



**Town of Surfside  
Special Town Commission Meeting  
Quasi-Judicial Hearing  
AGENDA  
April 13, 2021  
6:00 p.m.**

**1. Opening**

- A. Call to Order**
- B. Roll Call of Members**

**2. Quasi-Judicial Hearings**

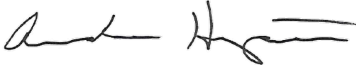
*Please be advised that the following items on the agenda are quasi-judicial in nature. If you wish to object or comment upon an item, please complete a Public Speaker 's Card indicating the agenda item number on which you would like to comment. You must be sworn before addressing the Town Commission and you may be subject to cross-examination. If you refuse to submit to cross-examination, the Town Commission will not consider your comments in its final deliberation. Please also disclose any ex-parte communications you may have had with any members of the Town Commission. Town Commission members must also do the same.*

- A. 9133-9149 Collins Avenue- Seaway Condo Acquisition, LLC. Site Plan Amendment – Andrew Hyatt, Town Manager**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA; APPROVING A SITE PLAN AMENDMENT APPLICATION FOR PROPERTY GENERALLY LOCATED AT 9133-9149 COLLINS AVENUE, SURFSIDE, FL, TO AMEND RESOLUTION NO. 2018-2489 TO REDUCE THE ALLOWED NUMBER OF UNITS FROM 48 CONDOMINIUM UNITS TO 29 CONDOMINIUM UNITS AND FROM 31 HOTEL ROOMS TO 26 HOTEL ROOMS, TO INCREASE THE FOOTPRINT OF THE UNDERGROUND GARAGE FROM 26,250 SQUARE FEET TO 58,242 SQUARE FEET, AND TO MODIFY BALCONIES ON LEVELS 2 THROUGH 12 OF THE TOWER; INCORPORATING THE CONDITIONAL USE APPROVAL, CONDITIONS, AND ALL OTHER ASPECTS OF THE ORIGINAL APPROVAL SET FORTH IN RESOLUTION NO. 2018-2489; ADDRESSING VIOLATIONS OF CONDITIONS; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDED FOR AN EFFECTIVE DATE.**

### 3. Adjournment

Respectfully submitted,



Andrew Hyatt  
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 OTHER TOWN BOARDS MAY ATTEND THIS MEETING.

THESE MEETINGS MAY BE CONDUCTED BY MEANS OF OR IN CONJUNCTION WITH COMMUNICATIONS MEDIA TECHNOLOGY, SPECIFICALLY, A TELEPHONE CONFERENCE CALL. THE LOCATION 9293 HARDING AVENUE, SURFSIDE, FL 33154, WHICH IS OPEN TO THE PUBLIC, SHALL SERVE AS AN ACCESS POINT FOR SUCH COMMUNICATION.



**ITEM NO. 2A**

## **MEMORANDUM**

**To:** Honorable Mayor, Vice-Mayor and Members of the Town Commission

**From:** Andrew Hyatt, Town Manager

**Date:** April 13, 2021

**Subject:** 9133-9149 Collins Avenue – Seaway Condo Acquisition LLC  
Site Plan Amendment

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### **REQUEST:**

This application is a request for a Site Plan Amendment to the approved development plans of the property commonly known as the Seaway Villas and Surf Club Apartments. This project is an aggregation of the two properties totaling 2.16 acres. The Surf Club Apartments 30 units will be demolished and the Seaway Villas with 28 units will be partially protected, renovated and major portions demolished. The Miami Dade Historic Preservation Board recommended approval of the redevelopment plan due to the restoration of the villas and the landscaped courtyard which are an important feature of the site. The approved redeveloped site and 12 story structure includes 48 condo units and 31 hotel units. The partially protected and restored Seaway Villas will include 2 units and 1,100 square feet of restaurant and lounge. A total of 127 parking spaces were proposed in an underground garage using parking lifts. The Town Commission approved the Site Plan on February 23, 2018 by Resolution 2489.

A new architect of record has been engaged and a request for Site Plan Amendment has been submitted. Proposed changes to the Site Plan include:

- A Density Reduction from 48 units and 29 hotel rooms to 31 units and 26 hotel rooms
- Expansion of the underground parking garage from 36,250 SF to 58,242 SF
- Balcony revisions to remove notches in the balcony design on the north and south levels
- Balcony revisions on the 11th floor level to be consistent with the lower floors
- The addition of decorative stone louvers and balconies on the 2nd and 3rd levels

The proposed amendments in the density retain the general massing of the building. The expansion of the underground garage approaches the west and north property lines. The garage expansion significantly reduces the number of parking spaces with lifts and the demand for valet parking. The basis for the removal of the notches and other architectural revisions will be presented to the Town Commission by the Applicant.

**Staff Findings:** Staff finds the Application meets the requirements of the Zoning Code.

**Design Review Group (DRG):** The DRG met on Tuesday, February 9, 2021 at 3:00 PM via Zoom to discuss and review the proposed Site Plan Amendments. The DRG was satisfied the proposed Site Plan Amendments reduced the impacts to public services and did not negatively impact the Town.

**Planning & Zoning Board:** The Planning and Zoning Board considered this application at the February 21, 2021 meeting and recommended approval to the Town Commission.

**Budget Impact:** Per Resolution 2489 the Applicant has proffered \$250,000 to address the impacts of development.

**Growth Impact:** The property has a maximum density permitted of 199 units. The approved site plan provides for 48 condominium units and 31 hotel units. The proposed Site Plan Amendment proposes a density reduction to 31 condominium units and 26 hotel units.

**Staff Impact:** There has been no impact to staff other than the work necessary to review the project. The applicant has funded the review through the cost recovery process and the building permit review will be funded through the building permit fees.

**RESOLUTION NO. 2021- \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA; APPROVING A SITE PLAN AMENDMENT APPLICATION FOR PROPERTY GENERALLY LOCATED AT 9133-9149 COLLINS AVENUE, SURFSIDE, FL, TO AMEND RESOLUTION NO. 2018-2489 TO REDUCE THE ALLOWED NUMBER OF UNITS FROM 48 CONDOMINIUM UNITS TO 29 CONDOMINIUM UNITS AND FROM 31 HOTEL ROOMS TO 26 HOTEL ROOMS, TO INCREASE THE FOOTPRINT OF THE UNDERGROUND GARAGE FROM 26,250 SQUARE FEET TO 58,242 SQUARE FEET, AND TO MODIFY BALCONIES ON LEVELS 2 THROUGH 12 OF THE TOWER; INCORPORATING THE CONDITIONAL USE APPROVAL, CONDITIONS, AND ALL OTHER ASPECTS OF THE ORIGINAL APPROVAL SET FORTH IN RESOLUTION NO. 2018-2489; ADDRESSING VIOLATIONS OF CONDITIONS; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDED FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Commission of the Town of Surfside approved Resolution No. 2018-2489 (the “Site Plan Approval”) which approved an application for site plan and conditional use approval on the property generally located at 9133-9149 Collins Avenue, Surfside, FL 33154 and legally described in the application (as hereinafter defined) and the Site Plan Approval (the “Property”), to allow the development of 48 condominium units, 31 hotel rooms, and an 1,100 square foot restaurant and lounge; together with hotel swimming pools, hotel lounge, and outdoor dining as incorporated in the site plan; and

**WHEREAS**, pursuant to Resolution No. 2020-2709, the Town Commission approved an extension of time of six (6) months to extend the expiration date for the Site Plan Approval to August 13, 2020; and

