



**Town of Surfside**  
**Planning and Zoning Board Meeting**  
**MINUTES**  
**April 25, 2024**  
**6:00 PM**  
Town Commission Chambers

**1. Opening**

**1.A Call to Order**

Town Clerk McCready called the meeting to order at 6:07 p.m.

**1.B Roll Call of Members**

Town Clerk McCready called the roll with the following members present:

Present: Board Member Carlos Aparicio, Board Member Lindsay Lecour, Board Member Adrian Chavez, Board Member Andrea Travani, Alternate Board Member Horace Henderson, and Alternate Board Member Regino Sanchez.

Absent: Board Member James Mackenzie

Also Present: Interim Town Attorney Mark Blumstein, Consultant Town Planner Scarlet Hammons, Commission Liaison Commissioner Gerardo Vildostegui, and Interim Town Manager Marisol Vargas.

**1.C Selection of a Chair and Vice Chair - Sandra McCready, MMC, Town Clerk**

A motion was made by Alternate Board Member Henderson to appoint Board Member Lindsay Lecour as the Chair, seconded by Board Member Chavez. The motion carried with a 5-0 vote.

A motion was made by Board Member Chavez to appoint Board Member Andrea Travani as the Vice-Chair, seconded by Board Member Aparicio. The motion carried with a 5-0 vote.

Chair Lecour asked the Members to provide a brief introduction and provide a brief background as it relates to the Planning and Zoning Board.

Chair Lecour asked the members of the administration and the staff to also introduced themselves.

Interim Town Attorney, Interim Town Manager, Town Clerk, Deputy Town Clerk,

Building Supervisor Administrative II, and Consultant Town Planner introduced themselves to the Board and members of the public.

## **2. Town Commission Liaison Report**

Commission Liaison Commissioner Vildostegui introduced himself to the Board and thanked them for their service. He spoke about the proposed ordinance on the agenda. He further stated that he appreciates the Board Members' commitment to serve the Town.

## **3. Approval of Minutes**

### **3.A February 29, 2024 Planning and Zoning Board Meeting Minutes - Sandra N. McCready, Town Clerk**

A motion was made by Board Member Chavez to approve the February 29, 2024 Planning and Zoning Board Meeting Minutes, seconded by Vice Chair Travani. The motion carried with a 5-0 vote.

[February 29, 2024 Planning and Zoning Board Meeting Minutes](#)

## **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 asked Deputy Clerk Guevara if all applicable applications met notice requirements.

Deputy Clerk Guevara confirmed notice requirements were met with the exception of item 4F (9428 Emerson Avenue) for failure to meet the noticing requirements.

Town Clerk McCready stated that they will be seeking a deferral of item 4F (9428 Emerson Avenue) to a time certain under the specific item.

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 8909 Irving Avenue - 2-Story Addition - Walter Keller, PE, AICP, Town Planner**

Staff finds this application for a 2-story addition and front yard pool meets the zoning code. The Planning and Zoning Board should determine whether the new addition is "consistent with and in conformance with the design guidelines set forth in the Town Code". If the Board determine the project is in compliance, staff recommends approval with the following conditions:

- The 1st level of the additional space must have a FFE equaling the existing FFE for the home.
- The proposed pool must have an appropriate safety barrier.
- Any additional lighting must be noted at the time of permitting and comply with Ordinance No. 24-1767

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

Interim Town Attorney Blumstein read the below recommendations from the Interim Building Official:

1. Plans should be digitally signed and sealed by the Design Professional.
2. TV Room needs to show compliance egress and natural ventilation & natural lighting.
3. Existing Bedroom on East side should show compliance with egress.
4. Bedroom on second floor (North side) should also show compliance with egress.
5. Contractor and Design Professional to verify if this project constitutes a Substantial Improvement (show Flood Criteria).

Applicant Valeria Lorenzo spoke on the item and addressed the different comments of the Interim Building Official.

Chair Lecour opened the floor to public comments.

There were no public speakers.

Chair Lecour closed the floor to public comments.

Members of the Board posted questions to the applicant.

Chair Lecour asked regarding the A/C equipment and generator and if they will be moved from the front of the house.

Applicant Lorenzo offered to screen them.

A motion was made by Board Member Chavez to approve the application with staff recommendation and an additional condition to relocate or screen the A/C and generator equipment, seconded by Vice Chair Travani. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)  
[8909 Irving Avenue Agenda Packet](#)

**4.B 9280 Byron Avenue - Front Facade Alteration** - Walter Keller, PE, AICP, Town Planner

Staff finds the application meets the zoning code requirements and recommends approval, if the Board determines that the proposed front facade complies with the

Design Guidelines.

