



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD**

**AGENDA
MARCH 27, 2014
7:00 PM**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES: FEBRUARY 27, 2014

4. PLANNING AND ZONING APPLICATIONS:

A. Request of the Owner of Property located at 901 89th Street

The applicant is requesting to build a wood fence at the front corner lot.

B. Request of the Owner of Property located at 9115 Byron Avenue

The applicant is requesting to install a carport canopy.

C. Request of the Owner of Property located at 9232 Dickens Avenue

The applicant is requesting to build a study room addition.

D. Request of the owner of Property located at 8827 Emerson Avenue

The applicant is requesting to build a new single- family home.

E. Request of the Owner of Property located at 9507 Harding Avenue

The applicant is requesting to renovate and existing storefront and add a new sign.

F. Request of the Owner of Property located at 9494 Harding Avenue

The applicant is requesting to install a new sign.

5. DISCUSSION ITEMS:

A. Massing

B. Solar Panels

C. Tree Canopy

D. Single Family Paint Color Palette

E. Dumpster Enclosures

F. Future Agenda Items

6. PERMITS ISSUED AND REVENUE REPORT FOR FEBRUARY 2014.

7. ADJOURNMENT.

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-893-6511 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING. HEARING IMPAIRED PERSONS MAY CONTACT THE TDD LINE AT 305-893-7936. IN ACCORDANCE WITH THE PROVISIONS OF SECTION 286.0105, FLORIDA STATUTES, ANYONE WISHING TO APPEAL ANY DECISION MADE BY THE TOWN OF SURFSIDE COMMISSION, WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING, WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE WHICH RECORD SHALL INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. AGENDA ITEMS MAY BE VIEWED AT THE OFFICE OF THE TOWN CLERK, TOWN OF SURFSIDE TOWN HALL, 9293 HARDING AVENUE. ANYONE WISHING TO OBTAIN A COPY OF ANY AGENDA ITEM SHOULD CONTACT THE TOWN CLERK AT 305-861-4863.

TWO OR MORE MEMBERS OF TOWN COMMISSION OR OTHER TOWN BOARDS MAY ATTEND AND PARTICIPATE AT THIS MEETING. THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD
MEETING
FEBRUARY 27, 2014
7:00 PM**

1. CALL TO ORDER

Chair Lindsay Lecour called the meeting to order at 7:03 pm.

2. ROLL CALL

Recording Clerk Jenorgen Guillen called the roll with the following members present: Board Member Jennifer Dray, Board Member Carli Koshal, Board Member Armando Castellanos, Vice Chair Peter Glynn and Chair Lindsay Lecour. Mayor Daniel Dietch attended as the Board liaison.

3. APPROVAL OF MINUTES: JANUARY 30, 2014

Board Member Dray had a correction to the minutes as follows:

4E. Request of the Owner of Property located at 9380 Collins Avenue

The applicant is requesting to renovate a sales center. The applicant was asked to reconsider the design of the image and remove the plants and greenery and add more art. Change to read "The applicant was asked to reconsider the design of the image and **add more greenery** and art.

Vice Mayor Glynn made a motion to approve and the motion received a second from Board Member Dray and all voted in favor.

4. PLANNING AND ZONING APPLICATIONS:

A. Request of the Owner of Property located at 9380 Collins Avenue

The applicant is requesting to renovate a sales center.

Town Planner Sarah Sinatra presented the item.

The architect spoke and gave a few more details on the project.

A motion to approve was made by Board Member Dray. The motion received a second from Board Member Castellanos and all voted in favor.

B. Request of the Owner of Property located at 9180 Byron Avenue

The applicant is requesting to build a family room at the rear of the home and refurbish an existing deck in the backyard.

Town Planner Sarah Sinatra presented the item.

A motion to approve was made by Board Member Castellanos. The motion received a second from Vice Chair Glynn and all voted in favor.

C. Request of the Owner of Property located at 9381 Byron Avenue

The applicant is requesting to build a study room addition.

Town Planner Sarah Sinatra presented the item.

The architect spoke and answered a question regarding the proposed roof.

A motion to approve was made by Vice Chair Glynn. The motion received a second from Board Member Castellanos and all voted in favor.

D. Request of the Owner of Property located at 9481 Byron Avenue

The applicant is requesting to add a family room, kitchen, and master bedroom to the rear of the home. The application includes the pool and deck.

Town Planner Sarah Sinatra presented the item. The pool and deck will not be included in this review only the actual addition.

Board Member Dray made a motion to approve with staff recommendations as follows:

1. 24 inch setback for proposed stairs
2. building permit plans demonstrate a 30% pervious on the lot.

The motion received a second from Board Member Castellanos and all voted in favor.

E. Request of the Owner of Property located at 233 & 225 95th Street

The applicant is requesting to install two signs in two different stores and replace the awning over the existing storefront for both stores.

Town Planner Sarah Sinatra presented the item. The board made some suggestions that the overall sign be streamlined.

Board Member Dray made a motion to approve with staff recommendations as follows:

1. 6 inch break between the two awnings or articulation of the awning.

The motion received a second from Board Member Koshal and all voted in favor.

5. QUASI-JUDICIAL APPLICATIONS:

A. The Shul Site Plan and Special Exception –

A RESOLUTION OF THE PLANNING AND ZONING BOARD OF THE TOWN OF SURFSIDE, FLORIDA, RECOMMENDING FOR APPROVAL A SITE PLAN APPLICATION, PURSUANT TO SECTION 90-41 ET SEQ. OF THE ZONING CODE, AND A SPECIAL EXCEPTION FOR A PRESCHOOL, PURSUANT TO SECTION 90-37 OF THE ZONING CODE TO PERMIT A 5,122.9 SQUARE FOOT MULTIPURPOSE ROOM AND A 51,850 SQUARE FOOT THREE STORY CLASSROOM FACILITY,

INCLUDING AN EXPANSION OF THE EXISTING PRESCHOOL AND EXCLUDING A SCHOOL, AS SUBMITTED BY THE SHUL, SUBJECT TO CERTAIN CONDITIONS WHICH SHALL BE INCLUDED IN A RECORDED COVENANT RUNNING WITH THE LAND, AND PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

Chair Lindsay Lecour read a statement regarding quasi-judicial proceedings. Those wishing to speak were sworn in.

Town Planner Sarah Sinatra presented the item with a slide presentation.

Stanley Price, attorney representing the Shul spoke on the item and urged the Board to support it. Mr. Price indicated they have worked with staff to address all issues raised. Architect Shapiro spoke and gave a detailed slide presentation of the project. Questions from the Board were addressed. Rabbi Sholom Lipskar spoke in support of the Shul and spoke of its benefit to the community.

Chair Lecour opened the public hearing.

Public Speakers Moshe Behar, Mitchell Feldman, Isaac Salver, Ginette Sultan, Donald Green, Mitchell Gottlieb, all spoke in support and indicated that many young families are moving into the community and the Shul and preschool are not only needed but would highly compliment the community. Ana le los Reyes spoke in opposition of the project and has a real concern about traffic and the terrible impact it will have. Attorney Price addressed the concern of Ms. De los Reyes and indicated a traffic study was done and all criteria have been met.

Town Attorney Miller again swore in all those who spoke in the event that a speaker had not previously been sworn in.

Chair Lecour closed the public hearing.