**WHEREAS**, Seaway Condo Acquisition, LLC (the “Applicant”), owner of the Property, notified the Town on July 30, 2020, of its intent to exercise the statutory tolling and extension of time available pursuant to Section No. 252.363, Florida Statutes, in connection with the Covid-19 declaration of emergency; and

**WHEREAS**, on the basis of the extension of time approved by the town and the tolling and extension available under Section No. 252.363, Florida Statutes, the Site Plan Approval remains in full force and effect; and

**WHEREAS**, the Applicant has submitted an application to amend the Site Plan Approval seeking to: (i) reduce the number of units by 24 total units (reduction from 48 approved condominium units to 29 condominium units and from 31 approved hotel rooms to 26 hotel rooms); (ii) increase the underground footprint for the parking garage from 36,250 square feet to 58,242 square feet; and (iii) alter the exterior balconies for levels 2 through 12 of the new tower (collectively, the “Application”); and

**WHEREAS**, the Miami-Dade Historic Preservation Board issued its approval as to the selective demolition, partial relocation, and restoration of the historically designated Seaway building subject to conditions on May 17, 2017, reference to which was made a part of the Site Plan Approval; and

**WHEREAS**, on February 9, 2021, the Town’s Development Review Group, pursuant to Section 90-20 of the Town Code, reviewed the Application, provided technical comments to the Applicant, and made recommendations to the Planning and Zoning Board in accordance with the criteria set forth in the Town Code; and

**WHEREAS**, on February 11, 2021, the Town Planner issued an updated recommendation of approval of the Application to the Planning and Zoning Board; and

**WHEREAS**, on February 11, 2021, the Planning & Zoning Board, at a duly noticed quasi-judicial public hearing, after reviewing the Application and hearing from its professional staff, the Applicant, and members of the public, considered the requirements of the Town Code for Site Plan Approval and the Application’s consistency with the Town of Surfside’s Comprehensive Plan and recommended the Application for approval by the Town Commission; and

**WHEREAS**, on April 13, 2021, the Town Commission, at a duly noticed quasi-judicial public hearing, reviewed the Application and hearing from its professional staff, the Applicant, and members of the public, and considering the recommendation of the Planning & Zoning Board, the requirements of the Town Code for Site Plan Approval and the Application’s consistency with the Town of Surfside’s Comprehensive Plan, and the substantial competent evidence presented at the hearing.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPLICABLE TO APPLICANT, ITS SUCCESSORS AND/OR ASSIGNS, AS FOLLOWS:**

**SECTION 1. RECITALS AND FINDINGS OF FACT.**

1. All recitals set forth above are incorporated into the body of this Resolution as if same were fully set forth herein.

2. The Commission finds that the Application for the proposed site plan amendment is in compliance with the requirements of the Town Code for Site Plan Approval and the Application is consistent with the Town of Surfside's Comprehensive Plan.

**SECTION 2. SITE PLAN AMENDMENT APPROVAL.** The request to approve an amendment to the site plan as set forth in the Application to (i) reduce the number of units by 24 total units (reduction from 48 approved condominium units to 29 condominium units and from 31 approved hotel rooms to 26 hotel rooms); (ii) increase the underground footprint for the parking garage from 36,250 square feet to 58,242 square feet; and (iii) alter the exterior balconies for levels 2 through 12 of the new tower, is hereby granted as shown on the plans submitted to the Building Department on December 28, 2020, prepared by O'Donnell, Dannwolf and Partners Architects, Inc. dated December 2020 (consisting of sheets A0.00, A1.03, A1.04, A1.05, A2.00, A3.00, A3.02, A4.01, and A4.02) and provided for the public hearing, except as modifications are required by this approval or the Building Official. All other aspects of the Property's development, except for the specific changes described above, shall substantially comply with the plans submitted to the Building Department on February 6, 2018, prepared by Kobi Karp Architecture and Interior Design, Inc. dated October 2017 and provided for the public hearing in connection with Resolution No. 2018-2489, except as modified by Resolution No. 2018-2489 or the Building Official.

**SECTION 3. CONDITIONAL USE APPROVAL, CONDITIONS, AND ALL OTHER ASPECTS OF THE ORIGINAL APPROVAL SET FORTH IN RESOLUTION NO. 2018-2489.** The conditional use approval, 27 conditions, and all other aspects of Resolution No. 2018-2489 not expressly modified by this approval, continue in full force and effect and are incorporated into this approval by reference as if fully restated herein.

**SECTION 4. VIOLATION OF CONDITIONS.** Failure to adhere to the terms and conditions of this Resolution and/or Resolution No. 2018-2489 shall be considered a violation of the Town Code and persons found violating the conditions shall be subject to the penalties prescribed by the Town Code, including but not limited to, the revocation of any of the approval(s) granted in this Resolution. The Applicant understands and acknowledges that it must comply with all other applicable requirements of the Town Code before it may commence construction or operation, and that the foregoing approval in this Resolution may be revoked by the Town at any time upon a determination by the Town Commission, following a public hearing, that the Applicant is in non-compliance with the Town Code or the conditions of this Approval and has failed to cure, or to provide an acceptable plan to timely cure, the non-compliance.

**SECTION 5. SEVERABILITY CLAUSE.** In the event any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court or agency of competent jurisdiction, such decision shall in no way affect the remaining portions of this Resolution, which shall remain full force and effect.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall become effective upon adoption.

**PASSED AND ADOPTED** this 13th day of April, 2021.

Motion by: \_\_\_\_\_,

Second by: \_\_\_\_\_.

**FINAL VOTE ON ADOPTION**

Commissioner Charles Kesl	_____
Commissioner Eliana Salzhauer	_____
Commissioner Nelly Velazquez	_____
Vice Mayor Tina Paul	_____
Mayor Charles Burkett	_____

\_\_\_\_\_  
Charles Burkett, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
FOR THE TOWN OF SURFSIDE ONLY:**

\_\_\_\_\_  
Weiss Serota Helfman Cole & Bierman, P.L.  
Town Attorney

STATE OF FLORIDA            )  
COUNTY OF MIAMI-DADE    )



I, Sandra McCreedy, Town Clerk of the Town of Surfside, Florida, do hereby certify that the above and foregoing is a true and correct copy of Resolution No. 2021-\_\_\_\_ adopted by the Town Commission at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2021.

Issued: \_\_\_\_\_

\_\_\_\_\_  
Sandra McCreedy, MMC  
Town Clerk

# **SITE PLAN REPORT**

## Site Plan Analysis

The approved Site Plan for this development was approved by the Town Commission in February 23, 2018 in Resolution 2489. A new architect of record has been engaged and a request for Site Plan Amendment was submitted. The proposed revisions to the Site Plan include:

- A Density Reduction from 48 units and 29 hotel rooms to 31 units and 26 hotel rooms
- Expansion of the underground parking garage from 36,250 SF to 58,242 SF
- Balcony revisions to remove notches in the balcony design on the north and south levels
- Balcony revisions on the 11th floor level to be consistent with the lower floors
- The addition of decorative stone louvers and balconies on the 2nd and 3rd levels.

The proposed amendments in density retain the general massing of the building. While the number of condominium units and hotel rooms has decreased, the residential floor totals have remained the same allowing for a larger unit size and a significant lessening of smaller units. The expansion of the underground garage approaches the property lines in the west and north portions of the property. The main reason for the expansion is to eliminate parking spaces where lifts were provided. The lifts allow 2 vehicles to occupy the single parking space but require full valet parking service. The basis for the removal of the notches and other architectural revisions is to provide greater privacy to the residents and simplify the balcony layout.

