



# Southwest Ranches Town Council

REGULAR MEETING  
Agenda of April 28, 2016

Southwest Ranches Council Chambers  
7:00 PM Thursday

13400 Griffin Road  
Southwest Ranches, FL 33330

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<b><u>Mayor</u></b> Jeff Nelson	<b><u>Town Council</u></b> Steve Breitkreuz Freddy Fisikelli Gary Jablonski	<b><u>Town Administrator</u></b> Andrew D. Berns	<b><u>Town Attorney</u></b> Keith M. Poliakoff, J.D.
<b><u>Vice-Mayor</u></b> Doug McKay		<b><u>Town Financial Administrator</u></b> Martin Sherwood, CPA CGFO	<b><u>Assistant Town Administrator/Town Clerk</u></b> Russell C. Muniz, MMC

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In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation, a sign language interpreter or hearing impaired to participate in this proceeding should contact the Town Clerk at (954) 434-0008 for assistance no later than four days prior to the meeting.

- 1. Call to Order/Roll Call**
- 2. Pledge of Allegiance**
- 3. Legislative Update - Representative Richard Stark**

### Quasi-Judicial Hearings

Please be advised that the following item on the Council agenda is quasi-judicial in nature. All witnesses who will testify on any item in this portion of the Agenda will be sworn. Participants who are members of the general public need not be sworn and will not be subject to cross-examination if they are not sworn. However, the Council shall not assign un-sworn testimony the same weight or credibility as sworn testimony in its deliberations.

The applicant has the burden of proof. After the applicant's concluding remarks, the hearing will be closed and no additional testimony, material or argument will be allowed unless the Council chooses to request additional testimony. The members of the Town Council will then deliberate.

All evidence relied upon by reasonably prudent persons in the conduct of their affairs may be considered in these proceedings, regardless of whether such evidence would be admissible in a court. Hearsay evidence may supplement or explain other evidence, but shall not alone support a conclusion unless it would be admissible over objection in court. The material in the Town Council agenda will be considered as evidence without authentication.

Anyone representing an organization must present written evidence of his or her authority to speak on behalf of the organization in regard to the matter under consideration. Each person who appears during a public hearing shall identify himself

or herself and give their address, and if appearing on behalf of an organization state the name and mailing address of the organization. The Council may, on its own motion or at the request of any person, continue the hearing to a fixed date, time and place.

No notice shall be required if a hearing is continued to a fixed date, time and place. Any Applicant shall have the right to request and be granted one continuance; however, all subsequent continuance shall be granted at the discretion of the Council and only upon good cause shown.

**4. Ordinance - Second Reading**

AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REZONING APPROXIMATELY 13.3 ACRES, OWNED BY THE SOUTH BROWARD DRAINAGE DISTRICT, FROM RURAL RANCH DISTRICT TO COMMUNITY FACILITY DISTRICT; GENERALLY LOCATED ON THE WEST SIDE OF DYKES ROAD BETWEEN SW 61ST COURT AND SW 66TH STREET; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE. APPLICATION NUMBER RZ-20-16.  
{Approved on First Reading - April 14, 2016}

**5. Letter of No Objection for SBDD Delegation Request**

**Action Item:**

**Recommended Motion:**

A motion to authorize the Town Administrator to submit a Letter of No Objection to Broward County to enable the South Broward Drainage District's plat note, for the property generally located at 6591 SW 160<sup>th</sup> Avenue, to be amended to enable SBDD to construct its delineated improvements.

**6. Resolution**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A SITE PLAN MODIFICATION FOR THE SOUTH BROWARD DRAINAGE DISTRICT MAINTENANCE FACILITY; GENERALLY LOCATED ON THE WEST SIDE OF DYKES ROAD BETWEEN SW 61ST COURT AND SW 66TH STREET; PROVIDING FOR AN EFFECTIVE DATE. APPLICATION NO. SP-62-16.

*End of Quasi-Judicial Items*

**7. Public Comment**

- All Speakers are limited to 3 minutes.
- Public Comment will last for 30 minutes.
- All comments must be on non-agenda items.
- All Speakers must fill out a request card prior to speaking.
- All Speakers must state first name, last name, and mailing address.  
Speakers will be called in the order the request cards were received.

Request cards will only be received until the first five minutes of public comment have concluded.

**8. Board Reports**

**9. Council Member Comments**

**10. Legal Comments**

**11. Administration Comments**

## **Resolutions**

- 12. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING THE FIRST MODIFICATION TO THE AGREEMENT WITH A.C. SCHULTES OF FLORIDA, INC. D/B/A JAFFER WELL DRILLING; APPROVING AN ADDITIONAL ONE (1) YEAR TERM; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO THE FIRST MODIFICATION TO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**
- 13. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING RESOLUTION NO. 2012-031 BY REDUCING THE TOWN'S ADMINISTRATIVE, TRAINING, AND TECHNOLOGY FEE FOR RESIDENTIAL PROPERTIES; AND PROVIDING AN EFFECTIVE DATE.**
- 14. Approval of Minutes**
  - a. February 18, 2016 Regular Meeting**
  - b. March 10, 2016 Regular Meeting**

## **15. Adjournment**

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

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**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Jeff Nelson, Mayor**  
**Doug McKay, Vice-Mayor**  
**Freddy Fisikelli, Council Member**  
**Steve Breitreuz, Council Member**  
**Gary Jablonski, Council Member**

**Andrew D. Berns, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Russell Muniz, Assistant Town Administrator/Town Clerk**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Nelson and Town Council  
**VIA:** Andy Berns, Town Administrator  
**FROM:** Jeff Katims  
**DATE:** 4/28/2016  
**SUBJECT:** Ordinance - Second Reading

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### **Recommendation**

1. The Council could deny this item finding that the applicant failed to show by competent substantial evidence it has met the requirements of the ULDC.
2. The Council could approve this item finding that the applicant has shown by competent substantial evidence it has met the requirements of the ULDC.
3. The Council could table this item to seek additional information.
4. The Council could choose to approve this item with conditions.

### **Strategic Priorities**

A. Sound Governance

### **Background**

The Town annexed the SBDD property located at 6591 Dykes Road after the town-wide rezoning of various community facilities in 2002. The property retained its Rural Ranch (RR) zoning designation from Town of Davie after annexation. SBDD now seeks to rezone its property to CF. The facility is a nonconforming use under the RR zoning.

### **Fiscal Impact/Analysis**

None.

**Staff Contact:**

Jeff Katims

**ATTACHMENTS:**

Description	Upload Date	Type
Staff Memo	4/8/2016	Backup Material
SBDD Rezoning Ordinance - TA Approved	4/8/2016	Ordinance

**TOWN OF SOUTHWEST RANCHES  
TOWN COUNCIL AGENDA REPORT**

April 14, 2016

- SUBJECT:** Rezoning application RZ-20-16
- ADDRESS:** 6591 SW 160<sup>th</sup> Avenue  
Southwest Ranches, FL 33330
- LOCATION:** Generally located at the northwest corner of Dykes Road and S.W. 66<sup>th</sup> Street.
- OWNER/  
APPLICANT:** South Broward Drainage District
- AGENT:** South Broward Drainage District  
Kevin Hart, District Director
- REQUEST:** Rezoning approximately 13.33 acres,  
FROM: Rural Ranch District (RR)  
TO: Community Facility (CF)
- PUBLIC NOTICE:** Legal ad in newspaper and 29 mail notices to Town property owners within 1,500 feet of the subject property
- EXHIBITS:** Petitioner Letter of Intent, Location Map, Notification Map, Mailing Label List, Lobbyist Registration and Ethics Form, and Ordinance.

**BACKGROUND**

The petitioner is requesting a rezoning of the 13.33-acre subject property (“Property”), owned by the South Broward Drainage District (“SBDD”), from Rural Ranch (RR) to Community Facility (CF). The site currently contains a .40 acre lake, 4,047 square-foot administration building, and 8,408 square-foot maintenance building.

The Property is located on the west side of Dykes Road, immediately north of S.W. 66<sup>th</sup> Street. The Property is designated Rural Ranch on the Future Land Use Plan Map. There are residential neighborhoods to the east and west located within the Town of Davie. South of the Property, opposite SW 66<sup>th</sup> Street are wetlands and an FPL primary transmission easement within the City of Pembroke Pines. Apple Tree Montessori School is north of the Property, and is zoned CF.

The Property was annexed into the Town in 2006 from the Town of Davie. Thus, the property was not included in the town-wide rezoning in 2002, which re-designated various community facilities with Rural or Agricultural zoning designations to the Community Facility (CF) District.

An application is concurrently under review for a site plan modification (SP-62-16) to expand the maintenance facility to include a new maintenance building and covered parking area. An application to amend the restrictive plat note has been filed with Broward County.

#### APPLICATION DETAILS AND ANALYSIS

The SBDD administration and maintenance operations facility is classified as a community facility, which is not a permitted use in the Rural Ranches District. The incompatible zoning came to light when SBDD submitted for plat note amendment and site plan approval. The Community Facility (CF) District allows for governmentally owned or operated services and facilities and other essential services.

The CF district is intended only for properties with frontage on, or access to, Griffin Road, Sheridan Street, U.S. Highway 27, and Flamingo Road. At the time of the town-wide rezoning in 2002, Dykes Road also qualified for CF zoning as evidenced by several parcels along the corridor that the Town rezoned to CF in 2002. The intent of the 2002 rezoning was to ensure the proper zoning of all community facilities along Dykes Road that existed at that time. The SBDD Property was clearly such a facility, but had not yet been annexed into the Town. It is therefore appropriate that the Town rezone the Property in order to make the SBDD facility a conforming use that is capable of being expanded, and rebuilt if damaged by a hurricane or other calamity. As a nonconforming use under the RR zoning, neither expansion or rebuilding would be permitted.

#### CONSIDERATIONS FOR REQUEST

Consideration of a rezoning request must be in conjunction with the criteria contained in Section 130-030 of the Unified Land Development Code (ULDC). These include consideration of materials provided by the petitioner, the public and the staff report, as well as the following criteria enumerated in the ULDC. Staff findings are shown in *italics*, below.

- (A) That the request does NOT meet any of the following criteria whereby the request would be considered contract, or spot zoning:
- (1) The proposed rezoning would give privileges not generally extended to similarly situated property in the area. *Does not apply to the request because adjacent properties have CF zoning.*
  - (2) The proposal is not in the public's best interest and it only benefits the property owner. *Does not apply to the request because the facility provides a service that is essential for the public health, safety and welfare.*

- (3) The proposed zoning request violates the Town’s Comprehensive Plan. *Does not apply because the request does not violate the plan.*
- (4) The proposed change will result in an isolated district unrelated to adjacent or nearby districts. *Does not apply to the request because adjacent properties have CF zoning.*

*Staff finds that the request does not constitute spot zoning.*

If the Town Council finds that the rezoning request does not constitute spot zoning, then the Council must next evaluate the request in conjunction with the four criteria contained immediately below. In evaluating the four criteria contained in (B) below, the Council shall consider the three criteria contained in (C) below.

