



**Town of Surfside  
Planning and Zoning Board Meeting  
AGENDA  
Wednesday, July 24, 2024  
6:00 PM  
Town Commission Chambers**

***Rule 6.06 (a)3 Agenda. The good and welfare portion of the agenda is set for 8:15 p.m.***

***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. **Call to Order/Roll Call**
2. **Town Commission Liaison Report**
3. **Approval of Minutes**
  - 3.A **Approval of June 26, 2024 Special Planning and Zoning Board Meeting Minutes** - Genesis Guevara, Deputy Town Clerk  
[June 26, 2024 Special Planning and Zoning Board Meeting Minutes](#)
  - 3.B **Approval of June 27, 2024 Planning and Zoning Board Meeting Minutes** - Genesis Guevara, Deputy Town Clerk  
[June 27, 2024 Planning and Zoning Board Meeting Minutes](#)
4. **Applications**
  - 4.A **9149 Collins Avenue - Monument Sign** - Scarlet Hammons, AICP, CTP, Town Planner  
[9149 Collins Avenue Agenda Packet](#)
  - 4.B **9001, 9101 & 9111 Collins Avenue - Directional Monument Signs** - Scarlet Hammons, AICP, CTP, Town Planner  
[9001, 9101 and 9111 Collins Avenue Agenda Packet](#)
5. **Ordinances**
  - 5.A **Amending Town Code Section 90-79 - Restricted and Prohibited Parking** - Mark Blumstein, Interim Town Attorney

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING CHAPTER 90 “ZONING” OF THE CODE OF ORDINANCES, TO REGULATE UNDERGROUND PARKING IN THE TOWN; PROVIDING FOR INCLUSION IN THE CODE, AND PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.**

[Ordinance - Amending Chapter 90-Regulate Underground Parking](#)

- 5.B **Ordinance Amending Section 90-70 Sign Code** - Mark Blumstein, Interim Town Attorney

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING SECTION 90-70 et. seq. OF ARTICLE VI. – “SIGNS”, CHAPTER 90 OF THE TOWN CODE, TO AMEND THE EXEMPT SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE**

[Ordinance - Amending Sec 90-73 Monument Signs - July 23 2024.docx](#)

**6. Next Meeting Date**

**7. Discussion Items**

**8. Adjournment**

Respectfully submitted,

Enrique Doce,  
Acting Town Manager

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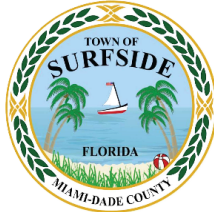
THIS MEETING IS OPEN TO THE PUBLIC. IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, ALL PERSONS THAT ARE DISABLED; WHO NEED SPECIAL ACCOMMODATIONS TO PARTICIPATE IN THIS MEETING BECAUSE OF THAT DISABILITY SHOULD CONTACT THE OFFICE OF THE TOWN CLERK AT 305-861-4863 EXT. 226 NO LATER THAN 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](http://www.townofsurfsidefl.gov).

TWO OR MORE MEMBERS OF THE TOWN COMMISSION AND/OR 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.



**Town of Surfside  
Special Planning and Zoning Board Meeting  
MINUTES  
June 26, 2024  
6:00 PM  
Commission Chambers - 9293 Harding Avenue  
Surfside, FL 33154**

**1) Call to Order/Roll Call**

Chair Lecour called the meeting to order at 6:03 p.m.

Deputy Town Clerk Guevara called the roll with the following members present:

Present: Chair Lindsay Lecour, Vice Chair Andrea Travani, Board Member Carlos Aparicio, and Board Member James Mackenzie.

Absent: Board member Adrian Chavez, Alternate Board Member Horace Henderson, and Alternate Board Member Regino Sanchez.

Also Present: Interim Town Attorney Mark Blumstein and Town Planner Scarlet Hammons.

**2) Discussion Items**

**2.A) Design Guidelines Update**

Cover Page

Attachment A: Design Guidelines 2007

Design Standards 2024 DRAFT

Appendix A1 - ARCHITECTURAL STYLE- art Deco

Appendix A2 - ARCHITECTURAL STYLE Coastal Contemporary

Appendix A3 - ARCHITECTURAL STYLE Mediterranean

Appendix A4 - ARCHITECTURAL STYLE Mid Century Modern

Appendix A5 - ARCHITECTURAL STYLE MiMo

Appendix A6 - ARCHITECTURAL STYLE Spanish

Appendix C: Pre-Approved-Paint-Pallet-for-SFH Surfside

Appendix D - Checklist

Town Planner Hammons introduced the item and conducted a presentation on the Town's first five chapters of the design guidelines. He continued to ask the Board to give their opinions for the guidelines.

Board Member Mackenzie stated that the guidelines need to be focused on compatibility. He stated how there is a texture to the Town and how these

new homes want to develop two stories. He finds there are a lot of issues with that and provided examples. He stated that the two-story homes play with the guidelines, and nothing is being translated into reality. He stated that the architects are not concentrated in the articulation of massing and facade. He stated that there is not a lot of guidance for the developers. He also spoke regarding the urban environment. He stated how he believes that applicants see the design guidelines as something secondary.

Board Member Aparicio shared how he agrees with Board Member Mackenzie. He stated he has been evaluating the homes in Surfside for the last two years. He stated that the homes that have been built in Surfside the last years have been alarming. He continued to speak on the larger homes that have been built in smaller lots and how he disagrees with them. He shared the downside of these homes and how they affect the Town negatively. He stated how he welcomes new residents to build homes accordingly with the sizes of the lots. He believes there is a disregard to fit in the Town.

Chair Lecour stated that the points brought up have been interesting. She stated how the guidelines are to state that the design guidelines are to evaluate the quality of the design being presented.

Vice Chair Travani stated that the design guidelines are there to give architectural guidelines. He stated he is eager to look at the details that may become part of the code and suggest to the Commission to consider. He continued to speak on the large homes being built in small lots.

Chair Lecour asked if the design guidelines are for primarily single-family homes, and some have the concentration on multi family. She stated how the presentation in February by Marlin Group referenced the three comps to put this guideline together and wants this team to look and see if the comps are correct. She stated that the visuals in the guidelines are not at par with the code, she stated she would like to see more visuals to be accurate. She spoke regarding the compatibility aspect as well.

Board Member Aparicio asked regarding the height of the homes and what the Board's thoughts are. He suggested to look into the last code before they move forward with suggestions. He stated the previous guidelines should be changed.

Chair Lecour stated that people are trying to maximize what the code allows.

Board Member Aparicio stated that the homes are not aesthetically pleasing compared to the Town

Board Member Mackenzie state that as long as the math works and they meet the zoning ordinance, applicants will continue to present to the Board. He shared that the applicants believe that what the Board is suggesting, is not reachable. He expressed that the applicants believe their applications will be approved due to them meeting the zoning codes. He stated that the articulation the Board is desiring is not complicated. He continued to speak on how to make the applicants understand their expectations.

Board Member Aparicio stated that the Board should not make people understand the guidelines, but just enforce them.

Board Member Mackenzie shared that the Board needs to find a way to strengthen their position and be able to reject applications if needed.

Board Member Aparicio stated how there is a home being presented to the Board that is lower than other homes and that is proportional. He stated that there are homes that do not have consideration for the neighbors.

Board Member Mackenzie spoke regarding the pools being built and how he disagrees with the new norms. He spoke regarding the privacy of the neighbors.

Town Planner Hammons stated that good points have been brought up. She stated that the code requirements versus design guidelines states that the State prohibits to codify the design guidelines, but reviews of the applications can be done with the design guidelines.

Chair Lecour asked regarding what the code says regarding their authority for the guidelines.

Town Planner Hammons stated that she is not sure but that the Town should require to meet the code and fit in with the neighborhood.

Interim Town Attorney Blumstein stated that the Board should find a way to codify what can be built in the Town. He stated that the Board cannot mandate applicants of what their homes should look like, as the guidelines are suggestions.

Chair Lecour stated that the Board can deny applications if they do not comply with the design guidelines.

A conversation was held regarding limitations on square footage on the code and requesting the Commission to lower the FAR.

Vice Chair Travani stated he had suggestions regarding code changes.

Chair Lecour expressed that she believes this Board wants to articulate how to achieve a better facade. She continued to make some suggestions on how to tackle the issues the Board is expressing.

Board Member Aparicio stated he is trying to make the guidelines from scratch. He stated that residents have been unhappy with the homes that have been built during the last four years. He expressed that the Town has been negatively impacted by the size of the new homes and the Board needs to address three issues: the height, size, and setbacks of the homes.

Board Member Mackenzie stated that the setbacks need to start at plus 10. He spoke regarding the height of the homes and privacy with the neighbors. He expressed that the homes need to concentrate in more generous setbacks if they want to build a second story.

Chair Lecour stated that the Board needs to think about long term solutions and FEMA regulations. She spoke about elevating the homes due to the flood zones. She suggested the Board starts with FAR and setbacks.

Board Member Aparicio stated that the new homes are out of proportion.

A conversation was held regarding the plus 10 suggestion and the height of the homes.

Chair Lecour agreed with the massing and height issues that are out of control. However, she suggested for the Board to determine where to concentrate their attention and limits.

Vice Chair Travani spoke regarding the challenges of the first floor. He stated that he would like to work on the second-floor setback. He shared how the code has a math to calculate the second-floor setback that allows massive walls. He suggested for the code to require a second-floor setback and allow for some flexibility

Chair Lecour stated that issue was fixed. She continued to speak on that section of the code. She shared that the Board should get educated with visuals.

Vice Chair Travani stated that he does not agree with that section of the code. He shared how there should be a mandatory setback in addition to the 5ft setback or limit the length of a 30-foot straight wall in the home.

Board Member Mackenzie stated that the second-floor setback could be managed with a percentage that has to be pushed back a certain amount of feet.

Board Member Aparicio stated the Board should go back to the basics and address the size and height of the homes to fit in the neighborhood.

Vice Chair Travani stated that the Board should have numbers to suggest to the Commission.

Chair Lecour suggested for the Board to educate themselves with visuals. she stated that the issues regarding setbacks, FAR, and height need to be discussed and see what the code allows. She asked the Town Planner to put together visuals to the language and math for interior lots on FAR, setbacks, and height.

Interim Town Attorney Blumstein spoke regarding the setbacks under code section 90-45 was changed. He suggested for the design guidelines that will compliment that part of the code to be addressed in their analysis and make the recommendations to the Commission.

Board Member Mackenzie suggested to look into the mechanical equipment of the homes and how applicants do not show them in the site plans. He stated that applicants are placing mechanical equipment in the wrong places. He stated that due to this issue, setbacks are also reduced. He stated how the mechanical equipment should not be placed in any of the facades.

Board Member Aparicio stated that one developer is trying to build the same home multiple times.

Chair Lecour stated that issue is on the guidelines and how you are not allowed to "copy and paste" homes.

Interim Town Attorney Blumstein spoke how the Board's emphasis on the design depends on the lot size and more can be done with the articulation of the home if the lot size is larger. He suggested for this matter to be addressed in the code.

Town Planner Hammons stated that is a good point since the design guidelines are broken down into corner lot, interior lot, and waterfront lot, not larger lots, which she felt did not make sense since the descriptions are almost identical.

Chair Lecour stated that section of the design guidelines is not helpful and that the Board needs to define what they want to see on a lot and specify the differences between lots.

Board Member Aparicio shared the importance of setting the rhythm of a Town. He expressed the importance of visualizing what these homes will look like on the streets. He shared that the architects are the issue with the new large homes.

Chair Lecour stated that the owners of the home are the ones that want to maximize the lot size. She expressed how there might be backlash for wanting to restrain applicants from using the maximum size of their lots.

Board Member Aparicio stated that the Board needs to be responsible of what is being built in the Town.

Chair Lecour stated that the Board should pause on the design guidelines and analyze the code to make sure the fundamentals match the Board's vision. She suggested to the Town Planner to add for the next design guidelines meeting the code language and visuals regarding the FAR, height, and setbacks.

Board Member Mackenzie gave an example regarding the homes in Coral Gables. He stated how the City of Coral Gables has a board of architects that are responsible for the applications of the homes. He stated the board makes applicants redesign homes until the "spirit" of the Town is met.

Town Planner Hammons shared the design process for new homes and construction of Biscayne Park.

Board Member Mackenzie stated that the design guidelines of the Town have not been able to be implemented.

Town Planner Hammons continued to show the Board the design guidelines examples of the Village of El Portal.

Board Member Aparicio stated that the Town is doing a poor job at not



allowing new people to come to the Town and build anything they want. He stated how the Town's lots are too small and the new homes are too large for them. He shared how the new people who come to the Town to build are not interested in the aesthetics of the homes.

Board Member Mackenzie expressed how sustainability is not only about raising the homes, but also putting more landscape outside the homes.

Chair Lecour suggested to the Town Planner to revisit the purpose and intent portion of the guidelines and have in consideration what the Board had discussed.

Board Member Mackenzie suggested to make the text more to the point for all readers to understand.

Chair Lecour suggested adding more sections.

