

October 28, 2025

Alexia Howald, LEED® Green Associate™, AICP  
Senior Planner, Current Planning Division  
CITY OF DELRAY BEACH  
Development Service Department  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, FL 33444



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Urban Design  
Land Planning  
Landscape Architecture

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Re: **398 NE 6<sup>TH</sup> AVENUE  
LOADING DEMAND STATEMENT**

Dear Ms. Howald:

As referenced in the TAC w – 4<sup>th</sup> Review comments and as we have discussed, we respectfully submit this loading demand statement to address how deliveries and loading will function for this project.

*Pursuant to LDR Section 4.6.10, Off-Street Loading, (B) Determination of adequacy. The body approving the site plan associated with the proposed development shall determine the adequacy of the provisions which are made for (un)loading. In making such a determination, the standards and guidelines of this Section shall be considered. The final determination may result in accommodations in excess of or less than such guidelines, or in the waiving of any such accommodations.*

Pursuant to LDR Section 4.6.10, (C) **Guidelines** the subject property should accommodate one (1) loading berths based on the project having 19,233 square feet of residential apartments. The commercial space of 1,166 square feet does not require a loading berth according to City Code.

*In circumstances where these guidelines are not applicable or appropriate, the applicant may provide a "loading demand statement" in which the normal demands for loading are set forth along with any restrictions which may be appropriate.*

The proposed development consists of the construction of a 4-story 8-unit condominium building (3 – 4-bedroom) with a ground level retail and parking lot with amenity deck and units above. The site is designed in compliance with the CBD regulations. The property is located at the southwest corner of NE 6th Avenue and NE 4th Street, which are designated Primary Streets in the CBD zoning district. Along Primary Streets, the ground floor of the buildings must be occupied by permitted uses with a minimum depth of 20', parking lots shall be located to the rear of the buildings and alleys and Secondary Streets shall be the primary source of vehicular access to off-street parking vehicular access is prohibited. The proposed development eliminates legally non-conforming but unsafe parking with direct back out to NE 4th Street and improves the pedestrian realm along both streets. Vehicular access to the site, loading and service activities, such as deliveries and trash pickup will occur from the alley, as required.

The loading/unloading/delivery function is a short term, limited occurrence that will transpire primarily within the adjacent service alley. As part of this project, there will be a 2' alley right-of-way dedication and the alley width will be widened to 20' for the portion of the alley abutting the subject property. There will also be 5' wide x 14±' long concrete pad constructed on the east side of the alley within the property for delivery vehicle pull off. Although this pad does not comply with the full dimensions of the Code, the pad plus the widening of the alley will allow for the short term delivery space. This space will be more easily maneuvered and safer than vehicles pulling in and backing out of the parking area into the alley, minimizing encroachment into the alley drive aisle and allowing sufficient space for a vehicle to pass. It is noted the within the parking area lot drive aide there will be vertical clearance to accommodate smaller delivery vehicles, which may also temporarily occur.

The delivery/(un)loading activities for the development will be accommodated in a manner that will not negatively impact the site, adjacent properties or impede access through the abutting alley. There will not be any conflicts with trash pickup as the dumpster can be accessed directly through the parking lot as per the email confirmation from Waste Management and City Public Works provided as a separate document. The condominium documents will address all the requirements for the development, including move-in/move-out and deliveries, excluding USPS/FedEx/UPS/Amazon. The condominium rules and regulations will address the appropriate location and approved hours. USPS, FedEx, UPS, Amazon, etc. will have the ability to deliver to the cluster mailbox units within the lobby area with the ability for the delivery vehicles to pull over onto the concrete pad area adjacent to the alley. In addition, the applicant recognizes the current trends of increased deliveries and therefore is committed to utilizing the services of Fetch Package which is a service that delivers directly to the residents/tenant's door. More about this service can be found on their web site at <https://fetchpackage.com>.

In summary, the site plan complies with the CBD regulations and provides sufficient area to accommodate loading/unloading/deliveries for the proposed development without impacting the adjacent properties, businesses or vehicular/pedestrian circulation. Given the site constraints and CBD Development Standards, designing the site to accommodate a designated loading area or berth and sufficient maneuvering area would result in a significant negative impact on the ability to redevelop this site with required parking for any reasonable development plan. Based upon the above, a determination can be made that the proposed accommodations for the loading/unloading/delivery function are adequate for the proposed development.

Sincerely,

**URBAN DESIGN STUDIO**



Bradley Miller  
Principal/Project Manager