



**Town of Surfside
PLANNING & ZONING BOARD
AGENDA**

August 20, 2020 – 6:00 p.m.

Town Hall Commission Chambers –
9293 Harding Ave, 2nd Floor, Surfside, FL 33154

- 1. Opening**
 - A. Call to Order**
 - B. Roll Call**
- 2. Continuation of the New Board Member Orientation – Edward Martos and/or Tony Recio, Assistant Town Attorneys, Weiss Serota**
- 3. Adjournment**

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.

TWO OR MORE MEMBERS OF THE TOWN COMMISSION OR 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.

town of surfside

design guidelines for
single family residential properties
multifamily and commercial properties



Acknowledgements

Town of Surfside

Town Commission Members
Charles W. Burkett
Howard S. Weinberg
Mark Blumstein
Marc Imberman
Steve Levine

Mayor
Vice-Mayor

Town Staff

W. D. Higginbotham, Jr.
Linn M. Dannheisser
Beatris M. Arguelles, CMC

Town Manager
Town Attorney
Town Clerk

Design and Review Board Members

Mel Schlessor
Jorge Gutierrez
Howard Behar
Daniel Dietch
Richard Iacobacci

Calvin Giordano & Associates, Inc.

Dennis Giordano
Shelley Eichner, AICP

President
Principal-in-Charge

Sarah Sinatra, AICP
Gianno A Feoli, ASLA AIA
Rubén Colón
Silvia Bolivar

Planner
Urban Designer
Supporting Staff
Supporting Staff



Contents

Single Family Residential Design Guidelines	page 3
Multifamily and Commercial Design Guidelines	page 37



Introduction

These guidelines are intended to help secure a high quality of environment, regarding livability, visual interest, identity and sense of place, in Surfside's residential neighborhood by providing guidance for the design of new houses, additions and/or remodeling efforts in the existing neighborhood. These guidelines are intended to focus on the characteristics of neighborhood compatibility and to leave individual homeowners the maximum flexibility to build, expand or remodel to meet their own needs and objectives.

All new house construction, additions and remodeling projects must conform to the development standards of the zoning districts in which they are located. These guidelines presented herein are intended to go beyond the basic requirements of the Zoning Ordinance and, in greater detail, address issues specifically related to neighborhood character compatibility without changing existing setbacks or height limitations or regulations. In addition, these guidelines are intended to encourage the design and construction of houses which harmonize with their surroundings and which demonstrate a high standard of quality.

It is important to acknowledge the suburban quality of the existing neighborhood and the community's expressed desire to increase the walkability of the area. Part of this agenda is ensuring that homes maintain an intimate relationship with the street they front. One of the challenges addressed through these guidelines is to accommodate the needs of a car-oriented lifestyle, while limiting the impact of the vehicles on the streetscape experience.

Lastly, the guidelines acknowledge that the existing houses are, in the majority of the instances, too small to accommodate today's lifestyles which encompass greater square footages of livable areas. In order to establish a sense of historical significance, the Town of Surfside encourages the architecturally authentic restoration of existing structures. Where restoration can become a minimum, these guidelines further encourage the preservation of the existing structure.

Applicability

The Guidelines should apply to all new construction within the Town. These Guidelines are provided for the use of homeowners, builders, contractors, architects, designers, Town Staff and Town decision makers. The Guidelines are expected to be useful for making design decisions about residential construction at a number of levels:

- Homeowners, builders, architects and other designers are encouraged to consult the Guidelines prior to designing new houses, additions or remodeling projects for ideas and advice.
- The Guidelines will be used by City Staff and decision makers as the criteria for making permit decisions. It should be noted that the Guidelines present illustrated 'suggestions,' which should be interpreted as such and not as intended requirements for permit approval.
- Neighborhood residents should consult the Guidelines to understand the neighborhood compatibility concepts which will apply to new construction.

The transition of this new policy should be as follows:

Any development within the Town approved by the Planning and Zoning Design and Review Board on or before September 11, 2007 is not subject to this policy. In the event of a major revision to an existing draft approval where the developer has an approved agreement, the Town will generally apply this policy.

Any development within the Town approved by the Planning and Zoning Design and Review Board after September 11, 2007 should provide conformity to the Town's Preservation Zone Design Guidelines.



Objectives

The objectives of the Guidelines include:

- To encourage harmonious and attractive neighborhood experiences though attention the exterior architectural quality and appearance;
- To diminish the visual prominence of garages from the street and promote a neighborly experience;
- To encourage a variety of options for building designs;
- To establish the appropriate articulation of buildings within the limitations of the zoning ordinances having regard for mass, volume, architectural detailing, finishes and location within the community;
- To establish design requirements for buildings prominent community locations;
- To assist architects, designers and builders in the preparation of acceptable building designs;
- To promote the preservation of the existing quality and character of the neighborhood; and
- To provide implementation suggestions for the encouragement of the architectural historic character of potentially contributing or designated historic buildings.

Organization

The guidelines address four (4) general themes:

- **Elements of Building Design**
Identifies and addresses design integrity which the individual building.
- **Relationships to Adjacent Properties**
Identifies and addresses the interfaces between new construction and adjacent existing buildings.
- **Neighborhood Patterns**
Identifies building characteristics which are most apt to define a neighborhood's appeal and identity.

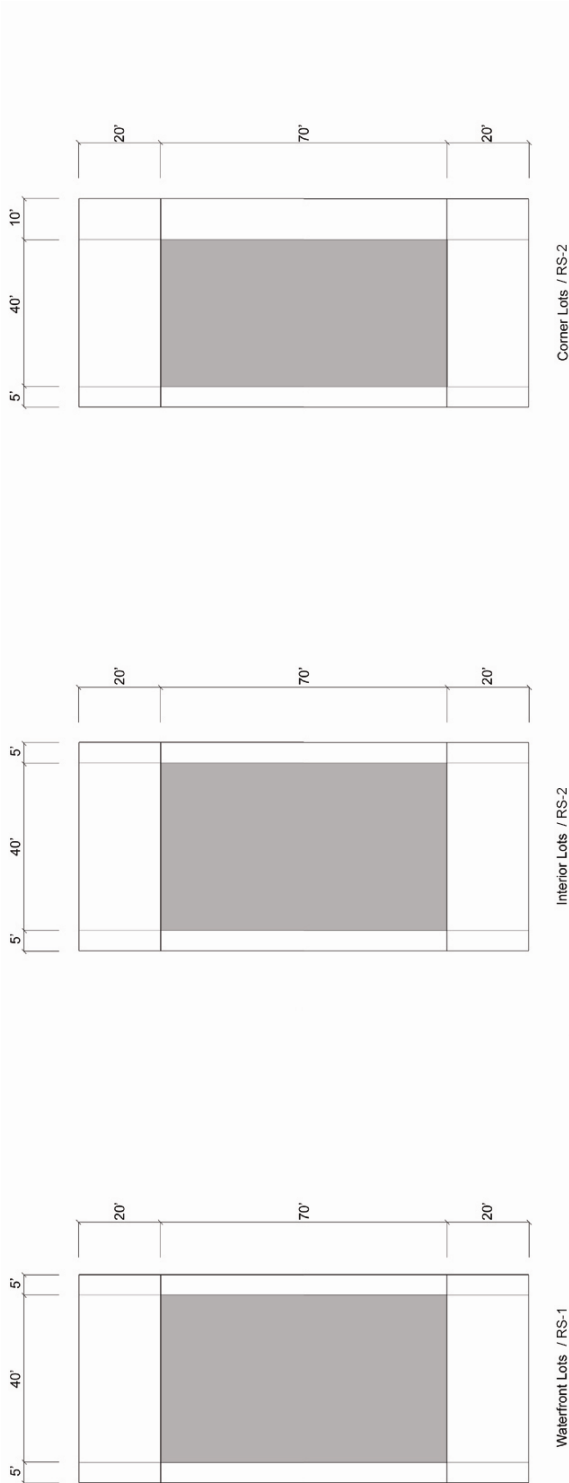


Parameters

The zoning existing within the town's ordinances, with respect to use designation and maximum heights, are not recommended to change. Within the residential neighborhood, the maximum height is 30 feet and the setbacks are as reflected in the illustrations and the attached chart.

The zoning remains consistent in and applicable in all its provision except one. These design guidelines recommend that the provision limiting construction to two (2) stories be increased to three (3), provided that the building's height does not exceed the established maximum height of thirty (30) feet.

District		Minimum Lot Requirements			Maximum Height		Minimum Yard Requirements				
Zoning	Description	Lot Width	Minimum Area	Lot area per dwelling unit	Max. Lot Coverage	Stories	Feet	Front Yard	Side Yard	Corner	Rear
RS-1	Single Family	50 ft.	2,500 sf.	8,000 sf.	40%	3	30	20 ft.	5 ft.	10 ft.	20 ft.
RS-2	Single Family	50 ft.	1,800 sf.	5,600 sf.	40%	3	30	20 ft.	5 ft.	10 ft.	20 ft.

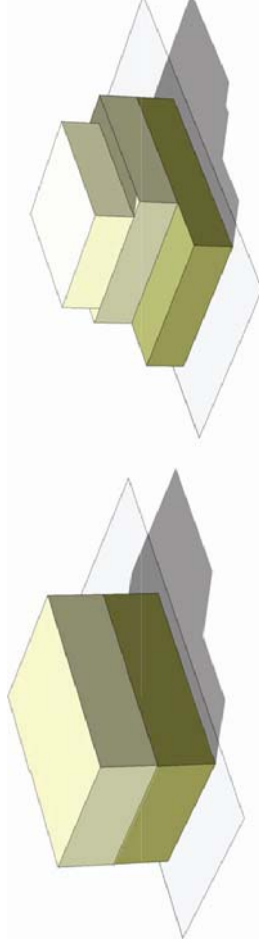


Building Massing

By increasing the number of stories permitted, from two (2) to three (3) and maintaining the height limitation to thirty (30) feet, the property owners are given more flexibility to internally distribute the space in accordance to the parameters described herein.

Without the increase of stories, the only provisions of these guidelines that can realistically be implemented are those affecting the building's elevation only.

Opportunities to resolve the volumetric distribution and massing of the legally permissible build-able area will have been missed. Because lots are limited in size, increasing the number of allowable stories to increase the floor areas' opportunities allows property owners to implement the parameters without incurring any liabilities upon the Town. Massing distribution should conform to Option A or Option B of the *Mass and Volume Distribution Criteria*.



Maximum Volume Build-out - Allowable Massing versus Proposed

Roof Lines

Because the Town has a variety of architectural roof treatments, the character of the neighborhood does not predicate the use of a specific roof-type. This allows for the homeowner to select a roof style that can accommodate their needs. This will be beneficial for those home owners who choose to maximize the buildability of their lots. Never the less, designs should attempt to provide roof lines and roof designs that, when viewed from the street, are harmonious with abutting properties. All roof slopes on a single building should have the same angle unless different slopes are inherent in the design's style.