**(B)** A zoning modification may be approved if the applicant can demonstrate by competent substantial evidence that the request is consistent with one of the following four criteria:

- (1) That there exists an error or ambiguity that must be corrected. *The zoning modification is necessary to apply the correct zoning to the existing community facility. The property was a legal, conforming use prior to annexation that should have been rezoned at the time of annexation but was not.*
- (2) That there exists changed or changing conditions that make approval of the request appropriate. *Not applicable.*
- (3) That substantial reasons exist why the property cannot be used in accordance with the existing zoning. *The facilities on the Property cannot be expanded or rebuilt in the event of calamity under the existing zoning. The facilities are essential to the public health, safety and welfare. Inability to rebuild would constitute a threat to the public health, safety and welfare.*
- (4) That the request would advance a public purpose, including but not limited to, protecting, conserving, or preserving environmentally critical areas and natural resources. *The request is necessary to protect the public health, safety and welfare by allowing the maintenance and administration facilities of the SBDD to continue functioning as a legal, conforming use under the Town’s zoning and land development regulations.*

*Staff finds that the application satisfies three (3) of the four (4) criteria, and warrants further consideration under “(C)”, below.*

**(C)** When determining if one of the four (4) criteria delineated in (B), above, has been satisfied, the following considerations shall be made:

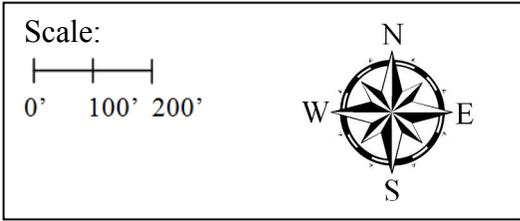
- (1) That the request is compatible with surrounding zoning districts and land uses. *The request allows the continued existence and expansion of the facility, which is compatible with the adjacent CF and residential uses and zoning in the area.*

- (2) That the request is consistent with, or furthers the goals, objectives, policies, and the intent of the Town's Comprehensive Plan and the Town's Future Land Use Map. *The request is general consistent with intent of the Comprehensive Plan to provide for the health, safety and welfare of the Town residents and their properties. Community facilities are permitted in the RR Land Use Designation that governs the use of the Property.*
- (3) That the anticipated impact of the application would not create an adverse impact upon public facilities such as schools and streets. *The proposed rezoning will not create an adverse impact upon public facilities and services, and is necessary to help protect the such facilities from flooding.*

#### STAFF RECOMMENDATION

1. The Council could choose to deny this application finding that the applicant has failed to show by competent substantial evidence that they have met the requirements of the ULDC.
2. The Council could choose to approve this item finding that the applicant has shown by competent substantial evidence that they have met the requirements of the ULDC.
3. The Council could table this item to seek additional information.
4. The Council could choose to approve this item with conditions, all of which shall be satisfied prior to issuance of the first building permit unless otherwise specified.

# Location Map



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**ORDINANCE NO. 2016 –**

**AN ORDINANCE OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, REZONING APPROXIMATELY 13.3 ACRES, OWNED BY THE SOUTH BROWARD DRAINAGE DISTRICT, GENERALLY LOCATED ON THE WEST SIDE OF DYKES ROAD BETWEEN SW 61<sup>ST</sup> COURT AND SW 66<sup>TH</sup> STREET, FROM RURAL RANCH DISTRICT TO COMMUNITY FACILITY DISTRICT; RESTRICTING THE PROPERTY FOR GOVERNMENTAL USE; PROVIDING FOR CONFLICTS; PROVIDING FOR RECORDATION, AND PROVIDING AN EFFECTIVE DATE. APPLICATION NUMBER RZ-20-16.**

**WHEREAS**, South Broward Drainage District ("SBDD") is the owner of the subject property ("Property"), legally described as Tract "A" of South Broward Drainage, according to the Plat thereof recorded in Plat Book 144, Page 12 of the Broward County, Florida Public Records; and

**WHEREAS**, SBDD has petitioned the Town of Southwest Ranches for a change in the zoning designation for the Property from Rural Ranch (RR) to Community Facility District (CF); and

**WHEREAS**, SBDD has stipulated and agreed that the Property will only be utilized for governmental purposes; and

**WHEREAS**, the Town Council of the Town of Southwest Ranches, has held two duly advertised public hearings on this rezoning in accordance with Florida law; and

**WHEREAS**, the Town Council finds that the application is consistent with the adopted Comprehensive Plan, and satisfies the criteria for the approval of rezoning applications set forth in the Town of Southwest Ranches Unified Land Development Code.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:**

**Section 1: Recitals.** That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance.

**Section 2: Zoning change.** That the Town Council hereby finds that the rezoning is consistent with the criteria for the consideration and approval of rezoning applications set forth in the Town of Southwest Ranches Unified Land Development Code, and that the zoning map designation of the Property is hereby amended and changed from Rural Ranch District to Community Facility District.

**Section 3: Map amendment and recordation.** That the Town Administrator or designee shall, immediately following the effective date of this Ordinance, cause the Town of Southwest Ranches Official Zoning Map to be updated to reflect this amendment.

**Section 4: Property use.** That the Town hereby accepts SBDD's stipulation, and agreement that the Property will only be utilized for governmental purposes.

**Section 5: Conflicts.** All Ordinances or parts of Ordinances, Resolutions or parts of Resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

**Section 6: Recordation.** This Ordinance shall be recorded in the public records of Broward County, Florida.

**Section 7: Effective Date.** This Ordinance shall take effect immediately upon passage and adoption.

**PASSED ON FIRST READING** this 14th day of April, 2016 on a motion made by

\_\_\_\_\_ and seconded by \_\_\_\_\_.

**PASSED AND ADOPTED ON SECOND READING** this \_\_\_ day of \_\_\_\_\_, 2016, on

a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Nelson \_\_\_\_\_  
McKay \_\_\_\_\_  
Breitkreuz \_\_\_\_\_  
Fisikelli \_\_\_\_\_  
Jablonski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Jeff Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Russell Muñiz, MMC, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, J.D., Town Attorney

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**Town of Southwest Ranches**  
13400 Griffin Road  
Southwest Ranches, FL 33330-2628

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Jeff Nelson, Mayor**  
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**Gary Jablonski, Council Member**

**Andrew D. Berns, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Russell Muniz, Assistant Town Administrator/Town Clerk**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Nelson and Town Council  
**VIA:** Andy Berns, Town Administrator  
**FROM:** Jeff Katims  
**DATE:** 4/28/2016  
**SUBJECT:** Resolution

### **Recommendation**

1. The Council could choose to deny this application finding that the applicant has failed to show by competent substantial evidence that they have met the requirements of the ULDC.
2. The Council could choose to approve this item finding that the applicant has shown by competent substantial evidence that they have met the requirements of the ULDC, provided that the Council adopts the Rezoning Ordinance prior to approving this application.
3. The Council could table this item to seek additional information.
4. The Council could choose to approve this item with conditions such as those identified in the staff report.

### **Strategic Priorities**

A. Sound Governance

### **Background**

The South Broward Drainage District requests approval of a site plan modification to construct a 2,858 square-foot maintenance building, dumpster enclosure, and parking and lighting improvements within the 13.33-acre subject property.

### **Fiscal Impact/Analysis**

None

**Staff Contact:**

Jeff Katims

**ATTACHMENTS:**

Description	Upload Date	Type
Revised Resolution	4/21/2016	Resolution
staff report	4/18/2016	Backup Material
site plan	4/18/2016	Backup Material
Mail Notification Map	4/18/2016	Backup Material
Mailing List	4/18/2016	Backup Material

**RESOLUTION NO. 2016-\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING A SITE PLAN MODIFICATION FOR THE SOUTH BROWARD DRAINAGE DISTRICT MAINTENANCE FACILITY; GENERALLY LOCATED ON THE WEST SIDE OF DYKES ROAD BETWEEN SW 61<sup>ST</sup> COURT AND SW 66<sup>TH</sup> STREET; PROVIDING FOR AN EFFECTIVE DATE. APPLICATION NO. SP-62-16.**

**WHEREAS**, the South Broward Drainage District ("Applicant") desires to construct a new maintenance vehicle garage and other, incidental improvements at its property generally located at 6591 SW 160<sup>th</sup> Avenue, Southwest Ranches, legally described as the South Broward Drainage Plat as recorded in Plat Book 144, Page 12 of the Broward County, Florida Public Records ("Property") to facilitate the continued provision Drainage District services; and

**WHEREAS**, prior to consideration of this application for site plan modification, the Town Council adopted Ordinance No. 2016-\_\_\_\_ rezoning the Property from Rural Ranch to Community Facility; and

**WHEREAS**, the Applicant has filed an application with Broward County to amend the restrictive plat note on the Property to accommodate the new construction, and the Town has issued a letter of no objection concerning same; and

**WHEREAS**, the Town Council finds that the site plan modifications comply with the applicable requirements of the Town of Southwest Ranches Unified Land Development Code.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA:**

**Section 1.** That the foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

**Section 2.** That, at a duly noticed public hearing held on April 28, 2016, following the review of the staff report and all written and oral evidence received during the public hearing, the Town Council hereby approves Site Plan Application No. SP-62-16 for development of a 2,858 square-foot maintenance garage building, 1,050 square-foot roofed structure over two (2) parking spaces, new pavement for six (6) surface parking spaces, restriping of existing asphalt to create three (3) parking spaces, a dumpster enclosure, a 25-foot-high pole-mounted full-cutoff light fixture, and two (2) wall-mounted full-cutoff lights, subject to the Applicant complying with the following conditions:

- (A) No building permit will be issued for vertical construction until an amended restrictive use note for the South Broward Drainage District Plat has been approved

by the Broward County Board of County Commissioners, and subsequently recorded in the public records.

(B) Applicant shall obtain a tree removal permit prior to removing and relocating the three (3) trees to be disturbed.

**Section 3.** The Mayor, Town Administrator and Town Attorney are each authorized to execute any and all documents necessary to effectuate the intent of this Resolution.

