



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD
MINUTES
JUNE 27, 2013
7:00 PM**

1. CALL TO ORDER

Chair Lecour called the meeting to order at 7:04 pm.

2. ROLL CALL

Town Clerk Sandra Novoa called the roll with the following members present: Board Member Jennifer Dray, Board Member Carli Koshal, Board Member Armando Castellanos, Vice Chair Peter Glynn and Chair Lindsay Lecour. Vice Mayor Michael Karukin attended as the Board liaison.

**3. APPROVAL OF MINUTES: JANUARY 31, 2013 (DEFERRED)
MAY 30, 2013 (ATTACHED)**

Board Member Dray made a motion to approve with more details to the summary minutes that she will send via email. The motion received a second from Board Member Castellanos and all voted in favor.

4. PLANNING AND ZONING APPLICATIONS:

A. Request of the Owner of Property located at 9281 Carlyle Avenue

The applicant is requesting to replace her roof with a metal roof.

Town Planner Sara Sinatra presented the item. There was some discussion regarding the colors for metal roof. Board Member Castellanos made a motion to approve. The motion received a second from Vice Chair Glynn and all voted in favor.

Board Member Lecour indicated that there have been several requests for replacement to metal roofs. Board Member Koshal suggested that a revision to the Ordinance be written that metal roofs will not require Board review. Town Planner Sarah Sinatra will put this as a future agenda item.

B. Request of the Owner of Property located at 1452 Biscaya Drive

The applicant is requesting to replace their roof with a metal roof.

Town Planner Sarah Sinatra presented the item.

Board Member Dray made a motion to approve. The motion received a second from Vice Chair Glynn and all voted in favor.

**C. Request of the Owner of Property located at 700 95 Street
The applicant is requesting to build a trellis in their backyard.**

Town Planner Sarah Sinatra presented the item. Board Member Lecour asked where the trellis was to be installed and the type of wood being used. Town Planner Sinatra indicated the trellis would be between the house and pool and the material for the trellis would be submitted when the building permit is pulled.

Vice Chair Peter Glynn made a motion to approve. The motion received a second from Board Member Koshal and all voted in favor.

**D. Request of the Owner of Property located at 9473 Bay Drive
The applicant is requesting to build a trellis in their backyard.**

Town Planner Sarah Sinatra presented the item.

Board Member Dray questioned why the photos submitted only showed the side of the house when the trellis is to be installed at the rear. Town Planner Sinatra indicated she would request more photos of the house if the Board needed them for review. No further review was necessary.

Board Member Koshal made a motion to approve. The motion received a second from Board Member Dray and all voted in favor.

**E. Request of the Owner of Property located at 1025 88 Street
The applicant is requesting to build a carport at their single family home.**

Town Planner Sarah Sinatra presented the item. As submitted the design does not meet the zoning code. Board Member Dray said it was a beautiful corner house with a beautiful driveway and these drives need the appropriate size awnings. The style and color of the awning was also discussed. Board Member Lecour in favor of double wide awning but suggested a darker color awning as white would draw too much attention to the canopy. Ted Lintle from Miami Awning presented details of the design and indicated the color white matched the house. Mr. Lintle said he would suggest color options with the owner, perhaps terracotta to match the roof.

Board member Koshal made a motion to approve contingent upon:

1. Town Commission approving a code modification to permit 20 foot carport canopies.
2. Town Commission does not approve the code modification to permit 20 foot wide carport canopies then a reduction in the width of the canopy to 10 feet per code section 90.58(1).

The motion received a second from Board Member Glynn and all voted in favor.

**F. Request of the Owner of Property located at 9300 Bay Drive
The applicant is requesting to remodel the façade of their single family home.**

Town Planner Sarah Sinatra presented the item. Mr. Kenneth E. Hubbs represented the applicant and presented some samples of the revised design. Board Member Dray was pleased with the revisions and reverse color made a difference. The landscaping should be part of the design especially removal of the dead bushes on side of the house. Board Member Lecour questioned the white banding around the house and suggested a darker color as white tends to dirty faster. The Board was happy that their suggestions were taken under consideration and with the revised design. Board Member Koshal said approval should be contingent upon detailed landscaping and details of materials for porch.

