



**TOWN OF SURFSIDE  
DESIGN REVIEW BOARD  
AND  
PLANNING AND ZONING BOARD  
AGENDA  
MARCH 30, 2017  
7:00 PM**

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

**2. ROLL CALL**

**3. APPROVAL OF MINUTES: February 23, 2017**

**4. DESIGN REVIEW BOARD APPLICATIONS:**

**A. Request of the Owner of Property located at 9400 Harding Avenue (Publix)**

The applicant is requesting two (2) non-illuminated wall signs for the existing Publix retail store.

**B. Request of the Owner of Property located at 9429 Harding Avenue (UPS)**

The applicant is requesting two (2) illuminated wall signs for a UPS retail store – (1) is the business name; and (2) is the corporate logo.

**C. Request of the Owner of Property located at 8901 Abbott Avenue**

The applicant is requesting a four foot high picket style fence along the east portion of their property to enclose the yard.

**5. ADJOURNMENT**

**PLANNING AND ZONING BOARD**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. COMMISSIONER DANIEL GIELCHINSKY- TOWN COMMISSION LIASION REPORT**

**4. PLANNING AND ZONING BOARD MEMBER – SUSTAINABILITY SUBCOMMITTEE LIASION REPORT**

**5. APPROVAL OF MINUTES: February 23, 2017**

**6. ORDINANCE: Require Noticing of Residential Construction and Demolition**

**AN ORDINANCE OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 14 “BUILDING” OF THE TOWN OF SURFSIDE CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 14-28 “ISSUANCE OF BUILDING PERMITS.”; AMENDING CHAPTER 90 “ZONING” OF THE TOWN OF SURFSIDE CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 90-19 “SINGLE-FAMILY AND TWO-FAMILY DEVELOPMENT REVIEW PROCESS.”; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**7. DISCUSSION ITEMS:**

**A. Pedestrian Connectivity**

**B. Update on Miami Beach’s Resiliency Criteria**

**C. Maximum Building Lengths and the Impact of New Development**

**D. Future Agenda Items**

**8. ADJOURNMENT**

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

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



**TOWN OF SURFSIDE  
DESIGN REVIEW BOARD  
AND  
PLANNING AND ZONING BOARD**

**MINUTES  
FEBRUARY 23, 2017  
7:00 PM**

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

**DESIGN REVIEW BOARD**

**1. CALL TO ORDER**

Chair Lindsay Lecour called the meeting to order at 7:00 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 Jorge Gutierrez, Board Member Peter Glynn and Board Member Richard Iacobacci. Board Member Brian Roller and Board Member Gregg Covin were absent. Liaison, Commissioner Daniel Gielchinsky was absent.

**3. APPROVAL OF MINUTES: *January 26, 2017***

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

Board Member Gregg Covin entered at 7:08 p.m. Board Member Brian Roller entered at 7:41 p.m.

**4. DESIGN REVIEW BOARD APPLICATIONS:**

**A. Request of the Owner of Property located at 9011 Collins Avenue (Surf Club).**

The property is located at 9011 Collins Avenue within the H120 zoning district. The site is currently under construction and being developed as the Surf Club.

Town Planner Sarah Sinatra presented the item. Staff is recommending denial of the monument signage as it does not meet code. The wall signage is in compliance. The applicant and architect gave a power point presentation in support of the item.

Chair Lecour opened the public hearing. No one wishing to speak the Chair closed the public hearing and opened the item for Board discussion.

The applicant addressed questions from the Board. The Board discussed the item and liked the design and was open to a variance. Town Planner Sinatra explained the process for a variance.

Board Member Iacobacci made a motion to defer. The motion received a second from Board Member Gutierrez. The motion carried 6/1 with Board Member Covin voting in opposition.

**5. ADJOURNMENT.**

There being no further business to come before the Design Review Board the meeting adjourned at 7:51 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: March 30, 2017  
 Re: 9400 Harding Avenue - Publix

The subject property is located at 9400 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting two (2) non-illuminated wall signs for the existing Publix retail store. The signs are proposed above the two (2) west entrances to the park garage. The applicant is proposing aluminum faced reverse channel letter signs. The signs are to replace several existing non-conforming aluminum signs which are to be removed.

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                    | 150 square feet  | 23.11 SF x 2 = 46.22 SF Total   |
| Approved word content   | Signs may include the following:<br>1) Trade name of establishment<br>2) Logo of the establishment<br>3) Nature of business, services rendered or<br>4) Products sold on premises. | Sign consists of the trade name of the establishment; and "Parking" which replaces a non-conforming sign and is for directional purposes. |
| Prohibited Word Content | Signs may not include the following:<br>1) Phone numbers;<br>2) Any reference to price, except as provided in regards to "window sign."  | No phone number<br>No reference to price  |





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

**RECOMMENDATION**

Staff recommends approval subject to the following conditions:

- 1) The wall face should be reconditioned and painted where non-conforming signs have been removed;
- 2) Proposed signs 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.



# MEMORANDUM

To: Design Review Board  
 Thru: Guillermo Olmedillo, Town Manager  
 From: Sarah Sinatra Gould, AICP, Town Planner  
 CC: Linda Miller, Town Attorney  
 Date: March 30, 2017  
 Re: 9429 Harding Avenue – UPS Store

The subject property is located at 9429 Harding Avenue and is within the SD-B40 zoning district. The applicant is requesting two (2) illuminated wall signs for a UPS retail store – (1) is the business name; and (2) is the corporate logo. The applicant is proposing acrylic plexiglass faced channel letter signs.

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   | 1) 21.58 square feet<br>2) 3.45 square feet<br>Total 25 square feet |
| Approved word content   | Signs may include the following:<br>1) Trade name of establishment<br>2) Logo of the establishment<br>3) Nature of business, services rendered or<br>4) Products sold on premises. | Sign consists of the trade name and logo of the establishment.      |
| Prohibited Word Content | Signs may not include the following:<br>1) Phone numbers;<br>2) Any reference to price, except as provided in regards to “window sign.”  | No phone number<br>No reference to price                            |



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

**RECOMMENDATION**

Staff recommends approval subject to the following conditions:

- 1) A detail should be submitted to confirm the logo sign qualifies as a channel letter sign;
  
- 2) Proposed signs 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 wall face should 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: March 30, 2017  
Re: 8901 Abbott Avenue

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The property located at 8901 Abbott Avenue is within the H30B zoning district. The applicant is requesting a four foot high picket style fence along the east portion of their property to enclose the yard. The fence will be partially concealed with landscaping.

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. 90.56 Fences, walls and hedges*

|       | <b>Required</b>   | <b>Proposed</b>   |
|-------|---|---|
| Fence | Fences in the front are only permitted with the Planning and Zoning Board's approval. | Aluminum rail fencing is proposed within the front setback. |

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

| <b>Frontage</b> | <b>Maximum Height (Feet)</b> | <b>Maximum Opacity (Percent)</b>  | <b>Proposed</b>  |
|-----------------|------------------------------|---|--|
| 36.25 feet      | 4 feet                       | All wall and fence surfaces above two (2) feet measured from grade shall maintain a maximum opacity of fifty (50) percent | 4 foot ornamental picket style fence proposed.<br>Maximum opacity is 50% |

### Recommendation

Staff recommends approval with the condition that all landscaping be placed within the property, not in the right of way.

## PLANNING AND ZONING BOARD

### MINUTES

February 23, 2017

7:00 PM

#### 1. CALL TO ORDER

- Chair Lindsay Lecour called the meeting to order at 7:51 p.m.

