



**Town of Surfside
PLANNING & ZONING BOARD
MINUTES
February 25, 2021 – 6:00 p.m.**

1. Call to Order/Roll Call

Chair Frankel called the meeting to order at 6:03 p.m.

Present: Chair Judith Frankel, Vice Chair Oliver Sanchez, Board Member Fred Landsman, Board Member James MacKenzie, Board Member Ruben Bravo, Board and Alternate Member Horace Henderson.

Also, Present: Mayor Charles Burkett, Town Planner Walter Keller, Assistant Town Attorney Tony Recio and Town Manager Andrew Hyatt and Building Official Ulises Fernandez.

2. Town Commission Liaison Report – Mayor Charles Burkett

Mayor Burkett stated that they have moved forward towards the meetings and workshops regarding the zoning code and they will continue to do that and stay on course. Their objective is to get something in place and is hopeful that they can get it into a form that is acceptable for the Commission to approve and then have the Planning and Zoning Board give their opinion and move forward.

Chair Frankel asked is there anything that they need to pay special attention to and that in the March 25 meeting they would like to discuss the zoning changes.

Mayor Burkett stated that they should get a copy of the draft and look at everything and their comments are important to him. He stated that what they have is a compilation of the old code and have used it as a foundation for the new code.

Board Member Mackenzie commended the Mayor for taking the political risk and asked if it is the Commission's expectation is and will they be breaking it down in two parts.

Mayor Burkett stated that they did break it into two parts for the workshops and commented on the rewriting of the codes and the only material changes are the areas they are focusing most on. He stated that if there are issues on the code from when he was Mayor they will look at which areas are more beneficial.

Board Member Henderson commented that when you first look at it is daunting but if you set aside a chunk at a time and work your way through it, you can make it through and it is easier.

Chair Frankel commented on second floor articulation, certain ideas each member has and if they want to dive deeper it would be helpful to everyone.

Mayor Burkett stated that his primary concern with this effort was to deal with the excesses in the commercial district. He spoke regarding the residential component and George Kousoulas was very helpful.

Board Member Mackenzie spoke regarding the single-family district zoning changes and the fabric of the Town being one story homes with the exception of homes that were built in the 1930s that were two-story homes. He spoke regarding the percentage of building on top of the ground floor and should come with a bonus, that if you are planning on tearing down the home and build a new you then you should expand the 5-foot setback for two story homes.

Vice Chair Sanchez asked Mayor Burkett regarding the design guidelines and stated that there are several pages devoted to single family and only a few to multi-family and what is the Mayor's opinion on the existing guidelines.

Mayor Burkett responded to Vice Chair Sanchez' comments regarding the design guidelines pertaining to the code are critical.

Vice Chair Sanchez asked Town Attorney Recio if this is codified.

Town Attorney Recio stated that it is codified as an exhibit to the zoning code and can be changed by a resolution by the Town Commission.

Mayor Burkett asked Town Attorney Recio if they were going to make the revisions to the design guidelines.

Town Attorney Recio stated that they agreed to tackle the zoning code first then the design guidelines second.

Chair Frankel stated that people are more familiar with the zoning code than the design guideline. She stated that the judgement of the Planning and Zoning Board is useful and they should look at it before it goes to the Commission.

The following member of the public spoke:

George Kousoulas spoke regarding the change in the zoning code.

Board Member Mackenzie asked Town Attorney Recio regarding the approval of the minutes, if the Board has to approve the minutes.

Town Clerk McCready explained what the Code states as it pertains to the minutes. She also stated that the minutes are summary in nature and that is the format that is being

used. She further stated that if any member of the Planning and Zoning Board would like verbatim minutes, the Board would have to hire a court reporter.

3. Approval of Minutes –

- January 21, 2021
- January 28, 2021
- February 11, 2021

A motion was made by Board Member Landsman to approve the January 21, 2021, Planning and Zoning Board Meeting Minutes, seconded by Board Member Bravo. The motion carried with a 5-0 vote.

A motion was made by Board Member Landsman to approve the January 28, 2021, Planning and Zoning Board Meeting Minutes, seconded by Vice Chair Sanchez. The motion carried with a 5-0 vote.

A motion was made by Board Member Landsman to approve the February 11, 2021, Planning and Zoning Board Meeting Minutes, seconded by Board Member Bravo. The motion carried with a 5-0 vote.

