



Town of Surfside
Special Town Commission Meeting
AGENDA
Tuesday, November 15, 2022
5:30 PM
Commission Chambers

Rule 7.05 Decorum. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the commission shall be barred from further appearance before the commission by the presiding officer, unless permission to continue or again address the commission is granted by the majority vote of the commission members present. No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted. Signs or placards may be disallowed in the commission chamber by the presiding officer. Persons exiting the commission chambers shall do so quietly.

Rule 6.06 (a)3 Agenda. The good and welfare portion of the agenda set for 8:15 p.m. shall be restricted to discussion on subjects not already specifically scheduled on the agenda for discussion and debate. In no event shall this portion of the agenda be allotted more than 45 minutes with each speaker to be given no more than three minutes, unless by vote of a majority of the members of the commission present, it is agreed to extend the time frames. Likewise, commission members shall be restricted to speaking three minutes each unless an extension is granted in the same manner as set forth in the prior sentence.

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 community-based organization for the purpose of requesting a grant without special compensation or reimbursement for the appearance; and any person who only appears as a representative of a neighborhood, homeowners or condominium association without compensation for the appearance, whether direct or indirect or contingent, to express support of or opposition to any item.

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

1. Opening

1.A Roll Call of Members

1.B Call to Order

1.C Pledge of Allegiance

2. Mayor, Commission and Staff Communication

2.A Utilities Undergrounding Project Residential Street Light Upgrade Options - Andrew Hyatt, Town Manager [Exhibit A - "Options"](#)

2.B Town-wide Traffic Study Update by Engineer of Record - The Corradino Group - Andrew Hyatt, Town Manager

2.C Downtown Walkability Design and Public Outreach Guidance - Andrew Hyatt, Town Manager [Scope Downtown Walkability Phase 2.pdf](#)

2.D Parking Trust Fund - Andrew Hyatt, Town Manager [Parking Trust Additional Information.pdf](#)

2.E Incorporating Sustainability and Resiliency Into Town Planning. - Commissioner Marianne Meisheid

3. Adjournment

Respectfully submitted,

Andrew Hayatt
Town Manager

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 OTHER TOWN BOARDS MAY ATTEND 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.



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DISCUSSION ITEM MEMORANDUM

Agenda #: 2.A

Date: November 15, 2022

From: Andrew Hyatt, Town Manager

Subject: Utilities Undergrounding Project Residential Street Light Upgrade Options

Suggested Action: – Town Administration is seeking guidance on the selection of residential streetlights due to Utilities Undergrounding Project.

Background/Analysis: – As part of the utilities undergrounding project, all current wood poles throughout the Town will be removed. The wood poles currently host the current night-time lighting system which are standard cobra head fixtures on extension arms. The utilities undergrounding project will incorporate new light poles with respective fixtures currently estimated (as part of detailed estimate) at 6 poles per Town block.

HPF Associates, Inc. will be presenting a Power Point presentation for Town Commission consideration on the selection of decorative streetlighting in conjunction with the utility undergrounding project. Various options will be presented with the goal of the Town Commission selecting through a short list a total of three which will be full scale mockups to be erected within the Town in order to provide a complete side-by-side comparison within Town setting.

Due to supply chain issues, it is prudent that this process commences at this time even though the Town is several months away from initiating the public bidding for the overall project. All options are provided in **Exhibit A - "Options"**

OPTION A



Town of Surfside Street Light Options



OPTION B



Town of Surfside Street Light Options



OPTION C



Town of Surfside Street Light Options



OPTION D



Town of Surfside Street Light Options



OPTION E



Town of Surfside Street Light Options





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DISCUSSION ITEM MEMORANDUM

Agenda #: 2.B

Date: November 15, 2022

From: Andrew Hyatt, Town Manager

Subject: Town-wide Traffic Study Update by Engineer of Record - The Corradino Group

Background/Analysis: – An update is being provided by the Corradino Group regarding the comprehensive traffic study the Town is currently undertaking.



**Town of Surfside
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DISCUSSION ITEM MEMORANDUM

Agenda #: 2.C

Date: November 15, 2022

From: Andrew Hyatt, Town Manager

Subject: **Downtown Walkability Design and Public Outreach Guidance**

Suggested Action: – Town Administration requests further guidance on Downtown Walkability design and public outreach in order to proceed.

