



City of Pompano Beach
 Department of Development Services
 Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
 Phone: 954.786.4679 Fax: 954.786.4666

Community Residences/Recovery Communities
 Special Exception Checklist

**Zoning Board of Appeals: Special Exception
 Community Residence OR Recovery Community**

DEADLINE:

- Initial submission and fee must be received by 5:00 PM on the day of the deadline.
- Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines.
- To ensure quality submittal, this project will only be added to the ZBA Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.

Application Review Process:

Application Type	Step 1	Step 2	Step 3
Community Residences (Pg. 2)	Pre-Application Meeting (Required**)	Zoning Board of Appeals Review	Development Order from the ZBA
Recovery Communities (Pg. 4)	Pre-Application Meeting (Required**)	Zoning Board of Appeals Review	Development Order from the ZBA

***Applicant must make an appointment with a Senior Planner to submit application at least 48 hours (2 business days) prior to deadline for filing by calling (954) 786-4667.*

DIGITAL SUBMISSION: The following digital documents are to be submitted in Camino:

DIGITAL	<input type="checkbox"/>	The fee and application pages*.
	<input type="checkbox"/>	Written Narrative with list of each Review Standard and a point-by-point response to each (pg. 2-5). Narratives must be on letterhead, dated, and with author signature.
	<input type="checkbox"/>	Current survey. (<i>Surveys to be recent and must show all improvements on the property and legal description</i>)
	<input type="checkbox"/>	Legal Description of property (in Word/text format).
	<input type="checkbox"/>	Conceptual Site Plan identifying property lines, parking spaces, storage area of garbage receptacles, screening of garbage receptacles, fences, and other similar accessory features.
	<input type="checkbox"/>	Detailed interior floor plan identifying all bedrooms (with dimensions excluding closets), exits and location of fire extinguishers.
	<input type="checkbox"/>	(Optional) Documents, photographs, and other evidence.

**Updated copies of the application, proof of ownership, or narrative may be required if information has changed (i.e.: if the property ownership changes, the owner's certificate and application will need to be revised with the City's file.)*



155.2406. E. SPECIAL EXCEPTION – COMMUNITY RESIDENCES

(Below is a summary of Section 155.2406. E. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS FOR COMMUNITY RESIDENCES

(Each standard MUST be addressed in writing)

A Special Exception for a community residence (family or transitional) shall be approved by simple majority vote of the Board members present, only on a finding that there is competent substantial evidence in the record that the Special Exception meets the following applicable standards:

1. When the proposed community residence arrangement is required to obtain a special exception because it would be located within 660 linear feet of an existing community residence or recovery community:
 - a. The applicant demonstrates that the proposed community residence will not interfere with the normalization and community integration of the residents of any existing community residence or recovery community and that the presence of other community residences or recovery communities will not interfere with the normalization and community integration of the residents of the proposed community residence, and
 - b. The applicant demonstrates that the proposed community residence in combination with any existing community residences and/or recovery communities will not alter the residential character of the surrounding neighborhood by creating an institutional atmosphere or by creating or intensifying an institutional atmosphere or de facto social service district by concentrating or clustering community residences and/or recovery communities on a block face or in a neighborhood.
2. When the proposed community residence is required to obtain a special exception because the State of Florida does not offer a license or certification for this type of community residence and the population it would serve, the applicant must demonstrate that:
 - a. The proposed community residence will be operated in a manner effectively similar to that of a licensed or certified community residence;
 - b. Staff will be adequately trained in accord with standards typically required by licensing or state certification for a community residence;
 - c. The community residence will emulate a biological family and be operated to achieve normalization and community integration; and
 - d. The rules and practices governing how the community residence is operated will actually protect residents from abuse, exploitation, fraud, theft, insufficient support, use of illegal drugs or alcohol, and misuse of prescription medications.
3. In districts where a community residence is allowed as a special exception, the community residence shall be approved only on a finding that there is competent substantial evidence in the record that the Special Exception meets the applicable standards:
 - a. The applicant demonstrates that the proposed community residence will not interfere with the normalization and community integration of the residents of any existing community residence and/or recovery community and that the presence of other community residences and/or any recovery communities will not interfere with the normalization and community integration of the residents of the proposed community residence;
 - b. The applicant demonstrates that the proposed community residence in combination with any existing community residences and/or recovery communities will not alter the residential character of the surrounding neighborhood by creating an institutional atmosphere or by creating or intensifying a de facto social service district by concentrating or clustering community residences and/or any recovery community on a block or in a neighborhood, and
 - c. The applicant demonstrates that the proposed community residence will be compatible with the residential uses allowed as of right in the zoning district;
 - d. When the proposed community residence would be located in a single-family zoning district, the applicant demonstrates that the proposed transitional community residence, alone or in combination



