

City of Coral Gables Planning Department Staff Report

TO: Honorable Local Planning Agency (LPA) / Planning and Zoning Board Members

From: Planning Department

Date: June 3, 2009

Subject: **Application No. 02-07-456-P. Change of Land Use, Rezoning and Site Plan**

Review. St. Thomas Church/School proposes construction of a new athletic field on property immediately east of existing campus and modifications to the existing parking lots, more specifically as follows:

Local Planning Agency (LPA) review:

1. An Ordinance of the City Commission of Coral Gables approving a change of land use from "Residential Use (Single Family) Low Density" to "Religious/Institutional Use" for a 1.0 acre parcel proposed for use as an athletic field for the St. Thomas Church/School, located on portions of Lot 2, Avocado Land Company's Subdivision (5450 North Kendall Drive), Coral Gables, Florida (legal description on file); providing for a repealer provision, a savings clause, and a severability clause, and providing for an effective date.

Planning and Zoning Board review for the following:

1. An Ordinance of the City Commission of Coral Gables approving a change of zoning from Single Family Residential (SFR) to Special Use District (S) for a 1.0 acre parcel proposed for use as an athletic field for the St. Thomas Church/School, located on portions of Lot 2, Avocado Land Company's Subdivision (5450 North Kendall Drive), Coral Gables, Florida (legal description on file); providing for a repealer provision, a savings clause, and a severability clause, and providing for an effective date.
2. An Ordinance of the City Commission of Coral Gables granting site plan approval for the new St. Thomas Church/School athletic field and modifications to the existing parking lots, located on portions of Lot 2, Avocado Land Company's Subdivision (5450, 5690 and 5692 North Kendall Drive), Coral Gables, Florida (legal description on file); providing for a repealer provision, a savings clause, and a severability clause, and providing for an effective date.

Recommendation

The Planning Department based upon the findings of fact contained herein recommends approval of the three (3) applications:

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1. An Ordinance of the City Commission of Coral Gables approving a change of land use from "Residential Use (Single Family) Low Density" to "Religious/Institutional Use" for a 1.0 acre parcel proposed for use as an athletic field for the St. Thomas Church/School, located on portions of Lot 2, Avocado Land Company's Subdivision (5450 North Kendall Drive), Coral Gables, Florida (legal description on file); providing for a repealer provision, a savings clause, and a severability clause, and providing for an effective date; and,
2. An Ordinance of the City Commission of Coral Gables approving a change of zoning from Single Family Residential (SFR) to Special Use District (S) for a 1.0 acre parcel proposed for use as an athletic field for the St. Thomas Church/School, located on portions of Lot 2, Avocado Land Company's Subdivision (5450 North Kendall Drive), Coral Gables, Florida (legal description on file); providing for a repealer provision, a savings clause, and a severability clause, and providing for an effective date; and,
3. An Ordinance of the City Commission of Coral Gables granting site plan approval for the new St. Thomas Church/School athletic field and modifications to the existing parking lots, located on portions of Lot 2, Avocado Land Company's Subdivision (5450, 5690 and 5692 North Kendall Drive), Coral Gables, Florida (legal description on file); providing for a repealer provision, a savings clause, and a severability clause, and providing for an effective date.

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Staff Recommended Conditions of Approval

In furtherance of the Comprehensive Land Use Plan (CLUP) Goals, Objectives and Policies, the Zoning Code and other applicable City provisions, the recommendation for approval is subject to all of the following conditions of approval:

1. Application/supporting documentation. Construction of the project shall be in conformance with the following as amended pursuant to changes noted herein:
 - a. Site plan prepared by Witkin Hults Design Group, dated 03.03.08.
 - b. Landscape plan prepared by Witkins Hults Design Group, dated 03.19.08.
 - c. Traffic circulation study prepared by David Plummer & Associates, dated 01.25.07.
 - d. Improvements and/or conditions contained herein, unless otherwise specified herein, shall be completed prior to receipt of final Certificate of Occupancy (CO).
 - e. All representations and exhibits as prepared and provided to the Planning Department as a part of the application submittal package dated 06.03.09.
 - f. All representations proffered by the applicant's representatives provided during public hearing review.
 - g. Changes to the plans required by the City Commission as part of the review of this application at public hearings.
2. General.
 - a. Restrictive covenant. Within 30 days of City Commission approval, the property owner, its successors or assigns shall submit to the City Attorney for review and approval of a Restrictive Covenant outlining all conditions of approval required by the City Commission. Failure to submit the draft Restrictive Covenant within the specified time frame shall render all approvals void.
 - b. Unity of title. If not already completed, the property owner shall apply for a Unity of Title tying all parcels (5450, 5690 and 5692 North Kendall Drive) together within 90 days of approval.
 - c. Maximum school capacity. Maximum student capacity shall remain 425 students (pre-kindergarten through fifth grade).
 - d. New construction. Any construction of new buildings, additions to existing buildings or changes to the approved landscape and site plans unless specified and referenced herein shall require Planning and Zoning Board and City Commission review and approval.
3. Prior to the issuance of a certificate of completion or the use of any portion of 5450 North Kendall Drive, all of the following conditions shall be adhered to and/or implemented:
 - a. Use and operation restrictions.
 1. Athletic field - 5450 North Kendall Drive.
 - a. Users of athletic field. The athletic field shall only be used by students and faculty of the facility (including opposing teams, squads, players, etc). The use of the field by any outside groups or organizations not associated with the facility is prohibited.
 - b. Play equipment. Permanent soccer nets or other permanent field apparatus related to the use of the field shall be permitted. Portable/temporary equipment associated with open field recreation shall be permitted. Bleachers or other elevated seating shall be prohibited on athletic field.
 - c. Hours of use. There shall be no activities, events or any other use of the athletic field between the hours of 6:30 p.m. and 7:30 a.m.

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- d. Vehicle access. Vehicular curb cuts, access or other means of vehicular access from North Kendall Drive and Banyan Drive shall be prohibited.
- e. Vehicle parking. Temporary and/or permanent parking shall not be permitted at any time on any portion of this property.
- f. Lighting. Lighting, lighting fixtures/standards or light poles, etc. shall be prohibited on this property. Required low level safety and/or emergency lighting shall be exempt from these provisions.
- g. Landscape easement. A perpetual ten (10) foot wide landscape easement shall be provided on the entire eastern length of the property from North Kendall Drive to Banyan Drive for the purpose of installing the wall and landscaping identified herein. No physical improvements other than the wall and landscaping shall be permitted with this easement. The expressed purpose of the easement is to provide a buffer.

2. Athletic field - 5690 and 5692 North Kendall Drive.
 - a. Users of athletic field. The athletic field shall only be used by students and faculty of the facility (including opposing teams, squads, players, etc). The use of the field by any outside groups or organizations not associated with the facility is prohibited.
 - b. Play equipment. Permanent soccer nets or other permanent field apparatus related to the use of the field shall be permitted. Portable/temporary equipment associated with open field recreation shall be permitted. Bleachers or other elevated seating shall be prohibited on athletic field.
 - c. Hours of use. There shall be no activities, events or any other use of the athletic field between the hours of 6:30 p.m. and 7:30 a.m.
 - d. Vehicle access. Vehicular curb cuts, access or other means of vehicular access from Banyan Drive shall be prohibited
 - e. Vehicle parking. Temporary and permanent parking shall be permitted on this property.
 - f. Lighting. Lighting, lighting fixtures/standards or light poles, etc. shall be prohibited. Required low level safety and/or emergency lighting shall be exempt from these provisions.
3. Facility (school and church) operations – 5450, 5690 and 5692 North Kendall Drive.
 - a. Special events permits. All facility (church and school) events where 123 or more vehicles are anticipated shall secure a special events permit from the City' Special Events Committee. A tentative schedule of facility events shall be submitted to the City a minimum of one month prior to each school year to determine which events are necessary to submit future applications to the Special Events Committee for review and approval. Those events requiring Committee review must be forwarded a minimum of 48 hours in advance of the event.
 - b. On-street parking. No vehicle parking, storage or standing (temporary or permanent) shall be permitted along any portion of North Kendall Drive or Banyan Drive rights-of-way. Where not currently posted, the appropriate City signage shall be installed as required and determined by the Public Works and Parking Director. The applicant shall be responsible for all costs associated with the installation of the signage.
 - c. Traffic circulation improvements for school operations. As proffered by the applicant, within 180 days of City Commission approval, the below listed eleven (11) recommendations for improving the pick-up/drop-off operations for the school as concluded and listed in the "St. Thomas Episcopal Parish School Pick-

up/Drop-off Evaluation”, prepared by David Plummer & Associates, dated 01.25.07 shall be implemented:

