



**TOWN OF SURFSIDE  
PLANNING AND ZONING BOARD  
AND  
DESIGN REVIEW BOARD  
AGENDA  
May 25, 2016  
7:00 PM**

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

**DESIGN REVIEW BOARD**

*Any person who received compensation, remuneration or expenses for conducting lobbying activities is required to register as a lobbyist with the Town Clerk prior to engaging in lobbying activities per Town Code Sec. 2-235. "Lobbyist" specifically includes the principal, as defined in this section, as well as any agent, officer or employee of a principal, regardless of whether such lobbying activities fall within the normal scope of employment of such agent, officer or employee. The term "lobbyist" specifically excludes any person who only appears as a representative of a not-for-profit corporation or entity (such as charitable organization, a trade association or trade union), without special compensation or reimbursement for the appearance, whether direct, indirect, or contingent, to express support or opposition to any item.*

*Per Miami Dade County Fire Marshal, the Commission Chambers has a maximum capacity of 99 people. Once reached this capacity, people will be asked to watch the meeting from the first floor.*

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES: April 28, 2016**
- 4. DESIGN REVIEW BOARD APPLICATIONS:**

**A. Request of the Owner of Property located at 9056 Abbott Avenue.**

The applicant is requesting approval for the installation of a dark green vinyl carport canopy.

**B. Request of the Owner of Property located at 9357 Dickens Avenue.**

The applicant is proposing to add a 390 square foot addition to the rear of the existing single family house.

**C. Request of the Owner of Property located at 9455 Harding Avenue.**

The applicant is requesting a wall sign for a real estate office, Municoy International Realty.

**D. Request of the Tenant of Property located at 9519 Harding Avenue.**

The applicant is requesting a wall sign for a restaurant, The Carrot.

**5. QUASI-JUDICIAL APPLICATION:**

*Please be advised that the following items on the Agenda are Quasi-Judicial in nature. If you wish to object or comment upon an item, please complete a Public Speaker's Card indicating the Agenda item number on which you would like to comment. You must be sworn in before addressing the Board and you may be subject to cross-examination. If you refuse to submit to cross-examination, the Board will not consider your comments in its final deliberation. Please also disclose any Ex-Parte communications you may have had with any Board member. Board members must also do the same.*

**A. 9011 COLLINS AVENUE**

**A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA, PLANNING AND ZONING BOARD; RECOMMENDING APPROVAL OF A SITE PLAN AMENDMENT APPLICATION, FOR THE PROPERTY LOCATED AT 9011 COLLINS AVENUE, SURFSIDE, FL 33154; PURSUANT TO SECTION 90-41 ET SEQ. OF THE ZONING CODE; TO PERMIT AN ADDITIONAL SWIMMING POOL AT THE REAR OF THE PROPERTY ON THE EAST SIDE OF COLLINS AVENUE AND TO PERMIT MODIFICATION OF THE LANDSCAPING ON THE PROPERTY ON THE EAST SIDE OF COLLINS AVENUE; AND PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.**

**6. ADJOURNMENT.**

**PLANNING AND ZONING BOARD**

**AGENDA  
May 25, 2016  
7:00 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES: April 28, 2016**

**4. QUASI-JUDICIAL APPLICATION:**

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**A. 9011 COLLINS AVENUE**

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**5. DISCUSSION ITEMS:**

**1. Roof Pitch**

**2. Future Agenda Items**

**6. 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  
MINUTES  
April 28, 2016  
7:00 PM**

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

**DESIGN REVIEW BOARD**

Town Attorney Miller began this portion of the meeting by explaining there is a new Board and a selection will be made as to who will be Chair and Vice Chair. After the selection, the meeting will begin with a call to order by the selected Chair.

Recording Clerk Nissa Benjamin called the roll with the following members present: Board Member Lindsay Lecour, Board Member Judith Frankel, Board Member Peter Glynn. Board Member Brian Rollar and Board Member Jorge Gutierrez were absent.

**1. SELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

Attorney Miller asked the members to introduce themselves and give some background information.

Board Member Glynn nominated Lindsay Lecour as Chair. The nomination received a second from Board Member Frankel.

Board Member Glynn nominated Judith Frankel as Vice Chair. The nomination received a second from Chair Lecour.

Vice Chair Frankel made a motion to adjourn this portion of the meeting. The motion received a second from Board Member Glynn and all voted in favor.

**2. CALL TO ORDER**

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

**3. ROLL CALL**

Recording Clerk Nissa Benjamin called the roll with the following members present: Chair Lindsay Lecour, Board Member Jorge Gutierrez, Vice Chair Judith Frankel, Board Member Peter Glynn. Board Member Brian Rollar was absent. Board Member Gutierrez introduced himself and gave some background information.

4. TRANSMISSION OF UNOFFICIAL MINUTES: **MARCH 31, 2016**

5. DESIGN REVIEW BOARD APPLICATIONS:

**A. Request of the Owner of Property located at 701 94<sup>th</sup> Street**

The applicant is proposing the construction of a new two story single-family residence. Town Planner Sarah Sinatra presented the item. The architect for the project spoke on the project and had some visuals for review. Board Member Glynn said although he could see no reason to not approve, he is concerned that these modern style designs are not what the feel of Surfside is all about. Chair Lecour was not completely in favor of the design as she did not feel there was much of a difference with the neighboring house.

