

Town of Miami Lakes

Special Call Meeting

September 30, 2011



TOWN OF MIAMI LAKES, FLORIDA

Town Council

Mayor Michael Pizzi
Vice Mayor Nick Perdomo
Councilmember Mary Collins
Councilmember Tim Daubert
Councilmember Nelson Hernandez
Councilmember Ceasar Mestre
Councilmember Richard Pulido

AGENDA

SPECIAL CALL COUNCIL MEETING

September 30, 2011

5:50 PM

Royal Oaks Park Community Center

16500 NW 87th Avenue
Miami Lakes, Florida 33018

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE
4. PUBLIC COMMENTS
5. DISCUSSION AND/OR ACTION ITEM:
 - A. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TO AWAR D THE CONTRA CT FOR PR OFessional AUDITING SEVICES TO PROVIDE EXTERNAL INDEP ENDENT AUDITING S ERVICES TO THE T OWN FOR A PERIOD OF THREE (3) Y EARS TO GLSC & COMPANY (GLSC) I N AN AMOUNT NOT TO EXCEED \$12 7,500.00; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECE SSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRA CT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR I NCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. (REY) Page 3
 - B. A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH BROWN & BROWN INSURANCE OF FLORIDA, FOR BROKERAGE SERVICES AND MANAGEMENT OF THE TOWN'S PROPERTY, CASUALTY, AND LIABILITY INSURANCE, IN AN AMOUNT NOT TO EXCEED \$26,982.00 AND, I N ADDITION, AUT HORIZING THE TOWN MANAGER TO PUR CHASE PROPERTY, CASUALTY, AND LIABILITY INSURANCE FOR THE TOWN, FOR A PERIOD OF THREE (3) YEARS, IN AN AMOUNT NOT TO EXCEED \$ 353,018.00; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO E XECUTE THE CONTRACTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE. (Rey) Page 9

C. A RESOLUTION OF THE TO WN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, REQUE STING UNUSUAL USE APPROV AL, PURSUANT TO SECTION 33.13(e) AND ARTICLE 3 OF T HE TOWN'S LAND DEVELOPMENT CODE (LDC) TO ALLOW CONSTRUCTION OF A PROPOSED GOVERNMENT CENTER TO BE LOCATE D IN A BU- 2 ZONING DISTRICT ON AN EXISTING PARCEL OF LAND; PRO VIDING FOR INCORPORATION OF RECI TALS; PROVIDING FINDINGS; PROVIDING FOR APPROVAL; PROVIDING FOR APPEAL; PROVIDING FOR AN EFFECTIVE DATE. (Rey) Page 16

6. FUTURE MEETINGS

October 11, 2011 Regular Council Meeting, 6:30 pm, 16500 NW 87 Avenue
October 13, 2011 Council Workshop, 5:00pm, 15150 NW 79 Court

7. ADJOURNMENT

This meeting is open to the public. A copy of this Agenda and the backup therefore, has been posted on the Town of Miami Lakes Website at www.miamilakes-fl.gov and is available at Town Hall, 15150 NW 79th Court, Miami Lakes, FL. In accordance with the Americans with Disabilities Act of 1990, all persons who are disabled and who need special accommodations to participate in this meeting because of that disability should contact Town Hall at 305-364-6100 two days prior to the meeting.

Anyone wishing to appeal any decision made by the Miami Lakes Town Council with respect to any matter considered at this meeting or hearing will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based.

Any member of the public wishing to speak on a public hearing matter on this Agenda or under public comments for items not on this Agenda, should fill out a speaker card and provide it to the Town Clerk, prior to commencement of the meeting. Any person presenting documents to the Town Council should provide the Town Clerk with a minimum of 12 copies.



Town of Miami Lakes


Office of Town Clerk
15150 NW 79th Court
Miami Lakes, Florida 33016

ITEM 5 A



TOWN OF MIAMILAKES MEMORANDUM

To: Honorable Mayor and Town Council

From: Alex Rey, Town Manager 

Subject: Contract Award for Property, Casualty, and Liability Insurance Program, RFP No. 2011-18

Date: September 30, 2011

Recommendation

It is recommended that the Town Council authorize the Town Manager to execute a contract, in an amount of \$26,982 for a three (3) year period with Brown & Brown Insurance of Florida, Inc. for brokerage services and management of the Town's Property, Casualty, and Liability Insurance Program. In addition, I am recommending that the Town Council authorize an amount not to exceed \$363,018 for a three (3) year period for the purchase of property, casualty, and liability insurance through Brown & Brown Insurance of Florida, Inc.

Background

The Town of Miami Lakes ("Town") issued RFP No. 2011-18 for the Property, Casualty, and Liability Insurance Program on August 2, 2011. As minimum qualification requirements Proposers must be licensed by the State of Florida, Division of Financial Services as an insurance broker, agent, or agency and possess a minimum of ten (10) years of experience in writing property, casualty, and liability insurance for public entities in the State of Florida.