- Do not allow off-campus parking/walking, especially on the swale area of North Kendall Drive.
- Require all pick-up/drop-off to occur on the passenger side only.
- Do not allow parents to leave their vehicles unattended while in the pick-up/drop-off area. Parents who need to go on campus must park at designated areas.
- Allow only loading/unloading by “platoons” of vehicles in a single lane. Prohibit individual vehicles from exiting until the entire platoon is ready to exit. Control at the entry and exit points of the single lane loading areas is required.
- Do not allow children to exit or enter their vehicle from queue area.
- If a student (or all students for multi-student vehicles) are not present for loading when the student’s vehicle reaches the loading point, the vehicle is required to exit the loading zone and rejoin the queue.
- Supervisors assisting with pick-up/drop-off operations should wear a safety vest.
- Parents should be encouraged to use the drop-off area in the mornings.
- Consideration shall be given to modifying pick-up times to separate vehicle arrivals.
- If dismissal times are altered, color coded student identification cards shall be required.
- Any new pick-up/drop-off plan shall be implemented at the start of the new school year on the first day of school. A meeting with the parents at the end of the school year, prior to the implementing a new pick-up/drop-off plan is required.

b. Traffic management for school operations. An off-duty police officer shall be provided during peak morning and afternoon periods to direct traffic on and off of campus, subject to review and approval by Chief of Police or designated representative.

c. Existing old rectory/caretakers residence. The existing old rectory/caretakers driveway which is presently gated shall remain gated and locked at all times. The driveway, including the portion of driveway between Banyan Drive and gate shall not be used at any time for vehicle parking or storage. Student drop off, deliveries of any other similar functions shall be prohibited from accessing or utilizing this driveway.

d. Lighting. Off site lighting saturation and/or dispersion shall be prohibited from any portion of the facility property onto neighboring properties. Required low level safety and/or emergency lighting shall be exempt from these provisions.

4. Landscape and right-of-way improvement plans. Prior to the issuance of a building permit for any improvements identified herein, the applicant, its successor or assigns shall submit the following:

- a. Landscape buffer plan for the ten (10) foot easement on the entire eastern property line of the athletic field from North Kendall Drive to Banyan Drive to include as a minimum the following improvements:
 1. Continuous six (6) foot high masonry wall on the property line; and,
 2. Continuous three (3) foot hedge/understory plant materials in front of the wall facing the athletic field; and,
 3. Continuous row of twelve (12) to fourteen (14) feet Green Buttonwood overstory shade trees at a average of fifteen (15) feet on center facing the athletic field; and;
 4. Irrigation.

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- b. Landscape plan for front property line of 5450 North Kendall Drive to include as a minimum the following improvements:
 1. Continuous three (3) foot hedge/understory plant materials the entire length of the front property line; and,
 2. Continuous row of twelve (12) to fourteen (14) feet Green Buttonwood over story shade trees at a average of fifteen (15) feet on center; and;
 3. Irrigation.
- c. Landscape plan for entire rear property line (Banyan Drive property line) of the facility 5450, 5690 and 5692 North Kendall Drive to include as a minimum the following:
 1. Location of existing under and overstory vegetation.
 2. Supplemental understory (i.e. Shrubs, hedges, etc) and overstory shade trees whereas 100 % opacity is achieved.

All of the above referenced landscape plans are subject to review and final approval by the Public Service Director and Planning Director.