Elevation - Maximum Volume Build-Out

Mass and Volume Distribution – Option A

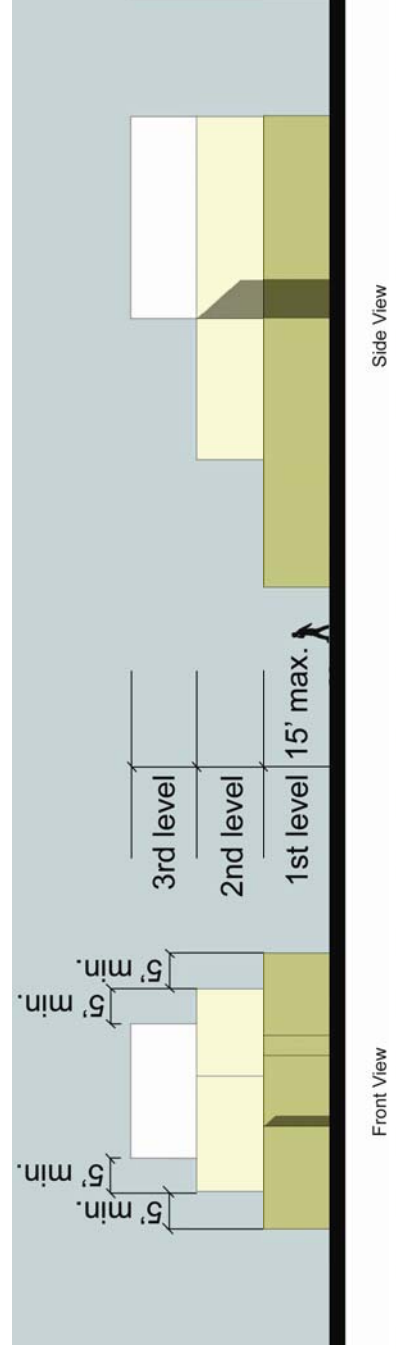
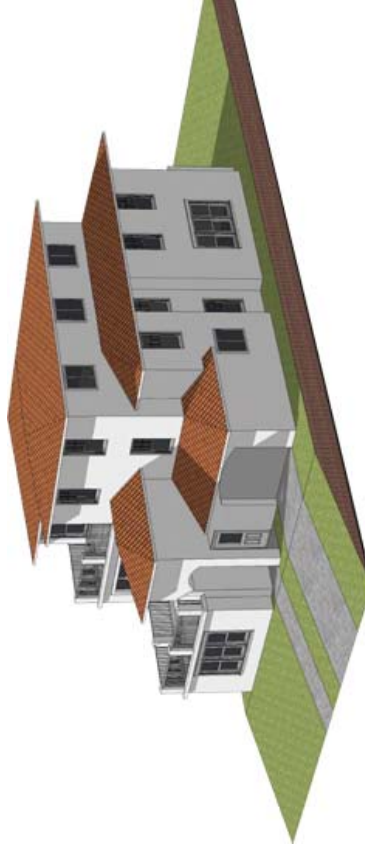
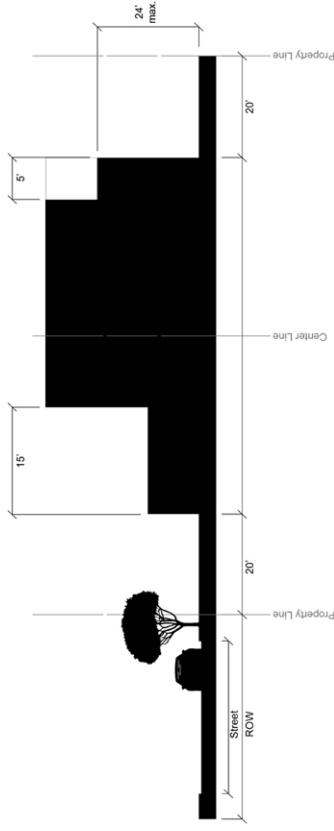
The massing of any new residential building or addition should be sensitive to the profiles of adjacent buildings and should locate second and third stories adequately to reduce the apparent overall scale of the building. This is necessary to ensure an adequate architectural and spatial relationship between new and existing buildings.

The first story should adhere to established zoning setbacks.

The second story should not exceed the ground floor area by 70% and should be setback a minimum of 15 feet from the front façade and a minimum of 5 feet from sides and rear facades.

Third stories or any wall planes exceeding 24 feet in height should provide an additional minimum 5 foot setback from all sides and rear elevations only, but should not be required from the front.

Building forms should be varied enough to avoid monotony and to avoid pyramidal massing and should be compatible with surrounding houses.



Mass and Volume Distribution – Option B

The front façade of a building should be allowed to extend vertically a maximum of two (2) stories in height, provided that at least two (2) of the following criteria are met:

- A) The building should provide an open-air, transitional and habitable architectural element, such as a front porch or wrap-around balcony, for the entirety of the two-story façade (frontage and height). The transitory space should be a minimum of eight (8) feet deep and should be accessible from its corresponding floor elevation.



- B) A maximum of 60% of the facades frontage may be allowed to abut the front setback, with the remaining 40% setback an additional minimum of 12 feet;



- C) The building's façade should in its entirety be set back an additional 12 feet from the setback line; an additional 8 feet from any abutting property's single-story façade, whichever is greater but should not exceed 15 feet. Required transitory architectural elements may be allowed to encroach into the additional setback by 80%.



Transparency and Void Requirements

All elevations should provide for a minimum of 10% wall openings. Wall openings should be defined as either windows, doors or transitional spaces defined by porches, porticoes or colonnades.

Voids should be distributed throughout all facades facing a public Right-of-Way so as to create balance in the facades mass-void proportions and relationships.

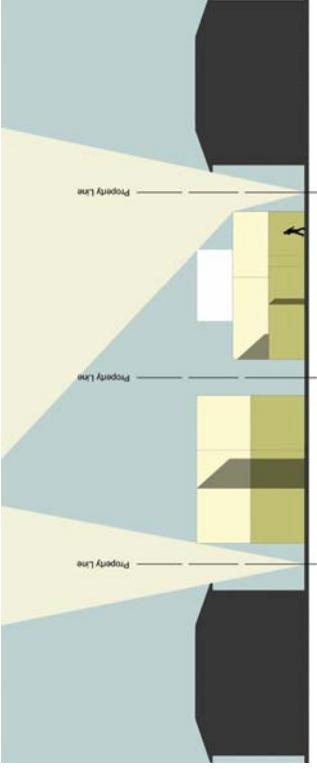
Treatment of voids and transparencies should be consistent on all facades of buildings. Glass may be clear or lightly tinted, but should never be darkly tinted or should never have a reflective finish.

New windows should be placed to avoid direct views into existing neighboring windows. Large second story windows overlooking adjacent rear yards should be articulated to minimize views into adjacent rear yards.



Building Forms

Buildings' massing, as provided with the controlled volumetric distribution, should provide for increased light-plane access in-between buildings, even if maximum build-out occurs. This is critical for ensuring that adjacent properties have adequate access to natural light and ventilation. Additionally, properties should provide for greater privacy between buildings on the upper stories.



Natural Light Diagram

Main Entries

Main entries are critical in their established relationships to the street. Increase prominence and visibility from the street, promote a greater architectural relationship between the public and private realms and encourages a sense of neighborhood.

Main entries should be:

- Prominent and oriented to the street;
- Rendered in appropriate scale for the block as well as the individual building;
- Entry feature should not extend above the eave line of the structure; and
- Should not be obstructed from view by fences, landscaping or other visual barriers.



Decorative Features

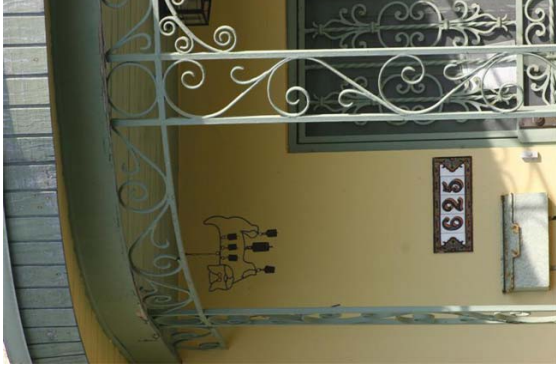
Decorative features such as porch or balcony rails and columns, other columns and capitals, window sills and any other decorative elements should be stylistically consistent throughout the entire building.

Some elements, such as decorative window trims, should be consistent on all parts of the house, while others, such as porch and balcony rails, may apply only to those individual structures, typically those located at or near the front of the house.

For purposes of decorative features, consistency means the same materials, dimensions and design elements. Decorative consistency is perhaps most critical for additions to houses with architectural styles which include decorative features as important elements of the style. Decoration added to a house's addition only, where the original structure previously had none or a stylistically different decoration, should not be allowed.

Overall Architectural Style

The overall style of each house should be consistent on all sides of the building, as well as among all portions of the roof. Particular care should be taken that building elevations and roof elements visible from streets and other public or adjacent spaces are stylistically consistent. Consistency should be determined by evaluating each of the building's elevations' components.



Mailboxes

The Town highly encourages mailboxes to be attached to the house. In the event that this does not apply, the following provisions should be implemented:

- 1) Materials should be true and consistent with the architectural character of the building in both color and texture.
- 2) Landscape planting or approved architectural elements should be used to minimize the visibility of the mailboxes from the public Right-Of-Way.

Decorative Permanent Elements

Decorative permanent elements should include any decorative feature not a part of the architectural facades, including but not limited to bird-baths, statuary, lighting poles and fixtures, columns, fountains, signage and outdoor artwork. Property owners should seek approval prior to installation of these elements.

Decorative permanent elements should be further defined as:

- 1) Any element larger than 36 inches in height or 60 inches in width;
- 2) Any outdoor element that remains installed for a period of time longer than 45 days;
- 3) Any element that requires a footing; or
- 4) Any element that utilizes electricity.

All decorative permanent elements should be in scale with all the façades of the property and should be consistent with the materials, colors and textures predominant of the architecture of the building. Consistency should mean the same materials, dimensions, proportions and design elements.



Garages and Parking Driveways

In general, new garages should be located and sized consistent with the established pattern of the neighborhood.

Attached garages located at the front or side of the house should be no wider than one necessary to accommodate the width of one car, and should never exceed 50% of the overall length of the facade. If a garage is provided to accommodate 2 cars, the garage entrances must have an exterior expression of two separate entrances, each a maximum of 10' wide, and separated by a minimum 18" wide vertical element consistent with the facade.

Attached garages on corner lots should be located to avoid driveway paving at or near the corner.

The width of paved driveways on private property as well as driveway cuts at the curb should be as narrow as possible. Curb cuts should not be two-cars wide, even if they provide direct access to a two-car wide driveway.

Paving accessible for parking in the front setback area should be limited to the width required for access to a garage or other required parking spaces.

Driveways should have a 2% cross slope or appropriate to promote containment of drainage on-site.

Driveway Treatments:

Asphalt driveways should not be permitted;

Driveways should be composed of materials and textures consistent with the overall character of the building;

The Town encourages the use of pavers, concrete may be used provided that it is color- and texture- treated;

Coloring on concrete should be consistent throughout the entire composition; and

Painted concrete should not be permitted.



Balconies, Decks and Lighting

New balconies or decks located more than 5 feet above grade on new or existing houses should be built no closer than 5 feet to adjacent single family side-property lines and no closer than 20 feet to adjacent rear property lines.

Lighting should never be allowed to shine directly onto adjacent residential properties. The view of light sources should be entirely shielded from adjacent properties.

