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 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. Architecture Pattern Book
   F7. 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.”
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

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 (Z3) 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 (Z3) 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:
<table>
<thead>
<tr>
<th>Material</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite material, composite board, or DURAWOOD</td>
<td></td>
</tr>
<tr>
<td>Vinyl coated chain-link fences in a dark color</td>
<td></td>
</tr>
<tr>
<td>Ornamental wrought iron, ornamental aluminum cast iron, or cast aluminum in a dark color</td>
<td></td>
</tr>
</tbody>
</table>

- 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-004: SolSmart Program Participation

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

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 (e.g., 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 (e.g., types and sizes of solar arrays permitted, the processes required, and other relevant information).
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. 24-7.3(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>
</tr>
</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>
</table>
| Definition | 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 | 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 | High (The definition forms the basis of understanding the solar ordinance.) |
| **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.) |
<p>| <strong>Lot Coverage</strong> | <strong>Not defined in current zoning code</strong> | <strong>Most permissive option:</strong> “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** | <strong>Medium</strong> (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.) |</p>
<table>
<thead>
<tr>
<th>Less permissive option:</th>
</tr>
</thead>
<tbody>
<tr>
<td>“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”</td>
</tr>
</tbody>
</table>

(Renewable Energy Ordinance Framework, DVRPC) (Section 4, p.14)
Appendix A

Example 1 (Use Tables):

<table>
<thead>
<tr>
<th>PRINCIPAL USE</th>
<th>Residential-1 (R1)</th>
<th>Residential-2 (R2)</th>
<th>Residential-3 (R3)</th>
<th>Commercial (C)</th>
<th>Industrial (I)</th>
<th>Public (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medium-Scale Ground-Mounted Solar Energy System</td>
<td>SPR</td>
<td>SPR</td>
<td>SPR</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Large-Scale Ground-Mounted Solar Energy System</td>
<td>N</td>
<td>SPR</td>
<td>SPR</td>
<td>SPR</td>
<td>SPR</td>
<td>SPR</td>
</tr>
</tbody>
</table>

Y = Allowed  
SP = Special Permit  
SPR = Site Plan Review

<table>
<thead>
<tr>
<th>ACCESSORY USE</th>
<th>Residential-1 (R1)</th>
<th>Residential-2 (R2)</th>
<th>Residential-3 (R3)</th>
<th>Commercial (C)</th>
<th>Industrial (I)</th>
<th>Public (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roof-Mounted Solar Energy System</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Small-Scale Ground-Mounted Solar Energy System</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Median-Scale Ground-Mounted Solar Energy System</td>
<td>SPR</td>
<td>SPR</td>
<td>SPR</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Y = Allowed  
SP = Special Permit  
SPR = Site Plan Review

Additional notes

1. Camila Zulph, as Planning consultant of The Village of El Portal, Florida, have received the zoning review and read its findings.

Signature: [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 files 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
Transect 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>
</tbody>
</table>

### Site Development Standards

<table>
<thead>
<tr>
<th>Required</th>
<th>Proposed</th>
<th>Recommendation</th>
</tr>
</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></td>
<td></td>
</tr>
<tr>
<td>Second and Third Layers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot coverage: 60% max</td>
<td>33.25% (2,442 sq ft)</td>
<td>Complies</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></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></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>
</tbody>
</table>

### 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></td>
<td></td>
</tr>
<tr>
<td>2340 sf of commercial space = 7 parking spaces</td>
<td>10 spaces (altering existing public right-of-way)</td>
<td>Complies</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)
<table>
<thead>
<tr>
<th>Required</th>
<th>Proposed</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum one shade tree planted for every 50 feet of Primary Frontage, either in front setback or street tree in ROW</td>
<td>Existing</td>
<td>Complies</td>
</tr>
</tbody>
</table>

### Findings

<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.

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

PERMIT APPLICATION

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

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 #
            (if different from Job address) 305-801-8561

CONTRACTOR INFORMATION

Name: Design Related Builders LLC License # Phone #

Address: 8101 Biscayne Blvd #205 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.

