

**RESOLUTION NO. 2022- 2940**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING AND AUTHORIZING THE EXPENDITURE OF FUNDS IN AN AMOUNT NOT TO EXCEED \$40,000 TO ENGAGE MARLIN ENGINEERING, INC. FOR A ZONING CODE AND DESIGN GUIDELINES UPDATE PROJECT; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the "Town") desires to approve and authorize the expenditure of funds for a Zoning Code and Design Guidelines update ("Project") to Marlin Engineering, Inc. ("Consultant"); and

**WHEREAS**, on June 15, 2020, the Town issued Request for Qualifications No. 2020-05 ("RFQ") requesting proposals from firms that could provide general planning services (the "Services"); and

**WHEREAS**, on November 19, 2020, the Town Commission adopted Resolution No. 2020-2738 approving an agreement to Consultant for the Services pursuant to the RFQ ("Agreement"); and

**WHEREAS**, the Town Administration is seeking approval and authorization to expend funds in an amount not to exceed \$40,000.00 to engage the Consultant for the Project in accordance with the terms of the Agreement and the Scope of Work attached hereto as Exhibit "A;" and

**WHEREAS**, the Town Commission finds that this Resolution is in the best interest and welfare of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above-stated recitals are true and correct and are incorporated herein by this reference.

**Section 2. Approving and Authorizing Expenditure of Funds.** The Town Commission approves and authorizes the expenditure of funds in an amount not to exceed \$40,000.00 to engage the Consultant for the Project in accordance with the terms of the Agreement and the Scope of Work attached hereto as Exhibit "A."

**Section 3. Implementation.** The Town Manager and Town Administration are authorized and directed to take any and all action necessary to accomplish the purposes of this Resolution.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED this 15<sup>th</sup> day of November, 2022.

Motion By: Vice Mayor Rose  
Second By: Commissioner Meisheid

**FINAL VOTE ON ADOPTION:**

Commissioner Fred Landsman	<u>Yes</u>
Commissioner Marianne Meisheid	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Vice Mayor Jeffrey Rose	<u>Yes</u>
Mayor Shlomo Danzinger	<u>Yes</u>

  
\_\_\_\_\_  
Shlomo Danzinger, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sandra McCready, MMC  
Town Clerk

**APPROVED AS TO FORM AND LEGALITY FOR THE USE  
AND BENEFIT OF THE TOWN OF SURFSIDE ONLY:**

  
\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

**SCOPE FRAMEWORK**  
**Zoning Code and Design Standards Update**  
**By Marlin Engineering, Inc.**

**I. General**

The Town's Zoning Code (MuniCode) received considerable discussion during the last couple of years. Several versions of Zoning in Progress were in place to address interim code revisions. This process identified areas of the Zoning Code where inconsistencies or conflicts existed. The Planning and Zoning Board utilizes the Code's Design Standards in the Site Plan Review of new residential and commercial development. The Design Guidelines (Guidelines) are included in the Town Zoning Code after Sec 90-100 as Exhibit "A". The Guidelines are intended to support a high quality of environment, livability and sense of place in the Town's neighborhoods. The Guidelines were implemented in September 2007.

The Town's development activity has produced a significant number of new residences which have a base floor elevation at 10.0 NGVD. This study effort will investigate the recent building trends and develop an interactive process with the Planning and Zoning Board to update the Zoning Code and Design Standards to 2023 conditions.

**II. Scope of Work**

**Task 1 – Kick off Meeting and Project Management**

Marlin Engineering proposes to hold a kickoff meeting with the Town Planner and key Town staff and perform ongoing project management under this task. The Marlin Project Manager will work with and coordinate with the Town Planner during the time frame of this effort.

**Task 2 – Zoning Code Update**

A coordinated approach will identify areas where the Zoning Code should be updated and or revised to eliminate conflicts. This Task involves coordination with the Town Planner, the Town Attorney and the Town Building Official. Areas of emphasis includes review of definitions, incorporation of density, design review, single family/two family review process, commercial/multifamily review process, lot standards, parking requirements, awnings and canopies, landscape requirements, Florida Friendly requirements, cost recovery fee schedules, Planning and Zoning Board review and other items which are identified during the review process. This Task will produce a strike-thru and underline version of the draft Zoning Code Update.

**Task 3 – Design Standards Update**

A coordinated approach will also identify areas where the Design Standards (Exhibit "A" in the Zoning Code) should be updated, revised to eliminate conflicts and or modified to enable it to be more easily understood. This Task involves coordination with the Town Planner, the Town Attorney and the Town Building Official. Areas of emphasis includes setbacks, average setback, front yard fences and walls, porches, synthetic turf, pervious pavements, lot standards, building massing, waterfront accessory uses, driveway treatments, green design, historic preservation, sidewalks, architectural treatments, materials, balconies and terraces, roof treatments and other items identified during the review process. This Task will produce a strike-thru and underline version of the draft Design Standards Update.

#### Task 4 – Public Meetings and Public Hearings

Two (2) public meetings are proposed with the Planning and Zoning Board to seek input and direction on proposed revisions to the Zoning Code and Design Standards. The Planning and Zoning Board will be asked to approve forwarding the draft Zoning Code and Design Standards to the Town Commission for adoption. The Town Commission will decide whether to hold a workshop or proceed to first reading on the ordinance adopting the draft Zoning Code and Design Standards (as amended by the Town Commission). The Planning and Zoning Board will be required to hold a Public Hearing on the draft version approved for first reading of the ordinance. The Planning and Zoning Board will make a recommendation regarding the draft version prior to the Town Commission considering a second public hearing adopting the Zoning Code and Design Standards Update.

#### III. 9 Month Schedule

#### IV. Budget

Task 1 – Kick off Meeting and Project Management	\$1,500.00*
Task 2 – Zoning Code Update	\$17,500.00*
Task 3 –Design Standards Update	\$17,500.00*
Task 4 –Public Meetings and Public Hearings	<u>\$3,500.00*</u>
Total Costs	\$40,000.00*

\* - Printing, distribution and postage costs are the responsibility of the Town.