

# MIAMIBEACH

PLANNING DEPARTMENT

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

File No: _____
Date: _____
MCR No: _____
Amount: _____
Zoning Classification _____
(For Staff Use Only)

## STANDARD APPLICATION FORM DEVELOPMENT REVIEW BOARD HEARING

1. The below listed applicant wishes to appear before the following City Development Review Board for a scheduled public hearing: NOTE: This application form must be completed separately for each applicable Board hearing a matter.

- |   |  |
|---|--|
| <input type="checkbox"/> BOARD OF ADJUSTMENT            | <input type="checkbox"/> HISTORIC PRESERVATION BOARD |
| <input checked="" type="checkbox"/> DESIGN REVIEW BOARD | <input type="checkbox"/> PLANNING BOARD              |
| <input type="checkbox"/> FLOOD PLAIN MANAGEMENT BOARD   |  |

NOTE: Applications to the Board of Adjustment will not be heard until such time as the Design Review Board, Historic Preservation Board and/or the Planning Board have rendered decisions on the subject project.

### 2. THIS REQUEST IS FOR:

- a.  A VARIANCE TO A PROVISION(S) OF THE LAND DEVELOPMENT REGULATIONS (ZONING) OF THE CODE
- b.  AN APPEAL FROM AN ADMINISTRATIVE DECISION
- c.  DESIGN REVIEW APPROVAL
- d.  A CERTIFICATE OF APPROPRIATENESS FOR DESIGN
- e.  A CERTIFICATE OF APPROPRIATENESS TO DEMOLISH A STRUCTURE
- f.  A CONDITIONAL USE PERMIT
- g.  A LOT SPLIT APPROVAL
- h.  AN HISTORIC DISTRICT/SITE DESIGNATION
- i.  AN AMENDMENT TO THE LAND DEVELOPMENT REGULATIONS OR ZONING MAP
- j.  AN AMENDMENT TO THE COMPREHENSIVE PLAN OR FUTURE LAND USE MAP
- k.  TO REHAB, TO ADD TO AND / OR EXPAND A SINGLE FAMILY HOME
- l.  OTHER: \_\_\_\_\_

3. NAME & ADDRESS OF PROPERTY: Muss Park Pavilion, 4300 Chase Avenue, Miami Beach, FL 33140

LEGAL DESCRIPTION: LOTS 7 AND 13, INCLUSIVE, BLOCK 2, OF "NURSERY SUBDIVISION," ACCORDING TO THE PLAT, THEREOF, RECORDED IN PLAT BOOK 23, AT PAGE 66 OF THE PUBLIC RECORDS OF DADE COUNTY, FLORIDA.

4. NAME OF APPLICANT City of Miami Beach

Note: If applicant is a corporation, partnership, limited partnership or trustee, a separate Disclosure of Interest Form (Pages 6-7) must be completed as part of this application.

1700 Convention Center Drive

Miami Beach

FL 33139

ADDRESS OF APPLICANT

CITY

STATE

ZIP

BUSINESS PHONE # (305)673-7071

CELL PHONE # (305)986-3329

E-mail address: fernandasotelo@miamibeachfl.gov

5. NAME OF PROPERTY OWNER (IF DIFFERENT FROM #4, OTHERWISE, WRITE "SAME") SAME

*If the owner of the property is not the applicant and will not be present at the hearing, the Owner/Power of Attorney Affidavit (Page 4) must be filled out and signed by the property owner. In addition, if the property owner is a corporation, partnership, limited partnership or trustee, a separate Disclosure of Interest Form (Pages 6 - 7) must be completed.*

ADDRESS OF PROPERTY OWNER \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
BUSINESS PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

6. NAME OF ARCHITECT, LANDSCAPE ARCHITECT, ENGINEER, CONTRACTOR OR OTHER PERSON RESPONSIBLE FOR PROJECT DESIGN  
Douglas Wood Associates, Inc. 5040 N.W. 7th Street, Suite 820 Miami FL 33126  
NAME (please circle one of the above) ADDRESS CITY STATE ZIP  
BUSINESS PHONE # (305) 461 - 3450 CELL PHONE # \_\_\_\_\_  
E-mail address: doug@douglaswood.biz

