

## MIAMI BEACH

PLANNING DEPARTMENT, 1700 CONVENTION CENTER DRIVE, 2<sup>ND</sup> FLOOR  
MIAMI BEACH, FLORIDA 33139, WWW.MIAMIBEACHFL.GOV  
305-673-7550

DRB

23257

### LAND USE BOARD HEARING APPLICATION

THE FOLLOWING APPLICATION IS SUBMITTED FOR REVIEW AND CONSIDERATION OF THE PROJECT DESCRIBED HEREIN BY THE LAND USE BOARD SELECTED BELOW. A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH BOARD REVIEWING THE PROPOSED PROJECT.

- ☐ BOARD OF ADJUSTMENT
  - ☐ VARIANCE FROM A PROVISION OF THE LAND DEVELOPMENT REGULATIONS
  - ☐ APPEAL OF AN ADMINISTRATIVE DECISION
- ☒ DESIGN REVIEW BOARD
  - ☒ DESIGN REVIEW APPROVAL
  - ☐ VARIANCE RELATED TO PROJECT BEING CONSIDERED OR APPROVED BY DRB.
- ☐ HISTORIC PRESERVATION BOARD
  - ☐ CERTIFICATE OF APPROPRIATENESS FOR DESIGN
  - ☐ CERTIFICATE OF APPROPRIATENESS TO DEMOLISH A STRUCTURE
  - ☐ HISTORIC DISTRICT / SITE DESIGNATION
  - ☐ VARIANCE RELATED TO PROJECT BEING CONSIDERED OR APPROVED BY HPB.
- ☐ PLANNING BOARD
  - ☐ CONDITIONAL USE PERMIT
  - ☐ LOT SPLIT APPROVAL
  - ☐ AMENDMENT TO THE LAND DEVELOPMENT REGULATIONS OR ZONING MAP
  - ☐ AMENDMENT TO THE COMPREHENSIVE PLAN OR FUTURE LAND USE MAP
- ☐ FLOOD PLAIN MANAGEMENT BOARD
  - ☐ FLOOD PLAIN WAIVER
- ☐ OTHER \_\_\_\_\_

SUBJECT PROPERTY ADDRESS: 1351-1/2 W29th Street, Sunset Island 1&2 Guardhouse

LEGAL DESCRIPTION: PLEASE ATTACH LEGAL DESCRIPTION AS "EXHIBIT A"

FOLIO NUMBER (S) \_\_\_\_\_

1. APPLICANT: ☒ OWNER OF THE SUBJECT PROPERTY ☐ TENANT ☐ ARCHITECT ☐ LANDSCAPE ARCHITECT  
☐ ENGINEER ☐ CONTRACTOR ☐ OTHER \_\_\_\_\_

NAME City of Miami Beach  
 ADDRESS 1700 Convention Center Drive  
 BUSINESS PHONE 305.673.7071 CELL PHONE 305.986.3329  
 E-MAIL ADDRESS fernandasotelo@miamibeachfl.gov

OWNER IF DIFFERENT THAN APPLICANT:

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 BUSINESS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

2. AUTHORIZED REPRESENTATIVE(S):

☐ ATTORNEY:

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 BUSINESS PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_

☒ AGENT:

NAME Fernanda Sotelo, Capital Projects Coordinator  
 ADDRESS 1700 Convention Center Drive  
 BUSINESS PHONE 305.673.7071 CELL PHONE 305.986.3329  
 E-MAIL ADDRESS fernandasotelo@miamibeachfl.gov

☐ CONTACT:

NAME Mina Samadi, Senior Capital Projects Coordinator  
 ADDRESS 1700 Convention Center Drive  
 BUSINESS PHONE 305.673.7071 CELL PHONE 305.245.9655  
 E-MAIL ADDRESS minasamadi@miamibeachfl.gov

