



**Town of Surfside
DESIGN REVIEW BOARD/
PLANNING & ZONING BOARD
AGENDA**

June 29, 2017 – 7:00 p.m.

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

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.

DESIGN REVIEW BOARD

- 1. Call to Order/Roll Call**
- 2. Approval of Minutes – May 25, 2017**
- 3. DESIGN REVIEW BOARD APPLICATIONS:**

A. 500 Surfside Blvd (Fence & Trellis)

The applicant appeared in front of the Board at the May 25, 2017 meeting and the Board requested further clarification from the applicant on the proposed fence, landscaping and trellis. The Board also requested the applicant discuss the proposed trellis with the adjacent property owner.

B. 801 90th Street (Pool & Fence)

The applicant is requesting to install a pool in the front setback area of the property with a four-foot-high aluminum rail fence along the front portion of their property with a six-foot-high hedge.

C. 1440 Biscaya Drive (Fence)

The applicant is requesting a five-foot-high decorative aluminum style fence along the front portion of their property with a proposed swing gate at the driveway and a pedestrian gate. In addition, the applicant is proposing to remove two (2) existing pillars and an existing driveway approach as part of the project.

D. 8811 Emerson Avenue (Addition)

The applicant is requesting a 334.7 square foot addition to the rear side of the house with a covered terrace.

E. 9300 Collins Avenue (Balcony Addition)

The Eden Residences is requesting to modify to add two (2) balconies on the east elevation of the building.

F. 9437 Harding Avenue (Sign)

The applicant is requesting one (1) illuminated wall sign for a T-Mobile retail business. The applicant is proposing internal illuminated acrylic faced channel letters.

G. 9540 Byron Avenue (Garage Conversion)

The applicant is requesting to convert their detached garage in the rear of the property to a cabana.

H. 9585 Harding Avenue (Sign)

The applicant is requesting one (1) non-illuminated wall sign for an existing real estate business. The applicant is proposing aluminum reverse channel letters.

4. Adjournment

PLANNING & ZONING BOARD

1. Call to Order/Roll Call

2. Commissioner Daniel Gielchinsky- Town Commission Liaison Report

3. Planning and Zoning Board Member – Sustainability Subcommittee Liaison Report

4. Approval of Minutes – May 25, 2017

5. Discussion Items:

A. Verbal Update of Pedestrian Circulation Program

B. Verbal Update of Sea Level Rise Initiatives

C. Future Agenda Items

6. Adjournment

THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 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. A COMPLETE AGENDA PACKET IS ALSO AVAILABLE ON THE TOWN WEBSITE AT www.townofsurfsidefl.gov.

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
DESIGN REVIEW BOARD/
PLANNING & ZONING BOARD
MINUTES**

May 25, 2017 – 7:00 p.m.

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

DESIGN REVIEW BOARD

1. Call to Order/Roll Call

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

Recording Clerk Frantza Duval called the roll with the following members present: Chair Lindsay Lecour, Vice Chair Judith Frankel, Board Member Brian Roller, Board Member Gregg Covin, and Board Member Peter Glynn. Board Member Jorge Gutierrez, and Board Member Richard Iacobacci were absent.

2. Approval of Minutes – April 27, 2017

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

3. DESIGN REVIEW BOARD APPLICATIONS:

A. 1000 Surfside Boulevard – Garage Addition -The applicant is requesting a 559-square foot garage and laundry room addition to the front of the house. Also included is a request to remove and replace an existing driveway to align with the new garage. Town Planner Sarah Sinatra presented the item.

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

1. To retain the same amount of landscaping as the existing condition.

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

B. 9408 Byron Avenue – New Single-Family Residence - The applicant is proposing the construction of a new two story single-family residence. Town Planner Sarah Sinatra presented the item.

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

a Jacuzzi spa and patio, new driveways, new front walkway, and new aluminum fencing and gates along the front of the property.

Town Planner Sarah Sinatra presented the item.

The applicant spoke in favor of the item with more details. Chair Lecour opened the public hearing and no one wishing to speak the public hearing was closed. The Board discussed the item and Planner Sinatra addressed questions from the Board. Town Manager Olmedillo gave code information regarding the trellis in question. Public Speaker Deborah Cimadevilla spoke in support of the application. She is in support of fences on corner home lots.

Board Member Roller made a motion to approve with the condition of notifying neighbors giving them a chance to respond. Board Member Roller withdrew his motion.