5. Facility (church and school) public information liaison/point of contact. A specific point of contact person of the facility shall be selected to serve as the single point of contact for the neighborhood, surrounding properties and public inquiries. The purpose of the contact is provide a vehicle for exchange of information between all parties. The point of contact persons names, email, mailing address and phone, and hours of availability shall be provided to all property owners and neighborhood associations point of contacts within 1,000 feet of the facility. This notice shall be provided prior to the date the City issues the final certificate of completion for the improvements provided for herein and thereafter on an annual basis prior to the start of each school year. Verification of the notification shall be provided to the Planning Department within the time frame required herein and on an annual basis.

Basis for approval

Staff's support of this proposal is the compliance with the CLUP and Zoning Code as enumerated in the findings of fact presented herein and the two following considerations. First, the City adopted the existing master plan for the St. Thomas Church and School campus from the County when the Snapper Creek Section was annexed in 1996. The County's requirements for church and school properties are generally not consistent with the City's Zoning Code provisions and, therefore, evaluation and recommendation on this proposal does take into consideration issues and remedies that are not applicable under other circumstances. Second, presently, no specific regulations exist which govern the use and operations of the property to insure surrounding properties are not negatively impacted. The approval of this proposal with the conditions sets forth specific operational and use safeguards to allow for the operation of the facility in concert with surrounding properties. The operation and use safeguards proposed herein are similar, if not identical to other limitations that have been placed upon other church and school facilities within residential areas of the City.

Request

St. Thomas Church and School proposes to construct a student athletic field on the single-family residentially zone property of approximately 1.0 acre in size immediately to the east of the school campus (5450 North Kendall Drive). No new buildings or building renovations are proposed with this application. The property did contain a single family residence, however the

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residence has since been demolished and the property is currently vacant. The single-family residential parcel has single-family residential land use and zoning designations, which do not allow for the proposed use as an athletic field. A change of land use and zoning is required to allow this proposal to proceed forward. Site plan review is also necessary for the entire campus as modifications to the existing parking lot are also proposed.

The existing St. Thomas Church and School campus is approximately 5.3 acres in size, and the single-family residential property purchased by the church is 1.0 acre in size (approximately 134' width and 321' depth). No changes are being proposed to the existing church and school building or site other than the modifications to the church's existing parking lot necessary to accommodate the new athletic field. St. Thomas proposes to continue using the existing athletic field located on the south side of the property for recess and organized sports. The maximum student capacity for the school is 425 students (pre-kindergarten through fifth grade), as agreed to and required in an agreement dated 12.21.89 between St. Thomas School and surrounding property owners.

The application package that includes a statement of use, proposed land use and zoning maps, site plan, landscape plan, a summary of special events and activities that are held at the church / school during the course of the year and the number of attendees/vehicles for each event and other miscellaneous support documents – see Attachment A.

Facts – Background and Proposed Project

Application	Request
Change of land use (only existing residence at 5450 North Kendall Drive)	Yes – from “Residential Use (single Family) Low Density” to “Religious/Institutional Use”
Comprehensive Plan text amendment	No
Change of zoning (only existing residence at 5450 North Kendall Drive)	Yes – from Single Family Residential (SFR) to Special Use (S)
Zoning Code text amendment	No
Site plan review (entire campus)	Yes – entire campus (“S” zoned property)
Mixed use site plan review	No
Planned Area Development	No
Subdivision Review or Tentative Plat	No
Conditional uses	No

City Reviews:

City Reviews/Timeline	Date Scheduled/ Reviewed/Approved*
Development Review Committee	02.23.07 and 05.23.08
Board of Architects	05.22.08
Board of Adjustment	N/A
Historic Preservation Board (historic significance letter)	05.03.07
Local Planning Agency	06.03.09
Planning and Zoning Board	06.03.09
Street and Alley Vacation Committee	N/A
Public rights-of-way encroachment	N/A
City Commission, 1 st reading	TBD
City Commission, 2 nd reading	TBD

*All scheduled dates and times are subject to change without notice.