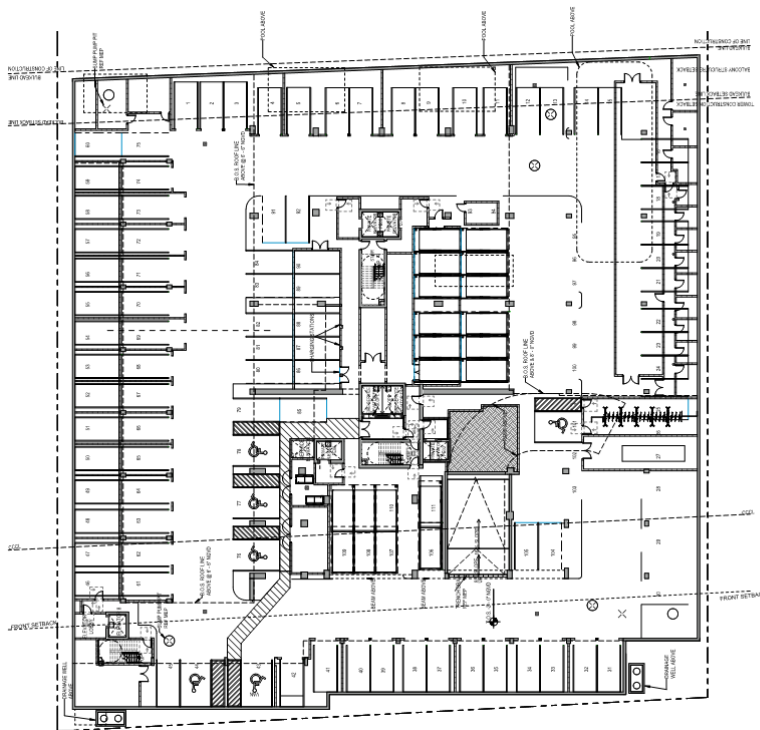
The differences in the approved Site Plan and the proposed Site Plan Amendment do not significantly change the building's mass or characteristics as reported in Table 1 on the following page.

A series of architectural renderings indicate where the specific changes are proposed.

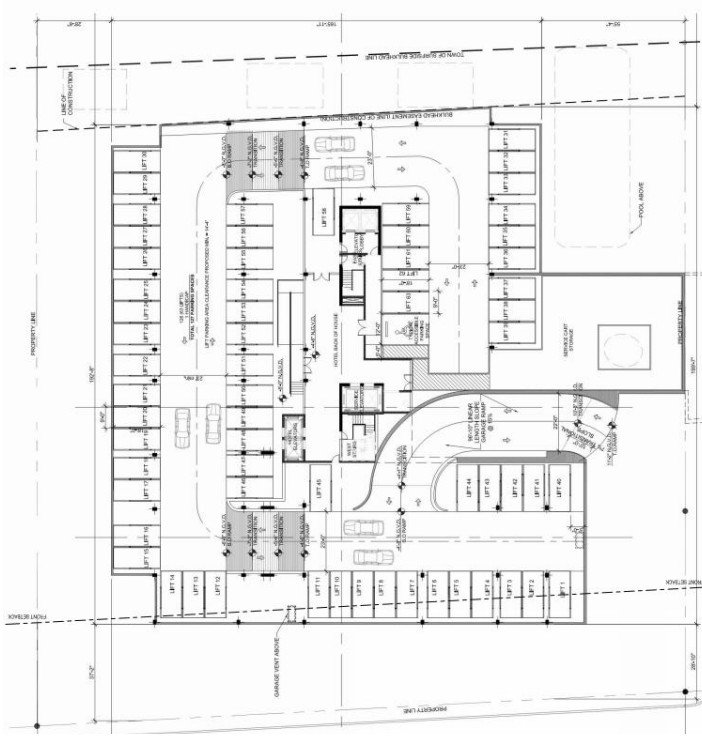
- Figure 1 – Comparison of Parking Garage – See Page 3
- Figure 2 – Comparison of Typical Floor – See Page 4
- Figure 3 – Comparison of 11th Floor – See Page 5
- Figure 4 – Comparison of West Elevation – See Page 6

**Table 1 - 9139-9149 Collins Site Characteristics and Zoning Requirements**

<b>Address</b>	9133-9149 Collins Avenue	
<b>General Location</b>	East side of Collins Avenue and 91 <sup>st</sup> Street	
<b>Property Size</b>	94,173 SF or 2.16 Net Acres	
<b>Zoning District</b>	H120	
<b>Adjacent Zoning Districts</b>	H120 north and south, H40 to the west	
<b>Future Land Use</b>	High Density Residential/Tourist	
<b>Units Permitted</b>	109 Dwelling Units (DUs) per Acre x 2.16 acres = 235 DUs 235 DUs x 0.85 = 199 DUs Allowed (Maximum)	
<b>Units Approved</b>	48 Condominium Units and 31 Hotel Units	
<b>Units Proposed</b>	31 Condominium Units and 26 Hotel Unit	
<b>Approved Parking Spaces</b>	127 parking spaces – 63 with lifts and 1 Handicap Space Located in an underground garage with 36,386 SF	
<b>Proposed Parking Spaces</b>	127 parking spaces – w/o lifts and 1 Handicap Space Located in an underground garage with 58,253 SF	
<b>Floor Area Detail</b>	<b>Approved</b>	<b>Proposed</b>
Hotel/Hotel Residences	31 (18,600 SF)	26 (18,600 SF)
Condominiums	46 (123,129 SF)	29 (123,129 SF)
Restaurant	1,100 SF	1,100 SF
Common Areas, BOH, etc.	127,557 SF	127,557 SF
Above Grade Floor Area	270,386 SF	270,386 SF
Basement – Garage	36,250 SF	58,253 SF
<b>Maximum Building Height</b>	120 Feet	120 Feet
<b>Modification of Height</b>	20 Feet (Max)	20 Feet (Max)
<b>Setbacks</b>		
Front (40 Feet)	42 Feet New Bldg. 26,75 Feet Historic Bldg.	42 Feet New Bldg. 26,75 Feet Historic Bldg.
Side South (20 Feet)	25 Feet	25 Feet
Side North (10 Feet)	71.67 Feet	71.67 Feet
Rear Beach (30 Feet)	134.75 Feet	134.75 Feet
Platted Bulkhead (20 Fet)	21.67 Feet	21.67 Feet
Pervious Area (20% Min)	46.6%	46.6%
Xeriscape Pervious (50% Min)	73% Groundcover, 27% Sod	73% Groundcover, 27% Sod



BASEMENT PLAN PROPOSED



BASEMENT PLAN PREVIOUSLY APPROVED

Figure 1 – Comparison of Parking Garage Revisions: Approved (Left) – Proposed (Right)