#### 3. ROLL CALL

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

#### 4. APPROVAL OF MINUTES: **January 26, 2017**

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

#### 5. COMMISSIONER DANIEL GIELCHINSKY- TOWN COMMISSION LIASION REPORT (Commissioner Gielchinsky was absent)

#### 6. PLANNING AND ZONING BOARD MEMBER – SUSTAINABILITY SUBCOMMITTEE LIASION REPORT

Chair Lecour gave an update.

#### 7. DISCUSSION ITEMS:

##### A. Pedestrian Circulation

Town Manager Olmedillo gave a visual presentation on the item with a brief history to date.

Chair Lecour opened the public hearing.

##### Public Speakers:

-Chase Berger was in favor of Manager Olmedillo's proposal.

-Maurice Rodriguez had suggestions for slowing down traffic.

-Graten Bakken also had suggestions regarding the visual presentation.

-Peter Neville was not in favor of sidewalks on Abbot Avenue and presented a survey of pedestrians on Abbott. Manager Olmedillo made it clear that the presentation was not just about sidewalks and Chair Lecour concurred.

-Maria Carrill suggested one-way streets.

-Deborah Cimadevilla is in favor of a one-way Street on Abbott and sidewalks if it doesn't take away space from property owners. She asked if the town was going to do a referendum on the item.

No one else wishing to speak the Chair closed the public hearing and opened it to the Board for discussion.

The Board discussed the item and each expressed their views and offered some suggestions for pedestrian safety, speed limits, sidewalks, driveways and off street parking. LED lighting was also mentioned. Chair Lecour suggested a planned view of a street would be helpful and suggested a third-party opinion on some issues. The Board also addressed some of the concerns by the public and would like to see a cost analysis of a pilot program.

Board Member Roller exited at 9:10 p.m.

**B. Roof Pitch**

Town Planner Sinatra presented an update with graphics.

**C. Stepbacks of building in H120**

Town Planner Sinatra presented an update and various options to consider. Chair Lecour suggested some revisions. Planner Sinatra will come back with some modifications.

**D. Miami Beach Resiliency information**

Town Planner Sinatra presented an update with visuals. Chair Lecour was in favor of a referendum for “give a foot, get a foot.” Town Attorney Miller will get information as to a referendum on a ballot. Building Official Ross Prieto answered questions from the Board and provided more information on the item.

**E. Future Agenda Items**

Town Planner Sinatra presented upcoming events and discussions on various items.

**8. ADJOURNMENT.**

There being no further business to come before the Planning and Zoning Board the meeting adjourned at 9.40 p.m.

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2017

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

Attest:

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





## Town of Surfside Planning and Zoning Communication

**Agenda Date:** March 30, 2017

**Subject:** Require noticing of new residential construction and demolitions

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

**Background:** The Planning and Zoning Board has requested that staff prepare an ordinance to notify the public of a hearing for a new single family home or major renovation consisting of at least 50% improvements to the structure. The item was heard by the Town Commission as a discussion item on February 16, 2017 and was expanded to require noticing of all applications appearing before the Design Review Board as well as notifying neighboring property owners of a complete or partial demolition of 50% or more of a single family home. The Commission heard the item on first reading on March 14, 2017 where it was passed with the modification that noticing would be limited to new single family homes and the demolition and rebuilding of at least 50% of the square footage of an existing single family home.

### **Sec. 14-28. - Issuance of building permits.**

- (a) All plans prior to the issuance of a permit for any building or structure in the town must first have the approval of the town manager or designee.
- (b) No permit shall be required for general maintenance or repairs where such work or repair does not change the occupancy, use, alter the outside appearance of the structure and the value of which does not exceed \$250.00 in labor and material as determined by the building official.
- (c) No permit shall be issued unless the applicant demonstrates to the town manager that applicant has made adequate provision for persons associated with the subject improvements legally to park vehicles on site or otherwise not utilizing on-street parking.
- (d) Applications for building permits that require excavation of sand seaward of the Coastal Construction Control Line must comply with the

beach sand quality regulations as described in sections 34-2 to 34-8 of the Town Code of Ordinances.

(e) All applications for complete or partial demolitions of 50% or more of a single family home shall require the applicant to mail written courtesy notices via certified mail to the abutting single family property owners and single family property owners parallel to the subject property line across any right-of-way notifying the property owners that the demolition will occur within 180 days from the date of the letter. The letter shall provide contact information for the applicant or agent of the applicant if there are questions relating to the demolition.

**Sec. 90-19. - Single-family and two-family development review process.**

\*\*\*

90-19.6 Single-family and two-family development shall be reviewed by the design review board. The following types of applications shall require noticing as described below:

- A) Construction of new single family homes.
- B) Partial demolition and rebuilding of at least 50% of the square footage of a single family home.
- C) An addition of at least 50% of the square footage of the existing single family home.

The applicant shall notify the public of the Design Review Board hearing date and location, on the proposed application as follows:

1. The applicant shall post a notice on the property one week prior to the Design Review Board meeting and remove the notice three days after the conclusion of the Design Review Board meeting. A notice, 18 inches by 24 inches, shall be placed in a prominent place on the property by the applicant, denoting the following:

REQUEST FOR: \_\_\_\_\_

DESIGN REVIEW BOARD MEETING: DATE AND TIME

TOWN COMMISSION MEETING: DATE AND TIME

TOWN HALL  
9293 Harding Avenue  
Surfside, FL 33154

COMPLETE INFORMATION REGARDING THE APPLICATION IS  
AVAILABLE BY CONTACTING THE TOWN HALL.

2. The applicant shall mail written courtesy notices via certified mail, to the abutting single family property owners and single family

property owners parallel to the subject property line across any right-of-way, of the Design Review Board meeting date and location 10 days prior to the meeting.

3. The applicant shall provide the Town the corresponding certified mail receipts, indicating the notices have been mailed and provide evidence that the sign has been posted three days prior to the Design Review Board meeting.

**Budget Impact:** N/A

**Growth Impact:** Giving neighboring property owners an opportunity to attend the Design Review Board meeting where new construction adjacent to their property is proposed.

**Staff Impact:** Additional record keeping by the Town Staff and confirmation that the advertising and notice has occurred prior to the meeting.

**Staff Recommendation:** Approval



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



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

ORDINANCE NO. 17 - \_\_\_\_\_

**AN ORDINANCE OF THE TOWN OF SURFSIDE, FLORIDA AMENDING CHAPTER 14 “BUILDING” OF THE TOWN OF SURFSIDE CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 14-28 “ISSUANCE OF BUILDING PERMITS.”; AMENDING CHAPTER 90 “ZONING” OF THE TOWN OF SURFSIDE CODE OF ORDINANCES; SPECIFICALLY AMENDING SECTION 90-19 “SINGLE-FAMILY AND TWO-FAMILY DEVELOPMENT REVIEW PROCESS.”; PROVIDING FOR REPEAL OF CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Board has requested that staff prepare an ordinance to notify the public of a hearing for a new single family home or major renovation consisting of at least 50% improvements to the structure; and

**WHEREAS**, the Town Commission heard the item on first reading on March 14, 2017 where it was passed with the modification that noticing would be limited to new single family homes and the demolition and rebuilding of at least 50% of the square footage of an existing single family home; and

**WHEREAS**, the Planning and Zoning Board, sitting as the Local Planning Agency, has reviewed the revisions to the Code of Ordinances for consistency with the Town’s Comprehensive Plan at a duly noticed hearing on March 30, 2017 and recommended approval; and

**WHEREAS**, the Town Commission shall have conducted a second duly noticed public hearing on these regulations as required by law on April 13, 2017; and

**WHEREAS**, the Town Commission hereby finds and declares that adoption of this Ordinance is necessary, appropriate, and advances the public interest.