Board Member Castellanos made a motion to approve with recommendations:

1. Provide landscaping along south side of the home. Details should be provided on plans submitted for permitting.
2. The plans indicate stucco will be utilized for the porch to match the home. Provide greater detail on the building permit package of the proposed materials for the porch.

The motion received a second from Board Member Dray and all voted in favor.

G. Request of the Owner of Property located at 9116 Byron Avenue

The applicant is requesting to install a sliding gate at the front entrance of their single family home.

Town Planner Sarah Sinatra presented the item and recommended denial due to the possible obstruction of traffic flow on Byron Avenue when gate was to be opened and modification to the length of driveway would not be in compliance with zoning code which provides for a two off street parking space.

Applicant was represented by Edward Averbach who gave more details about the location and installation of the gate and indicated reason for the request was regarding safety for the children and not security. Board Member Dray indicated her concerns about a very lovely small house having two gates, possible obstruction of traffic flow on a busy street and setting a tone of a gated community. The Board suggested that the applicant look into alternative safety measures for the children such as play gates. Board Member Dray made a motion to deny. The motion received a second from Board Member Castellanos and all voted in favor of denial.

H. Request of the Owner of Property located at 9535, 9538 and 9540 Harding Avenue

The applicant is requesting to remodel the building façade.

Town Planner Sarah Sinatra presented the item and said the recommendations made by the Board at the May 30, 2013 meeting had been met with the exception of the underground utilities and color green facade. Applicant addressed the issue of the color green and said it would blend in with the green color of other retailers. Board Member Dray agreed and was not opposed to the color or design. Board Member Koshal suggested the green color issue be removed from part of the approval condition.

Commissioner Graubart spoke about the budget increase related to undergrounding utilities and stated that the Town will not be moving forward with this project at the moment.

Board Member Castellanos made a motion to approve with condition to

1. Underground the utilities in the alley.

The motion received a second from Board Member Dray and all voted in favor.

Commissioner Graubart expressed his concerns about the green alleys being given away and questioned who is responsible for the upkeep. This item will be brought up in the future.

5. DISCUSSION ITEMS:

A. SHEDS AND TRELLISES

Town Planner Sarah Sinatra indicated that each month there are several requests for trellises. If they meet code requirements and the trellis is in rear or side of property and not visible from street, can the item be exempt from planning and building code review. The Board was in favor of adding rear or side trellises to the list of exemptions. Town Planner Sarah Sinatra will work together with the Legal Department and item will be presented to the Town Commission as an ordinance.

Board Member Peter Glynn had reservations regarding the exemption of sheds as there are many different types and sizes which can be purchased and some may not be pleasing to a neighbors view. After some discussion Board Member Lecour agreed that this issue needed further review. Town Planner Sarah Sinatra will work with the Building Dept. and do some additional research on sheds.

B. CARPORTS

Town Planner Sarah Sinatra will come up with an Ordinance for carports which will be reviewed at the next meeting.

C. SIGNS

The Commission is not moving forward with sign modifications for downtown at this time. Vice Mayor Karukin stated that during the last Commission Meeting there was a debate as to whether doing this work fell under the CGA contract and not be an additional service. The CGA contract will be reviewed and reported back to planning and board commission.

Town Manager Michael P. Crotty indicated that staff have been trying to schedule a workshop on signs and awnings with the Planning and Zoning Board, but have not been able to come up with a date as of yet.

Commissioner Joe Graubart presented the sign codes of neighboring towns which include signs and awnings and distributed the materials as they may be helpful in the forthcoming workshop.

6. FUTURE AGENDA ITEMS:

A. Code change to require easement dedication for the hard pack

B. Capital Improvement Element update

- C. Solar Panels**
- D. Dimensions of parking spaces**
- E. Veterinary Clinics**
- F. Satellite Dish**

7. WORKSHOP ITEMS:

- A. Signs/Awnings**
- B. Continuous wall frontage**
- C. Pyramiding effects of setbacks**
- D. Side setbacks as a percentage of lot frontage**

8. REPORT OF PERMITS ISSUED/REVENUE REPORT FOR MAY 2013.

9. ADJOURNMENT.

There being no further business to come before the Planning and Zoning Board, the meeting adjourned at 8:30 p.m.