Board Member Mackenzie suggested adding more definitions.

Chair Lecour suggested to the Board to come with more suggestions for section six of the guidelines for the next meeting.

Town Planner Hammons shared that there should be definitions to make the recommendations clear.

Board Member Mackenzie stated that one of the purpose and intent items talks about the crafting design. He continued to share the process he does when designing a building in Miami Beach. He stated he meets with planning and zoning staff to review guidelines and zoning codes. He believes the Town does not have that process.

Chair Lecour stated that historically there is a back and forth between the applicants and the Town Planner. She stated how she would like to see the planning department be the gatekeeper of the design guidelines and be more involved with the applicants.

Interim Town Attorney Blumstein shared how the Board might be surprised by definitions that are codified that the Board might want to change. He suggested to the Board to conclude if they are satisfied with the definitions or not.

Vice Chair Travani suggested to separate this portion into three items: architectural, landscape, and process.

Chair Lecour stated that this section should be condensed more into the conversation the Board is currently having. She stated how there are simpler words that have to be better defined in order for the vision of the Board to come across.

Town Planner Hammons agreed with the points the Board had discussed. She stated that other cities pick modern homes that fit the character of the street and that there is a way for the Board to pick homes that the applicant wants and not what the Board wants them to be like.

Chair Lecour stated that the massing needs to be compatible with the lot size and the neighbors. She asked the Town Planner to add this detail as well.

Board Member Aparicio stated that every house that is proposed has an impact and that the Board should be more aware of this. He stated that a modern style home can fit in the neighborhood if the right architect is hired.

Chair Lecour stated that the Board Members need to do specific recommendations for the Town planner. She stated the Board wants the Town Planner to add under purpose and intent to add more specificity for large picture issues and add more definitions for defined words in the code.

Interim Town Attorney Blumstein suggested to the Town Planner to underline the definitions that are already codified.

Chair Lecour stated how she would like to have a definitions section that relate to the design guidelines and that there might be some definitions that Board is not in agreement with and would like to change. She stated for the third chapter, guiding documents, she would like to see quotes of the code that refer to FARs, setbacks, and height for people to reference and see what the critical elements are and have a visual.

Board Member Mackenzie suggested to focus on encroachment into a setback as he believes this definition is not being interpreted correctly. He continued to explain the reason why it is not interpreted correctly.

Chair Lecour stated that you can get into the setback if it is a decorative element. She spoke regarding the mechanical equipment and if that is allowed on the setback.

Interim Town Attorney Blumstein stated that the issues mentioned will be addressed during later chapters of the document. He spoke regarding the codified changes done in the last two years that addressed the concerns the Board has and might need to be reverted. He shared how the Commission wants the Board's opinion on these changes and if they have the best interest of the Town.

Board Member Aparicio spoke regarding mechanical equipment that has been installed on the outside facade of the side of the homes, which is not aesthetically pleasing to the neighbors.

Chair Lecour suggested adding location of mechanical equipment into the guidelines. She continued to speak on Town patterns and how there is no variation between them. She stated that the Board cares about small interior lots, larger lots, corner lots, and waterfront lots, but the conversation will focus on small interior lots. She stated that it would be helpful to do the math and show what the FAR and setbacks look like.

Interim Town Attorney Blumstein spoke regarding the encroaching of the setbacks it was a code change on 90-47, where setbacks were equated with yards. He suggested to the Board to distinguish the size of the lots.

Chair Lecour stated that the Board might start with interior lots.

Vice Chair Travani asked the Town planner to propose something regarding the aggregates as he believes it is not addressed on the code.

Chair Lecour stated that it is addressed on the code.

Vice Chair Travani asked if something can be proposed in order to see what the code currently says.

Chair Lecour she stated how in the code sections they want to specifically the exact code sections regarding FAR, setbacks, if encroachments are allowed in setbacks, height, and mechanical equipment location. She stated that in the Town patterns is where they can visualize what it would all look like in different lot sizes.

A conversation was held regarding lot sizes and their characteristics.

Chair Lecour mentioned the importance of the size of the lot and the number of frontages.

Board Member Mackenzie stated that legally the smallest side of the home is the front of the house and share that exceptions can be made.

Board Member Aparicio spoke regarding a home in 95th street that used to open from its longer side street and with its new construction, it opens from the shorter end of the street. He expressed how he does not know how they got away with changing the frontage of the home.

Board Member Mackenzie stated that legally the frontage of the home should be the shorter side.

Chair Lecour stated that the design guidelines suggests that the main entrance should be on the long side. She stated that the eyes should be on the cross streets as well.

Board Member Aparicio asked regarding what the code says about changing the orientation of the lots.

A conversation was held regarding the main entrance of the home and how it should be on the long side.

Chair Lecour stated that the code has a section that pushes people to build their home entrances on the short side. She addressed how the Town designs will be organized.

Board Member Mackenzie asked regarding the east west street on corner lots and how they get an extra five feet.

Interim Town Attorney Blumstein stated that in those homes open to the street and the setbacks are treated as side setbacks instead of front setbacks.

A conversation was held regarding setbacks for corner lot homes.

Town Planner Hammons stated that normally a code would have different setbacks for corner lots.

Chair Lecour asked if corner lot uniqueness can be added.

Board Member Aparicio asked regarding lots being divided into two or more lots.

Interim Town Attorney Blumstein stated that the Commission will discuss and vote on subdivision of lots and being able to prohibit it.

A conversation was held regarding lot splitting and its distinctions.

Chair Lecour suggested to speak on side design. She stated how this section looked like a cut and paste from other cities and needs tailoring to cater to Surfside. She stated that this section speaks a lot regarding setbacks and the placement of the footprint of the home. She stated that this section should be used to visualize the setbacks in different lots instead of the Town patterns.

Interim Town Attorney Blumstein asked if this section will be the starting of the FARs.

Vice Chair Travani asked if this section will come back with visuals from the Town Planner for the Board to discuss and come up with code changes.

Chair Lecour stated that visuals should be codified.

Vice Chair Travani suggested to see the math with examples.

Board Member Mackenzie asked if the Board would be interested in changing the average side setback.

Chair Lecour stated that the Board might visit that idea. She continued to give an example.

Interim Town Attorney Blumstein asked the Board regarding an illustration on the agenda that show two different styles of one-story homes in two different lots and another design for a two-story home on another lot. He asked the Board if the homes shown have the articulation the Board is looking for.

Board Member Mackenzie stated that they should mass it according to the additional setback requirement.

Chair Lecour asked what the maximum volume was with a 0.72 FAR if you are complying with the additional setbacks, and what would it look like with other measurements. She spoke regarding the importance of the visuals.

Interim Town Attorney Blumstein spoke regarding secondary frontage corner setback where the 10 feet is.

Chair Lecour suggested to remove any multifamily guidelines at the

moment and do a separate guideline for multi-family.

Vice Chair Travani suggested adding the worst-case scenario numbers for the corner lots and it was discussed for the interior lots.

Board Member Mackenzie asked Chair Lecour to speak on understory homes and its functionality, as she lives in an understory home.

Chair Lecour stated that her home has been in between conforming and non-conforming structures.

Board Member Mackenzie stated that the understory homes are an interesting concept if designed back and that it should be allowed again in Town if the code does not allow it.

Board Member Aparicio stated that the Board should think of the code with the smaller lots in mind due to larger lots having more liberty to build and the Town having mostly smaller lots.

Board Member Mackenzie stated that he has been designing an understory concept to see if it worked on a standard lot and how it is doable.

Board Member Aparicio spoke on how the code needs to be centered on the smaller lots.

Interim Town Attorney Blumstein stated that the non-habitable understory is codified.

Vice Chair Travani asked if the understory can be tied in a way to reduce massing.

A conversation was held regarding the understory homes.

Board Member Mackenzie asked regarding sidewalks.

Chair Lecour stated that sidewalks should be its own section.

Interim Town attorney Blumstein reminded the Board that the Town is in the mists of going underground which will change the landscape and street escape.

Chair Lecour recommended to remove landscaping and making it into its own section and maybe combine it with other elements.

Interim Town Attorney Blumstein recommended the Board to focus on the street and street movement with pedestrians.

Town Planner Hammons spoke regarding the landscaping.

Board Member Aparicio asked regarding a home that is being paved in Harding Avenue.

Interim Town Attorney Blumstein stated that it is being addressed due to a

code change and the Commission is going to look into it.

Chair Lecour stated that the street escape and landscape vision needs to be addressed. She stated she would like to have more canopies along the street. She asked regarding the next steps for the guidelines and meeting date.

The Board reach consensus to hold the next Planning and Zoning Board design guidelines workshop on August 28th, 2024.

Board Member Aparicio stated he will put together a series of photographs of the issues the Town is facing for the Board to have better visualization.

Chair Lecour asked Board Member Aparicio to issue the material to the Town Clerk ahead of time.

**3) Adjournment**

There being no further business to discuss before the Board, a motion was made by Board Member Mackenzie to adjourn the meeting at 8:11 p.m., seconded by Vice Chair Travani. The motion carried with 4-0 vote, with Board Member Chavez absent.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

Lindsay Lecour, Chair

Attest:

\_\_\_\_\_

Sandra N. McCready, MMC

Town Clerk



**Town of Surfside  
Planning and Zoning Board  
MINUTES  
June 27, 2024  
6:00 PM**

Commission Chambers - 9293 Harding Avenue  
Surfside, FL 33154

**1) Call to Order/Roll Call**

Chair Lecour called the meeting to order at 6:01 p.m.

Deputy Town Clerk Guevara called the roll with the following members present:

Present: Chair Lindsay Lecour, Board Member Carlos Aparicio, Board Member James Mackenzie, and Alternate Board Member Regino Sanchez.

Absent: Vice Chair Travani, Board Member Adrian Chavez, and Alternate Board Member Horace Henderson.

Also Present: Interim Town Attorney Mark Blumstein and Town Planner Scarlet Hammons.

**2) Town Commission Liaison Report**

Commissioner Vildostegui presented his Commission Liaison report. He apologized for his absence last meeting and suggested he will speak to the Commission to have an alternate liaison during his absence. He continued to speak on the drugstore ordinance that was adopted by the Commission during the June 18th Town Commission meeting. He shared regarding the zoning code changes made by the previous Commission and how the current Commission has an interest in changing a few. He continued to speak on the ordinance amending section 90-70 sign code that will be presented tonight.

**3) Approval of Minutes**

**3.A) Approval of May 30, 2024 Planning and Zoning Meeting Minutes  
May 30, 2024 Planning and Zoning Board Meeting Minutes**

A motion was made by Alternate Board Member Sanchez to approve the May 30, 2024 Planning and Zoning Board Meeting Minutes, seconded by Board Member Aparicio. The motion carried with a 4-0 vote, with Vice Chair Travani and Board Member Chavez absent.

**4) Applications**

Interim Town Attorney Blumstein read his quasi-judicial statement into the record.

Deputy Town Clerk Guevara swore in all the members of the public and applicants that will be speaking tonight on all applications.

Interim Town Attorney Blumstein polled the members of the Board for any ex-parte communication.

None of the Board Members had ex-parte communication.

#### **4.A) 9472 Byron Avenue - New Home Construction**

Cover Page

Attachment A: Images and Zoning Tables

9472 Byron Avenue Plans

Town Planner Hammons introduced the item and provided an overview of the application.

Chair Lecour stated that the applicant needs to have an extra 5% or two and a half foot on either side setback due to being above the 0.64 FAR. She continued to ask the Town Planner if this was verified.

Town Planner Hammons answered affirmatively and stated that the applicant will be discussing that matter. She continued to present the rest of the overview of the application.

Dube Plas introduced himself and the application to the Board. He continued to ask Chair Lecour regarding the lot coverage mentioned.

Chair Lecour stated that it was not lot coverage but the side setbacks and how if they go above the 0.64 FAR, there are additional side setbacks required and how she does not see them in the application.

Mr. Plas stated that it was for the front and side. He stated that in their understanding of the code, and as reviewed by the Town Planner, they are complying with the code and providing the additional five-foot setback in the front and two and a half in the back.

Chair Lecour asked how they understood so.

Mr. Plas spoke regarding the front of the home and how they had a 20-foot required setback where the first floor starts, the second floor is setback to allow for an average setback of 408 sq. feet. He stated that the code allows an average to calculate the width of the house times the second floor, which will give the average. He stated that the same calculations are done for the side yards and how he used the first and second floor, but the code only allows to use until the center of the property.

Chair Lecour asked if they are putting everything in both sides of the home.



The applicant stated they are putting everything in both sides.

Chair Lecour asked if the areas were under the roof.

The applicant stated that there were some under roof.

Chair Lecour asked how the Town code allows so.

The Applicant stated that if it is open on two sides.

Town Planner Hammons explained that there are two sections on the code. She said that one of them talks about the front and the overhang hovered areas are not considered part of the setback, however, it does not repeat on the sides. She stated that it allows the setback to be under cover.

Chair Lecour asked if that section of the code was open for interpretation.

Town Planner Hammons stated that it is only applying to the front because it separates the sections out.