Permit Type: BLDG ELEC PLUM MECH POOL

AREA: 3,170 SQ. FT. 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

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

MILENA PAPARONI
Notary Public - State of Florida Commission # FF 222083

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

MILENA PAPARONI
Notary Public - State of Florida Commission # FF 222083
SKETCH OF SURVEY
PREPARED BY:

SYMBOLS

LEGEND

PROPERTY ADDRESS:

8780 N.E. 2nd Avenue, El Portal, Florida 33138.

LEGAL DESCRIPTION:

The North 54.00 feet of Tract 4, of REVISED PLAN 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 5J-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 hereon only and the certifications hereon 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: 5.87 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 5J-17, Florida Administrative Code, pursuant to Section 472.037 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)
Warranty Deed

This Warranty Deed made this 17th day of February, 2018, between Casa de Sal, 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 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: 18-3101-632-0070

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.

Warranty Deed - Page 1 of 2
Property Information

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<thead>
<tr>
<th>Folio:</th>
<th>18-3101-032-0070</th>
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<tr>
<td>Property Address:</td>
<td>8780 NE 2 AVE</td>
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<td>El Portal, FL 33138-3006</td>
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<tr>
<td>Owner</td>
<td>HORACIO A SEGAL</td>
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<td>MARCELA M SEGAL</td>
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<td>Mailing Address</td>
<td>8780 NE 2 AVE</td>
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<td>PA Primary Zone</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 0900 1

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

Sales Information

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<td>Corrective, tax or QCD; min consideration</td>
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https://www.miamidade.gov/propertysearch/
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       Sunny Isles Beach, FL 33160
786-546-5046             www.weinkle.com          scottweinkle@gmail.com
PARKING PLAN
SCALE 3/16"=1'-0"

LIGHT OF THE GODDESS LLC
8780 NE 2nd AVENUE, EL PORTAL FLORIDA
SCOTT WEINKLE ARCHITECT
of this task. The attached documents outline the process and timeline for the completion and the adoption of amendments to the Comprehensive Plan through public

This year-long process will require staff and public engagement at every step of the way.

of El Portal, notification letter, attached herewith.

one year of notification meaning, by March 1, 2020. The DEO has acknowledged receipt

determining that the Village will have to transmit the proposed amendments and

DEO to make determination of notifying the areas that require amendments and

to make determination of notifying the areas that require amendments and

As required by law, the Village’s Comprehensive Plan was evaluated and it was

3. CONSIDERATIONS:

amendments within one year of notification letter.

determination, the local government is then required to prepare and transmit
determination and notify the Department of Economic Opportunity (DEO) by letter or if

DEO to make determination of notifying the areas that require amendments and

DEO to make determination of notifying the areas that require amendments and

Each local government in the State of Florida is required to regularly review its

2. BACKGROUND:

To Section 163.3191 of the Florida Statutes (2018).

The Village of El Portal is undertaking the process of evaluating its Comprehensive Plan

Staff Report
Planning and Zoning
Next Steps:

- Present draft of amendments to Planning and Zoning Committee and Village Council.
- Policies for Comprehensive Plan Amendments.
- Document existing conditions, concerns, strategies, and objectives, goals, and timelines.
- Hold public workshops to engage the community on Thursday, June 13th at 6:30 pm.

2020 is the goal as required by law. To that end, the following actions have been or are being taken:

1. Present revised amendments to Village Council within 180 days after receipt of the amended Comprehensive Plan.
2. Present final amendments along with supporting data and analyses within 10 working days of approval by Council at second public hearing.
4. Transmit adopted amendments along with supporting data and analyses within 10 working days of approval by Council at second public hearing:
   - Local government address comments by the state land planning agency and plan commissioners.
   - Proposed plan or plan amendments at least 60 days after receipt of the proposed plan or plan amendments.
   - State land planning agency acknowledges receipt of amendments and issuance of proposed plan or plan amendments to state land planning agency within 10 working days of approval by Council at first public hearing.
D. Rey Eubanks

Sincerely,

If you have any questions concerning the processing of the evaluation and appraisal based amendments and may be reached at (850) 717-8483.

Please note that your proposed comprehensive plan amendment must be submitted to the Department within one year of your notification, pursuant to section 163.319(1), Florida Statutes. The evaluation and appraisal should be transmitted to the Department by March 2, 2020.

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 2, 2019.

