VILLAGE OF EL PORTAL
VILLAGE COUNCIL
PLANNING & ZONING COMMITTEE MEETING
AGENDA
TUESDAY, JULY 2, 2019
7:30 PM

A. CALL TO ORDER

B. MOMENT OF SILENT MEDITATION & PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES
   E1. Minutes for March 19, 2019 Planning and Zoning Committee Meeting
   E2. Minutes for the May 2019 Planning and Zoning (Meeting was Cancelled)

F. AGENDA ITEMS:
   F1. Site Plan Review for 8780 NE 2nd Avenue
   F2. Amendments to fences regulations results discussion
   F3. Right-of-way vacation procedures
   F4. Inform Committee about SolSmart program and next steps
   F5. Comprehensive Development Master Plan Evaluation and Appraisal
   (EAR) Based Amendments Discussion
   F6. Tracking Report

G. GOOD & WELFARE: (NOTE: This section of the agenda is reserved in the spirit of a representative democracy "of, by, and for the people" and is specifically provided as a mechanism for the input and solutions on matters of concern of Villagers. We request that comments be limited to 3 minutes per person, and that speakers and the audience maintain proper decorum at-large. The speaker may speak on any issue of concern.)

I. ADJOURNMENT
   Members:
   Mayor Claudia V. Cubillos, Chairperson
   Vice-Mayor Omarr C. Nickerson, Vice-Chairperson
   Councilperson Harold E. Mathis, Jr., Member
   Councilperson Anders Urbom, Member
   Councilperson Vimari Roman, Member

   "Pursuant to Florida Statutes, Chapter 286.0105: If a person decided to appeal any decision made by the Board, Agency or Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based."
<table>
<thead>
<tr>
<th>Item#</th>
<th>ACTIVITY • GOAL • PROJECT</th>
<th>INITIATOR</th>
<th>START</th>
<th>END</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PlusUrbia, LLC</td>
<td></td>
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<tr>
<td>2</td>
<td>Redevelopment of the Trailer Park</td>
<td></td>
<td></td>
<td></td>
<td>ongoing</td>
</tr>
<tr>
<td>3</td>
<td>Development Impact Fees</td>
<td></td>
<td></td>
<td></td>
<td>In process</td>
</tr>
<tr>
<td>4</td>
<td>Parking in swale area/swale area maintenance</td>
<td></td>
<td></td>
<td></td>
<td>ongoing</td>
</tr>
</tbody>
</table>

Claudia V. Cubillos, Chair
Omarr Nickerson, Vice Chair
Harold Mathis, Jr., Member
Anders Urbom, Member
Vimari Roman, Member
### DISCUSSION ITEM:

**2019-PZ-002: Amendments to Fence Regulations for Zone 3 (Z3)**

### PUBLIC HEARING(s):  

Planning and Zoning Committee Meeting  
May 21, 2019; 7:00pm

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**2019-PZ-002**  
*Z3 Fence Regulations*

1. **ITEM:**  
   There have been a number of concerns from residents that have come up regarding fences regulations at El Portal recently, particularly their location on corner lots and the use of materials that require too much maintenance or do not provide sufficient privacy. The provisions of the regulations for fences were written many years ago and may need revisions to address recurrent resident concerns.

2. **BACKGROUND:**  
   Chapter 24, Appendix B, Article VI. Specific to Zones, Section 15 Zone 3 (Z3) Sub-Urban Residence, (g) Walls, Fences and Hedges Standards (Z3), currently allows the following:

   **Materials:** fences of the following materials: coral rock, concrete block stuccoed on both sides with concrete cap, natural stone walls, slump or adobe brick, precast concrete, wire (chain-link, single or double looped ornamental type, aluminum or galvanized steel), or wood;

   **Location:** no wall, fence, or hedge is permitted within the Principal Front Setback or Secondary Front Setback, except for 4-foot masonry or coral rock walls subject to Council approval through a variance.

   On February 23, 2018, the Village of El Portal held a Town Hall in which participants were encouraged to share their concerns about the current zoning requirements for fences. There was an opportunity to respond to an online survey with specific images of different fence types for the front and side yards, varying in height and material. A summary of the results is below:

   71 people answered the survey in total.

   **Summary of results**  
   **Front Yard**
   - 3.5-foot white picket fence – Respondents were split about this fence.
   - 6-foot aluminum fence – More than half of respondents did not like this fence.
   - 6-foot concrete and wood fence – Most respondents really liked this fence, but a good amount did not.
   - 6-foot concrete and aluminum fence – Respondents were split about this fence.
• Natural landscape – Most respondents saw natural landscape favorably.

Side Yard
• 6-foot wood fence – Most respondents really like this fence.
• 6-foot metal fence/ DURA fences – Most respondents did not like this fence.
• 6-foot PVC fence – Most respondents really liked this fence, but was closely followed by a good number of respondents who did not like it at all.
• 8-foot hedge – Most respondents really like hedges on their property lines.
• 6-foot wood and aluminum fence – Most respondents really liked this fence.

Summary of comments
Height
• Tall fences provide good privacy and security for some but are also uninviting, create a gated community feeling, and create isolation for others.
• Short fences do not obstruct visibility.

Materials
• Metal is durable and cost-effective but can be harsh and cold for front of property, preferable for the rear.
• Wood combined with concrete or aluminum creates a modern and favorable look but might be too expensive and decays easily.
• Wood is aesthetically pleasing but difficult to maintain and not as durable.
• Natural landscape and hedges are heavily favored but must be well-maintained.
• PVC is durable and easier to maintain but artificial look was not favored by all.
• Hedges are preferred but must be maintained and well-kept.

Location
• Many were against tall fences in the front of properties and favored open fronts but some people expressed concerns for security and privacy.
• More respondents were receptive toward fences that are not fully enclosed and do not obstruct view of house.

3. REQUEST:
Amend regulations for location and height of fences in Chapter 24, Appendix B, Section 15 (g) Walls, Fences and Hedges Standards (23) in order to allow additional materials for fences in the side and rear yards that provide privacy but do not require constant maintenance and to allow 4-foot walls and fences of different materials by right within the Secondary Front Setback.

4. STAFF RECOMMENDATION: AMEND THE CODE TO ALLOW FOR A GREATER RANGE OF OPTIONS FOR MATERIALS FOR FENCES IN THE SIDE AND REAR YARDS AND ALLOW TO BUILD 4-FOOT MAX. WALLS AND FENCES OF DIFFERENT MATERIALS BY RIGHT WITHIN THE SECONDARY FRONT SETBACK IN ZONE 3.

• The Staff recommends that the Village consider allowing additional materials and locations to build fences on the side and rear of lots in Zone 3 of El Portal by amending Chapter 24, Appendix B, Section 15 (g) Walls, Fences and Hedges Standards (23) of the Village of El Portal Code of Ordinances, considering the following based on the results of the survey:
  • Consider including the materials in the chart below:
Material | Image
--- | ---
Composite material, composite board, or DURAWOOD |

Vinyl coated chain-link fences in a dark color |

Ornamental wrought iron, ornamental aluminum cast iron, or cast aluminum in a dark color |

- Allow 4-foot-tall walls and fences of other materials by right within the secondary front setback as shown highlighted in the diagram below:
2019-PZ-002
SolSmart Program

1. ITEM:
Inform and discuss the Village of El Portal’s participation in the SolSmart program.

2. BACKGROUND:
The Village of El Portal is participating in the SolSmart program. SolSmart is a U.S. Department of Energy-funded effort to establish and implement a new community technical assistance and designation program designed to recognize communities that have taken steps to make it easier for businesses and residents to go solar.