Board Member Gutierrez made a motion to approve. The motion received a second from Vice Chair Frankel. The vote was tied with Board Member Gutierrez and Vice Chair Frankel in favor and Chair Lecour and Board Member Glynn voting in opposition. Board member Rollar was absent.

There was some further input from the architect and Town Planner Sinatra and some discussion from the Board.

Board Member Glynn made a motion to reconsider. The motion received a second from Vice Chair Frankel and all voted in favor.

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

1. Applicant proffered to change the driveway on Bay Drive to green space for 701 95<sup>th</sup> Street, #1.
2. The garage door shall be bronze color metal for 701 94<sup>th</sup> Street, #2.

The motion received a second from Board Member Glynn and all voted in favor with Board Member Rollar absent.

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

The applicant is requesting a garage conversion. Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Gutierrez and all voted in favor with Board Member Rollar absent.

**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. Town Planner Sarah Sinatra presented the item. The applicant and construction planner spoke and produced the revised design for the Board's review.

Board Member Gutierrez made a motion to approve. The motion received a second from Board Member Glynn and all voted in favor with Board Member Rollar absent.

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

The applicant is requesting a wall sign for a retail establishment

Town Planner Sarah Sinatra presented the item and staff is recommending denial with an explanation.

Board Member Glynn made a motion to deny. The motion received a second from Board Member Gutierrez and all voted in favor to deny with Board Member Rollar absent.

**E. Request of the Owner of Property located at 1000 88<sup>th</sup> Street.**

The applicant is proposing the construction of a new two story single-family residence. Town Planner Sarah Sinatra presented the item and is recommending denial because of the height of the roof. The architect for the project spoke about the project with a visual and gave details regarding the roof. After review and discussion, the Board thought the design was beautiful and the exception should be made as to the height of the pitched roof.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Gutierrez and all voted in favor with Board Member Rollar absent.

**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. Town Planner Sarah Sinatra presented the item.

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

**G. Request of the Owner of Property located at 9957 Carlisle Avenue. (Item added on)**

The applicant is requesting a garage conversion. Town Planner Sarah Sinatra presented the item.

Board Member Glynn made a motion to approve. The motion received a second from Board Member Gutierrez and all voted in favor with Board Member Rollar absent

Before adjournment the Board discussed dates for future meetings.

**6. ADJOURNMENT.**

There being no further business to come before the Design Review Board the meeting adjourned at 8:00 p.m.

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Chair Lindsay Lecour

Attest:

\_\_\_\_\_  
Sandra Novoa, MMC  
Town Clerk

# PLANNING AND ZONING BOARD

**MINUTES**  
**April 28, 2016**  
**7:00 PM**

## **1. CALL TO ORDER**

Chair Lindsay Lecour called the meeting to order at 8:08 pm.

## **2. ROLL CALL**

Recording Clerk Nissa Benjamin called the roll with the following members present: Chair Lindsay Lecour, Board Member Peter Glynn and Vice Chair Judith Frankel. Board Member Brian Rollar was absent.

## **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.**

Recording Clerk Nissa Benjamin read the title of the ordinance.

Assistant Town Attorney Jane Graham presented the item.

Chair Lecour asked how do we evaluate seven years of professional experience if they do not have a license and suggested that the wording be changed to an applicant provide documentation of the completion of seven jobs experience. Vice Chair Frankel also had some ideas for consideration and felt the wording regarding seven years of experience may need to be reviewed.

Public Speaker Richard Iacobacci spoke about providing proof of experience and contracting jobs and the legalities of someone doing a job without having an active

license. He said a person may have worked under the direction of one who had a license or in the capacity of another title such as project manager. The wording of this ordinance does not address those issues. The Board discussed changing some of the wording eliminating license but broadening to professionals with the same scope of experience but not necessarily a licensed contractor such as project manager or superintendent or construction management professional with at least six years of professional experience. Town Attorney Miller said her office will review and revise any changes from the Board and Chair Lecour said she would like to work with Attorney Miller on the wording.

Discussion as to qualifications to sit on the Board was also discussed. Assistant Attorney Graham explained what the Commission was looking for as Board appointees.

Board Member Glynn made a motion to approve with changes and recommend to the Commission. The motion received a second from Vice Chair Frankel and all voted in favor with Board Member Rollar absent.

## **5. DISCUSSION ITEMS:**

### **1. Presentation on Pedestrian & Health**

A representative from Pedestrian and Health gave a presentation who explained Active Design Miami and the benefits it produces.

Chair Lecour said this Board was in support of this type of program. Ms. Sinatra answered questions from the Board and said the City Manager was also in supportive of this.

### **2. Sheds**

Town Planner Sinatra spoke on the item giving some of the history of sheds and what has transpired to date. Some residents have issues with sheds and are asking for guidance as to placement and design. Planner Sinatra is asking for direction so an ordinance can be prepared. Board Member Glynn is not in favor of sheds as he feels badly for neighbors who have to see them. Vice Chair suggested that language be put in saying that shrubbery be put in so the shed is not visible from the street. Board Member Glynn suggested it also apply to sheds facing a neighbor. Planner Sinatra told Board Member Glynn that it was brought before the Commission but failed to pass. The Board agreed to put language in the code regarding shrubbery and not being visible from the street.