7. NAME OF AUTHORIZED REPRESENTATIVE(S), ATTORNEY(S), OR AGENT(S) AND/OR CONTACT PERSON:  
a. Fernanda Sotelo CIP, 1700 Convention Center Drive Miami Beach FL 33139  
NAME ADDRESS CITY STATE ZIP  
BUSINESS PHONE # (305)673-7071 CELL PHONE # (305)986-3329  
E-mail address: fernandasotelo@miamibeachfl.gov

b. Mark Tomczyk CIP, 1700 Convention Center Drive Miami Beach FL 33139  
NAME ADDRESS CITY STATE ZIP  
BUSINESS PHONE # (305)673-7071 CELL PHONE # (786)759-9474  
E-mail address: marktomczyk@miamibeachfl.gov

c. \_\_\_\_\_  
NAME ADDRESS CITY STATE ZIP  
BUSINESS PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**NOTE: ALL ARCHITECTS, LANDSCAPE ARCHITECTS, ENGINEERS, CONTRACTORS OR OTHER PERSONS RESPONSIBLE FOR PROJECT DESIGN, AS WELL AS AUTHORIZED REPRESENTATIVE(S), ATTORNEY(S), OR AGENT(S) AND/OR CONTACT PERSONS, WHO ARE REPRESENTING OR APPEARING ON BEHALF OF A THIRD PARTY, UNLESS SOLELY APPEARING AS AN EXPERT WITNESS, ARE REQUIRED TO REGISTER AS A LOBBYIST WITH THE CLERK, PRIOR TO THE SUBMISSION OF AN APPLICATION.**

**8. SUMMARY OF PROPOSAL:** The Muss Park Pavilion Project consists of the demolition of the existing pavilion and playgrounds, the construction of a new 4,000 sf pavilion and associated site work. The new pavilion will include a multi-use space, two (2) ADA accessible restrooms, office, reception area, storage and mechanical rooms. The pavilion will be designed with a permanent air conditioning system and folding panels / doors that allow the structure to be fully enclosed when needed. The site work includes the elevation of the project site to Base Flood Elevation (BFE)+3', the preservation of existing trees and the restoration of adjacent landscape. The two (2) playground sites will be installed at a future date by the City of Miami Beach Parks and Recreation Department.



9. IS THERE AN EXISTING BUILDING(S) ON THE SITE? YES (x) NO ( )

10. WILL ALL OR ANY PORTION OF THE BUILDING(S) INTERIOR AND/OR EXTERIOR, BE DEMOLISHED? [x] YES [ ] NO

11. TOTAL FLOOR AREA (FAR) OF NEW BUILDING (if applicable): 4,000 SQ. FT.

12. TOTAL GROSS FLOOR AREA OF NEW BUILDING (including required parking and all usable floor space) SQ. FT.

13. TOTAL FEE: (to be completed by staff) \$

**PLEASE NOTE THE FOLLOWING:**

- *Applications for any Board hearing(s) will not be accepted without payment of the required fee. All checks are to be made payable to: "City of Miami Beach."*
- *Public records notice: all documentation, application forms, maps, drawings, photographs, letters and exhibits will become a part of the public record maintained by the City of Miami Beach Planning Department and shall under Florida Statute, be disclosed upon proper request to any person or entity.*
- *In accordance with the requirements of Section 2-482 of the Code of the City of Miami Beach, any individual or group (Lobbyist) that has been, or will be, compensated to either speak in favor or against a project being presented before any of the City's Development Review Boards, shall be fully disclosed prior to the public hearing. All such individuals and/or groups must register with the City Clerk **prior** to the hearing.*
- *In accordance with Section 118-31 of the Code of the City of Miami Beach, all applicants shall, prior to the public hearing, fully disclose any consideration provided or committed, directly or on its behalf, for an agreement to support or withhold objection to the requested approval, relief or action (exclusive of all legal or professional design services). Such disclosure shall:
  1. Be in writing.
  2. Indicate to whom the consideration has been provided or committed.
  3. Generally describe the nature of the consideration.
  4. Be read into the record by the requesting person or entity prior to submission to the secretary/clerk of the respective board.*

*In the event the applicable development review board determines that the foregoing disclosure requirement was not timely satisfied by the person or entity requesting approval, relief or other action as provided above, then the application or order, as applicable, shall immediately be deemed null and void without further force or effect, and no application from said person or entity for the subject property shall be reviewed or considered by the applicable board(s) until expiration of a period of one year after the nullification of the application or order. It shall be unlawful to employ any device, scheme or artifice to circumvent the disclosure requirements of this section and such circumvention shall be deemed a violation of the disclosure requirements of this section.*

- *When the applicable Boards reach a decision, a Final Order will be issued stating the Board's decision and any conditions imposed therein. The Final Order must be recorded in the Office of the Recorder of Miami-Dade County; the original shall remain on file with the board clerk/secretary. Under no circumstances will a building permit be issued by the City of Miami Beach without a copy of the recorded Final Order being tendered along with the construction plans.*

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305-604-2489 (voice) or 305-673-7218 (TTY) five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

**PLEASE COMPLETE ONE OR MORE OF THE FOLLOWING THREE AFFIDAVITS, AS APPLICABLE. NOTE: THE PROPERTY OWNER MUST FILL OUT AND SIGN THE "POWER OF ATTORNEY" PORTION IF THEY WILL NOT BE PRESENT AT THE HEARING, OR IS HAVING OTHER PERSONS SPEAK ON THEIR BEHALF.**

**AFFIDAVIT**

I, Eric T. Carpenter, being duly sworn, depose and say that I am the (Assistant) City Manager of the City of Miami Beach and as such, am the representative of the owner of the described real property, and am authorized by the City to sign this Affidavit as part of an application for a public hearing for Muss Park Pavilion Project before the Design Review Board.