SolSmart seeks primarily to address solar "soft costs" (the non-hardware costs of going solar that increase the time and money required for customers to go solar). Addressing these costs at the local level is aimed at improving solar market conditions – making it faster, easier, and more affordable for residents and businesses to choose solar energy – while attracting the economic benefits associated with the growth of the local solar industry.

The national solar experts at SolSmart conducted a review of the community’s zoning code to assess possible barriers and gaps related to solar PV Development. The attached memo "PZD-1a" contains the outcome of their review.

3. CONSIDERATIONS:
Use the resources of the SolSmart program and further improve the permitting process for solar installations for residences and businesses in El Portal and strive to seek bronze designation.

Village actions to achieve SolSmart Bronze Level Designation:
- Provide Solar Statement outlining the community’s solar goals and commit to tracking key metrics such as number and capacity of installed Photovoltaic (PV) systems.
- Fulfill required actions in both of the Foundational categories:
  - Permitting
  - Planning, Zoning, and Development Regulations
- Earn at least 20 points in each of the two Foundational Categories (above).
• Earn a total of 20 points from actions across the six Special Focus Categories: Inspection; Construction Codes; Solar Rights; Utility Engagement; Community Engagement; and Market Development and Finance.

4. NEXT STEPS:
Obtaining SolSmart Bronze designation is based upon the Village meeting the requirement stated in the previous section. To that end, the following actions have been or are being taken:
• Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development and compile findings in a memo.
• Present memo findings to the Planning and Zoning Committee.
• Train planning staff on best practices in planning and zoning for solar PV.
• Exempt rooftop solar PV from certain restrictions on accessory uses (eg. Height limits, rooftop equipment screening requirements, or other restrictions).
• Post an online factsheet that provides an overview of what zoning allows for solar PV under what conditions (eg. types and sizes of solar arrays permitted, the processes required, and other relevant information).
ZONING REVIEW - EL Portal, FL

PZD-1a: Review zoning requirements and identify restrictions that intentionally or unintentionally prohibit solar PV development. Compile findings in a memo. (Required)

To assist your community, the national solar experts at SolSmart have conducted a review of your community’s zoning code to assess possible barriers (i.e. height restrictions, set-back requirements, etc.) and gaps related to solar PV development. Below, please find the outcome of their review. By reading the narrative, reviewing the example code language provided, and signing the statement at the bottom of the page, your community will satisfy PZD-1a and be one step closer to achieving SolSmart designation.

Key Findings

Sec. 24-B.12 (c) The village code states that solar energy collectors are exempt from height limitations in main street and urban center zones as long the coverage doesn’t exceed 20% of the roof area. “Except as specifically provided herein, the Height limitations of this Code shall not apply to any roof Structures for housing elevators, stairways, tanks, ventilating fans, solar energy collectors, or similar equipment required to operate and maintain the Building (provided that such Structures shall not cover more than twenty percent (20%) of roof area for Z4 and Z5).”

Historic preservation: Sec. 24-73.(e-f) provides general standards for historic buildings and sites, including certificate of appropriateness review procedures. If design guidelines, siting restrictions or review requirements exist for solar pv, they should be laid out explicitly in the ordinance to ensure a clear and understandable review process is known to the applicant. Review processes will add time and added labor cost through delayed installations, so the village of El Portal should attempt to make solar provisions for historic districts minimally restrictive especially in residential zones with single family homes.

Potential barriers in current code language

<table>
<thead>
<tr>
<th>Section(s)</th>
<th>Element</th>
<th>Reviewer Comments</th>
<th>Example(s) from other codes</th>
<th>Priority level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ex. Setbacks, Height Restrictions, Definition, etc.</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Potential gaps in current code language

<table>
<thead>
<tr>
<th>Element</th>
<th>Reviewer Comments</th>
<th>Example(s) from other codes</th>
<th>Priority level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definition</td>
<td>The zoning code provides no definition for solar energy systems. Some municipalities define different types of solar energy, so they can be treated differently, and so that requirements and applicability are clear. These include: - Rooftop solar and ground mounted solar</td>
<td>More permissive option: “Solar Energy System: An energy system that consists of one or more solar collection devices, solar energy related ‘balance of system’ equipment, and other associated infrastructure with the primary intention of generating electricity, storing electricity, or otherwise converting solar energy to a different form of energy. Solar</td>
<td>High (The definition forms the basis of understanding the solar ordinance.)</td>
</tr>
</tbody>
</table>
| Accessory Use and Structures | Solar energy systems are not listed as a by right accessory use all in all districts in the list of general provisions applicable to all zones | Option A: Use tables listing different solar energy types as an accessory use in a major zoning districts with respective regulations.  
*Model Zoning for the Regulation of Solar Energy Systems* (p. 5, 7)  
Refer to Appendix A below  

Option B: "Solar Energy Systems as described in this Article are permitted in all zoning districts as an accessory use to a permitted principal use subject to the standards for accessory uses in the applicable zoning district and the specific criteria set forth in this article." (Renewable Energy Ordinance Framework, DVRPC) (Section 3, p. 10) | High (Including solar energy systems in the list of permitted accessory uses and structures in all major districts may reduce system costs, expedite installations, and increase development locally.) |
| Lot Coverage | Not defined in current zoning code | Most permissive option: "For purposes of determining compliance with building coverage standards of the applicable zoning district, the total horizontal projection area of all ground-mounted and freestanding solar collectors, including solar photovoltaic cells, panels, arrays, inverters, shall be considered pervious coverage so long as pervious conditions are maintained underneath the solar photovoltaic system. Medium (Counting solar energy systems against lot coverage could limit the implementation of freestanding solar energy systems, especially if the lot in question is near the maximum lot coverage allowed under the code.) |
Less permissive option:
“For purposes of determining compliance with building coverage standards of the applicable zoning district, the total horizontal projection area of all ground-mounted and freestanding solar collectors, including solar photovoltaic cells, panels, arrays, inverters and solar hot air or water collector devices, shall be considered ___% impervious coverage. For example, if the total horizontal projection of a solar energy system is 100 square feet, XX square feet shall count towards the impervious coverage standard. For a tracking array or other moveable system, the horizontal Medium (Counting solar energy systems against lot coverage could limit the implementation of freestanding solar energy systems, especially if the lot in question is near the maximum lot coverage allowed under the code.) projection area shall be calculated at a 33-degree tilt angle”

(Renewable Energy Ordinance Framework, DVRPC) (Section 4, p.14)
Additional notes

1. [Signature]

Date: January 30, 2019
SOLAR ENERGY
ZONING REGULATIONS

Property owners can install solar energy systems in The Village of El Portal. Construction at El Portal must comply with the zoning regulations and require zoning approval. Click on the icons for a downloadable file of the permit application and the Village's Form-Based Code.

Types of Systems

**Photovoltaic**
A photovoltaic system (or PV system) is a system which uses one or more solar panels to convert sunlight into electricity.

**Solar Shingles**
Solar shingles are solar cells designed to look like conventional asphalt shingles.

**Freestanding**
Freestanding PV panels or freestanding arrays placed away from the residence and connected through an underground wiring.