Vice Chair Sanchez asked how long the meeting videos are kept on the Town's website.

Town Clerk McCready stated that per Florida Statute it is kept for two (2) years but we are keeping them for about 5 to 6 years on the Town's website.

Town Attorney Recio read the quasi-judicial statement into the record.

Town Attorney Recio asked Deputy Town Clerk Herbello if the applicants met advertising requirements.

Deputy Town Clerk Herbello confirmed advertising requirements.

Town Attorney Recio polled the Board Members.

The record reflected that no Board Members had any ex-parte communications with any of the applicants.

Deputy Town Clerk Herbello swore the applicants and speakers into the record.

4. Applications:

A. 8851 Harding Avenue – New 2 Story Multifamily Building

Town Planner Keller introduced the item and advised the Board members that this application had gone before the Planning and Zoning Board previously and gave a synopsis. He gave a summary of the project as well as the DRG meeting that took place this afternoon.

Background: This application is a request to construct a new 2-story multifamily building with 18 dwelling units and 32 underground parking spaces. The parcel is located in the H30C Zoning District at 8851 Harding Avenue and at 8873 Harding Avenue. The south parcel is 100 feet by 115 feet totaling 11,500 square feet (SF) with six apartment units. The north parcel is 50 feet by 115 feet totaling 6,325 SF with a single-family residence. The aggregation of the two parcels totals 17,825 SF which is 0.409 acres. The two lots are located in the moderate high density residential land use with a maximum density of 79 dwelling units per acre. The parcel size and density provide for 32 dwelling units which are reduced by 15% due to the aggregation of the two lots. The 15% reduction results in 27 potential dwelling units. The application is for 18 dwelling units which is a net increase of 11 units. An overhead view of the lot from the Miami Dade County Property Appraiser is provided on the following page. The photo illustrates the two lots with the southern lot highlighted with the red marker.

The development plan provides for eight one-bedroom units and 10 two-bedroom units. The site plan complies with the required setbacks of 20 feet on the front yard where 20-foot 1 inch is provided, 15 feet six inches on the interior sides where 15 feet six inches is provided and 10 feet on the rear lot where 10 feet one inch is provided. Maximum lot coverage is 14,260 SF (80% of the lot total) where 9,890 SF is provided. Minimum pervious area/landscaping is 20% of the lot which 3,565 SF where 20.2% is provided. A mixture of terraces and balconies are provided for each unit.

The Applicant's package includes 3 drawing sheets with color renderings of the building, the two lot surveys, an area plan with zoning characteristics, the proposed site plan, landscape legend, utility plan, underground parking plan with loading zone, floor plans (3), drainage plan (2) and landscape plan (5).

Prior staff reviews found the application complied with Town Zoning requirements except for one issue. The project requires a loading zone and the Florida Department of Transportation only approved one curb cut. The proposed remedy places the loading zone in the aisle of the underground parking garage which limits the service vehicles to a smaller size. This revision requires a variance.

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

Town Attorney Recio stated that this is a site plan review application and they are making a recommendation based on the design review criteria and Section 90-20 in the Code. He read the section of the code into the record.

Juan David, representing the applicant, spoke regarding the project.

Board member Henderson asked if they are only doing short term rentals for the apartment buildings. He asked what the setbacks of the building are.

Juan David stated that they will be rentals.

Town Attorney Recio stated that as an apartment building, they will have to abide by the code of long-term rentals.

Town Planner Keller stated that there is a table depicting the setback in his memorandum and advised the setbacks of the building.

Further discussion took place among Board Member Henderson and Town Planner Keller regarding the setbacks of the building.

Board Member Bravo asked regarding the traffic and how this will impact traffic in the neighborhood. He asked if there are requirements to have a traffic study for these types of projects. He asked regarding the traffic distribution.

Town Planner Keller answered Board Member Bravo's question regarding the requirements for traffic studies when it comes to projects similar to this one.

Board Member Mackenzie asked regarding the level of service on Harding Avenue.

Town Planner Keller spoke regarding the impact of the area and that the size of the apartments is not significant for a traffic study and traffic concurrency.

Board Member Mackenzie spoke regarding stacking. He spoke regarding the issues of the individuals living on Harding Avenue and Board Member Bravo is trying to setup a conversation with the applicant to come up with a solution that would be more viable.