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

1. Fence and trellis deferred
2. Proposed fence along frontage of property needs to verify 50% opacity maximum at building permit;
3. Roof Deck note shall be removed on Sheet A2.02;
4. Proposed driveway material shall be verified at building permit;
5. Design Review Board should supply an interpretation on proposed trellis in rear yard. Accessory structures in rear yard require a 5-foot setback which the proposed trellis meets, however, trellis is attached to the house and staff does not interpret the trellis as an accessory structure and requires a 20-foot setback.

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

D. 9528 Bay Drive – Façade modifications - The applicant is proposing to construct the following items to their single-family residence: an additional garage, covered porch, trellises, gates and fencing, a new deck, an outdoor spa, an outdoor kitchen, and new paver driveway. Town Planner Sarah Sinatra presented the item. The architect answered questions from the Board. There were no other public speakers. The Board discussed the item.

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

1. Concrete strips driveway cannot extend beyond the front plan of the house into the side yard;
2. Proposed concrete pillars, fencing and gates in the front of the home cannot exceed 5 feet;
3. Remove any chain-link fencing on this property that extends beyond the front plan of the house;
4. Proposed deck is required to have a 5-foot setback from the bulkhead;
5. Synthetic grass is only permitted in the inlays of the proposed driveway and may not extend into landscape areas;
6. If proposed Jacuzzi spa is recessed into the ground it requires a 20-foot setback from the bulkhead or an inspection is required from a registered structural engineer is required to verify the structural integrity of the existing bulkhead will not be compromised by the spa.
7. Applicant shall include calculations on openings to demonstrate at least 10% wall openings are provided on the building permit plans.

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

D. 9380 Collins Avenue – Sign - The applicant is requesting one (1) non-illuminated wall signs for the sales center for the proposed townhouse development. The applicant is proposing individual aluminum letter sign and logo.
Town Planner Sarah Sinatra presented the item.

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

1. The applicant shall remove the window signs and graphics on the property that are not included with this application;
2. Proposed sign shall be off-set from the wall a minimum of one quarter inch to a maximum of two inches to permit rain water to flow down the wall face;
3. The applicant shall provide external illumination per code for the proposed sign.

The motion received a second from Board Member Covin and all voted in favor with Board Member Gutierrez and Board Member Iacobacci absent.

E. 400 90th Street - After-The-Fact Approval - New Residence - The applicant is requesting approval of an after-the-fact constructed new one story single-family residence.
Town Planner Sarah Sinatra presented the item.

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

1. The property shall meet the Landscape Code Requirements of 9 trees and 35 shrubs;
2. Landscaping should be supplied along the front elevation specifically the blank wall areas to soften the appearance.

The motion received a second from Board Member Roller and all voted in favor with Board Member Gutierrez and Board Member Iacobacci absent.

Commissioner Daniel Gielchinsky attended as liaison and arrived at 7:57 pm.

4. Adjournment

There being no further business to come before the Design Review Board the meeting adjourned at 8:10 p.m.

Accepted this ____ day of _____, 2017

Chair Lindsay Lecour

Attest:

Sandra Novoa, MMC
Town Clerk

PLANNING & ZONING BOARD

1. CALL TO ORDER

Chair Lindsay Lecour called the meeting to order at 8:10 p.m.

2. ROLL CALL

Recording Clerk Frantza Duval called the roll with the following members present: Chair Lindsay Lecour, Vice Chair Judith Frankel, Board Member Brian Roller, and Board Member Peter Glynn. Board Member Richard Iacobacci was absent. Commissioner Daniel Gielchinsky attended as liaison.

3. Commissioner Daniel Gielchinsky- Town Commission Liaison Report

Commissioner Gielchinsky gave an update.

4. Planning and Zoning Board Member – Sustainability Subcommittee Liaison Report

Town Planner Sarah Sinatra gave an update.

5. APPROVAL OF MINUTES: **April 27, 2017**

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

6. Quasi-Judicial Application:

A. 400 90th Street – After-The- Fact Approval - Setback Variance

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA PLANNING AND ZONING BOARD CONSIDERING THE APPLICATION OF 400 90TH STREET TO PERMIT A VARIANCE FROM THE REQUIREMENTS OF SECTION 90-45 “SETBACKS” OF THE TOWN OF SURFSIDE CODE OF ORDINANCES; TO ALLOW AN AFTER-THE-FACT 0.32 FOOT SETBACK VARIANCE ON THE NORTH (CORNER SIDE OF LOT) AND A 5.21 FOOT SETBACK VARIANCE ON THE WEST (REAR SIDE OF LOT); PROVIDING FOR RECOMMENDATION OF APPROVAL; PROVIDING FOR AN EFFECTIVE DATE.