**Height limitations:** Shall not apply to any roof structures for solar energy collectors, or similar equipment required to operate and maintain the building (provided that such structures shall not cover more than twenty percent (20%) of roof area for Zone 4 and Zone 5).

**Fees:** Installing solar energy systems is considered a Site Improvement, and as such costs $300.00 for Zone 3 (low density residential) and $800.00 for Zone 4 (small scale mixed-use) and Zone 5 (higher density mixed-use).

**Location:** The installation of ground-mounted equipment should follow the setback requirements as stated in the Village's Zoning Regulations; installation of equipment on the roof should be inconspicuous from the public right-of-way. The installation of solar panels and skylights should be placed on rear instead of front-facing roof slopes.

**Design guidelines:**

- hipped roof
- cross-gabled roof
- gabled roof
- flat roof

- location of equipment on the roof
VILLAGE OF EL PORTAL
PLANNING AND ZONING

500 NE 87th Street
El Portal, FL 33138
PHONE 305-795-7880 FAX 305-795-7884

APPLICANT: Horacio and Marcela Segal, property owners
SUBJECT ADDRESS: 8780 NE 2nd Avenue - Zone 4
APPLICATION: 2019-PZ-001 – Site Plan Review

PUBLIC HEARING(s):
Planning and Zoning Committee Meeting
May 21, 2019; 7:00pm

2019-PZ-001
Site Plan Review

1. APPLICATION:
THE APPLICANT IS REQUESTING SITE PLAN APPROVAL FOR THE PROPOSED ADDITION AND CONVERSION OF THE EXISTING STRUCTURE FROM A RESIDENTIAL USE TO A COMMERCIAL ESTABLISHMENT, WHICH PURSUANT TO SECTION 17-53 OF THE CODE OF ORDINANCES, REQUIRES APPROVAL BY VILLAGE COUNCIL AFTER PUBLIC HEARING.

2. BACKGROUND INFORMATION:
Owner of property: Horacio and Marcela Segal
Address: 8780 NE 2nd Avenue, El Portal, FL 33138
Folio number: 18-3101-032-0070
Transact Zone: Zone 4 (Z4) – Main Street Zone

Site: The current 7,344 square foot lot (54 x 136 feet) was acquired as a lot for a single-family residential building – as permitted under ‘Sec. 24-3. - RSF single-family residential district’ now Zone 4 – Main Street of the Code of Ordinances. The property has a Principal Front Setback (west façade) facing NE 2nd Avenue and a Secondary Front Setback (north façade) facing NE 88th Street. The current right-of-way on NE 88th Street provides five (5) angled public parking spaces.

Proposed Development: The ground floor of the existing structure is to be converted into a yoga/ holistic center and will function primarily as a welcoming area and break room. Construction of a new addition in the rear will be used as a yoga studio and the second story will be used as office spaces.

The new commercial use cannot accommodate the off-street parking requirements due to the location of the septic tank and drainage field and a large oak tree in the rear of the lot. To satisfy the parking requirements for the new commercial use, the Applicant requests improving and reusing the on-street parking on the right-of-way north of the property on NE 88th Street.

The Applicant requests to convert the area on the ROW on NE 88th Street with five (5) angled public parking spaces into nine (9) 90° standard 8.5 feet x 18 feet stalls and one (1) handicapped stall. In order to ensure that the proposed parking spaces do not encroach on
the travel lane or sidewalk, the Applicant proposes to provide a 15-inch wide easement along the north side of the property. The Applicant also proposes to increase the width of the sidewalk from 4'-9" to 5'-0".

ARTICLE IV. TABLE 1: MINIMUM OFF-STREET PARKING REQUIREMENTS.

(a) Parking Requirements.

ARTICLE IV. TABLE 1: MINIMUM OFF-STREET PARKING REQUIREMENTS.
- On Street Parking shall be counted towards the total Parking count within a development in Z4 and Zone Z5 only.
- Minimum one (1) bicycle rack space for every 10 Parking Spaces required.
- Parking may be provided by ownership or lease offsite within 1000 feet by process of Administrative Adjustment in Z4 and Z5 only.
- Parking requirements shall be rounded up to the nearest full parking space.
- Standard stall: 8.5 ft x 18 ft minimum.
- Handicapped parking stalls shall be provided in accordance with applicable federal and state standards.

Staff has reviewed the application for consideration by the Planning and Zoning Committee and Village Council. In this report, Staff presents the applicable Zoning requirements per the Code of Ordinances, Chapter 24, Appendix B, with recommendations.

**Article III. Uses**

<table>
<thead>
<tr>
<th>Permitted</th>
<th>Proposed</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential: Single Family Residence, Community Residence, Ancillary Unit, Two Family Residence, Multi Family Housing, Home Office, Live-Work, Bed &amp; Breakfast, Inn, Office, General Commercial, Food Service Establishment, Recreational Establishment, Learning Center, Recreational Facility, Religious Facility</td>
<td>Commercial: Recreational Establishment</td>
<td>Complies</td>
</tr>
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</table>

**Site Development Standards**

<table>
<thead>
<tr>
<th>Required</th>
<th>Proposed</th>
<th>Recommendation</th>
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</thead>
<tbody>
<tr>
<td>Lot area: 5,000 sf min</td>
<td>7,344 sf</td>
<td>Complies</td>
</tr>
<tr>
<td>Lot width: 50 ft min</td>
<td>54 ft</td>
<td>Complies</td>
</tr>
<tr>
<td>Principal Front Setback: 10 ft min</td>
<td>West: 18.97 ft to bldg. (existing)</td>
<td>Complies</td>
</tr>
<tr>
<td>Secondary Front Setback (Side Street): 10 ft min</td>
<td>North: 5.75 ft (existing)</td>
<td>Complies</td>
</tr>
<tr>
<td>Side Setback: 0 ft min</td>
<td>South: 2.07 ft</td>
<td>Complies</td>
</tr>
<tr>
<td>Rear Setback: 20 ft min</td>
<td>East: 42.72 ft</td>
<td>Complies</td>
</tr>
</tbody>
</table>
### Article VI. Sec. 24-B.16 (b) Building Configuration (Z4)

<table>
<thead>
<tr>
<th>Required</th>
<th>Proposed</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hedges and fences: 8 ft max</td>
<td>33.25% (2,442 sq ft)</td>
<td>Complies</td>
</tr>
<tr>
<td>Second and Third Layers</td>
<td></td>
<td></td>
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<tr>
<td>Lot coverage: 60% max</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open space: 10% min</td>
<td>62.33% (4,581 sq ft)</td>
<td>Complies</td>
</tr>
<tr>
<td>Green space: 5% min</td>
<td>50.57% (3,722 sq ft)</td>
<td>Complies</td>
</tr>
<tr>
<td>Primary Frontage build-out: 70% min</td>
<td>Existing</td>
<td>Complies</td>
</tr>
<tr>
<td>Secondary Frontage build-out: 50% min</td>
<td>57% (77.49 ft)</td>
<td>Complies</td>
</tr>
<tr>
<td>Maximum building height: 3 stories max</td>
<td>2 stories (existing)</td>
<td>Complies</td>
</tr>
<tr>
<td></td>
<td>1 story (addition)</td>
<td></td>
</tr>
<tr>
<td>Ground Floor Height: 14 ft min 25 ft max</td>
<td>9'-6&quot; (existing)</td>
<td>Complies</td>
</tr>
<tr>
<td></td>
<td>11'-6&quot; (addition)</td>
<td></td>
</tr>
<tr>
<td>Upper Floor Height: 14 ft max</td>
<td>8'-6&quot; (existing)</td>
<td>Complies</td>
</tr>
<tr>
<td>Density: 36 du/acre max.</td>
<td>N/A</td>
<td>Complies</td>
</tr>
<tr>
<td>Floor Lot Ratio (FLR): 1.25 max.</td>
<td>0.43</td>
<td>Complies</td>
</tr>
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### Article IV. Table 1: Minimum Off-Street Parking Requirements

