



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD
AND
DESIGN REVIEW BOARD
AGENDA
April 28, 2016
7:00 PM**

Town Hall Commission Chambers – 9293 Harding Ave., 2nd Floor
Surfside, Florida 33154

DESIGN REVIEW BOARD

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**
- 4. TRANSMISSION OF UNOFFICIAL MINUTES: MARCH 31, 2016**
- 5. DESIGN REVIEW BOARD APPLICATIONS:**

A. Request of the Owner of Property located at 701 94th Street

The applicant is proposing the construction of a new two story single-family residence.

B. Request of the Owner of Property located at 320 88 Street.

The applicant is requesting a garage conversion.

C. Request of the Owner of Property located at 9388 Abbott Avenue.

The applicant is proposing to construct an addition to the first floor and add a roof to an existing terrace in an existing single family residence.

D. Request of the Tenant of Property located at 9454 Harding Avenue.

The applicant is requesting a wall sign for a retail establishment

E. Request of the Owner of Property located at 1000 88th Street.

The applicant is proposing the construction of a new two story single-family residence.

F. Request of the Owner of Property located at 8850 Emerson Avenue.

The applicant is requesting an after the fact permit for a carport conversion.

6. ADJOURNMENT.

PLANNING AND ZONING BOARD

AGENDA
April 28, 2016
7:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. TRANSMISSION OF UNOFFICIAL MINUTES: **March 31, 2016**
4. ORDINANCES:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 90 "ZONING" AND SPECIFICALLY AMENDING SECTION 90-15 "MEMBERSHIP/QUORUM, MINIMUM QUALIFICATIONS, OFFICERS, TERMS OF OFFICERS, VACANCIES, GENERAL REGULATIONS, RECOMMENDATIONS, EXPENDITURES, INDEBTEDNESS" CHANGING THE LICENSE AND PROFESSIONAL EXPERIENCE REQUIREMENTS FOR MEMBERS SERVING ON THE PLANNING AND ZONING BOARD; SPECIFICALLY AMENDING SECTION 90-18 "DESIGN REVIEW BOARD" CHANGING THE LICENSE AND PROFESSIONAL EXPERIENCE REQUIREMENTS FOR MEMBERS SERVING ON THE DESIGN REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

5. DISCUSSION ITEMS:
 1. Sheds
 2. Calendar changes proposed:
 - A. November 17, 2016 instead of November 24, 2016
 - B. December 15, 2016 instead of December 29, 2016
 3. Future Agenda Items

6. REPORT OF PERMITS ISSUED FOR THE MONTH OF MARCH, 2016.

7. ADJOURNMENT.

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS WHO ARE DISABLED AND NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN FOUR DAYS PRIOR TO SUCH PROCEEDING. 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
AND
DESIGN REVIEW BOARD MEETING**

Town Hall Commission Chambers
9293 Harding Ave., 2nd Floor
Surfside, Florida 33154

MARCH 31, 2016

7:00 PM

MINUTES

DESIGN REVIEW BOARD

1. CALL TO ORDER

Chair Lindsay Lecour called the meeting to order at 7:04 pm.

2. ROLL CALL

Recording Clerk Nissa Benjamin called the roll with the following members present: Chair Lindsay Lecour, Board Member Jorge Gutierrez, Board Member Armando Castellanos, Board Member Peter Glynn, and Board Member Moshe Rubenstein. Vice Chair Jacob Kligman and Board Member James Mackenzie were absent. Commissioner Cohen attended as liaison.

3. APPROVAL OF MINUTES: FEBRUARY 25, 2016

Board Member Rubenstein made a motion to approve. The motion received a second from Board Member Gutierrez and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

4. DESIGN REVIEW BOARD APPLICATIONS:

A. Request of the Owner of Property located at 8819 Byron Avenue.

The applicant is proposing to add a patio roof to the rear of an existing single family residence. Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Castellanos and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

B. Request of the Owner of Property located at 9458 Harding Avenue.

The tenant is requesting to install a channel lettering sign and a window sign for a new retail clothing store.

Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Castellanos and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

C. Request of the Owner of Property located at 9473 Harding Avenue.

The tenant is requesting to install a reverse channel lettering sign.

Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Castellanos and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

D. Request of the Owner of Property located at 9013 Dickens Avenue.

The applicant is requesting to install a four-foot-high picket style fence along the north and south property lines, in the front of the property. This applicant was heard by the Design Review Board in December 2015 to permit a fence with two rolling gates at the front of the property. Staff recommended denial of that application and the board also denied the application. The applicant has revised the application to remove the gates.

Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve with the following condition:

1. the fence is four feet or under.

The motion received a second from Board Member Castellanos and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

E. Request of the Owner of Property located at 8727 Carlyle Avenue.

The applicant is requesting to replace their existing asphalt shingle roof with new asphalt shingles.

Town Planner Sarah Sinatra presented the item. There was some discussion regarding a shingle roof as the Board feels the town is trying to move away from shingle type roofing. Therefore, Board Member Glynn felt it should be denied. Chair Lecour said there were extenuating circumstances and the current owner bought the home with a shingle roof and the home is pretty much landscaped and the roof is not that visible. Concerns of the Board was to not set a precedent by approving a shingle roof. Chair Lecour said they would have to look at each case individually as there may be extenuating circumstances.

