



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD**

**AGENDA
APRIL 24, 2014
7:00 PM**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES: MARCH 27, 2014

4. PLANNING AND ZONING APPLICATIONS:

A. Request of the Owner of Property located at 9175 Bay Drive

The applicant is requesting to convert a garage into additional living space.

B. Request of the Owner of Property located at 9016 Bay Drive

The applicant is requesting to add a master suite, new windows and doors and remodel & repave the pool deck.

C. Request of the Owner of Property located at 9418 Collins Avenue

The applicant is requesting to install two monument signs at The Grand Beach Hotel west parcel.

D. Request of the owner of Property located at 9580 Abbott Avenue

The applicant the Young Israel Congregation is requesting within the H-30B zoning district to install stained glass windows, stainless steel doors, landscaping, and a sign.

5. DISCUSSION ITEMS:

- 1. Massing**
- 2. Commercial Waste & Recycling Screening**
- 3. Single Family District Paint Colors**
- 4. Tree Canopy**
- 5. Future Agenda Items**

6. PERMITS ISSUED AND REVENUE REPORT FOR MARCH 2014.

7. ADJOURNMENT.

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

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



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD
MINUTES
MARCH 27, 2014
7:00 PM**

1. CALL TO ORDER

Board Member Jennifer Dray made a motion that Board Member Carli Koshal be Acting Chair for this evenings meeting. The motion received a second from Board Member Armando Castellanos.

Acting Chair Koshal called the meeting to order at 7:04 P.M

2. ROLL CALL

Recording Clerk Frantza Duval called the roll with the following members present: Board Member Jennifer Dray, Acting Chair Carli Koshal, and Board Member Armando Castellanos. Vice Chair Peter Glynn and Chair Lindsay Lecour were absent.

3. APPROVAL OF MINUTES: FEBRUARY 27, 2014

Board Member Castellanos made a motion that the minutes be amended to reflect that Board Member Dray was in the room when the meeting adjourned at 10:11 p.m. and did not leave the meeting at 10:06 p.m. The motion received a second from Acting Chair Koshal and all voted in favor.

4. PLANNING AND ZONING APPLICATIONS:

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

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

Town Planner Sarah Sinatra presented the item. The applicant Karen Levy spoke on the item.

Board Member Castellanos made a motion to approve with the condition that the fence be reduced to five feet. The motion received a second from Board Member Dray and all voted in favor.

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

The applicant is requesting to install a carport canopy.

Town Planner Sarah Sinatra presented the item.

Board Member Dray made a motion to approve with staff recommendation that the area underneath the canopy be paved. The motion received a second from Board Member Castellanos and all voted in favor.

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

The applicant is requesting to build a study room addition.

Town Planner Sarah Sinatra presented the item. The architect spoke on the item.

Board Member Castellanos made a motion to approve the room addition only. The motion received a second from Board Member Dray and all voted in favor.

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

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

Town Planner Sarah Sinatra presented the item. On behalf of the applicant, Donna Milo spoke on the item.

Board Member Armando Castellanos made a motion to approve with staff recommendations. The motion received a second from Board Member Dray and all voted in favor.

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

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

Town Planner Sarah Sinatra presented the item. Nina Ramirez representing the applicant spoke on the item. The Board asked questions about the color.

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

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

The applicant is requesting to install a new sign.

Town Planner Sarah Sinatra presented the item. Representing the applicant, Cesar Sanchez of Forever Signs spoke on the item which has been installed without town approval.

Board Member Castellanos made a motion to defer the item to allow the Town to work with the owner to improve the facade of the storefront. The motion received a second from Board Member Dray and all voted in favor.

5. DISCUSSION ITEMS:

A. Massing – Board Member Castellanos made a motion to defer the item. The motion received a second from Board Member Dray and all voted in favor.

B. Solar Panels – Town Planner Sinatra gave an overview of the item. After some discussion Board Member Dray made a motion to approve solar panels. The motion received a second from Board Member Castellanos and all voted in favor.

C. Tree Canopy – Board Member Castellanos made a motion to defer the item. The motion received a second from Board Member Dray and all voted in favor.