<table>
<thead>
<tr>
<th>Required</th>
<th>Proposed</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial: 3 spaces per 1000 sf</td>
<td>10 spaces (altering existing public right-of-way)</td>
<td>Complies</td>
</tr>
<tr>
<td>2340 sf of commercial space = 7 parking spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>830 sf of office space = 3 parking spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total = 10 parking spaces (including handicapped parking)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bicycle rack: 1 bicycle rack space for every 10 Parking Spaces</td>
<td>1</td>
<td>Complies</td>
</tr>
</tbody>
</table>

### Article VI. Sec. 24-B.16 (d) Parking Standards (Z4)

<table>
<thead>
<tr>
<th>Required</th>
<th>Proposed</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking located in Second and Third Layers, masked from Frontage, accessed by Alley</td>
<td>Septic tank and existing tree prohibit parking in rear of lot</td>
<td>N/A</td>
</tr>
<tr>
<td>Driveway max. width on a Frontage at the Property Line: 12 ft</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Shared driveway width at Property Line combining ingress and egress: 20 ft max</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Article VI. Sec. 24-B.16 (f) Landscape Standards (Z4)
### Required

- Minimum one shade tree planted for every 50 feet of Primary Frontage, either in front setback or street tree in ROW

### Proposed
- Existing

### Recommendation
- Complies

## Findings

### Standards

<table>
<thead>
<tr>
<th>Standards</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The plan is consistent with the comprehensive plan and the purpose and intent of the use district in which it is located.</td>
<td>Yes</td>
</tr>
<tr>
<td>The plan is in conformance with property development regulations of the zoning district in which it is located.</td>
<td>Yes</td>
</tr>
<tr>
<td>The site plan has an adverse impact on the environmental and natural resources of the Village.</td>
<td>No</td>
</tr>
<tr>
<td>The approval of the site plan has an adverse impact on the necessary public facilities of the Village.</td>
<td>No</td>
</tr>
</tbody>
</table>

## 3. APPLICATION REQUEST:

(a) Applicant Request.

The Applicant is requesting site plan approval for the proposed addition and conversion of the existing structure from a residential to a commercial establishment, altering the public right-of-way in order to satisfy the parking requirement for said use (improving its current condition).

(b) Site Plan Review Requirements.

Sec. 17-53. Requirements and procedures for site plan review.

***

(b) Applications subject to site plan review. All applications shall be subject to site plan review and approval by village council after public hearing, except as provided in section 6-4.

## 4. STAFF RECOMMENDATION: APPROVAL WITH CONDITIONS.

Pursuant of Sec. 17-53 Requirements and Procedures for site plan review (a), the Applicant shows good cause for ensuring the congruity of the proposed development and its compatibility with the surrounding area. The plans proposed comply with the land use regulations and the development standards of this chapter and of Chapter 24. Furthermore, the change of use from residential into a yoga studio supports the Village’s Vision Plan in creating a commercial corridor on NE 2nd Avenue.

Therefore, APPROVAL is recommended for this Site Plan Review Application: subject to the following conditions:
1. In the event that the Village makes improvements to the street, hence changing the number of spaces adjacent to the subject property, the owner shall find alternate means of parking to satisfy the parking requirements for the use. Future Certificates of Use will require the satisfactory availability of parking.

2. Right-of-way parking remains public. The property may use these spaces to satisfy the zoning requirements, however, any person may park on said public parking spaces regardless of their patronage.

3. New striping MUST be provided for parking uses within the ROW.

4. Applicant will provide landscape and ensure improvements to the ROW do not cause danger to pedestrians walking on the sidewalk.

5. 'Parking stops' MUST be provided for all spaces in order to keep the sidewalk clear of obstacles.

6. No parking spaces shall encroach on the travel lanes.

**PERMIT APPLICATION**

**VILLAGE OF EL PORTAL**

500 NE 87th Street  
El Portal, FL 33138  
PHONE 305-795-7880  FAX 305-795-7884

**Date:** 12-5-18  
**Property Folio:** #13-3101-032-0070

**Job Address:** 8780 NE 2nd Avenue

**Legal Description:** Subdivision  
**Block**  
**Lot**  
**Size:** 136' x 54'

**Owner/Lessee Name:** Horacio Segal and Marcela Segal

**Owner Address:**  
**Phone #** 305-801-8561

**CONTRACTOR INFORMATION**

**Name:** Design Readed Builders LLC  
**License #**  
**Phone #**

**Address:**  
**Qualifier's name:** Fernando Leon

**Work Description:** Convert existing structure from residential use to commercial. Renovate existing structure and construct a new addition into the rear yard.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>BLDG</th>
<th>ELEC</th>
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<tbody>
<tr>
<td>AREA</td>
<td>3,170</td>
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<td></td>
<td></td>
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</table>

**Job Value:** $156,000

**WARNING TO OWNER:** Your failure to record a notice of commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.

Application is hereby made to obtain a permit to do work and installations as indicated above, and on the attached addendum (if applicable). I certify that all work will be performed to meet the standards of the laws regulating construction in this jurisdiction. I understand that separate permits are required for Windows/Doors, Shop Drawings Electrical, Plumbing, Signs, Pools, Roofing & Mechanical Work.

**OWNER'S AFFIDAVIT:** By signing this application, I certify that I am the legal owner of the above mentioned property and that all the information provided herein is accurate and true. Furthermore, I authorize the above named contractor to do the work stated under this application.

---

**NOTARY SEAL AND VERIFICATION**

**Signature of Owner**  
**Signature of Contractor**

The foregoing instrument was acknowledged before me this 10th day of Dec., 2018 by Horacio Segal.  
( ) is personally known to me.  
( ) has produced a as identification.

MILENA PAPARO  
Notary Public - State of Florida  
Commission # FF 222083  
Notary Public - State of Florida  
Commission # FF 222083  
My Comm. Expires Aug. 10, 2018

Bonded through National Notary Assn.
PROPERTY ADDRESS:
8780 N.E. 2nd Avenue, El Portal, Florida 33138.

LEGAL DESCRIPTION:
The North 54.00 feet of Tract 4, of REVISED PLAT OF EL JARDIN SECTION - 2, according to the Plat thereof, as recorded in Plat Book 38, at Page 44, of the Public Records of Miami-Dade County, Florida.

FOR:
Horacio A. Segal and Marcela M. Segal.