Recording Clerk Frantza Duval read the title of the resolution.

Chair Lecour read the process and rulings of a quasi-judicial hearing.

All Board Members answered no. Recording Clerk Duval swore in the people who wished to speak on the item.

Town Planner Sinatra presented the item. The applicant’s representative spoke on the item giving more details.

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

The Board discussed the item and the Town Planner answered questions from the Board.

Board Member Glynn made a motion to recommend the item to the Town Commission. The motion received a send by Vice Chair Frankel and all voted in favor with Board Member Iacobacci absent.

B. Casa de Jesus - Special Exception Request

A RESOLUTION OF THE TOWN OF SURFSIDE, FLORIDA PLANNING AND ZONING BOARD; RECOMMENDING APPROVAL OF A SPECIAL EXCEPTION WITH CONDITIONS TO PERMIT AN AFTER-SCHOOL PROGRAM AT CASA DE JESUS, INC. LOCATED AT 228 89TH STREET IN THE TOWN OF SURFSIDE; PROVIDING FOR A SEVERABILITY CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

Recording Clerk Frantza Duval read the title of the resolution.

Chair Lecour read the process and rulings of a quasi-judicial hearing.

Recording Clerk Duval confirmed that compliance with advertising notice requirements have been met. Assistant Town Attorney Graham asked the Planning and Zoning Board if anyone had ex-parte communications with the Applicant or any supporter or objector.

All Board Members answered no. Recording Clerk Duval swore in the people who wished to speak on the item.

Town Planner Sinatra presented the item. The applicant's representative spoke on the item giving more details.

Chair Lecour opened the meeting to public hearing

Public Speaker Deborah Cimadevilla spoke in support of the item.

No one else wishing to speak the Chair closed the public hearing.

The Board discussed the item and the applicant answered questions from the Board. A one year trial period was discussed.

Board Member Roller made a motion to recommend the item as stated to the Town Commission. The motion received a send by Vice Chair Frankel and all voted in favor with Board Member Iacobacci absent.

7. Discussion Items:

A. PEM Technology

Town Planner Sinatra presented the item. Chair Lecour spoke in support of the item. The Board discussed the item and would like it to move forward subject to some cost information. Public Speaker Deborah Cimadevilla presented some ideas.

B. Dune Crossovers

Town Planner Sinatra presented the item. Public Speaker George Kousoulas spoke on the item and answered questions from Commissioner Gielchinsky. Assistant Town Attorney Graham spoke on the item. The Board is in favor of the item and would like it to move forward to the Town Commission

C. Prioritization of Future Agenda Items

Chair Lecour asked that additional future agenda items be reflected in the minutes. Town Planner Sinatra added two items to the list and asked the Board to prioritize the items. Items added are Trellis and Landscape Plans. The Board discussed the items to prioritize the list.

D. Verbal Update of Pedestrian Circulation

Board Member Roller attended the Commission Meeting and gave an update on his comments. Town Manager Olmedillo gave some specifics of the item as to traffic and pedestrians and said at the next Commission meeting they will discuss costs and meetings with neighbors.

E. Verbal Update of Resiliency Strategies

Town Planner Sinatra gave an update. The Board recommends that the Town Commission refocus on the referendum regarding the height in parallel with these other options and that we do not lose time on that referendum as they feel it is important.

8. Adjournment

There being no further business to come before the Planning and Zoning Board the meeting adjourned at 9:33 p.m.

Accepted this ____ day of _____, 2017

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: June 29, 2017
Re: 500 Surfside Boulevard – Fence and Trellis

The property is located at 500 Surfside Boulevard, within the H30B zoning. The applicant appeared in front of the Board at the May 25, 2017 meeting and the Board requested further clarification from the applicant on the proposed fence, landscaping and trellis. The Board also requested the applicant discuss the proposed trellis with the adjacent property owner. The applicant has supplied additional information on these items for the board to consider.