D. Single Family Paint Color Palette – Board Member Dray made a motion to defer the item. The motion received a second from Board Member Castellanos and all voted in favor.

E. Dumpster Enclosures – Town Planner Sinatra gave an overview of the item. After some discussion Town Planner Sinatra will bring the item back to Planning and Zoning to include height limitation of enclosure and landscaping/gates.

F. Future Agenda Items

Town Planner Sinatra gave an update on future agenda items.

6. PERMITS ISSUED AND REVENUE REPORT FOR FEBRUARY 2014.

Building Official, Ross Prieto gave an update report.

7. ADJOURNMENT.

There being no further business to come before the Planning and Zoning Board, the meeting adjourned at 7:48 p.m.

Accepted this ____ day of _____, 2014

Chair Lindsay Lecour

Attest:

Sandra Novoa
Town Clerk



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: April 24, 2014
 Re: 9175 Bay Drive – Garage Conversion

The property is located at 9175 Bay Drive within the H30B zoning district. The applicant is requesting to convert the garage to additional living space for their single family home.

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

- Existing conditions of the property.
- Applicable Zoning Code regulations, along with the results of the review
- Applicable Design Guidelines, along with the results of the review
- Staff Recommendation



Standards/Results

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90.50 (6) Converting Single Family Attached Garages

| Required | Proposed |
|--|--|
| When an attached garage is converted for any other use, the garage door or doors may be replaced by a solid exterior wall and access to the former garage area must be provided from the main premises, in addition to any other permitted access. | Solid wall is proposed. Access is provided to the main premises. |
| At least one (1) window shall be provided. | One window is provided. |
| If the garage entrance is located at the front or primary corner of the property, landscaping shall be provided along the base of the new exterior wall | Landscaping is provided. |

Sec. 90.77 Off Street Parking

| Required | Proposed |
|----------|-----------------------------------|
| 2 spaces | Existing driveway has two spaces. |

Sec. 90.45 Setback

| H30A and H30B | Percentage | Proposed |
|---|-----------------|-------------------------|
| SINGLE STORY STRUCTURES | MINIMUM SETBACK | |
| Primary frontage | 20 feet | 23.25 feet |
| Interior side (lots equal to or less than 50 feet in width) | 5 feet | 5.25 feet and 6.20 feet |
| Rear | 20 feet | 17.35 feet |

Sec. 90.47.5 Building entrance porches

| Building entrance porches | Required | Proposed |
|---|---|--------------------|
| May extend or project into the required front or side yard no more than 6 feet and required 2 foot setback. | 6 feet encroachment (maximum) 2 feet setback (minimum) | Does not encroach. |

Sec. 90.49 Lot standards

| Lot Standards H30A | Required | Proposed |
|----------------------|----------|---------------|
| Maximum Lot Coverage | 40% | Not provided. |

RECOMMENDATION

Staff recommends approval.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: April 24, 2014
 Re: 9016 Bay Drive - Addition

The property located at 9016 Bay Drive is within the H30A zoning district. The applicant is proposing a master suite addition, new windows and doors. The applicant is also proposing to remodel and repave the pool deck.

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

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



STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90.43 Maximum building heights

| Height | Required Maximum | Proposed |
|--------|------------------|--------------------------------|
| H30A | 30 feet | No changes proposed to height. |

Sec. 90.45 Setback

| H30A and H30B | Percentage | Proposed |
|--|-----------------------------|---|
| SINGLE STORY STRUCTURES | MINIMUM SETBACK | |
| Primary frontage | 20 feet | 20 feet 9 inches |
| Interior side (lots over 50 feet in width) | 10% of frontage 5.4 feet | 5 feet Does not meet code requirements. |
| Rear | 20 feet | 67 feet 4 inches |

Sec. 90.49 Lot standards

| Lot Standards H30B | Required | Proposed |
|----------------------|---------------|-------------------|
| Minimum Lot width | 54.8 feet | 54.8 feet |
| Minimum lot area | 5,000 feet | 9,590 square feet |
| Minimum lot coverage | 40% | 31% |
| Pervious area | 35% (minimum) | Not provided |