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

Interim Town Attorney Blumstein read the below recommendations from the Interim Building Official:

1. Plans should be digitally signed and sealed by the design professional.
2. Any changes to the previously approved plans will require a revision to be submitted to the Building Department.

Applicant Valeria Lorenzo spoke on the item and addressed the different comments of the Interim Building Official.

Chair Lecour opened the floor to public comments.

There were no public speakers.

Chair Lecour closed the floor to public comments.

Members of the Board discussed the application.

Board Member Aparicio spoke about what he saw when he drove by the house and believes that the sensitivity of the house is completely changing from what was approved two years ago.

There were comments about the roof and that the Board should have been provided with the different materials that are being used.

Alternate Board Member Henderson asked questions regarding the garage door.

Jeff Rose, contractor for the property addressed questions posted related to the garage door.

Chair Lecour asked the Board to focus on the proposed plans.

Board Member Chavez asked if the garage will be functional or is it only for esthetics.

Mr. Rose stated that it will be for storage, but it will have a roll up regular garage door.

Chair Lecour asked about the windows on the second floor.

Mr. Rose addressed her question and further spoke about the changes being proposed.

Alternate Board Member Sanchez asked for the applicant to speak more about the driveway.

Mr. Rose stated that the applicant is looking at a concrete driveway.

Applicant Lorenzo stated that they will still have to apply for a permit in order to have a concrete driveway.

Vice Chair Travani spoke further about the two windows on the second floor, and he asked about the pool being bigger and the stairs that were there before are no longer there.

Mr. Rose stated that they removed the stairs and further explained what they are proposing for the back.

Board Member Aparicio expressed that he would like to see samples of the materials that the applicant is proposing to use with the amount of work that is being proposed for this house. He believes that they should have more details.

Alternate Board Member Henderson concurred with Board Member Aparicio's comments.

Mr. Rose asked the Board to provide more ideas as to what the Board is looking for in regards to materials.

Board Member Chavez spoke about the materials and that when you have natural materials it does require a higher level of maintenance. He also believes that he would have liked to see more details.

Alternate Board Member Sanchez spoke about the natural materials and that he personally had a deck and ended up changing it to composite due to the amount of maintenance that the original material required.

Chair Lecour believes that the application lacks details.

A motion was made by Alternate Board Member Henderson to defer this application to May 30, 2024, Planning and Zoning Board meeting and for the applicant to bring a sample board of materials and to update the drawings, seconded by Board Member Chavez. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)  
[9280 Byron Avenue Agenda Packet](#)

#### **4.C 9133 Froude Avenue- Addition - Walter Keller, PE, AICP, Town Planner**

Staff finds this application for a front addition, garage conversion and façade alteration meets the zoning code. The Planning and Zoning Board should determine whether the new addition and façade modifications are "consistent with and in conformance with the design guidelines set forth in the Town Code". If the Board determines the project is compliant, staff recommends approval with the following conditions:

- The addition and former garage space must have a FFE equaling the existing FFE for the home.

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

Interim Town Attorney Blumstein read the below recommendations from the Interim Building Official:

1. Plans should be digitally signed and sealed by the design professional.
2. Plans should clearly show method of how rainwater shall shed from existing roof adjacent to new addition wall.
3. Poly glass roof system shown on Proposed Left Elevation / Sheet A-5 not represented accurately as this is a low slope roof system and it does not contain any linear design elements.

Applicant Isabel Hernandez spoke on the item and addressed the different comments of the Interim Building Official.

Chair Lecour opened the floor to public comments.

The following individual from the public spoke:

Brian Lombardi thanked the Board, and he is looking forward to living in Surfside.

Chair Lecour closed the floor to public comments.

Members of the Board posted questions to the applicant regarding some aspects of the design.

Alternate Board Member Sanchez asked the applicant to elaborate on the settlement of the property that was mentioned earlier. He further stated that if they are aware that the stucco may crack once the new floor settles.

Applicant representative stated that the owner knows that he may have to fix the stucco at a later time.

Board Member Chavez spoke about the bathroom area and that there are no windows in the front of the house.

Some discussion took place among the Board Members and the applicant and their representative.

The owner agreed to plant more greenery to soften the look of the house.