RECOMMENDATION

Staff has reviewed the additional information supplied by the applicant and 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: June 29, 2017
Re: 801 90th Street

The property located at 801 90th Street is within the H30B zoning district. The applicant is requesting to install a pool in the front setback area of the property with a four foot high aluminum rail fence along the front portion of their property with a six foot high hedge.

A fence is a requirement of the Florida Building Code. The applicant is requesting the Board consider their request for higher landscaping.

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

90-54.2 Accessory swimming pools and decks

| Required | Proposed |
|---|---|
| Pools and decks open and unenclosed, or covered by a screen enclosure, may occupy a required rear, front, or side setback, 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> : Ten feet. | The applicant is proposing a pool in the front of the structure with a 10 foot setback on the primary (front) side and a 12.67 foot setback on the secondary (corner) side. |

Sec. 90.56 Fences, walls and hedges

| | Required | Proposed |
|--------------|--|--|
| Fence | Fences in the front are only permitted with the Planning and Zoning Board's approval. | A 4 foot aluminum rail fence is proposed within the front setback. |
| Hedge | Hedges shall be no more than four feet in height in the front yard and side corner yards and ten feet in height in the rear and interior side yards. Hedges may be higher if granted approval by the design review board, on a case-by-case basis. | A 6 foot high Clusia hedge is proposed in the front setback. |

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

| Frontage | Maximum Height (Feet) | Maximum Opacity (Percent) | Proposed |
|-----------|-----------------------|---|--|
| 55.0 feet | 4 feet | All wall and fence surfaces above two (2) feet measured from grade shall maintain a maximum opacity of fifty (50) percent | A 4 foot aluminum rail fence is proposed. Maximum opacity is 50% |

Recommendation

Staff recommends approval subject to the following conditions:

1. Board to consider granting approval of the 6 foot high hedge.
2. Fence needs to be setback enough to allow for the hedge to be planted and not encroach into the public right of way.



MEMORANDUM

To: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: June 29, 2017
Re: 1440 Biscaya Drive

The property located at 1440 Biscaya Drive is within the H30A zoning district. The applicant is requesting a five foot high decorative aluminum style fence along the front portion of their property with a proposed swing gate at the driveway and a pedestrian gate. There are two (2) existing six foot high pillars that will remain. In addition, the applicant is proposing to remove two (2) existing pillars and an existing driveway approach as part of the project.

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. 90.56 Fences, walls and hedges

| | Required | Proposed |
|-------|---|----------|
| Fence | Fences in the front are only permitted with the Planning and Zoning Board's approval. | |

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

| Frontage | Maximum Height (Feet) | Maximum Opacity (Percent) | Proposed |
|-----------|-----------------------|---|--|
| 92.0 feet | 5 feet | All wall and fence surfaces above two (2) feet measured from grade shall maintain a maximum opacity of fifty (50) percent | 5 foot decorative style aluminum fence is proposed. Maximum opacity is 50% |

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: June 29, 2017

Re: 8811 Emerson Avenue– Addition and Covered Terrace

The property is located at 8811 Emerson Avenue, within the H30B zoning. The applicant is requesting a 334.7 square foot addition to the rear side of the house with a covered terrace. The applicant is demolishing an illegal addition on the rear of the house and proposing to replace it with this application.



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. 90.43 Maximum building heights

| Height | Required Maximum | Proposed |
|---------------|-------------------------|-------------------|
| H30B | 30 feet | Less than 30 feet |

Sec. 90-45. Setbacks

| Setbacks | Required | Proposed |
|---|-----------------|--|
| Primary Frontage | Minimum 20 feet | 20 feet |
| Interior side (lots 50 feet or less in width) | Minimum 5 feet | 9.6 feet (north side) 6.5 feet (south side) |
| Rear | Minimum 20 feet | 31.9 feet |

Sec. 90.49 Lot standards

| Lot Standards H30B | Required | Proposed |
|---------------------------|-----------------|-------------------|
| Minimum Lot width | 50 feet | 50 feet |
| Minimum lot area | 5,600 feet | 5,625 square feet |
| Maximum lot coverage | 40% | 38.7% |
| Pervious area | 35% (minimum) | >35% |