### **3. 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**

Board Member Glynn said he has heard of many complaints regarding code enforcement and noise from lawn care on weekends.



Chair Lecour and Town Attorney Miller gave a brief update on sea level rise study. Assistant Attorney Graham spoke about a newly formed sub-committee which will talk about sea level rise. Chair Lecour would like this to be a priority discussion item.

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

**7. ADJOURNMENT.**

There being no further business to come before the Planning and Zoning Board the meeting adjourned at 9:09 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: May 25, 2016  
Re: 9056 Abbott Avenue – Carport Canopy

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The property is located at 9056 Abbott Avenue within the H30B zoning district. The applicant is requesting approval for the installation of a dark green vinyl 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.**

<b>Requirement</b>	<b>Proposed</b>
(1) Such canopy shall not exceed 20 feet in length, nor 20 feet in width.	Canopy is 20 feet long and 11' 3" feet wide.
(2) The height of such canopy shall not exceed ten feet.	Height is 10 feet.
(3) The height of the side openings shall be at least six feet, three inches.	Height of side openings is 8 feet.
(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 9 feet.  d. 14 Feet.
(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 entirely paved.
(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 8 feet. The canopy is approximately 9 feet from the front lot line.

**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: May 25, 2016  
Re: 9357 Dickens Avenue

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The property is located at 9357 Dickens Avenue, within the H30B zoning district. The applicant is proposing to add a 390 square foot addition to the rear of the existing single family, one story house. The total square footage of the home will be 2,183.4 square feet.



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**

<b>Height</b>	<b>Required Maximum</b>	<b>Proposed</b>
H30B	30 feet	17 feet

**Sec. 90-45. Setbacks**

<b>Setbacks</b>	<b>Required</b>	<b>Proposed</b>
Primary Frontage	Minimum 20 feet	Not affected
Interior side	Minimum 5 feet	5 feet
Rear	Minimum 20 feet	20 feet 3 inches

**Sec. 90.49 Lot standards**

<b>Lot Standards H30B</b>	<b>Required</b>	<b>Proposed</b>
Minimum Lot width	50 feet	50 feet
Minimum lot area	5,600 feet	5,600 square feet
Maximum lot coverage	40%	39%
Pervious area	35% (minimum)	47%

**Sec. 90.50 Architecture and roof decks**

	<b>Required</b>	<b>Proposed</b>
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 façade is stucco.
Wall openings	10% for all elevations	Wall openings exceed 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	The existing roof is tile. A flat roof is proposed for the addition.

	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.	
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### **Town of Surfside Adopted Residential Design Guidelines**

#### ***Decorative Features***

<b>Required</b>	<b>Proposed</b>
Decorative features should be stylistically consistent throughout the entire building.	Consistent.

#### ***Overall Architectural Style***

<b>Required</b>	<b>Proposed</b>
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***

<b>Required</b>	<b>Proposed</b>
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.

#### ***Roof Materials, Types, and Slopes***

<b>Required</b>	<b>Proposed</b>
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 for the addition.

#### ***Windows and Trims***

<b>Required</b>	<b>Proposed</b>
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: May 25, 2016  
 Re: 9455 Harding Avenue

The property located at 9455 Harding Avenue is within the SD-B40 zoning district. The applicant is requesting a wall sign for a real estate office, Municoy International Realty. The applicant is proposing reverse channel LED lettering.

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



<p><b>Location</b></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><b>Illumination</b></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>Reverse channel illuminated letters are provided.</p>

**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: May 25, 2016  
 Re: 9519 Harding Avenue

The property located at 9519 Harding Avenue is within the SD-B40 zoning district. The applicant is requesting a wall sign for a restaurant, The Carrot. The applicant is proposing channel lettering and a channel 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	17.91 square fee
Approved word content	Signs may include the following: <ol style="list-style-type: none"> <li>1) Trade name of establishment</li> <li>2) Logo of the establishment</li> <li>3) Nature of business, services rendered or</li> <li>4) Products sold on premises.</li> </ol>	Sign consists of the trade name of the establishment
Prohibited Word Content	Signs may not include the following: <ol style="list-style-type: none"> <li>1) Any reference to price, except as provided in regards to "window sign."</li> </ol>	No reference to price



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<p><b>Illumination</b></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>Channel illuminated letters are provided.</p>

**RECOMMENDATION**

Staff recommends approval.



# Town of Surfside

## Planning and Zoning Communication

**Agenda Date:** May 25, 2016

**Subject:** Surf Club Site Plan Amendment

**From:** Guillermo Olmedillo, Town Manager  
Sarah Sinatra Gould, AICP, Town Planner

**Table of Contents:**

1. Request
2. Site Plan Report
3. Development Impact Committee Report
4. Resolution
5. Exhibits:
  - a. Application and Letter of Intent
  - b. Site Plan Package

**REQUEST:**

The applicant, Fort Capital LLC, Trustee for the Surf Club Land Trust, is proposing a site plan amendment for the condominium/hotel at 9011 Collins Avenue, which was initially approved by the Town Commission on October 15, 2012 and also subject to a site plan amendment approved April 23, 2013. The proposed changes included in this site plan amendment are applicable to the property on the east side of Collins Avenue only. No changes included are proposed for the two buildings on the west side of Collins Avenue. The changes include the following:

1. Adding one pool to the rear of the building.
2. Modifying the landscaping by changing the layout and species of plants.