**Section 4.** This Resolution shall become effective immediately upon passage and adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches,

Florida, this \_\_\_\_ day of April 2016, on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Nelson \_\_\_\_\_  
McKay \_\_\_\_\_  
Fisikelli \_\_\_\_\_  
Breitkreuz \_\_\_\_\_  
Jablonski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Jeff Nelson, Mayor

ATTEST:

This is to certify that this Resolution and Final Order has been filed by the undersigned for the records, and a copy provided to the Applicant and/or authorized agent this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith Poliakoff, J.D., Town Attorney

**TOWN OF SOUTHWEST RANCHES  
TOWN COUNCIL AGENDA REPORT**

April 28, 2016

**SUBJECT:** Site Plan Modification Application SP-62-16 for expansion of the South Broward Drainage District maintenance facilities.

**ADDRESS:** 6591 SW 160<sup>th</sup> Avenue  
Southwest Ranches, FL 33330

**APPLICANT:** South Broward Drainage District  
6591 SW 160<sup>th</sup> Avenue  
Southwest Ranches, FL 33331

**AGENT:** Kevin Hart, District Director  
South Broward Drainage District  
6591 SW 160<sup>th</sup> Avenue  
Southwest Ranches, FL 33331

**LAND USE PLAN**

**DESIGNATION:** Rural Ranch

**ZONING:** Rural Ranch (RR). Rezoning to Community Facility (CF) pending approval of concurrent application.

**PUBLIC NOTICE:** Legal ad in newspaper and 29 mail notices to Town property owners within 1,500 feet of the subject property

**EXHIBITS:** Location Map, Site Plan, Notification Map, Mailing Label List, Resolution

**BACKGROUND:**

The South Broward Drainage District (“Applicant”) is requesting approval of a site plan modification to construct a new maintenance building within the 13.33-acre subject property (“Property”) located at the northwest corner of Dykes Road and S.W. 66<sup>th</sup> Street. The Property is zoned Rural Ranch (RR), but is under concurrent consideration for rezoning to Community Facility District (Application No. RZ-20-16). The site contains a 17,450 square-foot lake, an 4,047 square-foot administration building, and an 8,408 square-foot maintenance building.

**ANALYSIS:**

The proposed site modifications are as follows:

- A new 2,858 square-foot maintenance vehicle garage over what are now parking spaces, connected to the existing maintenance building by a 1,050 square-foot roof covering 2 existing parking spaces. The CMU-constructed building will be 16 feet in height, and set back 27.33 feet from the west property line (code requires at least 15 feet).

- The construction of a new 20' x 20' CMU dumpster enclosure, to be set back approximately 30 feet from the west property line.
- The construction of six (6) asphalt parking spaces to replace spaces lost to the maintenance building, and restriping of existing pavement to add three (3) new parking spaces.
- Addition of two (2) architectural Wallpak lights and a 25-foot-high pole-mounted light fixture. The new lights are compliant with the spillover limitations of the ULDC.
- Relocation of three (3) trees onsite to accommodate the new building and dumpster enclosure.

The plat for the Property restricts development to 4,300 square feet of office and 8,400 square feet of maintenance facility. SBDD has filed an application with Broward County to amend the plat note to allow a total of 12,500 square feet of maintenance facility, which will accommodate the maintenance garage and covered parking spaces.

The new building and covered parking would bring the total plot coverage on the site to 16,363 square feet (2.8%), and 13.3% impervious site area, both well below the maximum allowable values of 35% and 60%, respectively.

The site plan will result in an increase of one (1) parking space. Three (3) existing trees will require relocation via tree removal permit. The plans show the relocation of the trees in between the new maintenance building and the west property line.

It is noted that the site plan complies with Future Land Use Element Policy 1.12-d:, which requires that all community facilities shall be developed in a manner so as to minimize the amount of improved and impervious surface, and to retain (or restore) the maximum possible amount of the parcel as open space. Accordingly, paved and improved areas shall be limited to the minimum amount necessary for the operation of the permitted use(s) and for compliance with land development code requirements.

**RECOMMENDATION:**

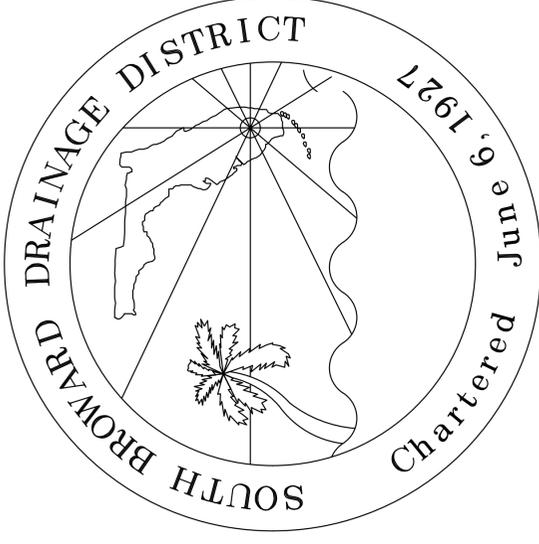
1. The Council could choose to deny this application finding that the applicant has failed to show by competent substantial evidence that they have met the requirements of the ULDC.
2. The Council could choose to approve this item finding that the applicant has shown by competent substantial evidence that they have met the requirements of the ULDC, provided that the Council adopts the Rezoning Ordinance prior to approving this application.
3. The Council could table this item to seek additional information.
4. The Council could choose to approve this item with conditions such as:
  - (A) Prior adoption of the Ordinance rezoning the Property from RR to CF.
  - (B) No building permit will be issued for vertical construction until the plat note amendment has been approved by the Broward County Board of County Commissioners, and subsequently recorded in the public records.
  - (C) Applicant shall obtain a tree removal permit prior to removing and relocating the three (3) trees to be disturbed.
  - (D) All lights shall be full-cut off fixtures.

# SOUTH BROWARD DRAINAGE DISTRICT MAINTENANCE BUILDING EXPANSION

SITE PLAN SUBMITTAL

SOUTHWEST RANCHES, FLORIDA

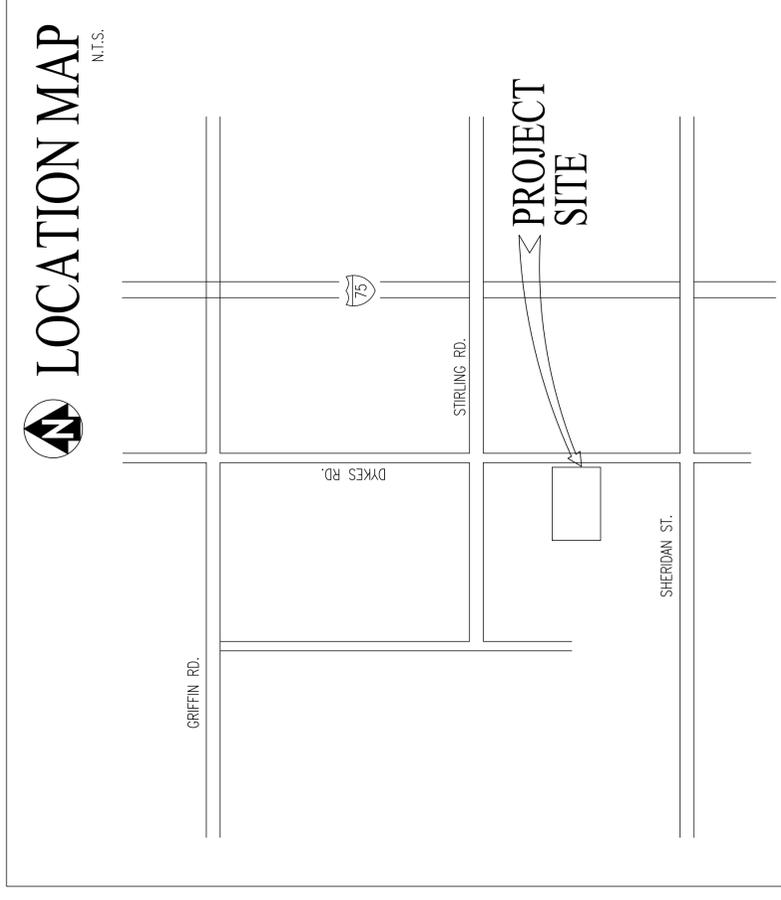
SOUTH BROWARD DRAINAGE DISTRICT  
6591 SW 160th AVE.  
SOUTHWEST RANCHES, FLORIDA 33331



Know what's below.  
Call before you dig.

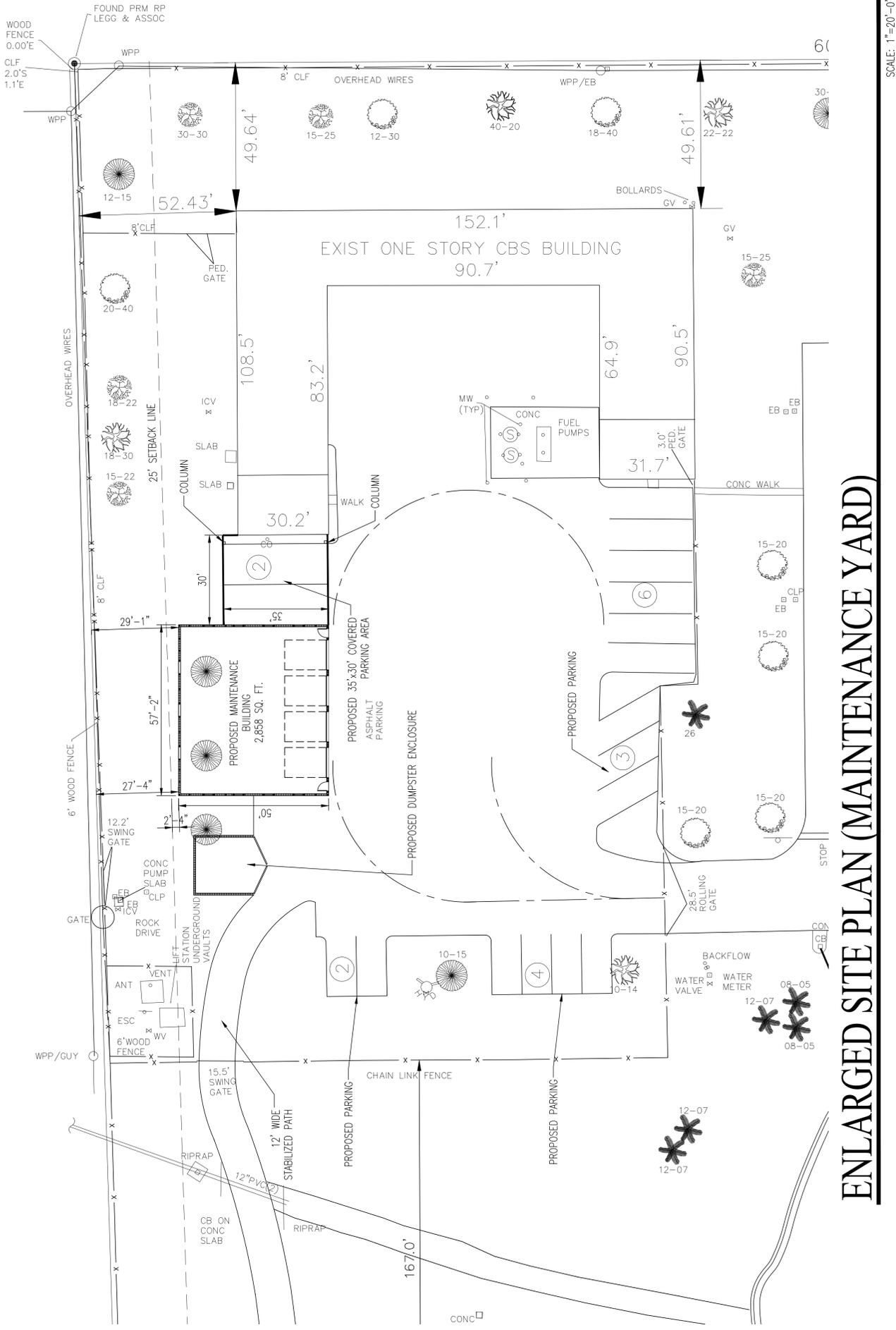
## DRAWING INDEX:

- COVER SHEET
- SITE DATA SHEET
- SITE PLAN
- ENLARGED SITE PLAN (MAINTENANCE YARD)
- FLOOR PLAN
- ELEVATIONS
- EXISTING TREE SURVEY
- LANDSCAPE PLAN
- PRELIMINARY ENGINEERING PLAN
- ENLARGED PRELIMINARY ENGINEERING PLAN
- PHOTOMETRIC PLAN









PARCEL B LEVINE PLAT (PLAT BOOK 16



SCALE: 1"=20'-0"

**ENLARGED SITE PLAN (MAINTENANCE YARD)**

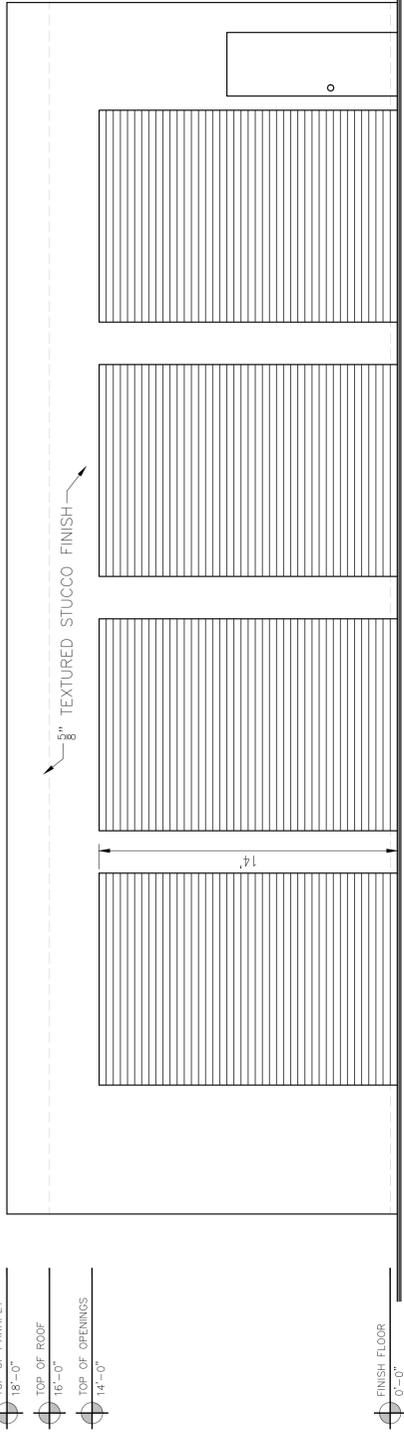
NOTE: ALL IMPROVEMENTS ARE EXISTING EXCEPT THOSE NOTED AS PROPOSED.

DESCRIPTION:  
TRACT 'A' OF "SOUTH BROWARD DRAINAGE DISTRICT" AS RECORDED IN PLAT BOOK 144, PAGE 12 BROWARD COUNTY RECORDS. SAID LANDS CONTAIN 580,687 SQUARE FEET (13,331 ACRES) MORE OR LESS.

NO.	DATE	REVISION	BY	NO.	DATE	REVISION	BY
1							
SOUTH BROWARD DRAINAGE DISTRICT 6591 SW 160th AVE SOUTHWEST RANCHES, FL. 33331				<b>MAINTENANCE BUILDING EXPANSION ENLARGED SITE PLAN MAINTENANCE YARD SOUTH BROWARD DRAINAGE DISTRICT</b>			
DRAWN BY: J.K.S.		APPROVED BY: K.M.H.		DATE: 3-10-16		SCALE: AS NOTED	
PROJECT NO.		CAD FILE		SHEET		3 OF 10	



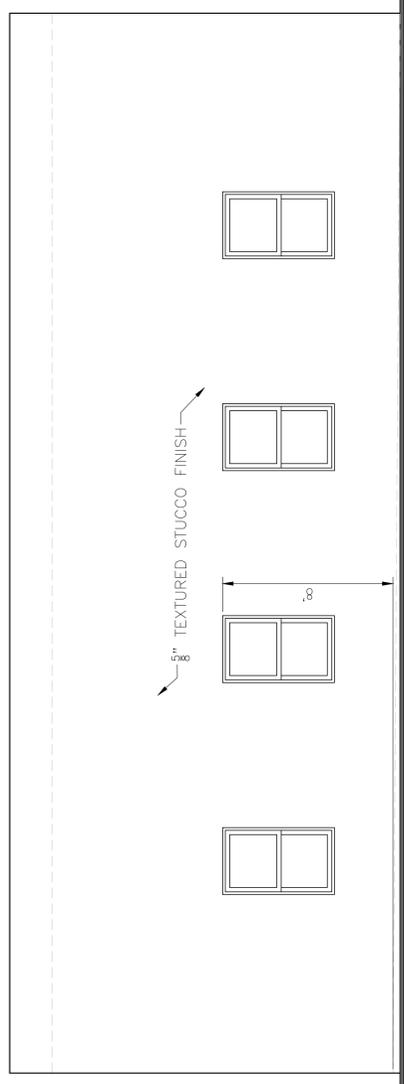
TOP OF PARAPET  
18'-0"  
 TOP OF ROOF  
16'-0"  
 TOP OF OPENINGS  
14'-0"



**FRONT ELEVATION (EAST)**

SCALE: 1/4" = 1'-0"

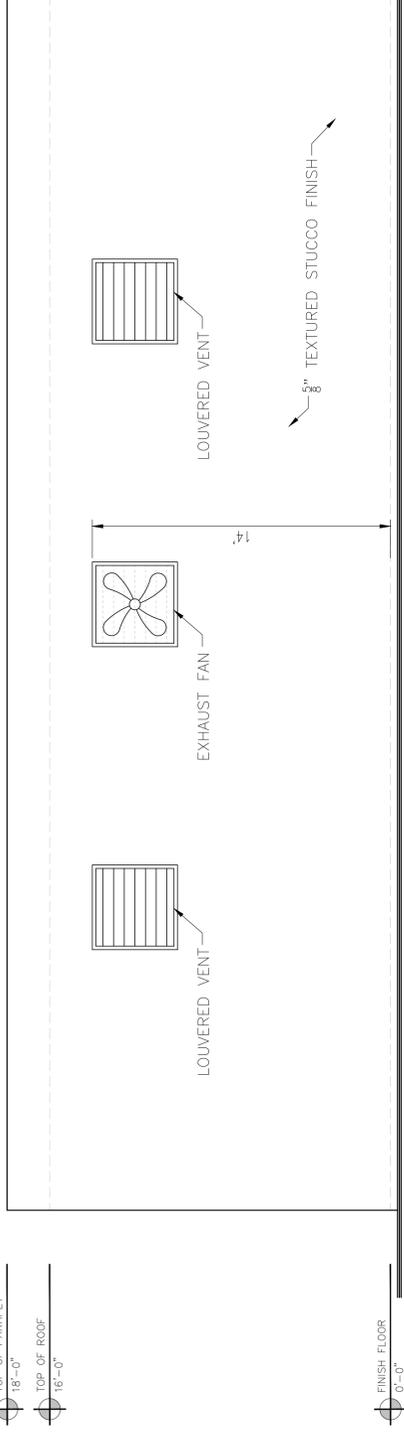
TOP OF PARAPET  
18'-0"  
 TOP OF ROOF  
16'-0"  
 FINISH FLOOR  
0'-0"



**LEFT ELEVATION (NORTH)**

SCALE: 1/4" = 1'-0"

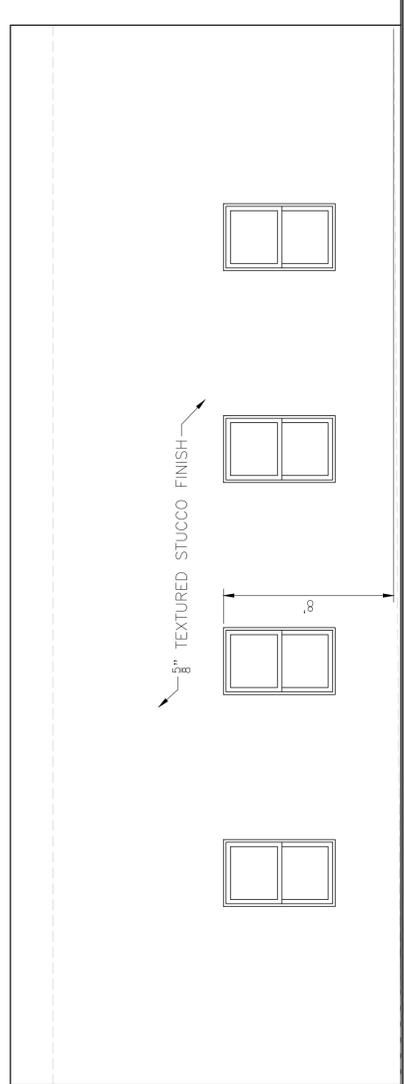
TOP OF PARAPET  
18'-0"  
 TOP OF ROOF  
16'-0"