Board member Mackenzie asked the applicant that since it is open on two sides and under the roof should qualify. He asked if that will be a violation of the FAR in the future.

The applicant stated that it would be a violation in the future.

Board member Mackenzie asked regarding the column in the corner.

The applicant stated that last meeting one Board Member had questions regarding the visible roof deck from the street level. He continued to share how the Town code requires 75 feet starting from a five feet height level that is not visible from the street.

Board Member Mackenzie asked if it is an active roof deck.

The applicant stated that it has the possibility of being an active roof deck.

Board Member Makenzie asked if this was allowed.

Town Planner Hammons stated she does not see anything on the code that prohibits a roof deck.

Board Member Makenzie stated that historically he believed that roof decks have not been allowed due to people doing unusual activities on the roof that can be disturbing to the neighbors. He also stated that in the past, mechanical equipment was not allowed on the roof.

The applicant stated that there are requirements for the roof deck with 10 feet setbacks and how the mechanical equipment needs to be screened and cannot be above five feet tall.

Board Member Makenzie asked if they had a noise ordinance.

Interim Town Attorney Blumstein answered affirmatively.

The applicant continued to present the rest of the application. He proceeded to show the Board the samples for the home. He proceeded to explain the materials to the Board and where they will be located in the home.

Jeff Akerman introduced himself and further explained to the Board the materials that will be used in the home.

Board Member Mackenzie asked the applicant regarding elevations. He stated that the home is in plus 10 finish floor interior elevation and there is foundation up to eight feet two inches. He asked regarding the eight feet two inches elevation that is shown.

The applicant stated that it could be a mistake.

Board Member Mackenzie stated he is confused with the plans because the floor plans show that everything seems to be in the same level from entering the home to the pool, but there are four fusers in the front and four in the back and retainer walls are being built on each side of the home. He asked the applicant if this intention is to raise the fill.

The applicant responded affirmatively. He continued to give an explanation.

A conversation was held regarding the elevation of the home.

Board Member Mackenzie asked the applicant if as an architect he does not think he is creating an empty five feet of empty space around the top of plus ten which is invading the rear yards of the properties adjacent to the home. He stated the Board is in charge of making sure applicants comply with the design guidelines and that the homes have compatibility with the neighbor homes, he asked if the pool deck can be lowered as he feels it is invasive with the privacy of the neighbors.

Mr. Akerman addressed the Board and explained the height of the pool. He stated that there is existing grade where the pool will be located.

Board Member Mackenzie asked how would that be harmonious with the neighborhood.

Mr. Akerman asked the Board if he would discuss with his client.

Chair Lecour opened the floor to public comments.

No members of the public wished to speak.

The applicant stated that they had presented the project to the former Planning and Zoning Board. He shared that one of the neighbors of the home spoke about the concerns of the project. He spoke about the five feet perimeter that will be landscaping. He also said that keeping the pool in that level will keep the indoor/outdoor feel of the home.

Chair Lecour closed the floor to public comment.

Board Member Mackenzie spoke regarding the massing of the home and how it is heavy. He stated that there is not articulation in the planes and the columns. He spoke how the balcony is heavy as well and how it is not harmonious with the neighborhood. He spoke regarding the home around and how they have different planes. He spoke regarding the home having articulation for the pedestrians walking down the street. He stated that the massing is just a block and there is no movement and articulation.

Board Member Aparicio shared that there are many issues with the home. He stated that there are almost 40 feet from the top of the home from the street. He spoke regarding various elements pertaining to the height of the home. He stated that the massing of the home is not compatible with the neighborhood. He asked regarding the height of the parapet of the home.

The applicant responded two and a half feet.

A conversation was held regarding the height and massing of the home.

Board Member Aparicio expressed how the home does not fit with the neighborhood. He stated that the height of the home will cast a shadow on the home of the neighbors.

Board Member Sanchez expressed the home is imposing with the neighbor homes. He stated that the home is more prominent than the homes surrounding it. He stated that there is no articulation on the sides of the home and it looks like just flat walls with windows. He shared that he is concerned with the additional five feet that is being raised and the retaining wall.

Chair Lecour expressed that the home is not consistent with the zoning code that the Town Planner had provided to the Members. She stated that the applicant did not meet the intent of what the code is trying to do regarding the additional side setback and would like to see the applicant come back at another Board meeting. She shared how she would like to see more consideration for the neighbors regarding the design of the home. She expressed that the parapet details make the home feel tall and if there is a way to not make it seem so large. She asked if a green screen can be put around the home that is tall for the neighbors to enjoy instead of just looking at plain white walls. She asked the applicant to show the landscaping of the home.

The applicant continued to explain the landscaping of the home.

Chair Lecour stated that it does not show the green screen that is desired.

The applicant shared how there is a challenge to design a home in the Town due to the mix of the newer homes and older homes.

Board Member Aparicio stated how he is not in agreement with the home being built due to not fitting in with the neighborhood because of its height and massing. He stated that it is not sustainable with the size of the lot and the size of the home. He asked the applicant to look at older two-story homes in the Town and to raise them up to FEMA level.

The applicant asked if a gabled roof can be added.

Board Member Aparicio agreed.

Chair Lecour stated how the Board is trying to steer away from the bigger homes that have been built recently and have a more harmonious feel to the smaller interior lots in the Town.

Board Member Mackenzie stated that the entire first floor does not need to be 11 feet. He asked the applicant to play with the elevations of the home. He continued to give the applicants recommendations for the design of the home. He asked the applicant to not copy someone else's design and apply some of the suggestions the applicant is making. He stated he would have not voted in favor of the new modern homes that have been built recently.

Board Member Aparicio stated that the newer homes are out of proportion and do not fit in the neighborhood. He asked the applicant as an exercise to draw the home on the street next to the other homes. He told the applicant the Board wants him to build a home but not one that is not proportional with the neighborhood.

Board Member Sanchez asked the applicant regarding the foliage in the raised elevation and how he does not see any more on the continuation of the foliage on the side of the home for privacy.

The applicant stated that the street starts at the five plus level and that they needed to end at ten, which is the pool level, but everything in the backyard and surrounding the pool is at eight. He stated that they needed to go from five and a half to eight on a small slope.

Board Member Sanchez stated that if he were a neighbor of this home, he will see a wall with some foliage unless the neighbor plants something for privacy.

Board Member Aparicio explained what the Board would like to see in the newer homes being proposed and how they do not align with the big modern homes that have been built in the last two years.

The applicant spoke regarding the homes that have been built.

Chair Lecour asked the Board for direction regarding this application.

A motion was made by Board Member Mackenzie to defer the application to the next Board meeting.

Board Member Aparicio stated that the home needs to complete redesign and does not believe a month will be enough.

Mr. Akerman stated he understands the Board's frustration with the homes that have been built the last few years. He stated that there is no zoning guidance given to them. He stated that they are using what has been previously approved as guidance and are being told by the Board they cannot build it simply because they do not like it.

Chair Lecour clarified the Board did not say they do not like the house, she stated that the Board's job is to make sure the home is compatible via the design guidelines. She continued to share the reasons why the Board is not in favor of the home and would like the applicant to revisit the design and comeback during the next Planning and Zoning meeting.

Board Member Aparicio stated that there is a mathematical side to the application, but there is also the design guidelines which is a separate criterion.

Mr. Akerman asked if there is a possibility to have a conversation between now and the next Board meeting to receive feedback.

Chair Lecour stated they are welcome to reach out to Board Members and speak regarding the application, however, the Board Members must disclose they spoke with the applicant.

Board Member Mackenzie stated the applicant had reached out to him, but he did not feel comfortable to speak with them prior to the meeting.

Board Member Sanchez seconded the motion.

Town Planner Hammons stated she does not know if there is enough time between now and the next meeting to redesign.

Chair Lecour stated that it should be fine and if they do not meet the time frame, they can move to another meeting.

Interim Town Attorney Blumstein stated there could be a notice issue.

The applicant stated that if they do not meet the date for the next meeting, they will seek a deferral.

The motion carried with a 4-0 vote, with Vice Chair Travani and Board Member Chavez absent.

#### **4.B) 9450 Bay Drive - New Home Construction**

Cover Page

Attachment A: Images and Zoning Tables

9450 Bay Drive Agenda Packet

Town Planner Hammons introduced the item and provided an overview of the application.

Cristina Magdaleno introduced herself and continued to speak on the design of the home.

Ms. Magdaleno continued to share the additional site setbacks. She continued to explain the required calculations.

Chair Lecour asked if they could count where the mechanical equipment sits to the side setback.

Town Planner Hammons stated that yes it should be counted.

Ms. Magdaleno stated that if they remove the part of the equipment, they are still above what is required.

Chair Lecour asked regarding the collum on the first floor.

Ms. Magdaleno explained that the collum is just a feature that is a vertical plane that plays with the design at the front of the home.

Chair Lecour asked regarding the side elevation.

Ms. Magdaleno continued with the presentation of the application. She continued to show the Board Members the materials that will be used for the home.

The Board held a discussion regarding the materials for the home.

Ms. Magdaleno continued to present the vegetation that will be used for the home.

Chair Lecour asked regarding the green screen what will be between the home and the neighboring homes.

Juan Pacheco introduced himself as the landscaping architect and spoke regarding the specific vegetation that will be used for the home.

Chair Lecour asked regarding the additional height on the side setbacks and the trees shown.

Mr. Pacheco stated there are palm trees where the windows are in order to protect the neighbors from viewing into the home.

Chair Lecour opened the floor to public comments.

No members of the public wished to speak.

Chair Lecour closed the floor to public comments.

Board Member Mackenzie stated that the applicant has worked in the massing and articulation of the home. He stated that the math for the setbacks were complex. He shared that the architecture is well made. He expressed that a lot was done within the 24 feet. He said how the applicant cannot be compared to anyone else due to having the advantage of having a large lot. He stated that the massing was treated in a way that it does not feel like it is a large home. He stated that the plans need to be signed and sealed.

Board Member Aparicio stated that the massing and the volume of the home and other elements have been done well. He spoke regarding the height of the home and how it is lower than the other newer homes. He stated that the home respects the neighbors and the massing. He shared that the home fits with the neighborhood. He expressed that the pool might be small.

Board Member Sanchez stated how he appreciated the design of the home. He asked regarding the pool equipment and how it is far from the pool and whether it was a setback with that type of enclosure on it.

Chair Lecour shared how the courtyard treatment is a tool that other architects can use. She expressed she does not agree with the code allowing the enclosed equipment room to be part of the setback and asked if it can be changed. She shared how she is in agreement with the design.

Board Member Mackenzie asked regarding the two islands in the kitchen.

Ms. Magdaleno stated it is being placed due to religious matters.

A motion was made by Board Member Mackenzie to approve the application with signed and sealed plans and staff conditions, seconded by Board Member Aparicio. The motion carried with a 4-0 vote, with Vice Chair Travani and Board Member Chavez Absent.

## 5) **Ordinances**

### 5.A) **Ordinance Amending Section 90-70 Sign Code**

Cover Page

Ordinance Amending Sign Ordinance

Interim Town Attorney Blumstein introduced the ordinance to the Board. He stated that the Town had bought a welcome sign that is too large to what the code allows. He stated the Commission is seeking a change in the code for signs of only five feet. He also spoke regarding prohibition of signs and to change the language for all signs to require a permit. He also stated that the time requirement to change signs changed from three years to one year. He also spoke how signs in residential areas will be required to be changed immediately.

Deputy Town Clerk Guevara read the title of the ordinance into the record.

Chair Lecour opened the floor to public comment.

No member of the public wished to speak.

Chair Lecour closed the floor to public comment.

A conversation was held amongst the Board Members regarding the new welcome sign.

A motion was made by Board Member Mackenzie to approve the ordinance, seconded by Alternate Board Member Sanchez. The motion carried with a 4-0 vote, with Vice Chair Travani and Board Member Chavez absent.

## 6) **Next Meeting Date**

Consensus was reached to hold the next meeting on July 24, 2024 at 6:00 pm.

## 7) **Discussion Items**

Board Member Mackenzie spoke regarding the mechanical A/C equipment and asked if the Board can regulate the placement of the mechanical equipment.

Chair Lecour stated that it should be added to the site plans.

Town Planner Hammons stated that she agrees that mechanical equipment should be added into the site plans.

Interim Town Attorney Blumstein stated that the Town Planner can make that a necessary component of the site plan under the current code.

Board Member Mackenzie asked regarding the ordinance that requires people to fence their homes.

A conversation was held regarding the fencing of homes.

Chair Lecour asked regarding the mechanical equipment and if it is placed in the five-foot site setback in an interior home, you are five feet away from the next home. She asked for that to be added into the design guidelines and potential code change discussion. She also stated that the mechanical enclosure should not be added into the setbacks and added into the design guidelines. She continued to speak regarding columns.

Board Member Mackenzie agreed with Chair Lecour.

Board Member Aparicio shared that it should be a requirement for the applicants to show an elevation of what the home will look like on the street and how it would fit with the neighbor homes.

Chair Lecour agreed.

Interim Town Attorney Blumstein addressed the Board and asked them to direct the Town Planner to ask applicants to incorporate the context rendering.