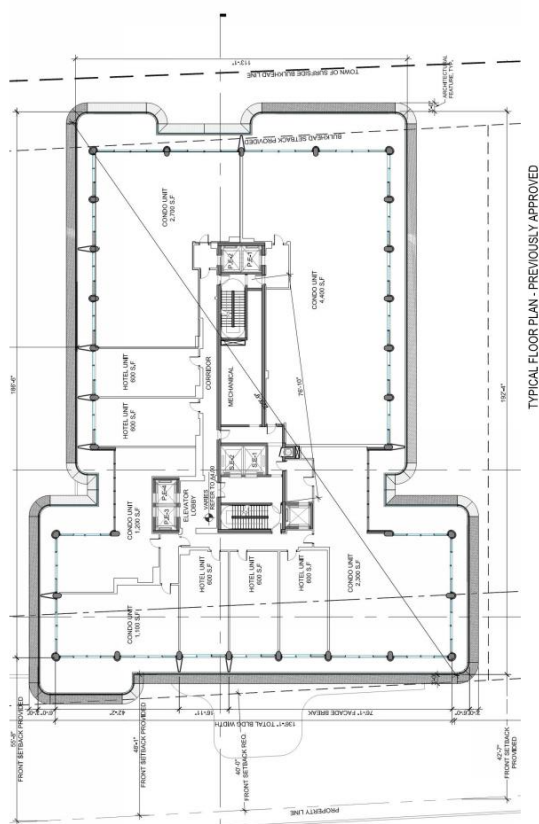
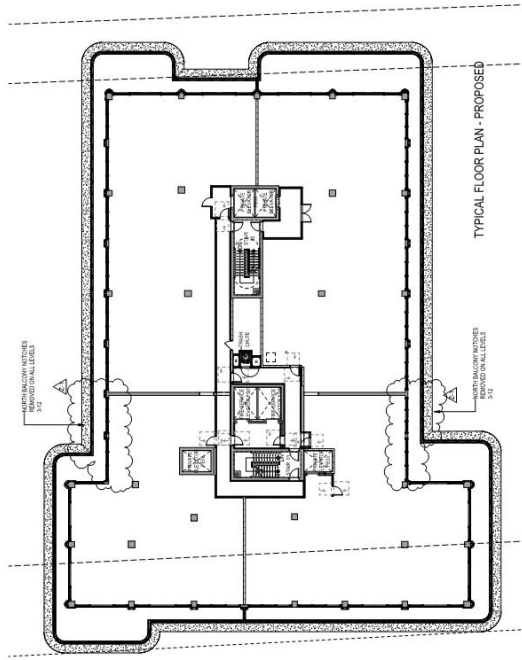


Figure 2 – Comparison of Typical Floor Revisions: Approved (Left) – Proposed (Right)

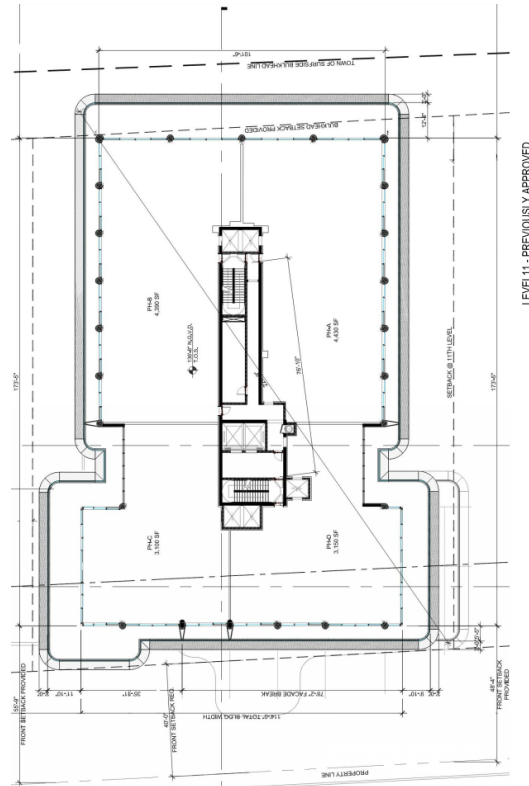
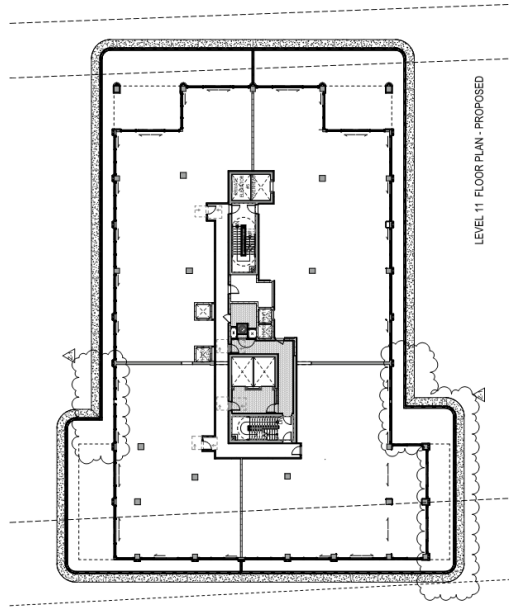


Figure 3 – Comparison of 11<sup>th</sup> Floor Revisions: Approved (Left) – Proposed (Right)

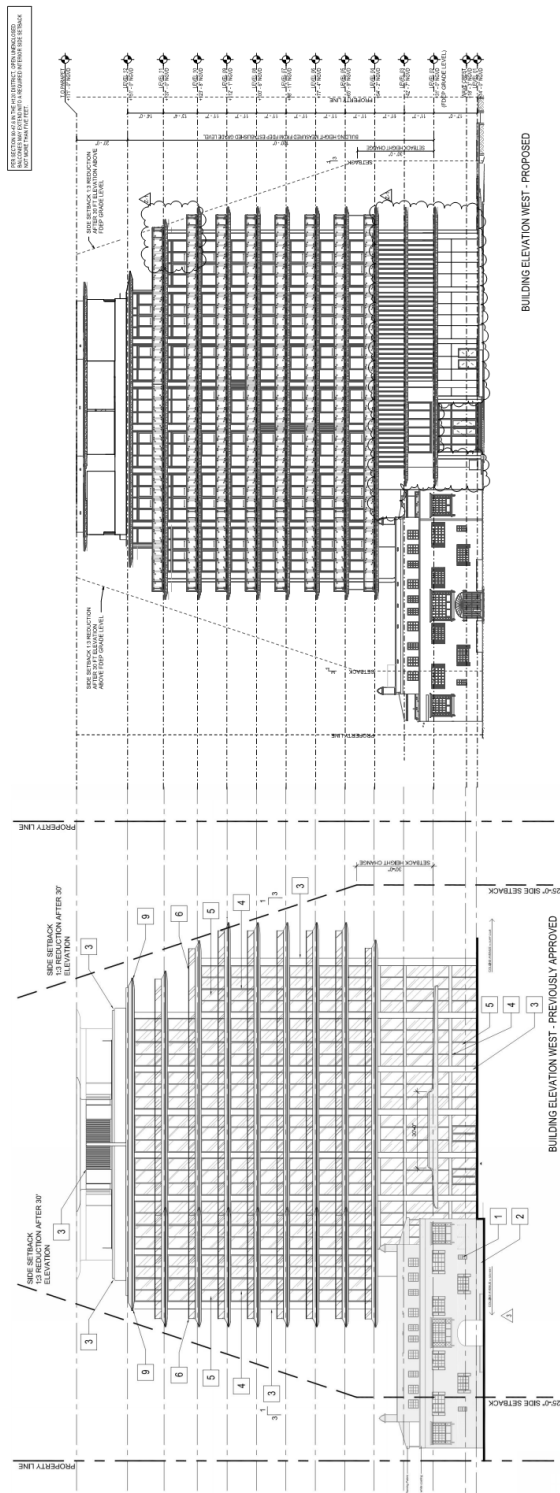


Figure 4 – Comparison of West Elevation Revisions: Approved (Left) – Proposed (Right)



Figure 1 illustrates the proposed changes to the parking garage (basement). The approved plan is depicted on the left and the proposed amendment is on the right. The parking garage size increases from 36,250 SF to 58,242 SF. Under the proposed Site Plan Amendment there are no parking lifts in the garage.