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

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

**Section 2. Code Amendment.** The Code of Ordinances of the Town of Surfside, Section 14-28 “Issuance of building permits.” is hereby amended as follows:



**Sec. 14-28. - Issuance of building permits.**

(a) All plans prior to the issuance of a permit for any building or structure in the town must first have the approval of the town manager or designee.

(b) No permit shall be required for general maintenance or repairs where such work or repair does not change the occupancy, use, alter the outside appearance of the structure and the value of which does not exceed \$250.00 in labor and material as determined by the building official.

(c) No permit shall be issued unless the applicant demonstrates to the town manager that applicant has made adequate provision for persons associated with the subject improvements legally to park vehicles on site or otherwise not utilizing on-street parking.

(d) Applications for building permits that require excavation of sand seaward of the Coastal Construction Control Line must comply with the beach sand quality regulations as described in sections 34-2 to 34-8 of the Town Code of Ordinances.

(e) All applications for complete or partial demolitions of 50% or more of a single family home shall require the applicant to mail written courtesy notices via certified mail to the abutting single family property owners and single family property owners parallel to the subject property line across any right-of-way notifying the property owners that the demolition will occur within 180 days from the date of the letter. The letter shall provide contact information for the applicant or agent of the applicant if there are questions relating to the demolition.

**Section 3. Code Amendment.** The Code of Ordinances of the Town of Surfside, Section 90-19 “Single-family and two-family development review process.” is hereby amended as follows:

**Sec. 90-19. - Single-family and two-family development review process.**

\*\*\*

*90-19.6* Single-family and two-family development shall be reviewed by the design review board. The following types of applications shall require noticing as described below:

- A) Construction of new single family homes.
- B) Partial demolition and rebuilding of at least 50% of the square footage of a single family home.
- C) An addition of at least 50% of the square footage of the existing single family home.

The applicant shall notify the public of the Design Review Board hearing date and location, on the proposed application as follows:

1. The applicant shall post a notice on the property one week prior to the Design Review Board meeting and remove the notice three days after the conclusion of the Design Review Board meeting. A notice, 18 inches by 24 inches, shall be placed in a prominent place on the property by the applicant, denoting the following:

REQUEST FOR: \_\_\_\_\_

DESIGN REVIEW BOARD MEETING: DATE AND TIME

TOWN COMMISSION MEETING: DATE AND TIME

TOWN HALL  
9293 Harding Avenue  
Surfside, FL 33154

COMPLETE INFORMATION REGARDING THE APPLICATION IS  
AVAILABLE BY CONTACTING THE TOWN HALL.

2. The applicant shall mail written courtesy notices via certified mail, to the abutting single family property owners and single family property owners parallel to the subject property line across any right-of-way, of the Design Review Board meeting date and location 10 days prior to the meeting.
3. The applicant shall provide the Town the corresponding certified mail receipts, indicating the notices have been mailed and provide evidence that the sign has been posted three days prior to the Design Review Board meeting.

**Section 4. Severability.** If any section, subsection, clause or provision of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the remainder shall not be affected by such invalidity.

**Section 5. Conflict.** All sections or parts of sections of the Town of Surfside Code of Ordinances in conflict herewith are intended to be repealed to the extent of such conflict.

**Section 6. Inclusion in the Code of Ordinances.** It is the intention of the Town Commission, and it is hereby ordained that the provisions of this Ordinance shall become and made a part of the Town of Surfside Code of Ordinances, that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and the word "Ordinance" may be changed to "Section" or other appropriate word.

**Section 7. Effective Date.** This Ordinance shall be effective upon final adoption on second reading.

**PASSED** on first reading this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**PASSED and ADOPTED** on second reading this \_\_\_\_ day of \_\_\_\_\_, 2017.