The Development Impact Committee (DIC) met in an open, advertised, televised session on February 11, 2016 to discuss this application. Due to the minor nature of the request, no additional conditions were included for this review. The original conditions and voluntary proffers associated with the approved plan and any subsequent site plan amendment remain in effect and this approval does not extend the dates for those proffers.

The Town Code states that a modification to a structure requires a site plan amendment. The code further defines a pool as a structure. Therefore, the addition of a pool requires that applicant to modify the site plan. Due to the extensive landscape modification proposed by the applicant, staff is including these changes to the site plan as part of the amendment package. However, the landscape plans continue to meet or exceed the code requirements. The following report identifies how the project is in compliance with the Town of Surfside Code requirements.

**STAFF RECOMMENDATION**

**Recommendation:** Staff recommends that the Planning and Zoning Board recommend approval of the site plan amendment application.

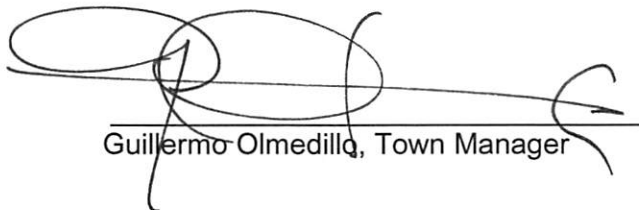
**Budget Impact:** The modification relates to landscaping and one additional pool. This is not expected to impact the budget other than building permit required for the installation and inspection.

**Growth Impact:** The *Five Year Financial Forecast* and the Town's adopted Comprehensive Plan both encourage the new development of hotels on the Collins Avenue. Therefore, the growth is in line with the Town Commission's direction and goals.

**Staff Impact:** The applicant has funded the review through the cost recovery process and the building permit review will be funded through the building permit fees.



\_\_\_\_\_  
Sarah Sinatra Gould, AICP, Town Planner



\_\_\_\_\_  
Guillermo Olmedillo, Town Manager

# **SITE PLAN REPORT**

**SITE PLAN INFORMATION:**

Address	9011 Collins Avenue
General Location of amendment	East side of Collins Avenue and 91 <sup>st</sup> Street.
Subject Property Size	6.96 gross acres
Zoning District	H120
Adjacent Zoning Districts	H120 to the north and south, H40 to the west
Future Land Use	High Density Residential/Tourist
Density Permitted	109 units per acre
Number of rooms proposed	East Parcel: 257 rooms  West Parcels (Not included in this amendment):  Northwest Building: 28 Units  Southwest Building: 0 Units (parking facility only)  TOTAL: 285 units
Number of parking spaces	East Parcel: 181 spaces  West Parcels (Not included in this amendment):  Northwest Building: 60 spaces  Southwest Building: 427 spaces  TOTAL Provided: 668 spaces  TOTAL Required: 623 spaces

**ZONING CODE, REQUIREMENTS APPLICABLE TO THIS AMENDMENT*****Sec. 90-49 Lot Standards***

	Minimum Required	Proposed
Lot Coverage	20%	44%

***Sec. 90.89.2***

	Minimum Required	Proposed
Plant Material		
Native Vegetation	50%	50%

**Sec. 90.89.4**

<b>Trees</b>	<b>Minimum Required</b>	<b>Proposed</b>
Shade/canopy tree	A minimum overall height of 14 feet, six feet spread, 2&half inches DBH and five feet clear trunk. This category shall constitute 20 percent of the minimum required trees.	The applicant has provided a blend of very large trees and large trees. 19% of the trees are very large and 54% of the trees are large.
Intermediate trees	A minimum overall height of 12 feet, five feet spread, two inches DBH and 4½ feet clear trunk. This category shall constitute 20 percent maximum of the required trees.	26%. They are exceeding the minimum number of large trees; therefore they may exceed the minimum number of intermediate trees.
Small trees	A minimum overall height of ten feet, 4½ feet spread, one and 1½ inches DBH and four feet clear trunk. This category shall constitute no more than 20 percent of the required trees.	0%. The applicant is not required to place these trees on site.
Palms	A minimum of six feet grey wood and shall constitute no more than 40 percent of the required trees.	20%

**Sec. 90.89.8**

<b>Shrubs and Hedges</b>	<b>Minimum Required</b>	<b>Proposed</b>
Shade/canopy tree	Minimum of two feet high, full to base, two feet spreads and planted two feet on center when measured immediately after planting	Two foot high, two foot spread, two foot on center.