Board Member Rubenstein made a motion to approve. The motion received a second from Board Member Castellanos. The motion failed with Board Member Rubenstein, Board Member Castellanos and Board Member Glynn voting in opposition. Vice Chair Kligman and Board Member Mackenzie absent.

F. Request of the Owner of Property located at 8859 Carlyle Avenue.

The applicant is proposing a shingle roof for the home. This home was originally constructed in 1936. It was a subdivided lot, resulting in a 25-foot-wide parcel. The applicant requested a variance from the Town Commission in 2013 to allow him to construct a second story on the home. The applicant is now requesting to provide a shingle roof for the home under construction.

Town Planner Sarah Sinatra presented the item. Applicant James Watson and architect William Arthur spoke in favor of the project and presented visuals of the proposed project with two different types of roofing, asphalt and cedar. For the record, Planner Sinatra said she checked with FL building code and the type cedar shingle roofing they are planning meets the FL building code. The Board gave their comments regarding asphalt shingles vs. cedar shingles.

Board Member Glynn made a motion to approve with the following condition:

1. Cedar shingles only not asphalt shingles.

The motion received a second from Board Member Gutierrez and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

G. Request of the Owner of Property located at 725 93rd Street.

The applicant is proposing to convert a screen patio to a garage, construct a driveway, convert the existing storage room/façade and add a second story addition above the proposed garage in an existing single family residence.

Town Planner Sarah Sinatra presented the item. Applicant Felip Lara gave further details on the project. Chair Lecour suggested that a little more visual articulation would look nice.

Board Member Castellanos made a motion to approve with the following condition:

1. Landscaping be provided at the base of the converted garage.

The motion received a second from Board Member Gutierrez and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

H. Request of the Owner of Property located at 701 94th Street #1.

The applicant is proposing the construction of a new two story single-family residence.

Town Planner Sarah Sinatra presented the item. The architect Michael Quintara gave more details on the project. Chair Lecour had a concern over the two homes being proposed next to each other as being too massive and they have maxed out every square foot allowable. She also said she did not think there was enough variation in style between the two homes. The Board said it was hard to visualize as they do not a rendition of the two houses side by side. Board Member Glynn and Board Member Castellanos agreed with Chair Lecour and also felt it was better to approve only one of the homes. Applicant Iris Herssein spoke on the item and said she has worked with the architect to try to make the two houses look different and explained the differences between the two houses. Rejven Herssein, owner of the properties

in question wanted it clear that these are two separate properties. He also spoke of the differences in the two houses being proposed. Board Member Gutierrez and Rubenstein felt there was enough of a difference between the two houses. Board Member Glynn said he does not have a real image of the two houses together and also commented that the presentation of the proposal was not up to scale and does not show how the houses look next to neighboring homes. Liaison, Commissioner Cohen felt there was enough variation in the houses and it should go forward.

Board Member Guterrez made a motion to approve with the following conditions:

1. Rooftop equipment shall be completely concealed with a parapet or screening material.
2. Finished floor shall be 9 feet.

The motion received a second from Board Member Rubenstein and all voted in favor with Vice Chair Kligman and Board Member Mackenzie absent.

I. Request of the Owner of Property located at 701 94th Street # 2.

The applicant is proposing the construction of a new two story single-family residence.

Town Planner Sarah Sinatra presented the item. The architect Michael Quintara tried to explain the differences between the two houses.

Board Member Guterrez made a motion to approve. The motion received a second from Board Member Rubenstein. The motion failed with Chair Lecour, Board Member Glynn, Board Member Castellanos voting in opposition. Vice Chair Kligman and Board Member Mackenzie absent.

J. Request of the Owner of Property located at 9169 Dickens Avenue.

The applicant is proposing to add a 425 square foot addition to the existing single family house. The home was built in 1941. The existing home has a six-foot side setback. The current code requires a seven-foot six-inch side setback. The applicant is requesting to construct the addition to be flush with the existing home.

Town Planner Sarah Sinatra presented the item and said staff is recommending denial as there is a setback issue. She explained this is for design only as this item will appear on the agenda for the Planning and Zoning Meeting. The architect Carlos Campiglia spoke about the item. The applicant Jose Malter-Terrada explained why he needed this change to the home.

Board Member Glynn made a motion to deny. The motion received a second from Board Member Castellanos. The motion carried to deny 4/1 with Board Member Gutierrez voting in opposition. Vice Chair Kligman and Board Member Mackenzie absent.

ADJOURNMENT

There being no further business to come before the Design Review Board the meeting adjourned at 8:33 p.m.

Accepted this ____ day of _____, 2016

Chair Lindsay Lecour

Attest:

Sandra Novoa, MMC
Town Clerk

**PLANNING AND ZONING BOARD
MINUTES
MARCH 31, 2016
7:00 PM**

1. CALL TO ORDER

Chair Lindsay Lecour called the meeting to order at 8:33 pm.

2. ROLL CALL

Recording Clerk Nissa Benjamin called the roll with the following members present: Chair Lindsay Lecour, Board Member Armando Castellanos, Board Member Peter Glynn, and Board Member Moshe Rubenstein. Vice Chair Jacob Kligman was absent. Commissioner Cohen attended as liaison.