3. PARTY RESPONSIBLE FOR PROJECT DESIGN:

☒ ARCHITECT ☐ LANDSCAPE ARCHITECT ☐ ENGINEER ☐ CONTRACTOR ☐ OTHER: \_\_\_\_\_

NAME William Lane Architects  
 ADDRESS 1480 Marseille Drive, Miami Beach Fl 33141  
 BUSINESS PHONE 305.865.7830 CELL PHONE 786.8657830.  
 E-MAIL ADDRESS wlane@williamlane.com

FILE NO. \_\_\_\_\_



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4. SUMMARY OF APPLICATION – PROVIDE BRIEF SCOPE OF PROJECT:

The project scope includes the renovation of the existing guardhouse, the onstruction of a new guardhouse at Islands median, landscaping and right-of way improvements, such as brick pavers at entrance.

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- 4A. IS THERE AN EXISTING BUILDING(S) ON THE SITE ☒ YES ☐ NO
- 4B. DOES THE PROJECT INCLUDE INTERIOR OR EXTERIOR DEMOLITION ☐ YES ☒ NO
- 4C. PROVIDE THE TOTAL FLOOR AREA OF THE NEW BUILDING (IF APPLICABLE) \_\_\_\_\_ SQ. FT.
- 4D. PROVIDE THE TOTAL GROSS FLOOR AREA OF THE NEW BUILDING (INCLUDING REQUIRED PARKING AND ALL USEABLE FLOOR SPACE). \_\_\_\_\_ 35 SQ. FT.
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5. APPLICATION FEE (TO BE COMPLETED BY PLANNING STAFF) \$ \_\_\_\_\_

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- A SEPARATE DISCLOSURE OF INTEREST FORM MUST BE SUBMITTED WITH THIS APPLICATION IF THE APPLICANT OR OWNER IS A CORPORATION, PARTNERSHIP, LIMITED PARTNERSHIP OR TRUSTEE.
  - ALL APPLICABLE AFFIDAVITS MUST BE COMPLETED AND THE PROPERTY OWNER MUST COMPLETE AND SIGN THE "POWER OF ATTORNEY" PORTION OF THE AFFIDAVIT IF THEY WILL NOT BE PRESENT AT THE HEARING, OR IF OTHER PERSONS ARE SPEAKING ON THEIR BEHALF.
  - TO REQUEST THIS MATERIAL IN ALTERNATE FORMAT, SIGN LANGUAGE INTERPRETER (FIVE-DAY NOTICE IS REQUIRED), INFORMATION ON ACCESS FOR PERSONS WITH DISABILITIES, AND ACCOMMODATION TO REVIEW ANY DOCUMENT OR PARTICIPATE IN ANY CITY-SPONSORED PROCEEDINGS, CALL 305.604.2489 AND SELECT (1) FOR ENGLISH OR (2) FOR SPANISH, THEN OPTION 6; TTY USERS MAY CALL VIA 711 (FLORIDA RELAY SERVICE).
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PLEASE READ THE FOLLOWING AND ACKNOWLEDGE BELOW:

- APPLICATIONS FOR ANY BOARD HEARING(S) WILL NOT BE ACCEPTED WITHOUT PAYMENT OF THE REQUIRED FEE. ALL CHECKS ARE TO BE MADE PAYABLE TO THE "CITY OF MIAMI BEACH".
- PUBLIC RECORDS NOTICE – ALL DOCUMENTATION, SUBMITTED FOR THIS APPLICATION IS CONSIDERED A PUBLIC RECORD SUBJECT TO CHAPTER 119 OF THE FLORIDA STATUTES AND SHALL BE DISCLOSED UPON REQUEST.
- IN ACCORDANCE WITH THE REQUIREMENTS OF SECTION 2-482 OF THE CODE OF THE CITY OF MIAMI BEACH, ANY INDIVIDUAL OR GROUP THAT WILL BE COMPENSATED TO SPEAK OR REFRAIN FROM SPEAKING IN FAVOR OR AGAINST A PROJECT BEING PRESENTED BEFORE ANY OF THE CITY'S LAND USE BOARDS, SHALL FULLY DISCLOSE, PRIOR TO THE PUBLIC HEARING, THAT THEY HAVE BEEN, OR WILL BE COMPENSATED. SUCH PARTIES INCLUDE: ARCHITECTS, LANDSCAPE ARCHITECTS, ENGINEERS, CONTRACTORS, OR OTHER PERSONS RESPONSIBLE FOR PROJECT DESIGN, AS WELL AS AUTHORIZED REPRESENTATIVES ATTORNEYS OR AGENTS AND CONTACT PERSONS WHO ARE REPRESENTING OR APPEARING ON BEHALF OF A THIRD PARTY; SUCH INDIVIDUALS MUST REGISTER WITH THE CITY CLERK PRIOR TO THE HEARING.