Vice Chair Glynn wanted it understood that the Board are not politicians but your neighbors. Glynn had questions about parking and traffic and does not think the traffic study presented is correct. The Shul will have a shortage of parking spaces and will opt to give the city funds to go into their parking fund to build lots. Vice Chair Glynn indicated that the downtown district has a shortage of parking spaces and at this time no approval has been made to build additional lots as some residents do not want it. Juan Espinosa representing the Shul and traffic expert addressed the issue and explained how the traffic study was done. The Board expressed a real concern about traffic and the study done. Building Official Ross Prieto was asked if there has been a traffic problem on Collins Ave. especially when children are being picked-up at the preschool. Mr. Prieto said he had no knowledge of any reported problem. Shelly Eichner, representative from Calvin Giordano and Assoc. said that our traffic consultants saw no problem with the traffic study done by the Shul.

Vice Chair Glynn asked if an additional entrance could be added to access the Shul parking lot. The Architect said it could be done but they would lose approximately three spaces.

Chair Lecour asked for a commitment from the Rabbi that if there should be some traffic problems down the line when the congregation grows, that the Shul would be willing to work with the city to get it resolved. Rabbi Lipskar assured the Board that they would be willing to reconsider all options.

Vice Chair Glynn wanted to go on record that we must have at least two more parking facilities and the Commission should vote on it affirmatively.

Board Member Dray questioned the allowance of a school as it is not clearly defined in our code and it was never discussed. Town Planner Sinatra explained that this is just an expansion of an existing school. Attorney Price said the code states this property is zoned for public assembly which includes schools. However, Town Planner Sinatra spoke and said that preschools are not listed and that is why it is before the Board. Special Land Use Counsel Nancy E. Stroud said when challenged under RELUPA that preschools are accepted.

Mayor Dietch spoke and said to alleviate the major concern of the Commission and Board would the Shul be willing to have another traffic study done at their expense if and when the student enrollment reaches 200. Attorney Price said he saw no problem with that request.

Board Member Dray made a motion to recommend for approval the site plan with the following conditions:

1. parking and traffic study to be done by Shul when preschool enrollment reaches 200.
2. leave the option of adding a second entrance to the parking lot if and when necessary.
3. retweak language regarding where construction workers may park which includes no parking in public parking lots
4. expansion of police officer duty when warranted

The motion received a second from Board Member Koshal and all voted in favor.

There being no further discussion on the preschool as an ancillary use Chair Lecour asked for a recommendation.

Board Member Dray made a motion to recommend the town grant the special exception for preschool as an ancillary use to the Shul as limited. The motion received a second from Board Member Castellanos and all voted in favor.

Time 9:57p.m. Chair Lecour asked for a two minute break.

6. ORDINANCES:

Electric Vehicle Car Charging Station –

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 90 “ZONING” AND

SPECIFICALLY AMENDING SECTION 90.2 “DEFINITIONS”; SECTION 90-41 “REGULATED USES”; SECTION 90-71.2 “H30C, H40, MU AND H120 DISTRICTS”, AND SECTION 90-77 “OFF STREET PARKING REQUIREMENTS”, TO ALLOW FOR THE INSTALLATION OF ELECTRIC VEHICLE CAR CHARGING STATIONS; PROVIDING FOR INCLUSION IN THE CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE. Town Planner Sarah Sinatra presented the item and indicated some modifications to the ordinance to eliminate the word designated parking spaces. Board Member Koshal also had some minor modifications to the language of the ordinance.

Vice Chair Glynn made a motion to recommend and the motion received a second from Board Member Koshal all voted in favor.

Planning and Zoning Board Membership -

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 90 “ZONING” SPECIFICALLY AMENDING SECTIONS 90-15 “MEMBERSHIP/QUORUM, MINIMUM QUALIFICATIONS, OFFICERS, TERMS OF OFFICERS, VACANCIES, GENERAL REGULATIONS, RECOMENDATIONS, EXPENDITURES, INDEBTNESS”, 90-16 “ MEETINGS: BOARD YEAR; TIMEFRAME; LOCATION”, 90-17 “ POWERS AND DUTIES”, 90-18 “DESIGN REVIEW BOARD”, 90-19 “ SINGLE-FAMILY AND TWO-FAMILY DEVELOPMENT REVIEW PROCESS”, 90-20 DEVELOPMENT REVIEW REQUIEREMENTS FOR SUBMITTALS OTHER THAN SINGLE-FAMILY AND TWO-FAMILY”, 90-23 “CONDITIONAL USES’, AND 90-70 “SIGN PERMITS’, ESTABLISHING THE DESIGN REVIEW BOARD AND RESPONSIBILITIES OF SUCH BOARD; CHANGING MEMBERSHIP REQUIREMENTS OF THE PLANNING AND ZONING BOARD; ALLOWING FOR AN APPEAL OF DFESIGN REVIEW BOARD DECISION; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFECTIVE DATE.

Town Attorney Miller spoke on the item.

Board Member Castellanos make a motion to approve. The motion received a second from Vice Chair Glynn and all voted in favor.

7. DISCUSSION ITEMS:

A. Massing – Town Planner Sinatra spoke briefly on the item with visuals of different options. Chair Lecour would like to spend more time on the item and deferred the item for next meeting.

Board Member Dray left the meeting at 10:06 p.m.

B. Future Agenda Items

Parking trust fund

**8. PERMITS ISSUED AND REVENUE REPORT FOR JANUARY 2014.
[To be delivered separately]**

9. ADJOURNMENT.

There being no further business to come before the Planning and Zoning Board, the meeting adjourned at 10:10 p.m.

Accepted this ____ day of _____, 2013

Chair Lindsay Lecour

Attest:

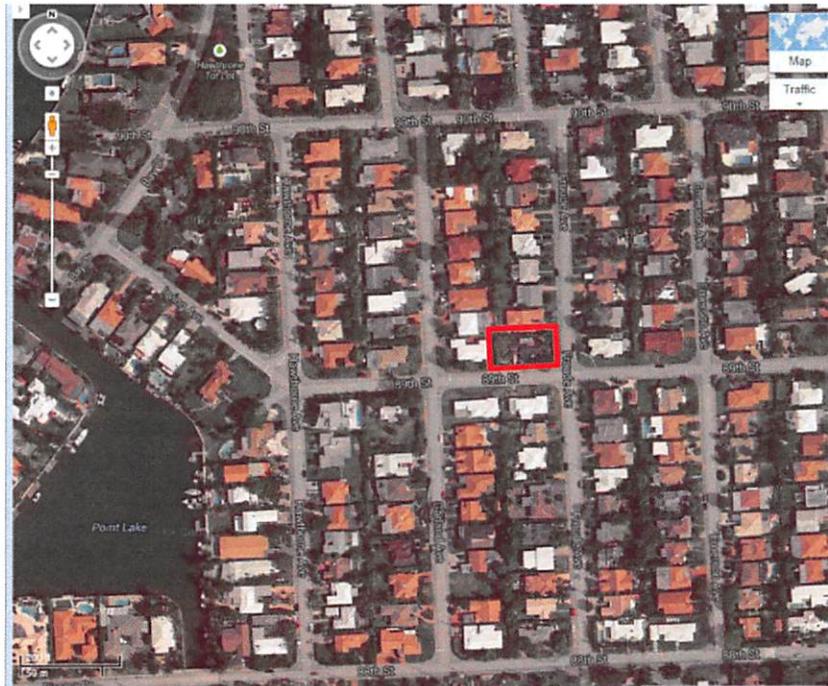
Sandra Novoa
Town Clerk



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: March 27, 2014
 Re: 901 89th Street - New Fence

The property is located at 901 89th Street, within the H30B zoning district. The homeowner is requesting to build a wood fence along a portion of the front corner lot.



Staff has reviewed the current application for consideration by the Planning and Zoning Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Applicable Design Guidelines standards, along with the results of the review
- Staff Recommendation

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90.56 Fences, walls and hedges

	Required	Proposed
Wall with gate	Wall in the front are only permitted with the Planning and Zoning Board's approval.	Six foot fence along the front, side, and rear of property.