3. APPROVAL OF MINUTES: FEBRUARY 25, 2016

Board Member Castellanos made a motion to approve. The motion received a second from Board Member Rubenstein and all voted in favor with Vice Chair Kligman absent.

4. QUASI-JUDICIAL APPLICATIONS:

A. 9169 DICKENS AVENUE

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA PLANNING AND ZONING BOARD CONSIDERING THE APPLICATION OF 9169 DICKENS AVENUE TO PERMIT AN UNNECESSARY AND UNDUE HARDSHIP VARIANCE FROM THE REQUIREMENTS OF SECTION 90-45 "SETBACKS" OF THE TOWN OF SURFSIDE CODE OF ORDINANCES;

REQUESTING AN 18 INCH SIDE SETBACK VARIANCE FOR THE NORTH PROPERTY LINE TO ADD A 425 SQUARE FOOT ADDITION TO THE EXISTING SINGLE FAMILY HOUSE; PROVIDING FOR AN EFFECTIVE DATE.

Recording Clerk Nissa Benjamin read the title of the application,

Chair Lecour read the process and rulings of a quasi-judicial hearing. Recording Clerk Benjamin confirmed that compliance with advertising notice requirements have been met.

Attorney Miller asked the Board if anyone had ex-parte communications with the Applicant or any objector. All answered no.

Recording Clerk Benjamin swore in the people who wished to speak on the item.

Town Planner Sinatra presented the item and explained why staff is recommending denial. Criteria for a hardship was also discussed. Board Member Rubenstein said he did believe they could make an addition but it must be within code. The applicant had letters of support from neighbors.

Chair Lecour opened the public hearing. No one wishing to speak the Chair closed the public hearing.

Board Member Glynn made a motion to deny. The motion received a second from Board Member Castellanos and all voted in favor with Vice Chair Kligman absent.

5. RESOLUTIONS

A. Sea Level Rise

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA PLANNING AND ZONING BOARD; RECOMMENDING TO THE TOWN OF SURFSIDE COMMISSION PURSUANT TO SECTION 90-15(8) OF THE TOWN OF SURFSIDE CODE OF ORDINANCES TO APPROPRIATE RESOURCES FROM THE GENERAL FUND TO THE PLANNING AND ZONING BOARD AS REQUESTED TO PROVIDE FOR THE CONSULTATION, IMPLEMENTATION AND STUDY RELATED TO SEA LEVEL RISE SOLUTIONS IN THE TOWN OF SURFSIDE; DIRECTING THE TOWN CLERK TO INCLUDE A COPY OF THIS RESOLUTION IN THE APRIL 12, 2016 TOWN COMMISSION AGENDA; PROVIDING FOR RECOMMENDATION OF APPROVAL; PROVIDING FOR AN EFFECTIVE DATE.

Recording Clerk Nissa Benjamin read the title of the resolution. Town Manager Guillermo Olmedillo presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Castellanos and all voted in favor with Board Member Rubenstein absent for the vote (exited at 8:46 p.m.) and Vice Chair Kligman absent.

B. Pedestrian Friendly Streetscape

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA PLANNING AND ZONING BOARD; RECOMMENDING TO THE TOWN OF SURFSIDE COMMISSION PURSUANT TO SECTION 90-15(8) OF THE TOWN OF SURFSIDE CODE OF ORDINANCES TO APPROPRIATE RESOURCES FROM THE GENERAL FUND TO THE PLANNING AND ZONING BOARD AS REQUESTED TO PROVIDE FOR THE CONSULTATION AND STUDY RELATED TO A PEDESTRIAN FRIENDLY STREETScape; DIRECTING THE TOWN CLERK TO INCLUDE A COPY OF THIS RESOLUTION IN THE APRIL 12, 2016 TOWN COMMISSION AGENDA; PROVIDING FOR RECOMMENDATION OF APPROVAL; PROVIDING FOR AN EFFECTIVE DATE.

Recording Clerk Nissa Benjamin read the title of the resolution.
Town Manager Guillermo Olmedillo presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Castellanos and all voted in favor with Board Member Rubenstein absent for the vote (exited at 8:46 p.m.) and Vice Chair Kligman absent.

6. DISCUSSION ITEMS:

A. Commercial Sign Code Definition

Town Planner Sinatra presented the item and said she is adding a small modification to the definition. Chair Lecour asked for a visual when presented as a resolution.

B. Future Agenda Items

Architect requirements

Commissioner Cohen exited at 9:23 p.m.

7. ADJOURNMENT. There being no further business to come before the Planning and Zoning Board the meeting adjourned at 9:29 p.m.

Accepted this _____ day of _____, 2016

Chair Lindsay Lecour

Attest:

Sandra Novoa, MMC
Town Clerk



Memorandum

To: Design Review Board
 Thru: Guillermo Olmedillo, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: April 28, 2016
 Re: 701 94th Street, #2 New Residence

The property is located at 701 94th Street. It previously had one single family home over two lots. The site plan is being referred to as #2 and the lot to the south will be referred to as #1 while the new address is being processed the post office. The lot is within the H30A zoning district and is on the North West corner of 94th Street and Bay Drive. The applicant is proposing the construction of a new two story single-family residence. The property to the south is vacant and is proposed to be constructed as a two story modern home developed by the same owner as this property. This application was previously submitted and reviewed by the Design Review Board on March 31, 2016. The board approved 701 94th Street #1, but denied this application. The board stated that the unique elevations to neighboring properties, required by Sec. 90-50 of the Code of Ordinances, was not demonstrated. The Board recommended returning with context elevations detailing this property's relationship to its neighbors.