Figure 2 compares a typical floor. The approved plan is depicted on the left and the proposed amendment is on the right. The notches on the north and south portions of the building are removed in the proposed amendment. The notch on the east side of the building is retained. Removal of the notches provides greater privacy between units and simplifies the balcony layout.

Figure 3 provides a comparison of the 11th floor. The approved plan is depicted on the left and the proposed amendment is on the right. The notches on the north and south portions of the building are removed and revision in the balcony floor and ceiling are noted.

Figure 4 depicts the west elevation of the building with the 3:1 setback line for heights above 30 feet. The approved plan is depicted on the left and the proposed amendment is on the right.

The Applicant is proposing special construction techniques to protect the historic portions of the Seaway Villas. The Applicant should provide information on the proposed method.

The **Design Review Group** (DRG) met on Tuesday, February 9, 2021 at 3:00 PM via Zoom to discuss and review the proposed Site Plan Amendments. The DRG was satisfied the proposed Site Plan Amendments reduced the impacts to public services and did not negatively impact the Town. A copy of the minutes of the DRG meeting is attached.

The **Planning and Zoning Board** considered the proposed Site Plan Amendments on February 11, 2021 via Zoom. The Town Consultant Planner recommended the Planning and Zoning Board approve the Site Plan Amendments subject to complying with the 3:1 setback requirement above 30 feet in height and restoration improvements of the Seaway Villas and landscape courtyard consistent with the Miami Dade Historic Preservation Board's approval. After a presentation from the developer and architect, the Planning and Zoning Board discussed the Site Plan Amendments questioning the Applicant and Town Planner. The Planning and Zoning Board recommended approval incorporating the Town Consultant Planner's recommendation.

Additional discussions have occurred since the Planning and Zoning Board meeting between the Town Consultant Planner, the Town's Zoning Attorney and the Applicant regarding two small encroachments into the 3:1 south side setback at the level 10 and level 11 balconies where a 2 foot 9 ¼ inch and a 2 foot 2 3/8 inch encroachments occur. **Section 90-47.6** of the Town Code allows for up to a five foot encroachment in the interior side setback, thereby resolving the encroachment issue.

The Town Planner, the Design Review Group and the Planning and Zoning Board recommend approval of the Site Plan Amendments and restoration improvements of the Seaway Villas and landscape courtyard consistent with the Miami Dade Historic Preservation Board's approval.

**Town of Surfside Development Review Group (DRG) Zoom Meeting Minutes**  
**Seaway Condo Acquisition Site Plan Amendment**

The Development Review Group (DRG) conducted a zoom meeting on Tuesday, February 9, 2021 at 3:00 pm. The purpose of the meeting was to review the site plan amendment application by the Seaway Condo Acquisition, LLC located at 9133-9149 Collins Avenue to the approved plan. The DRG meeting was attended by the following:

Town Staff Participants:

Andrew Hyatt, Town Manager  
Jason Greene, Assistant Town Mgr.- CFO  
Tony Recio, Town Zoning Attorney  
Ulises Fernandez, Town Building Official  
Marisol Vargas, Building Department Supervisor  
Walter Keller, Town Consultant Planner  
Randy Stokes, Public Works Director  
Julio Yero, Town Police Chief

Applicant Participants:

Ian DeMello, Shubin and Bass, PA  
William Thompson, Fort Partners  
James Galvin, Fort Partners  
Kurt Dannwolf, O'Donnell Dannwolf & Partners Architects  
Priscilla Black, O'Donnell Dannwolf & Partners Architects

The Town Manager, Andrew Hyatt, opened the meeting and welcomed everyone in attendance. Walter Keller, Town Consultant Planner, provided an overview of the proposed site plan amendments. The application is a request for Site Plan Amendments to the approved development plan of the property commonly known as the Seaway Villas and Surf Club Apartments. This project is an aggregation of the two properties totaling 2.16 acres.

The approved plan provides a 12-story structure with 48 condo units and 31 hotel units. The partially protected and restored Seaway Villas will include 2 units and 1,100 square feet of restaurant and lounge. A total of 127 parking spaces were proposed in an underground garage using parking lifts to accommodate the majority of the parking spaces.

A new architect of record has been engaged and a request for Site Plan Amendment presented. Proposed changes to the site plan include:

- A Density Reduction from 48 units and 29 hotel rooms to 31 units and 26 hotel rooms;
- Expansion of the underground parking garage from 36,250 SF to 58,242 SF;
- Balcony revisions to remove notches in the balcony design on the north and south levels;
- Balcony revisions on the 11<sup>th</sup> floor level to be consistent with the lower floors; and,
- The addition of decorative stone louvers and balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> levels.

Walter Keller indicated the reduction in dwelling and hotel units would reduce the traffic impact, water and sewer loadings and reduce the need for other public services. Walter Keller then asked the Applicant to present the proposed site plan changes by showing the approved plan on one side and the proposed site plan revisions on the other side.

Kurt Dannwolf of O'Donnell Dannwolf & Partners Architects presented illustrations of the approved plan and the proposed revisions to the main structure, the top floor and the basement. Mr. Dannwolf discussed the basis for eliminating the approved notches in the north and south elevations. He further indicated the notches on the east side of the building would remain except for the top floor.

The expansion of the underground parking garage was reviewed and discussed. The approved plan envisioned use of mechanical lifts to provide parking for 2 cars per space. Evaluation of the future purchasers of units indicates a desire to self-park rather than valet park. Additional discussions were oriented to the protection of the public right of way and adjacent property with the expansion of the underground garage. The 3:1 side setback requirement for building heights greater than 30 feet was discussed.

Tony Recio reviewed the items the Town should consider relative to the site plan amendment: conformance with the Comprehensive Plan and Zoning Code; impact to the environment and natural resources; impact on the economy of the Town; impact to public services; impact to public transportation facilities; and, the impact to community character. Mr. Recio further indicated after review by the DRG members, the Site Plan Amendments will be scheduled for the next Planning and Zoning Board meeting.

The DRG members were in general consensus the proposed site plan amendments were adequately reviewed and the project should proceed to the Planning and Zoning Board for further review.



# Memorandum

**To:** Planning and Zoning Board  
**Thru:** Andrew Hyatt, Town Manager  
**From:** Walter Keller, PE, AICP., Town Consultant Planner  
Marlin Engineering, Inc.  
**CC:** Jason Greene, Assistant Town Manager  
Lillian Arango, Town Attorney  
**Date** February 1, 2021  
**RE:** 9133 – 9149 Collins Avenue – Seaway Condo Acquisition LLC – Site Plan Amendment

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**Background:** This application is a request for a Site Plan Amendment to the approved development plans of the property commonly known as the Seaway Villas and Surf Club Apartments. This project is an aggregation of the two properties totaling 2.16 acres. The Surf Club Apartments 30 units will be demolished and the Seaway Villas with 28 units will be partially protected, renovated and major portions demolished. The Miami Dade Historic Preservation Board recommended approval of the redevelopment plan due to the restoration of the villas and landscaped courtyard which are important feature of the site. The approved redeveloped site and 12 story structure includes 48 condo units and 31 hotel units. The partially protected and restored Seaway Villas will include 2 units and 1,100 square feet of restaurant and lounge. A total of 127 parking spaces were proposed in an underground garage using parking lifts.

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- Balcony revisions on the 11<sup>th</sup> floor level to be consistent with the lower floors
- The addition of decorative stone louvers and balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> levels.