On September 12, 2011 the Town received one (1) Proposal, which was determined to be responsive to the requirements of the RFP.

Prior to issuing the RFP staff researched the market place for companies typically providing property, casualty, and liability insurance services that would meet the needs of the Town. In addition, notices of the RFP were forwarded to six (6) companies who had previously expressed interest or typically provide similar insurance services.

Brown & Brown Insurance of Florida, Inc. has been managing the Town's property, casualty, and liability insurance for the past two (2) years and has provided a level of services that has more than met our expectations.

Memorandum

Contract Award for Property, Casualty, and Liability Insurance Program, RFP No. 2011-18

September 30, 2011

Page 2 of 2

The FY 2011-12 premium, inclusive of broker fees will be \$120,000. The General Fund has \$130,000 budgeted for insurance services which includes an allowance for additional coverage of new equipment and facilities acquired throughout the year. The coverage has increased almost \$2 million or 30% with the related insurance premium remaining somewhat flat, exclusive of workers' compensation insurance which is based on historical information.

RESOLUTION NO. 11-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AUTHORIZING THE TOWN MANAGER TO ENTER INTO A THREE (3) YEAR CONTRACT WITH BROWN & BROWN INSURANCE OF FLORIDA, FOR BROKERAGE SERVICES AND MANAGEMENT OF THE TOWN'S PROPERTY, CASUALTY, AND LIABILITY INSURANCE, IN AN AMOUNT NOT TO EXCEED \$26,982.00 AND, IN ADDITION, AUTHORIZING THE TOWN MANAGER TO PURCHASE PROPERTY, CASUALTY, AND LIABILITY INSURANCE FOR THE TOWN, FOR A PERIOD OF THREE (3) YEARS, IN AN AMOUNT NOT TO EXCEED \$353,018.00; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACTS; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on August 2, 2011, the Town of Miami Lakes (the "Town") issued RFP 2011-18 for Property, Casualty, and Liability Insurance Program and notices of the RFP were forwarded to 6 companies; and

WHEREAS, on September 12, 2011, the Town received only one responsive Proposal to the RFP; and

WHEREAS, the responsive proposer was Brown & Brown of Florida, Inc, a company that has managed the Town's Property, Casualty, and Liability insurance for two years with a level of service that has met the Town's expectations; and

WHEREAS, the FY 2011-12 premium, inclusive of broker fees will be \$120,000.00, and the General Fund has \$130,000.00 budgeted for insurance services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing Recitals are true and correct and incorporated herein by this reference.

Section 2. Approval of the Contract. The Town Council hereby approves and authorizes the Town Manager to enter into a three year contract with Brown & Brown Insurance of Florida for brokerage and management services for their property, casualty and liability insurance, and in addition, to purchase Property, Casualty, and Liability insurance with Brown & Brown Insurance of Florida, as set forth herein.

Section 3. Authorization of Town Manager. The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Contracts.

Section 4. Authorization of Fund Expenditure. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of the Contracts, and in addition, to expend additional budgeted funds as he deems necessary for related additional services, such as increased coverage, modified coverage or other related additional services.

Section 5. Execution of the Contract. The Town Manager is authorized to execute a three (3) year contract with Brown & Brown Insurance of Florida, for brokerage and management services in an amount not to exceed \$26,982.00, and also to purchase Property, Casualty, and Liability Insurance from Brown & Brown Insurance of Florida for a three year period, in an amount not to exceed \$353,018.00; subject to the approval as to form and legality by the Town Attorney.

INTENTIONALLY LEFT BLANK

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2011.

Motion to adopt by _____, second by _____.

FINAL VOTE AT ADOPTION

Mayor Michael Pizzi _____
Vice Mayor Nick Perdomo _____
Councilmember Mary Collins _____
Councilmember Tim Daubert _____
Councilmember Nelson Hernandez _____
Councilmember Ceasar Mestre _____
Councilmember Richard Pulido _____

Michael Pizzi
MAYOR

Attest:

Approve as to Form and Legal Sufficiency

Marjorie Tejeda
TOWN CLERK

Joseph S. Geller
INTERIM TOWN ATTORNEY



Town of Miami Lakes


Office of Town Clerk
15150 NW 79th Court
Miami Lakes, Florida 33016

ITEM 5 B



TOWN OF MIAMI LAKES MEMORANDUM

To: Honorable Mayor and Town Council

From: Alex Rey, Town Manager 

Subject: Contract Award for External Independent Audit Services, RFP No. 2011-15

Date: September 30, 2011

Attached herewith is the recommendation from the Selection Committee regarding the selection of an external audit services firm.

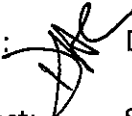
Background

On September 13, 2011, the Town Council appointed a four member Committee. The Committee met on September 15, 2011 to review, score, and rank the Responses. The attached Selection Committee Recommendation details the process used by the Committee to determine the overall ranking of the Proposers (Attachment "A").