View north



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
- 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
H30A	30 feet	30 feet

Sec. 90-45. Setbacks

Setbacks	Required	Proposed
Primary Frontage	Minimum 20 feet	20 feet
Interior side	Minimum 5 feet	5 feet
Rear	Minimum 20 feet	34 feet, 8 inches

Sec. 90-45. Setbacks

H30A UPPER STORY FLOOR AREA IS 65% - 80% OF FIRST STORY FLOOR AREA	Required	Proposed 80%
Maximum Lot Coverage	40%	40%

FIRST STORY		
Primary Frontage	Minimum 20 feet	20 feet
Interior side	Minimum 5 feet	5 feet
Corner side	Minimum 10 feet	10 feet
Rear	Minimum 20 feet	34 feet, 8 inches
UPPER STORY		
Primary frontage	Minimum 20 feet/Average 30 feet	30 feet proposed
Interior side	Minimum 5 feet/ Average 10 feet	5 feet, average 10 feet
Rear	Minimum 20 feet	34 feet 8 inches

Sec. 90.49 Lot standards

Lot Standards H30A	Required	Proposed
Minimum Lot width	50 feet	50 feet
Minimum lot area	8,000 square feet	9,100 square feet
Maximum lot coverage	40%	40%
Pervious area	35% (minimum)	35%

Sec. 90.50 Architecture and roof decks

	Required	Proposed
Unique Elevation	A unique elevation from the main buildings of the adjacent two (2) homes shall be created through the modulation of at least three (3) of the following architectural features: (a)Length, width and massing of the structure; (b)Number of stories; (c)Façade materials; (d)Porches and other similar articulation of the front façade; (e)Number and location of doors and windows; and (f)Roof style and pitch.	The applicant has provided different materials, articulation, colors and roof overhang.
Wall openings	10% for all elevations	All facades meet or exceed the 10% minimum wall opening requirement.
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 if granted	A flat roof is proposed.

	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.	
--	---	--

Sec. 90.56.4 Front yard and corner fencing

Lot Frontage	Required	Proposed
50 Feet in width	4 feet in height maximum	4 foot wrought iron fence

Sec. 90.61 & 90.61.1 Paving in front and rear yards in H30 and H40 Districts

Paving Yards	Required	Proposed
Front setback permeability	50% minimum (500 sq ft)	611 sq ft
Front yard landscaped	30% minimum (300 sq ft)	480 sq ft
Rear yard landscaped	20% minimum (200 sq ft)	800 sq ft
Number of Curb Cuts	One	One
Curb Cut side set back	5 feet minimum	5 feet
Curb cut width	18 feet width maximum	21 feet, 8 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 Pavers

Sec. 90-77 Off-street Parking Requirements

Required	Minimum Space Requirements	Proposed
Single-family	2 spaces	2 spaces

Sec. 90-89.4(6). Street Tree Requirements

Required	Required	Proposed
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.	3 trees	3 silver buttonwood trees

Sec. 90-95. Single-family H30A and H30B district landscape requirements.

Required	Required	Proposed
A minimum of five trees of two different species and 25 shrubs shall be planted per lot.	5 trees, 25 shrubs	6 trees, 35 shrubs

Town of Surfside Adopted Residential Design Guidelines***Building Massing***

Required	Proposed
Building forms should be varied enough to avoid monotony and to avoid pyramidal massing and should be compatible with surrounding houses.	Consistent

Main Entries

Required	Proposed
Prominent and oriented to the street	Main entry is prominent.
Rendered in appropriate scale for the block as well as the individual building	The neighboring property to the south is also a two story structure. The property to the north is a one story structure.
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	Main entry is not obstructed from view.

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.

Parking Driveways

Required	Proposed
The width of paved driveways on private property as well as driveway cuts at the curb should be as narrow as possible	21 feet, 8 inches is the proposed driveway width

Driveway Treatments

Required	Proposed
Town encourages the use of pavers	Concrete Pavers

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 building will be stucco, stone, and glass.

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.	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 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: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: April 28, 2016
Re: 320 88th Street– Garage Conversion

The property is located at 320 88th Street, within the H30B zoning. The applicant is requesting a garage conversion.



Location where new driveway will be placed.



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

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-50.1 (5) Garage Facades

Required	Proposed
1 window	1 window
Landscaping required along the base	Landscaping provided.

Sec. 90-77 Off-street Parking Requirements

Required	Minimum Space Requirements	Proposed
Single-family	2 spaces	2 spaces

Sec. 90.50 Architecture and roof decks

Wall openings	10% for all elevations	All facades meet or exceed the 10% minimum wall opening requirement.
---------------	------------------------	--

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: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: April 28, 2016
Re: 9388 Abbott Avenue - Addition

The property is located at 9388 Abbott Avenue, within the H30B zoning district. The applicant is proposing to construct an addition to the first floor and add a roof to an existing terrace in an existing single family residence.



