

HPB FINAL SUBMITTAL

1677 Collins Ave, Miami Beach

HPB23-0568

Narrative Response to Comments

### **HPB Plan Review Comments:**

First Submittal: February 13, 2023

Comments Issued: February 27, 2023

Final Submittal & Formal Submittal (CSS): March 6, 2023

Notice to proceed issued: March 13, 2023

Agenda finalized & all fees paid by: March 15, 2023

Tentative HPB meeting agenda date: May 9, 2023

SUBJECT: HPB22-0568, 1677 Collins Avenue.

Please provide a narrative response to the comments listed below.

#### 1. DEFICIENCIES IN PRESENTATION

- a. Provide an historic resources report. – **Report has been provided.**
- b. Provide color photos of the entire property and lobby (min 4"x6" on printed 11"x17" sheet). Provide a key plan. – **Color photos have been provided in the Architectural Plan.**
- c. Provide color photos of the surrounding properties (min 4"x6" on printed 11"x17" sheet). Provide a key plan. – **Color photos have been provided in the Architectural Plan.**
- d. The FAR diagrams are not acceptable. Provide existing larger scale FAR diagrams for each floor, showing the floor plans and clearly labeling all rooms/areas excluded from FAR. – **FAR diagrams have been updated and included in the Architectural plan.**
- e. Provide a larger scale existing site plan. – **Provided.**
- f. Break the plans up into two sections, the first would be the level modifications to the tower and the second would be modifications to the cabana building. For each section provide existing photos and a key plan noting the area of proposed work. – **Noted, two sections have been provided for the scopes.**
- g. Sheet A-0.0a: provide aerial photo of roof. Dimension areas of demolition. Show north property line on each plan, provide overall dimensions. – **Provided in Architectural Plan.**
- h. Sheets A-0.01b, A-0.02, A-1.02: Show north and south side property lines. – **Provided, sheets have been updated.**
- i. Sheet A-1.01: show north property line on each plan. – **Provided, sheet has been updated.**
- j. Provide line drawn existing and proposed south and east elevations of the cabana building without color or landscaping. – **Comment is addressed and this has been**

provided.

k. Provide line drawn overall existing east elevation of the tower and highlight area of proposed work. – **Provided.**

l. Provide line drawn demolition east elevation shown demo/modification to openings. Dimension areas of demolition. – **Provided.**

m. Sheet A-2.02, the trellis structure is not clearly represented. – **Noted, the sheets has been updated for clarification.**

n. Provide a line drawn enlarged 3rd level east elevation similar to Sheet A-2.02 without landscaping and color. Dimension new openings. – **Provided.**

o. Provide typical detail drawing showing existing window with dimensions (and proposed demo) and proposed door with dimensions. – **Provided.**

## 2. DESIGN/APPROPRIATENESS COMMENTS (Recommendations)

a. None

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### 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 changed, and the file cannot be deleted once it is uploaded. – **Noted, files have been renamed as requested.**

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 identifies the file.

### Document Name Description

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

All pages of a document must be uploaded in one PDF file. Do not upload individual pages of a document.

### **HPB Admin Comments:**

Please have the following comments corrected/submitted by Final Submittal:

- 1) File documents must not exceed 25MB in size. – **Noted.**
- 2) Please email Excel file of label owner list. – **Excel list has been emailed.**
- 3) Application must be submitted in electronic form. – **Noted.**
- 4) Page 5 of Application: All members representing or speaking on behalf of the owner/applicant must be granted Power of Attorney -- Affidavit must be filled in. – **Application has been updated and provided.**
- 5) Compensated Lobbyist: All members representing or speaking on behalf of the owner/applicant must be registered as a lobbyist with the City Clerk. – **Application has been updated with this information.**
- 6) Incomplete Checklist – Must have name, signature, and date. – **Provided.**

The following fees are outstanding and will be invoiced prior to the Notice to Proceed deadline 03/13/23

1. Mail Label Fee (\$5.16 p/ mailing label)
2. Advertisement - \$1,593
3. Board Order Recording (1) - \$ 108
4. Courier (7) - \$ 77
5. Posting (1) - \$108
6. Variance(s) - \$788 p/variance
7. Sq. Ft Fee - \$.33 cents p/ Sq. Ft

Total Outstanding Balance = \$ ALL FEES MUST BE PAID BY 03/15/23

In addition to the fees, the following shall be provided to the Department no later than the Final submittal deadline 03/06/23, before 12 p.m. (Tardiness may affect being placed on the agenda):

NOTE: Please keep in mind that the submittal MUST be consistent with the plans / document which allowed the application to receive a Notice to Proceed. As customary, nothing can change between the Formal Submittal and the scheduled date of hearing.

The following must be submitted for Final Submittal to the attention of Gabriela Freitas – Planning Department. Please leave your package with Central Services on the first floor of City Hall.

- One (1) original application (Proper signed and notarized affidavits and Disclosures must be provided).
- One (1) original Letter of Intent.
- One (1) original set of architectural plans signed, sealed, and dated. (11x17)
- One (1) original signed, sealed and dated Survey. (11x17)
- Two (2) sets of Mailing labels must be provided including Letter certifying the labels, radius map, gummed labels, and Labels CD done with the proper Excel format

specified by the Planning Department.

- Any additional information/documents provided (i.e., traffic studies, concurrency, reports, etc.).
- A CD/DVD containing a digital version of the documents and plans submitted. The CD must be in the proper format specified by the Planning Department (Each document must be less than 25MB). CDs will be checked at time of drop off - anything larger than 25MB will not be accepted.
- 14 collated copies

NOTE: Please make sure you identify the final submittal by the file number and address at time of drop off.

(Attn: Planning Department – Gabriela Freitas)

Please email Excel file of label owner list.

Should you have any further questions, please contact:

[GabrielaFreitas@miamibeachfl.gov](mailto:GabrielaFreitas@miamibeachfl.gov)