Large, two-story building masses at the sides and rear of adjacent single family yards should be avoided to help preserve privacy and sunlight access for the neighboring property.



Wall Materials and Finishes

Wall material finishes should be appropriate to the style and style era of the house. For example, materials developed after the establishment of a particular architectural style are not appropriate on buildings of that style unless the new material is a high quality and deliberate reproduction of the original material. The same material should be used on all building elevations unless multiple materials are a legitimate expression of the particular style.

False, foam materials should not be allowed.



Roof Materials, Types and Slopes

Roof materials should be appropriate to the style of the house and, except for flat roofs or flat roof portions, should be the same product for the entire roof system. New materials designed for fire resistance are entirely appropriate as long as they replicate the traditional material.

Roof types and slopes should be generally the same over all parts of a single building. Exceptions are roof styles or architectural styles that traditionally involve varying slopes, such as architectural styles that sometimes combine flat and sloped roofs. In addition, hip overall roof designs are often used in combination with very small gable or shed roofs used to highlight a prominent element.

Restricted materials for roofs are pre-determined in the Town's Building Code, which restricts roofing materials to:

1. Clay tile;
2. White concrete tile;
3. Solid color cement tile which color is impregnated with the same color intensity throughout, provided said color is first approved by the planning and zoning board; and
4. Metal.



Windows and Trims

Window styles (double hung, casement, sliding, fixed, etc.) and frame materials (aluminum, wood, steel, etc.) are particularly important expressions of architectural style and should always be consistent among all elevations of a building. Window styles may vary depending on the specific use or size of the window for some architectural styles. Frame materials should never vary on a single building except in some limited cases when the frame material is being upgraded as in the case of renovations.

Window sizes and proportions are also important expressions of architectural style and should be consistent with the architectural style of the house. While window sizes on a single house most often vary by the purpose of the room, several styles, typically include larger uniform window heights all around the building. Several styles also traditionally employ the same window repeated in groups of two, three or four as a fundamental expression of the style.

Window, door and eave trim should be consistent on all elevations of the house, in terms of material, material dimensions and decorative features such as shape, carving, routing, reveals, etc. Replicating the original trim style for additions or remodels of older, traditional styles is particularly important.



Green Design

It is encouraged for all new construction to follow the LEED certification program. Higher LEED certifications (silver, platinum, etc.) are also encouraged.

Rehabilitation of existing structures should achieve the following standards to the greatest feasible extent:

- Use of energy-efficient features in window design (exterior shading devices, low-E and insulated glass, etc);
- Use of operable windows and ceiling fans to promote natural ventilation when weather permits;
- Reduced coverage by asphalt, concrete, rock and similar substances in driveways and other areas to improve storm-water retention and reduce heat island effects.
- Installation of energy-efficient lighting in buildings, driveways, yards, and other interior and exterior areas;
- Selection, installation and maintenance of native plants, trees, and other vegetation and landscape design features that reduce requirements for water, maintenance and other needs;
- Planting of native shade trees to provide reasonable shade while remaining clear of overhead and underground utilities;
- Passive solar orientation of structures, as possible, to reduce solar heat gain by walls and to utilize the natural cooling effects of the wind;
- Provision for structural shading (e.g., trellises, awnings and roof overhangs) wherever practical when natural shading cannot be used effectively;
- Inclusion of shaded porch/patio areas; and



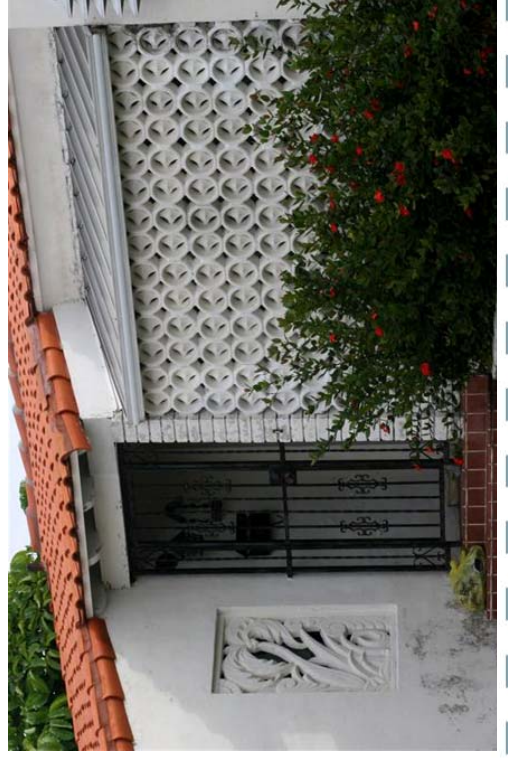
Historic Preservation

Initiate inventory of existing building stock by an architectural historian to determine and designate categories of historic preservation:

- Designated Historic Property
- Contributing Historic Property

Develop parameters to address the preservation,

- The restoration of at least 50% of the existing overall structure
- Restoration and preservation of 100% of the street front facades
- Historic Preservation-specific design review processes in accordance to the standards of the Secretary of the Interior.



Neighborhood Patterns

One of the challenges posed by new construction projects in existing residential neighborhoods is to create relationships between properties and streets that maintain adequate space, light and a sense of openness that complement the existing neighborhood's character.

Because the major objective of these guidelines is to ensure that new homes, additions and remodeling projects are appropriately compatible with the surrounding neighborhood, compliance with the guidelines in this chapter is essential for the preservation of the neighborhood character, and consistency with them will be an important component for those projects which qualify for approval.

Neighborhood Patterns Topics

- Overall Neighborhood Pattern Scheme
- Priority Lot Properties
- Property Designation Diagram
- Community Gateway Properties
- Community Window Properties
- Corner Lot Properties
- Waterfront Properties
- Upgraded Rear and Side Architecture
- View Terminus Properties
- Interior Lots
- Multifamily
- Commercial



Overall Neighborhood Pattern Requirements

The Overall Neighborhood Pattern Requirements should be applicable to all lots, irrespective of designation. These buildings should pay particular attention to the relationship between the street fronting facades, its treatment and articulation, and the street, always enforcing a pedestrian quality and character.

Priority Lot Properties

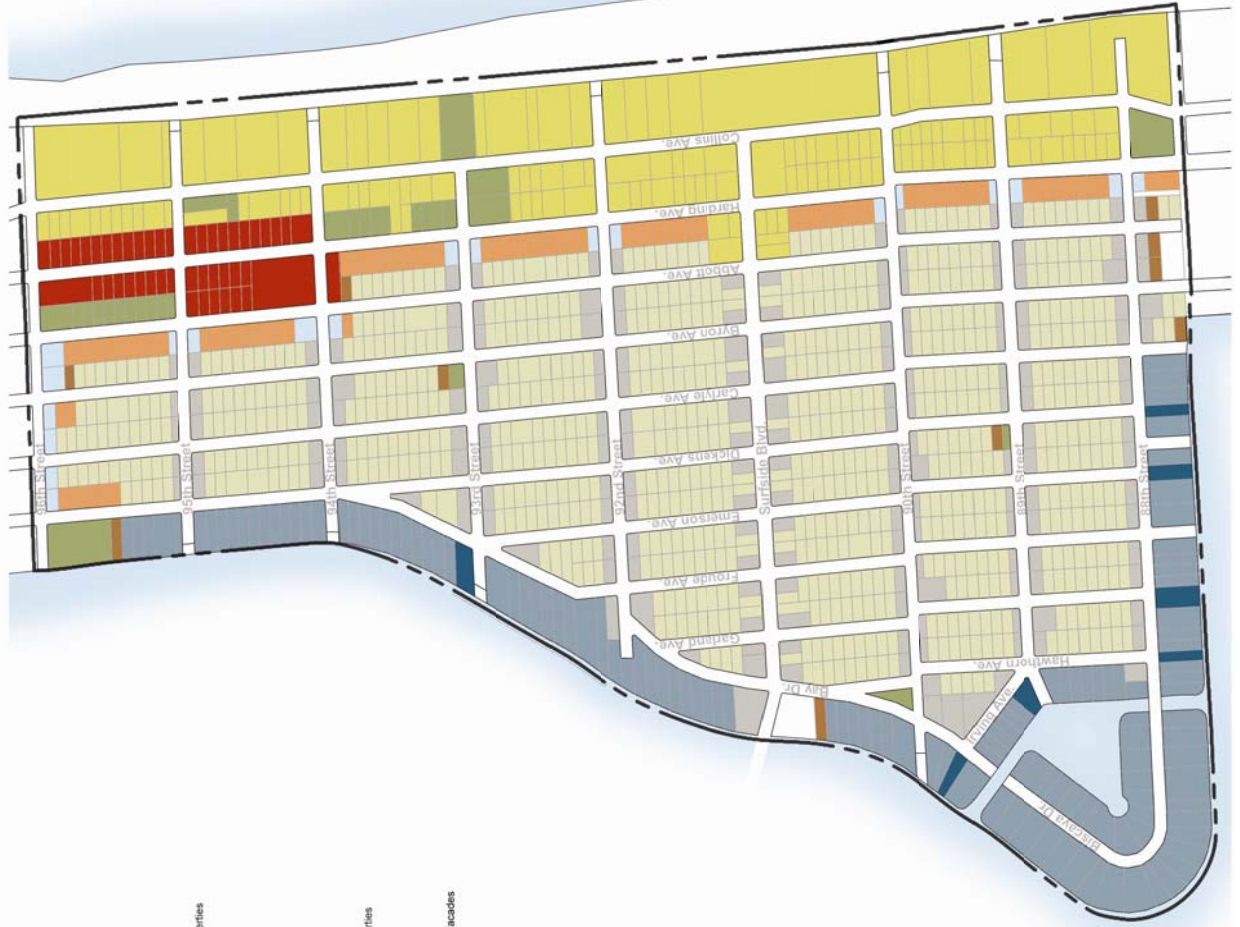
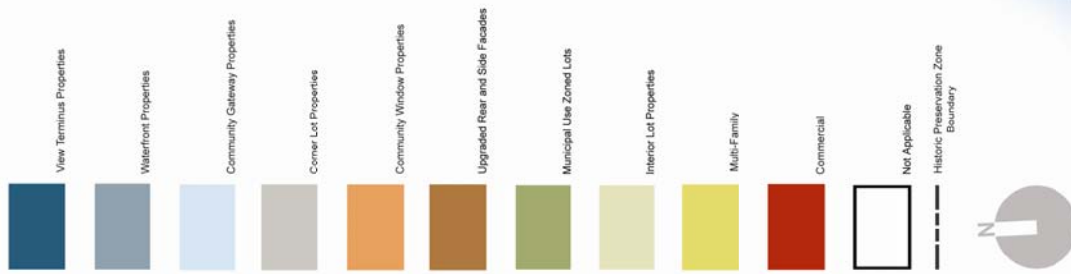
These guidelines identify important properties that aide in the definition of the edges defining the existing residential neighborhood. The strategic approach to identifying each and their importance acknowledges that dwellings in prominent locations, or "Priority Lots," have a higher degree of visibility within the public realm. Special design consideration is required for the publicly exposed elevations of these dwellings.