Town of Miami Lakes

Memorandum

To: Honorable Mayor and Town Council

From:  Diane A. Camacho, Chair, Selection Committee

Subject: Selection Committee Recommendation External Independent Audit Services, RFP 2011-15

Date: September 15, 2011

The Town of Miami Lakes ("Town") issued a request for Proposals ("RFP") No. 2011-015 on July 21, 2011, for professional auditing services to provide external independent auditing services for a period of three (3) years. As minimum qualification requirements, Proposers must be a certified public accounting firm licensed to practice in the State of Florida, having completed two external governmental audits for two different public entities in the past three years. Each of these audits must have been similar in size, scope and complexity. The Proposers must also have completed an external quality control review (peer review), without a failing score, within the past three (3) years, in accordance with Generally Accepted Government Accounting Standards (GAGAS).

On August 18, 2011 the Town received a total of five (5) Proposals, all of which were determined to be responsive to the requirements of the RFP.

The RFP consists of a technical proposal portion and a fee proposal portion. The fee proposal, was submitted separately from the technical portion, and was evaluated after the review and evaluation of the technical responses. The technical portion of the Proposals was evaluated on the following three (3) main criteria:

- Proposer's Experience, Qualification, & Past Performance (maximum 40 points)
- Relevant Experience, & Qualifications of Key Personnel (maximum 35 points)
- Approach to providing Services (maximum 15 points)

The Price proposal portion had a maximum of 10 points with the lowest Price Proposal receiving the maximum points, and all other Proposal receiving points based on a percentage in relation to the lowest Price Proposal.

As stipulated in Resolution 11-923, which established an Independent Financial Auditor Selection Committee ("Committee") consisting of the following members, whom evaluated the Responses to the RFP and establish the ranking of the firms.

1. Diane Camacho, Finance Director, Town of Miami Lakes
2. Amber Riviere, Director of Budget & Administration, Town of Miami Lakes
3. Rachel Baum, former finance director for Miami-Dade County
4. Joyce Norris, Accounting Supervisor, Town of Miami Lakes

The Committee met on September 15, 2011. One of the Committee members, Joyce Norris, was not available to participate in the Committee's evaluations. All of the Responses were thoroughly reviewed by the Committee and discussions were held concerning the merits of each of the Proposers. Based on their evaluation the Committee ranked the firms as follows:

1. GLSC & Company, PLLC
2. Alberni Caballero & Company, L.L.P.
3. Keefe, McCullough & Company, LLP
4. Harvey, Covington, & Thomas, LLC
5. Moore Stephens Lovelace, P.A.

GLSC & Company ("GLSC") has extensive past experience in performing independent government audits for clients including many who are similar in size to the Town. GLSC has previously served as the Town's external audit firm and possess extensive knowledge of the Town's financials. During the times they have served at the Town's external auditor they significantly exceeded the scope of their contract in an effort to assist the Town. Of the five firms who submitted Proposals the Committee agreed that their staffing proposal provided the best combination of qualification, hours and experience to provide to the Town. One critical factor in external audits is communication and GLSC had repeatedly demonstrated they are readily available to assist the Town.

Alberni Caballero & Company ("Alberni") also possesses significant experience in performing government audits for clients including many who are similar in size to the Town. One of the most significant concerns of the Committee is that their Proposal allocated substantial partner hours and was low on hours for the staff that would be performing the majority of the work.

Keefe, McCullough & Company ("KMC") also has extensive experience in governmental audits. The Committee felt it was difficult to determine on some of their audit engagements if they were the prime or a Subconsultants.

Harvey, Covington & Thomas Proposal included one-half of the staff hours identified by the other Proposers. The Committee was concerned that they would not be readily available as they stated in their Proposals that they would be available for conference calls with eight (8) hours prior notice.

Moore Stephens Lovelace, P.A. identified a local Miami Lakes office in submitting their Proposal. Since this office is not the company's headquarters and the key personnel, their primary audit point of contact and the Audit Principal for the Proposal, as identified in the Proposal report to the Winter Park office, they were determined to be ineligible for local preference points. The location of key personnel combined with the fact that the majority of their government clients are also located in central Florida raised the concern that the personnel from the firm would not be readily available if needed by the Town.