On Final Reading Moved by: \_\_\_\_\_

On Final Reading Second by: \_\_\_\_\_

**FINAL VOTE ON ADOPTION**

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

\_\_\_\_\_  
Daniel Dietch, Mayor

**ATTEST:**

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

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

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

# TOWN OF SURFSIDE

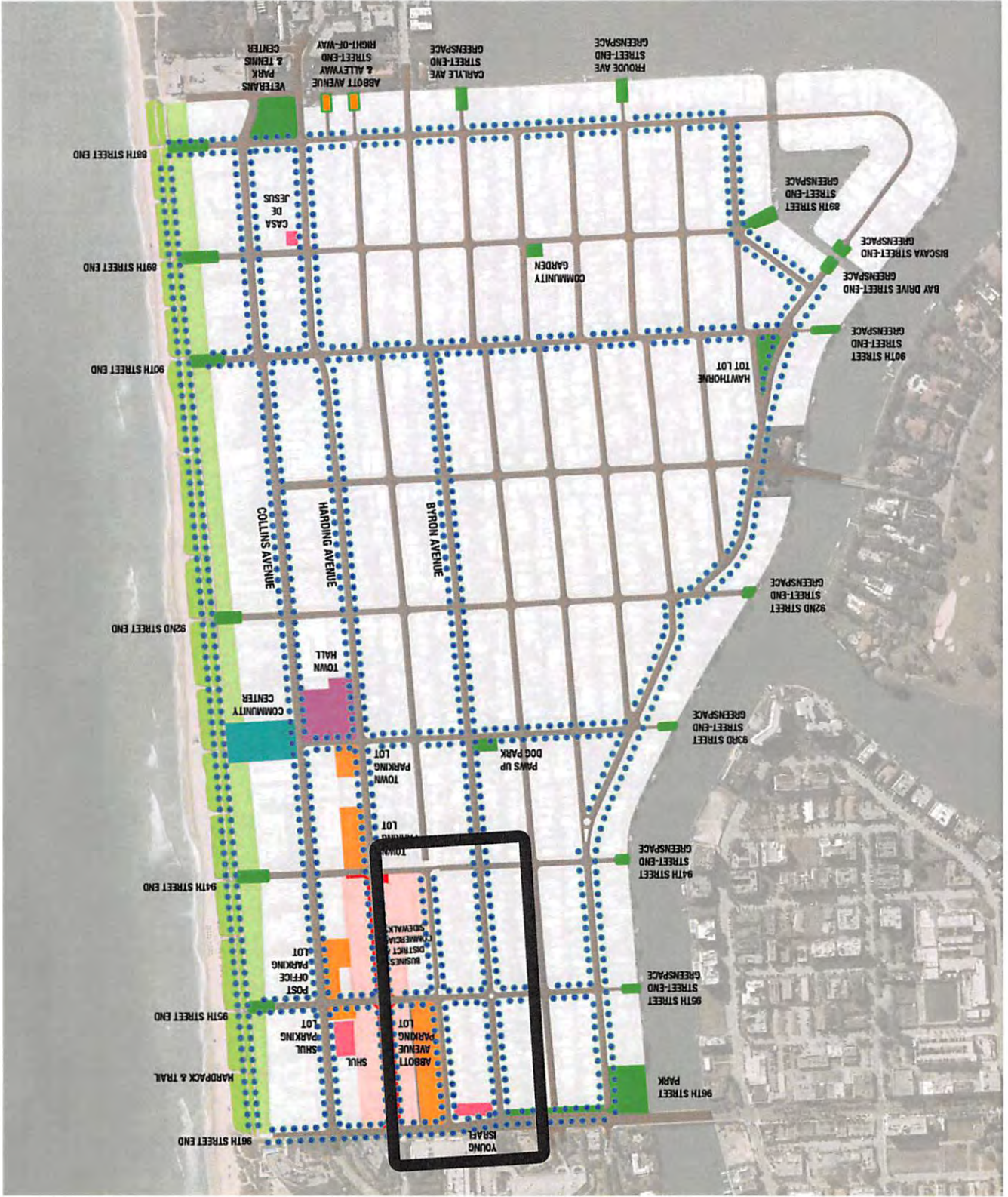
## TOWN ASSETS AND CONNECTIVITY CONCEPT





# TOWN OF SURFSIDE - STUDY AREA

## TOWN ASSETS AND CONNECTIVITY CONCEPT





# TOWN OF SURFSIDE - STREETScape STUDY AREA

BYRON AVENUE AND ABBOTT AVENUE - FROM 96TH STREET TO 94TH STREET





# TOWN OF SURFSIDE - STREETScape

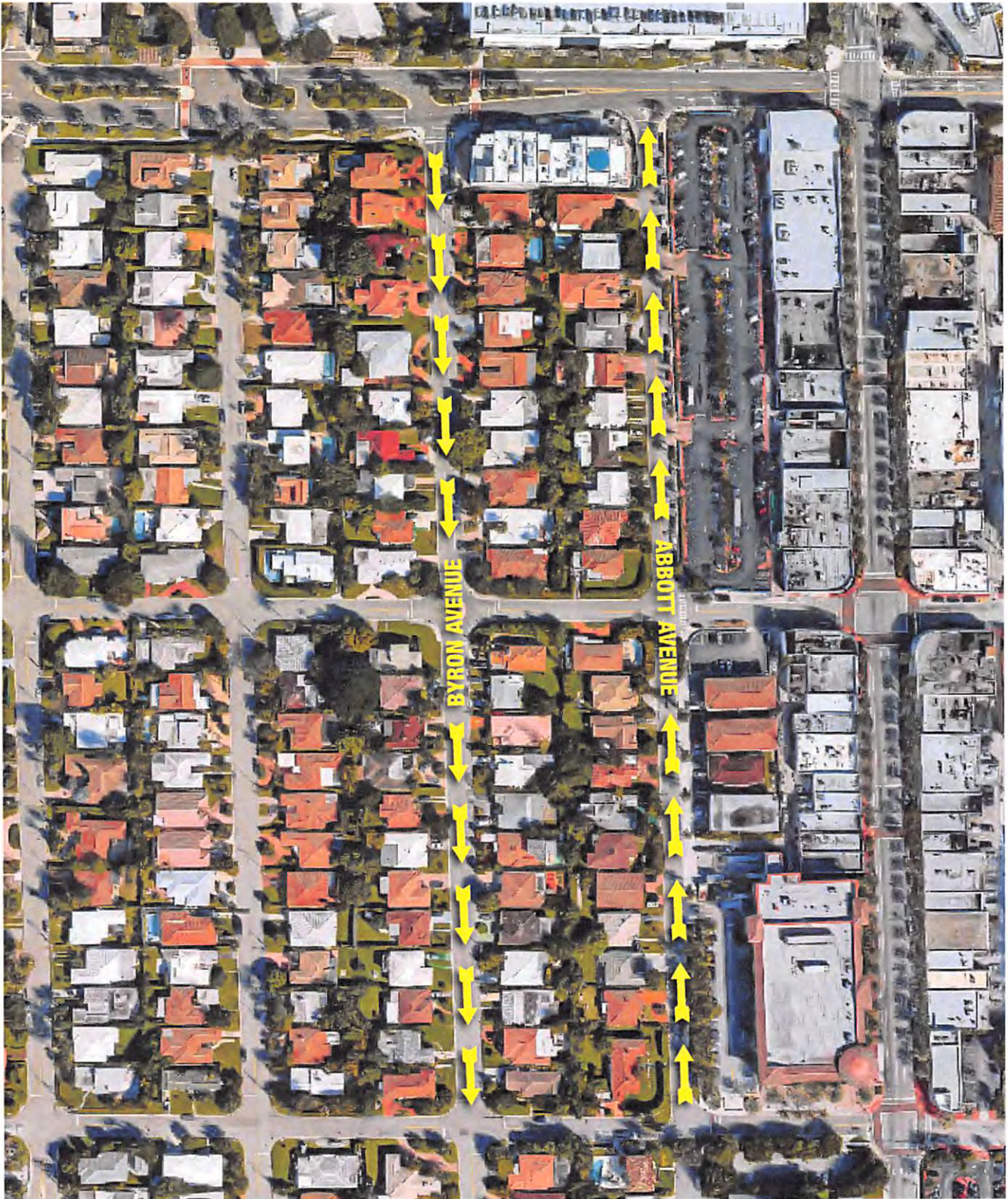
BYRON AVENUE AND ABBOTT AVENUE - FROM 96TH STREET TO 94TH STREET





# TOWN OF SURFSIDE - ONE-WAYS STUDY AREA

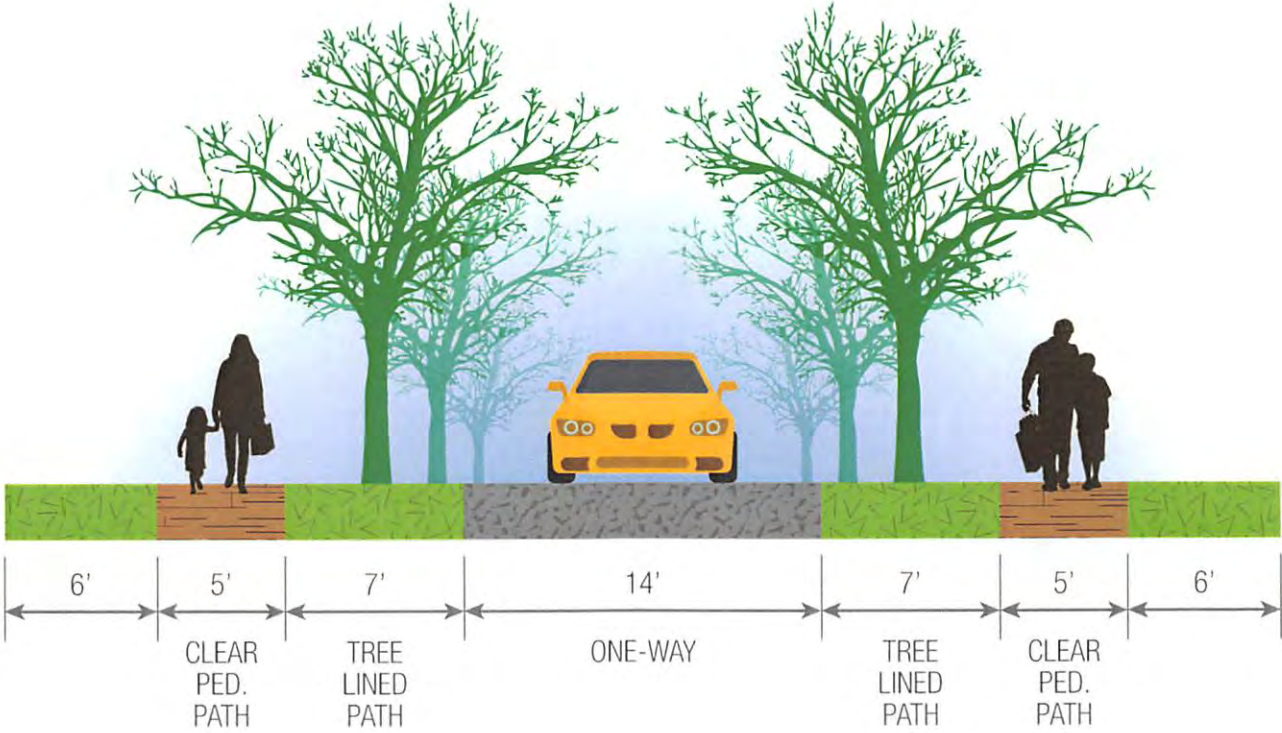
## BYRON AVENUE AND ABBOTT AVENUE - FROM 96TH STREET TO 94TH STREET