These priority lots are categorized as follows:

- Community Gateway Properties – properties that are located at important gateways to the neighborhood;
- Community Window Properties – properties that front an important visible edge to the neighborhood;
- Corner Lot Properties – properties that are located at corner lots within the neighborhood;
- Waterfront Properties – properties that have a waterfront exposure;
- Upgraded Rear and Side Facades – properties that have a rear or side façade that is publicly exposed.
- View Terminus – properties which location lines up with city street ends.
- Interior Lot Properties – properties located in the inner lots of the city blocks.



Property Designation Legend



Priority Lots – Community Gateway Properties

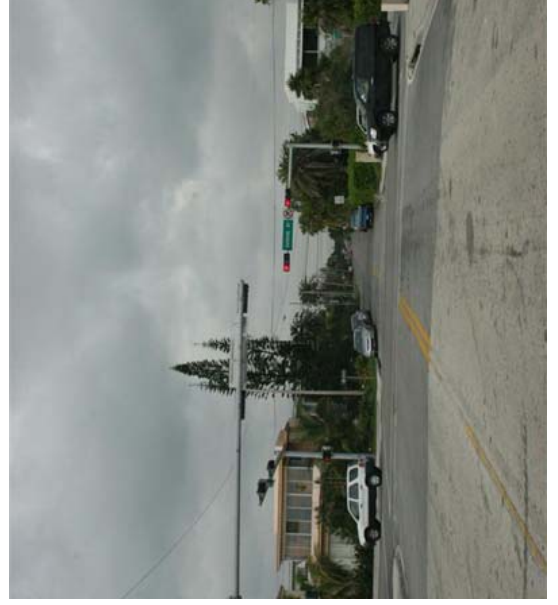
Community Gateway Properties are located at the entrances to the community from the external road system, principally Harding Avenue and 96th Street. These properties play an important role in expressing the image, character and quality of the community to residents, visitors and passersby. A high degree of architectural design quality will be expected for all elevations of these properties.

The preferred design is one that acknowledges the importance of the location and acknowledges the corner condition. The main entrance and driveways to garages or carports should face the entry roadway and should not face Harding Avenue or 96th Street. Special attention to the massing, height, articulation, fenestrations, material finishes and detailing is required for all exposed elevations of a Community Gateway Property, ensuring that:

- Wall finish treatments are consistent on all sides of the building;
- A prominent entrance feature is encouraged;
- Wrap-around porches should be provided;
- There is provided sufficient fenestrations on front and flanking elevations displaying balanced proportions;
- Highly articulated flanking elevations are required to avoid flat, blank, or uninteresting facades;
- Roof forms should be enhanced;
- Rear elevations should be upgraded to include detailing and window treatment consistent with the front and flanking elevations;
- Garages should be recessed with the front entrance feature;
- Distinctive corner architectural elements should be employed where architecturally appropriate; and
- Special attention to the exterior color package is required to compliment the use of upgraded materials, such as stone, and finishes.



Community Gateway Property Diagram



Massing Example

Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
Community Gateway Properties	Per Existing Zoning Ordinance	30' Overall*, 3 stories	Front
			Rear
			Corner
			Interior Side*
			20' Ground
			20' Ground
			10' Ground
			5' Ground



Priority Lots – Community Window Property

Community Window Properties are located along the edges of the community, principally Harding Avenue, Abbott Avenue between 94th Street and 96th Street and on Bay Drive just across the street from the 96th Street Park. These properties play an important role in expressing the image, character and quality of the community to residents, visitors and passersby.

A high degree of architectural design quality will be expected for the street facing elevations of these properties. Special attention to the massing, height, articulation, fenestrations, material finishes and detailing is required for the aforementioned elevation of a Community Window Property.

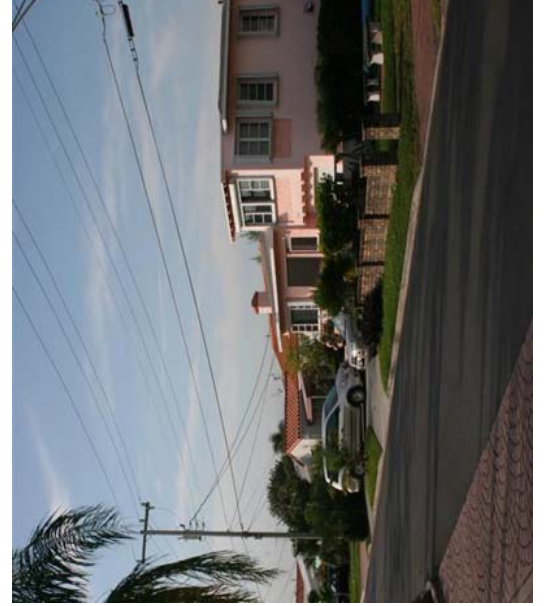
The facades should ensure that:

- Wall finish treatments are consistent on all sides of the building;
- A prominent entrance feature is encouraged;
- Highly articulated flanking elevations are required to avoid flat, blank, or uninteresting facades for at least half the depth of the side elevations, measured from the front facade;
- Roof forms should be enhanced;
- Garages should be recessed from the front entrance feature;
- Distinctive architectural elements should be employed where architecturally appropriate; and
- Special attention has been given to the exterior color package is required to compliment the use of upgraded materials, such as stone, and finishes.

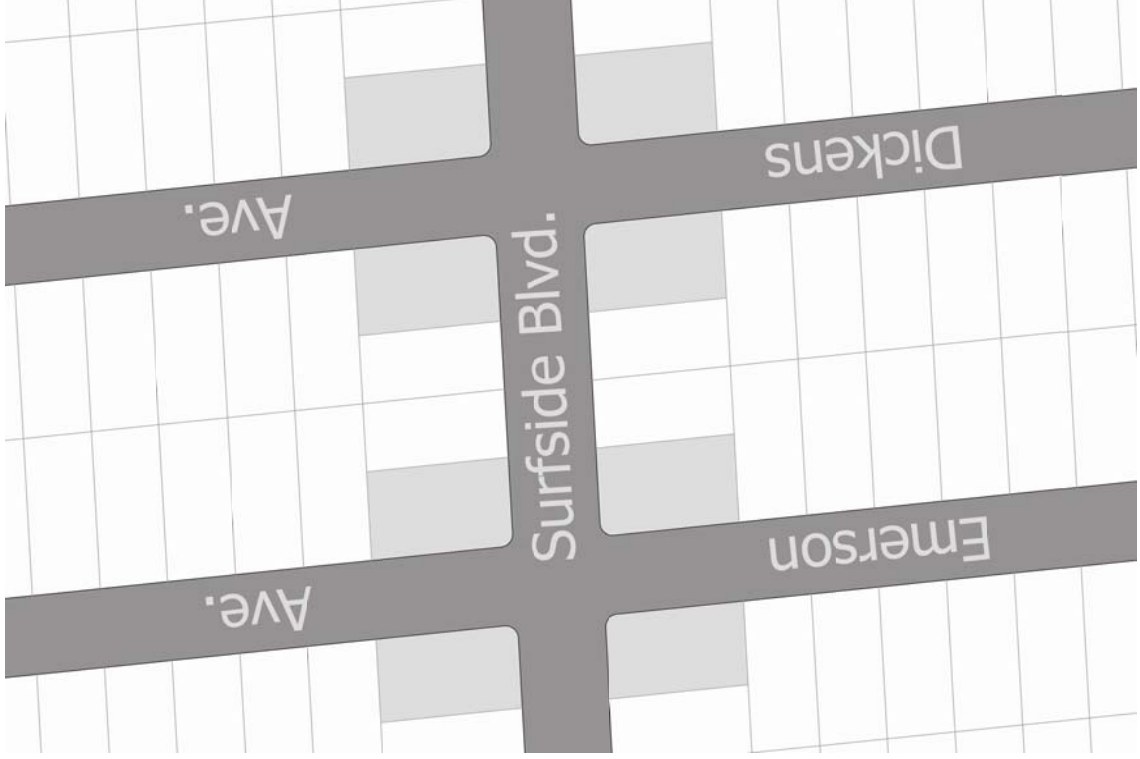
Community Window Property Diagram



Massing Example



Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
Community Window Properties	Per Existing Zoning Ordinance	30' Overall*, 3 stories	Front
			Rear
			Corner
			Interior Side*
			20' Ground
			20' Ground
			N/A
			5' Ground



Priority Lots – Corner Lot Properties

Corner Lot Properties are located at the internal street intersections. These properties play an important role in setting the image, character and quality of the street. These properties should address both street frontages in a consistent manner and incorporate ground-level detailing which reinforces the pedestrian scale of the street. The following criteria should apply:

- The main entrance and driveways to garages or carports should face the long side of the lot;
- Special attention to the massing, height, articulation, fenestrations, material finishes and detailing is required for all exposed elevations of a Corner Lot Property, ensuring that:
- Wall cladding and finish treatments are consistent on all sides of the building;
 - A prominent entrance feature is encouraged;
 - There is provided sufficient fenestrations on front and flanking elevations displaying balanced proportions;
 - Highly articulated flanking elevations are required to avoid flat, blank, or uninteresting facades;
 - Roof forms should be enhanced;
 - Rear elevations should be upgraded to include detailing and window treatment consistent with the front and flanking elevations;
 - Garages should be recessed with the front entrance feature;
 - Distinctive architectural elements should be employed where architecturally appropriate; and
 - Special attention to the exterior color package is required to compliment the use of upgraded materials, such as stone, and finishes.

Corner Lot Property Diagram

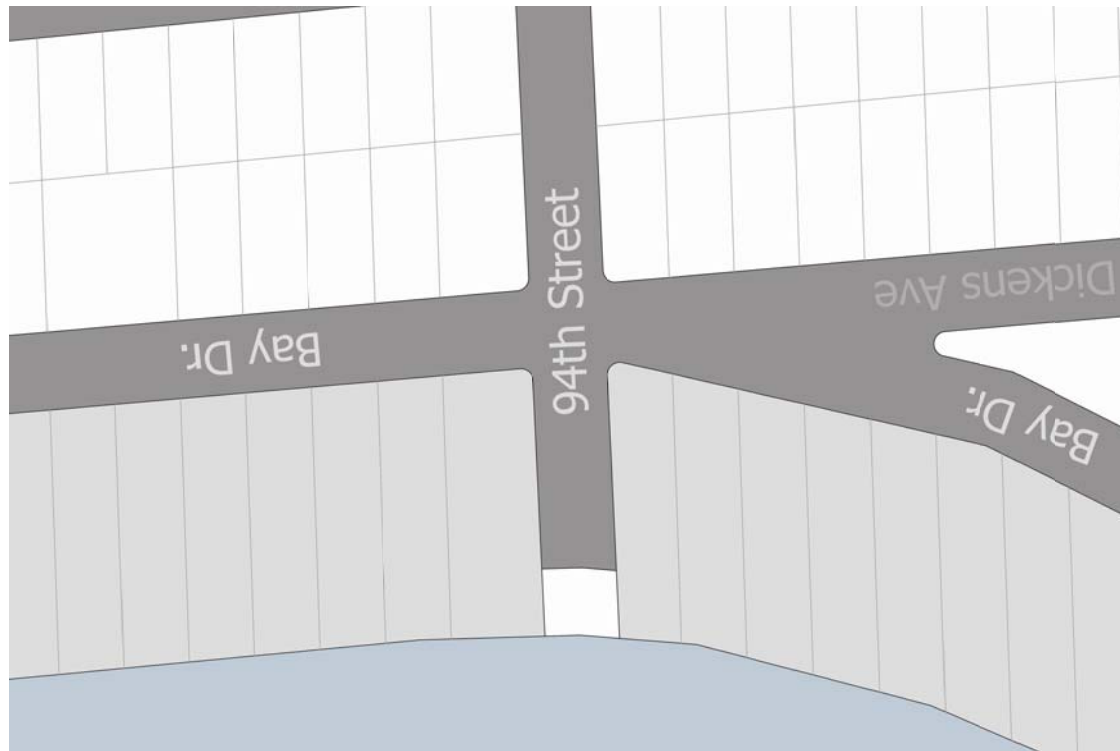


Massing Example

Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
Corner Lot Properties	Per Existing Zoning Ordinance	30' Overall*, 3 stories	Front
			Rear
			Corner
			Interior Side*
			20' Ground
			20' Ground
			10' Ground
			5' Ground

Priority Lots – Waterfront Properties

Waterfront Properties are located at the waterfront edges of the neighborhood with at least one frontage onto Biscayne Bay. These properties play an important role in setting the image, character and quality of the neighborhood as perceived from the water. These properties should address both the street frontage and its water frontage in a consistent manner. The buildings should also incorporate ground-level detailing which reinforces a pedestrian scale at the street elevation.