FILE NO. \_\_\_\_\_

- IN ACCORDANCE WITH SEC.118-31. - DISCLOSURE REQUIREMENT. EACH PERSON OR ENTITY REQUESTING APPROVAL, RELIEF OR OTHER ACTION FROM THE PLANNING BOARD, DESIGN REVIEW BOARD, HISTORIC PRESERVATION BOARD (INCLUDING THE JOINT DESIGN REVIEW BOARD/HISTORIC PRESERVATION BOARD), OR THE BOARD OF ADJUSTMENT SHALL DISCLOSE, AT THE COMMENCEMENT (OR CONTINUANCE) OF THE PUBLIC HEARING(S), 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, EXCLUDING FROM THIS REQUIREMENT CONSIDERATION FOR LEGAL OR DESIGN PROFESSIONAL SERVICES RENDERED OR TO BE RENDERED. THE DISCLOSURE SHALL: (i) BE IN WRITING, (ii) INDICATE TO WHOM THE CONSIDERATION HAS BEEN PROVIDED OR COMMITTED, (iii) GENERALLY DESCRIBE THE NATURE OF THE CONSIDERATION, AND (iv) BE READ INTO THE RECORD BY THE REQUESTING PERSON OR ENTITY PRIOR TO SUBMISSION TO THE SECRETARY/CLERK OF THE RESPECTIVE BOARD. UPON DETERMINATION BY THE APPLICABLE BOARD THAT THE FOREGOING DISCLOSURE REQUIREMENT WAS NOT TIMELY SATISFIED BY THE PERSON OR ENTITY REQUESTING APPROVAL, RELIEF OR OTHER ACTION AS PROVIDED ABOVE, THEN (i) THE APPLICATION OR ORDER, AS APPLICABLE, SHALL IMMEDIATELY BE DEEMED NULL AND VOID WITHOUT FURTHER FORCE OR EFFECT, AND (ii) 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 BOARD REACHES A DECISION A FINAL ORDER WILL BE ISSUED STATING THE BOARD'S DECISION AND ANY CONDITIONS IMPOSED THEREIN. THE FINAL ORDER WILL BE RECORDED WITH THE MIAMI-DADE CLERK OF COURTS. THE ORIGINAL BOARD ORDER SHALL REMAIN ON FILE WITH THE CITY OF MIAMI BEACH PLANNING DEPARTMENT. UNDER NO CIRCUMSTANCES WILL A BUILDING PERMIT BE ISSUED BY THE CITY OF MIAMI BEACH WITHOUT A COPY OF THE RECORDED FINAL ORDER BEING INCLUDED AND MADE A PART OF THE PLANS SUBMITTED FOR A BUILDING PERMIT.

THE AFOREMENTIONED IS ACKNOWLEDGED BY: ☐ OWNER OF THE SUBJECT PROPERTY

☒ AUTHORIZED REPRESENTATIVE

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

*Fernanda Sotelo*

FILE NO. \_\_\_\_\_



**AFFIDAVIT**

I, Eric 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 Sunset Islands 1 & 2 Guardhouse 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.

Eric Carpenter  
(ASSISTANT) CITY MANAGER'S SIGNATURE

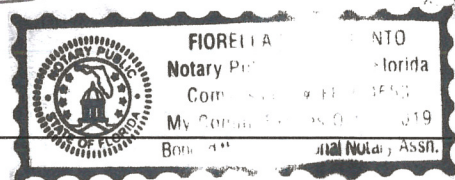
STATE OF FLORIDA           )  
  ) SS  
COUNTY OF MIAMI-DADE)

Sworn to and subscribed before me this 3 day of March, 2016. The foregoing instrument was acknowledged before me by \_\_\_\_\_, who is personally known to me and who did/did not take an oath.