Chair Lecour stated that the Board would like to direct the Town Planner to ask applicants to submit renderings of what the home will look like next to the neighboring homes.

Board Member Aparicio stated that the Board would like to guide applicants to having proposals that align with the Board's vision.

Board Member Sanchez asked if there was a way to codify to allow the mathematics to work and give guidelines to the design itself for the applicants to know what the Board do not want.

Chair Lecour stated that the design guidelines will state that the Board would like to see.

Board Member Sanchez shared his concern regarding future Boards ignoring the design guidelines.

Chair Lecour stated that would not happen due to the Board being bound to follow the guidelines.



Interim Town Attorney Blumstein shared that the homes that were built were done using math calculations.

Board Member Aparicio stated that the homes that have been built the last two years will not be approved by the Board.

Board Member Mackenzie asked the Town Planner regarding the process of the applications.

Town Planner Hammons shared the application process. She stated how she is sharing the guidelines with the applicants.

Board Member Mackenzie asked the Town Planner to be more vigilant regarding the surveys and regarding what is recorded and what is measured since it can affect the numbers.

Town Planner Hammons stated she will look out for those issues.

**8) Adjournment**

There being no further business to discuss before the Board, a motion was made by Board Member Mackenzie to adjourn the meeting at 7:52 p.m., seconded by Board Member Sanchez. The motion carried with a 4-0 vote, with Vice Chair Travani and Board Member Chavez absent.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

Attest:

\_\_\_\_\_  
Sandra N. McCready, MMC  
Town Clerk



**Town of Surfside  
Planning and Zoning Board Meeting  
July 24, 2024**

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 4.A

**Date:** July 24, 2024

**From:** Scarlet Hammons, AICP, CTP, Town Planner

**Subject:** 9149 Collins Avenue - Monument Sign

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**Suggested Action:** – Staff recommends approval.

**Background/Analysis:** –

This application is a request to place a directional monument sign located at the landscaped entrance at 9149 Collins Avenue, Seaway Hotel and Residences, in the H120 zoning district. One monument sign is permitted per street frontage and allows for a maximum sign size of 25 square feet. The proposed sign is 10 SF and 5 feet in height. The sign size complies with code section 90-73(b)(3)b.

The sign is not illuminated and is for directional purposes. The sign is setback from the street and from the internal curb by 5 feet, where 5 feet is required per code. Additionally, per zoning code section 90-71, signs are required to be professional in appearance and designed to complement the building facade. The proposed sign has a perla stone cladding finish with oxidized bronze lettering. In addition to this Memorandum, an application and plan set were submitted by the Applicant.



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

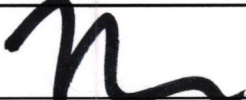

**TOWN OF SURFSIDE**  
**MULTI-FAMILY AND NON-RESIDENTIAL SITE-PLAN APPLICATION**

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

<b><u>PROJECT INFORMATION</u></b>	
OWNER'S NAME	<u>TOM EVANS</u>
PHONE / FAX / EMAIL	<u>305 3844 - DSCS8@AOL.COM</u>
AGENT'S NAME	<u>DANIEL COFFAWO</u>
ADDRESS PHONE /	<u>8125 NW 74 AVE #1</u>
FAX	_____
PROPERTY ADDRESS	<u>9149 COLLINS AVE, SURFSIDE, FL 33154</u>
ZONING CATEGORY	_____
DESCRIPTION OF PROPOSED WORK	<u>NON ILLUMINATED MONUMENT SIGN - 10 SQ FT</u>
	_____

<b><u>INTERNAL USE ONLY</u></b>	
Date Submitted	_____ Project Number <u>24-6096</u>
Report Completed	_____ Date _____
Fee Paid	\$ _____

<b><u>ZONING STANDARDS</u></b>	Required	Provided
Plot Size	_____	_____
Setbacks (F/R/S)	_____	_____
Lot Coverage	_____	_____
Height	_____	_____
Pervious Area	_____	_____



6/12/24  
 SIGNATURE OF OWNER                      DATE                      SIGNATURE OF AGENT                      DATE

# NON-ILLUMINATED DIRECTIONAL SIGN

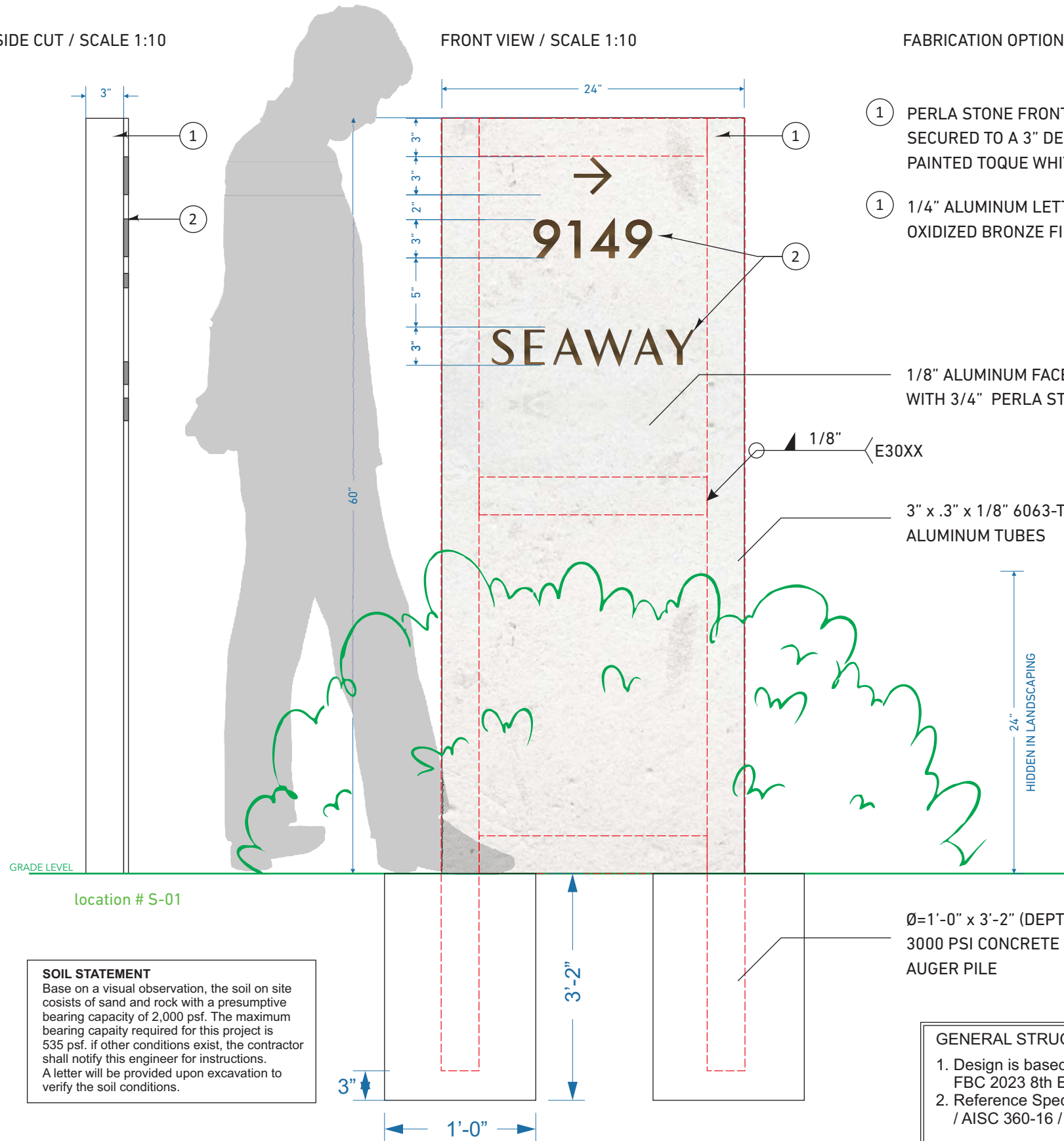
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SIDE CUT / SCALE 1:10

FRONT VIEW / SCALE 1:10

FABRICATION OPTIONS

**PROJECT: SEAWAY HOTEL & RESIDENCES**  
 ADDRESS: 9149 COLLINS AVE, SURFSIDE, FL 33154  
 DESCRIPTION: NON ILLUMINATED DIRECTIONAL SIGN  
 QTY: 1  
**AREA: 10 SQ FT**



- ① PERLA STONE FRONT CLADDING SECURED TO A 3" DEEP ALUMINUM BOX PAINTED TOQUE WHITE
- ① 1/4" ALUMINUM LETTERS OXIDIZED BRONZE FINISH

1/8" ALUMINUM FACES CLADDED WITH 3/4" PERLA STONE

1/8" E30XX

3" x .3" x 1/8" 6063-T2 ALUMINUM TUBES

24" HIDDEN IN LANDSCAPING

Ø=1'-0" x 3'-2" (DEPTH)  
 3000 PSI CONCRETE  
 AUGER PILE

**SOIL STATEMENT**  
 Base on a visual observation, the soil on site consists of sand and rock with a presumptive bearing capacity of 2,000 psf. The maximum bearing capacity required for this project is 535 psf. if other conditions exist, the contractor shall notify this engineer for instructions. A letter will be provided upon excavation to verify the soil conditions.

**GENERAL STRUCTURAL NOTES:**

- Design is based on 175 mph 3 seconds gust design wind speed per FBC 2023 8th Edition. Exposure D.
- Reference Specifications, Codes and Standards: FBC 2023 8th Edition / AISC 360-16 / ACI - 318 - 14 / ASCE 7-22 / NEC 2020 Article 600.6 (A)(1).

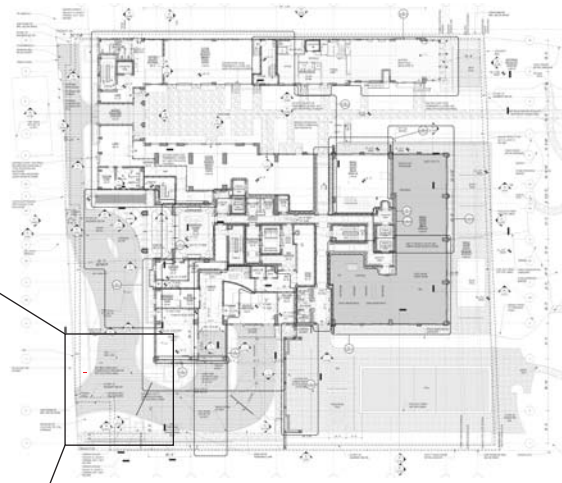
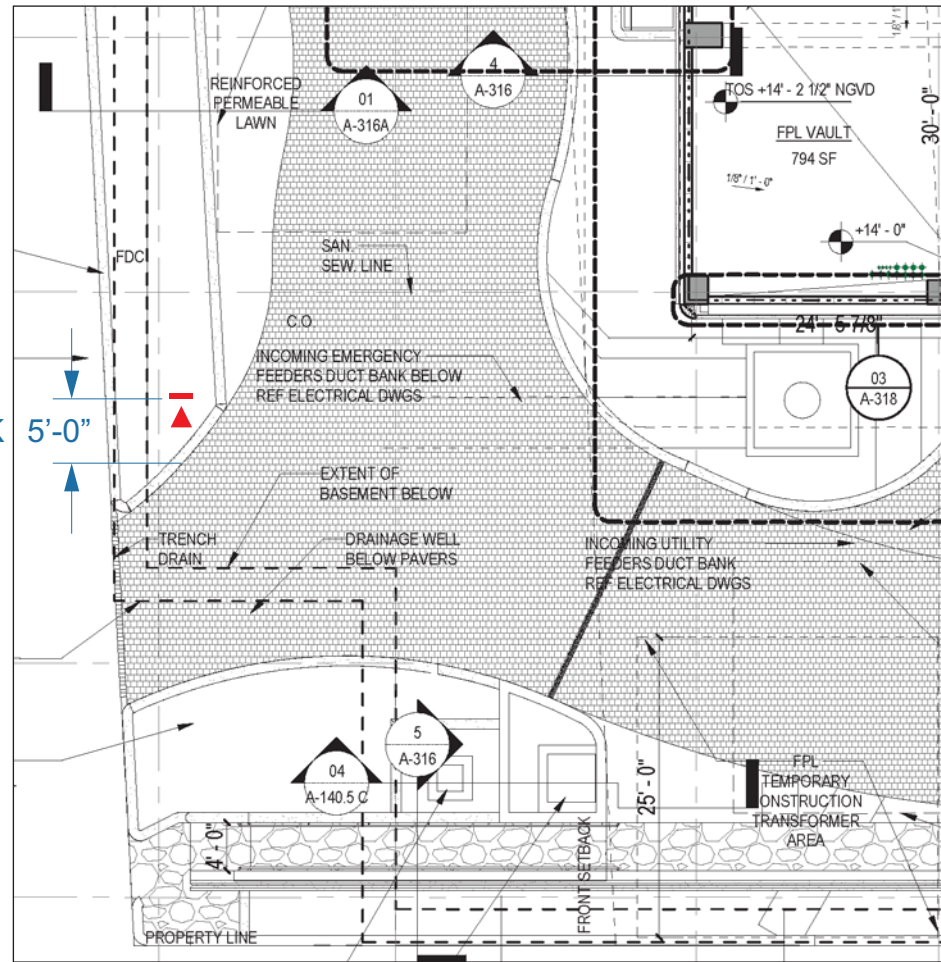
MAIN ENTRANCE RENDERING / SCALE NTS