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Existing Property Designations:

Applicable Designations	
CLUP Map Designation (includes both school and residential property)	"Religious/Institutional Use" and "Residential Use (Single Family) Low Density"
Zoning Map Designation (includes both school and residential property)	Special Use (S) and Single Family Residential (SFR)
Within Central Business District	No
Mixed Use District	No
Mediterranean Architectural District (citywide)	N/A
Within Coral Gables Redevelopment Infill District (GRID) (Traffic Concurrency Exemption Zone)	No

Surrounding Uses:

Location	Existing Land Uses	CLUP Designations	Zoning Designations
North	Single-family residences (Miami-Dade County)	Residential, Single Family	Residential, Single Family
South	Single-family residences	"Residential Use (Multi-Family) Low Density"	Single Family Residential (SFR)
East	Single-family residences	"Residential Use (Multi-Family) Low Density"	Single Family Residential (SFR)
West	Single-family residences (Village of Pinecrest)	Residential, Single Family	Residential, Single Family

Site Plan Analysis:

Type	Date Completed
Concurrency Impact Statement (CIS)	11.14.08
Preliminary Zoning Analysis (parking only)	08.25.08
Traffic circulation review (Public Works comments received)	12.15.08

Site Plan Information:

Type	Permitted	Proposed/Existing
Total site area	274,167 sq. ft. (6.3 acres)	274,167 sq. ft. (6.3 acres)
Existing campus (5692 North Kendall Drive)	230,607 sq. ft. (5.3 acres)	230,607 sq. ft. (5.3 acres)
Existing residence (5450 North Kendall Drive)	43,560 sq. ft. (1.0 acres)	43,560 sq. ft. (1.0 acres)
Total square footage of buildings	461,214 sq. ft.	79,870 sq. ft.*
Maximum FAR	2.0 FAR	0.35 FAR

* from Miami-Dade County Property Information provided with application

The information provided in the following table is taken from the 08.25.08 Parking Compliance Letter prepared by the Building and Zoning Department, which is provided as Attachment B:

Parking:

Uses	Required	Proposed
Total existing on-site parking	115 spaces*	115 spaces
Total proposed on-site parking	115 spaces*	123 spaces

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Uses	Required	Proposed
Additional parking (or parking deficit)	---	8 spaces
Total parking required by Zoning Code	211 spaces**	123 spaces
Additional parking (or parking deficit)	---	(-88 spaces**)

*existing legally non-conforming use (only 115 existing parking required).

** Minimum parking requirements if not a non-conforming use and subject to Zoning Code requirements as calculated by Building and Zoning Department (see Attachment B).

Discussion

Legislative Background and Required Reviews

Hammock Lakes was annexed into the City of Coral Gables on 07.31.96. Ordinance No.3247, adopted on 05.13.97, approved site specific Zoning Code regulations for the Hammock Lakes Section, including the St. Thomas Church and School. Ordinance No. 3283, adopted in 11.18.97, approved the St. Thomas Master Plan and additions to the church and school facilities, including the fellowship hall/theater, kitchen, meeting rooms, library and administrative offices. Ordinance No. 3378, adopted on 04.27.99, approved an additional story for the church / school building (from 1 story to 2 stories) and additional on-site parking. The net increase in FAR resulting from the additional story was approximately 1,500 sq. ft. Copies of all three referenced ordinances are provided with the applicant's submittal (see Attachment A).

Changes in land use require review and recommendation by the Local Planning Agency (Planning and Zoning Board) and consideration and adoption in ordinance form by the City Commission (two public hearings). This proposal is considered a “small scale” amendment according to the thresholds established by the Department of Community Affairs (DCA). Therefore, no state required impact analysis is necessary and DCA review between the Commission’s 1st and 2nd readings is not required.

Parking Requirements

A Parking Compliance Letter was prepared and issued by the Building and Zoning Department on 08.25.08 evaluating on-site parking at St. Thomas Church (see Attachment B). In that letter, the Building and Zoning Department states that since no documentation is available to show the conditions of the property at the time of annexation into the City the existing 115 parking spaces are considered legally non-conforming. The proposal is to provide 123 parking spaces on-site, with the additional 8 spaces resulting from the reconfiguration of the parking lot. Since this proposal and previous approvals have not exceeded the minimum threshold requirements to require the property to be brought into compliance with the City’s Zoning Code, no additional parking is required.