The Committee recommends that the Town enter into an agreement with the highest ranked Proposer GLSC in an amount not to exceed \$127,500 for a three year period. The audit fees for fiscal year 2012 total \$36,500 which is consistent with the fees billed for fiscal year 2011 and \$3,500 less than the \$40,000 included in the Town's 2012 budget. Should the Town not be able to finalize an agreement with the highest ranked Proposer then we would recommend entering into a contract with next highest ranked firm until an agreement is successfully negotiated.

c: Alex Rey
Amber Riviere
Gary Fabrikant

RESOLUTION NO. 11-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, TO AWARD THE CONTRACT FOR PROFESSIONAL AUDITING SERVICES TO PROVIDE EXTERNAL INDEPENDENT AUDITING SERVICES TO THE TOWN FOR A PERIOD OF THREE (3) YEARS TO GLSC & COMPANY (GLSC) IN AN AMOUNT NOT TO EXCEED \$127,500.00; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, on July 21, 2011, the Town of Miami Lakes (the “Town”) issued RFP 2011-15 for professional auditing services; and

WHEREAS, to be responsive, proposers must be certified public accounting firms licensed to practice in the State of Florida, and must have completed two external governmental audits for two different public entities in the past three (3) years; and

WHEREAS, on August 18, 2011, the Town received a total of 5 responsive proposals; and

WHEREAS, pursuant to Resolution 11-923, the Independent Auditor Selection Committee evaluated the responses to the RFP, and ranked the proposers as follows, in order highest to lowest – 1) GLSC & Company, PLLC, 2) Alberni Caballero & Company, LLP., 3) Keefe, McCullough & Company, LLP, 4)Harvey, Covington, & Thomas, LLC, and 5) Moore Stephens Lovelace, PA; and

WHEREAS, the Independent Audit Selection Committee recommends that the Town enter into an agreement with the highest ranked Proposer, GLSC & Company (GLSC), in an amount not to exceed \$127,500.00 for a three (3) year period.

WHEREAS, should the Town not be able to finalize an agreement with the highest ranked Proposer, then the Independent Audit Selection Committee recommends entering into a contract with the next highest ranked Proposer, until an agreement is successfully negotiated.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing Recitals are true and correct and incorporated herein by this reference.

Section 2. Approval of the Contract. The Town Council hereby approves the award of the contract for External Independent Audit Services, RFP 2011-15, to GLSC & Company (GLSC), the highest ranked proposer. If the Town is not able to finalize an agreement with GLSC, then it shall negotiate with the next highest ranked proposer until an agreement is reached.

Section 3. Authorization of Town Manager. The Town Manager and/or his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Contract.

Section 4. Execution of the Contract. The Town Manager is authorized to execute a contract with GLSC & Company, PLLC (GLSC), (or, if unsuccessful, with the next highest ranked proposer) to provide external auditing services for a period of three (3) years, in an amount not to exceed \$127,500.00; subject to the approval as to form and legality by the Town Attorney.

Section 5. Authorization of Fund Expenditure. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of the Contracts.

Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2011.

Motion to adopt by _____, second by _____.

FINAL VOTE AT ADOPTION

Mayor Michael Pizzi _____
Vice Mayor Nick Perdomo _____
Councilmember Mary Collins _____
Councilmember Tim Daubert _____
Councilmember Nelson Hernandez _____
Councilmember Ceasar Mestre _____
Councilmember Richard Pulido _____

Michael Pizzi
MAYOR

Attest:

Approve as to Form and Legal Sufficiency

Marjorie Tejada
TOWN CLERK

Joseph S. Geller
INTERIM TOWN ATTORNEY



Town of Miami Lakes


Office of Town Clerk
15150 NW 79th Court
Miami Lakes, Florida 33016

ITEM 5 C



TOWN OF MIAMI LAKES MEMORANDUM

To: **Honorable Mayor and Town Council**

From: **Alex Rey, Town Manager** 

Subject: **Hearing Number: PZHA-11-10**
Applicant: Town of Miami Lakes
Folio: 32-2013-001-0432
Location: 6601 Main Street
Miami Lakes, FL 33014

Date: **September 30, 2011**

REQUEST(S)

The Town of Miami Lakes (the “Applicant”), pursuant to Section 33.13 of the Town of Miami Lakes Land Development Code (“Town LDC”), is requesting approval of the following unusual use request. Section 33.13 requires a public hearing as an unusual use for zoning applications by municipal entities. Therefore, an application has been submitted in accordance with the procedures contained in Article 3 of the Town’s Code.

The following analysis is provided to illustrate that the proposed Government Center may be adequately accommodated without generating adverse impacts on properties and land uses within the immediate vicinity:

1. A request for an unusual use pursuant to Section 3.3 of the Town’s LDC in accordance with Section 33-13 of the Town’s LDC to allow for the establishment of a government in a BU-2 Zoning District on a parcel of vacant land.

SUMMARY OF PROPOSAL AND RECOMMENDATION

The Applicant is proposing to construct an approximately 26,668 square foot (including 780 sq. ft. for a future sally port), 2-story Government Center, on a 1.6 acre vacant parcel of land. The Town’s LDC requires consideration of an unusual use application for all zoning applications by municipal entities.

Staff Recommendation: Approval subject to conditions.

BACKGROUND

Zoning of Property: BU-2 – Special Business District

Future Land Use Designation: Town Center Mixed Use

Subject Property:

The subject property is a vacant parcel of land in the existing Town Center mixed-use development, originally master planned by the Graham Companies, located on the north side of Main Street, east of NW 67th Avenue. The proposed Government Center will house the municipal and public safety operations for the Town of Miami Lakes.