Waterfront Property Diagram

Priority Lots – Waterfront Properties

The following criteria should apply:

- Wall finish treatments are consistent on all sides of the building;
- There is provided sufficient fenestrations on front and flanking elevations displaying balanced proportions;
- Highly articulated flanking elevations are required to avoid flat, blank, or uninteresting facades;
- Roof forms should be enhanced;
- Rear elevations should be upgraded to include detailing and window treatment consistent with the front and flanking elevations;
- Garages should be recessed with the front entrance feature;
- Front elevations should engage the street and should not be obstructed behind dense landscaping, carports or excessive setbacks.
- Building mass and volume distribution should be distributed so as to not create imposing structures abutting the street or abutting properties;
- Distinctive corner architectural elements should be employed where architecturally appropriate; and
- Special attention to the exterior color package is required to compliment the use of upgraded materials, such as stone, and finishes.





Massing Example

Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
Waterfront Properties	Per Existing Zoning Ordinance	30' Overall*, 3 stories	Front
			Rear**
			Corner
			Interior Side*
			20' Ground
			50' Ground
			10' Ground
			5' Ground

Priority Lots – Upgraded Rear and Side Architecture Properties

Upgraded rear and side architectural elevations are required where these elevations are exposed to public view. This occurs in the following situations:

- Reverse frontage lots which back or flank onto a public road, or
- Lots which back or flank onto highly visible public uses such as open spaces, roads, parks, public walkways, institutional uses and commercial uses.

The exposed side and/or rear elevations of these buildings should have a level of quality and detail consistent with the front elevation. This should include, but not be limited to, features including:

- Enhanced window styles compatible with the architectural style of the overall design;
- Introduction of architectural features to evade blank, uninteresting walls;
- A balance of mass and voids achieved through the proper use of fenestrations; and
- The level of upgrade should be consistent with the level of public exposure.



Upgraded Rear & Side Architecture Property Diagram



Massing Example

Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
Upgraded Rear and Side Architecture Properties	Per Existing Zoning Ordinance	30' Overall*, 3 stories	Front
			Rear
			Corner
			Interior Side*

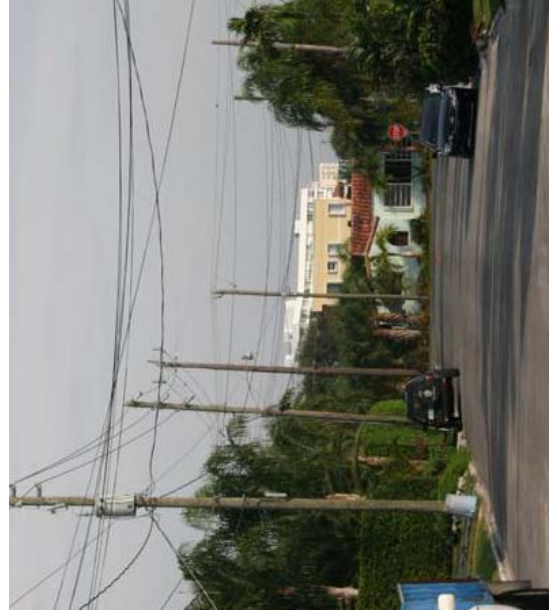
Priority Lots – View Terminus Properties

Terminus Lot Properties occur at the top of “T” intersections, where one road terminates at a right angle to the other. These properties play an important role in the streetscape by terminating a long view corridor. Corner lots opposite these properties should frame the view from the street. Because of their prominence, View Terminus Properties should include such enhancement features as:

- Driveways should be located to the outside of a pair of View Terminus Properties to increase landscaping opportunities and reduce the prominence of the garage on the view;
- A greater setback from adjacent dwellings is encouraged where lot depth permits; and
- Architectural treatments which provide visual interest will be required for these parcels.



View Terminus Property Diagram



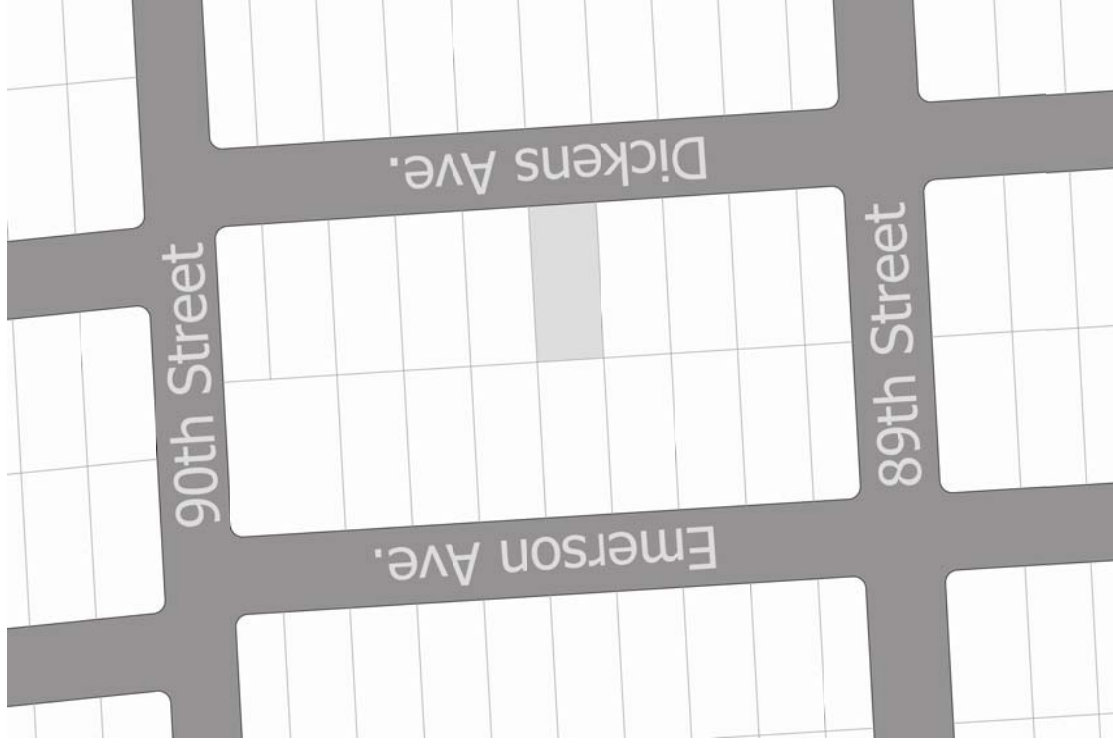
Massing Example

Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
View Terminus Properties	Per Existing Zoning Ordinance	30' Overall, 3 stories	Front
			Rear
			Corner
			Interior Side*
			20' Ground
			20' Ground
			N/A
			5' Ground

Priority Lots – Interior Lot Properties

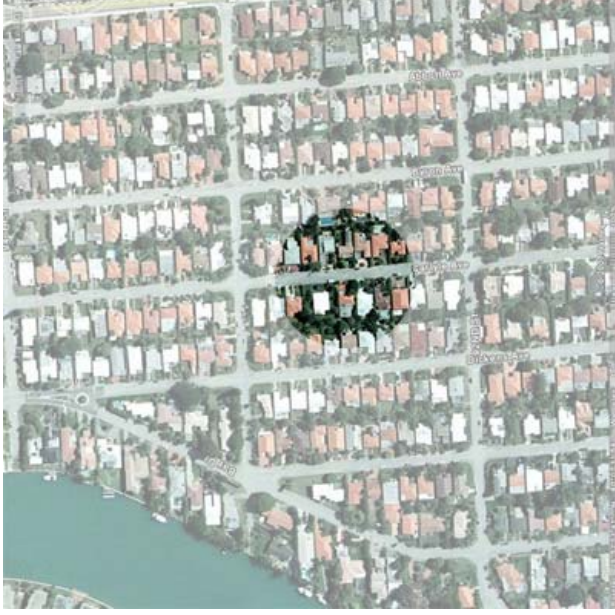
Interior lots will be applicable to the general design criteria applicable as the basis for all lots, including criteria determining:

- Massing and Volumes
- Decorative Features
- Overall Style
- Garage and Parking Driveways
- Relationships to Adjacent Properties
- Roof Materials, Types and Slopes
- Wall Material Finishes
- Windows and Trims



Interior lot Property Diagram





Massing Example

Property Designation	Use Restrictions	Allowable Height	Frontage Setbacks
Interior Lot Property	Per Existing Zoning Ordinance	30' Overall*, 3 stories	Front
			Rear
			Corner
			Interior Side*
			20' Ground
			20' Ground
			N/A
			5' Ground

Introduction

These guidelines are intended to help secure a high quality of environment, regarding livability, visual interest, identity and sense of place, in Surfside's commercial and multifamily districts by providing guidance for the design of new buildings within the existing area. These guidelines are intended to focus on the characteristics of architectural compatibility and to leave individual property-owners the maximum flexibility to build to meet their own needs and objectives.

All new building construction must conform to the development standards of the zoning districts in which they are located. These guidelines presented herein are intended to go beyond the basic requirements of the Zoning Ordinance and, in greater detail, address issues specifically related to character compatibility without changing existing setbacks or height limitations or regulations. In addition, these guidelines are intended to encourage the design and construction of buildings which harmonize with their surroundings and which demonstrate a high standard of quality.

Lastly, in order to establish a sense of historical significance, the Town of Surfside encourages the architecturally authentic restoration of existing structures. Where restoration can become a minimum, these guidelines further encourage the preservation of the existing structure.