Sec. 90-56.4 Front yard and corner yard fences and ornamental walls—Table.

Frontage	Maximum Height (Feet)	Maximum Opacity (Percent)
Less than or equal to 50 ft in width	4 ft	All wall and fence surfaces above two (2) feet measured from grade shall maintain a maximum opacity of fifty (50) percent
Wider than 50 ft and less than 100 ft	4 ft + ½ ft per 10 feet of lot width exceeding 50 feet, maximum 6 ft	
Secondary frontage (Corner only)	Shall adhere to the height and opacity limitations for corresponding lot frontage – Does not meet Code regulations.	

90-56.5 Modification of secondary frontage fence and ornamental wall regulations.

(1) A fence that has a maximum opacity of 100 percent and a maximum height of five feet, as measured from grade, may project into or enclose up to 50 percent of the rear portion of the primary corner yard provided that the fence shall be placed at least ten feet from the right-of-way line or the fence shall be aligned with the wall plane of the subject home.

RECOMMENDATION

Staff recommends approval with the following conditions:

- 1) Reduce the height of the wall to 5 feet.



MEMORANDUM

To: Planning and Zoning Board
Thru: Michael Crotty, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: March 27, 2014
Re: 9115 Byron Avenue - New Carport Canopy

The property is located at 9115 Byron Avenue within the H30B zoning district. The applicant is requesting installation of carport canopy.

Staff has reviewed the current application for consideration by the Design Review Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Staff Recommendation





Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-58. - Carport canopies.

Requirement	Proposed
(1) Such canopy shall not exceed 20 feet in length, nor 20 feet in width.	Canopy is 18 feet long and 13.45 feet wide.
(2) The height of such canopy shall not exceed ten feet.	Height is 9 feet 6 inches.
(3) The height of the side openings shall be at least six feet, three inches.	Height of side openings is 7 feet 6 inches.
(4) Such canopy shall be subject to the following minimum setbacks: a. <i>Rear</i> : Five feet. b. <i>Interior side</i> : Five feet. c. <i>Primary (front) and secondary (corner)</i> : Two feet. d. <i>Rear of street curb</i> : Seven feet.	a. Not applicable. Canopy is in front of the residence. b. Interior side setback is 5 feet. c. Front setback is 7 feet. d. Not applicable. Canopy is in front of the residence.
(5) A canopy shall at all times remain open on all four sides, if free standing, and open on three sides if attached to the main building.	Canopy is open on all sides.
(6) The area under a canopy must be entirely paved by an approved paving material.	Area under canopy is not entirely paved. Applicant has submitted a permit to install paver driveway.
(2) The framework height shall be a maximum of ten feet and a minimum of seven feet above grade. No uprights shall be installed closer than two feet from the front lot line.	Framework height is 9 feet 6 inches. The canopy is approximately 7 feet from the front lot line.

RECOMMENDATION

Staff recommends approval with the condition that homeowner pave area under canopy.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Interim Town Attorney
 Date: March 27, 2014
 Re: 9232 Dickens Avenue – Home Renovation

The property is located at 9232 Dickens Avenue, within the H30B zoning. The applicant, Javier Barrera, on behalf of the homeowner is requesting to renovate a one-story single-family residence. The site plan includes a front porch enclosure, rear yard wood deck, driveway modification, and bedroom renovation.



Staff has reviewed the current application for consideration by the Planning and Zoning Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Applicable Design Guidelines standards, along with the results of the review
- Staff Recommendation

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90.43 Maximum building heights

Height	Required Maximum	Proposed
H30B	30 feet (may exceed up to 3 feet for architectural features)	16 feet 3 inches

Sec. 90.45 Setback

H30A and H30B (Single-story structures up to 15 feet in height)	Required	Proposed
Primary frontage	20 Feet	68 feet 3 ½ inches
Interior side (lots equal to or less than 50 feet in width)	5 Feet	5 feet 4 ½ inches
Rear	20 Feet	20 feet 5 ½ inches

Sec. 90.49 Lot standards

Lot Standards H30B	Required	Proposed
Minimum Lot width	50 Feet	50 feet
Minimum lot area	5,600 feet	5,625 square feet
Maximum lot coverage	40%	39.1%
Pervious area	35% (minimum)	42%

Sec. 90.50.1 Architecture and roof decks

	Required	Proposed
Wall openings	10% for all elevations	All elevations have 10% wall openings.
Roof Material	(a) Clay tile; (b) White concrete tile; (c) Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color is granted approval by the Design Review Board; (d) Architecturally embellished metal if granted approval by the Design Review Board; or (e) Other Florida Building Code approved roof material(s) if granted approval by the Design Review Board.	Existing roof is tile. Proposed new addition is flat roof.

Town of Surfside Adopted Residential Design Guidelines

Transparency and Void Requirements

Required	Proposed
All elevations should provide for a minimum of 10% wall openings.	Minimum 10% wall openings provided.
New windows should be placed to avoid direct views into existing neighboring windows.	New windows are placed to avoid direct views into existing neighboring windows.

Wall Materials and Finishes

Required	Proposed
The same material should be used on all building elevations unless multiple materials are a legitimate expression of the particular style.	Painted stucco to match existing.

Roof Materials, Types, and Slopes

Required	Proposed
Roof types and slopes should be generally the same over all parts of a single building.	Proposed roof is flat while existing roof throughout building is tile.
Restricted materials for roofs are pre-determined in the Town's Building Code, which restricts roofing materials to: 1. Clay tile; 2. White concrete tile; 3. Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color is first approved by the Planning and Zoning board; and 4. Metal.	Existing roof is tile. Proposed new addition is flat roof.

Town of Surfside Adopted Residential Design Guidelines

Transparency and Void Requirements

Required	Proposed
All elevations should provide for a minimum of 10% wall openings.	Minimum 10% wall openings provided.

Main Entries

Required	Proposed
Prominent and oriented to the street	Main entry provided.
Rendered in appropriate scale for the block as well as the individual building	Appropriate for block.
Entry feature should not extend above the eave line of the structure	The entry feature does not extend above the eave line.

Should not be obstructed from view by fences, landscaping or other visual barriers	Meets this requirement.
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Decorative Features

Required	Proposed
Decorative features should be stylistically consistent throughout the entire building.	Consistent.

Overall Architectural Style

Required	Proposed
The overall style of each house should be consistent on all sides of the building, as well as among all portions of the roof.	Consistent.

Driveway Treatments

Required	Proposed
Town encourages the use of pavers	Pavers are proposed.

Wall Materials and Finishes

Required	Proposed
The same material should be used on all building elevations unless multiple materials are a legitimate expression of the particular style.	The house will be stucco.

Roof Materials, Types, and Slopes

Required	Proposed
Roof types and slopes should be generally the same over all parts of a single building.	Consistent.
Restricted materials for roofs are pre-determined in the Town's Building Code, which restricts roofing materials to: 1. Clay tile; 2. White concrete tile; 3. Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color is first approved by the planning and zoning board; and 4. Metal.	A flat roof is proposed.

Windows and Trims

Required	Proposed
Window styles should always be consistent among all elevations of a building.	Consistent.
Frame materials should never vary on a	No variation.

single building.	
Window, door and eave trim should be consistent on all elevations of the house	Consistent.

RECOMMENDATION

Staff recommends approval without the driveway and pool. Driveway and pool will be reviewed administratively. Pool and deck are not included in this review due to the following comments.

A. The code states that no less than 20% of the rear yard shall be landscaped. Staff requests the applicant provide it on the building permit for administrative review.