SURVEYOR’S NOTES:
1) This survey was conducted for the purpose of a “Topographic Survey” only and is not intended to delineate the regulatory jurisdiction of any federal, state, regional or local agency, board, commission or other entity.
2) The accuracy obtained by measurements and calculations on this survey, meets and exceeds the Minimum Technical Standards requirements for a Suburban area (1 foot in 7.500 feet) as specified in Chapter 51-17, Florida Administrative Code.
3) The North arrow direction shown herein is based on an assumed Meridian.
4) In some cases graphic representation have been exaggerated to more clearly illustrate a particular area where dimensions shall have preference over graphic location.
5) Legal description was provided by the client and is subject to any dedications, limitations, restrictions reservations or easements of record.
6) Examination of the Abstract of Title will have to be made to determine recorded instruments, if any, affecting the property; search of Public Records not performed by this office.
7) No effort was made by this office to locate any underground utilities and/or structures within or abutting the subject property.
8) This survey has been prepared for the exclusive use of the entities named herein only and the certifications herein do not extend to any unamed parties.
9) Elevations shown referred to National Geodetic Vertical Datum (1929); Miami-Dade County benchmark No.: GS-3-RA, elevation: 58.7 feet.
10) According to the National Flood Insurance Program, the subject property falls in Community No.: 120640, Panel No.: 0302, Suffix: L. Date of FIRM: 09-11-2009, Flood Zone: X.
11) Contact the appropriate authorities prior to any design work on the hereon-described parcel for building and zoning information.
13) This survey is not valid without the signature and the raised seal of a Florida Licensed Land Surveyor and Mapper.

I hereby certify to Horacio A. Segal and Marcela M. Segal, that the Sketch of Topographic Survey of the described property is true and correct to the best of my knowledge and belief, as recently surveyed and platted under my direction; also that meets the Standards of Practice set in Chapter 51-17, Florida Administrative Code, pursuant to Section 472.027 Florida Statutes.

By: Rolando Ortiz LS 4312

UP-DATE: 05-18-2018
UP-DATE: 05-08-2019
NOT VALID WITHOUT SHEET 2 OF 2 (SHEET 2 OF 2 CONTAINS SKETCH OF SURVEY)

Horacio A. and Marcela M. Segal
8760 N.E. 2nd Avenue
El Portal, Florida 33138.

JOB No.: 18-31288
SKETCH No.: 28945
DATE: 03-07-2018
SCALE: 1"=20'
SHEET: 1 OF 2
Warranty Deed

This Warranty Deed made this 12th day of February, 2018, between Casa de Sol, L.L.C., a Florida limited liability company whose post office address is 125 NE 32nd St., Apt. 2419, Miami, FL 33137, Grantor(s), and Horacio A. Segal and Marcela M. Segal, husband and wife, whose post office address is 8780 NE 2nd Ave., El Portal, FL 33138, Grantee(s):

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS ($10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Miami-Dade County, Florida to-wit:

The North 54 feet of Tract 4, Revised Plat of El-Jardin, Section - 2, according to the map or plat thereof, as recorded in Plat Book 38, Page(s) 44, of the Public Records of Miami-Dade County, Florida.

Also known as: 8780 NE 2nd Ave., El Portal, FL 33138

Parcel Identification Number: 18-3101-032-0070

Subject to taxes for 2018 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any, but this reference shall not act to re-impose same.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2017.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.
## Property Information

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<td></td>
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<tr>
<td>Owner</td>
<td>HORACIO A SEGAL</td>
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<tr>
<td></td>
<td>MARCELA M SEGAL</td>
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<tr>
<td>Mailing Address</td>
<td>8780 NE 2 AVE</td>
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<td></td>
<td>EL PORTAL, FL 33138 USA</td>
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## Assessment Information

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Note: Not all benefits are applicable to all Taxable Values (i.e. County, School Board, City, Regional).

## Short Legal Description

1 53 41 .17 AC PB 38-44

REV PL OF EL JARDIN SEC 2

N54FT OF TR 4

LOT SIZE 54,000 X 136

OR 19169-1147 0600 1

## Taxable Value Information

<table>
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<tr>
<td>Taxable Value</td>
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## School Board

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<td>$0</td>
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<tr>
<td>Taxable Value</td>
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## City

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<td>Taxable Value</td>
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## Regional

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<tr>
<td>County Exemption Value</td>
<td>$0</td>
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<tr>
<td>Taxable Value</td>
<td>$287,334</td>
<td>$257,958</td>
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## Sales Information

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<td>04/03/2014</td>
<td>$100</td>
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<td>Correttive, tax or QCD, min consideration</td>
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The Office of the Property Appraiser is continually editing and updating the tax roll. This website may not reflect the most current information on record. The Property Appraiser and Miami-Dade County assumes no liability, see full disclaimer and User Agreement at http://www.miamidade.gov/info/disclaimer.asp

Version:

https://www.miamidade.gov/propertysearch/ 12/17/2018
SCOTT WEINKLE ARCHITECTS, inc.

12/28/2018

CAMILA ZABLAH  
PLUSURBIA DESIGN

Re: Light of the Goddess LLC  
8780 NE 2nd Avenue  
El Portal, FL 33138

LETTER OF INTENT

Dear Ms. Zablah,

This project entails the conversion of an existing structure from a Residential use into a Business use.

The ground floor of the existing structure is to be converted into as a Yoga / holistic center and functions primarily as a welcoming area and break room. The new addition in the rear is to be used as a Yoga studio.

The second floor of the existing structure will be used as office space with a maximum of 5 occupants.

Please feel free to contact me if you require additional information.

Kind regards,

Scott Weinkle

400 Kings Point Drive  # 1507  
786-546-5046  
www.weinkle.com  
Sunny Isles Beach, FL 33160  
scottweinkle@gmail.com
## Location Plan

### Project Information

- **Project Name:**
- **Address:**
- **City:**
- **State:**
- **ZIP:**
- **Phone:**
- **Fax:**
- **Email:**
- **Website:**

### Scope of Work

1. Remove existing foundation structure and change use from residential to commercial.
2. Construct new frame structure first floor to second floor location in the area with a new commercial use.
3. Complete the second floor frame structure and change use from residential to commercial.
4. Complete interior finishes and plumbing per drawings and specifications.

### General Notes

- All work shall be completed in a neat and professional manner.
- All work shall be completed in accordance with the plans and specifications.
- All work shall be completed in a timely manner.
- All work shall be completed in a safe manner.
- All work shall be completed in accordance with all applicable laws and codes.
- All work shall be completed in accordance with all applicable warranties.

### List of Drawings

- **Sheet 1:**
- **Sheet 2:**
- **Sheet 3:**
- **Sheet 4:**
- **Sheet 5:**

### Plumbing Fixture Specifications

- All plumbing fixture specifications shall be in accordance with the latest edition of the National Plumbing Code.
- All plumbing fixtures shall be of the highest quality.
- All plumbing fixtures shall be installed in accordance with the plans and specifications.

### Site Data

- **WELDING OF ALL PORTALS:**
- **WELDING OF ALL PORTALS:**
- **WELDING OF ALL PORTALS:**

### CODES REFERENCES

- **Building Codes:**
- **Electrical Codes:**
- **Plumbing Codes:**

### Demolition Notes

- All work shall be completed in a neat and professional manner.
- All work shall be completed in accordance with the plans and specifications.
- All work shall be completed in a timely manner.
- All work shall be completed in a safe manner.
- All work shall be completed in accordance with all applicable laws and codes.
- All work shall be completed in accordance with all applicable warranties.

# Building Department Notes

- All work shall be completed in accordance with the plans and specifications.
- All work shall be completed in a neat and professional manner.
- All work shall be completed in a timely manner.
- All work shall be completed in a safe manner.
- All work shall be completed in accordance with all applicable laws and codes.
- All work shall be completed in accordance with all applicable warranties.