Sec. 90.50 Architecture and roof decks

| | Required | Proposed |
|------------------|--|--|
| Unique Elevation | A unique elevation from the main buildings of the adjacent two (2) homes shall be created through the modulation of at least three (3) of the following architectural features: (a)Length, width and massing of the structure; (b)Number of stories; (c)Façade materials; (d)Porches and other similar articulation of the front façade; (e)Number and location of doors and windows; and (f)Roof style and pitch. | The addition is on the rear of the house and will utilize similar materials as the existing house; several windows and French doors are proposed and a flat roof is proposed for the addition. |
| Wall openings | 10% for all elevations | Proposed addition includes windows and doors. All elevations are 10% or greater for wall openings. |
| Roof Material | (a) Clay Tile; (b) White concrete tile; (c) Solid color cement tile which color is impregnated with the | A flat roof is proposed for the addition |

| | | |
|--|--|--|
| | <p>same color intensity throughout, provided said color if granted approval by the Design Review Board;</p> <p>(d) Architecturally embellished metal if granted approval by the Design Review Board; or</p> <p>(e) Other Florida Building Code approved roof material(s) if granted approval by the Design Review Board.</p> | |
|--|--|--|

Sec. 90-77 Off-Street Parking Requirements

| Required | Minimum Space Requirements | Proposed |
|---------------|----------------------------|------------------------|
| Single-family | 2 spaces | 2 spaces are provided. |

Town of Surfside Adopted Residential Design Guidelines

Building Massing

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

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

Overall Architectural Style

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

Wall Materials and Finishes

| Required | Proposed |
|--|---|
| The same material should be used on all building elevations unless multiple materials are a legitimate expression of the particular style. | Applicant has not supplied information on materials to be used. |

Roof Materials, Types, and Slopes

| Required | Proposed |
|---|------------|
| Roof types and slopes should be generally | Consistent |

| | |
|--|---|
| the same over all parts of a single 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. | Flat roof is proposed for new addition areas. |

Windows and Trims

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

RECOMMENDATION

Staff recommends approval subject to the following condition:

1. Applicant to clarify the existing and proposed building elevation material(s).



MEMORANDUM

To: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: June 29, 2017
Re: 9300 Collins Avenue – Eden Residences

The Eden Residences is requesting to modify to add two (2) balconies on the east elevation of the building. The added balconies are at the second level of the structure on each side of the existing building entrance.

Existing balcony configuration:



Proposed balcony configuration:



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: June 29, 2017
 Re: 9437 Harding Avenue – T-Mobile

The subject property is located at 9437 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting one (1) illuminated wall sign for a T-Mobile retail business. The applicant is proposing internal illuminated acrylic faced channel letters.

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 | 33.50 square feet | 30.55 square feet |
| Approved word content | Signs may include the following: 1) Trade name of establishment 2) Logo of the establishment 3) Nature of business, services rendered or 4) Products sold on premises. | Sign consists of the trade name |
| Prohibited Word Content | Signs may not include the following: 1) Phone numbers; 2) Any reference to price, except as provided in regards to “window sign.” | No phone number No reference to price |



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

RECOMMENDATION

Staff recommends approval subject to the following conditions:

- 1) Proposed sign shall be off-set from the wall a minimum of one quarter inch to a maximum of two inches to permit rain water to flow down the wall face;
- 2) The wall face shall be reconditioned and painted as necessary;



MEMORANDUM

To: Design Review Board
Thru: Guillermo Olmedillo, Town Manager
From: Sarah Sinatra Gould, AICP, Town Planner
CC: Linda Miller, Town Attorney
Date: June 29, 2017
Re: 9540 Byron Avenue– Garage Conversion

The property is located at 9540 Bryon Avenue, within the H30B zoning. The applicant is requesting to convert their detached garage in the rear of the property to a cabana. The driveway to the garage is existing and the applicant has a current building permit to replace the driveway material and adjust slightly for setback and width at roadway.



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

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

STANDARDS / RESULTS

Town of Surfside Zoning Code, Applicable Requirements

Sec. 90-50.1 (5) Garage Facades

| Required | Proposed |
|-------------------------------------|---|
| 1 window | 3 windows |
| Landscaping required along the base | Landscaping is being proposed by the applicant. |

Sec. 90-77 Off-street Parking Requirements

| Required | Minimum Space Requirements | Proposed |
|---------------|----------------------------|-----------------------|
| Single-family | 2 spaces | 2 spaces are provided |

Windows and Trims

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

RECOMMENDATION

Staff recommends approval with the following condition:

1. The existing driveway permit should be adjusted to reflect the proposed landscaping in front of the cabana.



MEMORANDUM

To: Design Review Board
 Thru: Guillermo Olmedillo, Town Manager
 From: Sarah Sinatra Gould, AICP, Town Planner
 CC: Linda Miller, Town Attorney
 Date: June 29, 2017
 Re: 9585 Harding Avenue – M. Kotler Real Estate

The subject property is located at 9585 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting one (1) non-illuminated wall sign for an existing real estate business. The applicant is proposing aluminum reverse channel letters.