Applicability

The Guidelines should apply to all new construction within the Town. These Guidelines are provided for the use of property-owners, builders, contractors, architects, designers, Town Staff and Town decision makers. The Guidelines are expected to be useful for making design decisions about multifamily residential and commercial construction at a number of levels:

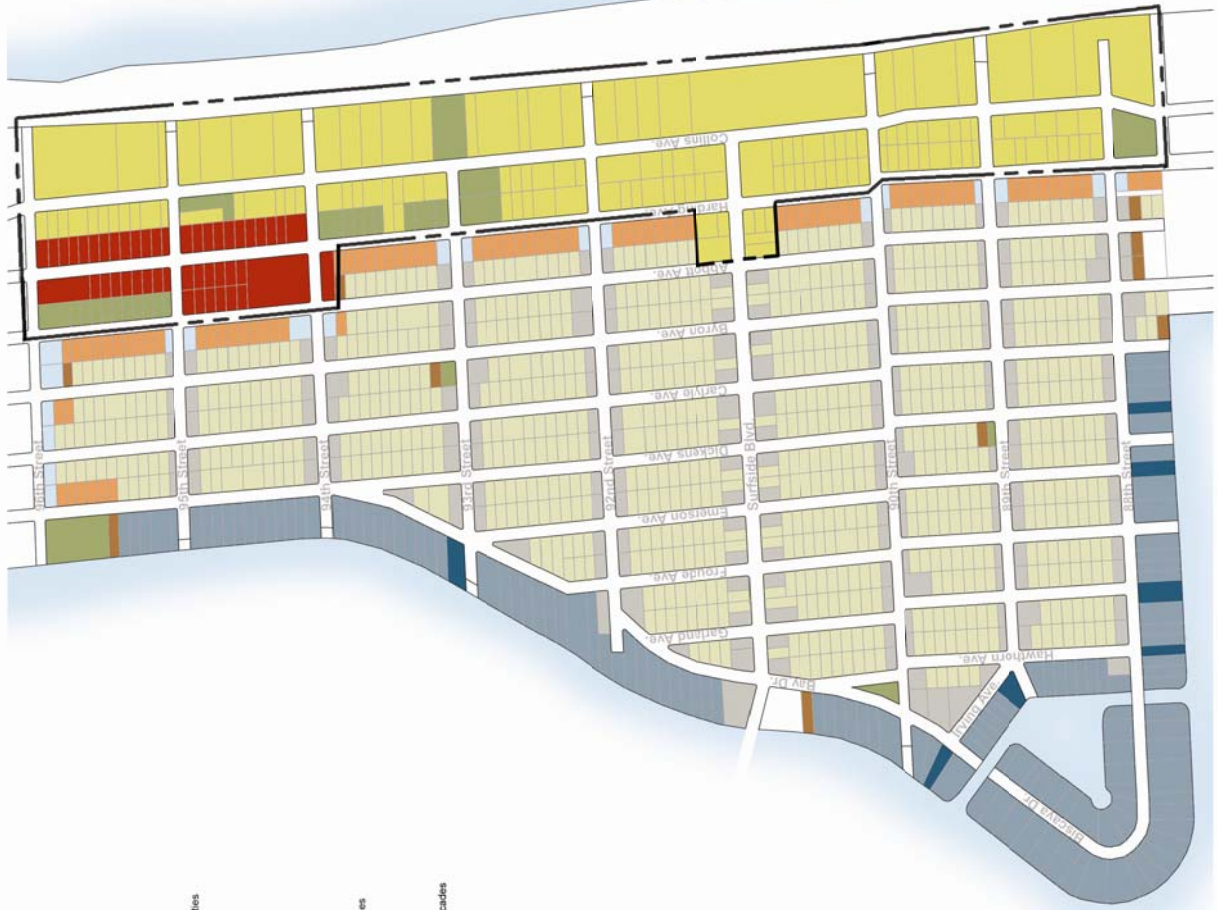
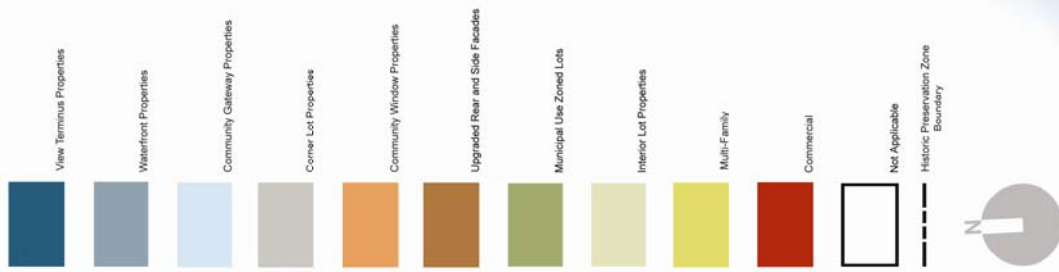
- Property-owners, builders, architects and other designers are encouraged to consult the Guidelines prior to designing new buildings, additions or remodeling projects for ideas and advice.
- The Guidelines will be used by City Staff and decision makers as the criteria for making permit decisions.
- Town residents should consult the Guidelines to understand the compatibility concepts which will apply to new construction.

The transition of this new policy should be as follows:

Any development within the Town approved by the Planning and Zoning Design and Review Board on or before September 11, 2007 is not subject to this policy. In the event of a major revision to an existing draft approval where the developer has an approved agreement, the Town will generally apply this policy.

Any development within the Town approved by the Planning and Zoning Design and Review Board after September 11, 2007 should provide conformity to the Town's Preservation Zone Design Guidelines.

Property Designation Legend



A. STYLE AND BUILDING FORM

New construction should recognize the historic context and should be compatible in massing, scale, proportion and articulation with the context. The predominant characteristics of these architectural articulations include:

- Art Deco:* Flat roofs, applied decoration, symmetrical or asymmetrical massing, openings are variable in size, shape and proportion
- Mediterranean Revival:* low pitched roofs, monumental massing, textured stucco, arched openings, varied ornamentation
- Mid-Century Modern:* horizontal emphasis, flat roofs with extended overhangs, asymmetrical, emphasized material changes, minimal to non-existent ornamentation
- Streamline/Moderne:* soft flowing masses, round corners, smooth surfaces, asymmetry, flat roofs with parapets, minimal to non-existent ornamentation

The Town highly discourages the literal replication of historic buildings or styles.

B. VOLUMETRICS

1. Building volumes and heights should be articulated to express different building components, features and programmatic elements. Buildings with one continuous height are prohibited.
2. Building lengths should not exceed those limitations as expressed in the zoning code.
3. Additional height articulation beyond those regulated by these requirements is encouraged to provide appropriate scale, rhythm and articulation, provided that no element exceeds the maximum height limitation.



C. ARTICULATION

1. Wall Plane

Building facades should incorporate breaks in the wall plane to provide massing and articulation compatible with the historic context. No single wall plane should exceed 60 feet in length on any exterior façade and should provide a minimum of a 6-foot separation from abutting wall planes.

2. Height Variations

Height variations among architectural elements should have an expression of no less than 5 feet in variation. Buildings with one continuous height should not be allowed.

3. Façade Articulations

All building facades, including alleyways, should be rendered consistently with the overall architectural treatment of the building.

4. Roof Articulations

The town highly encourages the promotion of roof-top gardens on the commercial district, especially for properties with rooftop visible from residential uses or for rooftops overlooking the public Right-of-Way.

D. ENTRANCES, WINDOWS & STOREFRONTS

(Requirements affecting all building façades fronting a public Right-of-Way)

1. Pedestrian entrances should be easily recognizable and oriented towards the street.
2. Divided light window mullions, where provided, should be through the pane (i.e. true divided).
3. Exterior burglar bars, fixed “shutters” or similar security devices are prohibited.
4. Security shutters, if provided, should be constructed of a see-through, non-solid grate material. Roll-up casings and attachment hardware should be obscured by architectural features or awnings and should be finished to blend with the overall architectural character of the building and its surface materials.
5. Impact resistant glass should be used in all window exposures, except ground level non residential uses.
6. Window and storefront articulations should utilize similar proportions as those within the surrounding context and should be primarily oriented towards the street.



- 7. Multiple storefronts within a larger building should have consistent material qualities and articulation and should relate to the detailing of the entire building.
- 8. The bottom edge of windows should be no less than 24 inches above the fronting finished sidewalk elevation
- 9. For non-residential uses, the first vertical 10 feet of building elevation should be composed of 50% minimum transparency. Required percentages of transparency should be applied to street-facing building facades and walls that provide separation between conditioned interior and un-conditioned exterior space. Requirements should be applied within the first 10 feet of height above the public sidewalk. When possible, the bottom of transparent openings should be no higher than 36 inches above the public sidewalk. Display windows used to satisfy these requirements should have a minimum vertical dimension of 4 feet and should be internally illuminated.
- 10. Mirrored and heavily tinted glass should not be permitted.
- 11. The use of exterior shading devices and insulated glass is highly encouraged.

E. AWNINGS, CANOPIES, 'EYEBROWS' AND BALCONIES

- 1. Balconies should not extend into the frontage setbacks and should not be less than five feet (5') in depth.
- 2. Awnings and canopies should be incorporated to provide pedestrian protection from the elements as well as reduce overall building heat gain. Encroachments by awnings and non-permanent canopies over the public sidewalk are permitted, but should not be greater than 6' or the width of the sidewalk, whichever is less.
- 3. Awnings, canopies, "eyebrows" and balconies should have consistent height and depth;
- 4. Awnings, canopies, "eyebrows" and balconies should remain consistent with architectural details and proportions harmonious with the overall building design and historic context;
- 5. Awnings, canopies, "eyebrows" and balconies should be consistent on multiple storefronts within a larger building.
- 6. Awnings should be fabric or metal. Plastic awnings are discouraged.
- 7. To reduce visual clutter, awnings should be solid colors rather than patterned.
- 8. Awnings should utilize down lighting. Backlighting is prohibited.



- 9. Awning valances should generally be straight rather than curved, except for special architectural elements to be compatible with historic building styles.
- 10. Awnings should be attached to the building façades and should not be supported by vertical elements within the R.O.W.
- 11. All new and replacement awnings should meet these requirements.

F. SERVICE AREAS AND MECHANICAL EQUIPMENT

- 1. Service bays, mechanical equipment, garbage and delivery areas, to the greatest extent possible, should be fully enclosed, screened or located within the interior of the building. These areas should not be visible from the Right of Way and should not be visible from properties with adjacent residential or hotel uses.
- 2. Central air conditioning is required for trash rooms.
- 3. All exterior equipment should be placed on the roofs and should be screened by an architectural feature. This feature may be allowed to exceed the maximum height limitation.
- 4. All exterior equipment should be architecturally screened.

G. UNDERGROUND AND ABOVE-GROUND UTILITIES

- 1. All utilities including telephone, cable, and electrical systems should be installed underground.
- 2. Large transformers should be placed on the first floor/ground and contained with pad mounts, enclosures or vaults.
- 3. All exterior facilities, including but not limited to electrical raceways and transformers, permitted above ground should be fully concealed and screened by landscape.

H. PARKING REQUIREMENTS

1. PARKING STRUCTURES

- a. Entrances to parking garages should not be from Collins or Harding Avenue frontages.
- b. Enclosed parking levels should have an exterior architectural treatment designed to be compatible with neighboring buildings and the area's context.
- c. All ground levels of a parking structure facing a public Right-of-Way should be lined with active liner uses or screened.