### Items Under Separate Permit

- ** фа**
- ** cara**
- ** st**
- ** el**
- ** al**

### EXCAVATION AND/GROUNDWORK

- **BENEFIT FROM:**
- **BENEFIT FROM:**
- **BENEFIT FROM:**

---

**Note:** The above text is a placeholder and does not represent the actual content of the document. The actual content may include more detailed information and diagrams related to the project.
VILLAGE OF EL PORTAL
PLANNING AND ZONING
500 NE 87th Street
El Portal, FL 33138
PHONE 305-795-7880

DISCUSSION ITEM: 2019-PZ-005: Comprehensive Development Master Plan Evaluation and Appraisal (EAR) Based Amendments

PUBLIC HEARING(s): Planning and Zoning Committee Meeting
May 21, 2019; 7:00pm

2019-PZ-005 CDMP Amendments

1. ITEM: The Village of El Portal is undergoing the process of evaluating its comprehensive plan and making amendments to reflect changes in state requirements, as required pursuant to Section 163.3191 of the Florida Statutes (2018).

2. BACKGROUND: Each local government in the State of Florida is required to regularly review its comprehensive plan. The law requires local governments to evaluate its comprehensive plan to determine if plan amendments are necessary to reflect changes in state requirements and notify the Department of Economic Opportunity (DEO) by letter to its determination. The local government is then required to prepare and transmit amendments within one year of notification letter.

3. CONSIDERATIONS: As required by law, the Village’s Comprehensive Plan was evaluated and it was determined that plan amendments were necessary to reflect changes in the state requirements. An Evaluation and Appraisal Notification Letter was submitted to the DEO to its determination, outlining the areas that require amendments and acknowledging that the Village will have to transmit the proposed amendments within one year of notification, meaning, by March 1, 2020. The DEO has acknowledged receipt of El Portal’s notification letter, attached herein.

This year-long process will require staff and public engagement at every step of the way and the adoption of amendments to the Comprehensive Plan through public hearings. The attached documents outline the process and timeline for the completion of this task.
4. NEXT STEPS:
Preparing and transmitting amendments to El Portal’s Comprehensive Plan by March 1, 2020 is the goal as required by law. To that end, the following actions have been or are being taken:

• Hold public workshops to engage the community on Thursday, June 13th at 6:30 pm and Saturday, September 7th, at 1:00 pm.
• Document existing conditions, concerns, strategies, and objectives, goals, and policies for Comprehensive Plan amendments.
• Present draft of amendments to Planning and Zoning Committee and Village Council.
• Transmit proposed amendments to state land planning agency within 10 working days of approval by Council at first public hearing.
• State land planning agency acknowledges receipt of amendments and issues a report giving objections, recommendations, and comments regarding the proposed plan or plan amendment within 60 days after receipt of the proposed plan amendments.
• Local government addresses comments by the state land planning agency and presents revised amendments to Village Council within 180 days after receipt of report.
• Transmit adopted amendments along with supporting data and analysis within 10 working days of approval by Council at second public hearing to the state land planning agency.
March 4, 2019

Ms. Megan McLaughlin, AICP
PLUSBRIA Design
Village Planning and Zoning Consultant
1385 Coral Way
Miami, Florida 33145

RE: EL Portal Evaluation and Appraisal Notification Letter

Dear Ms. McLaughlin:

This is to acknowledge receipt of your Evaluation and Appraisal Notification Letter which was due on March 1, 2019, and received by the Department on March 1, 2019.

Please note that your proposed comprehensive plan amendments based on your Evaluation and Appraisal should be transmitted to the Department by March 1, 2020, within one year of your notification, pursuant to Section 163.3191(2), Florida Statutes. The amendments are subject to the State Coordinated Review Process as outlined in Section 163.3184(4), Florida Statutes.

Ms. Kelly Corvin of the Department’s staff is available to assist and provide technical guidance to your questions concerning the contents of the Evaluation and Appraisal based comprehensive plan amendments and may be reached at (850) 717-8503.

If you have any questions concerning the processing of the Evaluation and Appraisal based amendments, please contact Mr. Ray Eubanks, Plan Processing Administrator, at (850) 717-8483.

Sincerely,

D. Ray Eubanks
Plan Processing Administrator

DRE/me
March 1, 2019

Florida Department of Economic Opportunity
Attention: Ray Eubanks, Plan Processing Administrator
State Land Planning Agency
Caldwell Building
107 East Madison – MSC 160
Tallahassee, Florida 32399-4120


Dear Mr. Eubanks:

In accordance with the Evaluation and Appraisal Notification Schedule posted on the Department of Economic Opportunity’s website, The Village of El Portal hereby provides notice to the State Land Planning Agency that it has evaluated its Comprehensive Plan and has determined that amendments are necessary to address changes in state requirements, pursuant to Section 163.3191(1), Florida Statutes.

The Village will be amending its Comprehensive Plan in 2019 to address the changes in compliance with the aforementioned Statutes and understands that the necessary amendments must be prepared and transmitted to the State Land Planning Agency within one year, which is by March 1, 2020. The Village may also consider amendments to address issues of local concern as well as any subsequent changes to the Florida Statutes.

The Village’s evaluation indicates that the following elements will need amendments to comply with the new state requirements: Capital Improvements Element, Future Land Use Element, Transportation Element, Infrastructure Element, Conservation Element, Housing Element, Coastal Management Element, and Intergovernmental Coordination Element. Please note that the Village may adopt Comprehensive Plan amendments that are different from those identified here after holding public hearings on proposed amendments.

The Village’s evaluation has identified the following necessary changes:

I. General
   A. To comply with F.S. 163.3177 (1), include elements for best planning practices, such as Form-Based Code.
agreement establishing joint processes between county, municipalities within the county, district school board, and any unit of local government service providers.

For additional information regarding this Evaluation and Appraisal Notification Letter please contact me at 305-444-4850 or megan@plusurbia.com.

Sincerely,

Megan McLaughlin, AICP
PLUSURBIA DESIGN
Village Planning and Zoning Consultant

CC: Claudia V. Cubillos, Mayor, mayorcubillos@villageofeporlortal.com
Christia E. Alou, Esq., Village Manager, villagermanager@villageofeporlortal.com
Yenise Jacobi, Village Clerk, yjacobi@villageofeporlortal.com
Norman C. Powell, Esq., Interim Village Attorney, norman@normancpowell.com
B. To comply with F.S. 163.3177 (1)(f), data that mandatory and optional elements
of the comprehensive plan are based upon must be updated, such as surveys,
studies, community goals and vision.
C. To comply with F.S. 163.3177 (1)(f)3., update permanent and seasonal population
estimates and projections.
D. To comply with F.S. 163.3177 (1)(f)4.a., include specific policy statement
indicating relationship of proposed development of area to comprehensive plan
of adjacent municipalities, the county, adjacent counties, or region.
E. To comply with F.S. 163.3177(2), improve on coordination of different elements
and consistency with one another.
F. To comply with F.S. 163.3177(2), include more maps and improve existing ones
depicting future conditions; particular focus on maps at a metropolitan scale that
include village.
G. Throughout the plan revise or delete outmoded dates established to measure
the accomplishment of goals and objectives.