Accepted this _____ day of _____, 2013

Chair Lindsay Lecour

Attest:

Sandra Novoa
Town Clerk



**TOWN OF SURFSIDE
PLANNING AND ZONING BOARD
MINUTES
MAY 30, 2013
7:00 PM**

1. CALL TO ORDER

Chair Lecour called the meeting to order at 7:00 pm.

2. ROLL CALL

Town Clerk Sandra Novoa called the roll with the following members present: Board Member Jennifer Dray, Board Member Carli Koshal, Board Member Armando Castellanos and Chair Lecour. Vice Chair Peter Glynn was absent.

**3. APPROVAL OF MINUTES: JANUARY 31, 2013 (DEFERRED)
 APRIL 25, 2013 (ATTACHED)**

Board Member Dray made a motion to approve. The motion received a second from Board Member Koshal and all voted in favor.

4. PLANNING AND ZONING APPLICATIONS:

A. Request of the Owner of Property located at 9332 Abbott Avenue

The applicant is requesting to build a new single family home.

Town Planner Shelly Eichner presented the item to the Planning and Zoning Board. Architect Jorge Gutierrez presented the item to the Planning and Zoning Board. Board Member Koshal made a motion to approve with staff recommendations. The motion received a second from Board Member Castellanos and all voted in favor.

B. Request of the Owner of Property located at 9408 Byron Avenue

The applicant is requesting to build a new single family home.

Town Planner Shelly Eichner presented the item to the Planning and Zoning Board. Applicant Salomon Reines presented the item and spoke in favor. Board Member Dray made a motion to approve with staff recommendations which are to provide at least five trees of two different species. The motion received a second from Board Member Castellanos and all voted in favor.

C. Request of the Owner of Property located at 9300 Bay Drive

The applicant is requesting to build a new front entrance.

Town Planner Shelly Eichner presented the item to the Planning and Zoning Board. Applicant Kenneth E. Hubbs presented the item.

Board Member Dray stated that she is happy that they are renovating the house but she would like to see something different done to the house.

Chair Lecour recommended removal of the brown color and do something with the entryway. She would like to see more green space.

Board Member Koshal stated that the applicant should consider using a different material because wood deteriorated quicker.

Board Member Dray stated that she is not sure what architectural style the house is and if the proposed changes fit to that style. She is not in favor of approving the changes due to color and style and suggested the applicant to drive around Surfside and get a better idea of the home styles and come back with something more compatible.

After some discussion Board Member Castellanos made a motion to defer the item to the June 27, 2013 Planning and Zoning Board meeting. The motion received a second from Board Member Dray and all voted in favor.

D. Request of the Owner of Property located at 9536, 9538, 9540 Harding Avenue

The applicant is requesting to remodel the building façade.

Town Planner Shelly Eichner presented the item to the Planning and Zoning Board. Applicant presented the item.

Board Member Koshal would like the Town to make sure that if this project moves forward the design is compatible with the similar one that was approved at an earlier meeting.

Chair Lecour would like to see more green, maybe a climbing vine to hide the fence.

Duncan Tavares, TEDACS Director spoke on the item and asked the applicant to be mindful when placing their awning and not to go only by what the Town code states but to also have in mind that the Town will be planting new trees in the Downtown area.

Town Planner Shelley Eichner would rather have the applicant come back with all the changes so the board has a chance to look at the new rendering with the new changes.

Board Member Dray made a motion to approve with the following conditions and bring back to the board:

- Screening and adding landscape to the electrical meter

- Undergrounding utilities in the alley
- Add more landscape to the rear and make it taller
- Make the front column between the office space the same width
- Rear façade to be open to the length of the building
- Provide three separate awnings
- Place the sign below the eyebrows
- Remove the color and use LED lighting instead

The motion received a second from Board Member Castellanos and all voted in favor.

E. Request of the Owner of Property located at 8827 Emerson Avenue.

The applicant is requesting to build an addition to an existing single family home.

Town Planner Shelly Eichner presented the item to the Planning and Zoning Board. Applicant presented the item.

Board Member Koshal made a motion to approve with staff recommendations. The motion received a second from Board Member Dray and all voted in favor.