**REAR ELEVATION (WEST)**

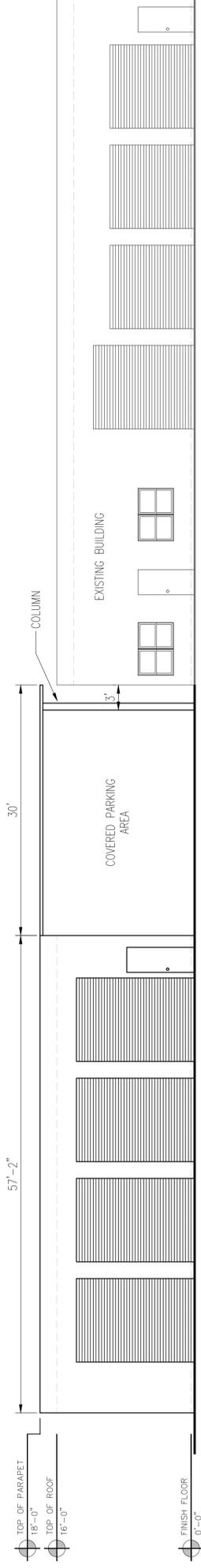
SCALE: 1/4" = 1'-0"

TOP OF PARAPET  
18'-0"  
 TOP OF ROOF  
16'-0"  
 FINISH FLOOR  
0'-0"



**RIGHT ELEVATION (SOUTH)**

SCALE: 1/4" = 1'-0"



**FRONT ELEVATION (EAST) W/EXISTING BUILDING**

SCALE: 1/8" = 1'-0"

NO	DATE	REVISION	BY	NO	DATE	REVISION	BY
1							

SOUTH BROWARD DRAINAGE DISTRICT  
 6591 SW 160th AVE  
 SOUTHWEST RANCHES, FL. 33331

**MAINTENANCE BUILDING EXPANSION  
 ELEVATIONS**  
 SOUTH BROWARD DRAINAGE DISTRICT

DRAWN BY: J.K.S.  
 APPROVED BY: K.M.H.  
 DATE: 3-10-16

SCALE AS NOTED  
 PROJECT NO.  
 CAD FILE

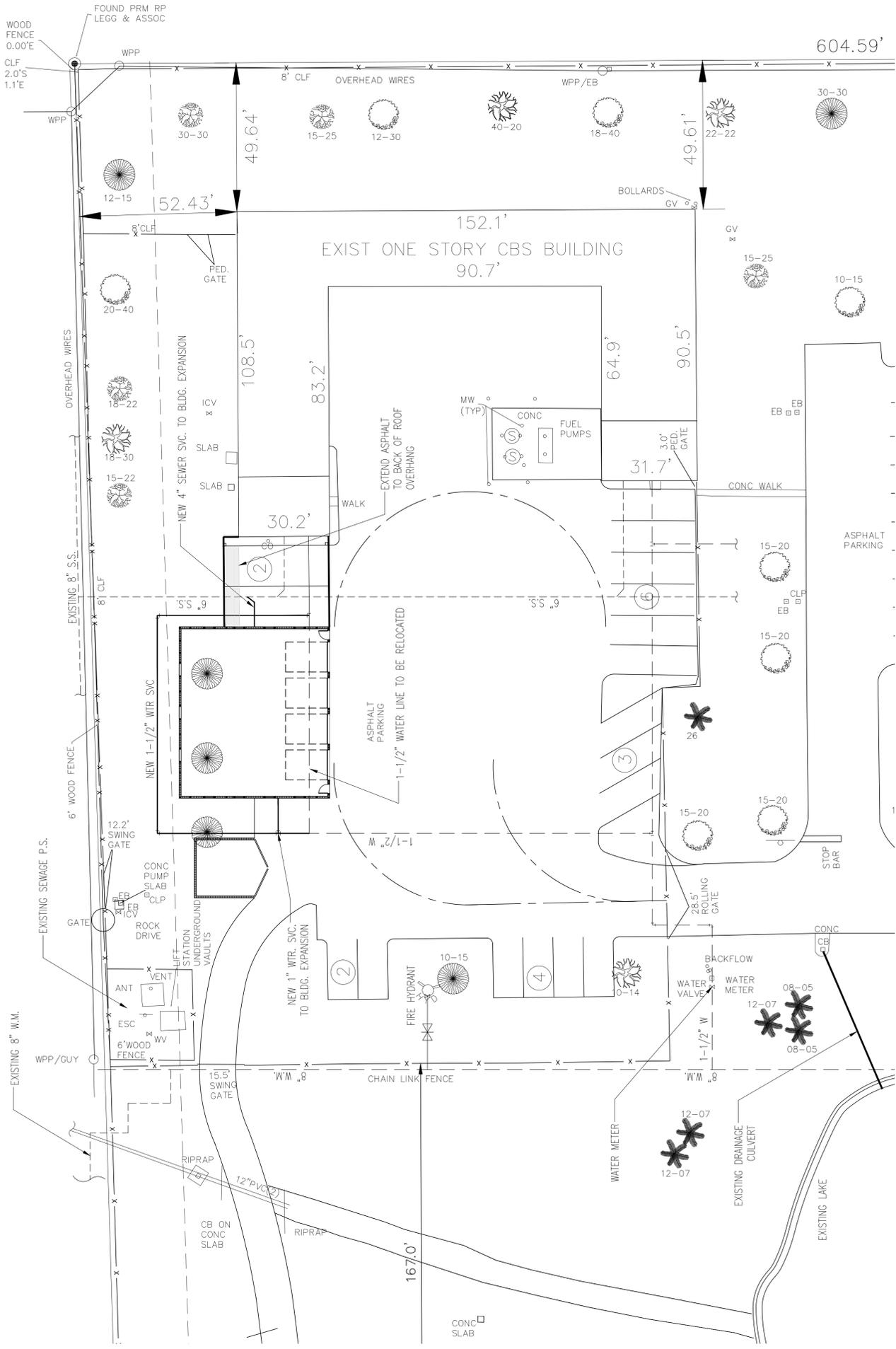


SHEET  
**5** OF **10**









PARCEL B LEVINE PLAT (PLAT BOOK 161, PAGE 9)



**PRELIMINARY ENGINEERING PLAN (ENLARGED)**

SCALE: 1"=20'-0"

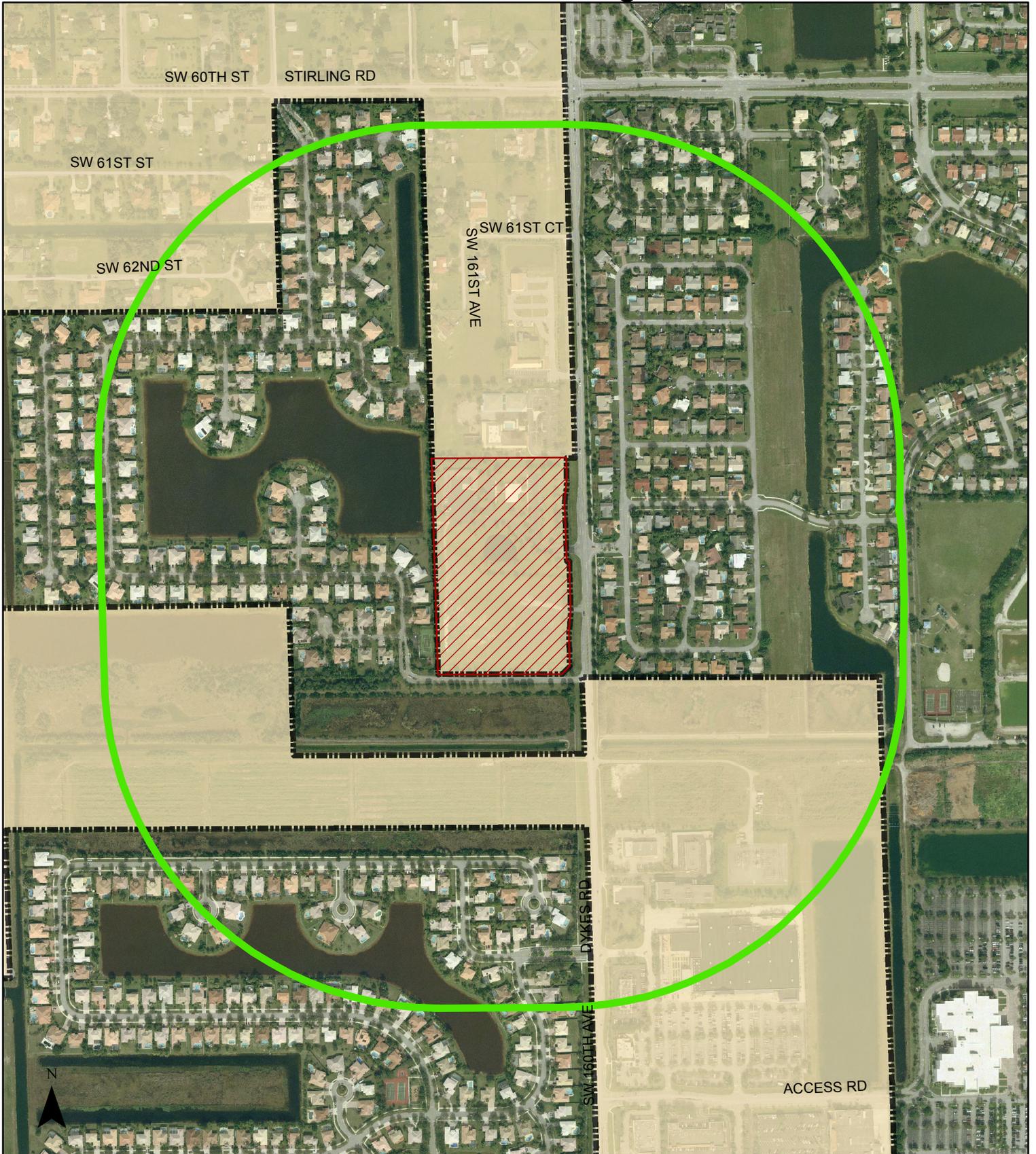
NOTE: ALL IMPROVEMENTS ARE EXISTING EXCEPT THOSE NOTED AS PROPOSED.

DESCRIPTION:

TRACT 'A' OF "SOUTH BROWARD DRAINAGE DISTRICT" AS RECORDED IN PLAT BOOK 144, PAGE 12 BROWARD COUNTY RECORDS. SAID LANDS CONTAIN 580,687 SQUARE FEET (13,331 ACRES) MORE OR LESS.