**Engineer:**  
 Alejandro Vargas P.E.  
 License # 63894 FL  
 1025 Cedar Falls Dr.  
 Weston FL 33327  
 Ph: 954 439 0194

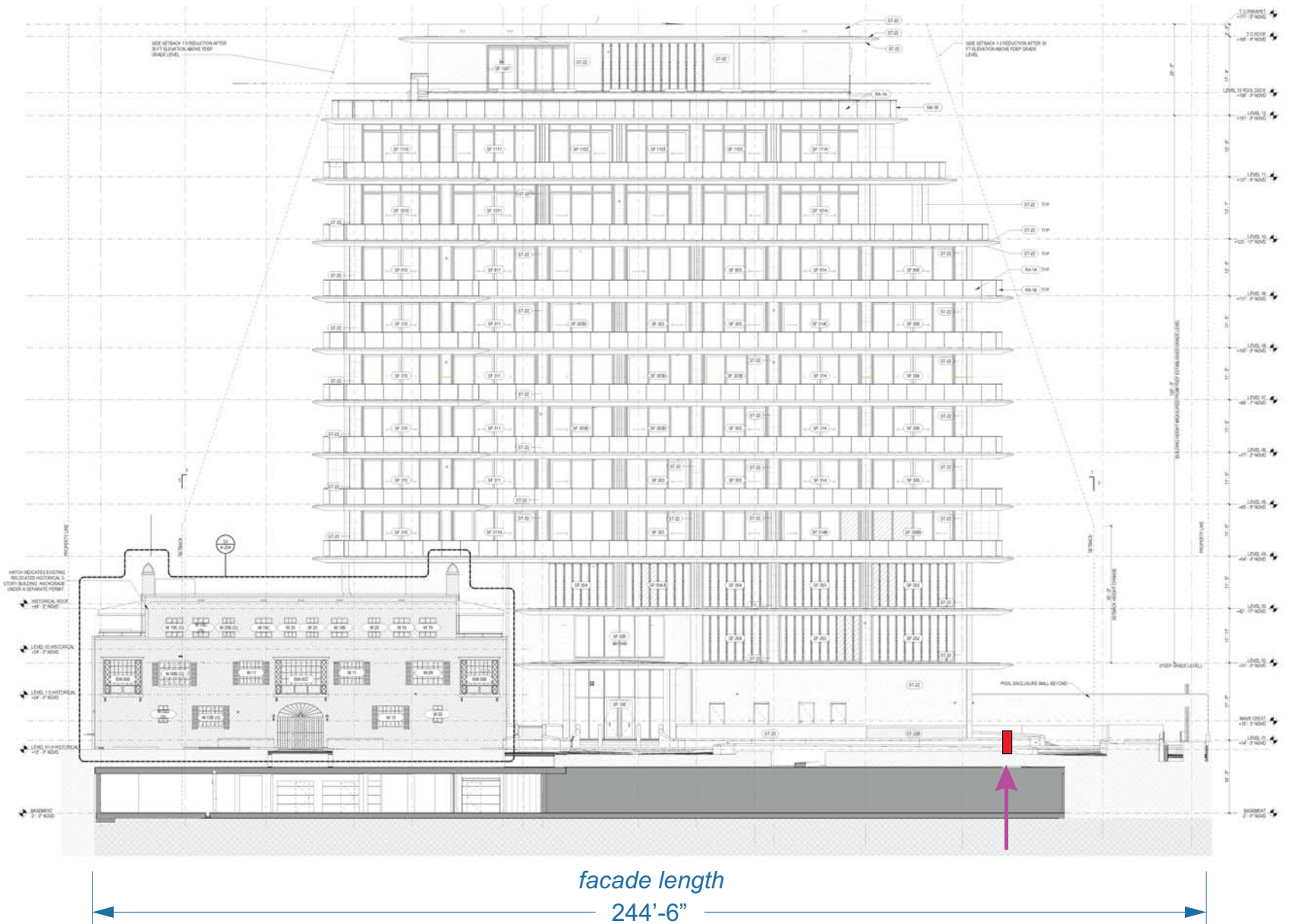
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LOCATION / NOT TO SCALE



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FRONT VIEW / SCALE 1:384



**GENERAL STRUCTURAL NOTES:**

1. Design is based on 175 mph 3 seconds gust design wind speed per FBC 2023 8th Edition. Exposure D.
2. Reference Specifications, Codes and Standards: FBC 2023 8th Edition / AISC 360-16 / ACI - 318 - 14 / ASCE 7-22 / NEC 2020 Article 600.6 (A)(1).

**Engineer:**  
 Alejandro Vargas P.E.  
 License # 63894 FL  
 1025 Cedar Falls Dr.  
 Weston FL 33327  
 Ph: 954 439 0194

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**Town of Surfside  
Planning and Zoning Board Meeting  
July 24, 2024**

**DISCUSSION ITEM MEMORANDUM**

**Agenda #:** 4.B

**Date:** July 24, 2024

**From:** Scarlet Hammons, AICP, CTP, Town Planner

**Subject:** 9001, 9101 & 9111 Collins Avenue - Directional Monument Signs

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**Suggested Action:** –

Staff recommends approval with the following condition:

All illumination must be white.

**Background/Analysis:** –

This application is a request to place two directional monument signs located at the landscaped entrances at 9001, 9101 and 9111 Collins Avenue, The Surf Club North and South, in the H120 zoning district. There are multiple building frontages and multiple driveways that make up The Surf Club. The applicant has stated that the need for two signs has resulted from many complaints from residents, delivery drivers and guests of the property who have had difficulty locating the correct driveway. With multiple driveways, wayfinding is important to ensure drivers don't accidentally enter the wrong driveway, or block traffic on Collins Avenue. One monument sign is permitted per street frontage and allows for a maximum sign size of 25 square feet. The south sign is proposed to be 5.8 SF, while the north sign is 7.0. The combined size of each sign is less than the maximum allowed. The sign size complies with code section 90-73(b)(3)b.

The applicant is proposing LED illumination, which is permitted according to code section 90-73(a)(3)b. All lighting must be white. The signs are setback from the street by 11 feet and from the internal curb by 6 feet and 10 feet, where 5 feet is required per code. Additionally, per zoning code section 90-71, signs are required to be professional in appearance and designed to complement the building facade. The proposed signs are white with dark lettering. In addition to this Memorandum, an application and plan set were submitted by the Applicant.



*Diego F. Ospina* 4/11/24



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

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

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

<b>PROJECT INFORMATION</b>	
OWNER'S NAME	SC Hotel Property LLC
PHONE / FAX / EMAIL	andres.diaz@fourseasons.com <i>DSCS8 @ AOL.COM</i>
AGENT'S NAME	Andres Diaz
ADDRESS PHONE /	305-381-3333
FAX	
PROPERTY ADDRESS	9011 COLLINS AVE, SURFSIDE, FL 33154
ZONING CATEGORY	
DESCRIPTION OF PROPOSED WORK	INSTALLATION OF TWO (2) DIRECTIONAL SIGNS, NORTH & SOUTH ENTRANCES, ILLUMINATED.

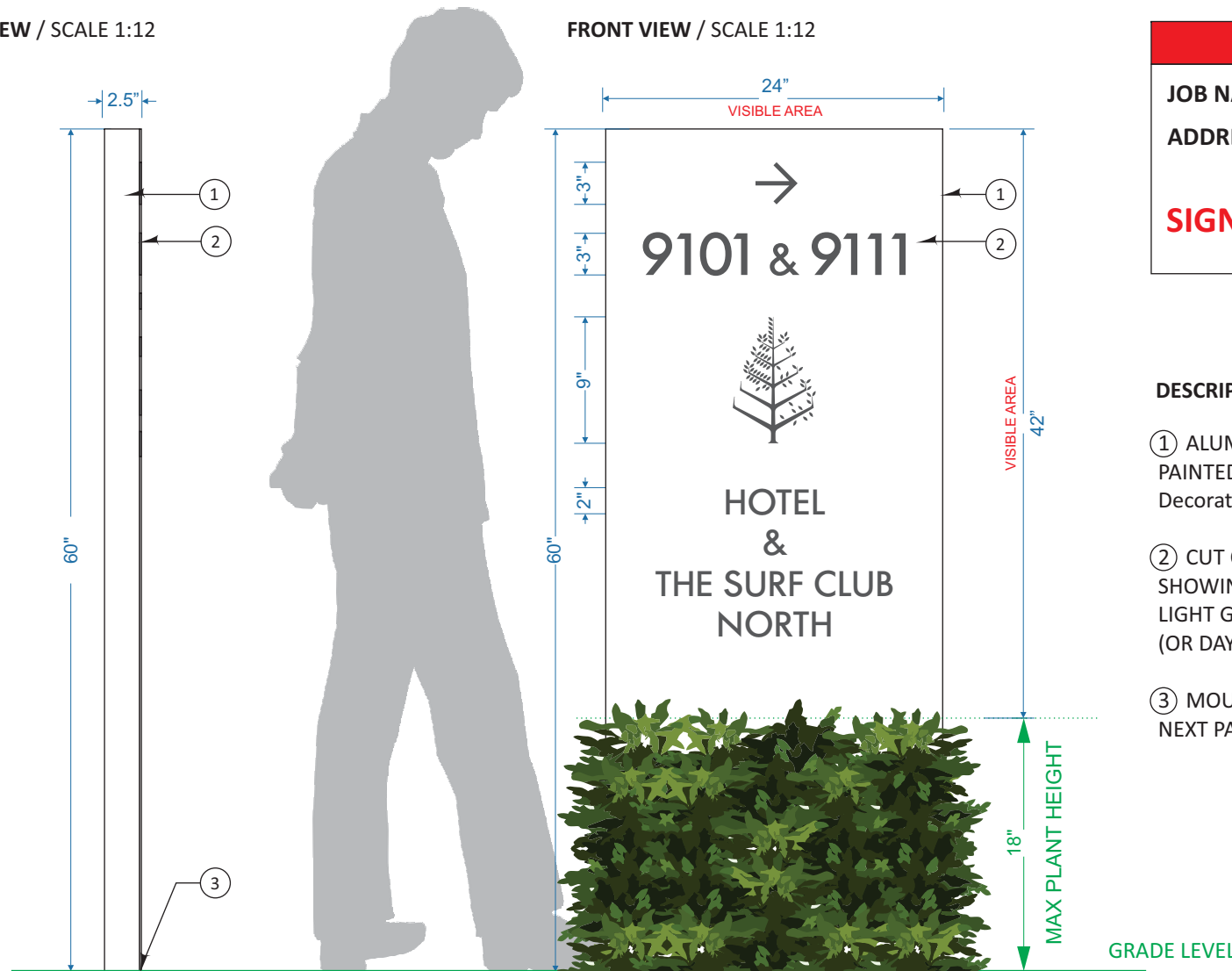
<b>INTERNAL USE ONLY</b>			
Date Submitted	_____	Project Number	_____
Report Completed	_____	Date	_____
Fee Paid	\$ _____		

<b>ZONING STANDARDS</b>	Required	Provided
Plot Size	_____	_____
Setbacks (F/R/S)	_____	_____
Lot Coverage	_____	_____
Height	_____	_____
Pervious Area	_____	_____

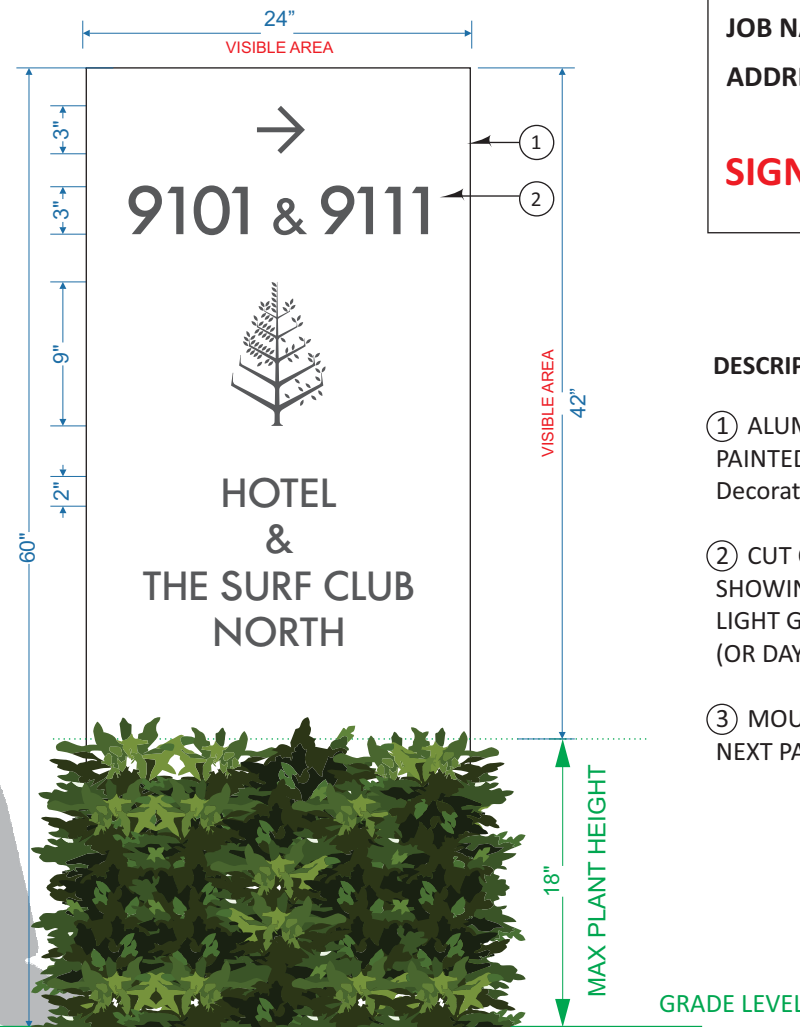
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SIDE VIEW / SCALE 1:12



