# SITE PLAN REVIEW AND APPEARANCE BOARD– STAFF REPORT

**Parks at Delray - Gates**

| Meeting | File No. | Application Type |
|---|---|---|
| November 18, 2026 | PZ-000457-2026 | Level 1 Site Plan |

| Property Owner | Agent |
|---|---|
| Elianne Klein, Centerpointe Delray Holdings LLLP | Michael Covelli, Covelli Design Associates Inc. |

## Request

Level 1 Site Plan for the installation of five automatic vehicular gate arms at four access areas along Congress Avenue and Old Germantown Road, including associated parking, curbing, and landscape modifications.

## Site Data & Information

**Location:** 1690-2350 South Congress Avenue

**PCN:** 12-43-46-30-41-001-0010

**Property Size:** 48.78± acres

**LUM:** SAD (Special Activity District)

**Zoning:** CMU (Congress Avenue Mixed Use)

**Adjacent Zoning:**

- **North:** Medium Density Residential (RM)
- **East:** Industrial (I) and Mixed Residential Office and Commercial (MROC)
- **South:** Medium Density Residential (RM) and Open Space (OS)
- **West:** Medium Density Residential (RM)

**Existing Use:** Multifamily residential development, with remaining parcels subject to previously approved commercial entitlements and pending redevelopment applications.



## Background

The property was previously developed with four office buildings, including the former Office Depot corporate offices and the Arbors office building. On December 11, 2018, **Ordinance No. 30-18** was adopted, rezoning approximately 48.78-acre property from Mixed Residential Office and Commercial (MROC) to Special Activities District (SAD) and establishing the associated Master Development Plan (MDP). The approval included 1,009 dwelling units, recreational facilities, 70,000 square feet of office, 250,000 square feet of retail, and 80,000 square feet of restaurant uses. A waiver was also approved from the requirement to process the site plan concurrently with the SAD ordinance.

On October 23, 2019, SPRAB approved a Class II Site Plan modification for the perimeter landscape buffer. On November 18, 2020, SPRAB approved a Class V Site Plan for 600 residential units within the western portion of the MDP.

**Ordinance No. 30-18** was subsequently amended by **Ordinance No. 61-20** on January 5, 2021, without changing the previously approved residential density or commercial intensity. The amendment addressed the timing of infrastructure improvements, building setbacks and separations, procedures for future modifications to the MDP, and adjustments to the clubhouse, park, and internal roadway configuration.

Exhibit B of **Ordinance No. 61-20** establishes the procedures for future modifications to the approved MDP and requires subsequent site plans and site plan modifications to remain consistent with the approved MDP.

On July 27, 2022, SPRAB approved a Class IV Site Plan modification for 747 residential units, clubhouses, swimming pools, a park, and associated landscaping.

An amendment to the SAD and associated MDP is currently under review and is scheduled for consideration by the Planning and Zoning Board on November 16, 2026. The amendment proposes to eliminate the previously approved commercial development and allow fee-simple townhouse development on the three remaining parcels. Related major site plan applications are also under review.

The proposed gate installation is being reviewed separately as a Level 1 Site Plan modification. However, its consistency with the approved MDP and coordination with the pending SAD amendment and major site plan applications are relevant to the review of the proposed access and circulation improvements.