II. Capital Improvements Element
A. To comply with F.S. 163.3177 (3)(a)1., update components necessary to
implement the comprehensive plan to cover the current 5-year period.
B. To comply with F.S. 163.3177 (3)(a)2., update estimated public facility costs, when
they will be needed, general location of facilities, and projected revenue to fund
facilities.
C. To comply with F.S. 163.3177 (3)(b), add policy to include a transportation
element in the schedule of capital improvements.

III. Future Land Use Element
A. To comply with F.S. 163.3177 (6)(a), update acreage for each land use category.
B. To comply with F.S. 163.3177 (6)(a), update sources of data for future land use
plan amendments such as surveys, studies and data regarding the area.
C. To comply with F.S. 163.3177 (6)(a)3.f., add policies to ensure the protection of
additional natural and historic resources.
D. To comply with F.S. 163.3177 (6)(a)3.h., amend Policy 1.2.1 to update vision for
NE 2nd Avenue.
E. To comply with F.S. 163.3177 (6)(a)7., amend land use categories to clearly
identify the ones in which public schools are allowed.
F. To comply with F.S. 163.3177 (6)(a)9.a., address urban development occurring in
rural areas at substantial distances from existing urban areas while not using
undeveloped lands.
G. To comply with F.S. 163.3177 (6)(a)9.a., address promoting urban development in
radial, strip, isolated, or ribbon patterns emanating from existing urban
developments.
H. To comply with F.S. 163.3177 (6)(a)9.a., address the protection and conservation
of natural resources.
I. To comply with F.S. 163.3177 (6)(a)9.b., amend the Future Land Use Element to
discourage the proliferation of urban sprawl.
J. To comply with F.S. 163.3177 (6)(a)9.b., add policies to promote the conservation of water and energy.

K. To comply with F.S. 163.3177 (6)(a)10.b.(l), amend the Future Land Use Map to identify historic areas and any significant historic properties.

L. To comply with F.S. 163.3177 (6)(a)10.b.(lll), amend the Future Land Use Map to include multimodal transportation district boundaries.

M. To comply with F.S. 163.3177 (6)(a)10.c., update Future Land Use Map series showing natural resources or conditions.

IV. Transportation Element

A. To comply with F.S. 163.3177 (6)(b)1., update existing conditions to reflect current data, analysis, and associated principles and strategies.

B. To comply with F.S. 163.3177 (6)(b)1., update Future Traffic Circulation Map.

C. To comply with F.S. 163.3177 (6)(b)1.b., expand on the growth trends and travel patterns and interactions between land use and transportation throughout Village.

D. To comply with F.S. 163.3177 (6)(b)1.d., update the projected transportation system levels of services and system needs based upon the future land use map and the projected integrated transportation system.

E. To comply with F.S. 163.3177 (6)(b)1.e., expand on how to correct existing facility deficiencies and how to meet the identified needs of the projected transportation system.

F. To comply with F.S. 163.3177 (6)(b)2.a., enhance objectives and policies to support public transportation, pedestrian, and bicycle travel; remove recommendations of widening streets.

G. To comply with F.S. 163.3177 (6)(b)2.e., add new objective and policies for the identification of land use densities, building intensities, and transportation management programs to promote public transportation systems in designated public transportation corridors so as to encourage population densities sufficient to support such systems.

V. Infrastructure Element

A. To comply with F.S. 163.3177 (6)(c), amend existing conditions of all sub-elements to reflect current data and planning period over the next 10 years.

B. Address septic to sewer conversion and sanitary sewer sub-element.

VI. Conservation Element

A. To comply with F.S. 163.3177 (6)(d)1., update existing conditions to reflect current data.

B. To comply with F.S. 163.3177 (6)(d)2.b., update Stormwater Master Plan.

C. To comply with F.S. 163.3177 (6)(d)2., address fisheries, wildlife, wildlife habitat, marine habitat, existing natural reservations, environmentally sensitive lands for protection, hazardous waste to protect natural resources, and wetlands.
VII. Housing Element
A. To comply with F.S. 163.3177 (6)(f)1.a-c., amend policies to acknowledge lack of unit type diversity and supply, which forces overcrowding, and to address structural and aesthetic improvement of existing housing.
B. To comply with F.S. 163.3177 (6)(f)1.d., update provision of adequate sites for future housing to reflect current conditions.
C. To comply with F.S. 163.3177 (6)(f)1.d., add policy specifically addressing affordable housing for persons 65 years of age or older, unrelated to housing arrangement in group homes.
D. To comply with F.S. 163.3177 (6)(f)1.g., add policy to avoid concentration of affordable housing units only in specific areas.
E. To comply with F.S. 163.3177 (6)(f)2., update data and analysis on housing needs for the principles, guidelines, standards, and strategies of housing.
F. To comply with F.S. 163.3177 (6)(f)3., regarding specific programs and actions to partner with private and nonprofit sectors to address housing needs in the jurisdiction, add objectives and policies to address streamlining permitting for affordable housing; add or enhance policies to address quality of housing, stabilization of neighborhoods, and identification and improvements of historically significant housing.

VIII. Coastal Management Element
A. To comply with F.S. 163.3177 (6)(g), review Coastal Management Element and make connections to Conservation Element and Recreation and Open Space Element.
B. To comply with F.S. 163.3177 (6)(g)3., amend objective and add policies regarding coastal zone resources.
C. To comply with F.S. 163.3177 (6)(g)5., update objectives and policies to reflect current conditions and plan for future years.
D. To comply with F.S. 163.3177 (6)(g)7., review need to address the protection of human life against the effects of natural disasters further.
E. To comply with F.S. 163.3177 (6)(g)10., address resilience to flooding, storm surge, flash floods, stormwater runoff, and related impacts of sea-level rise and consider developing and implementing an adaptation action area designation.
F. To comply with F.S. 163.3177 (6)(g), update surveys, studies, and data.
G. To comply with F.S. 163.3177 (6)(g), update Coastal Zone Features Map.
H. To comply with F.S. 163.3177 (6)(g), review evacuation plans and principles for hazard mitigation.
I. To comply with F.S. 163.3177 (6)(g), add note addressing that deepwater ports are not applicable.

IX. Intergovernmental Coordination Element
A. To comply with F.S. 163.3177 (6)(h)1., update Element name and references to updated sections of the Florida Statutes.
B. To comply with F.S. 163.3177 (6)(h)3., add 1-year timeframe to interlocal
WORK PLAN

EVALUATION OF STATUTORY CHANGES
Evaluate Comprehensive Plan based on Florida Statutes and recommend strategies for update.

EVALUATION BASED ON LOCAL CONDITIONS
Evaluate Plan in relation to local conditions and recommend strategies for update.

NOTIFICATION LETTER
Notification letter of determination to DEO on March 1st.

PROPOSE AMENDMENTS
Document existing conditions, data and analysis, concerns, strategies, and objectives, goals and policies for Comp. Plan. amendments.

ADOPT AMENDMENTS
Transmit adopted amendments by Council to DEO.

PUBLIC ENGAGEMENT

Outreach via Electronic, Broadcast, and Print Media
- website
- email contact list
- online method to submit public comments
- social media
- community newspaper
- brochures
- posters
- flyers

Direct Engagement with Public
- Community workshops
- Meetings with stakeholders
- Community surveys

Committee Meetings and Public Hearings
- Meeting with Planning and Zoning Committee
- Public hearings with Council
- Intergovernmental coordination
TIMELINE

Evaluate Comprehensive Plan based on Florida Statutes and local conditions and send letter of determination to DEO on March 1st.