March 4, 2019

Executive Director
Ken Lawson

Governor
Ron DeSantis
such as Form-Based Code.

1. To comply with F.S. 163.3177(1), include elements for best planning practices.

1. General

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

From those identified hereafter holding Public Hearings on proposed amendments, please note that the Village may adopt comprehensive plan amendments that are different from those identified hereafter holding Public Hearings on proposed amendments. Please note that the Village may adopt comprehensive plan amendments that are different.

The evaluation indicates that the following amendments will need amendments to comply with the new state requirements: Capital Improvement Plan, Element Plan, and Land Use.

The Village’s evaluation indicates that the following elements will need amendments to comply with the new state requirements: Capital Improvement Plan, Element Plan, and Land Use.

The Village will be amending its Comprehensive Plan in 2019 to address the changes in accordance with the evaluation. Amendments are necessary to address changes in state requirements.

Dear Mr. Enbanks:


Tallahassee, Florida 32399-4120
10 East Madison - MSC 160
Calhoun Building
State Land Planning Agency
Attention: Key Enbanks, Plan Processing Administrator
Florida Department of Economic Opportunity

March 1, 2019
Village Planning and Zoning Consultant

Megan McCarty

Sincerely,

Contact me at 305-444-8550 or megan@plusurba.com.

For additional information regarding this Evaluation and Appraisal Notification letter, please contact the District School Board, and any unit of local government service providers.

agreement establishing joint processes between county, municipalities within the
III. Future Land Use Element

C. To comply with F.S. 163.3177(3)(b), add policy to include a transportation element in the schedule of capital improvements.

II. Capital Improvements Element

A. To comply with F.S. 163.3177(3)(e), update comprehensive plan to cover the current 5-year period.

B. To comply with F.S. 163.3177(3)(e), update comprehensive plan to cover the current 5-year period.

C. Information on the plan revise or delete outdated data established to measure the accomplishment of goals and objectives.

D. To comply with F.S. 163.3177(7)(e), update comprehensive plan to include special policy statement.

E. To comply with F.S. 163.3177(7)(e), update comprehensive plan to include special policy statement.

F. To comply with F.S. 163.3177(7)(e), update comprehensive plan to include special policy statement.

G. To comply with F.S. 163.3177(1)(y), update comprehensive plan to include special policy statement.

H. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

I. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

J. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

K. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

L. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

M. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

N. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

O. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.

P. To comply with F.S. 163.3177(6)(e), address the protection and conservation of natural resources.
VI. Transportation Element

A. To comply with F.S. 163.3177 (6)(a)(3)(d), update existing conditions to reflect

B. Address specific to sewer conversion and sanitary sewer sub-division.

C. To comply with F.S. 163.3177 (6)(a)(7), update current data and planning period over the next 10 years.

D. To comply with F.S. 163.3177 (6)(c), amend existing conditions of all sub-division.

E. To comply with F.S. 163.3177 (6)(b)(3), ensure objectives and policies to transportation system.

F. To comply with F.S. 163.3177 (6)(b)(2), enhance objectives and policies to transportation system.

VII. Infrastructure Element

A. To comply with F.S. 163.3177 (6)(b)(2), "update existing conditions to reflect

B. Address specific to sewer conversion and sanitary sewer sub-division.

C. To comply with F.S. 163.3177 (6)(a)(7), update current data and planning period over the next 10 years.

D. To comply with F.S. 163.3177 (6)(c), amend existing conditions of all sub-division.

E. To comply with F.S. 163.3177 (6)(b)(3), ensure objectives and policies to transportation system.

F. To comply with F.S. 163.3177 (6)(b)(2), enhance objectives and policies to transportation system.

G. To comply with F.S. 163.3177 (6)(b)(2), "update existing conditions to reflect

H. To comply with F.S. 163.3177 (6)(b)(2), "enhance objectives and policies to transportation system.

I. To comply with F.S. 163.3177 (6)(b)(2), "update existing conditions to reflect

J. To comply with F.S. 163.3177 (6)(b)(2), "enhance objectives and policies to transportation system.

K. To comply with F.S. 163.3177 (6)(b)(2), "update existing conditions to reflect

L. To comply with F.S. 163.3177 (6)(b)(2), "enhance objectives and policies to transportation system.

M. To comply with F.S. 163.3177 (6)(b)(2), "update existing conditions to reflect

N. To comply with F.S. 163.3177 (6)(b)(2), "enhance objectives and policies to transportation system.

O. To comply with F.S. 163.3177 (6)(b)(2), "update existing conditions to reflect

P. To comply with F.S. 163.3177 (6)(b)(2), "enhance objectives and policies to transportation system.
X. Intergovernmental Coordination Element