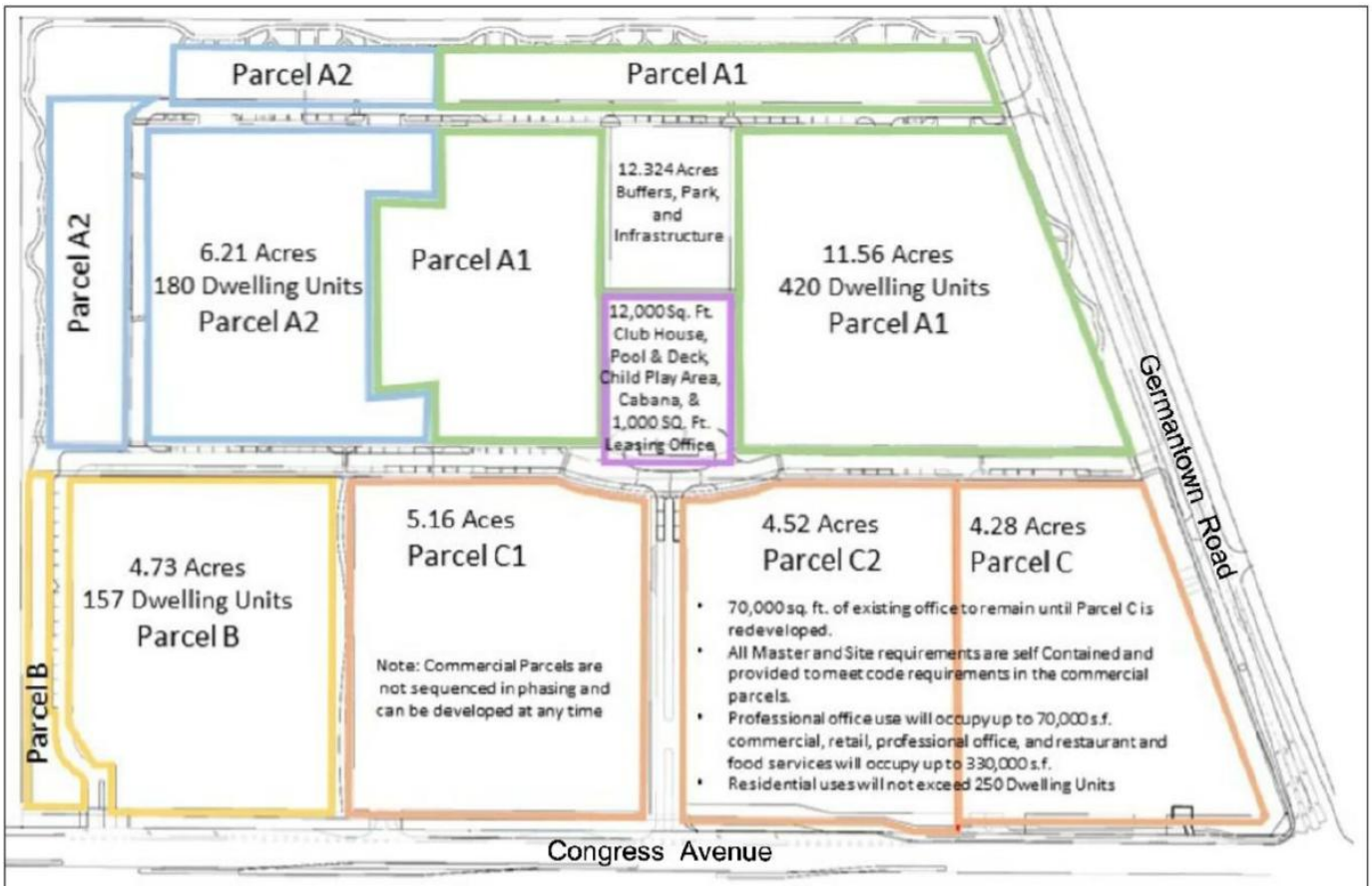



*Figure 1 Amended Master Development Plan (Ordinance No. 61-20)*

## Description of Proposal

The application proposes five automatic vehicular gate arms at four access areas within Parks at Delray, including two along Congress Avenue and two along Old Germantown Road. Two gate arms are proposed at the southeast Congress Avenue entrance, with one at each of the remaining three entrances. The proposal also includes associated parking, curbing, and landscape modifications.

According to the applicant's Project Narrative, the gates will automatically open upon vehicle approach without requiring access credentials and will remain open daily from 7:00 am to 6:00 pm. The gates are proposed within privately owned roadway tracts and are intended to provide security and accommodate future security cameras.