# TOWN OF SURFSIDE - STREETScape CROSS-SECTION

BYRON AVENUE AND ABBOTT AVENUE - FROM 96TH STREET TO 94TH STREET





## MEMORANDUM

To: Planning & Zoning Board  
Thru: Guillermo Olmedillo, Town Manager  
From: Sarah Sinatra Gould, AICP, Town Planner  
CC: Linda Miller, Town Attorney  
Date: March 30, 2017  
Re: Update on Miami Beach's Resiliency Criteria

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Per the Planning & Zoning Board's request, staff has reached out to the City of Miami Beach to get a better understanding of how they arrived at five feet for their freeboard ordinance. Their ordinance has a minimum of one foot and a maximum of five feet. They have indicated the minimum of one foot comes from FEMA, which provides discounts for Flood Insurance Rates at a one foot freeboard.

Miami Beach ended up choosing five feet as a maximum due to their green building ordinance which requires LEED Building Certification under certain circumstances. LEED has credits for Resilient Design which gives credit for having a first floor elevation at five feet above base flood elevation. In order to facilitate achieving this credit, a maximum five foot freeboard was selected.

Initially, it was proposed to be a maximum of three feet based on the 500 year flood plain and the South Florida Compact Unified Sea Level Rise Projection. According to the planning department, it was expected that three feet would have provided sufficient protection for approximately 40 years. However, the five feet was selected to accommodate LEED.



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To: Planning & Zoning Board  
Thru: Guillermo Olmedillo, Town Manager  
From: Sarah Sinatra Gould, AICP, Town Planner  
CC: Linda Miller, Town Attorney  
Date: March 30, 2017  
Re: Maximum Building Lengths & Impacts of Development

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At the February 16, 2017 Town Commission meeting, Commissioner Paul presented the attached discussion item. The Commission voted to have the Planning and Zoning Board discuss the item and provide a recommendation to the Town Commission. To assist the discussion, included in the package is the portion of the corridor analysis relating to maximum building lengths.



## Town of Surfside Commission Communication

**Agenda Item:**

**Agenda Date:** February 16, 2017

**Subject:** Maximum Building Lengths and Impacts of New Development

**From:** Commissioner Tina Paul

**Background:**

The current building trend in Town is moving towards units with a minimum of 3,000 square feet and upwards of five or six bedrooms. This is replacing the existing one or two bedroom units. The applicants continue to stress that this is a decrease in density due to the number of overall units proposed being less than the number of existing units. However, the new units often have substantially more square footage and number of bedrooms than the existing units, resulting in potentially more demands on Town services. These large units are also benefitting by not having to provide additional parking to address the number of bedrooms they are proposing per unit.

In addition to the increase in unit sizes, buildings along the Collins and Harding Corridor have no limitation in building length. Recent changes to the Town's Zoning Code have added articulation to buildings along Collins and Harding, but have removed the maximum lengths for buildings in this corridor. The Corridor Analysis included options for limitations on the lengths, including 12 feet or 17 feet every 200 feet. This has already been vetted; please see the attached page from the corridor analysis.

The Town Commission should consider the following:



**Parking:**

The Town should review its parking requirements direct staff to prepare an ordinance requiring one parking space per bedroom. Currently, the code does not reflect the number of bedrooms in the parking count and requires less parking spaces than the number of bedrooms.

**Square footage and bedrooms:**

Direct the Town Manager to evaluate the current regulations in the code and identify where modifications from number of units to bedrooms and/or square footage could be made in an effort to properly account for the extent of the development.

**Maximum building lengths:**

The Town should determine an appropriate maximum building length based on the existing graphics and direct staff to prepare an ordinance. (See Attachment "A" "H40C/H40C Mid-blocks Zoning Courtyards Presentation dated August 27, 2015).

# H40/H30C Mid-blocks Zoning Courtyards

Presentation



Calvin, Giordano & Associates, Inc.  
August 27, 2015



## Setbacks, Massing and Volume

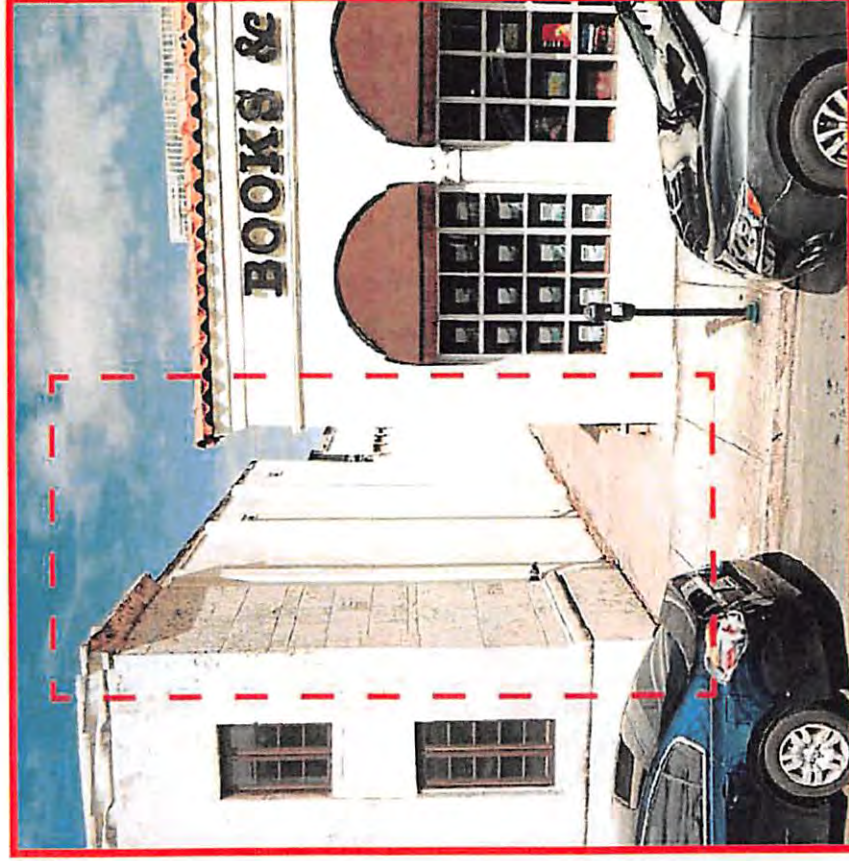
### Setbacks

- Define both Collins and Harding Ave as 'Primary Frontages'