Surrounding Property:

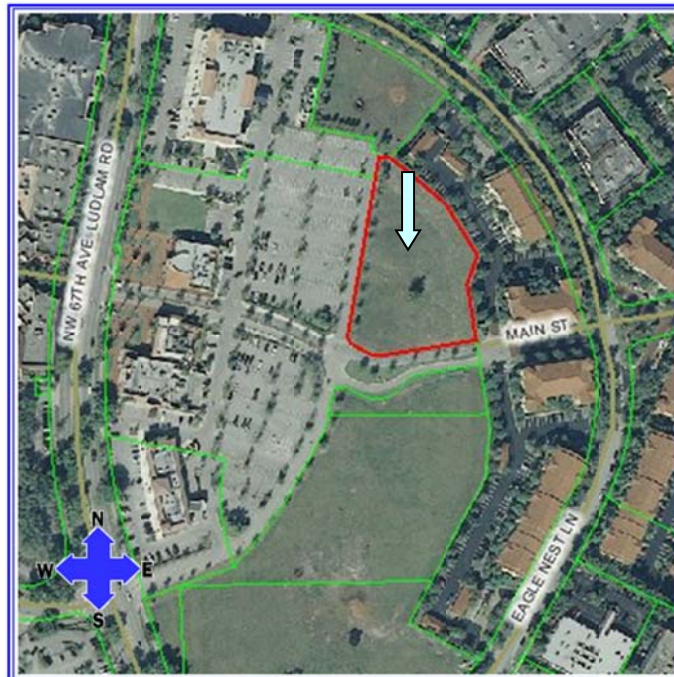
<u>Land Use</u>	<u>Zoning</u>
North: Town Center Mixed Use	BU-2
East: Town Center Mixed Use	BU-2
South: Town Center Mixed Use	BU-2
West: Town Center Mixed Use	BU-2

Open Building Permit(s) / Open Code Compliance Violation(s) / Zoning History:

There are no open Building Permits for the subject property.

There is no open Code Compliance Warning of Violations for the subject property.

Subject Property Location Map:



Zoning History Summary: The following zoning history is provided for the entire property.

5-ZAB-109-97 Non-Use Variance petition to allow for buildings to have reduced setbacks from front and side street property lines (public right of way).

UNUSUAL USE CRITERIA

Unusual Use Evaluation Criteria:

Section 33-33 of the Town's LDC provides that whenever a public hearing is required for a particular use, an appropriate application shall be made to determine if the proposed use would not be detrimental to, incompatible, or in conflict with the general plan or development of the area. The following sections provide this analysis.

1. Land Use Compatibility.

The proposed Government Center will be located on an existing vacant parcel of land, previously slated for commercial/office development, within the Town Center, as originally master planned by the Graham Companies. The Town Center is an area characterized by mixed-use (residential, retail and office) and is developed around the principles of neo-traditional planning, or "new urbanism", characterized by a mix of uses oriented and designed to be pedestrian friendly to facilitate interaction amongst compatible uses.

**Memorandum
PZHA-11-10
September 30, 2011**

The existing Town Center area has been developed with a variety of office, retail, and restaurant uses on the north, west and south of the property. The property to the east has been developed with multifamily residential uses, however, these residential uses were designed as part of the overall master plan and, in fact, have been developed on existing commercially zoned property via the granting of a Special Exception, by Miami-Dade County, prior to the Town's incorporation. The parking area for the residential use is located against the future shared property boundary between the residential uses and the subject property. There are approximately thirteen (13) mature trees along the common boundary consisting of Mahogany and Live Oak.

The site plan for the proposed Government Center has been designed to locate the building on the southwest corner of the property (farthest away from the residential uses and closest to the existing commercial development on the remainder of the Town Center) in order to integrate seamlessly into the existing Town Center development. The parking fields for the proposed Government Center will be located on the northeast portion of the subject property consistent with the location of the parking areas for the abutting residential uses. Additional landscaping is proposed to be installed in this area which will complement the existing mature tree canopy and hedges to buffer the residential areas to the north and east. Furthermore, the hours of operation of the Government Center (primarily, during weekday hours) will be more compatible with the existing residential and commercial uses in the area than would development of the subject property for additional retail and/or office, as originally anticipated. The lighting has been designed to minimize overspill onto adjacent properties and the overall site design orients the activity to the south and west, away from residential areas and more toward existing and future commercial uses. In this regard, the Government Center will provide a transition development from the more intense land uses located along NE 67th Avenue to the west.

For the reasons stated above, the location of the Government Center on the subject property is not anticipated to create adverse or incompatible impacts to existing or future surrounding uses.