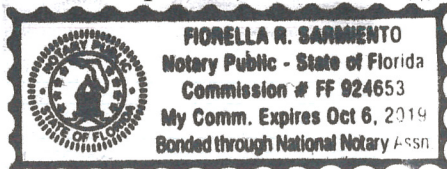
NOTARY PUBLIC (signature)

My commission expires:  
NOTARY PUBLIC  
STATE OF FLORIDA

[Signature]



(type, print or stamp name)



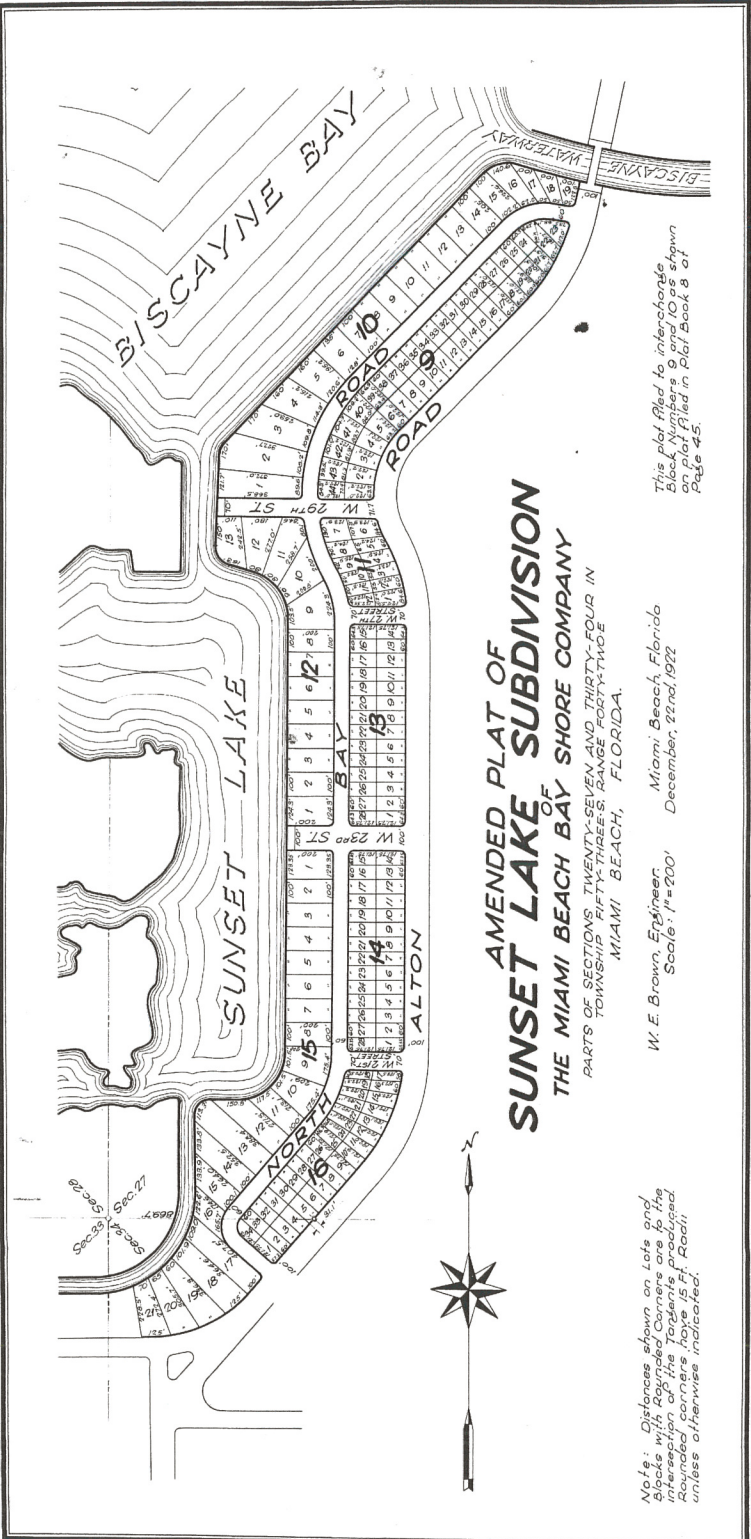
**"EXHIBIT A"**

**Sunset Islands 1&2 Guardhouse Project:**

Located within the west portion of the W29th Street right-of-way as reflected in the record plat "Amended Plat of Sunset Lake Subdivision" recorded in plat book 8, page 52 of Miami-Dade County Records.



8-52



Notes: Distances shown on Lots and blocks with rounded corners are the intersection of the Townships produced unless otherwise indicated.

W. E. Brown, Engineer  
Scale: 1"=200'

Miami Beach, Florida  
December, 22nd, 1922

This plat filed to interconnect Block Numbers 9 and 10 as shown on plat filed in Plat Book 8 of Page 45.

KNOW ALL MEN BY THESE PRESENTS, That the Miami Beach Bay Shore Company, a corporation duly organized and existing under the laws of the State of Florida, hereby files the map of the property known as Amended Plat of Sunset Lake Subdivision, containing lots and blocks, sections twenty, seven and thirty-four, Township Fifty, three south, Range Forty, two east, Bay in, within which, the said, The Miami Beach Bay Shore Company, its officers and agents, do hereby certify that the same is a true and correct copy of the original plat of said corporation, as the same is on file in the office of the Clerk of the County of Dade, Florida, this 22nd day of December, A.D. 1922.

THE MIAMI BEACH BAY SHORE COMPANY  
By Carley Fisher  
President

Attest Carley Fisher  
Asst. Secretary

Executed in the presence of:  
Spivey A. Fisher  
W. E. Brown

STATE OF FLORIDA  
COUNTY OF DADE  
I hereby certify that on this 22nd day of December, A.D. 1922, before me personally, appeared Carl G. Fisher and C. W. Chace, Jr., known to me to be the persons described and who executed the foregoing instrument and specially and duly attested the same in my presence and in the presence of such officers and that they affixed thereto the official seal of said corporation. Witness my hand and official seal of Miami Beach, Florida, this 22nd day of December, A.D. 1922.