**Sec. 90.91**

<b>Vegetative Provisions</b>	<b>Minimum Required</b>	<b>Proposed</b>
Xeriscape in pervious area	50%	72%

**Sec. 90.93**

<b>Open Space</b>	<b>Application meets or exceeds all requirements.</b>
Landscaping along all buildings and structures, shrubs and trees required in open space	

# **DEVELOPMENT IMPACT COMMITTEE REPORT**



**DEVELOPMENT IMPACT COMMITTEE MEETING**

The Development Impact Committee (DIC)\* met on February 11, 2016 to discuss the application for the Surf Club ("the Project"). The DIC meeting was attended by the following:

Staff Attendees:           Guillermo Olmedillo, Town Manager  
                                  Joe Kroll, Public Works Director  
                                  Linda Miller, Town Attorney  
                                  Jane Graham, Assistant Town Attorney  
                                  Nancy Stroud, Consulting Attorney  
                                  Sarah Sinatra Gould, Town Planner  
                                  David Allen, Police Chief  
                                  Tim Millan, Parks and Recreation Director

Applicant Attendees:  
                                  Joe Benton, Fort Capital  
                                  Mathieu Picard, Kobi Karp Architects  
                                  Jason Nunez, Fernando Wong

Citizen Attendees (who signed in): None

No additional conditions were suggested as a part of this application.

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**\*NOTE:** The DIC meetings are televised on the Town's Channel 77 and are well on the Town's website and posted on Town Hall. The original conditions and voluntary proffers associated with the approved plan and any subsequent site plan amendment remain in effect and this approval does not extend the dates for those proffers.

# RESOLUTION

**RESOLUTION NO. 16-Z-0\_\_**

**A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA, PLANNING AND ZONING BOARD; RECOMMENDING APPROVAL OF A SITE PLAN AMENDMENT APPLICATION, FOR THE PROPERTY LOCATED AT 9011 COLLINS AVENUE, SURFSIDE, FL 33154; PURSUANT TO SECTION 90-41 ET SEQ. OF THE ZONING CODE; TO PERMIT AN ADDITIONAL SWIMMING POOL AT THE REAR OF THE PROPERTY ON THE EAST SIDE OF COLLINS AVENUE AND TO PERMIT MODIFICATION OF THE LANDSCAPING ON THE PROPERTY ON THE EAST SIDE OF COLLINS AVENUE; AND PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.**

**I. RECITALS.**

**WHEREAS, FORT CAPITAL LLC, Trustee for the Surf Club Land Trust, owner of the property located at 9011 Collins Avenue, Surfside, FL 33154, with a general location of the east and west sides of Collins Avenue and 91<sup>st</sup> Street, Surfside, FL, (the "Property") submitted an application to the Town of Surfside, Florida (the "Application") on November 25, 2015, requesting an amendment to the Town approvals granted for the property by Resolution No. 12-Z-03, and Resolution 13-Z-06 which amendment requests an additional swimming pool to be located at the rear of the building located on the east side of Collins Avenue and modification of the landscape plan for the east side of Collins Avenue; and**

**Plans are on file and may be examined in the Building Department entitled "Surf Club" at 9011 Collins Avenue, Surfside, FL 33154, which plans may be modified at public hearing (hereinafter referred to as the "Plans") prepared by Kobi Karp Architecture & Interior Design, consisting of Plan sheets A1.00,-A2.01, C100-C300, and L-002-L-813.**

**Legal Description: See attached Exhibit "A" "Legal Description"**

**ADDRESS: 9011 Collins Avenue, Surfside, FL 33154**

**WHEREAS, on February 11, 2016, the Town's Development Impact Committee, after notice posted on the Town's website, met in a televised meeting, reviewed the Application and made recommendation for approval to the Town's Planning and Zoning Board in accordance with the criteria set forth in the Town's Zoning Code; and**

**WHEREAS**, on May 25, 2016, the Planning & Zoning Board, at a duly noticed and televised quasi-judicial public hearing, after reviewing the Application and hearing from its professional staff, the Applicant, and members of the public, considered the requirements of Section 90-49 “Lot Standards” and Section 90-89.2 et seq. related to landscaping and the Application’s consistency with the Town of Surfside’s Comprehensive Plan and recommended the Application for approval by the Town Commission; and

**NOW THEREFORE, BE IT RESOLVED BY THE PLANNING AND ZONING BOARD OF THE TOWN OF SURFSIDE, FLORIDA, APPLICABLE TO APPLICANT, ITS SUCCESSORS AND/OR ASSIGNS, AS FOLLOWS:**

**II. INCORPORATION OF RECITALS AND FINDINGS OF FACT.**

- A. All recitals set forth above are incorporated into the body of this Resolution as if same were fully set forth herein.
- B. The Planning and Zoning Board finds that the proposed amended Site Plan is in compliance with the requirements and criteria set forth in the applicable Town Code and recommends to the Town Commission that the amended Site Plan be approved.

**III. APPROVALS.**

The recommended approvals set forth in this Section III are subject to all of the conditions set forth in prior Resolutions applicable to the property, and the execution of all attendant agreements prior to the issuance of the Building Permit for the Project.

The Applicant’s request for approval of the Site Plan amendment, consisting of an additional pool at the rear of the building and modified landscaping, submitted for the east side of the property known as the “Surf Club” located at 9011 Collins Avenue is recommended to be granted.