2. Sufficient Site Size, Site Specifications, and Infrastructure to Accommodate the Proposed Use.

As referenced previously, the proposed Government Center will be located on an existing vacant parcel of land within the existing master planned Town Center area. This area was originally designed to function as the "Town Center" and has been designed to readily accommodate development similar to the proposed Government Center. All utilities are located on or at the property, or in close proximity to the site, with sufficient capacity to accommodate the development. In fact, the parcel is located within an area which was master planned and permitted for drainage and the original developers, the Graham Companies, took all steps necessary to make the parcel development ready. The site plan has been designed to comply with the Town's land development regulations including, land use intensity, open space and parking and the site will continue the pedestrian connectivity of the Town Center. Therefore, the subject property is of sufficient size with sufficient infrastructure to serve the Government Center, as proposed.

3. Compliance with the Comprehensive Plan and Land Development Code.

The proposed Government Center has been designed to comply with the Town's LDC and is consistent with the Town's "Town Center Mixed Use" Land Use Category.

4. Proper Use of Mitigative Techniques.

The BU-2 Zoning District allows for the many different retail, office and restaurant uses in close proximity to the subject property and the site has been designed to be sensitive to the location of the residential areas to the east which were designed to be a part of the overall mixed-use area. The proposed Government Center is well situated in terms of pedestrian and vehicular access, and complimentary in terms of architectural style and use within the overall area. The Site Plan has been provided with continuous sidewalks and a pedestrian plaza along the south and west property lines and the parking area, and less intense uses, have been located proximate to the residential areas (abutting the parking areas for the residential areas) with landscape buffering to ensure compatibility. Therefore, staff believes that proper mitigative techniques and site design have been incorporated into the site and does not believe that there will be any adverse impacts on adjacent land uses, nor will there be a need for additional mitigative techniques.

5. Hazardous Waste.

The proposed Government Center is not anticipated to use any hazardous materials and/or produce any hazardous wastes.

ANALYSIS

Staff has reviewed the subject application and has determined that the proposed Government Center has demonstrated compliance with the criteria used to evaluate requests for unusual uses as per the Town's LDC. The proposed Government Center is to be located within the existing mixed-use area and the architecture of the building will be compatible with existing uses and, in fact, will create a significant focal point for the Town of Miami Lakes. The location of the proposed Government Center in the existing Town Center area is not only consistent with the principles of new urbanism, on which the master plan for the Town was developed, but will be an enhancement of the original design and the Government Center will provide a better transition between the more intense commercial uses along NW 67th Avenue, to the west, and the residential areas to the East. The proposed use will provide an additional service to the community.

**Memorandum
PZHA-11-10
September 30, 2011**

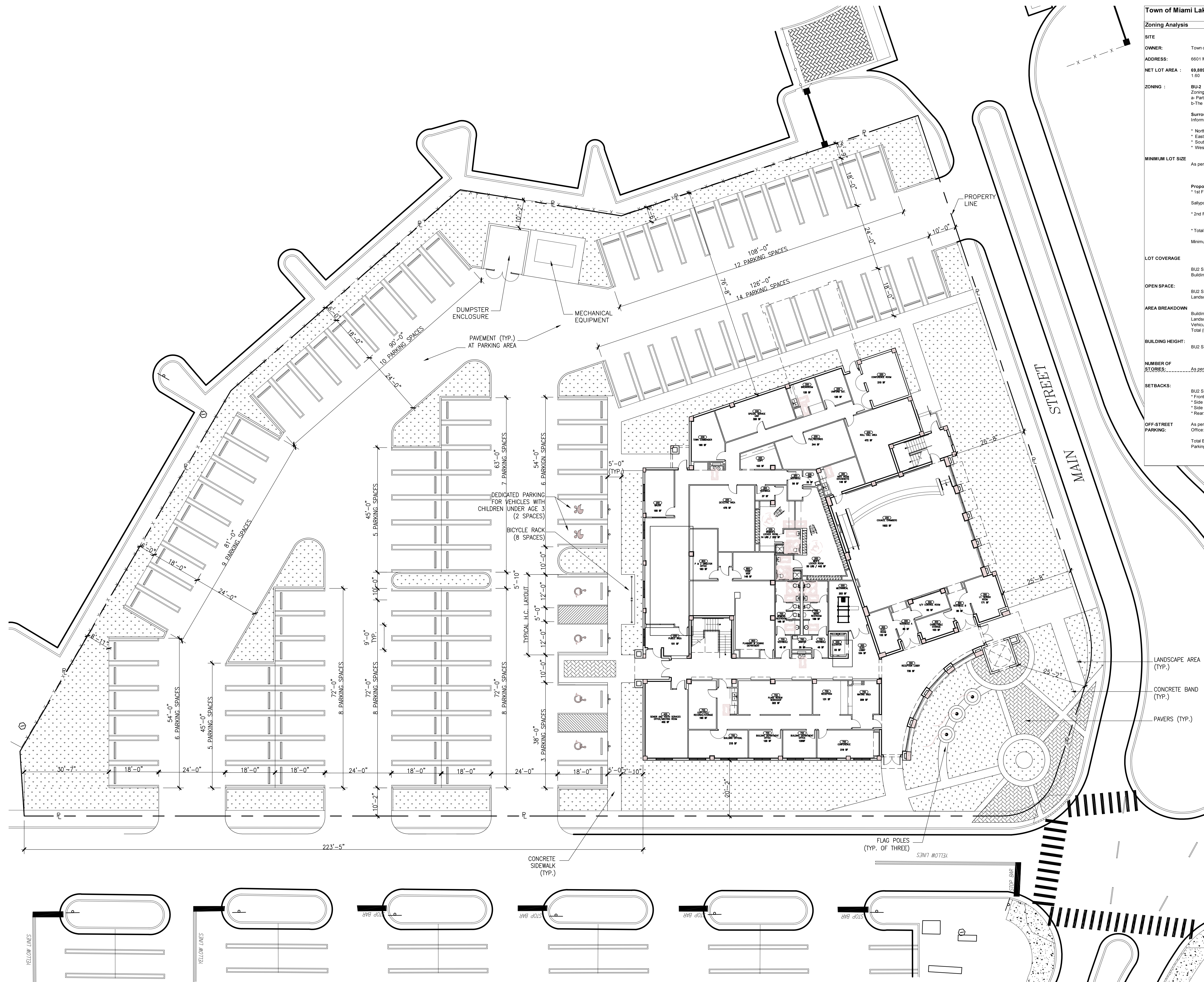
Therefore, staff supports approval of the subject unusual use request subject to conditions. Said unusual use is proposed in harmony with adjacent land uses, and would not adversely impact land use activities in the immediate vicinity. Based upon the foregoing analyses staff finds the proposed use would not be detrimental to, incompatible, or in conflict with the general plan or development of the area; accordingly, staff recommends approval of the subject application.