W. E. Brown  
Notary Public, State of Fla. of large  
My commission expires April 25, 1924

This is to certify that the attached plat was made by me, and is a true and correct copy of the original plat of said corporation, as the same is on file in the office of the Clerk of the County of Dade, Florida, this 22nd day of December, A.D. 1922.

Examined and approved for record,  
Harriet Walker  
County Engineer, Dade County, Fla.

This plat was approved by a vote of the City Council of Miami Beach, Florida, this 22nd day of December, A.D. 1922.

Signed Carley Fisher  
President, City Council

Attest Carley Fisher  
City Clerk

O. K. - W. E. Brown  
City Engineer



## 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: February 26, 2016

SUBJECT: Sunset Islands 1&2 Guardhouse

The Office of Capital Improvement Projects is submitting an application to the Design Review Board, seeking the approval to renovate the existing guardhouse and construct a new guardhouse at the entrance median to the Sunset Islands 1 & 2 on W29th Street, located between North Bay Road and Sunset Lake. Right-of-way improvements, such as landscaping and brick pavers in the project area, are also included in the scope.

The existing guard house for Sunset Islands 1 and 2 is antiquated and in a worn-out condition. The Sunset Islands 1 and 2 Homeowners' Association (HOA) reached out to the City of Miami Beach requesting assistance in funding for the renovation and/or the replacement of the guard house. At the July 30, 2014 Special Finance and Citywide Project Committee Meeting, the Committee recommended funding for the Sunset Islands 1 and 2 Guardhouse Project.

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  
M, Senior Capital Projects Coordinator