Board Member Aparicio does not like the look, he believes that there is a lack of compatibility with the neighboring homes. He doesn't like the different roofs meeting when they do not match.

Vice Chair Travani asked further about the roof and provided some ideas to the applicant who addressed them.

Alternate Board Member Henderson provided his comments regarding the roof and believes that if they change the front portion of the home, it may be more symmetrical. He does appreciate that they are working on just extending an old home instead of demolishing and rebuilding. He believes that a flat roof may be a better option for the property.

Applicant spoke and stated that he has checked the neighborhood and the only homes with flat roofs are garages and additions in the back. Adding a flat roof in the front will look like an afterthought and he doesn't believe it would look nice.

Board Member Chavez spoke about the blank wall and also spoke about the roof and how he believes it will look like an extension.

Board Member Aparicio spoke about the height of the front door, and he believes that they have to look at the proportions and use less stucco.

A motion was made by Vice Chair Travani to approve the application with staff conditions and adding the following additional conditions: 1) Adding 6-foot plants in front of the bathroom covering the stucco wall; and 2) making the front door a minimum of 8-foot glass door, seconded by Alternate Board Member Henderson. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)  
[9133 Froude Avenue Agenda Packet](#)

#### **4.D 9033 Emerson Avenue - Front Facade Alteration** - Walter Keller, PE, AICP, Town Planner

Staff finds the application meets the zoning code requirements and recommends approval, if the Board determines that the proposed front facade complies with the Design Guidelines. At the time of permitting, it shall be verified that the Finished Floor Elevation for the converted garage space is level with the remainder of the home.

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

Interim Town Attorney Blumstein read the below recommendations from the Interim Building Official:

1. Plans should be digitally signed and sealed by the design professional.
2. This scope of work is not only a front façade project, as it also includes a garage conversion and interior remodel.
3. There is work being proposed on south elevation, however it is not shown on the presentation.
4. Plans to verify compliance with egress at gym and bedroom.

Applicant Valeria Lorenzo spoke on the item and addressed the different comments of the Interim Building Official.

Chair Lecour opened the floor to public comments.

There were no public speakers.

Chair Lecour closed the floor to public comments.

Alternate Board Member Henderson addressed the windows of the home.

The applicant stated that the home is not symmetrical, and she believes that the way that it was designed in her opinion is balanced.

Board Member Aparicio likes the design. He believes that people are taking cottages and trying to convert them into bigger homes. He further spoke about the window design, and he believes that the projection of the window beams has to go. He further asked if the entire front of the home is paved.

The applicant showed the green space on the screen.

Alternate Board Member Sanchez does not like the window design but likes the design of the home as a whole. He believes that the Board needs to see the material samples. He asked the applicant the material of the window and how many inches the projection is.

Applicant stated that there are 4 inches of aluminum.

Vice Chair Travani addressed the window on the garage and asked if there was a difference on the floor level.

The applicant stated that the floor on the garage will be brought up.

Chair Lecour stated that the Board is looking for a better window choice. She suggested to add another window to the right-hand side of the home. She also believes that the applicant should remove the aluminum projection of the windows and add higher landscaping. She further asked the applicant if the semicircular driveway will be removed.

Applicant responded affirmatively.

A motion was made by Vice Chair Travani to approve the application with staff recommendations and with the following additional recommendations: 1) To add a more symmetrical window on the right side, 2) the front door to be natural wood, 3) removing the projection of the aluminum material on the windows, 4) add 4 feet landscaping on both sides and 5) to add a second curb cut, seconded by Alternate Board Member Henderson. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)  
[9033 Emerson Avenue Agenda Packet](#)

#### **4.E 9133 Carlyle Avenue - 2-Story Addition** - Walter Keller, PE, AICP, Town Planner



Staff finds the application does not comply with all zoning code requirements. It is recommended the Applicant withdraw the site plan package and reevaluate the proposed improvements to address the following concerns:

- Reduce the Floor Area % to be below 40%
- Clarify the height of the building relative to the crown of the road
- Address the Average Setback provisions of Sec. 90-45 (2) of the Town Code
- Provide a more compatible development of the second floor and roof plan
- New construction on the south wall must comply with the 5 foot setback
- Provide additional landscaping to enhance the site

A motion was made by alternate Board Member Henderson to defer this item to the May 30, 2024 Planning and Zoning Board meeting, seconded by Vice Chair Travani. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)

[9133 Carlyle Avenue Application](#)

[9133 Carlyle Avenue Agenda Packet](#)

**4.F 9248 Emerson Avenue - New Single-Family Home** - Walter Keller, PE, AICP, Town Planner

Staff finds the application meets the zoning code requirements.