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
- 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	15 Foot Addition

Sec. 90-45. Setbacks

Setbacks	Required	Proposed
Primary Frontage	Minimum 20 feet	20 feet
Side	Minimum 5.5 feet	5.8 feet
Rear	Minimum 20 feet	48.5 feet
Corner side	Minimum 10 feet	10 Feet

Sec. 90.49 Lot standards

Lot Standards H30B	Required	Proposed
Minimum Lot width	50 feet	5.5 feet
Minimum lot area	5,600 feet	6,194 square feet
Maximum lot coverage	40%	24.68%
Pervious area	35% (minimum)	35%

Sec. 90.50 Architecture and roof decks

	Required	Proposed
Wall openings	10% for all elevations	Exceeds 10%
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 if 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.	The proposed addition has a flat roof with a parapet.

Town of Surfside Adopted Residential Design Guidelines
Building Massing

Required	Proposed
Building forms should be varied enough to avoid monotony and to avoid pyramidal massing and should be compatible with surrounding houses.	Consistent

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.

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 addition will be stucco to be consistent with the existing building.

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: Design Review Board
 Thru: Guillermo Olmedillo, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: April 28, 2016
 Re: 9454 Harding Avenue

The property located at 9454 Harding Avenue is within the SD-B40 zoning district. The applicant is requesting a wall sign for a retail establishment, Levinsky Roasting Nuts & Dried Fruits. The applicant is proposing an acrylic faced sign with channel lettering and a vinyl logo.

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

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-73

Signs	Permitted	Proposed
Area	25 square feet	22.5 square feet, per the dimensions, however, applicant indicates 25 square feet.
Approved word content	Signs may include the following: <ol style="list-style-type: none"> 1) Trade name of establishment 2) Logo of the establishment 3) Nature of business, services rendered or 4) Products sold on premises. 	Sign consists of the trade name of the establishment
Prohibited Word Content	Signs may not include the following: <ol style="list-style-type: none"> 1) Any reference to price, except as provided in regards to "window sign." 	No reference to price



<p>Location</p>	<p>With the exception of theater marquees and V-box signs, no sign shall be erected so that any portion thereof shall project over a dedicated street or sidewalk or so that any portion thereof shall project more than five feet from any main building wall.</p>	<p>Sign does not project over the sidewalk or street.</p>
<p>Illumination</p>	<p>All signage, lettering, logos or trademarks shall be required to be lit with white illumination from dusk to dawn. The illumination may be either internal illumination or external illumination, however, all walls below the sign shall be illuminated with white wall wash LED lighting. It shall be located and directed solely at the sign. The light source shall not be visible from or cast into the right-of-way, or cause glare hazards to pedestrians, motorists, or adjacent properties.</p>	<p>The applicant indicates they are proposing reverse channel lettering, however, they are demonstrating an acrylic face on the plans and representing this as a raceway.</p>

RECOMMENDATION

Staff recommends denial. The applicant indicates they are proposing reverse channel lettering, however, they are demonstrating an acrylic face on the plans and representing this as a raceway. The applicant is also proposing a vinyl logo, which is not permitted. Staff recommends that the lettering be installed directly into the wall face and that the logo be an approved material.



Memorandum

To: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: April 28, 2016
Re: 1000 88th Street

The property is located at 1000 88th Street, within the H30A zoning district. The applicant is proposing the construction of a new two story single-family residence.



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

- 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
H30A	30 feet	32 feet 8 inches

Sec. 90-45. Setbacks

H30A UPPER STORY FLOOR AREA IS 50% - 64% OF FIRST STORY FLOOR AREA	Required	Proposed 54%
Maximum Lot Coverage	40%	34%
FIRST STORY		
Primary Frontage	Minimum 20 feet	29 feet
Interior side	Minimum 7.5 feet	7.5 feet
Rear	Minimum 20 feet, 50 feet to Biscayne Bay	67 feet, 6 inches
UPPER STORY		
Primary frontage	Minimum 20 feet/Average 25 feet	57 feet
Interior side	Minimum 10% / Average 15%	7.5, 11 feet, 3 inches
Rear	Minimum 20 feet	86 feet, 4 inches

Sec. 90.49 Lot standards

Lot Standards H30A	Required	Proposed
Minimum Lot width	50 feet	75 feet
Minimum lot area	8,000 square feet	15,021 square feet
Maximum lot coverage	40%	34%
Pervious area	35% (minimum)	35%

Sec. 90.50 Architecture and roof decks

	Required	Proposed
Unique Elevation	A unique elevation from the main buildings of the adjacent two (2) homes shall be created through the modulation of at least three (3) of the following architectural features:	The applicant has provided different materials, articulation, colors, roof overhangs and roof pitch than the neighboring properties.