Chair Frankel reiterated that the Planning and Zoning Board wanted to give them a variance to allow them the loading space but the Town Commission denied it. She stated that possibly they should have a traffic study performed.

Town Planner Keller stated that he can bring to the next meeting suggestions like cumulative impact of projects and you can monitor how much new growth will be coming to the Town.

Vice Chair Sanchez spoke regarding the curb cut for single family homes and mentioned that the apartment has no curb cut. He has concerns with the underground parking and possibly having a DOT specialist to address these concerns.

Town Planner Keller spoke regarding the Seeway Project and their garage setback.

Vice Chair Sanchez spoke regarding fire emergency with the parking garage and the ramp.

Juan David addressed the questions by the Board Members regarding the project.

Discussion took place regarding who would be responsible to pick up the garbage.

Building Official Fernandez stated that the question regarding who is responsible for the collection of garbage should be referred to Public Works.

Town Attorney Recio clarified that Public Works was involved as part of the Design Review Committee and that they will be responsible for collecting the garbage. He also mentioned that there was talk regarding a staging area.

Juan David presented the PowerPoint presentation of the application plan.

Board Member Landsman asked why the Commission did not approve the variance.

Chair Frankel stated that the Commission does not like to approve variances and the Planning and Zoning Board felt that there was a hardship and understands why FDOT did not want to do it. She stated that the zoning code suggests certain amount of parking spaces.

Board Member Mackenzie asked regarding how many parking spots and guest parking spots there will be.

Juan David addressed the questions made by the Board Members regarding the parking spaces.

Chair Frankel stated that she enjoyed the design of the project and façade better than the first one.

Further discussion took place among the Board Members regarding loading space, parking, the setbacks, the closure of lanes to traffic and sidewalk closure during construction.

Board Member Mackenzie requested to have a loading and unloading space and then he will support the project because he sees a lot of problems coming.

Chair Frankel stated that FDOT would be the agency to speak with and it will be a bit difficult.

Town Planner Keller stated that he was not around when this project was discussed with FDOT and they will not do much more than what they have done which is one curb cut. He stated that he does not believe there is a big traffic impact with this project.

Board Member Bravo asked regarding how the rainwater discharge would take place with this project and the allowability of the mezzanine level.

Juan David answered the question from Board Member Bravo regarding the discharge of the rainwater and stated it goes into a well. He also addressed the comment regarding the three story and they had to change everything to do a two story and a mezzanine. He gave a synopsis of the history of this project and the different changes.

Town Planner Keller stated that it is only a two story and there is no mezzanine.

Board Member Henderson summarized that it is only a two story and no mezzanine. He stated that he does believe that FDOT should be asked if it is possible and to explain the Planning and Zoning Board concern and if they would do an additional cut for garbage and possibly a car to come in and sit there because Harding is unbelievably busy.

Chair Frankel asked if there is a spot underground for loading and does not see this having a large impact. It has less units and less curb cuts.

Juan David showed the plans where the parking area and delivery company can station their vehicles. He spoke regarding the needs of the drop off areas and the loss of parking areas due to pervious areas.

Chair Frankel suggested to defer this item in order to address the concerns of the Planning and Zoning Board. She spoke regarding the landscaping requirements as well.

The following members of the public spoke:
George Kousoulas
Anthony Blate

Chair Frankel addressed the comments made by the public speakers regarding cumulative impact.

Board Member Henderson thanked George Kousoulas for his comments and stated that if Mr. David does attempt to go back to FDOT with the full conversation that has taken place and the concerns expressed by the Board, there might be a better possibility of them listening.

Chair Frankel stated that maybe this should be deferred and hear what type of pedestrian safety measures, internal parking measures, loading and unloading, actual garbage plan and where the trash receptacles will be placed and speaking with FDOT to see what is possible. The first step is to reach out to FDOT and see what their position is moving forward.

Juan David stated it will be tough after a year and it's been 7 years and the owner might abandon the project. He does not want to have to go back to FDOT. He spoke regarding the loading section and stated that it is similar to delivery at a single-family home.

Town Attorney Recio reminded the board the criteria as it pertains to traffic and stated that they can defer it or make a recommendation to the Town Commission with certain conditions.

Chair Frankel stated that she wants to make sure there is a point for deferment.

A motion was made by Board Member Mackenzie to deny the application, seconded by Vice Chair Sanchez. The motion carried with a 3-2 vote with Chair Frankel and Board Member Landsman voting in opposition.