The proposed amendments in the density retain the general massing of the building. The expansion of the underground garage to approach the property limits is to reduce the number of parking spaces provided by lifts to allow for self-parking. The basis for the removal of the notches and other architectural revisions will be provided by the Applicant.

A series of architectural renderings indicate where the specific changes are proposed.

**Staff Recommendation:** Additional information is being assembled for this application and may be available for the Planning and Zoning Board prior to the February 11<sup>th</sup> meeting. Due to the complexity of the request, this item may be continued to the February 25<sup>th</sup> meeting for further discussion.



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 "Multifamily 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	Seaway Condo Acquisition LLC
PHONE / FAX	305-381-6060 / 305-381-9457
AGENT'S NAME	c/o John K. Shubin, Esq. and Ian E. DeMello, Esq.
ADDRESS	Shubin & Bass, P.A. 46 SW 1st Street, Third Floor, Miami, FL 33130
PHONE / FAX	305-381-6060 / 305-381-9457
PROPERTY ADDRESS	9133 Collins Ave. and 9149 Collins Ave., Surfside, FL 33154
ZONING CATEGORY	H-120
DESCRIPTION OF PROPOSED WORK	Minor amendment to Approved Site Plan to reduce density, revise underground parking garage, and revise balcony design.

<b>INTERNAL USE ONLY</b>			
Date Submitted	<u>12/28/2020</u>	Project Number	_____
Report Completed	_____	Date	<u>12/28/2020</u>
Fee Paid	\$ <u>12,000.00</u>		

<b>ZONING STANDARDS</b>	Required			Provided		
Plot Size	N/A			2.16 Gross Acres		
Setbacks (F/R/S)	40'	30'	20'/ 10'	42'	134' 9"	25'/ 71' 8"
Lot Coverage	N/A			26,609 sqft / 28%		
Height	120 Feet Max			120 Feet		
Pervious Area	20%			46.6%		

	<u>12/23/2020</u>		<u>12/23/20</u>
SIGNATURE OF OWNER	DATE	SIGNATURE OF AGENT	DATE



**TOWN OF SURFSIDE**  
**MULTI-FAMILY AND NON-RESIDENTIAL SITE-PLAN APPLICATION**  
**PLANNING AND ZONING BOARD Rules and Procedures (June 2002)**

The Planning and Zoning Board shall generally meet the last **Thursday** of each month at 7:00 pm. at Town Hall.

Plans and completed applications (including all supporting documentation) must be submitted to the Building Department at least 21 days prior to the meeting, with the payment of applicable fees (example: \$200.00 for Plan Review for Zoning), at which time they will be considered. Incomplete plans and applications will not be processed.

The applicant or duly authorized agent (per ownership affidavit) must be present at the meeting. If there are no applications for consideration by the Planning and Zoning Board, the monthly meeting may be cancelled at the discretion of the Chairman of the Board.

**Please advise the name of the Representative who will attend the hearing on behalf of this application:**

John K. Shubin, Esq. and Ian E. DeMello, Esq.	12/23/20
<u>NAME OF REPRESENTATIVE</u>	<u>DATE</u>



**Seaway Condo Acquisition LLC**

500 W Cypress Creek Rd., Ste 770  
Fort Lauderdale, FL 33309

Florida Community Bank, N.A.

63-1676/660

1213

12/23/2020

PAY TO THE ORDER OF Town of Surfside

\$ \*\*12,000.00

Twelve Thousand and 00/100\*\*\*\*\*

DOLLARS

Town of Surfside  
9293 Harding Ave.  
Surfside, FL 33154-3009



*[Signature]*  
AUTHORIZED SIGNATURE

MEMO

⑈001213⑈ ⑆066016766⑆ 3218552900⑈

**Seaway Condo Acquisition LLC**

Town of Surfside

1213

Date	Type	Reference	Original Amt.	Balance Due	12/23/2020 Discount	Payment
12/23/2020	Bill	Amended Site Plan	12,000.00	12,000.00		12,000.00
				Check Amount		12,000.00

FCB account

12,000.00



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

Project Name \_\_\_\_\_ Project Number \_\_\_\_\_

**SUBMITTAL REQUIREMENTS FOR REVIEW:**

- Completed "Multi-Family and Non-Residential Site Plan Application" form
- Application fee: \$12,000 made out to "Town of Surfside"
- Ownership Affidavit
- Recent photographs of the subject property and all abutting, diagonal and fronting properties visible from the street (to be provided prior to Design Review Board Meeting)

**FOR THE FOLLOWING PLEASE PROVIDE:**

- Two (2) full sized sets (24" x 36" sheets) of complete design development drawings signed and sealed
- One (1) flash drive, with site plan in PDF format, or other common windows based format.
- Provided prior to Design Review Board Meeting - Fifteen (15) reduced sized sets (11" x 17" sheets) of the complete design development drawings
- Site Plan (Minimum scale of 1" = 20').  
Please show / provide the following:
  - A legal description, including the section, township, and range or subdivision lot and block.
  - Site boundaries clearly identified, and ties-to-section corners
  - Proposed uses
  - Location and height of all structures and total floor area with dimensions to lot lines, and designations of use
  - Building separations
  - Vehicular circulation system for cars, bicycles, and other required vehicle types, with indication of connection to public rights-of-way
  - Location of all parking and loading areas
  - All adjacent rights-of-way, with indication of ultimate right-of-way line, center line, width, paving width, existing median cuts and intersections, street light poles, and other utility facilities and easements
  - Location of all cross streets and driveways within three hundred fifty (350) feet of property limits
  - Pedestrian circulation system
  - Provider of water and wastewater facilities
  - Existing and proposed fire hydrant location
  - The following computations:
    - Gross acreage
    - Net acreage

Cont.





- Gross acreage covered by the property excluding road easements and rights-of-way, if any
  - Number of dwelling units and density for residential uses only
  - Square footage of ground covered by buildings or structures and designation of use.
  - Required number of parking spaces
  - Number of parking spaces provided
  - Pervious, impervious and paved surface, in square footage and percentage
  - Site Plan location sketch, including section, township, and range, showing adjacent property owners
  - Geometry of all paved areas including centerlines, dimensions, radii, and elevations
  - Location of trash and garbage disposal system and provisions for accessibility to garbage trucks
  - Loading areas and provisions for accessibility to vehicles of the required type
  - Areas for emergency vehicles and fire engines, and provisions for accessibility to vehicles of the required type
  - Number of sets required shall be determined by Town Staff.
  - Other such information as required by the Town.
- Survey. A survey less than one (1) year old (including owner's affidavit that no changes have occurred since the date of the survey). The survey shall be prepared by a Florida registered land surveyor, certified as to meeting the requirements of the applicable Section of the Florida Administrative Code, reflecting existing natural features, such as topography, vegetation, existing paving, existing structures, and water bodies
- Landscape Plan and Irrigation Plan  
Please show / provide the following:
- landscape calculations (required and provided)
  - existing tree survey with indication of existing native vegetation that will be preserved
  - proposed and existing landscaping
- Lighting Plan  
Please show / provide the following:
- photometric measurements
  - Lighting details and spillage onto adjacent properties and rights-of-way
- Sign Plan for all signs which will be on site  
Please show / provide the following:
- Show dimensioned locations and mounting details of signs on building elevations and locations of signs on site plan
  - Note colors, materials, lighting and dimensions
  - Show dimensions and square footages (proposed and existing)
  - Identify materials and colors – background, trim/border, and copy
  - Show fonts and graphics
- Pavement markings and traffic signing plan
- Schematic water and sewer plan  
Please show / provide the following:
- Location and size of all mains and lift stations



Cont.