FRONT VIEW / SCALE 1:12



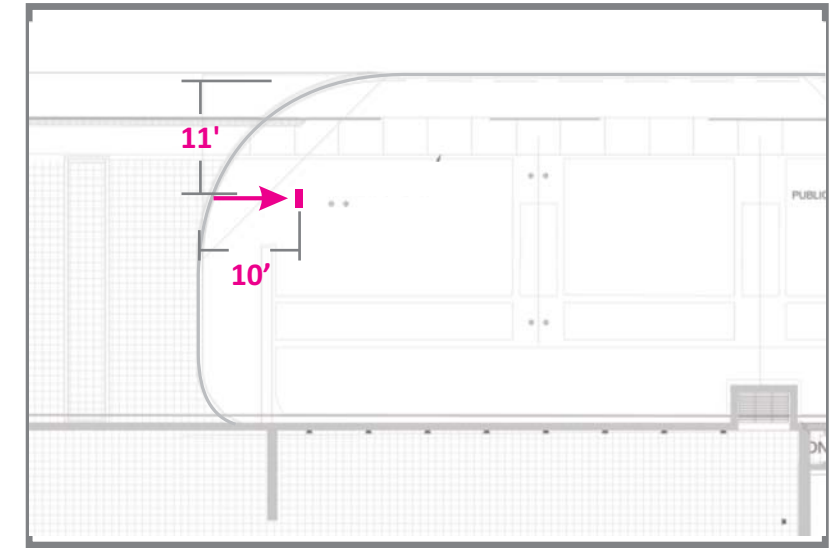
**ILLUMINATED SIGN**

**JOB NAME:** DIRECTIONAL MONUMENT  
**ADDRESS:** THE SURF CLUB  
9011 Collins Ave, Surfside, FL 33154  
**SIGN VISIBLE AREA: 7.0 S.F.**

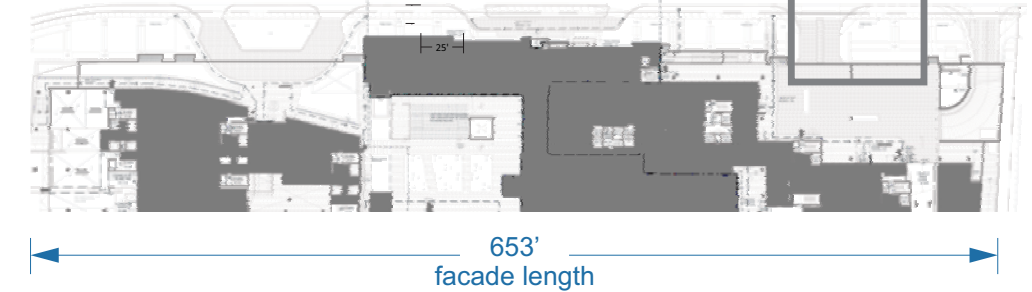
**DESCRIPTION**

- ① ALUMINUM SIGN CABINET - 2.5" THICK - PAINTED WHITE TO MATCH " Benjamin Moore Decorator White "
- ② CUT OUT LETTERS IN 1/8" THICK SIGN FRONT SKIN. SHOWING WHITE ACRYLIC DIFFUSER WITH APPLIED LIGHT GRAY TRANSLUCENT VINYL (OR DAY/NIGHT VINYL)
- ③ MOUNTING: DIRECT BURIAL (ENGINEERING NEXT PAGE)

LOCATION & SET BACKS / SCALE 1:225



LOCATION PLAN / SCALE 1:1350



RENDERING / NTS



**GENERAL STRUCTURAL NOTES:**

- 1. Design is based on 175 mph 3 seconds gust design wind speed per FBC 2020 7th Edition. Exposure D.
- 2. Reference Specifications, Codes and Standards: FBC 2020 7th Edition / AISC 360-16 / ACI - 318 - 14 / ASCE 7-16 / NEC 2017 Article 600.6 (A)(1).

**Engineer:**  
Alejandro Vargas P.E.  
License # 63894 FL  
1025 Cedar Falls Dr.  
Weston FL 33327  
Ph: 954 439 0194

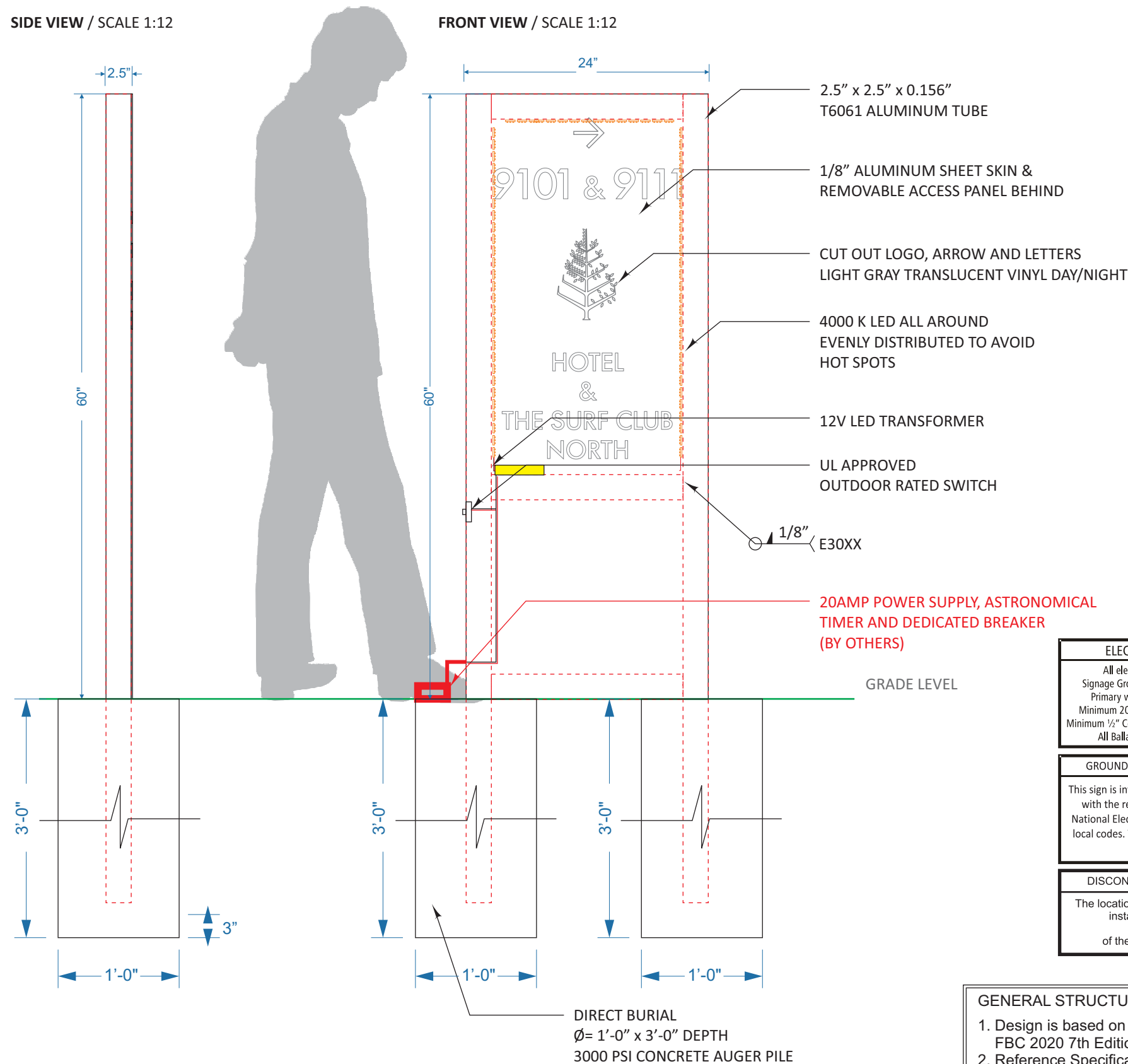
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SIDE VIEW / SCALE 1:12

FRONT VIEW / SCALE 1:12



**ELECTRICAL SPECIFICATIONS:**  
All electrical components are UL Listed  
Signage Grounding and Bonding As Per NEC 250  
Primary wiring #12 THHN As Per NEC 600-6  
Minimum 20 Amp. Disconnect Switch Per NEC 240  
Minimum 1/2" Conduit, Time Clock or photo Cell per FEC  
All Ballast Electrical to have In-Line Fuses

**GROUNDING AND BONDING STATEMENT**  
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

**DISCONNECT SWITCH STATEMENT**  
The location of the disconnect switch after installation shall comply with Article 600.6(A)(1) of the National Electrical Code.

**ELECTRICAL SPECS**

1 LED TRANSFORMER  
INPUT 120-277V, OUTPUT 12.5V 100W  
DEDICATED 20 AMP. CIRCUIT WITH TIMER UNIT  
1:20 AMP. EXTERNAL DISC. SWITCH

**TOTAL LOAD 6 AMPS**  
PRIMARY WIRE # 12 THHN/THWN  
SECONDARY WIRE: LED RIP STRIPE GROUND  
18/2C + 14/1c It  
\* PRIMARY BY OTHERS (AS PER NEC 600-21)  
1/2 RACEWAY W/ # 12 WIRE (THHN, THWN)  
ALL BREAKERS AND TIMING DEVICES SHALL BE IDENTIFIED AT TIME OF INSTALLATION

ALL ELECTRICAL WIRING AND INSTALLATION SHALL COMPLY WITH THE PROVISIONS OF THE FLORIDA BUILDING CODE 2020 / 7th edition AND ALL ARTICLES OF THE CURRENT NATIONAL ELECTRIC CODE  
PRIMARY WIRING AS PER NEC 600-21  
GROUNDING BONDING OF SIGN AS PER NEC 250  
SERVICE DISCONNECT AS PER NEC 600-2  
ALL ELECT. COMPONENTS U.L. LISTED PER NEC 600-4