Document existing conditions, concerns, strategies, and objectives, goals and policies for Comp. Plan amendments.

Planning and Zoning Committee Present first draft of amendments to Comp Plan.

Transmit proposed amendments to DEO within 10 working days of approval at Council Meeting.

Revise amendments to address DEO comments.

Transmit proposed amendments to DEO within 10 working days of approval at Council Meeting.

Public community workshop #1 to provide overview of Comp Plan update process and solicit input.

Public community workshop #2 to provide overview of Comp Plan update process and solicit input.

Village Council Meeting Present first draft of amendments to Comp Plan.

DEO acknowledges receipt of amendments and issues ORC report within 60 days.

Village Council Meeting Present amendments as revised to address DEO comments.
WORKSHOPS

KICK-OFF PRESENTATION

- Significance of Comprehensive Plan process.
- Best planning practices and approach toward Comp. Plan.
- History of planning in El Portal, region, and country.
- Form-Based Code, Smart Code.
- Traditional town planning.
- Livable cities and walkable streets.

ACTIVITIES

- Overview of Comp. Plan Process.
- Principles of Community Building and Urban Design.
- Interactive design exercises in small groups.
- Discuss Comp. Plan issues and application in the Village in small groups. Provide input on issues required by state and local conditions and have one person present top three ideas.
- Participatory mapping. Table drawings for each small group. Draw on maps of Village for vision of future.
- Note positive and negative items on maps with stickers.

FEEDBACK

- Image survey with examples of housing, streets, civic buildings, and commercial properties to like or dislike with red or green dots.
- Fill out survey.
- Write vision for neighborhood in one word and post on wall near similar words.
- Photo visioning, before and after images of areas in the Village.
- Document issues in the neighborhood.

SAMPLE QUESTIONS

- What do you like the most about El Portal?
- What are the greatest strengths of the Village?
- How long do you plan to live here?
- How do you get around the Village? How often do you walk to a store?
- As a child, did you walk to school? How do your children get to school?
- You would take transit if...
- Of the ideas heard today, what are the most important to you?
- What is a safe space in the Village outside your home?
- What is your favorite childhood memory?
COMMUNITY WORKSHOPS

VILLAGE OF EL PORTAL

COMPREHENSIVE PLAN UPDATE

THURSDAY JUNE 13
6:30PM

SATURDAY SEPT 7
1:00PM

EL PORTAL VILLAGE HALL

Your input is needed!
Please fill out a survey at
elportal.plusurbia.com

El Portal Village Hall
500 NE 87th Street
305-795-7880
elportalvillage.com

PUBLIC HEARING(s): Planning and Zoning Committee Meeting
May 21, 2019; 7:00pm

1. ITEM:
Establish a uniform procedure for the review or abandonment and vacation of a public right-of-way within the Village of El Portal.

2. BACKGROUND:
There are currently no provisions within The Village of El Portal Code of Ordinances regarding the procedures to request a public ROW vacation.

There are locations in El Portal where this process may be needed in the future, and future annexations may bring additional circumstances and/or locations where this may be needed.

3. REQUEST:
Amend Chapter 24 to include provisions to establish procedures to request a public right-of-way vacation.

4. STAFF RECOMMENDATION: AMEND THE CODE OF ORDINANCES TO INCLUDE PROVISIONS TO GRANT APPROVAL FOR ABANDONMENTS AND VACATION REQUESTS.

The Staff recommends that the Village grant approval to requests for right-of-way vacations under the provisions of the Amendments to Chapter 24, Article V, Sec. 24-63 – Abandonment and Vacations.

Chapter 24 – ZONING AND LAND DEVELOPMENT CODE
***
ARTICLE VI. – OTHER ADMINISTRATIVE PROVISIONS
***
Sec. 24-63 – Abandonment and vacations,
(a) Application,
A. All requests with regard to abandonment or vacation of Village streets, alleys, easements, and other non-fee interests which the Village may have in real property shall be reviewed for consistency with the Comprehensive Plan and shall be subject to conditions of approval which mitigate the
impact of the abandonment or vacation of the Village's real property
interest and/or impact of additional development resulting from the
abandonment or vacation. All applications shall be reviewed in
accordance with the provisions of Chapter 24, Article VI, Sec. 24-63 and
other applicable provisions of the Village's Code.

B. The interested private parties shall undergo a Miami-Dade County Office
of Historic Preservation Certificate to Dig if the Village's property in
question to be abandoned or vacated is in proximity to an archaeological
site.

C. Interested private parties shall pay the Village Application fee
recommended by the Village Manager and approved by the Village
Council.

D. Interested private parties shall be required to reimburse the Village for all
professional fees and costs incurred for the Application.

E. Interested private parties shall cover any and all costs required for re-
plating.

(b) Standards for Review.

A. Applications for abandonment and vacation of city streets, alleys, special
purpose easements and other non-fee interests which the Village may
have in real property may be approved by process of Resolution provided
that it is demonstrated that:

i. The non-fee property interest sought to be abandoned does not
provide a benefit to the public health, safety, welfare, or
convenience, in that it is not being used by the Village for any of
its intended purposed or the Comprehensive Plan or Capital
Improvement Schedule does not anticipate its use.

ii. The non-fee property interest sought to be abandoned provides
some benefit to the public health, safety, welfare, or convenience,
but the overall benefit anticipated to result from the
abandonment outweighs the specific benefit derived from the
non-fee property interest, in that the vacation or abandonment
will not frustrate any Comprehensive Plan or Capital
Improvements Plan of the Village and the vacation or
abandonment will not interfere with any planning effort of the
Village that is underway at the time of the application but is not
yet completed.

iii. The vacation or abandonment will provide a material public
benefit in terms of promoting the desired development and
improves the Village's long-term fiscal condition and the
applicant provides beneficial mitigation in the form of a proffered
mitigation plan which mitigates the loss of real property, the
increase in the intensity of use and/or impacts on the public
health, safety and welfare including increased parking and traffic.

(c) Public Works Committee review and recommendation.

A. The Public Works Committee shall:

i. Review the application at a public hearing conducted in accordance
with the provisions of Article IV, Section 4.01.-Council meeting
procedure.

ii. Make written findings with respect to whether the application
complies with the standards set out in Sec. 24-63.
iii. Identify appropriate conditions of approval which mitigate the impact of the vacation or abandonment of property.

iv. Provide a recommendation to the Village Council with regard to whether the application should be approved, approved with conditions, or denied.

(d) Planning and Zoning Committee review and recommendation.

B. The Planning and Zoning Committee shall:

v. Review the application at a public hearing conducted in accordance with the provisions of Article IV, Section 4.01.-Council meeting procedure.

vi. Make written findings with respect to whether the application complies with the standards set out in Sec. 24-63.

vii. Identify appropriate conditions of approval which mitigate the impact of the vacation or abandonment of property.

viii. Provide a recommendation to the Village Council with regard to whether the application should be approved, approved with conditions, or denied.

(e) Village Council review and decision.

A. The Village Council in its sole discretion, after notice of hearing in accordance with Chapter 17, Article III, Sec. 17-64.-Advertising and notice requirements, may approve by process of Resolution, approve with conditions or deny an application for the abandonment or vacation of Village streets, alleys, easement and other non-fee interests which the Village may have in real property.