B. Five foot setback required for pool equipment.

C. Five foot setback required for deck.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: March 27, 2014
 Re: 8827 Emerson Avenue, New Residence

The property is located at 8827 Emerson Avenue, within the H30B zoning. The applicant, Jorge Estevanez, on behalf of the homeowner is requesting to demolish an existing one-story residence and build a new two (2) story single-family residence.



Staff has reviewed the current application for consideration by the Planning and Zoning Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Applicable Design Guidelines standards, along with the results of the review
- Staff Recommendation

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90.43 Maximum building heights

Height	Required Maximum	Proposed
H30B	30 feet (may exceed up to 3 feet for architectural features)	28 feet 3 inches

Sec. 90-45. Setbacks

H30A UPPER STORY IS up to 50% of the FIRST FLOOR AREA	Required	Proposed
<i>Maximum Lot Coverage</i>	40%	40% First Floor 20% Second Floor
FIRST STORY		
Primary Frontage	Minimum 20 feet	22 feet 6 inches
Interior side	Minimum 5 feet	North: 5 feet 1 inch South: 6 feet 3 inches
Rear	Minimum 20 feet	20 feet 10 inches
UPPER STORY		
Primary frontage	Minimum 20 feet	Average 22 feet 6 inches
Interior side	Minimum 5 feet	5.1 feet
Rear	Minimum 20 feet	32 feet

Sec. 90.49 Lot standards

Lot Standards H30B	Required	Proposed
Minimum Lot width	50 feet	50 feet
Minimum lot area	5,000 feet	5,625
Maximum lot coverage	40%	40% First Floor 20% Second Floor
Pervious area	35% (minimum)	51.59%

Sec. 90.50 Architecture and roof decks

	Required	Proposed
Wall openings	10% for all elevations	All elevation have at least 10% wall openings
Roof Material	(a) Clay Tile; (b) White concrete tile; (c) Solid color cement tile which color is impregnated with the	Metal roof is proposed.

	<p>same color intensity throughout, provided said color if granted approval by the Design Review Board;</p> <p>(d) Architecturally embellished metal if granted approval by the Design Review Board; or</p> <p>(e) Other Florida Building Code approved roof material(s) if granted approval by the Design Review Board.</p>	
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Sec. 90.61.1 Paving in front and rear yards in H30 and H40 Districts

Paving Yards	Required	Proposed
Front setback permeability	50% minimum	73.28%
Front yard landscaped	30% minimum	73.28%
Rear yard landscaped	20% minimum	89.41%
Number of Curb Cuts	One	1
Curb Cut side set back	5 feet minimum	5 feet
Curb cut width	18 feet width maximum	13 feet 4 inches
Driveway Materials	Limited to the following 1. Pavers 2. Color and texture treated concrete, including stamped concrete 3. Painted concrete shall not be permitted. 4. Asphalt shall not be permitted.	Concrete with grass is proposed.

Town of Surfside Adopted Residential Design Guidelines

Transparency and Void Requirements

Required	Proposed
All elevations should provide for a minimum of 10% wall openings.	Minimum 10% wall openings provided.

Main Entries

Required	Proposed
Prominent and oriented to the street	Main entry provided.
Rendered in appropriate scale for the block as well as the individual building	Appropriate for block.
Entry feature should not extend above the eave line of the structure	The entry feature does not extend above the eave line.
Should not be obstructed from view by fences, landscaping or other visual barriers	Meets this requirement.

Decorative Features

Required	Proposed
Decorative features should be stylistically consistent throughout the entire building.	Consistent.

Overall Architectural Style

Required	Proposed
The overall style of each house should be consistent on all sides of the building, as well as among all portions of the roof.	Consistent.

Driveway Treatments

Required	Proposed
Town encourages the use of pavers	Concrete is proposed.

Wall Materials and Finishes

Required	Proposed
The same material should be used on all building elevations unless multiple materials are a legitimate expression of the particular style.	The house will be stucco.

Roof Materials, Types, and Slopes

Required	Proposed
Roof types and slopes should be generally the same over all parts of a single building.	Consistent.
Restricted materials for roofs are pre-determined in the Town's Building Code, which restricts roofing materials to: 1. Clay tile; 2. White concrete tile; 3. Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color is first approved by the planning and zoning board; and 4. Metal.	A metal roof is proposed.

Windows and Trims

Required	Proposed
Window styles should always be consistent among all elevations of a building.	Consistent.
Frame materials should never vary on a single building.	No variation.
Window, door and eave trim should be consistent on all elevations of the house	Consistent.

RECOMMENDATION

Staff recommends approval.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: March 27, 2014
 Re: 9507 Harding Avenue – Storefront Renovation

The property is located at 9507 Harding Avenue, within the SD-B40 zoning district. The applicant is requesting to renovate the storefront and add a new sign for Le Beau Maroc, a proposed retail establishment. The proposed plan will replace the existing glass in the storefront. The existing storefront has a small window, however, the applicant is proposing a hurricane impact window which will be extended to the height of the parapet. The proposed sign will provide bronze lettering. The application indicates red lettering, however, the applicant has modified the color, but not the text style. The applicant will present the revisions to the Planning and Zoning Board.

Staff has reviewed the current application for consideration by the Planning and Zoning Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Staff Recommendation

Existing Storefront and Area of Work





STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-49.3

Regulated Uses	Permitted	Proposed
<p>Materials and finishes</p>	<p>1) The surface shall be stucco, stone, metal, glass block and accent wood. Materials vernacular or characteristic to other regions including but not limited to flagstone and adobe shall be prohibited.</p> <p>2) Materials shall be true and genuine, rather than simulated. Multiple storefronts within a larger building shall have consistent material qualities and articulation.</p>	<p>1) Front: The façade will be renovated glass window.</p> <p>3) Materials are true and genuine. Materials are consistent with neighboring stores.</p>

Sec. 90-71.1

Signs	Permitted	Proposed
<p>Area</p>	<p>1) The total area of exterior signs for any building shall be limited to one square foot for each running foot of frontage of the lot or portion of lot upon which the operating enterprise is located. Whenever the running footage is less than 25 feet, total sign area of up to a maximum of 25 square feet shall be permitted. In no case, however, shall total sign area on any single operating enterprise exceed 150 square feet, except as otherwise provided in this Code.</p> <p>2) Such signs shall be attached to the main façade of the building or to a canopy covering the main entrance to the building and shall not project into the required front yard for a distance</p>	<p>12.8 square feet</p> <p>2) Sign is attached to main façade of building.</p>



	of more than two feet, or shall be erected on a metal pole or reinforced concrete post, provided that no part of such sign shall project over a dedicated street or sidewalk. Any sign in need of replacement shall conform to this section.	
Approved word content	Signs may include the following: 1) Trade name of establishment 2) Nature of business, services rendered or products sold on premises.	“Le Beau Maroc” (Trade Name)
Supplemental Signs	The total allowable area for all supplemental signs for any establishment hereunder reading "Vacancy," "Private Beach," "Swimming Pool," "Cabanas," "Office," "Air Conditioning," "Cocktail Lounge," "Coffee Shop," "Dining Room," "Restaurant" and other such wording shall be limited to eight square feet for each main building, and such sign area shall not be included in computing the maximum sign area for the lot.	Supplemental sign not proposed.
Prohibited Word Content	Signs may not include the following: 1) Any reference to price. 2) Identification of a business conducted within hotels, apartment houses or similar structures, other than those permitted under supplemental signs	No reference to price
Location	No sign shall be erected so that any portion thereof shall project over a dedicated street, alley or sidewalk or so that any portion shall project more than five feet from any main building wall.	No portion of the sign projects over street, alley, or sidewalk. It does not project from main building wall.