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 | < 25.00 square feet (The application detail indicates that the sign size is 27.7 SF, however, the dimensions extend beyond the edge of the letters, staff calculates the sign to be smaller, < 25 SF) |
| Approved word content | Signs may include the following: 1) Trade name of establishment 2) Logo of the establishment 3) Nature of business, services rendered or 4) Products sold on premises. | Sign consists of the trade name |



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| <p>Prohibited Word Content</p> | <p>Signs may not include the following: 1) Phone numbers; 2) Any reference to price, except as provided in regards to “window sign.”</p> | <p>No phone number</p> |
| <p>Location</p> | <p>With the exception of theater marquees and V-box signs, no sign shall be erected so that any portion thereof shall project over a dedicated street or sidewalk or so that any portion thereof shall project more than five feet from any main building wall.</p> | <p>Sign does not project over the sidewalk or street.</p> |
| <p>Illumination</p> | <p>All signage, lettering, logos or trademarks shall be required to be lit with white illumination from dusk to dawn. The illumination may be either internal illumination or external illumination, however, all walls below the sign shall be illuminated with white wall wash LED lighting. It shall be located and directed solely at the sign. The light source shall not be visible from or cast into the right-of-way, or cause glare hazards to pedestrians, motorists, or adjacent properties.</p> | <p>No illumination is proposed</p> |

RECOMMENDATION

Staff recommends approval subject to the following conditions:

- 1) Maximum allowed size of sign is 25 square feet. At time of Building Permit, the actual size of the sign shall be verified with corrected dimensions;
- 2) External illumination per code requirements is required to be added at time of Building Permit and all electrical features shall be concealed;
- 3) Proposed sign shall be off-set from the wall a minimum of one quarter inch to a maximum of two inches to permit rain water to flow down the wall face;
- 4) The wall face shall be reconditioned and painted as necessary.

| ITEM | OUTCOME | NEXT STEPS | TENTATIVE SCHEDULE | COMPLETE |
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| FUTURE PZ DISCUSSION ITEMS | | | | |
| Stepback discussion | Commission has requested the PZ board analyze this requirement | Prepare visual and calculation of volume, how much square footage does this equate to | Future PZ | |
| Maximum building lengths | | | March PZ, will come back to a Future PZ | |
| Setback for parapet above 30 feet on single family homes | Prepare ordinance to require additional setback | Draft code amendment | Future PZ | |
| Architecturally Significant Ordinance | Discussion requested for modifications to the ordinance | | Future PZ | |
| Driveway | Prepare code modification that limits a driveway so that it does not exceed the front plane of the home. | | Future PZ | |
| West Side of Collins | Discussion on amenities permitted | Discuss with PZ | Future PZ | |
| Impact fee discussion | | | Future PZ | |
| Ways to increase pervious area of lots | Place on PZ agenda for discussion. Provide PZ with current standards | | Future PZ | |
| 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 | Future PZ | |
| Average side setback /Massing | Modify ordinance for additional side setbacks on upper floors for single family homes | Preparing graphics on reductions in 2 nd floor | | On hold until full discussion of height and |

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| | | | | | | sea level rise. |
| Requiring larger sidewalks on east side of Collins | Discussion item for PZ from the Town Commission to require setback of walls and fences on Collins to provide larger sidewalks | Further review by staff | | | Future PZ | |
| Satellite dishes | | | Research and prepare report for discussion and possible code amendment | | Future PZ | |
| Residential or commercial wind turbine regulations | Prepare ordinance regulating wind turbines including hurricane precautions, noise regulations, insurance considerations | | Draft code amendment | | Future PZ | |
| 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 | | Future PZ | |
| Final Inspections | Zoning | Town Manager will analyze | | | | |
| Trellis | Review if a trellis attached to the house is considered an accessory structure. | | | | Future PZ | |
| Landscape Plans | Require landscape plans for large scale renovations (renovations affecting more than 50% of the square footage of the house) | | | | | |
| Request to Commission for a referendum on one-way streets in residential to support a streetscape plan | In budget to perform analysis for update of undergrounding | | PZ discussion on pedestrian safety and walkability | | Presentation by the Town Manager at the November & December PZ meetings. | |
| ON UPCOMING COMMISSION AGENDA | | | | | | |
| Roof Pitch of Single Family | Modify ordinance to include roof pitch above top of the truss as an architectural feature | | Provide side by side elevation in current code to the top of the flat roof to demonstrate it is 3 feet | | Commission in June or July | |