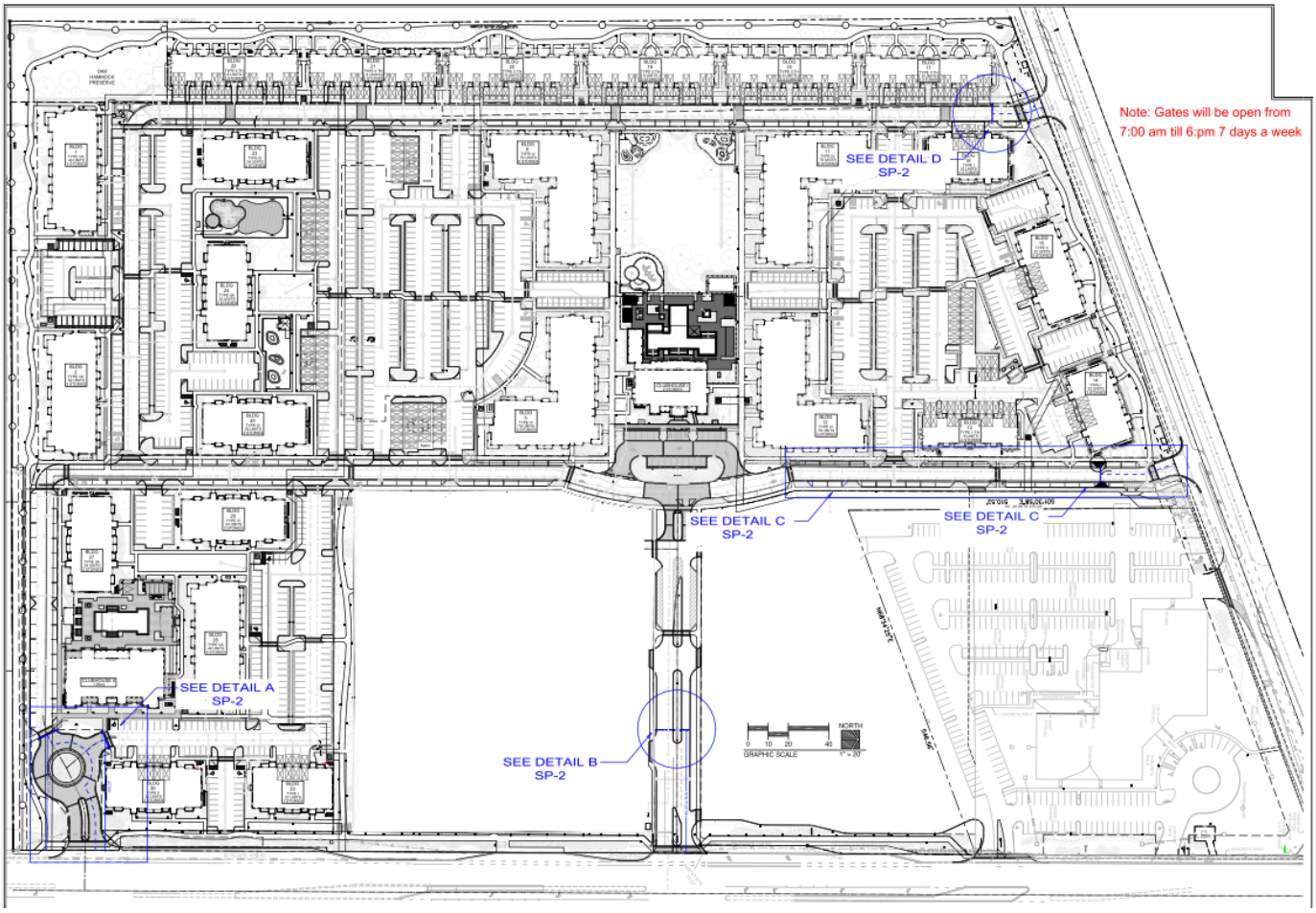



*Figure 2 Site Plan with proposed gate locations*

## Review & Analysis: Site Plan

**LDR Section 2.4.10(A)(1)(a), Level 1 Site Plan Applications**
*include improvements or modifications to existing development that do not increase building square footage and are generally limited to landscaping, hardscaping, architectural elevations, materials, and colors.*

**Pursuant to LDR Section 2.4.10(A)(2)(c)1**., the Development Services Director may elevate a Level 1 Site Plan application to board review. This application has been elevated to SPRAB due to the proposed modifications to the internal access and circulation system, their relationship to the approved SAD and MDP, and the associated development applications currently under review.

**LDR Section 2.4.10(A)(3), Findings**
*All site plan applications require compliance with the applicable regulations and review criteria and shall be consistent with the Comprehensive Plan and other local ordinances.*

*(a) Formal findings are not required for Level 1 Site Plan applications.*

Although formal findings are not required for a Level 1 Site Plan, the application remains subject to the applicable Land Development Regulations, adopted SAD development standards, and approved MDP.