NO.	DATE	REVISION	BY	NO.	DATE	REVISION	BY
1							
SOUTH BROWARD DRAINAGE DISTRICT 6591 SW 160th AVE SOUTHWEST RANCHES, FL. 33331				<b>MANTENANCE BUILDING EXPANSION</b> <b>PRELIMINARY ENGINEERING PLAN ENLARGED</b> <b>SOUTH BROWARD DRAINAGE DISTRICT</b>			
DRAWN BY: J.K.S.		APPROVED BY: K.M.H.		SCALE: AS NOTED		SHEET	
DATE: 3-10-16				PROJECT NO.		9 OF 10	
				CAD FILE			

# South Broward Drainage District



-  South Broward Drainage District
-  Southwest Ranches Streets
-  1,500 Ft. Notice Buffer
-  Southwest Ranches City Boundary

0 0.05 0.1 0.2 Miles



1 in = 583 feet

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**NAME\_LINE\_1**

SOUTH BROWARD DRAINAGE DISTRICT  
HOOVER FARMS LP  
BAYS,SAM H/E  
MORRINA,CARMEN  
LEVINE,SUSAN  
MARCELINO ABELLO TR  
OPH/WESTON REALTY L C  
FLORIDA POWER & LIGHT CO  
LINARES,RIDEL & MILAGROS  
PARK,DAVID & ROSEMARY  
PERRY,ROSS D & TANA D  
NEW HOPE INC IN  
6131 SW RANCHES LLC  
KNAPP,ROBERT  
COQUINA STATION LLC  
CUBESMART LP  
NEUNZIG,BARRY J & CINDY L  
SIKH SOCIETY OF FLORIDA INC  
RANCHES AUTO CARE & TIRE INC  
MORA,JOSE & MARITZA  
GALLEGOS,PORFIRO R & MARIA LE  
KIDD,MICHAEL A H/E  
DE LA FE,GUSTAVO & ONIX  
LOWES HOME CENTERS INC  
CHINNUKE,KEENAN  
ESFANDIARI,JAY  
MORRINA,LUIS J & MARIA VICTORIA  
KORNBLUTH,STEVEN M  
MADISON,LEE & MONIQUE

**NAME\_LINE\_2**

BAYS,NEYSA  
MORRINA,LUIS J  
  
ABELLO,PAOLA TRSTEE  
  
ATTN PROPERTY TAX - PSX/JB  
  
SOUTHWEST RANCHES  
  
ROJAS-KNAPP,ISABEL  
% PHILLIPS EDISON GROUP LLC  
  
% BRIDGESTONE FIRESTONE/TAX  
  
GALLEGOS FAM REV LIV TR  
KIDD,TORI L  
DE LA FE,MATHEW  
% TAX DEPT NB3TA

<b>ADDRESS_LINE_1</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
6591 SW 160 AVE	SOUTHWEST RANCHES	FL	33331
3000 SW 154 AVE	DAVIE	FL	33331
16420 SW 61 ST	SOUTHWEST RANCHES	FL	33331
7030 W 12 LN	HIALEAH	FL	33014
6301 SW 160 AVE	SOUTHWEST RANCHES	FL	33331
16570 SE 62 ST	SOUTHWEST RANCHES	FL	33331
2240 SW 70 AVE UNIT D	DAVIE	FL	33317
700 UNIVERSE BLVD	JUNO BEACH	FL	33408
16110 STIRLING ROAD	SOUTHWEST RANCHES	FL	33331
16040 SW 60 ST	SOUTHWEST RANCHES	FL	33331
4077 HOLLY CT	WESTON	FL	33331
6201 SW 160 AVE	SOUTHWEST RANCHES	FL	33331
5722 S FLAMINGO RD #176	COOPER CITY	FL	33330
16540 SW 62 ST	SOUTHWEST RANCHES	FL	33331
11501 NORTHLAKE DR	CINCINNATI	OH	45249
PO BOX 320099 PTA CS #721	ALEXANDRIA	VA	22320
16300 STIRLING ROAD	SOUTHWEST RANCHES	FL	33331
16000 STIRLING ROAD	SOUTHWEST RANCHES	FL	33331
535 MARRIOTT DR 9 FL	NASHVILLE	TN	37214
16040 SW 61 CT	SOUTHWEST RANCHES	FL	33331
16541 SW 62 ST	SOUTHWEST RANCHES	FL	33331
16301 SW 62 ST	SOUTHWEST RANCHES	FL	33331
16041 SW 61 CT	SOUTHWEST RANCHES	FL	33331
1000 LOWES BLVD	MOORESVILLE	NC	28117
16111 SW 61 CT	SOUTHWEST RANCHES	FL	33331
16460 SW 61 ST	SOUTHWEST RANCHES	FL	33331
6211 SW 161 AVE	SOUTHWEST RANCHES	FL	33331
16500 SW 62 ST	SOUTHWEST RANCHES	FL	33331
16031 SW 61 CT	SOUTHWEST RANCHES	FL	33331



**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-2628**

**(954) 434-0008 Town Hall**  
**(954) 434-1490 Fax**

**Town Council**  
**Jeff Nelson, Mayor**  
**Doug McKay, Vice-Mayor**  
**Freddy Fisikelli, Council Member**  
**Steve Breitreuz, Council Member**  
**Gary Jablonski, Council Member**

**Andrew D. Berns, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Russell Muniz, Assistant Town Administrator/Town Clerk**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Nelson and Town Council  
**VIA:** Andy Berns, Town Administrator  
**FROM:** Sandra Luongo, General Services Manager/Emergency Manager  
**DATE:** 5/12/2016  
**SUBJECT:** First Amendment with A.C. Schultes; d/b/a Jaffer Well Drilling

### **Recommendation**

It is in the best interest of the Town to extend the Agreement with Jaffer Well Drilling, Inc. as the Town's preferred provider for installation, testing and repair of fire protection water wells an additional one (1) year term, specifically through May 9, 2017.

### **Strategic Priorities**

- A. Sound Governance
- C. Reliable Public Safety

### **Background**

On May 9, 2013, pursuant to Resolution No. 2013-040, the Town Council approved an agreement with A. C. Shultes d/b/a Jaffer Well Drilling, Inc. to provide installation, testing and repair of fire protection water wells for the Town. The initial Agreement was for three years with two (2) - one (1) year options to renew. The initial three (3) year term is set to expire on May 10, 2016.

### **Fiscal Impact/Analysis**

Funds for the installation, testing, replacement, maintenance and repair of fire protection water wells are budgeted in line items 001-3100-5200-63120 for \$15,000 and 001-3100-5200-49100

in the amount of \$15,000 totaling \$30,000 for fiscal year 2016.

The amount of \$30,000 will be budgeted for fiscal year 2017.

**Staff Contact:**

Sandra Luongo, General Services Manager/ Emergency Manager

**ATTACHMENTS:**

Description	Upload Date	Type
Jaffer Agreement Modification Reso	4/21/2016	Resolution
Agreement Modification	4/21/2016	Agreement

**RESOLUTION NO. 2016 –**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA APPROVING THE FIRST MODIFICATION TO THE AGREEMENT WITH A.C. SCHULTES OF FLORIDA, INC. D/B/A JAFFER WELL DRILLING; APPROVING AN ADDITIONAL ONE (1) YEAR TERM; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR AND TOWN ATTORNEY TO ENTER INTO THE FIRST MODIFICATION TO THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on May 9, 2013, pursuant to Resolution No. 2013-040, the Town Council approved an agreement with A.C. Schultes of Florida, Inc. d/b/a/ Jaffer Well Drilling (hereinafter referred to as "Jaffer Well Drilling") to provide installation, testing and repair of fire protection water wells for the Town; and

**WHEREAS**, the initial Agreement is set to expire on May 10, 2016; and

**WHEREAS**, the term of the original Agreement allows for two (2) - one (1) year extensions; and

**WHEREAS**, the Town's staff has performed a review of the contractor's performance and has found that the contractor has consistently performed all services in accordance with the terms of the Agreement; and

**WHEREAS**, the Town Council believes that it is in the best interest of the Town to extend the Agreement with Jaffer Well Drilling as the Town's preferred provider for installation, testing and repair of fire protection water wells for an additional one (1) year term, specifically through May 9, 2017;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1:** The above referenced recitals are true and correct and are incorporated herein by reference.

**Section 2:** The Town Council hereby approves the First (1) Modification to the Agreement with Jaffer Well Drilling, in substantially the same form as that attached hereto as Exhibit "A", to provide installation, testing and repair of fire protection water wells for the Town for an additional one (1) year term, specifically through May 9, 2017.

**Section 3:** The Town Council hereby authorizes the Mayor, Town Administrator and Town Attorney to enter into an Agreement in substantially the same form as that attached hereto as Exhibit "A" and to make such modifications, additions and/or deletions which they deem necessary to effectuate the intent of this Resolution.

**Section 4:** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest Ranches, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2016, on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Nelson \_\_\_\_\_  
McKay \_\_\_\_\_  
Breitkreuz \_\_\_\_\_  
Fisikelli \_\_\_\_\_  
Jablonski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Jeff Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, Town Attorney

**FIRST MODIFICATION TO THE AGREEMENT**  
**BETWEEN THE TOWN OF SOUTHWEST RANCHES AND A.C. SCHULTES OF**  
**FLORIDA, INC. D/B/A JAFFER WELL DRILLING FOR**  
**INSTALLATION, TESTING AND REPAIR OF FIRE PROTECTION WATER WELLS**

THIS FIRST AMENDMENT is made and entered into this \_\_\_\_ day of May 2016 by and between the TOWN OF SOUTHWEST RANCHES, a municipal corporation organized and existing under the laws of the State of Florida (hereinafter referred to as "TOWN") and A.C. Schultes of Florida, Inc. d/b/a/ Jaffer Well Drilling (hereinafter referred to as "Jaffer Well Drilling").

**WITNESSETH:**

**WHEREAS**, on May 9, 2013, pursuant to Resolution No. 2013-040, the Town Council approved an agreement with A.C. Schultes of Florida, Inc. d/b/a/ Jaffer Well Drilling (hereinafter referred to as "Jaffer Well Drilling") to provide installation, testing and repair of fire protection water wells for the Town (the "Original Agreement"); and

**WHEREAS**, the Original Agreement is set to expire on May 10, 2016; and

**WHEREAS**, Section 2.1 of the Original Agreement allows for two (2) - one (1) year extensions; and

**WHEREAS**, the Town's staff has performed a review of the contractor's performance and has found that the contractor has consistently performed all services in accordance with the terms of the Original Agreement; and

**WHEREAS**, the Town Council believes that it is in the best interest of the Town to extend the Original Agreement with Jaffer Well Drilling as the Town's preferred provider for installation, testing and repair of fire protection water wells for an additional one (1) year term, specifically through May 9, 2017;

**NOW, THEREFORE**, in consideration of the sum hereinafter set forth and for other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, it is agreed as follows:

1. The above recitals are true and correct and incorporated herein.
2. In accordance with Section 2.1 of the Original Agreement, the term is hereby extended for on additional year, specifically through i May 9, 2017.
3. All other Sections shall remain in full force and effect.