- IV. **SEVERABILITY CLAUSE.** In the event any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court or agency of competent jurisdiction, such decision shall in no way affect the remaining portions of this Resolution, which shall remain full force and effect.
- V. **EFFECTIVE DATE.** This Resolution shall become effective upon adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2016

Motion by Planning and Zoning Board Member \_\_\_\_\_,

Second by Planning and Zoning Board Member \_\_\_\_\_

**FINAL VOTE ADOPTION**

Member Peter Glynn

Member Brian Roller

Vice Chair Judith Frankel

Chair Lindsay Lecour

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Lindsay Lecour, Chair

**ATTEST:**

\_\_\_\_\_  
Sandra Novoa, MMC  
Town Clerk

**APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY FOR  
THE TOWN OF SURFSIDE ONLY:**



\_\_\_\_\_  
Linda Miller, Town Attorney

**Exhibit A**  
**Legal Description**

**PARCEL 1:**

Lot "B", of AMENDED PLAT OF A PORTION OF ALTOS DEL MAR NO. 4, according to the Plat thereof, as recorded in Plat Book 34, Page 7, of the Public Records of Miami - Dade County, Florida.

**PARCEL 2:**

Lot "U", of AMENDED PLAT OF A PORTION OF ALTOS DEL MAR NO. 4, according to the Plat thereof, as recorded in Plat Book 34, Page 7, of the Public Records of Miami - Dade County, Florida.

LESS AND EXCEPT All of SURF CLUB CONDOMINIUM, a condominium according to the Declaration of Condominium thereof, as recorded in Official Records Book 29040, Page 3186, of the Public Records of Miami - Dade County, Florida.

**PARCEL 3:**

Lot "A", and Lots 1 through 9, inclusive, Block 1, of ALTOS DEL MAR NO. 4, according to the Plat thereof, as recorded in Plat Book 10, Page 63, of the Public Records of Miami - Dade County, Florida.

TOGETHER WITH that portion of land lying East of said Lot "A", and Lots 1 through 9, inclusive, Block 1, of ALTOS DEL MAR NO. 4, according to the Plat thereof, as recorded in Plat Book 10, Page 63, of the Public Records of Miami - Dade County, Florida; bounded on the North by the Easterly extension of the North line of said Lot "A", Block 1; bounded on the East by the EROSION CONTROL LINE, according to the Plat thereof, as recorded in Plat Book 105, Page 62, of the Public Records of Miami - Dade County, Florida; bounded on the South by the Easterly extension of the South line of said Lot 1, Block 1; bounded on the West by the East line of said Lot "A", and Lots 1 through 9, inclusive, Block 1.

LESS AND EXCEPT a portion of Lots 1 and 2, Block 1 of ALTOS DEL MAR NO. 4, according to the Plat thereof, as recorded in Plat Book 10, Page 63, of the Public Records of Miami - Dade County, Florida, more particularly described as follows:

Commence at the intersection of the Southerly extension of the West line of said Block 1 with the Westerly extension of the South line of said Block 1; thence run Northerly, along the West line of said Block 1 and its Southerly extension, for a distance of 84.53 feet to the point of curvature of a circular curve concave to the Northeast, said point of curvature also being the POINT OF BEGINNING of the parcel herein described; thence run Southerly and Southeasterly, along the arc of said circular curve concave to the Northeast, having a radius of 229.18 feet, through a central angle of 19° 41' 36", for an arc distance of 78.77 feet, to a point of compound curvature of a circular curve concave to the Northeast; thence run Southeasterly to Easterly, along the arc of the last mentioned curve, having a radius of 13.00 feet, through a central angle of 67° 18' 51", for an arc distance of 15.27 feet, to the point of tangency with the aforementioned South line of said Block 1; thence run Westerly, along the South line of said Block 1, for a distance of 1.26 feet, to the point of curvature of a circular curve to the right; thence run Easterly to Northwesterly along the arc of said circular curve to the right, having a radius of 25.00 feet, through a central angle of 87° 00' 27", for an arc distance of 37.96 feet, to the point of tangency with the West line of said Block 1; thence run Northerly, along the West line of said Block 1, for a distance of 60.79 feet to the POINT OF BEGINNING.

**ALSO LESS AND EXCEPT All of SURF CLUB CONDOMINIUM, a condominium according to the Declaration of Condominium thereof, as recorded in Official Records Book 29040, Page 3186, of the Public Records of Miami - Dade County, Florida.**

**PARCEL 4:**

**All of SURF CLUB CONDOMINIUM, a condominium according to the Declaration of Condominium thereof, as recorded in Official Records Book 29040, Page 3186, of the Public Records of Miami - Dade County, Florida.**

# **APPLICATION AND LETTER OF INTENT**





DRB Meeting	___/___/20__
Application / Plans Due	___/___/20__

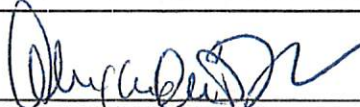
**TOWN OF SURFSIDE  
MULTI-FAMILY AND NON-RESIDENTIAL SITE-PLAN APPLICATION**

A complete submittal includes all items on the "Multifamily and Non-Residential Site-Plan Application Submission Checklist" document as well as completing this application in full. The owner and agent must sign the application with the appropriate supplemental documentation attached. Please print legibly in ink or type on this application form.

<b>PROJECT INFORMATION</b>	
OWNER'S NAME	Fort Capital Management LLC, Trustee for The Surf Club Land Trust
PHONE / FAX	c/o Joseph Benton, ph: (786) 214-1344
AGENT'S NAME	Alexander I. Tachmes, Esq.
ADDRESS	200 S. Biscayne Blvd., Suite 4100, Miami, Florida 33131
PHONE / FAX	Ph: (305) 347-7341
PROPERTY ADDRESS	9011 Collins Avenue, Surfside, Florida 33154
ZONING CATEGORY	H120
DESCRIPTION OF PROPOSED WORK	re-design of landscaping and additional pool at southeast corner of property adjacent to cabanas.