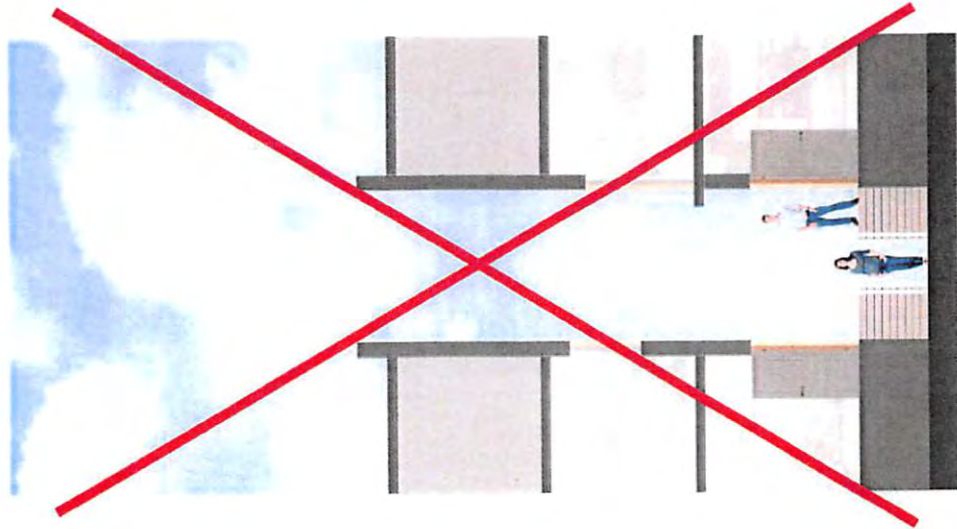
### Pedestrian Breezeways

- Require a Breezeway to be provided every 270 linear feet of frontage
- Define a Breezeway as a physical disconnected break in the building mass exclusively for pedestrian use
- Must be accessible from a primary frontage
- Provide minimum design standards for the breezeway
  - Recommendations:
    - Must provide lighting and landscaping
    - Must be lined by and accessible to habitable spaces on the ground and second floors
    - Must be for uninterrupted public access
    - Facades must be consistent in design and finish with primary frontages
- Provide minimum widths for the breezeway
  - Recommendation: No less than 12-17 feet

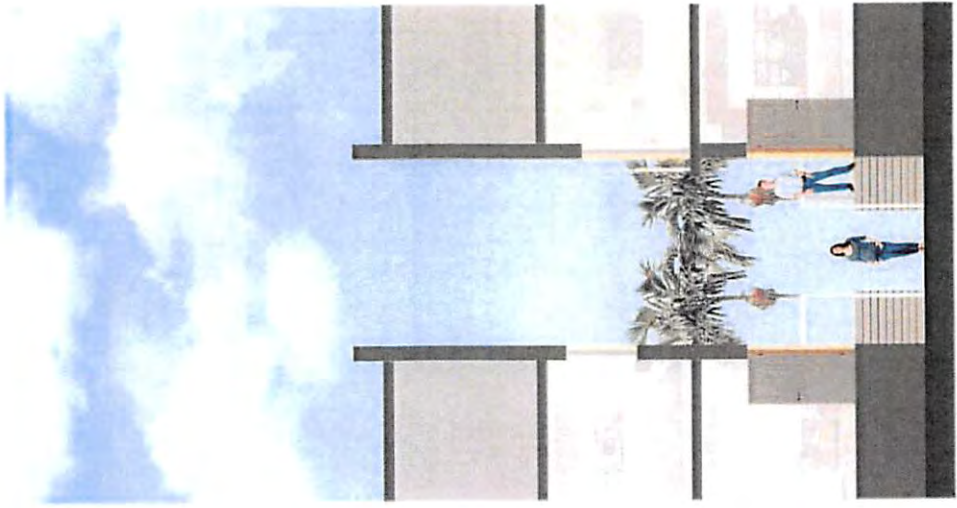
### Example of 8-foot wide undesirable pedestrian breezeway



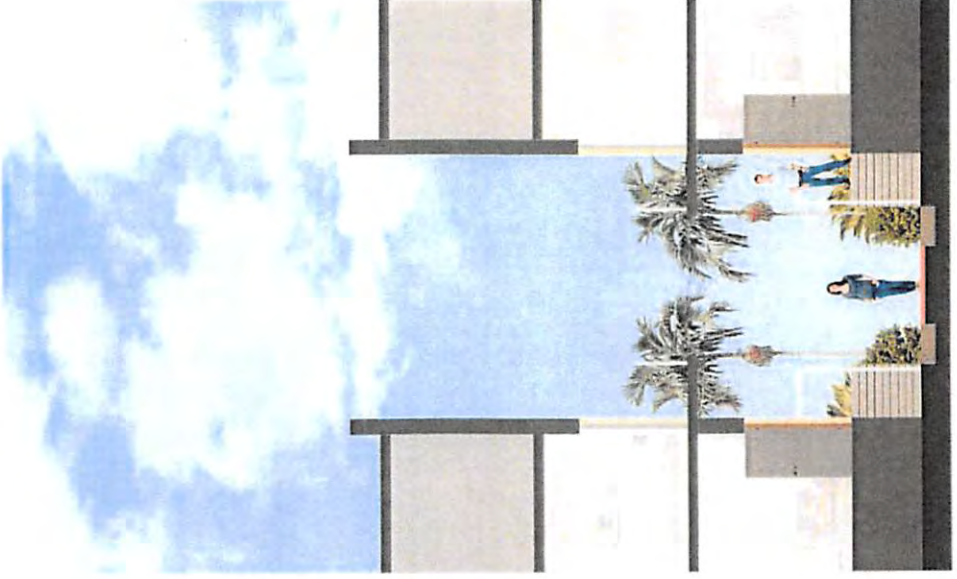
**Setbacks, Massing and Volume**



10-foot Building Separation



12-foot Building Separation



17-foot Building Separation





## Original Language Recommendations

Breaks to be required as building separators to limit the scale of the overall built structure:

- 12-foot wide if total property frontage 200 feet or less
- Provided
- 17-foot otherwise

Spacing between breaks:

- H30c: every 75 feet
- H40: every 150 feet

## What did these provide?

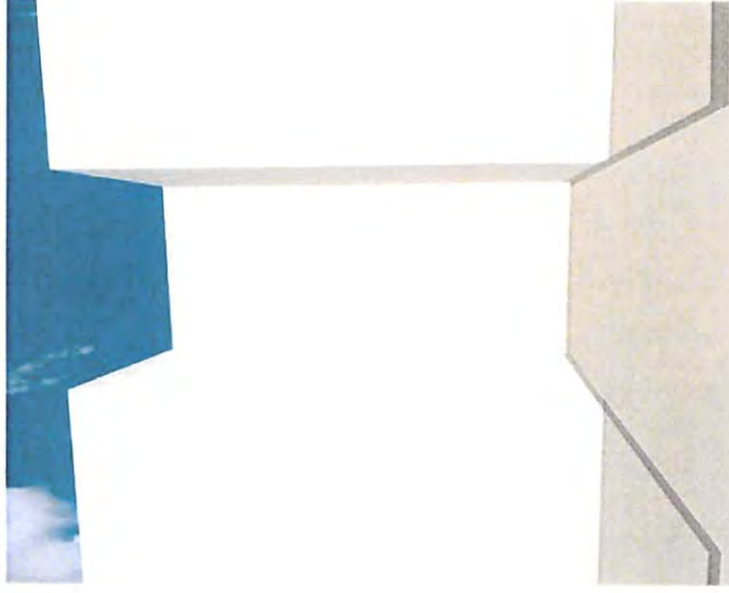
- Smaller massing of buildings
- More open space on lots
  - Existing average depths of lots
    - H30c: 110 feet – setbacks (20' front; 10' rear) = 80 linear feet of additional open space
    - H40: 150 feet – setbacks (20' front; 10' rear) = 120 linear feet of additional open space
  - Additional area of open space resulting from frontage separation:
    - H30c:
      - If frontage was 200 feet or less, then break would have been 12-foot wide
        - Area: 80' x 12' = **960 SF** of open space per break
      - If frontage was greater than 200 feet, then break would have been 17-foot wide
        - Area: 80' x 17' = **1,360 SF** of open space per break
    - H40:
      - If frontage was 200 feet or less, then break would have been 12-foot wide
        - Area: 120' x 12' = **1,440 SF** of open space per break
      - If frontage was greater than 200 feet, then break would have been 17-foot wide
        - Area: 120' x 17' = **2,040 SF** of open space per break



## Breezeway Renderings



## Architect's Recommendations



### Issues:

- Legibility of the break from the street.
- What distinguishes a courtyard from a simple building articulation?
- Courtyards should be social spaces, even if they are for private use, shared and accessible by users of the surrounding building.
- Courtyards historically should have a greater percentage of hardscape than that of landscape to promote use and allow for furnishings.