- Are not applicable.
  1. To comply with F.S. 163.3177(6)(6)(E), add note addressing their deepest points.
  2. To comply with F.S. 163.3177(6)(F), add note addressing their desalination needs.
  3. To comply with F.S. 163.3177(6)(G), add note addressing their future needs.
  4. To comply with F.S. 163.3177(6)(H), add note addressing their infrastructure.

VIII. Coastal Management Element

A. To comply with F.S. 163.3177(6)(I), update survey, studies, and data.
B. To comply with F.S. 163.3177(6)(J), add note addressing their desalination needs.
C. To comply with F.S. 163.3177(6)(K), add note addressing their infrastructure.
D. To comply with F.S. 163.3177(6)(L), add note addressing their infrastructure.
E. To comply with F.S. 163.3177(6)(M), add note addressing their infrastructure.
F. To comply with F.S. 163.3177(6)(N), add note addressing their infrastructure.
G. To comply with F.S. 163.3177(6)(O), add note addressing their infrastructure.
H. To comply with F.S. 163.3177(6)(P), add note addressing their infrastructure.
I. To comply with F.S. 163.3177(6)(Q), add note addressing their infrastructure.
J. To comply with F.S. 163.3177(6)(R), add note addressing their infrastructure.
K. To comply with F.S. 163.3177(6)(S), add note addressing their infrastructure.
L. To comply with F.S. 163.3177(6)(T), add note addressing their infrastructure.
M. To comply with F.S. 163.3177(6)(U), add note addressing their infrastructure.
N. To comply with F.S. 163.3177(6)(V), add note addressing their infrastructure.
O. To comply with F.S. 163.3177(6)(W), add note addressing their infrastructure.
P. To comply with F.S. 163.3177(6)(X), add note addressing their infrastructure.
Q. To comply with F.S. 163.3177(6)(Y), add note addressing their infrastructure.
R. To comply with F.S. 163.3177(6)(Z), add note addressing their infrastructure.
S. To comply with F.S. 163.3177(6)(AA), add note addressing their infrastructure.
T. To comply with F.S. 163.3177(6)(BB), add note addressing their infrastructure.
U. To comply with F.S. 163.3177(6)(CC), add note addressing their infrastructure.
V. To comply with F.S. 163.3177(6)(DD), add note addressing their infrastructure.
W. To comply with F.S. 163.3177(6)(EE), add note addressing their infrastructure.
X. To comply with F.S. 163.3177(6)(FF), add note addressing their infrastructure.
Y. To comply with F.S. 163.3177(6)(GG), add note addressing their infrastructure.
Z. To comply with F.S. 163.3177(6)(HH), add note addressing their infrastructure.
Sample Questions:

- What is your favorite childhood memory?
- What is a safe space in the village outside your home?
- Where is your favorite place in the village?
- How do you get to school?
- How do you get around the village?
- What are the greatest strengths of the village?

Feedback:

- Document issues in the neighborhood.
- Write vision for neighborhood in one word and post on wall near doors.
- Photo: Visioning before and after images of areas in the village.
- Similar words.
- Survey:
- Does your village have good commercial properties or like or dislike with red or green
- Image survey with examples of housing, streets, civic buildings,

Activities:

- Note positive and negative items on maps with stickers.
- Draw on maps of village for vision of future.
- Participatory mapping: table drawings for each small group.
- Consideration and review on planning for ideas.
- Discuss Comp. Plan Issues and application in the village image.
- Interact with design excellence in small groups.
- Principles of community building and urban design.
- Overview of comp. plan process.

Kick-off Presentation:

- Walkable cities and walkable streets.
- Traditional town planning.
- Brownfield Code, smart code.
- History of planning in El Portal, region, and country.
- Best Planning practices and approach toward Comp. Plan.
- Significance of comprehensive plan process.

