

Item	Comment	Notes / Remarks
PLANNING ADMINISTRATIVE REVIEW		
1	All fees and paper submittal must be paid and delivered to the Planning Department at 1700 Convention Center Drive, 2nd Floor, Miami Beach, by 1:00 p.m. on the due date. Please consult the Land Use Board calendar for due dates. Delays in payment or delivery times/date will result in applications being moved to the next available hearing. The paper submittal shall consist of the final versions of the documents which were approved for this application and MUST be consistent with the electronic plans / documents reviewed and approved for which a Notice to Proceed was issued. Nothing can change between the Formal Submittal and the scheduled date of hearing. Each file document must be labeled by day of submittal and document name.	FINAL FEE AMOUNT ISSUED BY APRIL 16. FEES TO BE PAID BY APRIL 20
2	Email owners mail labels in Excel	Emailed on 3/27 to Gabriela and Shallene.
3	Page 1 of Application: Property Information – Please attach Legal Description as “Exhibit A”.	
4	Page 1 of Application: Applicant Information (if different than owner) must be filled out.	Owner and applicant are the same
5	Page 5 of Application: All members representing or speaking on behalf of the owner/applicant must be granted Power of Attorney from owner — Submit singed and notarized affidavit per speaker.	Owner planning to self-represent at hearing
6	Page 8 of Application: Compensated Lobbyist: All members representing or speaking on behalf of the owner/applicant must be registered as a lobbyist with the City Clerk.	All presenters will register at lobbyists prior to the hearing.
PLANNING REVIEW		
7	Draft Notice: DRB26-1165, 7928 BYRON AVE: An application has been filed requesting Design Review Approval for the construction of a new 5-story multi-family building, with one or more waivers, to replace an existing residence.	Note that this is a 3-story building with 2 mezzanine levels, which do not count as stories.
8	1. APPLICATION COMPLETENESS	
	a. Letter of Intent: Include the project cost estimate.	See revised letter
	b. LOI: provide DRB file number	See revised letter
	c. The Letter of Intent for Design Review Board shall include and respond to all review criteria per section 2.5.3.1 .Provide a subtitle, number questions as presented in the code a to s.	See revised letter
	d. The Letter of Intent shall include and respond to all sea level rise and resiliency review criteria per section 7.1.2.4 of the City Resiliency Code. Provide a subtitle, number questions as presented in the code A to L. (place this after the Design Review Criteria)	See revised letter
	f. Please print one set on 11X17 and revise the text, dimensions, and scales (or graphic scales) for better legibility. (Text, dimensions are difficult to read).	Plans were reformatted
	g. Do not upload separate files for site plan, floor plans and contextual elevations. These plans should be part of the Architectural plan set.	All architectural sheets were combined into a single file

- h. Organize plan sets per checklist sequence items 11a to q Plans were re-ordered
- i. Please number all pages in the architectural set title blocks. All sheets now have a number

9 2. ARCHITECTURAL REPRESENTATION

- a. Add "FINAL SUBMITTAL" and DRB File No. to front cover title for heightened clarity. Title updated on all plans
- b. Final submittal drawings need to be DATED, SIGNED AND SEALED. All plans have been digitally signed
- c. Add to the zoning data page, future crown of the road value in NGVD. See drawing title
- d. Z1.0: Provide total FAR in SF values and x.x FAR value. FAR column added to FAR chart
- e. For Clarity, Plans, FAR plans, elevations and sections: Rename the mezzanine levels as third floor and fifth floor respectively and revise all other levels names on all plans. Make sure title blocks and drawing titles match. All plans, title blocks, and drawing titles have been updated
- f. Mezzanine plans as shown on Z1.3, A2.3 are incorrect, not all mezzanine levels have stairs to the roof. Provide separate floor plans for each level. The plans for the upper and lower mezzanines were separated
- g. FAR diagrams: Reduce the FAR diagrams, remove the leader lines and include bigger text in the plans, provide 2 diagrams per page and next to each plan provide the total and subtotals SF per level. See updated plans
- h. FAR: by having the column located on the north side supporting the projecting balconies, the balconies that are projecting on the second floor counts towards FAR, please revise far diagrams and calculations. The balcony structure was revised to make it independent of the column
- i. Sections: Provide an additional section drawing running south-north direction, provide section marks on all plans. See added section A4.1
- j. Site Plan: Staff is recommending the construction of solid perimeter walls on the sides and rear property lines at the maximum height allowed by code. This will help screen the parking area. Provide these walls from the garage door and gate to the rear. provide this on the site plan and ground floor plan with the proposed height from grade. See Section 7.5.3.2. CMU low wall added along perimeter at 7ft above existing grade
- k. Elevations: provide garage door and gate height dimension. Dimension added on sections and elevations
- l. Provide an additional section running S-N and provide section marks on site plan and all floor plans. See added section A4.1
- m. A minimum height of 12 feet shall be provided, as measured from Base Flood Elevation plus minimum Freeboard to the underside of the first floor slab. The design review board, may waive this height requirement by up to two feet. Provide this dimension on the section drawing from BFE+1 to the underside of the slab. If the project requires this waiver, it shall be stated on the LOI and section diagrams shall be provided for what is required by code and what is proposed. Design provides 12'-4" clear height at garage level