RECOMENDATION

Staff recommends approval.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: March 27, 2014
 Re: 9494 Harding Avenue – Big Daddy’s Liquors’ Sign

The property, Big Daddy’s Liquors, is within the SD-B40 zoning district. The applicant is requesting to install a wall sign. The proposed sign is green and red with channel lettering on raceway.

Staff has reviewed the current application for consideration by the Planning and Zoning Board. In this report Staff presents the following:

- Applicable Zoning Code regulations, along with the results of the review
- Staff Recommendation

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-71.1

Signs	Permitted	Proposed
Area	1) The total area of exterior signs for any building shall be limited to one square foot for each running foot of frontage of the lot or portion of lot upon which the operating enterprise is located. Whenever the running footage is less than 25 feet, total sign area of up to a maximum of 25 square feet shall be permitted. In no case, however, shall total sign area on any single operating enterprise exceed 150 square feet, except as otherwise provided in this Code.	85.5 square feet



	<p>2) Such signs shall be attached to the main façade of the building or to a canopy covering the main entrance to the building and shall not project into the required front yard for a distance of more than two feet, or shall be erected on a metal pole or reinforced concrete post, provided that no part of such sign shall project over a dedicated street or sidewalk. Any sign in need of replacement shall conform to this section.</p>	<p>2) Sign is attached to main façade of building.</p>
<p>Approved word content</p>	<p>Signs may include the following: 1) Trade name of establishment 2) Nature of business, services rendered or products sold on premises.</p>	<p>“big daddy’s LIQUORS” (Trade Name)</p>
<p>Supplemental Signs</p>	<p>The total allowable area for all supplemental signs for any establishment hereunder reading "Vacancy," "Private Beach," "Swimming Pool," "Cabanas," "Office," "Air Conditioning," "Cocktail Lounge," "Coffee Shop," "Dining Room," "Restaurant" and other such wording shall be limited to eight square feet for each main building, and such sign area shall not be included in computing the maximum sign area for the lot.</p>	<p>Supplemental sign not proposed.</p>
<p>Prohibited Word Content</p>	<p>Signs may not include the following: 1) Any reference to price. 2) Identification of a business conducted within hotels, apartment houses or similar structures, other than those permitted under supplemental signs</p>	<p>“big daddy’s LIQUORS” (No reference to price.)</p>



<p>Location</p>	<p>No sign shall be erected so that any portion thereof shall project over a dedicated street, alley or sidewalk or so that any portion shall project more than five feet from any main building wall.</p>	<p>No portion of the sign projects over street, alley, or sidewalk. It does not project from main building wall.</p>
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RECOMMENDATION

Staff recommends approval of the wall sign.



Town of Surfside Planning and Zoning Communication

Agenda Date: March 27, 2014
Subject: Massing
From: Sarah Sinatra Gould, AICP, Town Planner

Background: The Planning and Zoning Board has requested graphics to depict options for reducing the lengths of buildings.

Analysis:

Staff has provided two graphics. The following text describes the graphics.

One tower option:

- Buildings limited to 150 feet in length.
- 30 foot high platform
- 90 foot high tower above the platform
- Tower setbacks conform to the 1:3 ratio for height above 30 feet in height.

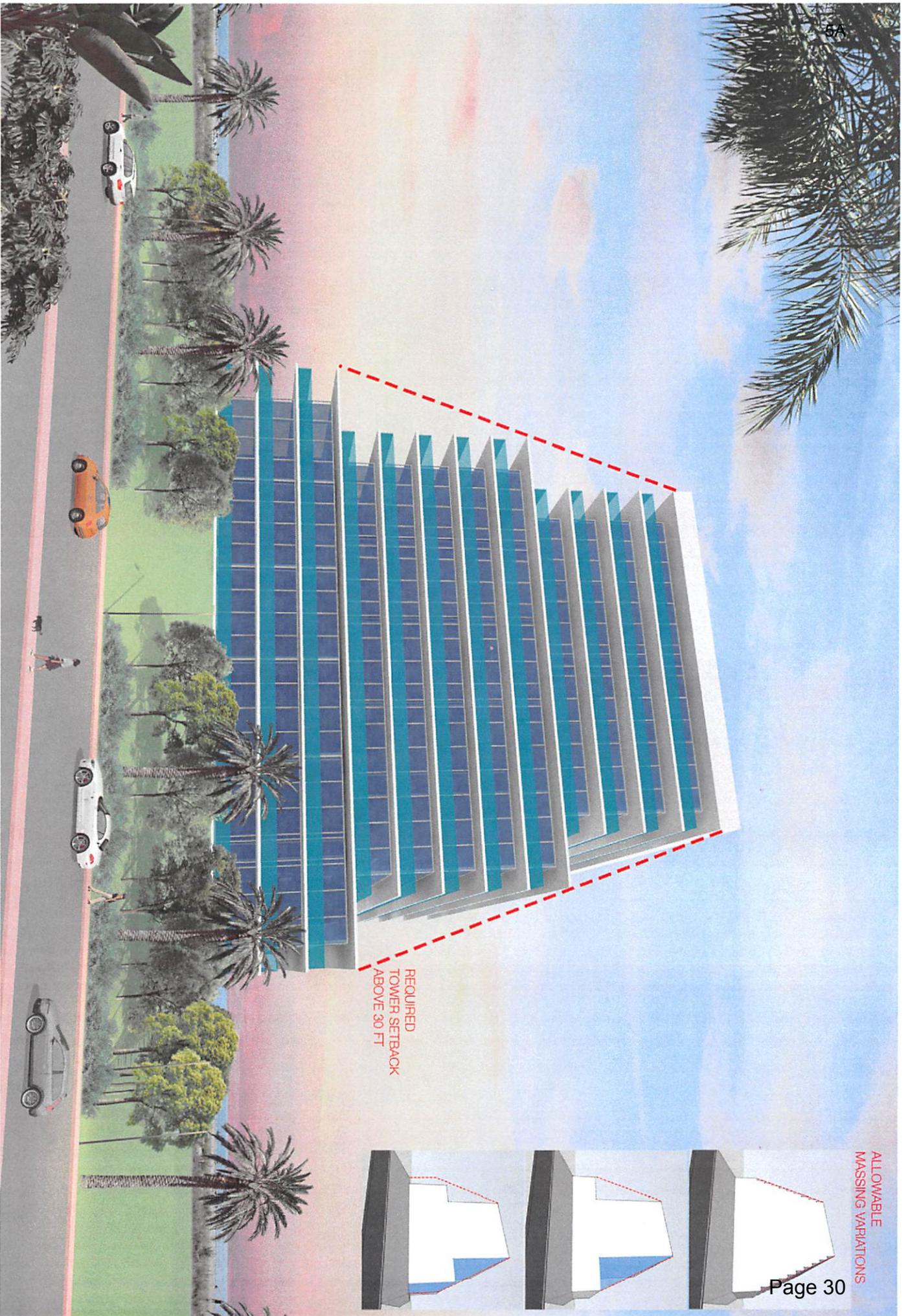
Multiple tower option:

- Buildings limited to 150 feet in length.
- 30 foot high platform.
- 90 foot high tower above the platform
- Tower setbacks do not conform to the 1:3 ratio. Instead, a 20 foot additional side setback will be required.
- The distance between the towers is 40 feet.

Staff Recommendation: Provide direction to staff on the preparation of an ordinance.