5. PLANNING AND ZONING ORDINANCE:

A. Comp Plan Text Amendment (*title included below on page 2*)

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA AMENDING THE FUTURE LAND USE ELEMENT OF THE TOWN OF SURFSIDE COMPREHENSIVE PLAN BY AMENDING POLICY 1.1 TO INCLUDE NUMBER OF STORIES IN HEIGHT LIMITATION IN ALL FUTURE LAND USE MAP CATEGORIES AND TO ADD PLACES OF PUBLIC ASSEMBLY USES IN ACCORDANCE WITH POLICY 10.6 TO THE LOW DENSITY RESIDENTIAL, MODERATE DENSITY RESIDENTIAL/TOURIST AND GENERAL RETAIL/SERVICES FUTURE LAND USE MAP CATEGORIES AND BY ADDING POLICY 10.6 TO PROVIDE FOR LAND DEVELOPMENT REGULATIONS THAT ALLOW REASONABLE RELIEF FOR RELIGIOUS USES; PROVIDING A SEVERABILITY CLAUSE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Planner Shelly Eichner presented the item to the Planning and Zoning Board.

Vice Mayor Karukin spoke on the item and presented a PowerPoint presentation regarding Intensity/Density limits in the comprehensive plan and a discussion took place.

After some discussion Board Member Koshal made a motion to proceed and recommend approval to the Town Commission. Also to bi-furcate the ordinance and eliminate policy 1.1 that includes number of stories in height limitation in all future land use map categories. The motion received a second from Board Member Dray and all voted in favor

6. DISCUSSION ITEMS:

A. Discussion of "Paseo" at 9536, 9538, 9540 Harding Avenue

Duncan Tavares, TEDACS Director presented the item. He explained that the Downtown Advisory Committee looked at it and they thought it was a great idea. He stated that the original build out will be the Town's responsibility and the estimated cost from the Building Official is \$300,000 to build the passage way that will be six (6) feet wide by one hundred (100) feet long. Then the Town will enter into a ten (10) year lease agreement at a fixed rate of \$120.00 per square foot per year which is an approximately \$6,000 per month or \$72,000 yearly.

No one made a motion to move forward with this project.

B. Discussion of Planning and Zoning Board Membership and Alternatives

Interim Assistant Town Attorney Sarah Johnston presented the item to the Board. She stated that the Town has been unable to find an Architect to sit on the Board and she explained the different options available.

Mayor Dietch suggested and asked if it is possible to use non licensed Architects. Meaning Architects that have the proper education and training from another country.

Board Member Dray asked if that person could be an ex-officio position and that will eliminate the need of adding two more seats to the board.

After some discussion the Board will give the Town Commission one month to identify potential candidates and directed the Legal Department to draft a resolution to remove the license requirements and add the ex-officio position.

7. FUTURE JOINT WORKSHOPS WITH THE TOWN COMMISSION:

A. Fences, Walls and Hedges

B. Signs and Awnings in Business District

C. Massing and Zoning Discussion

Vice Mayor Karukin would like the Board to discuss the items and make the necessary recommendations to the Town Commission instead of waiting for a joint meeting.

After some discussion the Board decided that the massing and zoning discussion should be a priority and scheduled separately sometime in July. It was the Board's agreement that the easement hard pack could be discussed at a regular meeting. The fences, walls and hedges the Board will piggy back on the Town Commission workshop that will be schedule shortly.

The signs and awnings, solar panels and the parking spaces dimensions in business district should be discussed during another meeting maybe in the middle of a month.

8. REPORT OF PERMITS ISSUED/REVENUE REPORT FOR APRIL 2013.

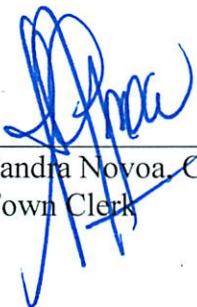
No action taken

9. ADJOURNMENT.

There being no further business to come before the Planning and Zoning Board, the meeting adjourned at 10:21 p.m.

Accepted this 25th day of July, 2013

Attest:



Sandra Novoa, CMC
Town Clerk



Chair Lindsay Lecour