Comp. Plan Amendments
Village of El Portal
Workshops
Please fill out a survey at your input is needed!

EL Portal Village Hall
1:00pm
Saturday Sept 7
6:30pm
Thursday June 13

UPDATE
COMPREHENSIVE PLAN
EL Portal Village of

Community Workshops

Public Hearing:

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


Item:

Staff Report
Planning and Zoning
A. Public Works Committee review and recommendation.

The Public Works Committee shall conduct a public hearing, and in accordance with the provisions of Article V, Section 40-1, shall conduct a public hearing, and in accordance with the provisions of Article V, Section 40-1, shall determine whether the application for a public hearing is conducted in accordance with the standards set out in Sec. 24-6.2.2.

The Public Works Committee shall adopt a written finding with respect to whether the application complies with the standards set out in Sec. 24-6.2.2. The written finding shall be included in the public record and made available to the public. The finding shall indicate whether the application complies with the standards set out in Sec. 24-6.2.2.

The Public Works Committee shall recommend whether the application is approved or disapproved. The recommendation shall be based on the findings made by the Public Works Committee.

B. Applications for Abandonment and Vacations of Fire Streets

Applications for abandonment and vacations of fire streets shall be filed with the Village Manager and shall be reviewed by the Village Manager. The Village Manager shall approve or disapprove the application.

If the application is approved, the Village Manager shall certify that the abandonment or vacation of the fire street will not impair the fire protection services and other public services provided by the Village.

If the application is disapproved, the Village Manager shall certify that the abandonment or vacation of the fire street would impair the fire protection services and other public services provided by the Village.

C. Vacations of Fire Streets

Vacations of fire streets shall be approved by the Village Manager and shall be recorded in the Village's official records. The Village Manager shall certify that the vacation of the fire street will not impair the fire protection services and other public services provided by the Village.

D. Council

The Council of the Village shall approve or disapprove the vacation of the fire street. The Council shall consider the application and the Village Manager's recommendation in making its decision.

E. Professional Fees

Professional fees and costs incurred for the application shall be paid by the applicant.

F. Other Applications

Other applications for abandonment or vacation of fire streets shall be reviewed by the Village Manager and shall be approved or disapproved by the Village Manager.

G. Abandonment of Fire Streets

Abandonment of fire streets shall be approved by the Village Manager and shall be recorded in the Village's official records. The Village Manager shall certify that the abandonment of the fire street will not impair the fire protection services and other public services provided by the Village.

H. Notice

Notice of abandonment or vacation of fire streets shall be given to all property owners and users of the fire streets affected by the abandonment or vacation.
Village Hall Procedures - Staff Reports

A. The Village Council in its sole discretion, after notice of hearing in
(6) Village Council Review and Decision
Condition or Granted
Whether the Application should be Approved, Approved with
Provide a Recommendation to the Village Council with regard to
Wills
Identify appropriate conditions of approval which mitigate the impact
Complies with the standards set out in Sec 24-63
Make written Findings with respect to whether the Application
Procedure
Review the Application at a public hearing conducted in accordance
B. The Planning and Zoning Committee shall
(5) Planning and Zoning Committee Review and Recommendation
Condition or Denied
Whether the Application should be Approved, Approved with
Provide a Recommendation to the Village Council with regard to
Wills
Identify appropriate conditions of approval which mitigate the impact

| STATUS | ACTIVITY • GOAL • PROJECT | INITIATOR | START | END | PLCULPPLMIA LLC | PLUMBING IMPACT FEES | REDEVELOPMENT OF THE TRAILER PARK | PAVING IN SWALE AREA/STREAMエリア | PAVING IN SWALE AREA/STREAMエリア | 4 |
|--------|-----------------------------|-----------|-------|-----|-----------------|----------------------|-----------------------|------------------------------|------------------------------| 3 |
|        |                             |           |       |     |                 |                      |                       |                              |                              | 2 |
|        |                             |           |       |     |                 |                      |                       |                              |                              | 1 |
|        |                             |           |       |     |                 |                      |                       |                              |                              | 1 |

PLANNING & ZONING COMMITTEE TRACKING REPORT