Background/Analysis: – Town Administration is requesting approval of funds to proceed with the "Option 1 - Parklets" design recommendation. Commission guidance is requested in determining whether design prototypes development should have input from a public outreach initiative, through DVAC, Through the Planning and Zoning Board or directly from the Commission.

Option 1 - Parklets Includes:

- Parklets: High-quality, compact public spaces along the existing sidewalk to replace existing parking. Designed to be replicated and scalable as desired.
- Colored Stamped Concrete sidewalks
- Minor Landscape Improvements
- New Signage
- Pavement marking and striping plan for Crosswalks

DRAFT SCOPE FRAMEWORK
DOWNTOWN WALKABILITY AND DESIGN STUDY – PHASE 2
Alt 1 – Intersection/Crosswalk Aesthetic Upgrades & Parklet Implementation
by Marlin Engineering, Inc.

I. General

The two blocks of Harding Avenue from 94th Street to 96th Street provide the entrance to the Town of Surfside for those arriving from the north. It is also the commercial hub for residents and is visited by pedestrians, bicyclists, buses and vehicles. The Town was interested in evaluating the feasibility of providing wider sidewalks along this section of Harding Avenue to support safety, provide a more walkable experience for shoppers and slow vehicle speeds.

The Marlin Engineering 2022 Study included a literature review of prior Town documents, data collection, existing conditions analysis, public outreach including 162 resident and 18 business questionnaire surveys and three improvement alternatives for the downtown. The Town Commission approved Alternative 1 on September 13, 2022.

The Phase 2 Implementation Program involves additional public outreach, preparation of parklet prototypes, preparation of construction plans for colored stamp concrete sidewalks and crosswalks at 5 locations in the downtown, landscape improvements and coordination with the Town, Miami Dade County, the Florida Department of Transportation and utility providers.

II. Scope of Work

Task 1 - Kick off Meeting and Project Management

Marlin Engineering proposes to hold a kickoff meeting with key Town staff and will perform ongoing project management under this task.

Task 2 – Public Outreach

This activity builds on the public outreach from the Phase 1 Study. It is envisioned two interactive public workshops will be utilized to further accomplish plan refinement and public input on the implementation of Alternate 1 – Intersection/Crosswalk Aesthetic Upgrades and Parklet Implementation. The design concepts and improvement plans will also be presented to the Town Commission for approval.

Task 3 – Parklet Prototype Designs

This Task will further develop prototype designs for parklets with emphasis on providing public spaces and sidewalk cafes. Items to be considered by Marlin Engineering include highway safety, clear recovery, public use, aesthetics, landscaping, public seating, table space, day and night time use, ability to move to other locations, special events and cost. Three different concepts will be prepared.

Task 4 – Construction Plans Package

Marlin Engineering will prepare construction drawings considering the Florida Department of Transportation requirements, Miami Dade County requirements and the Town's requirements. The major emphasis of the Plan set are the signalized intersections of Harding Avenue and 96th

DRAFT SCOPE FRAMEWORK

Street, 95th Street and 94th Street and the two mid-block signalized pedestrian crosswalks north and south of 95th Street. These locations will include colored stamped concrete sidewalks and pedestrian crossings, minor landscape improvements, signage, pavement markings and striping plans and utilization of existing and proposed signalized pedestrian traffic control features. Marlin will also identify and incorporate any proposed underground utility improvements proposed by the Town.

Task 5 – Agency Coordination

This Task provides for on-going coordination and approvals from Miami Dade County and the Florida Department of Transportation. Marlin Engineering will also coordinate with the utility providers participating in the Town’s undergrounding program.

III. 9 MONTH SCHEDULE

IV. BUDGET

Task 1 - Kick off Meeting and Project Management	\$10,000.00
Task 2 – Public Outreach	\$15,000.00
Task 3 – Parklet Prototype Designs	\$15,000.00
Task 4 – Construction Plans Package	\$70,000.00
Task 5 – Agency Coordination	<u>\$10,000.00</u>
Total Cost	\$120,000.00



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DISCUSSION ITEM MEMORANDUM

Agenda #: 2.D

Date: November 15, 2022

From: Andrew Hyatt, Town Manager

Subject: Parking Trust Fund

Background/Analysis: – Town Zoning Code offers businesses in the SD-B40 district and religious institutions that are unable to satisfy their parking requirements on their property the option of paying a parking trust fee. The most recent Town resolution set the rate at \$38,000 per parking space to satisfy the on-site parking requirement per Section 90-77 of the Zoning Code. These fees are to be used for the provision of additional parking. It has been previously discussed by the Town Commission that the zoning districts that have this option available could be expanded to include H40 and/or H120. It has also been considered that the Town's rate per parking space is too low.