RECOMMENDATION AND CONDITION(S)

Recommendation: Approval Subject to Conditions

Condition(s):

1. The applicant shall submit, and receive approval of, a Site Plan to be processed pursuant to the Town's Code of Ordinances.
2. The Applicant shall obtain a Certificate of Use and Occupancy.
3. The Applicant shall obtain a building permit, for all request(s) approved herein, within one (1) year of the date of this approval. If a building permit is not obtained or an extension granted within the prescribed time limit then, this approval shall become null and void.



Town of Miami Lakes Government Center

Zoning Analysis Req./Allowed Proposed

SITE

OWNER: Town of Miami Lakes
 ADDRESS: 6601 Main Street, Miami Lakes, Florida 33016
 NET LOT AREA : 69,889 sf
 1.60 acres

ZONING : BU2
 Zoning Analysis requirements obtained from:
 a-Part III - Code of Ordinances - Chapter 33 - Zoning
 b-The Miami Lakes Town Center Deed Restrictions, Exhibit "C"

Surrounding Districts:
 Information obtained from Town of Miami Lakes - Existing Land Use Map

- * North: Vacant Developable Land
- * East: Low Density Multi-Family
- * South: Vacant Developable Land
- * West: Shopping Centers, Commercial, Stadiums, Tracks.

MINIMUM LOT SIZE
 As per Sec. Miami Lakes Town Center Deed Restrictions, Exhibit "C", Section 12
 53,162 sf 69,889 sf

Proposed Project FAR Associated Building Area:

- * 1st Floor: 15,008 sf
- Sallyport: 780 sf
- * 2nd Floor: 10,880 sf
- * Total: 26,668 sf area

Minimum Lot Dimension = two (2) square feet of land area for each one (1) square foot of bldg area
 26,668 sf x 2 = 53,336 sf

LOT COVERAGE
 BU2 Special Business District - Sec. 33-253.3
 Building Footprint = 15,008 sq. ft. = 21.5% 40.00% 21.50%

OPEN SPACE: BU2 Special Business District - Sec. 33-253.4
 Landscape area = 15,678 sq. ft. = 23% 17.50% 23.00%

AREA BREAKDOWN

Building Footprint	15,009 Sq. Ft.
Landscape Area	15,678 Sq. Ft.
Vehicular Circulation and Parking	39,202 Sq. Ft.
Total (Lot Area)	69,889 Sq. Ft.

BUILDING HEIGHT: BU2 Special Business District - Sec. 33-253.2

Building	Unlimited	25'-0" ft
Tower	Unlimited	47'-0" ft

NUMBER OF STORES: As per Sec. Miami Lakes Town Center Deed Restrictions, Exhibit "C", section 1
 4 stories 2 stories

SETBACKS: BU2 Special Business District - Sec. 33-47

* Front:	20.00 ft.	25.16 ft.
* Side Interior:	5.00 ft.	47.92 ft.
* Side Exterior:	5.00 ft.	29.16 ft.
* Rear:	5.00 ft.	223.92 ft.