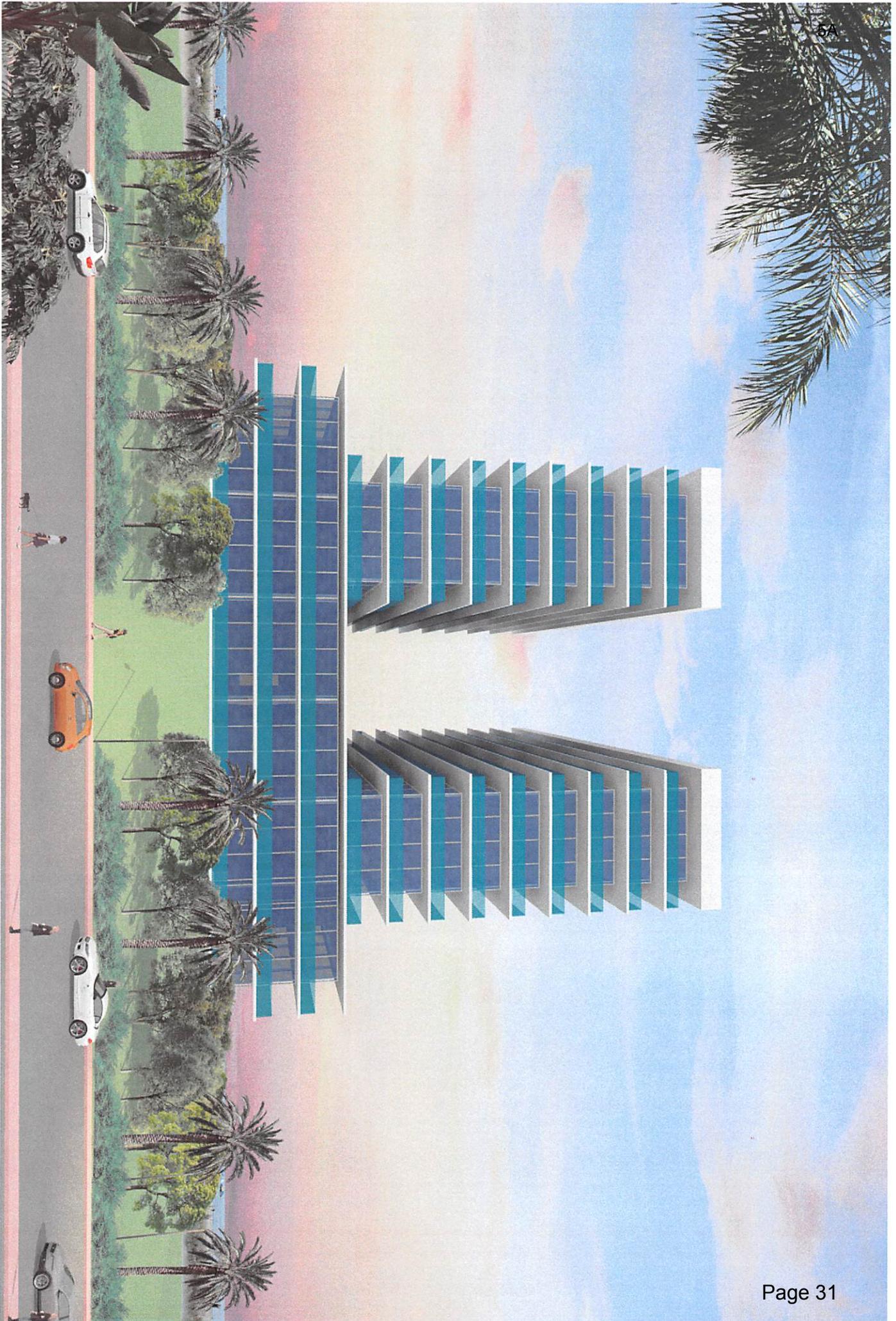
Sarah Sinatra Gould, AICP, Town Planner

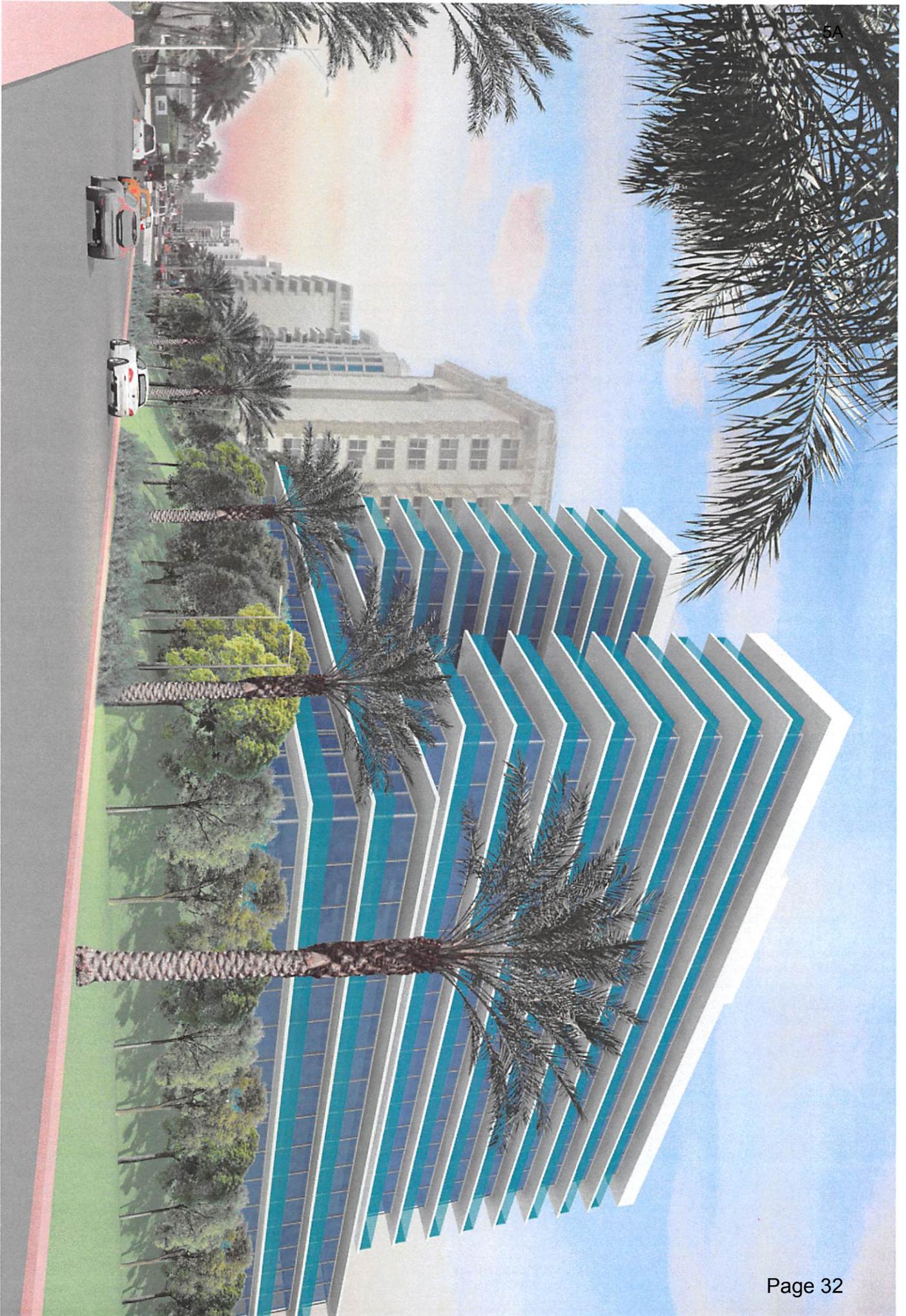
Michael Crotty, Town Manager



REQUIRED
TOWER SETBACK
ABOVE 30 FT

ALLOWABLE
MASSING VARIATIONS







Town of Surfside Planning & Zoning Board Communication

Agenda Date: March 28, 2014

Subject: Solar Panels

From: Sarah Sinatra Gould, AICP, Town Planner

Background: At the September 30, 2013 Town Commission and Planning and Zoning Board Joint meeting, there was a discussion regarding solar panels.