FIRST MODIFICATION TO THE AGREEMENT TO CLEANING SERVICE AGREEMENT  
BETWEEN THE TOWN OF SOUTHWEST RANCHES AND A.C. SCHULTES OF FLORIDA,  
INC. D/B/A JAFFER WELL DRILLING FOR  
INSTALLATION, TESTING AND REPAIR OF FIRE PROTECTION WATER WELLS

**WITNESSES:**

\_\_\_\_\_  
  
\_\_\_\_\_

**CONTRACTOR:**

JAFFER WELL DRILLING, INC.

By: \_\_\_\_\_  
Najib B Halwani., President  
  
\_\_\_\_ day of \_\_\_\_\_ 2016

**WITNESSES:**

\_\_\_\_\_  
  
\_\_\_\_\_

**TOWN:**

TOWN OF SOUTHWEST RANCHES

By: \_\_\_\_\_  
Jeff Nelson, Mayor  
  
\_\_\_\_ day of \_\_\_\_\_ 2016

By: \_\_\_\_\_  
Andrew D. Berns, Town Administrator  
  
\_\_\_\_ day of \_\_\_\_\_ 2016

**ATTEST:**

\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
Keith A. Poliakoff, Town Attorney



**Town of Southwest Ranches**  
**13400 Griffin Road**  
**Southwest Ranches, FL 33330-2628**

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**Jeff Nelson, Mayor**  
**Doug McKay, Vice-Mayor**  
**Freddy Fisikelli, Council Member**  
**Steve Breitreuz, Council Member**  
**Gary Jablonski, Council Member**

**Andrew D. Berns, Town Administrator**  
**Keith M. Poliakoff, JD, Town Attorney**  
**Russell Muniz, Assistant Town Administrator/Town Clerk**  
**Martin D. Sherwood, CPA, CGMA, CGFO, Town Financial Administrator**

## **COUNCIL MEMORANDUM**

**TO:** Honorable Mayor Nelson and Town Council  
**VIA:** Andrew D. Berns, Town Administrator  
**FROM:** Russell Muñiz, Assistant Town Administrator/Town Clerk  
**DATE:** 4/21/2016  
**SUBJECT:** Building Permit Admin Fee Reso

---

### **Recommendation**

Consideration of a motion to approve the resolution.

### **Strategic Priorities**

A. Sound Governance

### **Background**

On March 22, 2012, the Town Council passed resolution 2012-031 which promulgated an updated fee schedule for building permit fees, fire fees, and public works fees associated with permitting and inspections. The new fee schedule also established an administrative, training, and technology fee that reflected business process in use at the time which required that Town staff be central in the receipt and issuance of building permits.

The current business process of permit issuance no longer requires the extensive use of staff time and therefore much of the administrative overhead has been reduced. Therefore the Town Council wishes to reduce the residential administrative, technology, and training fee to better reflect, and to fully cost recover for the actual services being rendered by the Town.

The Town will need to provide cost recovery for ongoing technology needs associated with capturing and maintaining building permit records.

**Fiscal Impact/Analysis**

The current administrative fee provides for 15% of permit fees. This resolution proposes to amend the administrative fee to 10% with a maximum fee of \$150. To provide an illustration, for a permit with a \$750,000 job value this amounts to a savings of almost \$1,800 reducing nearly 13% of the total permit cost.

**Staff Contact:**

Russell Muñiz, Assistant Town Administrator/Town Clerk

**ATTACHMENTS:**

Description	Upload Date	Type
Building Permit Admin Fee Reso	4/21/2016	Resolution

**RESOLUTION NO. 2016 –**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AMENDING RESOLUTION NO. 2012-031 BY REDUCING THE TOWN'S ADMINISTRATIVE, TRAINING, AND TECHNOLOGY FEE FOR RESIDENTIAL PROPERTIES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on March 22<sup>nd</sup>, 2012, pursuant to Resolution 2012-031, the Town Council established an administrative, technology, and training fee for the processing of the Town's building permits; and

**WHEREAS**, since that time, the Town's contracted building services provider has taken space within the Town Hall, and as such the Town no longer provides the intake and processing services previously required; and

**WHEREAS**, the Town Council wishes to reduce the residential administrative, technology, and training fee to better reflect, and to fully cost recover for the actual services being rendered by the Town;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Southwest Ranches, Florida:

**Section 1:** The above referenced recitals are true and correct and are incorporated herein by reference.

**Section 2:** The Town Council hereby amends Section 3 of Resolution No. 2012-031 by reducing the Town's administrative, training, and technology fee for residential permits from 15% of the total building permit amount to 10% of the total building permit amount not to exceed \$150.

**Section 3:** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Council of the Town of Southwest

Ranches, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2016, on a motion by

\_\_\_\_\_ and seconded by \_\_\_\_\_.

Nelson \_\_\_\_\_  
McKay \_\_\_\_\_  
Breitkreuz \_\_\_\_\_  
Fisikelli \_\_\_\_\_  
Jablonski \_\_\_\_\_

Ayes \_\_\_\_\_  
Nays \_\_\_\_\_  
Absent \_\_\_\_\_  
Abstaining \_\_\_\_\_

\_\_\_\_\_  
Jeff Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Russell Muñiz, Assistant Town Administrator/Town Clerk

Approved as to Form and Correctness:

\_\_\_\_\_  
Keith M. Poliakoff, Town Attorney

113160363.1

**REGULAR MEETING MINUTES OF THE TOWN COUNCIL**  
**Southwest Ranches, Florida**

Thursday 7:00 PM

February 18, 2016

13400 Griffin Road

---

Present:

Mayor Jeff Nelson

Vice Mayor Doug McKay

Council Member Steve Breitreuz

Council Member Freddy Fisikelli

Council Member Gary Jablonski

Andrew D. Berns, Town Administrator  
Keith Poliakoff, Town Attorney  
Russell Muñiz, Assistant Town Administrator  
Martin D. Sherwood, Town Financial Administrator

Regular Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Mayor Nelson at 7:08 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

Mayor Nelson asked for a moment of silence in honor of Davie Fire Chief Joe Montopoli who passed away on February 1<sup>st</sup>.

**3. Public Comment** – The following members of the public addressed the Town Council: Newell Hollingsworth, Vince Falletta, Mary Gay Chaples, and Bob Hartmann.

**4. Board Reports**

Newell Hollingsworth, Chair of the Comprehensive Plan Advisory Board, advised that the purchase order for the prototype barn architect had been signed and he was hopeful that renderings would be ready soon.

**5. Council Member Comments**

Council Member Fisikelli spoke about recent changes at the Broward MPO. The first change would allow the Town to have a vote at these meetings more often in the event of an absence by another member municipality. He also advised that at the Town's request, the Long Range Transportation Plan (LRTP) was amended to remove SW 188<sup>th</sup> Avenue and the SW 184<sup>th</sup> Avenue project was modified from a four lane to a two lane road. Lastly, he spoke about a proposed plan being considered by the Broward MPO to place a 1 cent sales tax on the November ballot for transportation or infrastructure projects.

Council Member Breitreuz felt that bulk trash continues to be a problem and needs to be addressed. He believed it is rare that bulk is picked up on its assigned day in the western portion of Town. Responding to a comment made during Public Comment he was opposed to having beer sales at the Chili Cook Off. He commended the efforts of Council Member Fisikelli and Town Administrator Berns in working with the Broward MPO to have SW 188<sup>th</sup> Avenue removed and SW 184<sup>th</sup> Avenue modified to a two lane road in the LRTP. He spoke of the latest Drainage Infrastructure Advisory Board and increasing the timeline of the TSDOR project. The board would review his proposal and make a recommendation to the Town Council in the near future. Lastly

he spoke of discussions he has had with the Rural Public Arts Board regarding a road renaming project to rename the numbered roads with names of a rural nature. Vice Mayor McKay asked that we consider the cost to replace the old ones. Also he asked what would happen to those that already have a name. Council Member Breitzkreuz advised that those names would remain. Mayor Nelson questioned how this would affect postal service, but he generally supported the idea. Council Member Jablonski estimated that 40-50% of the Town roads already had names, but he supported the idea.

Council Member Jablonski expressed his condolences to the family of Davie Fire Chief Joe Montopoli on his passing. He announced that the Neighborhood Garage Sale would take place on Saturday February 20<sup>th</sup>. He also announced the Easter Egg Hunt to be held at Rolling Oaks Park on March 20<sup>th</sup>. He spoke of the upcoming Chili Cook Off on March 5<sup>th</sup> at the Equestrian Park and agreed with Council Member Breitzkreuz regarding maintaining the prohibition on beer sales at this event.

Mayor Nelson agreed with Council Member Breitzkreuz and Council Member Jablonski regarding maintaining the prohibition on beer sales at the Chili Cook Off. He announced that long time Southwest Ranches employee Juanita Romance had retired and wished her well. He asked the Town Council if they wished to have the upcoming meeting on February 25<sup>th</sup> as there were no items scheduled. The consensus of the Town Council was to maintain the meeting date.

## **6. Legal Comments**

Town Attorney Poliakoff also wished Juanita Romance well in her retirement.

## **7. Administration Comments**

Town Administrator Berns thanked Juanita Romance for her service to the Town and wished her well in her retirement. He announced that the selection process for the Town Engineer position was coming to a close as there were now three candidates being considered after the first round of interviews. He intended to make a final decision in the near future. He also spoke of his request to the County for updated traffic counts on western Griffin Road before and after the opening of the Charter School being built by Pembroke Pines. The County has agreed to provide this data and will provide updated counts after the school has opened in the fall. Lastly, he provided an update on the issues encountered with bulk trash pickup from Southern Waste Systems (SWS) and Bergeron. He provided a summary of several meetings he has had with staff, SWS and Bergeron and advised the Town Council that he believed the best proposal to remedy the performance issues was to have Sun Bergeron perform the bulk trash pickup exclusively beginning March 1<sup>st</sup>. He was optimistic this would satisfactorily address the bulk trash pickup performance issues experienced by residents.