<b>INTERNAL USE ONLY</b>			
Date Submitted	_____	Project Number	_____
Report Completed	_____	Date	_____
Fee Paid	\$ _____		

<b>ZONING STANDARDS</b>	Required			Provided		
Plot Size	N/A			N/A		
Setbacks (F/R/S)	40 feet	30 feet	10% lot frontage; minimum 10 feet	N/A - not impacted		
Lot Coverage	N/A			N/A		
Height	120 feet			N/A - not impacted		
Pervious Area	20%			44% (landscaped area)		

_____	_____		_____
SIGNATURE OF OWNER	DATE	SIGNATURE OF AGENT	DATE




**TOWN OF SURFSIDE**  
**MULTI-FAMILY AND NON-RESIDENTIAL SITE-PLAN APPLICATION**  
**PLANNING AND ZONING BOARD Rules and Procedures (June 2002)**

The Planning and Zoning Board shall generally meet the last Thursday of each month at 7:00 pm. at Town Hall.

Plans and completed applications (including all supporting documentation) must be submitted to the Building Department at least 21 days prior to the meeting, with the payment of applicable fees (example: \$200.00 for Plan Review for Zoning), at which time they will be considered. Incomplete plans and applications will not be processed.

The applicant or duly authorized agent (per ownership affidavit) must be present at the meeting. If there are no applications for consideration by the Planning and Zoning Board, the monthly meeting may be cancelled at the discretion of the Chairman of the Board.

Please advise the name of the Representative who will attend the hearing on behalf of this application:

	<u>4/16/16</u>
NAME OF REPRESENTATIVE	DATE
<u>Alexander I. Tachmos, Esq.</u>	



DAVID J. COVIELLO  
 PARTNER  
 Shutts & Bowen LLP  
 200 South Biscayne Boulevard  
 Suite 4100  
 Miami, Florida 33131  
 DIRECT (305) 415-9437  
 FAX (305) 415-9837  
 EMAIL dcoviello@shutts.com

April 6, 2016

Sarah Sinatra Gould, AICP, Town Planner  
 Town of Surfside  
 9293 Harding Avenue  
 Surfside, Florida 33154

**RE: Four Seasons Surf Club – Application for amendments to site plan approval  
 (the “Application”)**

Dear Sarah:

As you know, we represent the owner and developer of the Four Seasons Surf Club project at 9011 Collins Avenue (the “Project”). We are hereby applying for amendments to the site plan approval that was granted for the Project in 2013 under Resolution Number 13-Z-06 (the “Prior Approval”). The proposed amendments consist of the following: (i) replacement of the landscape plans approved as part of the Prior Approval with new landscape plans; and (ii) the addition of a new swimming pool located on the southeast portion of the Project. As more fully explained below, these proposed amendments will enhance the aesthetics of the Project and improve the level of amenities required by the operator, Four Seasons Hotels and Resorts.

**Landscape Plan Replacement:**

As you know, the building design for the Project was modified in 2013 by acclaimed architect, Richard Meier. Due to time constraints associated with the approval process for the 2013 modification, the re-design of the landscape plans to compliment the building re-design changes were not submitted at that time. The purpose of this Application is to replace the landscape plans approved under the Prior Approval with a new set of landscape plans prepared by Fernando Wong Outdoor Living Design. The new landscape plans encompass a redesign that was carefully prepared to complement Richard Meier’s building design. The linear layout and introduction of new species completes Mr. Meier’s vision for the Project.

**Addition of New Swimming Pool:**

To improve the level of amenities for the Project, a new swimming pool is proposed for the area eastward of the cabanas on the southeast portion of the Project. The proposed pool, smaller in size relative to the other pools, will be nestled within the curve of the cabana structures.

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Sarah Sinatra Gould, AICP, Town Planner  
Town of Surfside  
April 6, 2016  
Page 2

The Application is consistent with the Town Code and the design guidelines of the Town.  
We respectfully request approval. Thank you.