**Vehicular Access, Circulation, and Stacking**

**LDR Section 4.6.9(D)(4)** *A stacking area in advance of access gates, guardhouses, and other barriers shall be provided as follows:*

*b. Planned residential developments, whether single or multi-family, and all other uses and access configurations not listed above, shall provide:*

*i. A minimum stacking distance of 100 feet from the property line or ultimate right-of-way, whichever is greater*

**LDR Section 4.6.9(D)(4)** establishes minimum stacking distances for gated access, while **LDR Section 4.6.9(D)(5)** provides for a reduction subject to written determination by the City Engineer when supported by a traffic study and justification statement. The proposed gate locations must also maintain applicable sight visibility requirements pursuant to **LDR Section 4.6.14** and remain consistent with the approved site circulation and access framework.

The proposed five gate arms are located at four access areas connecting to Congress Avenue and Old Germantown Road. The following analysis addresses the proposed gate locations, associated site improvements, stacking distances, and their relationship to the approved circulation system.

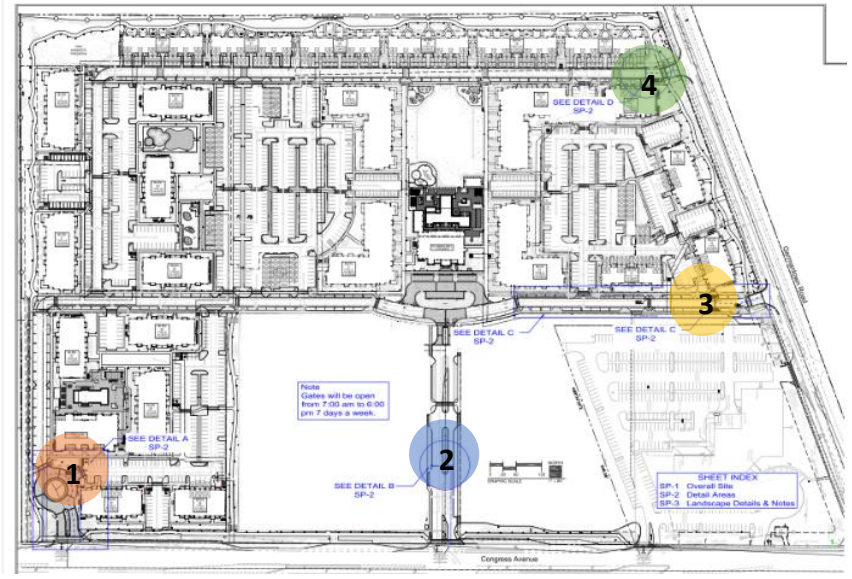



*Figure 3 Site Plan highlighting gate locations*

**1. Gates located at the southeast entrance on Congress Avenue**

The southeast Congress Avenue entrance includes an internal roundabout with two drive aisles extending west and north. A gate arm is proposed along each aisle, serving the multifamily residential development. The submitted plans indicate that the gate arms will be installed within the existing internal roadway configuration without modifying the roundabout. The gate locations must maintain adequate vehicular maneuvering and prevent queuing conflicts within the internal roundabout.

**2. Gate located at the central entrance on Congress Avenue**

The proposed gate is located at the central Congress Avenue entrance, serving parcels designated for commercial development under the currently approved MDP. These parcels are subject to pending SAD and major site plan applications proposing residential townhouse development. The gate location must remain consistent with the approved access configuration and be coordinated with the plans currently under review.

The applicant proposes an automatically activated gate without access restrictions. The proposed operation is relevant to maintaining access to parcels under the existing development entitlements.

**3. Gate located at the northeast entrance at Old Germantown Road**

The proposed gate is located at the northeast Old Germantown Road entrance, between the existing residential development to the west and the area formerly occupied by office development to the east.

The proposed improvements include the relocation of two parallel parking spaces, associated curbing modifications, and landscape improvements. Sheet SP-2 identifies two replacement parking spaces, proposed landscape islands, and the relocation of an existing Green Buttonwood tree. The modified configuration must maintain the approved parking supply, safe circulation, and applicable landscape and sight visibility requirements.

**4. Gate located at the northwest entrance at Old Germantown Road**

The proposed gate is located at the northwest Old Germantown Road entrance, with residential development on both sides of the internal roadway. The proposed gate provides approximately 77 feet of vehicular stacking distance, compared with the 100-foot minimum required by LDR Section 4.6.9(D)(4). Pursuant to Section 4.6.9(D)(5), the City Engineer approved the reduction to 77 feet on August 14, 2026, based on the submitted justification and supporting queuing analysis.