B. 624 92 Street – Garage Conversion to Master Bedroom

Town Planner Keller introduced the item and provided the staff recommendations as stated below:

Background: This application is a request to convert an existing garage to a master bedroom, walk-in closet, master bathroom and utility room. The garage conversion will add 400 square feet (SF) of livable area and will be raised to match the existing residence finished floor elevation of 6.76 feet NGVD. The Applicant is proposing interior renovations relocating an existing powder room and creating a music room in a portion of the existing dining area. The corner lot is zoned H30B totaling 6,160 SF. While the Town Code identifies the front yard to be on Dickens Avenue, the front door to the house is off 92nd Street where an existing circular drive provides access to the garage. An existing hedge exists in the vicinity of the property line from the west driveway connection on 92nd Street to the southwest corner of the property on Dickens Avenue. A composite deck is proposed on the west side of the converted garage in the primary front of the corner lot. The deck extends 7 feet into the primary front area totaling 127 SF. A landscape screened cooling unit box is proposed on the north side of the deck adjacent to the garage wall.

An overhead angled aerial view facing south from the Miami-Dade County Property Appraiser (MDCPA) is provided on the following page with a Google Street View looking south from the corner on page 3. In addition to this Memorandum, a package of photos, renovation plans, elevations, landscape plan and current survey was submitted by the Applicant.

Governing Codes: The **Zoning in Progress** relevant requirements for lots in the H30B District are: Each lot must provide 35% pervious area and 50% of front yards and 40% of rear yards must be landscaped, and 20% of the landscaped area must be Florida Friendly as defined in the current Zoning Code.

Preliminary Draft Code: 90-203(7) – allows for a garage conversion provided the garage door is replaced with a solid exterior wall with at least one window and with access internally from the main premises. Landscaping shall be provided along the base of the new exterior wall.

Preliminary Draft Code: 90-182(a) – “... an uncovered pool, porch, patio or terrace shall not be included provided such structures are located at least five feet from adjacent rear or interior side lot lines and ten feet from any street lot line.”

Applicant Package: A 6-page package of drawings and an application was submitted by the Applicant. Drawing A-101 provides information on hardscape and pervious area. The Applicant meets the 50% landscape area for the front yard and the 40% for the rear yard. Applicant also complies with the 35% pervious for the lot.

Staff Recommendation: The Applicant complies with the pervious/landscape area requirements. The existing pavers are removed in front of the garage and grass is placed in this area. The circular driveway provides room for two vehicles. Two new aluminum windows with white finish are placed in the new garage wall. An additional window similar but smaller is aligned with the new shower in the master bedroom. The existing garage floor will be raised to be consistent with the finished floor elevation of the existing home. A new sliding glass door with white finish will be placed where a 4-pane window is being removed to provide access to the composite deck added in the front yard area. The deck is greater than 10 feet from the Dickens Avenue right of way line. The existing side garage door will be removed and a new aluminum window will be added in the general location of the removed door. Recommend Planning and Zoning Board approval as submitted.

Jeff Rose, representing the applicant introduced the project and gave a summary of the project.

Board Member Mackenzie stated that this is a very nice plan and asked regarding the composite deck if it will be filled and leveled.

Jeff Rose stated that it will be raised to flood requirements and it will be raised for storage of backfill.

Board Member Mackenzie spoke regarding it being backfilled and making it a permanent structure. He asked regarding the requirement by code with the window.

Town Planner Keller addressed the comments made by Board Member Mackenzie regarding flexibility in reference to the window and door.

Michelle Weinberg, applicant spoke regarding the sliding glass door and it would be nice to have additional lighting and possibly having the option.

Vice Chair Sanchez spoke regarding the hedges and that it will obstruct the view of the balcony. He spoke regarding the 7-foot bump out and believes that this is unremarkable with a growing family. He commented that they have a two-car driveway and it is a quiet street and is happy with the project.

A motion was made by Board Member Bravo to approve the application, seconded by Board Member Landsman. The motion carried with 5-0 vote.

C. 8841 Froude Avenue – New Addition in Rear of House

Town Planner Keller gave a summary of the project and introduced the item and he recommended that they expand the driveway.