Please see the attached document for the pertinent section of the Town and additional information.

Parking Fund-Brief Summary

The Town of Surfside maintains a Municipal Parking Fund for revenue and expenses related to parking. Revenue sources include: parking space rental, parking permits for businesses, parking meters, developer contributions and the purchase of parking spaces in lieu of providing the Code required off-street parking. Expenses include: costs associated with parking enforcement staff and equipment; repair and maintenance of parking lots and electric vehicle charging stations.

Town Code – costs and uses

Any new construction, addition or change of use of a property triggers a review of parking compliance. The Code provides a table for determining how the amount spaces are calculated for different uses. In most of Surfside that parking is required to be on site of the property. However, the SD-B40 zoning district and religious places of assembly may satisfy the requirement in several ways including through payment to the Municipal Parking Fund.

The current fee per space rate is \$38,000 as passed by Town Commission Resolution No. xxx. Prior to that resolution the fee was \$22,500 per parking space. Both Young Israel and the Shul of Bal Harbour have agreements to contribute to the Parking Funds at this rate. This cost has been allowed to be paid in equal increments over several years. According to the Town Code, this rate is at the discretion of the Town Commission.

The Code intends the funds collected in lieu of providing parking spaces to be used “to facilitate the provision of public off-street parking and infrastructure improvements related to parking”. The aim is to increase parking elsewhere to compensate for the lost parking.

Other Municipalities – costs and uses

Bay Harbour Islands recently raised their parking space fee from \$20,000 to \$35,000. Their current Code only allows commercial developments to pay into the fund. Their parking fund covers the cost of their garage and other parking related services in BHI. The City of Miami Beach charges \$40,000 per space. In the Design District the City of Miami charges \$45,000. This Fund pays for valet services as well as other parking related improvements.

Potential for expansion of districts

It has been previously discussed by the Town Commission that the zoning districts that have this option available could be expanded to include H40 and/or H120. Generally, it is most efficient for residential developments to have their parking on site. Residents prefer to have their vehicles close to their home for many practical reasons.

Commercial developments have greater flexibility in terms of parking because spaces are used for shorter time frames and clients/guests come and go. It is important to consider the proximity of the commercial uses to the Town’s existing parking facilities. It would not be appropriate to reduce on-site parking for a hotel several blocks away from the business district, thereby forcing hotel guests to walk long distances to access their vehicle.

Parking Fund rate

The current rate of \$38,000 is in-line with other local municipalities. If the Town Commission were to raise the rate there should be a consideration of how those funds will be expended. If the Town Commission feels the level of available parking is adequate to accommodate new developments, then a rate increase is not justified at this time. If, however the Town feels the level of parking is not adequate and more parking should be constructed, rented or other parking alternatives implemented then there is a case for raising the rate to attain those goals.



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DISCUSSION ITEM MEMORANDUM

Agenda #: 2.E

Date: November 15, 2022

From: Commissioner Marianne Meischeld

Subject: Incorporating Sustainability and Resiliency Into Town Planning.

Suggested Action: – A motion to re-establish the resiliency capabilities under the planning function of the Town. This would be a resource under the Town Planner or supplied by one of the third-party firms working for the Town, such as the Marlin Group.

The task would be to identify and propose improvements to the sustainability and resiliency for various town elements found in the Comprehensive Plan. At a minimum, the Town Planner would prepare an annual Town Sustainability and Resiliency Assessment. This assessment would create/update an inventory of the town's elements (e.g. the elevations of buildings and homes above sea level), would establish the magnitude of any threats, and would bolster initiatives for the town's resilience (e.g. determine the proper and consistent height for seawalls).

Background/Analysis: – In light of the recent initiative to modify the qualifications for the planning and zoning board members, particularly regarding sustainability & resiliency, it is obvious there is a gap in the Town's capabilities that should be corrected.

Several commissions ago, a sustainability committee was established as a Town Manager's Committee. It was later replaced by a similar committee, under the Commission. A resiliency officer was also added. The last Commission abolished this committee and the officer position and instead embedded sustainability and resiliency as a qualification for the Planning & Zoning Board members.

As a mandatory qualification on the Planning & Zoning Board, sustainability and resiliency adds little, because the Town Code does not address sustainability and resiliency. There is nothing to approve or enforce.