of the required improvements shall include installation of signs and thermoplastic pavement markings. Pavement markings and signs shall be designed, fabricated, and installed in accordance with Traffic Engineering Division standards. The security amount for pavement markings and signs will be based on the approved construction plans or the approved engineer's cost estimate as outlined below. Design and installation of the required markers and/or signs are subject to approval by Florida Department of Transportation for projects located on a FDOT jurisdictional roadway.

IMPROVEMENT AGREEMENT AND SECURITY REQUIREMENTS

- 28 Section 5-184(d)(2) of the Broward County Land Development Code requires a recordable agreement for the required improvements. The owner of this plat shall enter into the standard Installation of Required Improvements Agreement (BCF#450) and submit it to the Highway Construction and Engineering Division for review and approval prior to plat recordation. The completion date for all required improvements listed as Exhibit "B" shall indicate completion prior to issuance of Certificates of Occupancy. Alternate phasing schedules must receive prior approval from the Highway Construction & Engineering Division. The use of a non-standard agreement will require independent approval by the County Commission.

The Installation of Required Improvements Agreement shall be secured by letter of credit, cash, lien, or other security acceptable to the County. Security instruments for all required improvements shall be submitted prior to NVAL Amendment Agreement recordation and/or commencement of construction. Security amounts shall be based upon the one of the following:

- a. Approved construction plans. When security is based on approved construction plans, the security will be calculated at one hundred (100%) percent of the cost of the improvements. Requirements for submitting construction plans are outlined below.

- b. Engineer's cost estimate. When security is based on an engineer's cost estimate, the security will be calculated at one hundred twenty-five (125%) percent of the cost of the improvements. Engineer's cost estimate(s) must be submitted for review by the Highway Construction and Engineering Division. Use of approved cost estimate forms is required. Payment of the applicable review fee is required pursuant to Chapter 38.8 of the Broward County Administrative Code.

- c. All forms are available on the Highway Construction & Engineering Division's web page at:
<http://www.broward.org/Publicworks/BCEngineering/Pages/Default.aspx>

IMPROVEMENT PLAN SUBMITTAL (Pre-construction and Security Release Requirements)

- 29 Construction plans for the required improvements (including pavement marking and signing plans) shall be submitted to Highway Construction and Engineering Division for review, and must be approved prior to the commencement of construction. Construction shall be subject to inspection and approval by the County. Pavement marking and signing shall be provided for all of the Improvements and shall be subject to review, field inspections and final approval by the Traffic Engineering Division. Security for pavement markings and signing shall not be released without field inspection and final approval by the Traffic Engineering Division of all materials, installations and locations.

GENERAL RECOMMENDATIONS

- 30 Distance and measurement recommendations contained in this report were based on the best information available at the time of review. County staff may approve minor adjustments based on verified field conditions or details provided in approved construction plans.

- 31 All construction must include all necessary transitions to existing pavement, the lengths of which shall be determined by the design speed of the roadway. All designs, construction, studies, etc., shall conform to the applicable sections of the following:
 - A) United States Department of Transportation: "Manual on Uniform Traffic Control Devices" (MUTCD).
 - 1) State of Florida Department of Transportation:
 - 2) "Roadway and Traffic Design Standards."
 - 3) "Standard Specifications."
 - 4) "FDOT Transit Facilities Guidelines."

- B) Broward County: "Minimum Construction Standards for Roadways Under Broward County Jurisdiction" (Exhibit 25A of Section 25.1, Broward County Administrative Code).

In addition, all designs for construction shall be certified by a Professional Engineer, registered in the State of Florida, that they meet the standards included above.

All standard forms are available for downloading from the Highway Construction and Engineering Division's website:

<http://www.broward.org/Publicworks/BCEngineering/Pages/Default.aspx>.

- 32 This plat will not be recorded until all real estate taxes (including taxes for the current year and any delinquent taxes) for the property being platted have been paid as required by Florida Statutes Chapter 197.192. The applicant shall request a current tax letter be forwarded from the Revenue Collection Division to HCED Plat Section.

F.S. 177 PLAT REVIEW COMMENTS

The following comments note the corrections necessary for the plat mylar to comply with the requirements of Florida Statutes Chapter 177. If additional clarification is necessary, please contact Jason Espinosa at (954) 577-4593 or via email at JESPINOSA@BROWARD.ORG.

Please note that additional changes made to the plat mylar beyond this list of corrections may necessitate additional review time; delay recordation; and result in additional review fees.

All resubmittals shall include a paper copy of the plat with changes from the original plat review application highlighted.

33 SURVEY DATA

- A. The platting surveyor shall submit Certified Corner Records for section corners used in preparation of the plat to both the State and Broward County. County staff will confirm submittal to the State prior to plat recordation. For section corners which have Certified Corner Records on file, the surveyor shall submit an affidavit confirming that the Section corner was found to be substantially as described in the most recently available certified corner record. Standard affidavit forms are available at: <http://www.broward.org/BCEngineering/Pages/PlatSectionForms.aspx>.
- B. The surveyor shall submit digital plat information (after all corrections are completed and Highway Construction & Engineering Division staff requests digital information).

34 RIGHT OF WAY DELINEATION AND DEDICATION LANGUAGE

- A. Dedication language shall clearly dedicate all right-of-way and easements shown on the plat.
 - 1. Revise “The R/W Easement...” to read “The Bus Landing Pad Easement...” in Dedication Number 4 on page 1.

35 TITLE CERTIFICATION AND DEDICATION SIGNATURE BLOCKS

The title shall be updated for review of any agreements and the recordation process. Standard format for Title Certificates, Opinions of Title, the Adjacent Right-of-way Report, and a Guide to Search Limits of Easements and Right-of-way may be obtained by contacting the Highway Construction & Engineering Division or by visiting our web site: <http://www.broward.org/BCEngineering/Pages/PlatSectionForms.aspx>

36 DRAFTING AND MISCELLANEOUS DATA

- A. Enlarge the NVAL symbol along South Park Road as it is too difficult to see at its current size.
- B. Review and delete a few arrows along the eastern boundary of the plat.
- C. Clarify the 10.00' label located just east of the POB
- D. Review and revise the cutoff text near your company name on page 2.

37 HIGHWAY CONSTRUCTION & ENGINEERING DIVISION INTERNAL PROCEDURES
(These items are required for plat recordation but are completed by County staff)

- A. Planning Council Executive Director or Designee Signature
- B. Completion of all POSSE Inputs; Impact Fee and Security reports printed
- C. County Surveyor Signature
- D. P.R.M. Verification
- E. Development Order, Urban Planning Division Director Signature
- F. Highway Construction and Engineering Director Signature
- G. City/District scanned copy of mylar, as required.