I. MATERIALS AND FINISHES

1. The predominant surface is stucco with various finish applications. Similar finishes are encouraged, as well as the use of prevalent vernacular materials, such as stone (with native characteristics), metal, glass block and accent wood. Materials vernacular or characteristic to other regions such as flagstone, adobe, etc. are highly discouraged.
2. Materials should be true and genuine, rather than simulated. Multiple storefronts within a larger building should have consistent material qualities and articulation.
3. Within high traffic areas, higher quality materials that are easily maintained (in lieu of painted stucco) should be incorporated at the building's base.
4. Asphalt shingles should be prohibited.
5. Site accessories and materials that have a demonstrated durability and lend themselves to recycling or are produced through recycling means should be preferred. Materials should be made to limit the use of non-renewable resources, retain cultural resources, reduce waste and reduce the impact of manufacturing and transport of materials.
6. Woods that are certified as being from sustainable sources as designated by the Forest Stewardship Council should be utilized.
7. CCA treated woods should be prohibited for finish surfaces.

J. MULTIFAMILY RESIDENTIAL AND HOTEL DESIGN CRITERIA

1. Separating elements, such as a fences or walls should not be permitted between multifamily residential uses and fronting streets.
2. Entrances to residential and hotel uses should be kept separate from entrances to other uses in the building.

K. COMMERCIAL USES DESIGN CRITERIA

1. Frontages along Harding Avenue are encouraged to provide a minimum six foot (6') wide continuous non-removable awning.
2. External street-level entrances should be recessed and centered a minimum of 36" from the building frontage.
3. Restaurant uses should have air conditioned trash and garbage facilities.



L. EXTERIOR LIGHTING

1. All exterior lighting should avoid unnecessary, excessively strong or inefficient lighting through selection of appropriate fixtures for each application, use of high-efficiency fixtures and photocell controls to turn lights off during daylight.
2. Energy efficient fixtures and lamps such as Metal Halide cut-off lamps with efficient light distribution and up-to-date energy-efficient light bulbs are encouraged.
3. Solar power (photovoltaic panels) energy supply for outdoor lights should be provided where possible.
4. All lighting should be controlled by photocell controls.
5. Lighting provisions should be designed in a manner that reduces light pollution and are turtle-friendly with a full cut-off for 'dark skies.'

M. ENVIRONMENTAL STANDARDS

1. It is highly encouraged for all new construction to achieve LEED certification. Higher LEED certifications (silver, platinum, etc.) are also highly encouraged.
2. Rehabilitation of existing structures should achieve the following standards:
 - a. Provision of bicycle racks or storage facilities in recreational, office, commercial and multifamily residential areas;
 - b. Use of energy-efficient features in window design (exterior shading devices, low-E and insulated glass, etc);
 - c. Use of operable windows and ceiling fans to promote natural ventilation when weather permits;
 - d. Installation of energy-efficient appliances and equipment;
 - e. Reduced coverage by asphalt, concrete, rock and similar substances parking lots and other areas to improve storm-water retention and reduce heat island effects.
 - f. Installation of energy-efficient lighting in buildings, parking areas, recreation areas, and other interior and exterior public areas;
 - g. Selection, installation and maintenance of native plants, trees, and other vegetation and landscape design features that reduce requirements for water, maintenance and other needs;
 - h. Planting of native shade trees to provide a minimum of 40% shade for all recreation areas, sidewalks and parking areas in addition to east and west faces of buildings.
 - i. Passive solar orientation of structures, as possible, to reduce solar heat gain by walls and to utilize the natural cooling effects of the wind;

- j. Provision for structural shading (e.g., trellises, awnings and large roof overhangs) wherever practical when natural shading cannot be used effectively; use of the Florida Solar Energy Center Document FSECON-8-86 should be utilized for proper sizing and placement of shade devices.
- k. Inclusion of shaded porch/patio areas in residential units; and
- l. Use of recycled materials.
- m. Use of light-colored materials.
- n. Use of "cool roof" techniques (light colored roof, high reflectance EPDM membrane roof or a planted roof).
- o. Provision of natural daylighting to lower energy use for lighting and to lower cooling loads.
- p. Provision of natural ventilation strategies to induce air movement through the building such as breezeways, interior courtyards, water elements to create a cooling effect, operable windows, high ceilings, and fans.

N. POTABLE WATER STANDARDS

- 1. All development should make adequate provisions for water conservation in accordance with the standards established by the USGBC LEED Rating System.

O. SECURITY SHUTTERS STANDARDS

- 1. Security shutters should be constructed of a see-through, non-solid grate material. Roll-up casings and attachment hardware should be obscured by architectural features or awnings and should be finished to blend with surface materials.



ARTICLE II. - ADMINISTRATION AND ENFORCEMENT

DIVISION 1. - PLANNING AND ZONING BOARD

Sec. 90-14. - Created.

There is created a town planning and zoning board.

(Ord. No. 1558, § 2(Exh. A), 8-10-10)

Sec. 90-15. - Membership/quorum, minimum qualifications, officers, terms of officers, vacancies, general regulations, recommendations, expenditures, indebtedness.

- (1) *Membership/quorum:* The planning and zoning board membership and quorum requirements for zoning matters and design review matters are as follows:
 - (a) *Zoning matters:* The planning and zoning board shall consist of five members and a first alternate member and a second alternate member. At least three of the members or alternates must be one of the following:
 1. Florida-licensed general contractor or a construction management professional with at least three years of professional experience as a construction project manager, construction superintendent or construction estimator;
 2. Florida licensed PE or a civil, mechanical, electrical, chemical or environmental engineer with a baccalaureate degree in engineering and three years of professional experience;
 3. Certified planner (AICP) or a planning professional with a graduate degree in planning from a program accredited by the Planning Accreditation Board with at least three years of professional planning experience or a bachelor's degree in planning from a program, accredited by the Planning Accreditation Board (PAB) with at least three years of professional planning experience;
 4. Florida-licensed landscape architect with at least three years of professional experience;
 5. Registered interior designer with at least three years of professional experience;
 6. Florida-licensed attorney with at least three years of professional experience;
 7. Florida-licensed architect; or
 8. Real estate developer with three years of professional experience, either as the principal or executive.
 - (b) *Alternate participation:* Alternates shall be subject to the same attendance and participation requirements as members. Alternates may participate in all board discussions but may not vote unless sitting as a substitute for a member. In the event a member is absent or unable to participate in an item before the board, the first alternate or if the first alternate is unavailable, the second alternate, shall fill the absent or recused member's position for the duration of that member's absence.
 - (c) *All board matters:* One town commissioner shall be a liaison, non-voting representative without a vote at all planning and zoning board meetings.
- (2) *Minimum board member qualifications:* All board members must have been a town resident for a minimum period of one year, except for the licensed architects, including the Florida-licensed landscape architect, if applicable, who must have been a town residents for a minimum period of six months.

- (3) *Officers:* The board shall elect one of its members as chairman and one of its members as vice-chairman, at its first regular meeting in April of each year. In the event of the resignation, removal, or inability of the chairman to serve, the vice-chairman shall succeed to the chairman position for the unexpired term; and the board shall, thereupon, elect one of its members as vice-chairman for the unexpired term. The chairman shall preside at all meetings. In the chairman's absence, the vice-chairman shall preside. The chairman shall submit all board reports and recommendations to the town commission, by and through the chairman, vice-chairman or the town commission liaison member. The town shall provide a secretary for the board and the town clerk shall be custodian of all records, books and journals of the board.
- (4) *Board member term(s):* Each commissioner shall be responsible for one board member appointment. The first and second alternates shall be appointed at-large by the majority vote of the Commission present at the meeting. The term of each board member and alternate appointment shall begin on the last Thursday of April of the year in which the board member or alternate is appointed and end when a successor is appointed or on the last Thursday in April, whichever dates comes first. The term of any board member or alternate filling a vacancy created on the board as provided in paragraph (5) shall begin at the time of the appointment and end the last Thursday in April or whenever a replacement is appointed.
- (5) *Vacancies:* A vacancy shall exist: (1) on the date that any member or alternate ceases to possess the minimum required membership qualifications provided herein; (2) when a board member or alternate has been absent from three consecutive regularly convened board meetings or has been absent from five regularly convened board meetings within a board year; or (3) for members if the appointing commissioner resigns or his position otherwise becomes vacant during his/her term. Vacancies on the board shall be filled by appointment for the unexpired term in the same manner as original appointments are made provided however, if the seat shall remain vacant longer than a three-month period for any reason, the town commission may collectively, by majority vote, appoint a temporary member until such commission position is filled in accordance with the Town Charter and Code.
- (6) *General regulations governing members:* Board members and alternates shall be appointed in accordance with all applicable state, county and town ethics laws, rules and regulations. Appointed members and alternates of the board shall not, during their term, hold any other public office, paid position or serve on any other board under town government, except as a temporary board member, or that of a voluntary fireman.
- (7) *Expenditures; indebtedness:* The town commission may authorize the expenditure by the planning and zoning board of such funds as the town commission may deem necessary to perform the requirements of this chapter. The town commission may appropriate from the general fund as set up in the annual budget and such sums as it may from time to time authorize the board to expend. The board may not incur indebtedness without prior commission approval.

(Ord. No. 1523, § 2, 5-12-09; Ord. No. 1558, § 2(Exh. A), 8-10-10; Ord. No. 1559, § 2, 9-14-10; Ord. No. 1598, § 2, 1-15-13; Ord. No. 1618, § 2, 3-11-14; [Ord. No. 1648, § 2, 6-14-16](#); [Ord. No. 18-1689](#), § 2, 9-12-18)

Sec. 90-16. - Meetings: board year; timeframe; order of presentation; location.

- (1) *Board year:* The board year shall commence on the last Thursday of April in each year.
- (2) *Meetings on zoning and design review matters/timeframe:* Regular board meetings for zoning and design review matters shall be held on the last Thursday of each month. The chair may call special meetings and may cancel or continue meetings as may be necessary.
- (3) *Location of all board meetings:* All board meetings shall be held in the Town Hall or Community Center.

(Ord. No. 1558, § 2(Exh. A), 8-10-10; Ord. No. 1598, § 2, 1-15-13; Ord. No. 1618, § 2, 3-11-14; Ord. No. 1618, § 2, 3-11-14; [Ord. No. 18-1689](#), § 2, 9-12-18)

Sec. 90-17. - Powers and duties.

- (1) *Zoning matters:* The planning and zoning board shall act as an advisory board to the town commission on zoning matters and design review matters. The boards' powers and duties are as follows:
 - (a) To perform its responsibilities as the local planning agency pursuant to local and state government comprehensive planning and land development regulations (F.S. Ch. 163);
 - (b) To review and make recommendations to the town manager and the town commission regarding the adopting and amendment of the official zoning map; the land development regulations amendments; zoning district boundary changes; and comprehensive plan amendments;
 - (c) To review and make recommendations to the town commission, on applications pertaining to site plans (if applicable) zoning changes, special use permits, conditional use variances vested rights and any other zoning applications;
 - (d) To conduct such studies and investigations required under the Town Code and/or requested by the town commission and as needed from time to time to sit in a joint session with the town commission as requested by the town commission; and
 - (e) The planning and zoning board shall have such other duties pertaining to zoning matters as prescribed by law, this section and the Town Code.
- (2) *Design review:* The planning and zoning board shall conduct a design review for all structures to be constructed and renovated within town limits on the terms outlined below.
- (3) *FEMA review:* The planning and zoning board shall act as the variance and appeals board pursuant Chapter 42, "Floods," Division 6, Variance Procedures, sections 42-111 through 42-117.