n. To comply with Section 7.1.2.2.c.2.E .The proposed wall located in the front in between the garage door and pedestrian gate should be lowered to the same height of the proposed garage doors and gates or lower. This way the staircase will be visible from the street. Wall was lowered -see updated East elevation and renderings

o. Walkways cannot exceed 44 inches in width, provide a dimension on the site plan. Walkway width = 44in

p. Shade structures, including awnings, trellises and canopies may be permitted as an allowable height exception, provided they do not exceed 10 feet in height above the associated roof deck, and shall be subject to the review and approval of design review board, as applicable. Provide a height dimension on sections and elevations. Top of trellis = 10ft above roof terrace level

q. A required yard detailed section drawing shall be submitted that shows the yard elevations, from the property line to the building on all 4 sides. See Sheet A4.2

r. Provide additional renderings of the rear side of the building. See Sheet A5.3

s. A continuous soffit shall be lowered a minimum of 2 feet from the lowest slab of the first level above the understory area/covered parking area in order to screen from view all lighting, sprinkler, piping, plumbing, electrical conduits, and all other building services, unless concealed by other architectural method(s). revise and provide dimension. "Apron" and soffit shown in elevations and sections

t. Materials: Insufficient. Move the material page after the section page A4.0. Reduce the materials images size to include additional materials on this page. Number each material. Provide these numbers on the rendered elevations located after A4.0. for these renderings reduce the rendering image and provide a numbered legend list and provide the corresponding tag numbers on the rendering to clarify where the materials are being applied. See reformatted sheets A3.1 to A3.5

u. Materials: Provide material, finish and color for the proposed garage door, fence, gate, roof canopy and trellis, projecting front beams at mezzanine levels, exterior north column, ceiling material under the projecting fourth floor balcony, material for the projecting front canopy over the 4th floor balcony and the proposed square garage screen. See reformatted sheets A3.1 to A3.5

v. Please note that sample materials are required for the DRB hearing. Samples will be provided at the hearing

10 3. DESIGN RECOMMENDATIONS

a. The front elevation appears visually overwhelmed by the projecting balconies at the fourth floor. Staff recommends that these balconies be set back so their projections align with the projecting beams at the mezzanine levels. To improve transparency, staff recommends that the projecting balconies on the second floor include more glass railings area on the front side. We believe that the current façade is the best solution to the project's objectives, and will present our case before the board.

b. The proposed design includes a significant number of balconies and terraces for each unit, in addition to the roof level. Staff is concerned that some of these areas, particularly those facing the rear, may become unused spaces. The mezzanine level terraces appear specially large and dark. Staff recommends incorporating additional glass or other transparent types of railing to enhance openness and light.

Several balconies and terraces at the rear have been shortened or eliminated

11 4. ZONING COMMENTS

- a. Critical issue: Per Section 7.3.8.3.d. Chart , regardless of lot width, at least one interior side shall be 10 feet or 10 % of lot width, whichever is greater. The building is not complying with this. Please Revise.

The design has been adjusted to th e correct setbacks
- b. All allowable parking walkways and driveways shall consist of pavers set in sand or other semi-pervious material. The use of concrete, asphalt or similar material within the required front or street side yards shall be prohibited. Provide the pervious paver finish of the driveway in the site plan.

Pervious pavers set on sand have been specified at the walkway and driveway in the front yard
- c. The minimum yard elevation is future adjusted grade. Future adjusted grade means the midpoint elevation between the future crown of the road and the base flood elevation plus minimum freeboard for a lot or lots. Provide written confirmation from the Public Works Department that identifies the future crown of the road for further review of compliance the minimum yard elevation. Add this value in NGVD to the zoning data sheet/page

See sheet Z0.1
- d. Please check with the fire marshal if by having a 5 story building with one staircase it can be approved.

Note that this is a 3-story building with 2 mezzanine levels, which do not count as stories.

12 5. NOTES

These comments have been provided as a preliminary review of the documents and plans submitted and are subject to additions and/or deletions pending further review

FINAL SUBMITTAL FILE NAMING

All PDF files must be named with the submittal deadline date and the type of document in the following format 'MM-DD-YYYY Document Name'. For example, if the deadline for first submittal is October 29, 2017 the file name would be '10-29-2017 Application'. Use this naming format for first and final CSS submittals. The uploaded file retains the name as it has been saved on your computer. The file name cannot be Please use names for the most common types of files. If the document type is not listed below, please use a document name that clearly

Document Name	
Application	Completed Land Use Board Application form including Exhibit A
LOI	Letter of Intent
Checklist	Pre-application Checklist
Labels	Mailing Labels, List of Property Owners, Certified Letter and Map
BTR	Copies of Previous Business Tax Receipts
Survey	Recent Signed and Sealed Survey
Plans	Architectural Plans and Exhibits
Landscape	Landscaping Plans and Exhibits
HRR	Historic Resources Report
Microfilm	Building Card and Microfilm
Traffic	Traffic Study
Sound	Sound Study