I am aware of the nature and effect of the request described above relative to the subject property. I also hereby authorize the City of Miami Beach to enter the subject property for the sole purpose of posting a NOTICE OF PUBLIC HEARING on the property as required by law and I take the responsibility of removing this notice after the date of hearing.

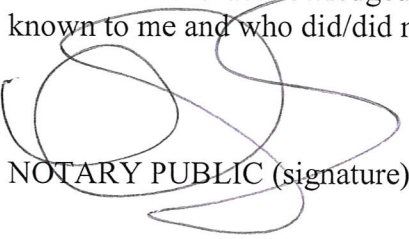
This instrument is executed pursuant to the requirements of the Planning Department and attests to the accuracy of the above statement. Execution hereof does not constitute approval or disapproval of the application which it addresses.

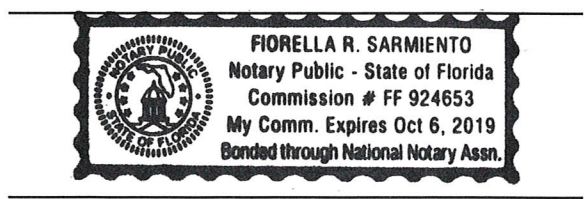
  
\_\_\_\_\_

(ASSISTANT) CITY MANAGER'S SIGNATURE

STATE OF FLORIDA            )  
  ) SS  
COUNTY OF MIAMI-DADE)

Sworn to and subscribed before me this 27 day of January, 20110. The foregoing instrument was acknowledged before me by Eric T. Carpenter, who is personally known to me and who did/did not take an oath.

  
NOTARY PUBLIC (signature)



My commission expires:  
NOTARY PUBLIC  
STATE OF FLORIDA

(type, print or stamp name)



## LETTER OF INTENT

**City of Miami Beach**, 1700 Convention Center Drive, Miami Beach, FL 33139, [www.miamibeachfl.gov](http://www.miamibeachfl.gov)

*OFFICE OF CAPITAL IMPROVEMENT PROJECTS*

Tel. 305.673.7071 Fax: 305.673.7073

Email: [fernandasotelo@miamibeachfl.gov](mailto:fernandasotelo@miamibeachfl.gov)

TO: City of Miami Beach Planning Department: Design Review Board

FROM: Fernanda Sotelo, Capital Projects Coordinator

DATE: January 29, 2016

SUBJECT: Muss Park Pavilion

The Office of Capital Improvement Projects is submitting an application to the Design Review Board, seeking the approval to demolish the existing pavilion, and construct a new pavilion at Muss Park, 4400 Chase Avenue.

The City of Miami Beach currently offers a variety of programs at Muss Park that includes after school care, and summer recreational programs for school-aged children from K-3rd. The Park currently consists of a pavilion with bathrooms, a tot lot, parking and an open green space area. It does not offer an indoor facility for program participants; hence during periods of inclement weather, alternative accommodation must be provided.

At the Finance and Citywide Project Committee meeting held on August 29, 2014, the Committee approved a scope of work for Muss Park. This scope includes the demolition of the existing pavilion, and the construction of a 4000 sf pavilion that can accommodate 120 children. The proposed pavilion, which will be constructed at a finish floor elevation of Base Flood Elevation +3' NAVD, includes two (2) ADA accessible restrooms, office, reception area, storage, and mechanical room. Additionally, the new pavilion will include a permanent air conditioning system and have panels / doors that provide full enclosure of the pavilion when needed. The adjacent landscape will be restored and the existing trees will be preserved with the exclusion of a few palms that will be relocated. The new Muss Park Pavilion will provide a dynamic and secure environment for residents and visitors.

Based on the above information, the City respectfully requests your favorable review and approval of this application. If you have any questions or comments with regard to the application, please call me at (305) 673-7071, ext. 6877.

Sincerely,

Fernanda Sotelo, Capital Projects Coordinator

Cc: David Martinez, Director  
Humberto Cabanas, Division Director  
Mark Tomczyk, Senior Capital Projects Coordinator