**8. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING A PURCHASE ORDER TO Q-STAR TECHNOLOGY IN THE AMOUNT OF \$7,080 TO PURCHASE A FLASHCAM-880 SX SYSTEM; AUTHORIZING A FISCAL YEAR 2015-2016 BUDGET AMENDMENT WITHIN THE GENERAL FUND ACCOUNT; AUTHORIZING THE MAYOR, TOWN ADMINISTRATOR, AND TOWN ATTORNEY TO EXECUTE THE PURCHASE ORDER; AND PROVIDING AN EFFECTIVE DATE.**

The following motion was made by Vice Mayor McKay, seconded by Council Member Jablonski and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, Vice Mayor McKay, and Mayor Nelson voting Yes.

**MOTION:** TO APPROVE THE RESOLUTION.

**9. A RESOLUTION OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, AUTHORIZING THE ISSUANCE OF ITS IMPROVEMENT REVENUE BOND, SERIES 2016 IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$7,750,000 TO FINANCE THE ACQUISITION OF CERTAIN VACANT REAL PROPERTY LOCATED WITHIN ITS MUNICIPAL BOUNDARIES; AUTHORIZING THE PRIVATE NEGOTIATED SALE OF THE BOND TO TD BANK, N.A. PURSUANT TO THE TERMS AND CONDITIONS OF A LOAN AGREEMENT WITH THE TOWN OF SOUTHWEST RANCHES, FLORIDA AND TD BANK, N.A.; APPROVING THE EXECUTION AND DELIVERY OF SAID LOAN AGREEMENT; MAKING SUCH DETERMINATIONS AS ARE REQUIRED TO AFFORD THE BOND "BANK QUALIFIED" STATUS; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION WITH THE ISSUANCE OF THE BOND; AND PROVIDING AN EFFECTIVE DATE.**

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor McKay and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, Vice Mayor McKay, and Mayor Nelson voting Yes.

**MOTION:** TO APPROVE THE RESOLUTION.

**10. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING AN AGREEMENT FOR PURCHASE AND SALE OF REAL PROPERTY FROM CORRECTIONS CORPORATION OF AMERICA, A MARYLAND CORPORATION ("CCA"); APPROVING THE USE OF \$350,000.00 OF THE TOWN'S RESERVES AS A DOWN PAYMENT TOWARDS THE PURCHASE PRICE; AND PROVIDING FOR AN EFFECTIVE DATE.**

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor McKay and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, Vice Mayor McKay, and Mayor Nelson voting Yes.

**MOTION:** TO APPROVE THE RESOLUTION.

**11. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, APPROVING AN AMENDMENT TO THE FISCAL YEAR 2015-2016 BUDGET ADOPTED IN ORDINANCE NO. 2015-0007; APPROVING THE USE OF \$2,067,500 OF THE TOWN’S GENERAL FUND FUND BALANCE RESERVES TO (1) RETIRE THE TOWN’S FLORIDA MUNICIPAL LOAN COUNCIL SERIES 2001 REVENUE BOND IN FULL; AND (2) TO PROVIDE FOR DOWN PAYMENT AND CLOSING COSTS FOR A NEW 2016 BOND FINANCING; AND PROVIDING FOR AN EFFECTIVE DATE.**

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor McKay and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, Vice Mayor McKay, and Mayor Nelson voting Yes.

**MOTION:** TO APPROVE THE RESOLUTION.

**12. Approval of Minutes**  
**a. January 14, 2016 Special Meeting**

The following motion was made by Vice Mayor McKay, seconded by Council Member Jablonski and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, Vice Mayor McKay, and Mayor Nelson voting Yes.

**MOTION:** TO APPROVE THE MINUTES.

**13. Appointments**

Town Administrator Berns explained that the Rural Public Arts Board wished to expand from five to seven members.

The following motion was made by Vice Mayor McKay, seconded by Council Member Jablonski and passed by 5-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, Vice Mayor McKay, and Mayor Nelson voting Yes.

**MOTION:** TO EXPAND THE MEMBERSHIP OF THE RURAL PUBLIC ARTS BOARD FROM FIVE TO SEVEN MEMBERS.

**14. Adjournment – Meeting was adjourned at 9:04 p.m.**

*Respectfully submitted:*

\_\_\_\_\_  
*Russell Muñiz, MMC, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on  
this 28<sup>th</sup> day of April, 2016.*

\_\_\_\_\_  
*Jeff Nelson, Mayor*

PURSUANT TO FLORIDA STATUTES 286.0105, THE TOWN HEREBY ADVISES THE PUBLIC THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THIS COUNCIL WITH RESPECT TO ANY MATTER CONSIDERED AT ITS MEETING OR HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND THAT FOR SUCH PURPOSE, THE AFFECTED PERSON MAY NEED TO ENSURE THAT VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED THIS NOTICE DOES NOT CONSTITUTE CONSENT BY THE TOWN FOR THE INTRODUCTION OR ADMISSION OF OTHERWISE INADMISSIBLE OR IRRELEVANT EVIDENCE, NOR DOES IT AUTHORIZE CHALLENGES OR APPEALS NOT OTHERWISE ALLOWED BY LAW.

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**REGULAR MEETING MINUTES OF THE TOWN COUNCIL**  
**Southwest Ranches, Florida**

Thursday 7:00 PM

March 10, 2016

13400 Griffin Road

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Present:

Vice Mayor Doug McKay  
Council Member Steve Breitkreuz  
Council Member Freddy Fisikelli  
Council Member Gary Jablonski

Andrew D. Berns, Town Administrator  
Russell Muñiz, Assistant Town Administrator  
Martin D. Sherwood, Town Financial Administrator  
Keith Poliakoff, Town Attorney

Regular Meeting of the Town Council of Southwest Ranches was held at 13400 Griffin Road in the Southwest Ranches Council Chambers. The meeting, having been properly noticed, was called to order by Vice Mayor McKay at 7:02 PM. Attendance was noted by roll call and was followed by the Pledge of Allegiance.

The following motion was made by Council Member Breitkreuz, seconded by Council Member Fisikelli and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, and Vice Mayor McKay voting Yes.

**MOTION:** TO EXCUSE THE ABSENCE OF MAYOR JEFF NELSON.

**3. Presentation to Juanita Romance**

Vice Mayor McKay announced that due to a scheduling conflict this item would be held at the next regular meeting.

**4. Public Comment** – The following member of the public addressed the Town Council: Newell Hollingsworth.

**5. Board Reports**

Newell Hollingsworth, Chair of the Comprehensive Planning Advisory Board thanked Council Member Fisikelli for his efforts in placing 184<sup>th</sup> Avenue as a two lane road in the Long Range Transportation Plan.

Aster Knight, Chair of the Southwest Ranches Parks Foundation spoke of the Chili Cookoff event on March 5<sup>th</sup> which raised over \$3,000. He read a letter from a resident in Sunshine Ranches which complimented the conditions of Trailside Park.

**6. Council Member Comments**

Council Member Jablonski thanked the Boy Scouts who led the Council in the Pledge of Allegiance. He spoke of Water Matters Day which was to occur on March 12<sup>th</sup> at Tree Tops Park and announced that free trees would be given away. He also announced the Easter Egg Hunt to be held at Rolling Oaks Park on March 20<sup>th</sup>.

Council Member Breitkreuz also spoke fondly about Water Matters Day and the efforts that December puts into this event. He also provided an update on the progress of the guardrail project along Griffin Road west of Bonaventure Boulevard.

Council Member Fisikelli asked if the recently erected traffic sign pole on 188<sup>th</sup> Avenue and Griffin could be made reflective. He also provided an update on the Transportation Surtax currently being evaluated by the MPO and explained how it will be implemented as currently proposed.

Vice Mayor McKay spoke about the need to have Council discussion at a future meeting regarding how C.A.P. Government calculates building permit fees. He advised that they utilize RS Means to estimate construction job values and it is expected to increase significantly in the near future. Council Member Breitkreuz agreed that this warranted further review but reminded everyone that the Town's fees would be higher than neighboring municipalities because the Town's fees are modeled on the concept of full cost recovery. Council Member Jablonski advised that he would like a workshop on this issue. Council Member Fisikelli requested that a comparison of fees among different cities be provided.

## **7. Legal Comments**

Town Attorney Poliakoff indicated that oral arguments in the CCA v. Pines case would take place on March 15th. He advised that the case was open to the public. He also advised that a mediation would take place on April 16<sup>th</sup> in the dispute between Clark and Fardleman regarding the closure of SW 54<sup>th</sup> Place.

## **8. Administration Comments**

Town Administrator Berns advised that with the passing of Davie Fire Chief Montopoli, Assistant Chief Michael Malvaisio is now serving as Acting Chief. As such, Assistant Chief Julie Downey would now be assuming responsibility for Southwest Ranches. Administrator Berns also introduced Sergeant Pablo Casteneda of Davie Police to provide an update on recent Southwest Ranches crime statistics outlined in the FDLE report presented at the last meeting.

## **9. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SOUTHWEST RANCHES, FLORIDA, RECOGNIZING THE PLIGHT OF ROBERT LEVINSON AND DEMANDING HIS SWIFT AND SAFE RETURN TO HIS FAMILY; PROVIDING FOR AN EFFECTIVE DATE.**

The following motion was made by Council Member Breitkreuz, seconded by Vice Mayor McKay and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitkreuz, Fisikelli, Jablonski, and Vice Mayor McKay voting Yes.

**MOTION:** TO APPROVE THE RESOLUTION.

## **10. Discussion – Proposed FY 2016-2017 Budget Calendar**

Town Financial Administrator Sherwood summarized the proposed budget calendar for fiscal year 2016-2017.

The following motion was made by Council Member Breitzkreuz, seconded by Council Member Jablonski and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitzkreuz, Fisikelli, Jablonski, and Vice Mayor McKay voting Yes.

**MOTION:** TO APPROVE THE BUDGET CALENDAR AS PROPOSED.

**11. Approval of Minutes**  
**a. February 25, 2016 Regular Town Council Meeting**

The following motion was made by Council Member Fisikelli, seconded by Council Member Breitzkreuz and passed by 4-0 roll call vote. The vote was as follows: Council Members Breitzkreuz, Fisikelli, Jablonski, and Vice Mayor McKay voting Yes.

**MOTION:** TO APPROVE THE MINUTES.

**12. Adjournment – Meeting was adjourned at 7:46 p.m.**

*Respectfully submitted:*

\_\_\_\_\_  
*Russell Muñiz, MMC, Assistant Town Administrator/Town Clerk*

*Adopted by the Town Council on  
this 28<sup>th</sup> day of April, 2016.*

\_\_\_\_\_  
*Jeff Nelson, Mayor*

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