OFF-STREET PARKING: As per Sec. Miami Lakes Town Center Deed Restrictions, Exhibit "C", Section 16 (a)
 Office: One (1) parking space for each two hundred fifty (250) sq. ft. of roofed bldg. area
 Total Building Area = 25,891 sq. ft.
 Parking Required = 25,891 sq. ft. / 250 sq. ft. = 103 Parking Spaces Total 103 ps 103 ps

NOTE:
 NO ROOF MOUNTED EQUIPMENT TO BE PROVIDED.
 MECHANICAL EQUIPMENT WILL BE LOCATED ON SITE AT GRADE LEVEL, REFER TO SITE PLAN FOR EXACT LOCATION.

WOLFBERG ALVAREZ ARCHITECTURE

ENGINEERING

1500 SAN REMO AVENUE, SUITE 300
 CORAL GABLES, FLORIDA 33146
 T. 305.666.5474 F. 305.666.4994
 A.A. 002416 E.B. 002354

MARCEL R. MORLOTTE, A.I.A.
 P.L. ARCHITECT
 FL. ARCH. REG. NO. 9564

KVC CONSTRUCTORS

DESIGN-BUILDER
 9499 NE 2nd AVE, SUITE 209
 MIAMI SHORES, FL. 33138
 T. 305.757.7707, F. 305.757.7701

TOWN OF MIAMI LAKES GOVERNMENT CENTER
 6601 MAIN STREET, MIAMI LAKES, FL. 33016

WA PROJECT NO.: 21105.00
 ISSUE DATE: 09/01/2011

NO.	REVISION DATE

DRAWING TITLE
 SITE PLAN

SHEET NUMBER
 A2.00

Page 23

1 SITE PLAN
 A2.00 SCALE: 1/16" = 1'-0"

RESOLUTION NO. 11-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, REQUESTING UNUSUAL USE APPROVAL, PURSUANT TO SECTION 33.13(e) AND ARTICLE 3 OF THE TOWN'S LAND DEVELOPMENT CODE (LDC) TO ALLOW CONSTRUCTION OF A PROPOSED GOVERNMENT CENTER TO BE LOCATED IN A BU-2 ZONING DISTRICT ON AN EXISTING PARCEL OF LAND; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FINDINGS; PROVIDING FOR APPROVAL; PROVIDING FOR APPEAL; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town Council has noticed a Public Hearing on September 30, 2011 at 5:50 pm, at the Royal Oaks Park Community Center, 16500 NW 87 Avenue, Miami Lakes for consideration of an application by the Town of Miami Lakes for approval to allow construction of a proposed government center; and

WHEREAS, in accordance with the Town of Miami Lakes ("Town") Land Development Code, the Town has requested unusual use approval, pursuant to Section 33.13(e), and Article 3, to allow construction of a proposed government center; and

WHEREAS, construction for the proposed government center will be located on an existing vacant parcel of land in a BU-2 zoning district, Folio 32-2013-001-0432, located at 6601 Main Street, Miami Lakes, FL 33014; and.

WHEREAS, accommodation for public inspection of all applications, staff analysis and related materials are available at Town Hall, 15150 NW 79th Court, Miami Lakes, and interested person are invited to attend the public hearing or provide written comments on the agenda to the Town Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above Recitals are true and correct and incorporated herein by this reference.

Section 2. Findings. In accordance with Section 33-13(e) of the LDC, the Town Council finds that the Town (Applicant) meets the criteria in Section 33-33 which are as follows:

- (a) The proposed use will not be detrimental to the general plan or development of the area; and
- (b) The proposed use will not be incompatible with the general plan or development in the area; and
- (c) The proposed use will not be in conflict with the general plan or development in the area.

Section 3. Approval /Denial. The Town Council approves the construction of a proposed government center in a BU-2 Zoning District subject to the following conditions:

- (a) The applicant shall submit, and receive approval of, a Site Plan to be processed pursuant to the Town's Code of Ordinances.
- (b) The Applicant shall obtain a Certificate of Use and Occupancy.
- (c) The Applicant shall obtain a building permit, for all request(s) approved herein, within one (1) year of the date of this approval. If a building permit is not obtained or an extension granted within the prescribed time limit then, this approval shall become null and void.

Section 4. Appeal. In accordance with Division 3.10 of the Town code, the Applicant of any aggrieved property owner in the area, may appeal the decision by filing of a notice of appeal in accordance with the Florida Rules of Appellate Procedure

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this ____ day of _____, 2011.

Motion to adopt by _____, second by _____.

FINAL VOTE AT ADOPTION

Mayor Michael Pizzi	_____
Vice Mayor Nick Perdomo	_____
Councilmember Mary Collins	_____
Councilmember Tim Daubert	_____
Councilmember Nelson Hernandez	_____
Councilmember Ceasar Mestre	_____
Councilmember Richard Pulido	_____

Michael Pizzi
MAYOR

Attest:

Approve as to Form and Legal Sufficiency

Majorie Tejeda
TOWN CLERK

Joseph S. Geller
INTERIM TOWN ATTORNEY