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| Circulation pattern | Prepare graphics | above the top of a pitched roof. | May Commission | |
| Give a foot, get a foot relating Sea Level Rise | Place on agenda for discussion on referendum | Prepare visuals, timeline and cross section. | May Commission | |
| - Flat Roof vs. Pitch roof | | | | |
| ON FUTURE COMMISSION AGENDA | | | | |
| Commercial waste and recycling container screening | Screening for containers, green screen, vegetation, include pictures from Commissioner Kligman | Draft code amendment | | Waiting placement on Commission Agenda |
| Driveway material regulations | Modify code to allow stamped concrete and concrete slabs with decorative rock or grass in between | Draft code amendment | | Waiting Placement on Commission Agenda |
| Painting of commercial structures | Town Staff to prepare ordinance | Prepare ordinance for commission | | Upcoming Commission agenda. |
| COMPLETED | | | | |
| Requiring noticing for demolition of houses | Research option and place on agenda for discussion | | | Yes |
| H40, H30 & SDB40 Architecturally Significant ordinance | Review with PZ options for architecturally significant ordinance for other zoning districts. | PZ discussion | Will discuss budget with the Town Manager | Discussed at December PZ. Board requested table with zoning of H40 & H30. Scheduled for discussion for January PZ |
| Sign Definitions | Modify sign definitions for monument and sign area | Drafted code amendment | | No-Action |

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| Carports | Require improved surface on frame | Addressed in Code | | | September PZ | Yes |
| Provide summary on construction hours and noise ordinance | Place update on PZ agenda. | | | | September PZ | Yes |
| Workforce housing update | | | | | September PZ | Yes |
| Add requirement for licensed architect for DRB submittals | Reviewing entire section relating to DRB | Draft code amendment | | | | May Commission Agenda |
| Corridor Analysis | Study corridor between Collins & Harding | Prepare code amendments | Work authorization to be approved in NOVEMBER | | January Commission | Complete |
| Single Family Paint Colors | Discussion with the Planning & Zoning Board to determine if a color palette is appropriate for single family homes and what colors/criteria should be included | Place on future Planning and Zoning agenda for discussion | In contract | | Will add to Joint Meeting with PZ/Commission. | Complete |
| Parking Trust Fund | Discussion with the Planning & Zoning Board to provide a cap for payment into the fund | Ordinance on July PZ agenda | In contract | | July Commission for 1 st reading, July PZ August Commission for 2 nd reading | Complete |
| Turtle Lighting | Town Staff to prepare review | No ordinance necessary. Turtle lighting already required in code. | COMPLETE | | Turtle Lighting | Town Staff to prepare review |
| Downtown Color Palette | Discussion with the Planning & Zoning Board to determine if a color palette is appropriate and what colors/criteria should be included | Place on future Planning and Zoning agenda for discussion | In contract | | Replaced with repainting of structures. | Complete |
| Bay Drive & 96 th Street | Open Bay Drive off 96 th Street | Staff will research | Police and Building to research | | No change. Police Chief | COMPLETE |

| | | | | | | cited safety concerns | |
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| 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 | 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 | Yes | |
| Landscaping in front of converted garage | Determine if landscaping planter is sufficient versus requiring landscaping. | Reviewed code and determined that planter is only | In-contract | No further modification necessary | | | |

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| | | | permitted in cases where the driveway would be too short. Draft code amendment | In contract | Discussed at March meeting. | Commission 1st reading in May. PZ in May |
| Sheds | Modify ordinance to increase square footage, but reduce height and add landscape requirements. | | | | | |

**ALL
DRAWINGS/PLANS
ARE AVAILABLE
FOR REVIEW IN
THE TOWN
CLERK'S OFFICE**