	(a)Length, width and massing of the structure; (b)Number of stories; (c)Façade materials; (d)Porches and other similar articulation of the front façade; (e)Number and location of doors and windows; and (f)Roof style and pitch.	
Wall openings	10% for all elevations	All facades meet or exceed the 10% minimum wall opening requirement.
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 if 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.	A pitched roof is proposed with composite slate roof tiles

Sec. 90.61 & 90.61.1 Paving in front and rear yards in H30 and H40 Districts

Paving Yards	Required	Proposed
Front setback permeability	50% minimum	47%
Front yard landscaped	30% minimum	47%
Rear yard landscaped	20% minimum	20%
Number of Curb Cuts	One	Two
Curb Cut side set back	5 feet minimum	7.5 feet
Curb cut width	12 feet width maximum for two curb cuts	12 feet each
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.	Limestone Pavers

Sec. 90-77 Off-street Parking Requirements

Required	Minimum Space Requirements	Proposed
Single-family	2 spaces	2 spaces

Sec. 90-89.4(6). Street Tree Requirements

Required	Required	Proposed
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.	3 trees	4 Royal Palms

Sec. 90-95. Single-family H30A and H30B district landscape requirements.

Required	Required	Proposed
A minimum of five trees of two different species and 25 shrubs shall be planted per lot.	9 trees, 61 shrubs	10 trees, 165 shrubs

Town of Surfside Adopted Residential Design Guidelines
Building Massing

Required	Proposed
Building forms should be varied enough to avoid monotony and to avoid pyramidal massing and should be compatible with surrounding houses.	Consistent

Main Entries

Required	Proposed
Prominent and oriented to the street	Main entry is prominent.
Rendered in appropriate scale for the block as well as the individual building	The neighboring property to the west is also a two story structure. The property to the east is a one story structure.
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	Main entry is not obstructed from view.

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.

Parking Driveways

Required	Proposed
The width of paved driveways on private property as well as driveway cuts at the curb should be as narrow as possible	The proposed driveway width for each driveway is 12 feet.

Driveway Treatments

Required	Proposed
Town encourages the use of pavers	Limestone Pavers

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 building will be stucco, stone, wood and glass.

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.	Tile 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 denial due to the height of the roof. The code defines height as the following:

Height: The vertical distance from the grade, which is the average datum or elevation of the crown of the road upon the street serving the lot or building site, to the highest point of the roof.

The code also provides for modifications to the maximum height as the following:

90-44.1 Architectural elements including cupolas, chimneys, flagpoles, spires, steeples, stair accessways, antennas, ventilators, tanks, parapets, trellises, screens and similar not used for human habitation, may be erected to a reasonable and necessary height, consistent with and not to exceed the following limitations: H30A – three feet

The applicant has measured height to the top of the roof truss and is calling the pitch of the roof an architectural element. Staff's interpretation is that a roof pitch is not included in the architectural element exclusion.



MEMORANDUM

To: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: April 28, 2016
Re: 8850 Emerson Avenue – Carport Conversion

The property is located at 8850 Emerson Avenue, within the H30B zoning. The applicant is requesting an after the fact permit for a carport conversion.



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

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-50.1 (5) Garage Facades

Required	Proposed
1 window	1 window
Landscaping required along the base	Landscaping provided.

Sec. 90-77 Off-street Parking Requirements

Required	Minimum Space Requirements	Proposed
Single-family	2 spaces	2 spaces

Sec. 90.50 Architecture and roof decks

Wall openings	10% for all elevations	All facades meet or exceed the 10% minimum wall opening requirement.
---------------	------------------------	--

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.

ORDINANCE NO. 2016-_____

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 90 "ZONING" AND SPECIFICALLY AMENDING SECTION 90-15 "MEMBERSHIP/QUORUM, MINIMUM QUALIFICATIONS, OFFICERS, TERMS OF OFFICERS, VACANCIES, GENERAL REGULATIONS, RECOMMENDATIONS, EXPENDITURES, INDEBTEDNESS" CHANGING THE LICENSE AND PROFESSIONAL EXPERIENCE REQUIREMENTS FOR MEMBERS SERVING ON THE PLANNING AND ZONING BOARD; SPECIFICALLY AMENDING SECTION 90-18 "DESIGN REVIEW BOARD" CHANGING THE LICENSE AND PROFESSIONAL EXPERIENCE REQUIREMENTS FOR MEMBERS SERVING ON THE DESIGN REVIEW BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, there are experienced professionals residing within the Town of Surfside in the areas of construction, engineering and planning; and

WHEREAS, changing the license and professional experience requirements for specified members serving on the Planning and Zoning Board and Design Review Board will allow the Town to benefit from the expertise of members of the community; and

WHEREAS, it is necessary to amend Chapter 90 of Town Code of Ordinances to allow license requirements to be substituted by consideration of years of professional experience and educational qualifications; and

WHEREAS, the Planning and Zoning Board, as the local planning agency for the Town, has held a public hearing on April 28, 2016 and recommended approval of the proposed amendments to the Code of Ordinances and also found the proposed Code amendments to be consistent with the Comprehensive Plan; and

WHEREAS, the Town Commission has conducted a first reading on May 10, 2016; and

WHEREAS, The Town Commission has conducted a second duly noticed public hearing on these regulations as required by law on June 14, 2016 and further finds the proposed change to the Code necessary and in the best interest of the community.

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

Section 1. Recitals. The foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are made a specific part of this ordinance.