Sec. 90.50.1 Architecture and roof decks

| | Required | Proposed |
|---------------|---|--|
| Wall openings | 10% for all elevations | All elevations have 10% wall openings. |
| Roof Material | (a) Clay tile; (b) White concrete tile; (c) Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color 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. | New roof to match existing color and type. |

Town of Surfside Adopted Residential Design Guidelines

Transparency and Void Requirements

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

Wall Materials and Finishes

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

Roof Materials, Types, and Slopes

| Required | Proposed |
|--|--|
| Roof types and slopes should be generally the same over all parts of a single building. | Roof types and slopes are generally the same over all parts of the building. |
| 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. | New roof to match existing color and type. Existing roof is tile. |

Recommendation

Staff recommends approval with the following condition of approval:

1. Overall site pervious area shall be a minimum of 35%.
2. Minimum setbacks shall be 5.4 feet.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: April 24, 2014
 Re: 9418 Collins Avenue – Grand Beach West Building Signs

The Grand Beach Hotel is requesting to install two monument signs at their property located at 9418 Collins Avenue within the H40 zoning district. This is for the portion of the hotel that is on the west side of Collins Avenue. The Code permits one monument sign per street frontage. The applicant is proposing to install two monument signs at the same location on the corner of the lot. The applicant is interpreting the Code to state that because they are on a corner they can place the two permitted signs at one location. This results in two signs at the corner. Staff's interpretation is that one sign is permitted along each façade.

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

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





STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-71.2 Monument Sign

| Signs | Permitted | Proposed |
|--------------------------------|--|--|
| Area | 25 square feet | 1) 24.25 square feet 2) 13.25 square feet 2 monument signs proposed on corner. Total 37.25 square feet. |
| Approved word content | Signs may include the following: 1) Trade name of establishment 2) Nature of business, services rendered or products sold on premises. | "Grand Beach Hotel Surfside - West" (Trade Name) "9418 Collins" (Address) |
| Prohibited Word Content | Signs may not include the following: 1) Any reference to price, except as provided in regards to "window sign." | "Grand Beach Hotel Surfside" (No reference to price.) |
| Location | Monument signs. a. Monument signs shall be permitted in the H30C, H40, MU and H120 districts and are subject to the following restrictions: 1. One sign per street frontage. 2. Maximum sign area is 25 square feet. 3. Maximum height is five feet. 4. Signs shall maintain a five-foot setback from all property lines and no portion shall be permitted to project within this five-foot setback area. | 1. Two signs proposed. 2. Sign area is 24.25 square feet and 13.25 square feet. 3. Height of sign one is 1 foot 3 5/8 inches. Height of sign 2 is 1 foot 1 inch. 4. Sign Setback is located 5 feet away from property line. |

RECOMMENDATION

Staff seeks Planning and Zoning Board interpretation on location of monument signs.



MEMORANDUM

To: Planning and Zoning Board
 Thru: Michael Crotty, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: April 24, 2014
 Re: Young Israel Congregation – Stained Glass Windows, Landscaping, and Sign

Young Israel Congregation, located at 9850 Abbott Avenue is within the H-30B zoning district. Young Israel Congregation is requesting to install stained glass windows, stainless steel doors, landscaping, and a sign. The stained glass windows are to be installed beyond the impact resistant storefront glass with a SEPA-rate frame 3/4" from the glass. The doors are laser cut stainless steel Hebrew letter panels to be applied to the front of the aluminum and glass door. The proposed sign is also stainless steel. The stained glass is shown on the site plan. The Development Order requires the applicant to submit an application to the Planning and Zoning Board for approval of the stained glass windows, doors, landscaping, and sign.

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

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



90-71.3—H30A and H30B districts.

| Signs | Permitted | Proposed |
|-----------------|--|---|
| Area | The total area of exterior signs for any building shall be limited to one square foot for each running foot of frontage of the lot or portion of lot upon which the operating enterprise is located. Whenever the running footage is less than 25 feet, total sign area of up to a maximum of 25 square feet shall be permitted. | Not provided |
| Location | Such signs shall be attached to the main facade of the building or to a canopy covering the main entrance to the building and shall not project into the required front yard for a distance of more than two feet. Any sign in need of replacement shall conform to this section. | Sign does not project over the sidewalk or street. Sign is attached to main façade of building. |

Recommendation

Staff recommends approval.