Underwriters Laboratories  
Listed

**FLORIDA BUILDING CODE 2020 / 7th edition AND ALL ARTICLES OF THE CURRENT NEC-2017**

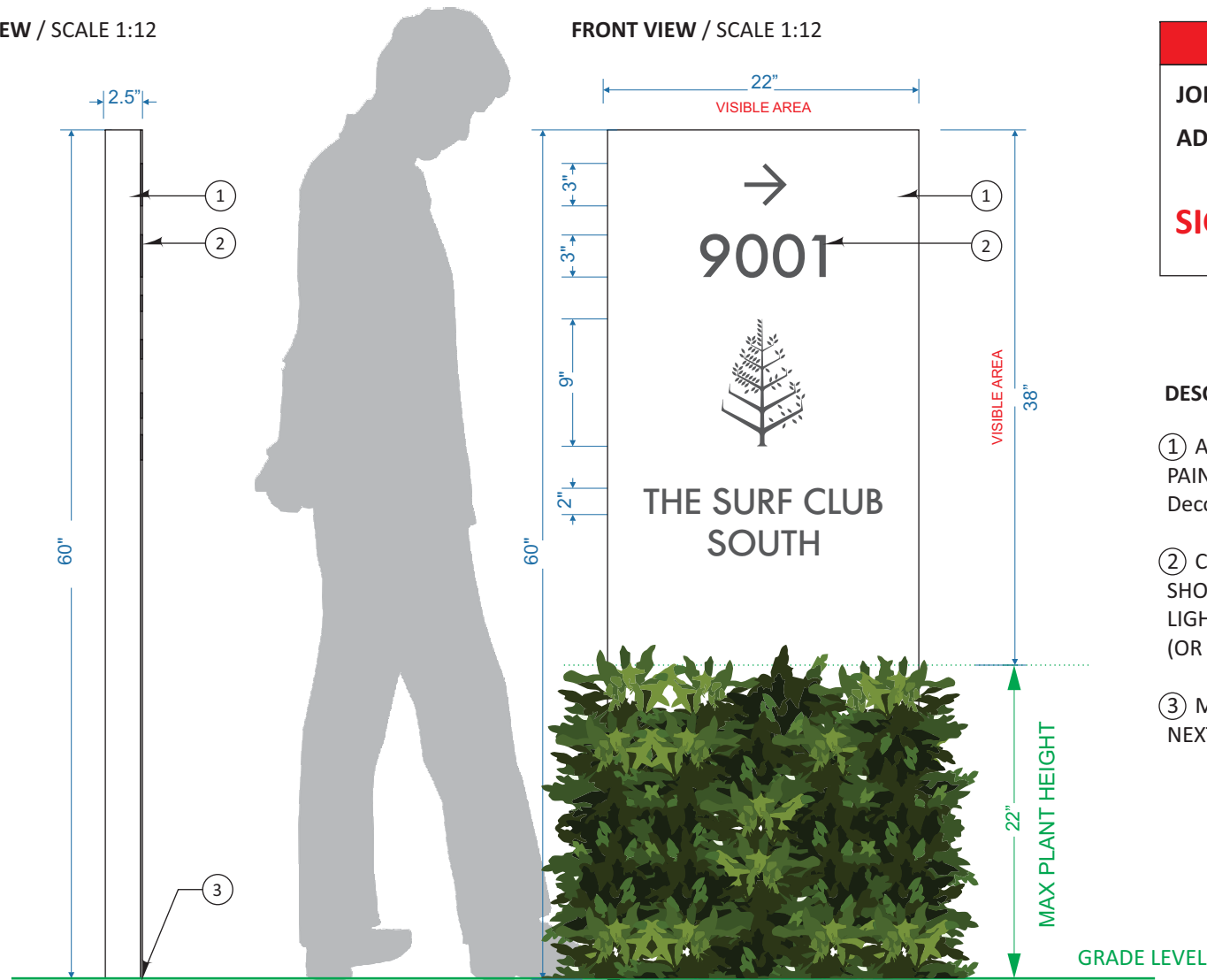
**GENERAL STRUCTURAL NOTES:**

- Design is based on 175 mph 3 seconds gust design wind speed per FBC 2020 7th Edition. Exposure D.
- Reference Specifications, Codes and Standards: FBC 2020 7th Edition / AISC 360-16 / ACI - 318 - 14 / ASCE 7-16 / NEC 2017 Article 600.6 (A)(1).

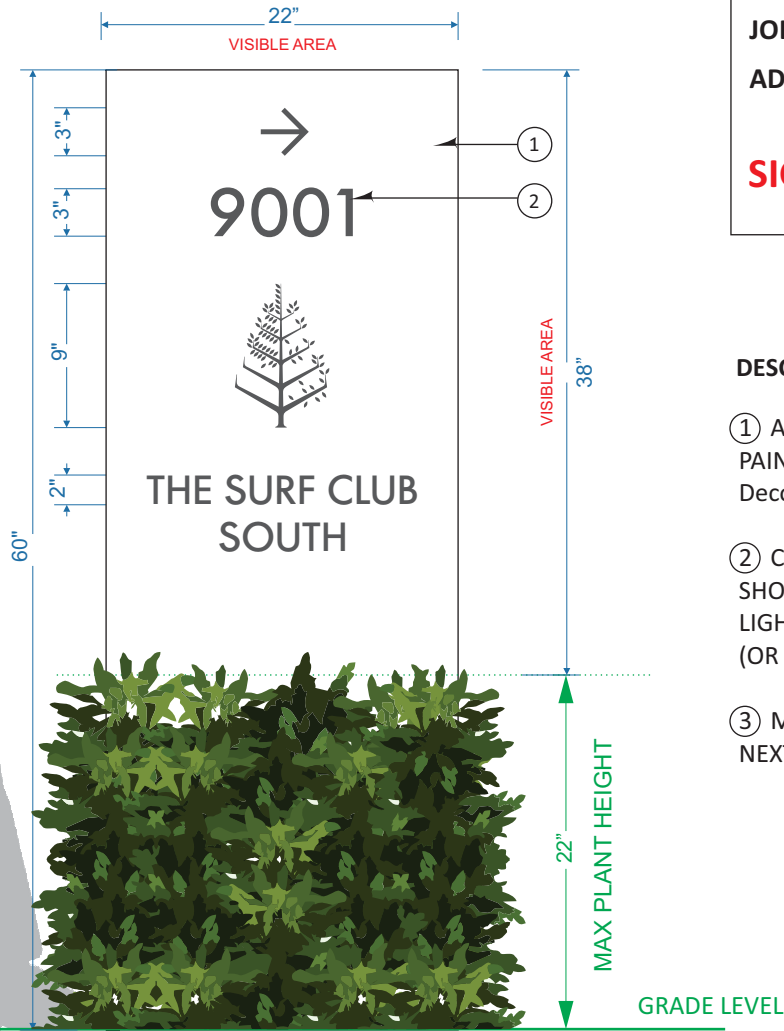
**Engineer:**  
Alejandro Vargas P.E.  
License # 63894 FL  
1025 Cedar Falls Dr.  
Weston FL 33327  
Ph: 954 439 0194

Copies of this document are not considered signed & sealed and the signature must be verified on any electronic copies.

SIDE VIEW / SCALE 1:12



FRONT VIEW / SCALE 1:12



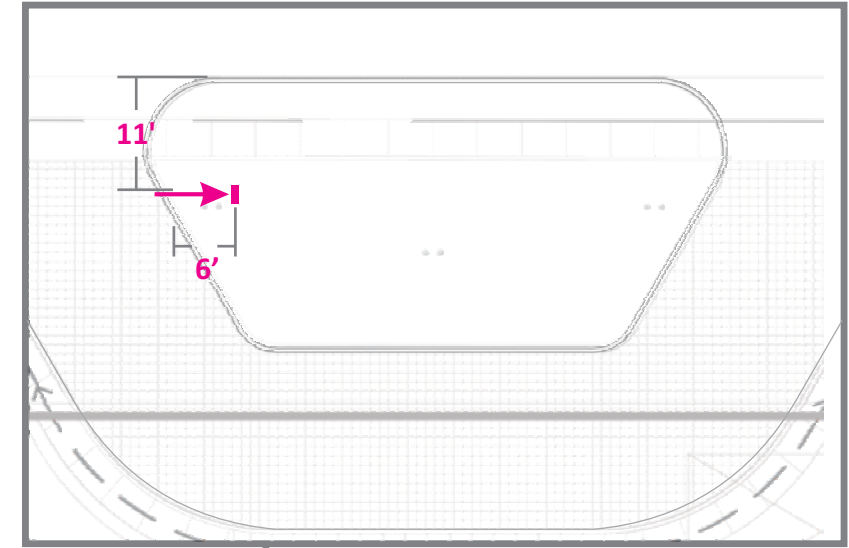
**ILLUMINATED SIGN**

**JOB NAME:** DIRECTIONAL MONUMENT  
**ADDRESS:** THE SURF CLUB  
 9011 Collins Ave, Surfside, FL 33154  
**SIGN VISIBLE AREA: 5.8 S.F.**

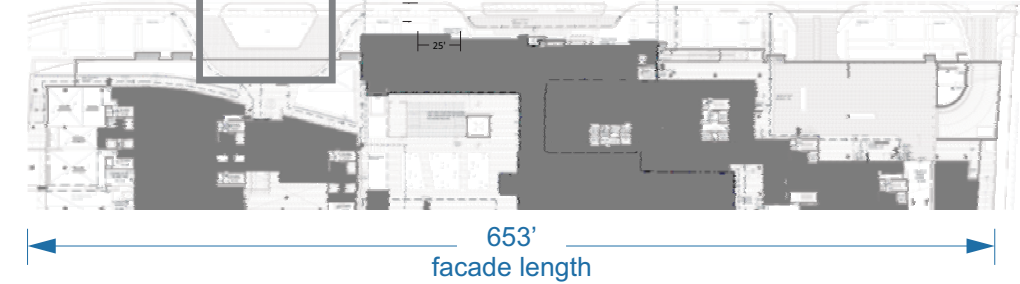
**DESCRIPTION**

- ① ALUMINUM SIGN CABINET - 2.5" THICK - PAINTED WHITE TO MATCH " Benjamin Moore Decorator White "
- ② CUT OUT LETTERS IN 1/8" THICK SIGN FRONT SKIN. SHOWING WHITE ACRYLIC DIFFUSER WITH APPLIED LIGHT GRAY TRANSLUCENT VINYL (OR DAY/NIGHT VINYL)
- ③ MOUNTING: DIRECT BURIAL (ENGINEERING NEXT PAGE)