Section 2. Code Amendment. The Code of Ordinances of the Town of Surfside, Florida Section 90-15 “Membership/quorum, minimum qualifications, officers, terms of officers, vacancies, general regulations, recommendations, expenditures, indebtedness” is amended to read as follows:

Sec. 90-15. - Membership/quorum, minimum qualifications, officers, terms of officers, vacancies, general regulations, recommendations, expenditures, indebtedness.

(1) *Membership/quorum:* The planning and zoning board membership and quorum requirements for zoning matters and design review matters are as follows:

(a) *Zoning matters:* The planning and zoning board, when performing its zoning functions, shall consist of five members, ~~two members must be a Florida-licensed general contractor or certified planner (AICP) or a Florida-licensed landscape architect, or a registered interior designer, or a Florida-licensed attorney. Each commissioner shall be entitled to one board appointment, not subject to majority approval.~~

1. Florida-licensed general contractor or work as a construction professional with at least seven years of professional experience.
2. Florida licensed PE or a civil, mechanical, electrical or environmental engineer with a baccalaureate degree in engineering and 4 years of professional experience.
3. Certified planner (AICP) or a planning professional with a graduate degree in Planning from a program accredited by the Planning Accreditation Board with at least two years of professional planning experience or a bachelor’s degree in Planning from a program, accredited by the Planning Accreditation Board (PAB) with at least three years of professional planning experience.
4. Florida-licensed landscape architect.
5. Registered interior designer, or
6. Florida-licensed attorney.

Three members present at the planning and zoning board meetings shall constitute a quorum.

* * *

Ordinance No. _____ - _____

Section 3. Code Amendment. The Code of Ordinances of the Town of Surfside, Florida Section 90-18 "Design Review Board" is amended to read as follows:

Sec. 90-18. - Design review board.

The planning and zoning board, when performing its design review and FEMA variance and appeals board functions shall be constituted as the design review board and shall have seven members. The seven members shall include the five members appointed by the town commission for the planning and zoning board and two additional members, at least one of the design review board members shall be a Florida-licensed architect or Florida-licensed landscape architect. The second design review board member shall be a Florida-licensed architect or a ~~a Florida-licensed general contractor or a certified planner (AICP) or a Florida-licensed landscape architect, or a registered interior designer, or a Florida-licensed attorney.~~

1. Florida-licensed general contractor or work as a construction professional with at least seven years of professional experience.
2. Florida licensed PE or a civil, mechanical, electrical or environmental engineer with a baccalaureate degree in engineering and 4 years of professional experience.
3. Certified planner (AICP) or a planning professional with a graduate degree in Planning from a program accredited by the Planning Accreditation Board with at least two years of professional planning experience or a bachelor's degree in Planning from a program, accredited by the Planning Accreditation Board PAB with at least three years of professional planning experience.
4. Florida-licensed landscape architect.
5. Registered interior designer, or
6. Florida-licensed attorney.

Both of these members shall be appointed by a majority of the town commission. Four members present at the planning and zoning board design review meetings shall constitute a quorum and at least one of the four members shall be a design review board member. The design review process is set forth as follows:

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

Section 5. Inclusion in the Code. It is the intention of the Town Commission of the Town of Surfside, and it is hereby ordained, that the provisions of this ordinance shall become and be made a part of the Code of the Town of Surfside, Florida. The sections of this ordinance

may be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section", "article", or other appropriate word.

Section 6. Conflicts. Any and all Ordinances and Resolutions or parts of Ordinances or Resolutions in conflict herewith are hereby repealed.

Section 7. Effective Date. This ordinance shall become effective upon adoption.

PASSED and ADOPTED on First Reading the _____ day of _____, 2016.

PASSED and ADOPTED on Second Reading this _____ day of _____, 2016.

Motion by _____,

Second by _____.

FINAL VOTE ON ADOPTION

Commissioner Daniel Gielchinsky _____
Commissioner Michael Karukin _____
Commissioner Tina Paul _____
Vice Mayor Barry Cohen _____
Mayor Daniel Dietch _____

Daniel Dietch, Mayor

ATTEST:

Sandra Novoa, MMC, Town Clerk

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

Linda Miller

Linda Miller, Town Attorney

Ordinance No. _____ - _____



Town of Surfside Planning and Zoning Board Communication

Agenda Date: April 28, 2016

Subject: Residential Sheds

From: Sarah Sinatra Gould, AICP, Town Planner

Background: Staff was approached in June of 2013 by a resident wanting a shed larger than the code permitted. Staff prepared a memo and potential code change to increase the size of a shed from 70 square feet to 100 square feet and allow sheds to be approved administratively, if they were not located on a street side of the lot. There was some discussion at Planning and Zoning relating to the size of the shed and then not moved forward. A separate resident approached Staff requesting the same code modification towards the end of 2014. The Planning and Zoning Board recommended approval, with conditions relating to additional landscaping for the shed. This discussion continued through April 2015 when it was ultimately denied by the Town Commission.

The same resident who approached the Town in 2014 has requested that the Town consider making the approval of a shed administrative rather than reviewed by the Design Review Board. The request to increase the size of a shed is no longer included in this discussion.

The reason for the request for administrative review is due to the \$200 review fee and the 15 sets of plans required to appear before the Design Review Board. The applicant is also required to pay a separate building permit fee. If the application is administrative, the applicant will only be responsible for two sets of plans and the building permit fee.