Town of Surfside Planning and Zoning Communication

Agenda Date: April 24, 2014
Subject: Massing
From: Sarah Sinatra Gould, AICP, Town Planner

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

Analysis:

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

One tower option:

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

Multiple tower option:

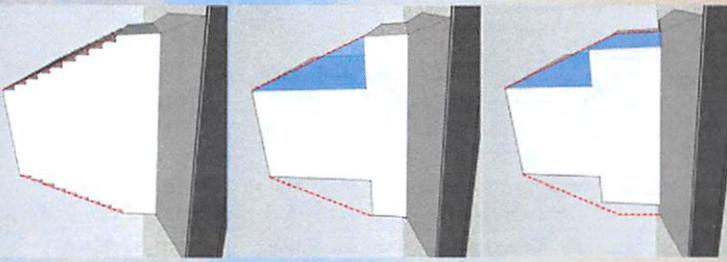
- Buildings limited to 150 feet in length.
- 30 foot high platform.
- 90 foot high tower above the platform
- Tower setbacks do not conform to the 1:3 ratio. Instead, a 20 foot additional side setback will be required.
- The distance between the towers is 40 feet.

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

Sarah Sinatra Gould, AICP, Town Planner

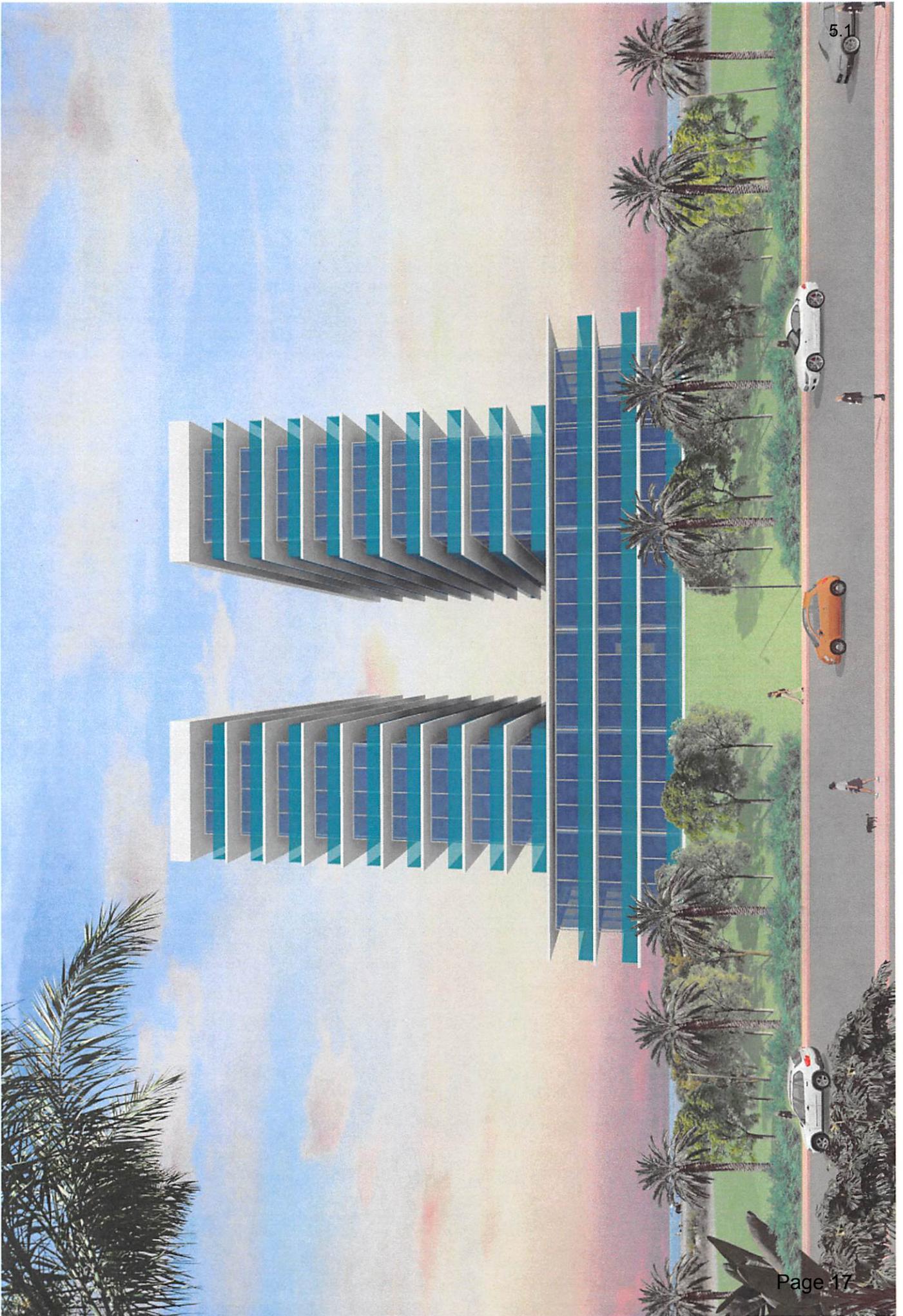
Michael Crotty, Town Manager

ALLOWABLE MASSING VARIATIONS



REQUIRED TOWER SETBACK ABOVE 90 FT









Town of Surfside Planning & Zoning Board Communication

Agenda Date: April 24, 2014

Subject: Commercial Waste & Recycling Screening

From: Sarah Sinatra Gould, AICP, Town Planner

Background: At the September 30, 2013 Town Commission and Planning and Zoning Board Joint meeting, there was a discussion regarding modification to the code relating to requirements for screening of dumpster enclosures. At the March 28, 2014 Planning and Zoning board meeting, the board offered feedback relating to the draft ordinance.

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

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

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

- a. *Service bays, mechanical equipment, garbage and delivery areas within multifamily or hotel properties, shall be fully enclosed, screened or located within the interior of the building. These areas shall not be visible from the right-of-way and shall not be visible from properties with adjacent residential or hotel uses.*
- b. *Central air conditioning shall be required for trash rooms.*
- c. *All mechanical equipment shall be architecturally screened.*