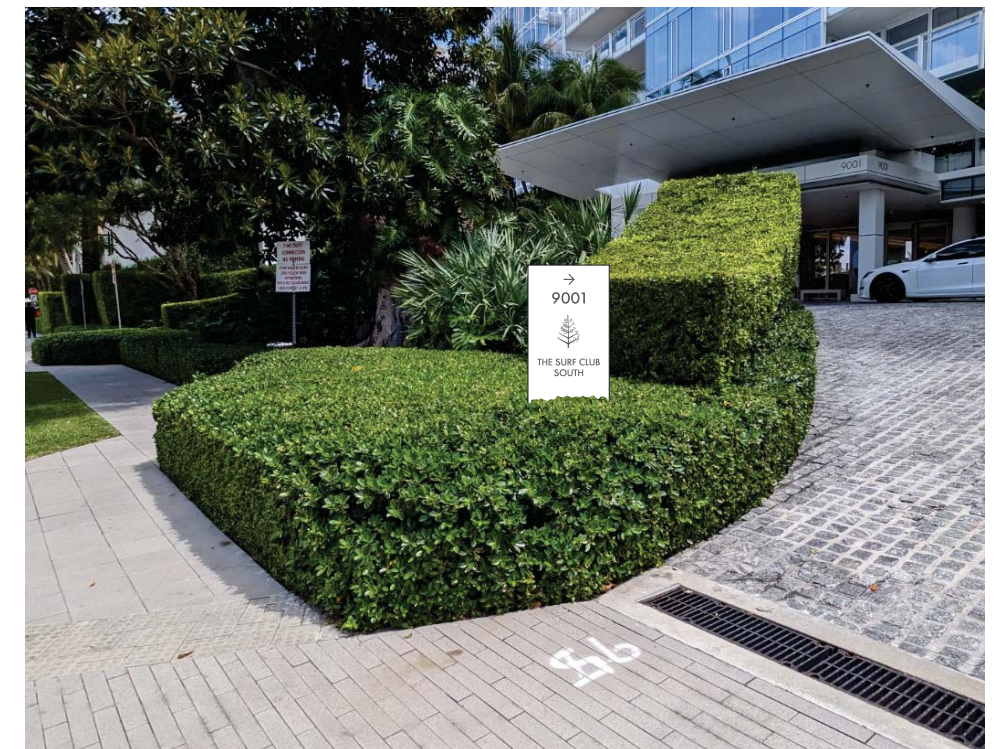
LOCATION & SET BACKS / SCALE 1:225



LOCATION PLAN / SCALE 1:1350



RENDERING / NTS



**GENERAL STRUCTURAL NOTES:**

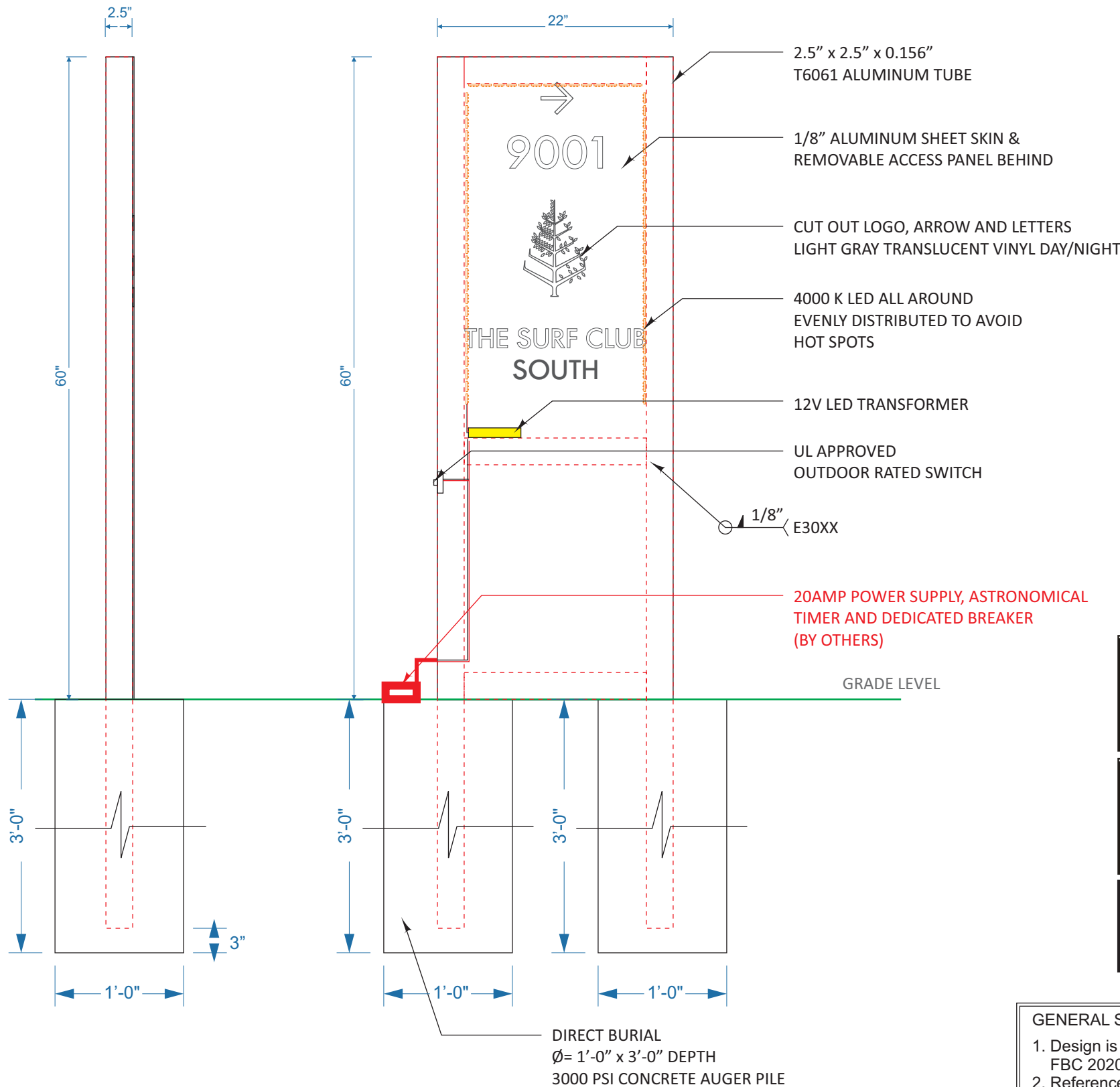
- 1. Design is based on 175 mph 3 seconds gust design wind speed per FBC 2020 7th Edition. Exposure D.
- 2. Reference Specifications, Codes and Standards: FBC 2020 7th Edition / AISC 360-16 / ACI - 318 - 14 / ASCE 7-16 / NEC 2017 Article 600.6 (A)(1).

**Engineer:**  
 Alejandro Vargas P.E.  
 License # 63894 FL  
 1025 Cedar Falls Dr.  
 Weston FL 33327  
 Ph: 954 439 0194

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SIDE VIEW / SCALE 1:12

FRONT VIEW / SCALE 1:12



**ELECTRICAL SPECIFICATIONS:**  
All electrical components are UL Listed  
Signage Grounding and Bonding As Per NEC 250  
Primary wiring #12 THHN As Per NEC 600-6  
Minimum 20 Amp. Disconnect Switch Per NEC 240  
Minimum 1/2" Conduit, Time Clock or photo Cell per FEC  
All Ballast Electrical to have In-Line Fuses

**GROUNDING AND BONDING STATEMENT**  
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

**DISCONNECT SWITCH STATEMENT**  
The location of the disconnect switch after installation shall comply with Article 600.6(A)(1) of the National Electrical Code.

**ELECTRICAL SPECS**

1 LED TRANSFORMER  
INPUT 120-277V, OUTPUT 12.5V 100W  
DEDICATED 20 AMP. CIRCUIT WITH TIMER UNIT  
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ALL BREAKERS AND TIMING DEVICES SHALL BE IDENTIFIED AT TIME OF INSTALLATION

ALL ELECTRICAL WIRING AND INSTALLATION SHALL COMPLY WITH THE PROVISIONS OF THE FLORIDA BUILDING CODE 2020 / 7th edition AND ALL ARTICLES OF THE CURRENT NATIONAL ELECTRIC CODE  
PRIMARY WIRING AS PER NEC 600-21  
GROUNDING BONDING OF SIGN AS PER NEC 250  
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ALL ELECT. COMPONENTS U.L. LISTED PER NEC 600-4

Underwriters Laboratories  
Listed

**FLORIDA BUILDING CODE 2020 / 7th edition AND ALL ARTICLES OF THE CURRENT NEC-2017**

**GENERAL STRUCTURAL NOTES:**

- Design is based on 175 mph 3 seconds gust design wind speed per FBC 2020 7th Edition. Exposure D.
- Reference Specifications, Codes and Standards: FBC 2020 7th Edition / AISC 360-16 / ACI - 318 - 14 / ASCE 7-16 / NEC 2017 Article 600.6 (A)(1).

**Engineer:**  
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## MEMORANDUM

ITEM NO. 5.A

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission  
**From:** Mark Blumstein, Interim Town Attorney  
**Date:** July 24, 2024  
**Subject:** Amending Town Code Section 90-79 - Restricted and Prohibited Parking

For the Town Commission to review and approve on first reading.

Town Code presently authorizes underground, below Grade or basement parking Garage or structure in its zoning districts, including those in flood zones. The proposed Ordinance will eliminate that from flood prone zones in Town.

[Ordinance - Amending Chapter 90-Regulate Underground Parking](#)

ORDINANCE NO. 2024-\_\_\_\_\_

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING CHAPTER 90 "ZONING" OF THE CODE OF ORDINANCES, TO REGULATE UNDERGROUND PARKING IN THE TOWN; PROVIDING FOR INCLUSION IN THE CODE, AND PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Surfside (the "Town") Commission finds it periodically necessary to amend its Code of Ordinances (the "Town Code") in order to update regulations and procedures to implement municipal goals and objectives; and

WHEREAS, the Town Commission now seeks to amend the Town Code to prohibit underground structures parking for residential and mixed-use uses in all zoning districts, except H120, and to require the elevation of the lowest finished level of underground structures parking for nonresidential uses be at least one foot above the water table, as further specified herein; and

WHEREAS, the Town Commission has determined that this Ordinance is consistent with the Town's Comprehensive Plan and in the best interest of the public health, safety and welfare.

NOW, THEREFORE, THE COMMISSION OF THE TOWN OF SURFSIDE HEREBY ORDAINS:

Section 1. Recitals Adopted. That the above-stated recitals are hereby adopted and confirmed.

Section 2. Town Code Amended. That Chapter 90 "Zoning", is hereby amended to read as follows:<sup>1</sup>

Chapter 90. ZONING

\*\*\*

<sup>1</sup>  
Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with highlighted ~~double strikethrough~~ and double underline.

Article VII. – OFF-STREET PARKING

\*\*\*

**Sec. 90-79.- Restricted and prohibited parking**

\*\*\*

90-79.6 Except in the H120 zoning district, the elevation of the lowest finished floor of the lowest level of any parking Garage or structure shall be no lower than Grade. No underground, below Grade or basement parking Garage or structure is allowed in any zoning district other than in the H120 zoning district.

**Section 3. Severability.** That the provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**Section 4. Inclusion in the Code.** 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 5. Conflicts.** That all sections or parts of sections of the Town Code, all ordinances or parts of ordinances and all resolutions or parts of resolutions in conflict with this Ordinance are repealed to the extent of such conflict.

**Section 6. Effective Date.** That this Ordinance shall become effective upon adoption. This Ordinance shall only apply to building permits for which a process number is issued after the effective date of this Ordinance.

**PASSED AND ADOPTED** on first reading this 9<sup>th</sup> day of July, 2024.

**PASSED AND ADOPTED** on second reading this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with **highlighted** ~~double strikethrough~~ and double underline.

82 **First Reading:**  
83 Motion by: \_\_\_\_\_  
84 Second by: \_\_\_\_\_  
85

**Second Reading:**  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

86  
87 **FINAL VOTE ON ADOPTION**

88 Commissioner Ruben A. Coto \_\_\_\_\_  
89 Commissioner Nelly Velasquez \_\_\_\_\_  
90 Commissioner Gerardo Vildostegui \_\_\_\_\_  
91 Vice Mayor Tina Paul \_\_\_\_\_  
92 Mayor Charles W. Burkett \_\_\_\_\_  
93

94 \_\_\_\_\_  
95 Charles W. Burkett, Mayor

96 Attest:  
97  
98 \_\_\_\_\_  
99 Sandra N. McCready, MMC  
100 Town Clerk

101  
102 Approved as to Form and Legal Sufficiency:  
103  
104 \_\_\_\_\_  
105 Mark Blumstein, Interim Town Attorney

Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with **highlighted** ~~double strikethrough~~ and double underline.



## MEMORANDUM

ITEM NO. 5.B

**To:** Planning & Zoning Board  
**From:** Mark Blumstein, Interim Town Attorney  
**Date:** July 24, 2024  
**Subject:** **Ordinance Amending Section 90-70 Sign Code**

---

Approve the Amended Ordinance exempting Town signs from Sign Code and limiting non-conforming signs.

Exempting signs placed by or erected by the Town. Limiting and exempting particular non-conforming signs

[Ordinance - Amending Sec 90-73 Monument Signs - July 23 2024.docx](#)



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ORDINANCE NO. 2024-\_\_\_\_\_

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AMENDING SECTION 90-73 OF ARTICLE VI. – “SIGNS”, CHAPTER 90 OF THE TOWN CODE, TO AMEND MONUMENT SIGNS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR INCORPORATION OF RECITALS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Surfside (the “Town”) repealed and replaced its Sign Ordinance by Ordinance 2014-1624 (“Town of Surfside Sign Code”); and

**WHEREAS**, the Town has set forth limitations pertaining to Monument Signs pursuant to Section 90-73 of the Town of Surfside Sign Code; and

**WHEREAS**, the Town Commission desires to exempt the Town from regulations pertaining to Monument Signs and otherwise limit their size for all others; and

**WHEREAS**, to achieve the Town’s objectives, the Town Commission seeks to amend Section 90-73 to exempt the Town from complying with the Town of Surfside Sign Code as it pertains to Monument Signs; and

**WHEREAS**, the Town Commission finds that amending the foregoing Section of the Town of Surfside Sign Code is in the best interest and welfare of the Town.

**NOW, THEREFORE, THE COMMISSION OF THE TOWN OF SURFSIDE HEREBY ORDAINS:**

**Section 1.      Recitals Adopted.** The above-stated recitals are hereby adopted and confirmed.

**Section 2.      Town Code Amended.** The Code of Ordinances of the Town of Surfside, Florida is hereby amended by amending Section 90-73(b)(3)b., “Monument Signs”, as follows:

Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with highlighted ~~double-strikethrough~~ and double underline.

Chapter 90 – Zoning

\*\*\*

Article VI. – Signs

\*\*\*

\* \* \*

Sec. 90-73. – Permanent signs by district.

\*\*\*

(b) *H30, H40, MU and H120 zoning districts.*

\*\*\*

(3) *Permitted signs.*

\*\*\*

b. *Monument sign.* One monument sign shall be permitted per street frontage. Except for signs placed by or erected by the Town, ~~the~~ maximum sign area shall not exceed 25 ~~30~~ square feet. The maximum height shall not exceed five ~~six~~ feet from the ground. Signs shall maintain a five-foot setback from all property lines and no portion shall be permitted to project within this five-foot setback area. Signs are required to be landscaped at the base. Signs may be internally or externally illuminated.

\*\*\*

**Section 3.** **Severability.** If any section, sentence, clause or phrase of this ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this ordinance.

**Section 4.** **Inclusion in the Code.** 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 5.** **Conflicts.** Any and all Ordinances and Resolutions or parts of Ordinances or Resolutions in conflict herewith are hereby repealed.

Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with **highlighted** ~~double strikethrough~~ and double underline.

87 **Section 6. Effective Date.** That this Ordinance shall become effective upon  
88 adoption.

89  
90 **PASSED AND ADOPTED** on first reading this \_\_\_\_ day of \_\_\_\_, 2024.

91  
92 **PASSED AND ADOPTED** on second reading this \_\_\_\_ day of \_\_\_\_\_, 2024.

93  
94 **First Reading:**  
95 Motion by: \_\_\_\_\_  
96 Second by: \_\_\_\_\_

**Second Reading:**  
Motion by: \_\_\_\_\_  
Second by: \_\_\_\_\_

97  
98 **FINAL VOTE ON ADOPTION**  
99 Commissioner Ruben A. Coto \_\_\_\_\_  
100 Commissioner Nelly Velasquez \_\_\_\_\_  
101 Commissioner Gerardo Vildostegui \_\_\_\_\_  
102 Vice Mayor Tina Paul \_\_\_\_\_  
103 Mayor Charles W. Burkett \_\_\_\_\_

104  
105 \_\_\_\_\_  
106 Charles W. Burkett, Mayor

107 Attest:  
108  
109 \_\_\_\_\_  
110 Sandra McCready, MMC  
111 Town Clerk

112  
113 Approved as to Form and Legal Sufficiency:  
114  
115  
116 \_\_\_\_\_  
117 Mark Blumstein, Interim Town Attorney

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Coding: ~~Strikethrough words~~ are deletions to the existing words. Underlined words are additions to the existing words. Changes between first and second reading are indicated with **highlighted double strikethrough** and double underline.