Analysis: The code is currently silent on solar panels. Broward County has created a model ordinance that many municipalities are utilizing to make it easier for the public to move forward with solar panels. Staff used this ordinance text as a base for the following proposed changes:

Sec. 90-2. Definitions.

Rooftop photovoltaic solar system: A system which uses one (1) or more photovoltaic panels installed on the surface of a roof, parallel to a sloped roof or surface- or rack-mounted on a flat roof, to convert sunlight into electricity.

90-19.7 The following shall be exempt from planning and zoning board review; however, the design guidelines shall be followed:

- (1) Interior or rear yard fences.
- (2) Interior renovations.
- (3) Awnings.
- (4) Screens.
- (5) Driveways.
- (6) Re-roofs
- (7) Trellis.
- (8) Rooftop Photovoltaic Solar Systems

Sec. 90-50.3 Rooftop Photovoltaic Solar Systems

(1) Intent. The provisions contained herein are intended to promote the health, safety, and general welfare of the citizens by removing barriers to the installation of alternative energy systems and encourage the installation of rooftop photovoltaic solar systems.

(2) Permitted accessory equipment. Rooftop photovoltaic solar systems shall be deemed permitted accessory equipment to conforming and nonconforming buildings and structures in all zoning categories. Nothing contained in this chapter shall be deemed to prohibit the installation of rooftop photovoltaic solar systems as accessory equipment to conforming and nonconforming buildings, including buildings containing nonconforming uses.

(4) Height. The height of rooftop photovoltaic solar systems shall not be greater than five (5) feet above the roof and shall not exceed the Town's maximum height limitation described in Section 90-44.1.

(6) Tree removal. Any removal of trees shall require a tree removal permit from Miami-Dade County.

(7) Maintenance. The rooftop photovoltaic solar system shall be properly maintained and be kept free from hazards, including but not limited to, faulty wiring, loose fastenings, being in an unsafe condition or detrimental to public health, safety, or general welfare.

Staff Recommendation: Staff recommends the Planning and Zoning Board discuss and direct staff to prepare an ordinance for the Town Commission.



Sarah Sinatra Gould, AICP, Town Planner



Michael Crotty, Town Manager



Town of Surfside Planning & Zoning Board Communication

Agenda Date: March 28, 2014

Subject: Increase to Town Tree Canopy

From: Michael P. Crotty, Town Manager

Background: At the September 30, 2013 Town Commission and Planning & Zoning Board Joint meeting, there was a discussion regarding ways to increase the Town's tree canopy.

Analysis: The code currently has a street tree requirement. This is only required when there is a new home constructed. The following is currently in the code:

90-89.4 Trees (6) Street tree requirements:

- a. Street trees shall be required at one shade tree/palm tree per 20 linear feet of street frontage thereof along all public or private street right-of-ways in all zoning districts.*
- b. Street trees shall be of a species typically grown in South Florida that normally matures to a height of at least 20 feet. Street trees shall have a clear trunk of over seven feet, an overall height of fourteen (14—16) feet and a minimum of 2½ inches DBH at time of planting. Palm trees utilized as street trees shall have eight foot clear wood.*
- c. The average spacing requirement for H40 districts shall be based on the total lineal footage of roadway for the entire project and not based on individual lot widths.*
- d. Street tree species shall be approved by the town during plan review. Street trees shall visually define the hierarchy of roadways, provide shade along roadways, and provide a visual edge along roadways. Consideration shall be*

given to the selection of trees, plants and planting site to avoid serious problems such as clogged sewers, cracked sidewalks, and power service interruptions.

e. Street trees shall be placed within the swale area or shall be placed on private property where demonstrated to be necessary due to right-of-way obstructions as determined by the town.

f. Street trees planted along roadways and/or sidewalks shall be placed a minimum of four feet off the interior pavement edge.

g. Street trees planted within sidewalk or curbed planting area along parallel parking shall have a minimum planting area of six feet by six feet. If the street tree is planted within the sidewalk, root barrier(s) of minimum depth of 12 inches shall be installed per manufacturer's recommendations. These trees shall require adjustable tree grates or groundcover to full coverage inside planting area.

h. When trees are planted within the right-of-way, the owners of land adjacent to the areas where street trees are planted must maintain those areas including the trees, plants, irrigation and sod. Where the state, county or town determines that the planting of trees and other landscape material is not appropriate in the public right-of-way, they may require that said trees and landscape material be placed on private property.

In order to increase the canopy, the Town could require the street tree provision be implemented if an addition more than a certain percentage of the lot is being added. A Public Works permit is required to plant street trees to determine if the location is appropriate for a tree. Therefore, Staff does not recommend this code provision be implemented Town-wide without being tied to a proposed work.

In addition to review of applicable code sections, Staff followed up on the discussion at the September 30 Joint Commission/Planning & Zoning Board to explore options to enhance tree plantings/maintenance going forward.

The Public Works Director and Town Manager met with representatives of ESciences (an engineering, environmental and ecological consulting firm) regarding the Town's tree canopy. Based on our discussions, ESciences provided a proposal to comprehensively address a tree canopy for the estimated 1000 town trees, including a GPS tree inventory which would provide:

- 1. Number of trees
- 2. Location of trees

3. Species
4. Tree sizes
5. Condition (rating of each tree from dead to excellent)
6. Maintenance recommendations and condition observations
7. Identification of above ground utilities

Following completion of the GPS inventory, ESciences would conduct an analysis of the Town's tree canopy utilizing environmental based software (i-TreeCanopy). This would produce a report analyzing the size of the tree canopy and estimate of area/space available for additional tree plantings. Also, a report would be submitted indicating the Town's canopy cover percentage; comparison of our tree canopy with select other municipalities and specific recommendations to maintain and increase the extent of the Town's tree canopy.

ESciences would provide these services for \$7,985.

What benefits would the Town receive from these types of professional services? The obvious benefits include the establishment of detailed inventory of trees by type/species; condition inventory which would serve as a basis for ongoing annual maintenance and identifying areas for future improvements/plantings according to industry standards.

The consultants pointed out that there are more technical and environmental benefits of pursuing an urban tree canopy, including reduction in cost of providing carbon sequestration; air pollutant removal and even storm water management. These types of benefits from a tree canopy are typically addressed in a Sustainability Action Plan.

Other practicable/useful benefits include having the necessary legal documentation should a major storm event occur to receive FEMA and/or insurance reimbursement. Also, this documentation would provide the necessary baseline data should the Town seek tree planning grants/funding assistance.

Finally, this information would be particularly useful should the Town wish to pursue the designation of "Tree City USA".

Staff Recommendation: Staff recommends the Planning & Zoning Board discuss if any changes are necessary to the Code and determine if the Board wishes to recommend pursuing the tree canopy options listed in this memo.



Michael Crotty, Town Manager



Town of Surfside Planning & Zoning Board Communication

Agenda Date: March 28, 2014
Subject: Single Family District Paint Colors
From: Sarah Sinatra Gould, AICP, Town Planner

Background: At the November 21, 2013 Planning and Zoning Board meeting, there was a discussion regarding modification to the code relating to paint color requirements in the single family district.

Analysis: There are currently no requirements relating to paint color restrictions in the code. The board directed staff to research limitations on the two deepest shades of a color swatch. The following language is suggested:

Sec. 90-50. Architecture and roof decks. 

9-50.1 Architecture.

(8) Structures in the H30A and H30B zoning districts shall be permitted to be painted all colors on a color swatch except for the deepest shades. The Town Manager or his/her designee shall make a determination in cases of uncertainty.

Staff Recommendation: Staff recommends the Planning and Zoning Board discuss and provide direction to staff.