The Planning and Zoning Board should determine whether the proposed plan is “consistent with and in conformance with the design guidelines per the Town Code”. If the Board finds the plan is consistent, staff recommends approval subject to the following conditions.

- Modify the height of the structure to not exceed 30 feet from the crown of road and modify the parapet wall to a maximum height of 3 feet
- Comply with the Town’s landscape requirements for new single-family houses.

A motion was made by alternate Board Member Henderson to the defer this item to the May 30, 2024 Planning and Zoning Board meeting, seconded by Vice Chair Travani. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)

[9248 Emerson Avenue Agenda Packet](#)

**4.G 9532 Abbott Avenue - 2-story Addition** - Walter Keller, PE, AICP, Town Planner

Staff finds the application complies with all zoning code requirements.

The Planning and Zoning Board should determine whether the proposed plan is “consistent with and in conformance with the design guidelines per the Town Code”. If the Board finds the plan is consistent, staff recommends approval subject to the following conditions.

- Provide detail on the Average Setback requirements and the pervious area calculations.
- Comply with the Town’s landscape requirements for new single-family houses.

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

Interim Town Attorney Blumstein read the below recommendations from the Interim Building Official:

1. Plans should be digitally signed and sealed by the design professional.
2. Need to show compliance with flood criteria.
3. Show finish floor elevation on plans.
4. Show on plans required flood vents at garage.
5. Possible railings required at front and rear porch if more than 30 inches high.

Interim Town Attorney Blumstein stated for the record that the Interim Building Official mentioned that cost to build in Surfside is about \$400 square foot.

Applicant N. Kagan Kocaoglu spoke on the item and addressed the different comments.

Chair Lecour opened the floor to public comments.

There were no public speakers.

Chair Lecour closed the floor to public comments.

Applicant's Architect from Sol and Associates spoke on the item and described the project to the Members of the Board.

Members of the Board posted questions to the applicant regarding the design review guidelines.

Chair Lecour asked if the applicant has the required setbacks on all 4 corners.

Applicant responded affirmatively.

Alternate Board Member Henderson stated that his understanding is that they are unable to have a straight wall from the front all the way to the back.

Applicant explained how he interprets the code, and he believes it is allowed.

Chair Lecour stated that this item should meet code for a new home instead of a 2-story addition.

Board Member Aparicio spoke on the aesthetics of the home. He does not believe that this is a house that fits Surfside. He stated that the windows don't align, and there is a lot going on with the design of this home. There is no reference of materials and there should be higher standards when evaluating these submittals. He spoke about the neighboring homes that are located around the area where the house is being proposed to be located.

Chair Lecour shared the design of the house needs edits due to too many details on the facade and be simpler. She continued to give examples of what she believes has to be revised.

Board Member Aparicio suggested the design needs to be cleaned up and provided more feedback related to the design.

Alternate Board Member Sanchez corrected the record by stating that this home is actually by the 95th Street parking lot and not by Publix. He further stated that the design should be revisited.

Vice Chair Travani does not believe that the home fits in Surfside.

Chair Lecour believes that this house does not meet the Town's Design Review Guidelines.

A motion was made by Vice Chair Travani to deny this application, seconded by Alternate Board Member Henderson. The motion carried with a 5-0 vote.

[Attachment A: Images and Zoning Tables](#)

[9532 Abbot Avenue Agenda Packet](#)

#### **4.H 9124 Harding Avenue - Front Facade Alterations** - Walter Keller, PE, AICP, Town Planner

Staff finds the application meets the zoning code requirements. If the Board determines the proposed front facade complies with the Design Guidelines, staff recommends approval.

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

Interim Town Attorney Blumstein read the below recommendations from the Interim Building Official:

1. Plans should be digitally signed and sealed by the design professional

Applicant's Agent Schneur Meyer spoke on the item.

Board Member Chavez spoke about the driveway and wants to make sure that the driveway is not supposed to become a parking lot.

Board Member Aparicio spoke about the aesthetics of the home and how he doesn't like the railing, the asymmetric front door, the windows, and the second story balcony. He does not like the box looking homes and the renderings that are being provided to the Board.

Chair Lecour stated to the agent that the presented proposed project as they submitted does not have a lot of information. She asked him to point out exactly what the proposal is.