(Ord. No. 1524, § 2, 6-09-09; Ord. No. 1558, § 2(Exh. A), 8-10-10; Ord. No. 1598, § 2, 1-15-13; Ord. No. 1618, § 2, 3-11-14; [Ord. No. 18-1689](#), § 2, 9-12-18)

Sec. 90-18. - Design review.

The design review process is set forth as follows:

- (a) *Design review process.*
 - (1) *Purpose.* This section is intended to promote excellence in architectural and urban design; preservation of the town's historic and architectural and neighborhood character; and desirable urban growth and development. To implement this goal, the planning and zoning board shall review and evaluate applications as to whether the design of new developments and/or improvements within the town are consistent with and in conformance with the design guidelines set forth in the Town Code. The design guidelines are attached thereto as Exhibit A [at the end of this chapter] provided that the town commission may amend said guidelines from time to time via resolution. The guidelines as amended, shall govern and be applied as fully set forth herein.
 - (2) *Design review procedure:*
 - a. All applications for new developments or improvements that are subject to the town's adopted design guidelines shall be referred to the planning and zoning board for review and consideration.

- b. The board shall review each application whether for development of single-family, multifamily, commercial or other districts for conformity with the town's adopted design guidelines and approve, approve with conditions, or disapprove the design review application. With regard to the design review process, no applicant shall be required to appear before the board more than twice per application.
 - c. Meetings held by the board for review and recommendations of applications shall be arranged to permit participation by the person or group making the application or request and representatives of such person or group, if desired. Architectural plans and drawings of the building facades, lists of finish materials and other information necessary to provide adequate insight into the proposed development/improvement shall be provided to the board by the person or group making the proposal or request.
- (3) Design review application fees are set forth in the town designated fee schedule.
 - (4) Design review applications which are made in conjunction with other development approval applications may be reviewed and considered concurrently with related development approval applications.

(Ord. No. 1524, § 2, 6-09-09; Ord. No. 1558, § 2(Exh. A), 8-10-10; Ord. No. 1598, § 2, 1-15-13; Ord. No. 1618, § 2, 3-11-14; [Ord. No. 1648, § 3, 6-14-16](#) ; [Ord. No. 18-1689](#), § 2, 9-12-18)

Editor's note— Ord. No. 18-1689, § 2, adopted Sept. 12, 2018, changed the title of § 90-18 from "Design review board" to read as herein set out.

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

90-19.1 Permits. No building shall be erected, constructed, altered, moved, converted, extended or enlarged without the owner or owners first having obtained a building permit from the building official. Such permit shall require conformity with the provisions of these regulations. When issued, such permit shall be valid for a period of 180 days. However, the town manager or designee may grant an extension to the permit due to an uncontrollable act of nature of up to 180 days.

90-19.2 The building official reviews all applications for building permits or certificates of occupancy for compliance with the provisions of the zoning code and all other applicable codes. The building official shall issue a building permit if the applicant demonstrates that the proposed development is in compliance with all applicable codes and in compliance with any and all development orders issued in connection with the project, and that all fees have been paid.

90-19.3 Permit card. Upon approval of plan specifications and application for permit and payment of required fees, the building official shall issue a permit. The building official shall issue a permit card for each permit which shall bear the description of the property, identify the work being done, identify the owner and contactor and other pertinent information, and such card shall be maintained in a conspicuous place on the premises effected there by the hours of work and available on demand for examination.

90-19.4 Permit requirements. The Florida Building Code as amended is hereby adopted as the regulation governing the construction of buildings and structures in the town. All qualified applicants desiring a permit to be issued by the building official as required shall file an application in writing on a form provided by the town. No development shall occur until and unless the building official has issued a building permit.

90-19.5 Design guidelines. The town has adopted design guidelines intended to provide direction and suggestions for all development. The purpose of the planning and zoning board when conducting design review is to interpret those guidelines and provide guidance to the applicants as to how the design should be revised to more closely approximate or reflect the town's adopted guidelines. The applicant shall then incorporate those suggestions prior to proceeding to building permit.

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

- (1) Construction of new single-family homes.
- (2) Partial demolition and rebuilding of at least 50 percent of the square footage of a single-family home where the exterior facade of the structure is affected.
- (3) An addition of at least 50 percent of the square footage of the existing single-family home.

The applicant shall notify the public of the planning and zoning board hearing date and location, on the proposed application as follows:

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

REQUEST FOR: _____

PLANNING AND ZONING BOARD MEETING:

DATE AND TIME

TOWN HALL
9293 Harding Avenue
Surfside, FL 33154

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

- b. The applicant shall mail written courtesy notices via certified mail, to the abutting single-family property owners and single-family property owners parallel to the subject property line across any right-of-way, of the planning and zoning board meeting date and location ten days prior to the meeting.
- c. The applicant shall provide the town the corresponding certified mail receipts, indicating the notices have been mailed and provide evidence that the sign has been posted three days prior to the planning and zoning board meeting.

90-19.7 The following shall be exempt from planning and zoning board and design review; however, the design guidelines shall be followed:

- (1) Interior or rear yard fences.
- (2) Interior renovations.
- (3) Single-family and two-family awnings.
- (4) Screens.
- (5) Driveways.
- (6) Re-roofs.
- (7) Trellis.
- (8) Rooftop photovoltaic solar systems.
- (9) Sheds.

90-19.8 The following are required for submittal to the planning and zoning board for design review applications:

90-19.9 Effective period of planning and zoning board design review approval. A design review approval from the planning and zoning board shall be effective until the development is completed except that if, after 24 months from the date of the approval by the planning and zoning board a building permit for a principal building has not been issued and remains in effect, the approval shall be null and void.

- (1) Extensions for good cause, not to exceed a total of one year for all extensions, may be granted by the town commission, at its sole discretion, provided the applicant submits a request in writing to the town manager or designee in advance of the expiration of the original approval, setting forth good cause for such an extension. For the purpose of this section, a building permit for a principal building shall cease to be in effect once required inspections have lapsed or once a certificate of completion or certificate of occupancy is issued.
- (2) All approvals which have been granted prior to the effective date of this chapter, shall be null and void and of no further force or effect if not utilized within two years after the effective date of this chapter, unless vested rights are demonstrated pursuant to subsection 90-5(11) of the zoning code. The foregoing provision of this paragraph shall not apply if the governmental approval expressly established a specific time limitation for utilizing the approval. In such instances, the time limitation established by such resolution shall prevail.

(Ord. No. 1514, § 2, 4-14-09; Ord. No. 1558, § 2(Exh. A), 8-10-10; Ord. No. 1598, § 2, 1-15-13; Ord. No. 1604, § 2, 8-13-13; Ord. No. 1618, § 2, 3-11-14; Ord. No. 1623, § 2, 7-8-14; [Ord. No. 1650, § 2, 8-10-16](#); [Ord. No. 17-661](#), § 3, 5-9-17; [Ord. No. 18-1689](#), § 2, 9-12-18)

Sec. 90-20. - Development review requirements for submittals other than single-family and two-family.

- (1) Generally. Review and approval of a site plan by staff reviewing agencies and the planning and zoning board, and the town commission is required prior to any development of land in the town.
- (2) Process. Submit plans (sets to be determined by town staff as appropriately needed), which are distributed to the staff members of the development review group (DRG).
 - (a) The DRG member shall review the site plan and prepare comments. The comments shall be forwarded to the town manager or designee. The comments shall be addressed by the applicant, if applicable. The town manager or designee shall hold a development review group meeting with appropriate town staff and the applicant to discuss the comments. In reviewing an application each reviewer shall consider, and comment as appropriate, on applicable issues relevant to their particular area of expertise, the extent to which:
 - i. The development, as proposed, conforms to the comprehensive plan and the zoning code;
 - ii. The development, as proposed, will have a favorable or unfavorable impact on the environment and natural resources, including a consideration of the means and estimated cost necessary to minimize the adverse impacts, if any;
 - iii. The development, as proposed, will have a favorable or unfavorable impact on the economy of the Town of Surfside;
 - iv. The development, as proposed, will efficiently use or unduly burden water, sewer, solid waste disposal, education, recreation or other necessary public facilities which have been constructed or planned and budgeted for construction in the area;
 - v. The development, as proposed, will efficiently use or unduly burden or affect public transportation facilities, including mass transit, public streets, and roads, which have been planned and budgeted for construction in the area, and if the development is or will be accessible by private or public roads or streets.
 - vi. The development, as proposed, is consistent with the community character of the immediate neighborhood. In addition to consistency there must be congruity between the subject development and neighboring improvements and surroundings including but not

limited to form, spacing, heights, setbacks, materials, color, rhythm and pattern of architectural or aesthetic interest or value as well as with any overlays and other development schemes or legislation.

vii. In the event of redevelopment, the applicant shall also submit a detailed plan for demolition.

(b) After the revisions and upon review of the final site plan by the DRG members, the site plan will be scheduled for the next available planning and zoning board meetings. The Town Manager or designee shall prepare a report to the planning and zoning board and town commission, addressing the applicable criteria.

(3) Submittal requirements for DRG and planning and zoning board are provided below.

90-20.2 Exempt development. Notwithstanding any other provision of this chapter, the following activities shall not require site plan approval, however, may require design review approval by the planning and zoning board:

- (1) The deposit and contouring of fill on land.
- (2) Construction of a single-family home on an existing single-family lot.
- (3) Construction of a single duplex on an existing single lot.

90-20.3 Effective period of final site plan approval. An approved final site plan shall be effective until the development is completed except that if, after 24 months from the date the final site plan is approved a building permit for a principal building has not been issued and remains in effect, the site plan shall be null and void.

- (1) Extensions for good cause, not to exceed a total of one year for all extensions, may be granted by the town commission, at its sole discretion, provided the applicant submits a request in writing to the town manager or designee in advance of the expiration of the original approval, setting forth good cause for such an extension. For the purpose of this section, a building permit for a principal building shall cease to be in effect once required inspections have lapsed or once a certificate of completion or certificate of occupancy is issued. In those cases where a development includes more than one principal building and it is contemplated that the development shown on a site plan will not be completed with a building permit for a principal building continuously in effect, approval by the planning and zoning board of a phasing schedule must be obtained as part of the overall site plan approval. Amendments to the original site plan shall not extend this time frame unless an extension is expressly granted by the planning and zoning board as a part of the approval of the amendment.
- (2) All approvals which have been granted prior to the effective date of this chapter, shall be null and void and of no further force or effect if not utilized within two years after the effective date of this chapter, unless vested rights are demonstrated pursuant to subsection 90-5(11) of the zoning code. The foregoing provision of this paragraph shall not apply if the governmental approval expressly established a specific time limitation for utilizing the approval. In such instances, the time limitation established by such resolution shall prevail.

(Ord. No. 1558, § 2(Exh. A), 8-10-10; Ord. No. 1572, § 2, 4-12-11; Ord. No. 1598, § 2, 1-15-13; Ord. No. 1618, § 2, 3-11-14; [Ord. No. 18-1689](#), § 2, 9-12-18)