Staff is suggesting the following language:

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.
- (9) Sheds, except on the street side of a corner lot

Recommendation: Staff recommends the Planning and Zoning Board direct staff to prepare an ordinance allowing an administrative review of sheds, except when they are placed on the street side of a corner lot.

ITEM	OUTCOME	NEXT STEPS	IN CONTRACT OR WORK AUTHORIZATION	TENTATIVE SCHEDULE	COMPLETE
FUTURE PZ DISCUSSION ITEMS					
Sign Definitions	Modify sign definitions for monument and sign area	Draft code amendment		May PZ	
Add requirement for licensed architect for DRB submittals	Reviewing entire section relating to DRB	Draft code amendment			
Sea Level Rise	Include in future budget	Include in future budget			
Tree Canopy Initiative/ Single family district Streetscape master plan	\$8,000 budgeted in the FY 2014-2015 budget for the tree canopy	Town Manager analyzing. Would need inclusion in the budget for additional projects.			
Fences & Hedges in the front of single family residences	Modify ordinance	Discussion on hedge height in the front		May PZ	
Average side setback /Massing	Modify ordinance for additional side setbacks on upper floors for single family homes	Preparing graphics on reductions in 2 nd floor			On hold until full discussion of height and sea level rise.
Measuring height from crown of the road	Place on agenda for discussion relating to sea level rise. Staff confirmed height was measured from the crown to the top of the structure in the 2004 Code as well. This would require a referendum.	Include in future budget			
Roof Pitch of Single Family	Modify ordinance requiring roofs to be pitched where adjacent to the street.	Need Direction from PZ			On hold until full discussion of height and

							sea level rise.
Satellite dishes	Further review by staff	Research and prepare report for discussion and possible code amendment	In contract	Future PZ			
Residential or commercial wind turbine regulations	Prepare ordinance regulating wind turbines including hurricane precautions, noise regulations, insurance considerations	Draft code amendment	In contract	Future PZ			
Green walls	Require green walls adjacent to alleys and other buildings that about public right of ways	Research and prepare report for discussion and possible code amendment	In contract	Future PZ			
Final Inspections	Zoning	Town Manager will analyze					
ON UPCOMING COMMISSION AGENDA							
ON FUTURE COMMISSION AGENDA							
Commercial waste and recycling container screening	Screening for containers, green screen, vegetation, include pictures from Commissioner Kligman	Draft code amendment	In contract				Waiting placement on Commission Agenda
Driveway material regulations	Modify code to allow stamped concrete and concrete slabs with decorative rock or grass in between	Draft code amendment	In contract				Waiting Placement on Commission Agenda
Painting of commercial structures	Town Staff to prepare ordinance	Prepare ordinance for commission	Building to prepare ordinance				Upcoming Commission agenda.
COMPLETED							

Request to Commission for a referendum on one-way streets in residential to support a streetscape plan	The Town Commission has not approved this request at this time.	No further action			
Corridor Analysis	Study corridor between Collins & Harding	Prepare code amendments	Work authorization to be approved in NOVEMBER	January Commission	Complete
Single Family 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	Will add to joint Meeting with PZ/Commission.	Complete
Parking Trust Fund	Discussion with the Planning & Zoning Board to provide a cap for payment into the fund	Ordinance on July PZ agenda	In contract	July Commission for 1 st reading, July PZ August Commission for 2 nd reading	Complete
Turtle Lighting	Town Staff to prepare review	No ordinance necessary. Turtle lighting already required in code.	COMPLETE	Turtle Lighting	Town Staff to prepare review
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	Replaced with repainting of structures.	Complete
Bay Drive & 96 th Street	Open Bay Drive off 96 th Street	Staff will research	Police and Building to research	No change. Police Chief cited safety concerns	COMPLETE
Sign/awning code	Discussed at Joint Meeting	Staff beginning to work on draft	Work Authorization approved	July Commission August	COMPLETE

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	COMPLETED	Added a program modification to FY2015 budget	
Interpretation of base flood elevation for the H120 district	No change	No further action needed		N/A	COMPLETED		
Solar panel regulations	Prepare ordinance regulating solar panels	Draft code amendment	In contract	March PZ	COMPLETED		
Car charging station regulations	Prepare ordinance regulating car charging stations requiring them in new multi-family, research what other communities are doing	Draft code amendment	In contract	December PZ	COMPLETED		
Pyramiding effects of setbacks in the H120 district	No action necessary since Planning and Zoning Board currently reviewing setbacks as part of wall footage modifications			N/A			
Garage door clarification	Modify code to remove requirement for two separate garage doors	Draft code amendment	In contract	November PZ	COMPLETED		
10% window opening requirement per story	Discussion with the Planning & Zoning Board	Prepare ordinance for commission	In contract	June PZ	COMPLETED	November Commission for first reading	
Landscaping in front of converted garage	Determine if landscaping planter is sufficient versus requiring landscaping	Reviewed code and determined that planter is only permitted in cases where the driveway would be too short.	In contract	No further modification necessary	Yes		
Sheds	Modify ordinance to increase	Draft code	In contract	Discussed at	COMMISSION		

	square footage, but reduce height and add landscape requirements.	amendment		March meeting.	1st reading in May. PZ in May
--	--	----------------------	--	---------------------------	--