The agent stated that it is just the main porch on top and the planter on the front. They will change the front windows but replace them with the same looking windows that are currently on the home.

Board Member Aparicio asked if he is boxing the balconies.

The agent's response was affirmatively.

Board Member Aparicio stated that he does not like that at all.

Alternate Board Member Henderson stated that at the beginning he stated he was not going to change a lot and in fact he is making more changes than what he originally stated.

Chair Lecour believes that they could find a compromise by having the proposed planters and by adding the railing on the balcony but leaving the sides open.

Alternate Board Member Sanchez spoke about having more greenery and the planters will help but he is not sure that the driveway meets code.

Chair Lecour requested to add some shrubs and trees to the middle of the circular driveway.

Board Member Aparicio suggested to change the railing and leave the sides open. He further spoke about receiving drawings that do not match what the applicant really is trying to do.

Chair Lecour opened the floor to public comments.

There were no public speakers.

Chair Lecour closed the floor to public comments.

Chair Lecour asked what material the new front door would be.

The agent responded that it will be solid wood.

The Board requested for the applicant to have a regular door without the side light portion.

Vice Chair Travani asked if there were any other choices for the railing.

The representative responded that they looked at a few options but that the applicant really likes what they are proposing.

Board Member Chavez spoke about a home in Town that has some very beautiful railings that the client may like.

A motion was made by Alternate Board Member Henderson to approve with staff recommendation adding the following Board recommendations: 1) To add shrubs and trees to the center of the driveway, 2) the existing windows and doors will remain with the exception of the front door which should be centered on the stairs, 3) to remove the enclosure of the balcony and 4) allowing the cable railing with the open sides, seconded by Vice Chair Travani. The motion carried with a 4-1 vote with Board Member Aparicio voting in opposition.

[Attachment A: Images and Zoning Tables](#)  
[9124 Harding Avenue Agenda Packet](#)

## 5. Ordinances

### 5.A Ordinance 2024-1770 Amending Section 90-74 Temporary Signs - Walter Keller, Town Planner

For the Planning and Zoning to discuss and provide feedback to the Town Commission.

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

Interim Town Attorney Blumstein introduced the item to the Board.

Chair Lecour open the floor to public comments.

There were no public speakers.

Chair Lecour closed the floor to public comments.

Alternate Board Member Sanchez asked how this would apply to corner lots and if those homes will now be allowed to have 10 signs.

Interim Town Attorney Blumstein stated that in theory yes, but the Board can recommend limiting it by property instead of by frontage.

Members of the Board discussed the item.

A motion was made by Alternate Board Member Henderson to recommend 5 signs

per property, seconded by Board Member Chavez. The motion carried with a 5-0 vote.

[Ord Amend Sec. 90-74 Temporary Real Estate Signs](#)

## 6. Next Meeting Date

Consensus was reached to hold the next meeting on May 30, 2024 at 6:00 pm.

## 7. Discussion Items

### 7.A Sec. 90-51. - Maximum frontage of buildings and facade articulations for H30A and H30B - Lindsay Lecour, Planning and Zoning Members

Chair Lecour stated that due to the time, they can defer this item but encouraged the members to read the attachment that was sent out by the Town Clerk and provided by former Commissioner Michael Karukin regarding what happens when you combine two single family home lots and the massing that you are allowed on a combined lot. She asked the Town Planner to provide visuals during the next meeting on what the current code would allow massing wise and maybe provide ideas from other codes from other municipalities that could provide guidance to the Board on how they handle the massing.

Chair Lecour would like to have two other discussion items added to the next agenda:

1. Design Review Guidelines Update
2. Comprehensive Plan Update

Chair Lecour stated that the Board would like more complete plans containing renderings in color, elevation that have call out with materials and pictures and material boards as this Board cares what materials will be used to build Surfside homes. She further asked the Town Planner that if there is an application that they cannot recommend approval on, to please not bring it forward to the Board.

Board Member Aparicio stated that they need to look at every single proposal for renovations. They should be provided with full drawings and sample of materials that the applicants intend to use. He believes that the sample of materials should be presented so that the Board can make smart decisions.

## 8. Adjournment

There being no further business to discuss before the Board, a motion was made by Alternate Board Member Henderson to adjourn the meeting at 9:23 p.m., seconded by Board Member Chavez. The motion carried with a 5-0 vote.

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

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Lindsay Lecour, Chair

Attest:

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Sandra N. McCready, MMC  
Town Clerk