- d. *Non-residential properties shall have a dumpster enclosure. All walls and gates shall be totally opaque and provide the following:*

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

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



Sarah Sinatra Gould, AICP, Town Planner



Michael Crotty, Town Manager



Town of Surfside Planning & Zoning Board Communication

Agenda Date: April 24, 2014

Subject: Single Family District Paint Colors

From: Sarah Sinatra Gould, AICP, Town Planner

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

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

Sec. 90-50. Architecture and roof decks.

9-50.1 Architecture.

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

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

Sarah Sinatra Gould, AICP, Town Planner

Michael Crotty, Town Manager



Town of Surfside Planning & Zoning Board Communication

Agenda Date: April 24, 2014

Subject: Increase to Town Tree Canopy

From: Sarah Sinatra Gould, AICP, Town Planner

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

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

90-89.4 Trees (6) Street tree requirements:

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

provide shade along roadways, and provide a visual edge along roadways. Consideration shall be given to the selection of trees, plants and planting site to avoid serious problems such as clogged sewers, cracked sidewalks, and power service interruptions.

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

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

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

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

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

Staff Recommendation: Staff recommends the Planning and Zoning Board discuss if any changes are necessary. Also, the Board may wish to consider additional issues relating to tree canopy (see attached March 28, 2014 memo of the Town Manager Michael Crotty which was included in the March P&Z Packet).