- Paving and drainage plans  
*Please show / provide the following:*
  - location of all drainage features and retention areas, if any
  
- Architectural Elevations (Minimum scale of 1/8" = 1')  
*Please show / provide the following:*
  - Separate elevations of all sides of existing and proposed buildings with all dimensions, including height.
  - Label exterior materials, color, texture and trim, roof material, Roof color and pitch, windows, doors, screens, skylights and all exposed mechanical equipment and screening
  - Provide color elevations, showing all material finishes, textures and landscaping for all elevations of the proposed building(s) and structure(s), which should include at a minimum:
    - All exterior materials, colors and finishes, keyed to samples provided
    - Roof slopes and materials including specifications and color
    - Detail of doors, windows, garage doors
    - Dimensions of structure(s) - height, width, and length
    - Deck, railing, stairs details including materials, colors, finishes, and decorative details
    - Exposed foundation treatment
    - Gutters and eaves
  
- Provide samples of colors and/or materials mounted on a display board (to be provided prior to Design Review Board Meeting)
  
- Such additional data, maps, plans, or statements as the Town may require to fully describe and evaluate the particular proposed plan

**Via Email**

December 24, 2020

Mr. Andrew Hyatt  
Town Manger  
Town of Surfside  
9293 Harding Avenue  
Surfside, FL 33154

**Re: Seaway Villas and Surf Club Apartments  
Application for Site-Plan Amendment (“Application”)**

Dear Town Manager Hyatt:

On behalf of this firm’s client, Seaway Condo Acquisition LLC (“Owner” or “Applicant”), the owner of property located at 9133-9149 Collins Avenue, Surfside, FL and commonly known as the Seaway Villas and Surf Club Apartments (the “Property”), we are hereby applying for amendments to the site plan approved pursuant to Resolution No. 18-2489 (the “Prior Approval”). As more fully explained below, the project has a new architect of record and the Applicant is requesting minor amendments to the site plan that include: (i) an overall reduction of 24 units (19 fewer condominium units and 5 fewer hotel rooms); (ii) a larger underground footprint for the parking garage; and (iii) minor exterior balcony changes for levels 2 through 12 of the new tower that will provide a more cohesive project design (the “Amended Site Plan”). The proposed amendments are included in Amended Sheets A1.03 through A4.02, attached to this Application. No additional amendments are requested to the Prior Approval, conditional uses, or the historic Seaway building.

**Density Reduction.**

The Prior Approval included 48 condominium units and 31 hotel rooms. To accommodate market demand, the Applicant is seeking to reduce project density by a total of 24 units. The condominium units will be reduced from 48 units to 29 units and the hotel rooms will be reduced from 31 rooms to 26 rooms.

	<b>Condominium Units</b>		<b>Hotel Rooms</b>	
Permitted	Prior Approval	Amended	Prior Approval	Amended
199 units	48 units	29 units	31 rooms	26 rooms

**Parking Garage Improvements.**

As shown on Amended Sheet A3.00, Applicant proposes a larger underground parking garage, increasing the area from 36,250 square feet to 58,242 square feet. The Prior Approval included a significant number of car lifts to achieve the parking counts required by the Town Code. To accommodate market changes and consumer demand, including a desire to self-park as a result of the Covid-19 pandemic, Applicant proposes to minimize the car lifts and expand the underground garage footprint to accommodate more traditional methods of parking while maintaining the same amount of parking spaces as the Prior Approval (127 spaces). All proposed changes to the parking garage are underground and will not impact the Prior Approval’s above-grade landscaping, ingress/egress, or the historic Seaway building.

Amended Underground Parking Area

Prior Approval	Amended
36,250 Sqft.	58,242 Sqft.

Required Parking Based on Amended Site Plan

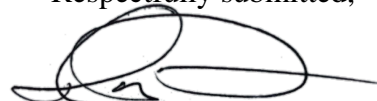
Required	Prior Approval	Amended
102	127	127

**Balcony Modifications.**

As shown on Amended Sheets A0.00, A1.03, A1.04, A1.05, A2.00, A3.00, A3.02, A4.01, and A4.02, Applicant’s new architect of record, ODP Architects, has proposed minor exterior design enhancements that include removing “notches” in balcony design on the north and south sides of levels 2 through 12; extending a balcony on the 11<sup>th</sup> level to make the design consistent with lower typical floors; and adding decorative stone louvers and balconies on the 2<sup>nd</sup> and 3<sup>rd</sup> levels to provide privacy for unit owners and hotel units. No amendments are proposed to the exterior of the historic Seaway building.

The Application for minor amendments is consistent with the Town Code and the design guidelines of the Town and we respectfully request approval. Thank you in advance for your consideration and, as always, should you have any questions, please don’t hesitate to contact us.

Respectfully submitted,



John K. Shubin  
 Ian E. DeMello  
 For the firm

May 18, 2017

Seaway Condo Acquisitions LLC  
176 NE 43 Street  
Miami, FL 33137

RE: Seaway Villas, 9149 Collins Avenue, Surfside, Special COA #2017-09-S

Dear Property Owner:

On May 17, 2017, the Miami-Dade County Historic Preservation Board held a public hearing to review the Special Certificate of Appropriateness, COA #2017-09-S, for the restoration and redevelopment of Seaway Villas. The Board unanimously voted to approve the application, with the following conditions:

1. The owner shall submit a revised planting plan to staff that does not obscure the Collins Avenue façade. Staff shall provide an administrative review of the revised plan prior to construction.
2. The owner shall reconstruct the missing arched chimney cap.
3. New paving in the courtyard shall be an oolitic limestone that matches the character and color of the existing limestone.
4. The owner shall provide information on the paving material proposed for the vehicular drop-off area between Collins Avenue and the structure. Staff shall provide an administrative review of the proposed material prior to installation.
5. The open-air entry/lobby area of the building shall retain its existing terracotta-colored tile.
6. The proposed awnings for the third-story open-air terraces shall be a dark, solid color with white scallop detail edging, as documented in historic period photos. Staff shall provide an administrative review of the proposed awnings prior to installation.
7. The owner shall submit requests for COA amendments if any changes or alterations from what has been presented in this application are proposed at any time through project completion. Staff shall provide administrative reviews of any such amendment requests prior to the construction of any such proposed revision.

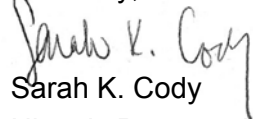
8. If the intent to relocate the three-story, Collins Avenue-fronting portion of the building eastward by 13 feet is altered from what was presented in this application, due to any reason, the applicant shall reappear before this Board with a request to amend the COA approval.
9. The project shall include a public space to interpret, or “tell the story,” of the history of Seaway Villas, particularly its context in the early history of Surfside.

The fee for the Special COA hearing is \$150. Please remit payment to the Office of Historic Preservation as soon as possible. Make the check payable to Regulatory and Economic Resources; in the memo line of the check, write HP25. Also please include a phone number on the check.

Please note that COA approval is valid for one year. If the approved scope of work has not begun within one year of the approval date, the applicant must contact the Office of Historic Preservation to request an extension. Additionally, approval of this application does not constitute approval or assurance that the proposed development satisfies applicable planning, zoning, subdivision, building, or other development regulations.

Please do not hesitate to contact our office with any questions.