**Precedent – getting a sense of scale**



**Observations:**

- What distinguishes a courtyard from a simple building articulation?
  - Should be social spaces, even if they are for private use, shared and accessible by users of the surrounding building
  - Historically should have a greater percentage of hardscape than that of landscape to facilitate use and furnishings
- Precedent:
  - Front courtyard space: 18 feet wide x 12 feet deep (216 square feet)
    - On the small size, best suited for an entry courtyard and not a space that can actually be used
  - Clear definition that it is a private space by use of a low fence wall and a gated entrance
  - Lined by habitable uses and accessible by them – no blank walls
  - Reduces the legibility of the massing along the street when viewed at an angle
  - No over-run by vegetation





## What is the right minimum size for a courtyard?

Shown: H30C



### 300 square feet

(15 feet by 20 feet)

- Bare minimum spacing to accommodate
  - ADA access
  - Minimum outdoor seating
  - Shrubs and Groundcovers or Small Palms
- Because of 30-foot building height, space 'reads' very vertical (more like a corridor and less like a courtyard)



### 400 square feet

(20 feet by 20 feet)

- Adequate spacing to accommodate
  - ADA access
  - Minimum outdoor seating
  - Shrubs and Groundcovers
  - Small Trees (ie: Ligustrum) or Small Palms
- Space 'reads' less vertical – more responsive to the proportions of the building height





## What is the right minimum size for a courtyard?

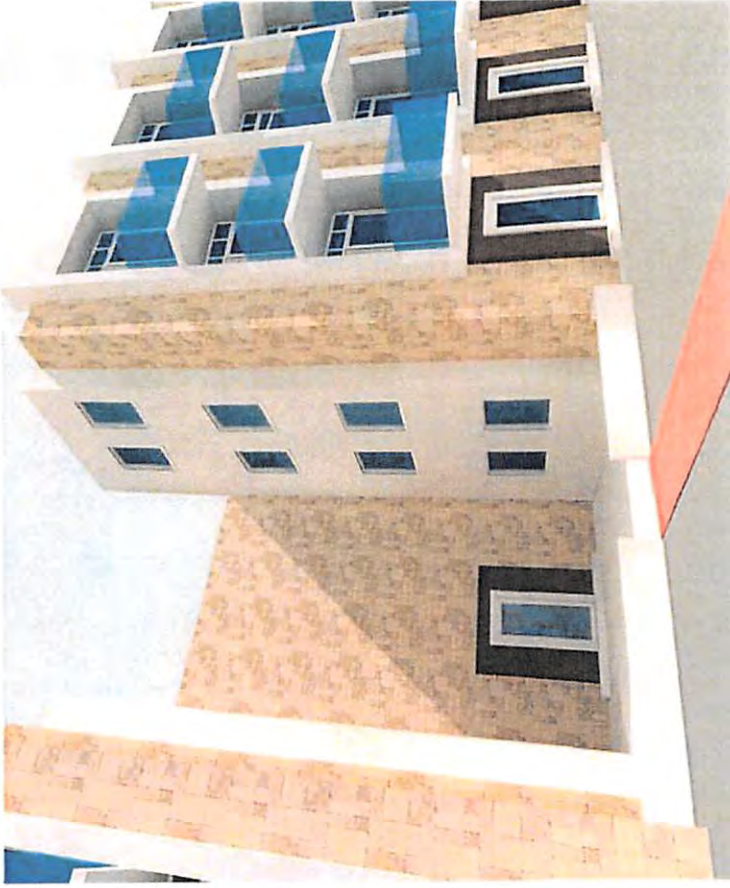
Shown: H40



### 300 square feet

(15 feet by 20 feet)

- Bare minimum spacing to accommodate
  - ADA access
  - Minimum outdoor seating
  - Shrubs and Groundcovers or Small Palms
- Because of 30-foot building height, space 'reads' very vertical (more like a corridor and less like a courtyard)



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- Space 'reads' less vertical – more responsive to the proportions of the building height



## Option 01 - Recommendations for Minimum Standards

### Building Length and Maximum Frontage:

- Ensure that no building exceeds 270 feet in length facing Harding Ave or Collins Ave.
- When 2 or more buildings are provided, then require a 17-foot min separation

### Courtyard Spacing:

- H30C: Every 150 feet
- H40: Every 150 feet

### Courtyard Minimum Dimensions:

- If lot frontage is less than 100 feet, then 15 feet x 20 feet, 300 square feet
- This would apply to a single lot or an aggregation of 2 lots
- If lot frontage is greater than 100 feet and less than 200, then 20 feet x 20 feet, 400 square feet
- This would apply to an aggregation of 3 to 4 lots
- If lot frontage is greater than 200 feet, then 30 feet x 20 feet, 600 square feet

## Option 02 - Staff Recommendations for Preferred Standards

### Building Length and Maximum Frontage:

- Ensure that no building exceeds 270 feet in length facing Harding Ave or Collins Ave.
- When 2 or more buildings are provided, then require a 17-foot min separation

### Courtyard Spacing:

- H30C: Every 75 feet
- H40: Every 150 feet

### Courtyard Minimum Dimensions:

- If lot frontage is less than 100 feet, then 20 feet x 20 feet, 400 square feet
- This would apply to a single lot or an aggregation of 2 lots
- If lot frontage is greater than 100 feet and less than 200, then 30 feet x 20 feet, 600 square feet
- This would apply to an aggregation of 3 to 4 lots
- If lot frontage is greater than 200 feet, then 30 feet x 30 feet, 900 square feet





## Comparison

How do each courtyard area recommendations compare to the open space provided in the 'breezeways' per occurrence:

### Option 01 - Recommendations for Minimum Standards

| District | Lot Frontage    | Breezeway Area | Courtyard Area | Results*                |
|----------|-----------------|----------------|----------------|-------------------------|
| H30C     | x < 100'        | 960 SF         | 300 SF         | 660 SF req't reduction  |
|          | 101' < x < 200' | 960 SF         | 400 SF         | 560 SF req't reduction  |
|          | 201' < x        | 1360 SF        | 600 SF         | 760 SF req't reduction  |
| H40      | x < 100'        | 1440 SF        | 300 SF         | 1140 SF req't reduction |
|          | 101' < x < 200' | 1440 SF        | 400 SF         | 1040 SF req't reduction |
|          | 201' < x        | 2040 SF        | 600 SF         | 1440 SF req't reduction |

