



Town of Surfside
Planning and Zoning Board Meeting
MINUTES
November 16, 2023
3:00 PM
Commission Chambers

1. Call to Order/Roll Call

Chair Baumel called the meeting to order at 3:05 p.m.

Deputy Town Clerk Herbello called the roll with the following members present.

Present: Chair Carolyn Baumel, Vice Chair David Forbes, Board Member Lindsay Lecour, Alternate Board Member Michael Szafranski and Alternate Board Member Andrew Bales.

Absent: Board Member Ruben Bravo and Board Member Jonathan Edderai.

Also Present: Commission Liaison Commissioner Fred Landsman, Town Attorney Tony Recio, Town Planner Judith Frankel, Consultant Town Planner Walter Keller, and Building Official James McGuinness.

2. Discussion Items

Chair Baumel passed the gavel.

A motion was made by Chair Baumel to hear item 2B (Design Guidelines Review) before item 2A (Comprehensive Plan and Evaluation and Appraisal Report (EAR)), seconded by Vice Chair Forbes. The motion carried with a 5-0.

2.A Comprehensive Plan and Evaluation and Appraisal Report (EAR) - Walter Keller, Consulting Town Planner

Staff Recommendation: It is suggested the Planning and Zoning Board preliminarily review the 2018 Comprehensive Plan and the 2015 Water Supply Facilities Work Plan.

Town Planner Frankel explained this is required to be updated every several years.

Consultant Town Planner Keller introduced the item and provided a presentation.

Board Members discussed the different changes that are being proposed and the

impact to the Town.

[Attachment A: 2018 Comprehensive Plan](#)

[Attachment B: Surfside EAR Notification Ack Letter](#)

[Attachment C: Water Supply Facilities Work Plan 2015](#)

2.B Design Guidelines Review - Walter Keller, Consulting Town Planner

Staff Recommendation: It is suggested the Planning and Zoning Board perform a preliminary review of the 2007 Design Standards and **Attachment A: Guidelines Draft**.

Town Planner Frankel provided a summary of the design guideline review.

Consultant Town Planner Keller provided a presentation of the item.

Laura Posterini, Marlin Engineering provided a summary of the design guidelines.

Alternate Board Member Bales asked regarding the coastal contemporary wall materials and since there are new construction materials coming and maybe we should not stick to specific ones. He suggested defining more clearly what they want to do in the neighborhood.

Board Member Lecour agrees with Alternate Board Member Bales and spoke regarding advantages of having some broad guidelines.

Consultant Town Planner Keller stated it is only 3 examples and explained what the intent was.

The Board Members discussed the presentation and the design review guidelines and agreed for Consultant Town Planner Keller to come back at the next meeting with some more details and come back with more information and the design criteria.

Commissioner Landsman asked how they incorporate more teeth for the Planning and Zoning Board to be able to say yes or no and the reason why is because it states it in the design criteria.

Town Attorney Recio stated one idea was the four rating criteria or categories and you have criteria within these he provided an example of how it could work. He explained the process.

Further discussion took place among the Board, Town Attorney and Town Planner to come back with a list of rating criteria, conceptual ideas and requirements.

[Attachment A: Design Standards Draft](#)

[Design Guidelines 2007](#)

2.C Future Planning and Zoning Topics for Review - Judith Frankel, Town Planner

Town Planner Frankel stated some things that have come up of average setbacks and interior side setbacks. She spoke regarding the topic of the interior side setbacks

on H120 and what the code currently states and gave a history.

Commissioner Landsman stated that topic was voted down by the commission at Tuesday's meeting.

Mayor Danzinger explained what took place at the commission meeting.

Town Planner Frankel asked if there are any other items they would want to bring forward.

No members of the Board had anything further they wanted to bring back at the time.

3. Adjournment

There being no further business to discuss, a motion was made by Vice Chair Forbes to adjourn the meeting at 4:41 p.m., seconded by Alternate Board Member Szafranski. The motion carried with a 5-0 vote.

Accepted this ____ day of _____, 2023.

Carolyn Baumel, Chair

Attest:

Sandra N. McCready, MPA, MMC
Town Clerk