Background: This application is a request to add a 979 square foot rear addition to a single-family residence with 1,264 SF of livable area. The Applicant plans to convert the existing garage to a gym/den and utility room. The garage conversion will add 230 SF of livable area and will be raised to match the existing residence finished floor elevation of 7.14 feet NGVD. It is not clear if the garage SF is included or separate to the 1,264 SF existing floor area. The Applicant is proposing several other interior renovations as depicted in Drawing A-201. The rear addition provides for an expanded kitchen area, dining room, family room and a new master bedroom with master bathroom and walk-in closet. A new covered terrace, open on two sides completes the residence improvements.

The front yard area is also being redeveloped to provide a 17-foot wide concrete block parking area, a 2-foot-wide concrete block walk and raised steps and entry area to the residence. The existing driveway will be removed. The front yard setback to the building is 25 feet one inch. The steps and entry area are outside of the setback. The side yard setbacks are 5 feet and 7 feet 4 inches. The rear setback is 20 feet.

The lot is zoned H30B totaling 5,625 SF. The proposed expansion totals 2,243 SF where 40% of the lot area is 2,250 SF. The Applicant complies with the 40% maximum floor area provided the garage conversion is included in the total existing floor area.

A variety of architectural enhancements are proposed. The front elevation is completely revised by adding two bronze aluminum windows in the new garage wall. A dark gray stone veneer highlights the new entry area with a wood door and bronze floor to door top windows. The front stucco area includes smooth stucco bands with 2-inch white grooves. New matching windows are being installed around the residence. The new east rear elevation has 2 three panel sliders accessing the covered terrace and two 4 ½ foot

widows in the new master bedroom. A new zinc/aluminum coats steel panel roof is proposed with a charcoal/gray color.

A Google Street View looking east at the front of the existing house is provided on page 2. In addition to this Memorandum, a package of photos, renovation plans, elevations, landscape information and current survey was submitted by the Applicant.

Governing Codes: The **Zoning in Progress** relevant requirements for lots in the H30B District are:

Each lot must provide 35% pervious area and 50% of front yards and 40% of rear yards must be landscaped, and 20% of the landscaped area must be Florida Friendly as defined in the current Zoning Code.

Preliminary Draft Code: 90-203(7) – allows for a garage conversion provided the garage door is replaced with a solid exterior wall with at least one window and with access internally from the main premises. Landscaping shall be provided along the base of the new exterior wall.

Preliminary Draft Code: 90-2(42) c – the following exemptions shall not be included in determining the lot coverage, covered terraces, patios, breezeways, or porches which are open on two (2) or more sides.

Applicant Package: A package of 7 drawings and an application was submitted by the Applicant. Drawing A-101 provides information on hardscape and pervious area. The Applicant meets the 50% landscape area for the front yard and the 40% for the rear yard. Applicant also complies with the 35% pervious for the lot.

Staff Recommendation: The Applicant complies with the pervious/landscape area requirements.

Recommend Planning and Zoning Board approval subject to clarification on the following items:

- Clarify whether the existing garage square footage is included in the existing floor area.
- If the existing garage is not included in the existing floor area then the project exceeds the 40% maximum floor area threshold and needs to be scaled back.
- The extent of the proposed additions and improvements suggest the cost of the proposed improvements may exceed 50% of the market value of the existing residence.
- If the proposed improvements exceed 50% of the market value of the existing residence the improvements require compliance with the Base Flood Elevation +2.
- Recommend adding 1 foot to the width of the driveway-parking area to provide two 9-foot-wide parking spaces.
- Clarify the eaves of the building are 8 inches or less.
- The metal roof requires Design Board Approval.
 - Add a table to the plan indicating compliance with the single-family landscape requirements.

Jeff Rose, representing the applicant gave a presentation of the application which is an addition.

Chair Frankel spoke regarding the color of charcoal gray or slate color.

Jeff Rose stated that the owners are fine with either color. He spoke regarding the cement tile color and if you are to re-roof your home it does not go before the Planning and Zoning Board.

Aylet Alvarez, applicant, stated that they will do whatever the desire of the Board is but they would prefer the darker color.

Board Member Bravo spoke regarding the color and they would have to fix it in the code and he prefers no dark colors. He asked who approves the sample of colors.

Jeff Rose stated that they are required to provide a sample of the tile and the color to the Building Dept.

Town Planner Keller spoke regarding the reroof and staff doing a design review requirement.

Further discussion took place among the Board Members and Jeff Rose regarding the color pattern for roof tiles.