### Option 02 - Staff Recommendations for Preferred Standards

| District | Lot Frontage    | Breezeway Area | Courtyard Area | Results*                |
|----------|-----------------|----------------|----------------|-------------------------|
| H30C     | x < 100'        | 960 SF         | 400 SF         | 560 SF req't reduction  |
|          | 101' < x < 200' | 960 SF         | 600 SF         | 360 SF req't reduction  |
|          | 201' < x        | 1360 SF        | 900 SF         | 460 SF req't reduction  |
| H40      | x < 100'        | 1440 SF        | 400 SF         | 1040 SF req't reduction |
|          | 101' < x < 200' | 1440 SF        | 600 SF         | 840 SF req't reduction  |
|          | 201' < x        | 2040 SF        | 900 SF         | 1140 SF req't reduction |

**\*Note:**

- The breezeway required the break between buildings to extend from the front to the rear setbacks
- By changing it to a courtyard, then the separation is only for a minimized depth
- The courtyard option will provide for a greater building footprint on the lot when compared to the breezeway option





## Courtyard Design Standards:

### Applicable to all Zoning Districts

- Provide a minimum 30% landscaping with vegetation that can survive in shaded environments,
- Provide security lighting,
- Must be lined by accessible habitable spaces accessible from the courtyard by a minimum of 1 entrance,
- Facades facing any courtyard space shall provide a minimum 30% transparency in the form of openings.

### Specific to H30c/H40 Zoning Districts:

- One side of the courtyard space must abut the building's frontage
- Must be open to view and accessible from the Public Right of Way,
- Shall not be used for outdoor storage,
- Mechanical equipment shall not be located within or visible from the courtyard
- May be separated from the public Right of Way by fence consistent with the code
  - Must have a gated entrance accessible from the Right of Way.
- In the H40 District, any building frontage facing a courtyard's frontage to the ROW shall have a maximum height of 30 feet.





| ITEM   | OUTCOME  | NEXT STEPS  | IN CONTRACT OR WORK AUTHORIZATION | TENTATIVE SCHEDULE  | COMPLETE |
|--|--|---|-----------------------------------|---|----------|
| <b>FUTURE PZ DISCUSSION ITEMS</b>                        |  |   |                                   |   |          |
| Circulation pattern                                      | Prepare graphics   |   |                                   | March PZ  |          |
| Give a foot, get a foot relating Sea Level Rise          | Place on agenda for discussion on referendum   | Prepare visuals, timeline and cross section.  |                                   | March PZ – timeline and follow up on Miami Beach items on the agenda. |          |
| - Flat Roof vs. Pitch roof                               |  |   |                                   |   |          |
| 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  |          |
| Setback for parapet above 30 feet on single family homes | Prepare ordinance to require additional setback  | Draft code amendment  |                                   | Future PZ   |          |
| Driveway   | Prepare code modification that limits a driveway so that it does not exceed the front plane of the home. |   |                                   | 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                           | \$8,000 budgeted in the FY 2014-2015 budget for the tree canopy  | Town Manager analyzing.   |                                   |   |          |

|  |   |             |  |           |  |   |
|--|---|-------------|--|-----------|--|---|
| family district Streetscape master plan                  |   |             | 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 |  | On hold until full discussion of height and sea level rise. |
| Average side setback /Massing                            | Modify ordinance for additional side setbacks on upper floors for single family homes   |             | Preparing graphics on reductions in 2 <sup>nd</sup> floor              |           |  |   |
| 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 |             |  | Future PZ |  |   |
| Satellite dishes   | Further review by staff   | In contract | 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       | In contract | Draft code amendment   | Future PZ |  |   |
| Green walls  | Require green walls adjacent to alleys and other buildings that abut public right of ways                                     | In contract | Research and prepare report for discussion and possible code amendment | Future PZ |  |   |
| Final Inspections  | Town Manager will analyze   |             |  |           |  |   |

|  |  |   |   |  |  |
|--|--|---|---|--|--|
| 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  | Separate work authorization required      | Presentation by the Town Manager at the November & December PZ meetings. |  |
| West Side of Collins   | Discussion on amenities permitted  | Discuss with PZ   |   | Future PZ  |  |
| <b>ON UPCOMING COMMISSION AGENDA</b>   |  |   |   |  |  |
| 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 above the top of a pitched roof. |   | Commission in May  |  |
| <b>ON FUTURE COMMISSION AGENDA</b>   |  |   |   |  |  |
| Commercial waste and recycling container screening   | Screening for containers, green screen, vegetation, include pictures from Commissioner Kligman   | Draft code amendment  | In contract                               |  | Waiting placement on Commission Agenda |
| Driveway material regulations  | Modify code to allow stamped concrete and concrete slabs with decorative rock or grass in between  | Draft code amendment  | In contract                               |  | Waiting Placement on Commission Agenda |
| Painting of commercial structures  | Town Staff to prepare ordinance  | Prepare ordinance for commission  | Building to prepare ordinance             |  | Upcoming Commission agenda.            |
| <b>COMPLETED</b>   |  |   |   |  |  |
| Requiring noticing for demolition of houses H40, H30 & SDB40 Architecturally Significant ordinance     | Research option and place on agenda for discussion<br>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                                 | Yes<br><br>No Action                   |



|   |  |  |   |  |   |  |                              |                   |  |
|---|--|--|---|--|---|--|------------------------------|-------------------|--|
|   |  |  |   |  |   | table with zoning of H40 & H30. Scheduled discussion for January PZ                                |                              |                   |  |
| Sign Definitions  | Modify sign definitions for monument and sign area   |  | Drafted code amendment                                    |  |   |  |                              |                   |  |
| Garports  | 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 <sup>st</sup> reading; July PZ August Commission for 2 <sup>nd</sup> reading | Complete                     |                   |  |
| Turtle Lighting   | Town Staff to prepare review   |  | No ordinance necessary. Turtle lighting already           |  | 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 | required in code: Place on future Planning and Zoning agenda for discussion | In contract                     | Replaced with repainting of structures.       | Complete  |
| Bay Drive & 96 <sup>th</sup> Street                          | Open Bay Drive off 96 <sup>th</sup> Street   | Staff will research   | Police and Building to research | No change. Police Chief cited safety concerns | COMPLETE  |
| Sign/awning code   | Discussed at Joint Meeting   | Staff beginning to work on draft  | Work Authorization approved     | July Commission August Commission             | COMPLETE  |
| As-built reviews for residential projects                    | Discuss increasing canopy in town, street trees, what can be planted in ROW  | Research and prepare report for discussion and possible code amendment      | In contract                     | March PZ                                      | COMPLETE<br>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 stepbacks in the H120 district         | No action necessary since Planning and Zoning Board currently reviewing stepbacks as part of wall frontage modifications               |   |                                 | N/A   |   |
| Garage door clarification                                    | Modify code to remove requirement for two separate garage doors  | Draft code amendment  | In contract                     | November PZ                                   | COMPLETE  |

|  |  |   |             |                                   |   |
|--|--|---|-------------|-----------------------------------|---|
| 10% window opening requirement per story | Discussion with the Planning & Zoning Board  | Prepare ordinance for commission  | In-contract | June-PZ                           | November Commission for first reading   |
| Landscaping in front of converted garage | Determine if landscaping planter is sufficient versus requiring landscaping.                   | Reviewed code and determined that planter is only permitted in cases where the driveway would be too short. | In-contract | No further modification necessary | Yes                                     |
| Sheds                                    | Modify ordinance to increase square footage, but reduce height and add landscape requirements. | Draft code amendment  | In-contract | Discussed at March meeting.       | Commission 1st reading in May-PZ in May |



All  
Drawings/plans  
are available  
for review in  
the Clerk's  
office