Sincerely,

Shutts & Bowen LLP



David J. Coviello

DJC/scm

cc: Surf Club

# **SITE PLAN PACKAGE**



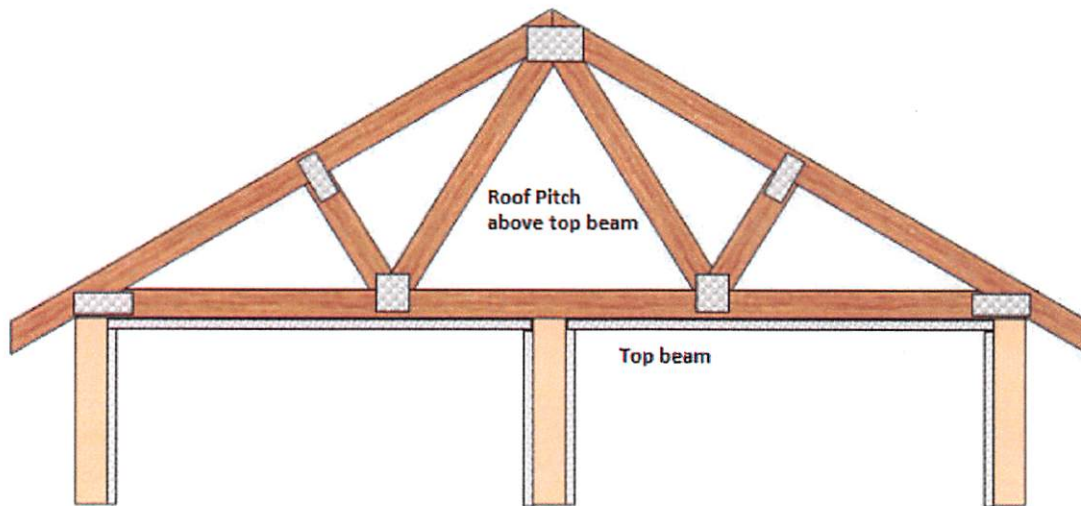
## Town of Surfside Planning and Zoning Board Communication

**Agenda Date:** May 25, 2016

**Subject:** Roof Pitch

**From:** Sarah Sinatra Gould, AICP, Town Planner

**Background:** The Planning and Zoning Board has encouraged applicants to provide designs with pitched roofs rather than flat roofs. The Board has indicated that this type of design is more in line with the character of Surfside. In an effort to further encourage this design, the Board has requested a code change that allows the roof pitch above the top of the roof beam to be included as an architectural feature and therefore permitted to exceed the maximum height by three feet.



**Sec. 90-44. - Modifications of height regulations.**

90-44.1 Architectural elements including cupolas, chimneys, flagpoles, spires, steeples, stair accessways, antennas, ventilators, tanks, parapets, trellises, screens, roof pitches 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:

Designation	Maximum Height (Feet)	Maximum Percentage of Aggregate Roof Area
H30A	3 FT	1%
H30B	3 FT	1%
H30C	3 FT	10%
H40	12 FT	10%
H120	<u>20</u> FT	30%
SD-B40	12 FT	10%

**Staff Recommendation:** Staff recommends the Planning and Zoning Board direct staff to prepare the Ordinance to be heard by the Commission.



Sarah Sinatra Gould, AICP, Town Planner



Guillermo Olmedillo, Town Manager

ITEM	OUTCOME	NEXT STEPS	IN CONTRACT OR WORK AUTHORIZATION	TENTATIVE SCHEDULE	COMPLETE
<b>FUTURE PZ DISCUSSION ITEMS</b>					
Roof Pitch of Single Family	Modify ordinance to include roof pitch above top of the truss as an architectural feature	Draft code amendment		May PZ	
Provide summary on construction hours and noise ordinance	Place update on PZ agenda.			Commission is reviewing now. Will be place update on PZ agenda once further details are provided.	
Give a foot, get a foot	Place on agenda for discussion on referendum			August PZ	
Ways to increase pervious area of lots	Place on PZ agenda for discussion. Provide PZ with current standards			August PZ	
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		September PZ	
Average side setback /Massing	Modify ordinance for additional side setbacks on upper floors for single family homes	Preparing graphics on reductions in 2 <sup>nd</sup> 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					
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 Zoning Inspections	Town Manager will analyze						
<b>ON UPCOMING COMMISSION AGENDA</b>							
Sign Definitions	Modify sign definitions for monument and sign area	Drafted code amendment		August PZ after July Commission – 1 <sup>st</sup> reading			
<b>ON FUTURE COMMISSION AGENDA</b>							
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	Modify code to allow stamped	Draft code	In contract				Waiting

regulations	concrete and concrete slabs with decorative rock or grass in between	amendment		Placement on Commission Agenda
Painting of commercial structures	Town Staff to prepare ordinance	Prepare ordinance for commission	Building to prepare ordinance	Upcoming Commission agenda.
<b>COMPLETED</b>				
Add requirement for licensed architect for DRB submittals	Reviewing entire section relating to DRB	Draft code amendment		May Commission Agenda
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 <b>NOVEMBER</b>	January Commission
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.
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 <sup>st</sup> reading, July PZ August Commission for 2 <sup>nd</sup> reading
Turtle Lighting	Town Staff to prepare review	No ordinance necessary. Turtle lighting already	COMPLETE	Turtle Lighting
				Town Staff to prepare review

			required in code.			
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 <sup>th</sup> Street	Open Bay Drive off 96 <sup>th</sup> 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 Commission	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	COMPLETE Added a program modification to FY2015 budget	
Interpretation of base flood elevation for the H120 district	No change	No further action needed	N/A	N/A	COMPLETE	
Solar panel regulations	Prepare ordinance regulating solar panels	Draft code amendment	In contract	March PZ	COMPLETE	
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	COMPLETE	
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		
Garage door clarification	Modify code to remove requirement for two separate garage doors	Draft code amendment	In contract	November PZ	COMPLETE	

10% window opening requirement per story	Discussion with the Planning & Zoning Board	Prepare ordinance for commission	In contract	June PZ	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 square footage, but reduce height and add landscape requirements.	Draft code amendment	In contract	Discussed at March meeting.	Commission 1st reading in May. PZ in May