Board Member Mackenzie commented on the roof tiles and flat tiles and lighter color would be better.

Further discussion took place among the Board Members and the applicants regarding the sliding doors, horizontal sliders, windows and possibly adding a little bulkhead.

Chair Frankel commented that she appreciates the metal roof for sustainability, she believes it is a good project and good improvement.

Vice Chair Sanchez spoke regarding the threshold and if it doesn't exceed the addition it would be appropriate. He spoke regarding the windows and if the entrance was recessed a bit and if there is some type of cover down the road it would be difficult to get into the house if it is raining. He stated that there does not appear to be any type of shelter from the elements.

Jeff Rose stated that once they start putting a shelter it counts against them for lot coverage.

The following individual from the public wants to speak:
George Kousoulas

Town Planner Keller spoke regarding the lot coverage of 40% and spoke regarding flood elevation.

Board Member Henderson spoke regarding the garage conversion.

A motion as made by Board Member Landsman to approve the light gray color and 40 plus metric design as is presented, the symlock metal roof and window, have a 4-6-inch bulkhead, seconded by Board Member Bravo. The motion carried with a 5-0 vote.

5. Next Meeting Date: March 25, 2021

Chair Frankel spoke regarding the next meeting date of March 25, 2021.

Consensus was reached to have the next meeting March 25, 2021.

6. Discussion Items:

A. Future Agenda Items

Chair Frankel spoke regarding the design review guidelines that include roof colors can be addressed in that document and the Board to go through it first before it goes to the Commission.

The following individuals spoke on the item:

George Kousoulas spoke regarding the design review guideline and the CGA option should not be entertained.

Chair Frankel stated that they met with LuLab from the University of Miami and spoke regarding the setbacks. She stated that it does make sense on how to address the second story and undo massing.

Board Member Mackenzie spoke regarding meeting FEMA regulations on height of the first floor and to take that as an average and adding footage as well as the regulations on fencing.

Chair Frankel spoke regarding setbacks on the first floor and reducing the builder's cost on the second floor.

Town Planner Keller addressed the comments made regarding the five-foot setback is not reasonable with the larger houses.

Chair Frankel asked if they are to ask the Commission to work on the design standards.

Town Planner Keller stated that the Commission is working on the zoning code and the design standards will come after and could be done via a resolution.

Town Attorney Recio stated that the setback requirement would go in the zoning code to be incorporated and pertaining to the design standards it would be something the Board can request the Commission to do.

Town Attorney Recio stated that if you do it more formally to make a motion to propose setbacks for single family homes with second floors to be increased to 7.5 feet.

Jeff Rose responded to the setbacks and what the new zoning code.

Chair Frankel asked Town Planner Keller to bring something at the next meeting regarding changes to setbacks and as it pertains to the second floor and what the square footage they would be allowed to have.

Town Clerk McCready advised the Planning and Zoning Board Members regarding the Zoning in Progress Special Commission Meeting on March 2, 2021 at 3:00 p.m.

Chair Frankel discussed regarding the setbacks on the second floor.

Further discussion took place among the Board Members regarding the second story setback, addition articulation to the setbacks and design elements.

A motion was made by Board Member Bravo to extend the meeting for 10 minutes seconded by Board Member Mackenzie. The motion carried with a 5-0 vote.

The following individual from the public spoke:
Jeff Rose regarding building up and open space.

Chair Frankel asked if Town Planner Keller could come back to the Commission with revisions on the zoning code and dedicate funds and resources to look at the design review guidelines.

Board Member Henderson stated that the Board needs to give clear direction to Town Planner Keller as to what they are asking him to do.

Chair Frankel clarified and asked Town Planner Keller to create a draft and come back at the March meeting to discuss side setbacks for a first draft to work with recommendations to go to the Commission.

A motion was made by Board Member Landsman to request the Town Commission to authorize resources to be allocated in order for Town Planner Keller to work with the Planning and Zoning Board to rewrite the design review guidelines, seconded by Board Member Bravo. The motion carried with a 5-0 vote.

7. Adjournment:

A motion was made by Board Member Landsman to adjourn the meeting without objection at 10:08 p.m. The motion received a second from Board Member Bravo. The motion carried with a 5-0 vote.

Respectfully submitted,

Accepted this 30 day of April, 2021.

Attest:



Sandra McCready, MMC
Town Clerk



Judith Frankel, Chair