Sarah Sinatra Gould, AICP, Town Planner

Michael Crotty, Town Manager



Town of Surfside Planning & Zoning Board Communication

Agenda Date: March 28, 2014

Subject: Commercial Waste & Recycling Screening

From: Sarah Sinatra Gould, AICP, Town Planner

Background: At the September 30, 2013 Town Commission and Planning and Zoning Board Joint meeting, there was a discussion regarding modification to the code relating to requirements for screening of dumpster enclosures.

Analysis: There are currently no requirements relating to dumpster enclosures in the Town Code. Therefore, staff reviewed Sunny Isles Beach, Bay Harbour and Coral Gables' codes to assist with the following proposed language:

Sec. 90-67.1. Service areas and mechanical equipment.

The following are applicable to all multi dwelling and non-residential properties.

- a. *Service bays, mechanical equipment, garbage and delivery areas within multifamily or hotel properties, shall be fully enclosed, screened or located within the interior of the building. These areas shall not be visible from the right-of-way and shall not be visible from properties with adjacent residential or hotel uses.*
- b. *Central air conditioning shall be required for trash rooms.*
- c. *All mechanical equipment shall be architecturally screened.*
- d. *Non-residential properties shall have a dumpster enclosure. All enclosures shall consist of masonry, concrete or wood walls. Enclosures shall have a gate for collection equipment access, and*

may also have a gate for pedestrian access. All walls and gates shall be totally opaque and provide the following:

- (1) Walls. Enclosures shall be constructed with concrete, stucco, prefinished blocks, stacked block and struck joints or shadow blocks, painted to match the exterior of the building, approved by the Town Manager and his/her designee.
- (2) Gate. Wood, Metal or similar opaque gates of a durable material approved by the Town Manager or his/her designee.

Staff Recommendation: Staff recommends the Planning and Zoning Board direct staff to prepare an ordinance for the Town Commission.



Sarah Sinatra Gould, AICP, Town Planner



Michael Crotty, Town Manager

ITEM	OUTCOME	NEXT STEPS	IN CONTRACT OR WORK AUTHORIZATION	TENTATIVE SCHEDULE	COMPLETE
General Code Modifications					
a. Commercial waste and recycling container screening	Screening for containers, green screen, vegetation, include pictures from Commissioner Kligman	Draft code amendment	In contract	March PZ	PZ reviewing
b. parking space standards	Modify multi-family rates based on number of bedrooms and provide for guest parking, look at other cities (Coral Gables), require parking for hotel employees, no change to size of spaces, pumps in underground garages	Draft code amendment	In contract	May PZ	
c. cargo container regulations	Prohibit cargo containers in the business district	Draft code amendment	In contract	July PZ	
d. driveway material regulations	Modify code to allow stamped concrete and concrete slabs with decorative rock or grass in between	Draft code amendment	In contract	November PZ	Draft Complete. Commission will review
e. garage door clarification	Modify code to remove requirement for two separate garage doors	Draft code amendment	In contract	November PZ	COMPLETE
f. satellite dishes	Further review by staff	Research and prepare report for discussion and possible code amendment	In contract	May PZ	
g. pyramiding effects of setbacks in the H120 district	No action necessary since Planning and Zoning Board currently reviewing setbacks as part of wall frontage modifications			N/A	
Sustainability Modifications					

a. residential or commercial wind turbine regulations	Prepare ordinance regulating wind turbines including hurricane precautions, noise regulations, insurance considerations	Draft code amendment	In contract	June PZ	
b. solar panel regulations	Prepare ordinance regulating solar panels	Draft code amendment	In contract	March PZ	PZ reviewing
c. Car charging station regulations	Prepare ordinance regulating ear charging stations requiring them in new multi-family, research what other communities are doing	Draft code amendment	In contract	December PZ	COMPLETE
Building Code Clarification					
a. as built reviews for residential projects	Discuss increasing canopy in town, street trees, what can be planted in ROW	Research and prepare report for discussion and possible code amendment	In contract	March PZ	PZ reviewing
b. interpretation of base flood elevation for the H120 district	No change	No further action needed		N/A	COMPLETE
Density	Amend comp plan to specify net as the density calculator; prohibit including ROW in density calculation when there is unity of title; research effects of utilizing net vs. gross for density calculations	Data and analysis and preparation of comprehensive plan amendment	Work Authorization	Schedule determined after Commission direction	
Floor Area Ratio	Create new zoning criteria in H30 and H40 to include minimum open space requirements and mid block accessibility and walkways	Data and analysis, preparation of graphics	Work Authorization	Schedule determined after Commission direction	

Expansion of the business district one block south	Manager to prepare analysis of public/private partnerships and financing alternatives	Place on future Planning and Zoning agenda for discussion	If a land use and zoning change are implemented, a Work Authorization will be required	Schedule determined after Commission direction	
Sign/awning code	Discussed at Joint Meeting	Staff beginning to work on draft	Work Authorization approved	March DVAC	May PZ
Additional Requests from Planning & Zoning after the Joint Meeting					
Green walls	Require green walls adjacent to alleys and other buildings that abut public right of ways	Research and prepare report for discussion and possible code amendment	In contract	May PZ	
Downtown Color Palette	Discussion with the Planning & Zoning Board to determine if a color palette is appropriate and what colors/criteria should be included	Place on future Planning and Zoning agenda for discussion	In contract	December PZ	DVAC to study and is on the March agenda
Bay Drive & 96th Street	Open-Bay-Drive-off 96 th Street	Staff will research	Police and Building to research	No change, Police Chief cited safety concerns	COMPLETE
Paint Colors	Discussion with the Planning & Zoning Board to determine if a color palette is appropriate for single family homes and what colors/criteria should be included	Place on future Planning and Zoning agenda for discussion	In contract	March PZ	PZ reviewing
Turtle Lighting	Town Staff to prepare review	No ordinance necessary	Turtle lighting already required in code		COMPLETE
Painting of commercial structures	Town Staff to prepare ordinance	Prepare ordinance for commission	Building to prepare ordinance	June Commission	
10% window opening requirement per story	Discussion with the Planning & Zoning Board	Prepare ordinance for commission	In contract	June commission	

Parking Trust Fund	Discussion with the Planning & Zoning Board to provide a cap for payment into the fund	Place on future Planning & Zoning agenda for discussion	In contract	June commission	
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*The schedule is subject to change due to the scheduling of items that will be scheduled after Town Commission direction.

Permits and Revenue Report

<u>Fiscal</u> <u>Quarter</u>	<u>Fiscal</u> <u>Year</u>	<u>Revenue</u> <u>Period</u>	<u>Month/</u> <u>Year</u>	<u>Permits</u> <u>Issued</u>	<u>Revenue</u>	<u>Building</u>	<u>Electrical</u>	<u>Mechanical</u>	<u>Plumbing</u>	<u>Roofing</u>
1	2014	1	10/1/13	143	\$35,685	87	20	14	19	3
	2014	2	11/1/13	117	\$26,448	63	15	17	17	5
	2014	3	12/1/13	132	\$33,739	63	26	13	23	7
2	2014	4	1/1/2014	81	\$319,755	44	16	9	11	1
	2014	5	2/1/2014	101	\$30,772	54	11	13	17	6
	2014	6	3/1/2014							
3	2014	7	4/1/2014							
	2014	8	5/1/2014							
	2014	9	6/1/2014							
4	2014	10	7/1/2014							
	2014	11	8/1/2014							
	2014	12	9/1/2014							
				<u>Total</u>	<u>Total</u>					
				<u>Permits</u>	<u>Permit</u>					
				<u>Issued</u>	<u>Revenue</u>					
				574	\$446,399					