Town of Surfside Planning & Zoning Board Communication

Agenda Date: March 28, 2014

Subject: Increase to Town Tree Canopy

From: Michael P. Crotty, Town Manager

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

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

90-89.4 Trees (6) Street tree requirements:

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

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

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

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

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

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

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

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

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

1. Number of trees
2. Location of trees

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

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

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

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

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

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

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

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



Michael Crotty, Town Manager

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

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

| | | | | | |
|---|--|--|--|--|--|
| Expansion of the business district one block south | Manager to prepare analysis of public/private partnerships and financing alternatives | Place on future Planning and Zoning agenda for discussion | If a land use and zoning change are implemented, a Work Authorization will be required | Schedule determined after Commission direction | |
| Sign/awning code | Discussed at Joint Meeting | Staff beginning to work on draft | Work Authorization - approved | March DVAC | Draft complete |
| Additional Requests from Planning & Zoning after the Joint Meeting | | | | | |
| Green walls | Require green walls adjacent to alleys and other buildings that abut public right of ways | Research and prepare report for discussion and possible code amendment | In contract | May PZ | |
| Downtown Color Palette | Discussion with the Planning & Zoning Board to determine if a color palette is appropriate and what colors/criteria should be included | Place on future Planning and Zoning agenda for discussion | In contract | December PZ | Presented at March DVAC. DVAC does not want to require a color palette, but wants to require repainting of commercial structures |
| Bay Drive & 96th Street | Open Bay Drive off 96 th Street | Staff will research | Police and Building to research | No change. Police Chief cited safety concerns | COMPLETE |
| Paint Colors | Discussion with the Planning & Zoning Board to determine if a color palette is appropriate for single family homes and what colors/criteria should be included | Place on future Planning and Zoning agenda for discussion | In contract | March PZ | PZ reviewing |

| Turtle Lighting | Town Staff to prepare review | No ordinance necessary. Turtle lighting already required in code. | | | COMPLETE |
|--|--|---|-------------------------------|-----------------|----------|
| Painting of commercial structures | Town Staff to prepare ordinance | Prepare ordinance for commission | Building to prepare ordinance | June Commission | |
| 10% window opening requirement per story | Discussion with the Planning & Zoning Board | Prepare ordinance for commission | In contract | June commission | |
| Parking Trust Fund | Discussion with the Planning & Zoning Board to provide a cap for payment into the fund | Place on future Planning & Zoning agenda for discussion | In contract | June commission | |

*The schedule is subject to change due to the scheduling of items that will be scheduled after Town Commission direction.

Permits and Revenue Report

| <u>Fiscal</u> <u>Quarter</u> | <u>Fiscal</u> <u>Year</u> | <u>Revenue</u> <u>Period</u> | <u>Month/</u> <u>Year</u> | <u>Permits</u> <u>Issued</u> | <u>Revenue</u> | <u>Building</u> | <u>Electrical</u> | <u>Mechanical</u> | <u>Plumbing</u> | <u>Roofing</u> |
|---------------------------------|------------------------------|---------------------------------|------------------------------|---------------------------------|----------------|-----------------|-------------------|-------------------|-----------------|----------------|
| 1 | 2014 | 1 | 10/1/13 | 143 | \$35,685 | 87 | 20 | 14 | 19 | 3 |
| | 2014 | 2 | 11/1/13 | 117 | \$26,448 | 63 | 15 | 17 | 17 | 5 |
| | 2014 | 3 | 12/1/13 | 132 | \$33,739 | 63 | 26 | 13 | 23 | 7 |
| 2 | 2014 | 4 | 1/1/2014 | 81 | \$319,755 | 44 | 16 | 9 | 11 | 1 |
| | 2014 | 5 | 2/1/2014 | 101 | \$30,772 | 54 | 11 | 13 | 17 | 6 |
| | 2014 | 6 | 3/1/2014 | | | | | | | |
| 3 | 2014 | 7 | 4/1/2014 | 133 | \$20,966 | 67 | 28 | 17 | 20 | 1 |
| | 2014 | 8 | 5/1/2014 | | | | | | | |
| | 2014 | 9 | 6/1/2014 | | | | | | | |
| 4 | 2014 | 10 | 7/1/2014 | | | | | | | |
| | 2014 | 11 | 8/1/2014 | | | | | | | |
| | 2014 | 12 | 9/1/2014 | | | | | | | |
| | | | | <u>Total</u> | <u>Total</u> | | | | | |
| | | | | <u>Permits</u> | <u>Permit</u> | | | | | |
| | | | | <u>Issued</u> | <u>Revenue</u> | | | | | |
| | | | | 707 | \$467,365 | | | | | |