A queuing analysis prepared by Kimley-Horn, evaluated the northwest entrance using a peak inbound volume of 70 vehicles per hour and a service rate of 190 vehicles per hour. The analysis identified a 95th-percentile queue of approximately two vehicles, requiring 50 feet of

stacking distance. The proposed 77-foot distance exceeds the calculated storage requirement. The analysis also considered operation of the gate throughout the day.

According to the applicant's submitted project narrative, all gates will remain open daily from 7:00 am. to 6:00 pm. and will automatically open upon vehicle approach outside those hours, without requiring access credentials.

Palm Beach County Engineering and Public Works, Traffic Division, provided a no-objection response on September 14, 2026, based on the proposed automatic gate operation, absence of access restrictions, and daily open period from 7:00 am to 6:00 pm.

**Emergency Access**
The proposed gates will automatically open upon vehicle approach and will not require keypads or access credentials. Fire Department review identified the need to verify roadway clearances and gate equipment dimensions at permitting. Final gate installation shall comply with applicable Fire Department access and emergency operation requirements.

**Parking, Landscape, and Site Improvements**
The proposed gate installation includes localized modifications to parking, curbing, grading, and landscaping, as identified on Sheets **SP-2, SP-3, and EX-01**. At the northeast Old Germantown Road entrance, two parallel parking spaces are proposed to be relocated, together with associated landscape improvements.

The submitted plans identify sight visibility triangles at the proposed gate locations. Engineering review addressed sight visibility through the TAC process. The final gate installations, associated landscaping, and equipment must maintain compliance with **LDR Section 4.6.14**.

Pedestrian Access and Connectivity
The gate arms will extend across vehicular travel lanes without restricting access to the perimeter pedestrian pathways. The proposed improvements must maintain the pedestrian connections and access arrangements established by the approved MDP and applicable site plans.

**Consistency with the Approved SAD and Master Development Plan**
The development is governed by **Ordinance No. 30-18**, as amended by **Ordinance No. 61-20**, and the associated approved MDP. The SAD development standards require subsequent site plans and site plan modifications to remain consistent with the approved MDP.
The proposed gates represent modifications to the internal access system and associated site improvements. Although gated entry features are not specifically identified in the approved SAD, the applicant indicates that the gates will automatically open upon vehicle approach without restricting access and will not alter the approved vehicular or pedestrian circulation network.

The proposed gate locations must be evaluated in relation to the currently approved MDP and coordinated with the pending SAD amendment and related major site plans. Approval of this Level 1 Site Plan would not constitute approval of, or modification to, the pending development applications.

The proposed gate locations have been reviewed against the approved MDP and applicable site plans. The improvements do not propose changes to the location of the existing public street connections or the overall internal roadway network. The application does not authorize changes to the development program, circulation framework, or other entitlements established by the SAD.

**Relationship to site plan phasing and construction**
The proposed improvements will require coordination with the approved and pending site plans to ensure consistency in roadway configuration, access, parking, landscaping, and construction sequencing. Any subsequent changes to the approved gate locations or associated site improvements shall be reviewed through the applicable development approval process.

## Options for Board Action

A. Move approval of the Level 1 Site Plan (PZ-000457-2026) for the installation of five automatic vehicular gate arms at four access areas within Parks at Delray, including associated site improvements, by finding that the request meets the criteria set forth in the Land Development Regulations and the approved SAD.

B. Move approval, as amended, of the Level 1 Site Plan (PZ-000457-2026) for the installation of five automatic vehicular gate arms at four access areas within Parks at Delray, including associated site improvements, by finding that the request meets the criteria set forth in the Land Development Regulations and the approved SAD.

C. Move denial of the Level 1 Site Plan (PZ-000457-2026) for the installation of five automatic vehicular gate arms at four access areas within Parks at Delray, including associated site improvements, by finding that the request does not meet the criteria set forth in the Land Development Regulations and the approved SAD.

D. Move to continue with direction.

## Technical Advisory Committee (TAC) Timeline

| Review No. | Submittal Date | TAC Comments Transmitted | |
|---|---|---|---|
| 1 | 2/13/2026 | 3/11/2026 | Total time with Applicant: **113 days** |
| 2 | 4/29/2026 | 5/20/2026 | Total time under Review: **71 days** |
| 3 | 7/31/2026 | 8/14/2026 | |
| 4 | 9/27/2026 | - | |