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with any existing community residences, will not alter the residential stability of the single-family zoning district;

- e. The applicant demonstrates that the applicant or the proposed community residence has been granted certification by the State of Florida or license required by the State of Florida; and
- f. When the State of Florida does not offer certification or require a license for this type of transitional community residence and the population it would serve, the application demonstrates that:
 - i. The proposed community residence will be operated in a manner effectively similar to that of a licensed or certified community residence;
 - ii. Staff will be adequately trained in accord with standards typically required by licensing or state certification for a community residence;
 - iii. The community residence will emulate a biological family and be operated to achieve normalization and community integration; and
 - iv. The rules and practices governing how the community residence is operated will actually protect residents from abuse, exploitation, fraud, theft, insufficient support, use of illegal drugs or alcohol, and misuse of prescription medications.

Special Exception Uses also have Use-Specific Standards set forth in [Article 4: Use Standards](#).

PROCEDURE

1. Pre-Application Meeting with Senior Planner.
2. Recommendation by the Development Service Director.
3. Final decision by the Zoning Board of Appeals, following a quasi-judicial public hearing.



155.2406. F. SPECIAL EXCEPTION – RECOVERY COMMUNITY

(Below is a summary of Section 155.2406. F. For the complete language, please refer to the Zoning Code)

REVIEW STANDARDS

(Each standard MUST be addressed in writing)

A Special Exception for a recovery community shall be approved by Simple Majority vote of the Board members present, only on a finding that there is competent substantial evidence in the record that the Special Exception meets the following applicable standards:

- I. When the proposed recovery community is required to obtain a special exception because it would be located within 1,200 linear feet of an existing recovery community or community residence:
 - a. The applicant demonstrates that the proposed recovery community will not interfere with the normalization and community integration of the residents of any existing community residence or recovery community and that the presence of existing community residences or recovery communities will not interfere with the normalization and community integration of the residents of the proposed recovery community; and
 - b. The applicant demonstrates that the proposed recovery community in combination with any existing recovery communities or community residences will not alter the residential character of the surrounding neighborhood by creating or intensifying an institutional atmosphere or creating or intensifying a de facto social service district by concentrating or clustering recovery communities and/or community residences on a block face or in a neighborhood.
2. In zoning districts where a recovery community is allowed only as a special exception, the recovery community shall be approved only on a finding that there is competent substantial evidence in the record that the Special Exception meets the following applicable standards:
 - a. The applicant demonstrates that the proposed recovery community will not interfere with the normalization and community integration of the residents of any existing community residence or recovery community and that the presence of existing community residences or recovery communities will not interfere with the normalization and community integration of the residents of the proposed recovery community;
 - b. The applicant demonstrates that the proposed recovery community in combination with any existing recovery community or community residence will not alter the residential character of the surrounding neighborhood by creating or intensifying an institutional atmosphere or creating or intensifying a de facto social service district by concentrating or clustering recovery communities and/or community residences on a block face or in a neighborhood;
 - c. The applicant demonstrates that the proposed recovery community will be compatible with the residential uses allowed as of right in the zoning district;
 - d. When the proposed recovery community would be located in a two-family zoning district, the applicant demonstrates that the proposed recovery community, alone or in combination with any recovery community or community residence, will not alter the residential stability of the two-family zoning district; and
 - e. The applicant demonstrates that the applicant or the proposed recovery community has been granted certification available from the State of Florida or license required by the State of Florida.
 - f. If the proposed recovery community would be located within 1,200 linear feet of an existing recovery community or community residence:
 - i. The applicant demonstrates that the proposed recovery community will not interfere with the normalization and community integration of the residents of any existing community residence or recovery community and that the presence of existing community residences or recovery communities will not interfere with the normalization and community integration of the residents of the proposed recovery community; and
 - ii. The applicant demonstrates that the proposed recovery community in combination with any



existing recovery communities or community residences will not alter the residential character of the surrounding neighborhood by creating or intensifying an institutional atmosphere or creating or intensifying a de facto social service district by concentrating or clustering recovery communities and/or community residences on a block face or in a neighborhood.

Special Exception Uses also have Use-Specific Standards set forth in [Article 4: Use Standards](#).

PROCEDURE

1. Pre-Application Meeting with Senior Planner.
2. Recommendation by the Development Service Director.
3. Final decision by the Zoning Board of Appeals, following a quasi-judicial public hearing.