Sincerely,



Sarah K. Cody

Historic Preservation Planner  
Miami-Dade County

Cc: Mr. Joseph Benton, Fort Partners  
Ms. Sarah Sinatra Gould, Town Planner, Town of Surfside  
Mr. Ross Prieto, Building Official, Town of Surfside





**RECEIVED**  
 FEB 28 2017  
 MIAMI-DADE COUNTY  
 OFFICE OF HISTORIC PRESERVATION

**APPROVED**  
 MAY 17 2017  
 Miami Dade County  
 Office of Historic Preservation  
 Authorized Signature *[Signature]*

OFFICE OF HISTORIC PRESERVATION  
 111 NW 1<sup>st</sup> STREET, MAILBOX 114  
 MIAMI, FL 33128  
 (305) 375-4958

APPLICATION FOR A

**CERTIFICATE OF APPROPRIATENESS (COA)**

For Historically Designated Properties, or Properties within Historic Districts

**I. PROPERTY INFORMATION** INFORMACIÓN DE LA PROPIEDAD

**ADDRESS** 9149 Collins Avenue **CITY** Surfside **ZIP** 33154  
 (Dirección) (Ciudad) (Zip)

**SITE DESIGNATION NAME** (if applicable) Seaway Villas  
 (Nombre del Edificio)

**DISTRICT NAME** (if applicable)  
 (Nombre del Distrito)

**FOLIO NUMBER** 14-2235-015-0001  
 (Numero de Folio)

**II. APPLICANT INFORMATION** INFORMACIÓN DEL SOLICITANTE

**NAME OF OWNER** Seaway Condo Acquisition LLC **PHONE** (teléfono) 305-571-8228  
 (Nombre de Dueño)

**ADDRESS** 176 NE 43rd St. Miami 33137 **EMAIL**  
 (Dirección) (correo electrónico)

**NAME OF APPLICANT** (if other than owner) Attn: Joseph Benton  
 (Nombre del Solicitante)

**CONTACT PHONE** 786-214-1344 **EMAIL** joe@fortpartners.com  
 (Teléfono)

**APPLICANT IS:**  **OWNER**  **RENTER/LEASEE**  **CONTRACTOR**  **LEGAL AGENT**  
 (Solicitante es:) (Dueño) (Inquilino) (Contratista) (Representante legal)

**FOR OFFICE USE ONLY**  
 Solamente por uso de oficina

**APPLICATION#** 2017-09-S **DATE RECEIVED** 2/20/17 **STAFF INITIALS** SUC  
 ("R" for Regular, "S" for Special)

**APPROVED** **APPROVAL DATE** 5/17/17  
 **DENIED**

**APPROVED WITH CONDITIONS** **BOARD DATE** 3/15/17 5/17/17  
 (see attached conditions sheet)



**III. PROJECT TYPE TIPO DE PROYECTO**

**PLEASE CHECK ALL THAT APPLY:**

*(Por favor marque todos que aplican)*

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> New Construction <i>(construcción nueva)</i>                    | <input checked="" type="checkbox"/> Paint <i>(pintura)</i>                     |
| <input checked="" type="checkbox"/> Restoration/Rehabilitation <i>(restauración)</i>                | <input checked="" type="checkbox"/> Repairing Existing <i>(reparación)</i>     |
| <input checked="" type="checkbox"/> Relocation/Moving a Structure <i>(traslado)</i>                 | <input checked="" type="checkbox"/> Landscaping <i>(areas verdes)</i>          |
| <input checked="" type="checkbox"/> Demolition <i>(demolición)</i>                                  | <input type="checkbox"/> Interior Work Only<br><i>(Únicamente el interior)</i> |
| <input checked="" type="checkbox"/> Excavation/<br>Ground Disturbing Activities <i>(excavación)</i> |  |

**IV. PROJECT DESCRIPTION DESCRIPCIÓN DE PROYECTO**

Please describe in detail the proposed project, including any new construction, demolition, the removal or replacement of existing materials, and all other proposed changes to the current structure. Attach an additional sheet if necessary.

*Por favor describa el proyecto en detalle. Adjuntar pagina adicional si es necesario. Por favor describir el proyecto en ingles.*

Selective demolition of south building wing to accomodate connection to new hotel/residential 12-story building. Movement of 3-story building section on Collins Avenue to the east by 13-feet to achieve set-back closer to compliance with Town zoning code. Remove non-original additions at third floor terraces. Construct wood terrace at east end of building. Remodel courtyard hardscape/landscape. Modify select window/door openings at west side of north wing to provide access to a café which will provide public food/beverage service and will activate the courtyard.

**CHECK ANY STRUCTURAL SYSTEMS OR ELEMENTS THAT WILL BE AFFECTED BY THIS PROJECT:**

*Marque el sistema estructural o componente que sera afectado por este proyecto:*

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Roof<br><i>(techo)</i>       | <input checked="" type="checkbox"/> Foundation<br><i>(cimiento)</i>                               | <input checked="" type="checkbox"/> Steps or Stairways<br><i>(escaleras)</i>       |
| <input checked="" type="checkbox"/> Windows<br><i>(ventanas)</i> | <input type="checkbox"/> Porches or Porte Cochère<br><i>(portal ó porche)</i>                     | <input checked="" type="checkbox"/> Painting/Finishes<br><i>(pintura/acabado)</i>  |
| <input checked="" type="checkbox"/> Doors<br><i>(puertas)</i>    | <input checked="" type="checkbox"/> Siding/Stucco/Façade Work<br><i>(entablado de exteriores)</i> | <input checked="" type="checkbox"/> Walls/Structural<br><i>(pared óestructura)</i> |



**V. CHECKLIST OF REQUIRED ATTACHMENTS**

**ALL APPLICATIONS MUST INCLUDE AT LEAST ONE COLOR PHOTO OF THE BUILDING**

**PAINTING YOUR BUILDING**

- Color photos of each side of the building to be painted
- Paint Samples of the colors you wish to use (please indicate trim, wall, and accent colors)

**FENCING, WALLS, NEW POOL, DRIVEWAYS, or LANDSCAPING**

- Site plan showing exact location(s) of fence, wall, pool, driveway, or proposed landscaping
- Elevation drawings of fence, including height dimensions and material
- Color photographs of the proposed location for the fence, pool, driveway, or landscaping
- Description of landscaping, including type and placement (if applicable)

**WINDOWS or DOORS**

- A color photograph of each side of the house
- Existing elevations, which show the window placement, configuration, and material.
- Proposed elevations, which show the new window placement, style of window, and material, and include all proposed muntins, if any
- Manufacturer's brochure or a catalog picture of the requested window or door, and NOA

**NEW ROOF**


- Color photos of the front of the building and existing roof
- Manufacturer's brochure of requested roof showing color and material and NOA

**RENOVATIONS/ADDITIONS or NEW CONSTRUCTION**

- Color photos of each side of the building
- Site plan
- Landscape plan, including documentation of any proposed tree removal (if applicable)
- Elevations of all affected facades showing Existing Conditions (11"x17" set of plans)
- Elevations of all affected facades with Proposed Alterations or Additions (11"x17" set)
- Floor Plans
- Manufacturer's brochure or catalog pictures of any new or replacement materials being used in project

**VI. OWNER ATTESTATION**

I certify to the best of my knowledge that all the information provided within this application is correct and accurately portrays the proposed project.

\_\_\_\_\_  
Signature of Owner (Firma del Dueño) Date (Fecha)  
 JOSEPH BENTON 2/27/17  
\_\_\_\_\_  
Signature of Applicant (if other than owner) (Firma del Solicitante) Date (Fecha)