Traffic Circulation

The applicant has submitted a pick-up / drop-off operations study for the school prepared by a traffic engineer. That study evaluates and provides recommendations for the improvement of the student pick-up / drop-off operations and ingress and egress to the site. Eleven (11) recommendations for improving the existing procedures are concluded and listed in the “St. Thomas Episcopal Parish School Pick-up/Drop-off Evaluation”. Planning Staff also met with the Police Department to review the current traffic operation patterns at the school. The Police Department stated that the current operational standards in place are adequate. However, the

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recommendations made in the traffic circulation study would result in an improvement in traffic circulation. Those recommendations have been included as recommended conditions of approval.

Landscaping and Buffering

The landscape and site plan submitted with the application proposes a four and six foot high masonry wall along the east perimeter of the athletic field, and chain link fence along the north and south perimeter of the field. Low hedge materials are proposed to be planted along the inside of the perimeter wall/fences. A single row of Green Buttonwood trees would also be planted along the inside of the east perimeter wall. Staff has recommended a minimum ten (10) foot wide landscape buffer within a perpetual landscape easement which includes a continuous six (6) foot high masonry wall, hedge and understory plant materials as well as a continuous row of canopy trees. The installation of other landscape materials is proposed along both the north and south perimeter of the new athletic field to provide further buffering. In addition, numerous other operational and use restrictions has been placed upon the athletic fields to provide further mitigation of any potential negative impacts of the facility.

City Department Review

This proposal was reviewed by City Staff at Development Review Committee (DRC) meetings on 02.23.07 and 05.23.08. The revised application was also distributed to the Public Works and Public Service Departments on 12.03.08 for detailed review and comments. Comments have been provided to the applicant that must be satisfactorily addressed prior to issuance of a permit. The review of the final landscape plans are required by the Directors of the Public Service and Planning Departments as a recommended condition of approval.

Concurrency Management

This proposal has been reviewed for compliance with the Building and Zoning Department's Concurrency program. The Concurrency Impact Statement (CIS) issued by the Building and Zoning Department for the applicant project indicates that there is adequate infrastructure available to support the proposal. The CIS is on file and available for review with the Planning Department.

Findings of Facts

This section evaluates the application for consistency with the Zoning Code and Comprehensive Land Use Plan (CLUP). This evaluation provides findings of fact and suggests potential remedies for compliance, as applicable.

Compliance with the Zoning Code

Zoning Code Section 3-1404 provides the standards for review of applicant-initiated zoning district boundary changes (change of zoning), as follows:

- A. *An applicant-initiated district boundary change shall be approved if it is demonstrated that the application satisfies all of the following:*
 1. *It is consistent with the Comprehensive Land Use Plan in that it:*
 - a. *Does not permit uses which are prohibited in the future land use category of the parcel*

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proposed for development.

- b. Does not allow densities or intensities in excess of the densities and intensities which are permitted by the future land use category of the parcel proposed for development.*
- c. Will not cause a decline in the level of service for public infrastructure to a level of service which is less than the minimum requirements of the Comprehensive Land Use Plan.*
- d. Does not directly conflict with any objective or policy of the Comprehensive Land Use Plan.*

- 2. Will provide a benefit to the City in that it will achieve two or more of the following objectives:*
 - a. Improve mobility by reducing vehicle miles traveled for residents within a one-half (1/2) mile radius by:*
 - i. Balancing land uses in a manner that reduces vehicle miles traveled: or,*
 - ii. Creating a mix of uses that creates an internal trip capture rate of greater than twenty percent (20%); or*
 - iii. Increasing the share of trips that use alternative modes of transportation, such as transit rider-ship, walking, or bicycle riding; or,*
 - b. Promote high-quality development or redevelopment in an area that is experiencing declining or flat property values: or,*
 - c. Create affordable housing opportunities for people who live or work in the City of Coral Gables; or*
 - d. Implement specific objectives and policies of the Comprehensive Land Use Plan; and*
- 3. Will not cause a substantial diminution of the market value of adjacent property or materially diminish the suitability of adjacent property for its existing or approved use.*

Staff comments: The standards identified in Section 3-1404 for the proposed zoning district boundary changes are satisfied. The proposed "S", Special Use zoning designation is the appropriate zoning designation for church and school properties, will not result in increased density or a decline in level of service as no new building is proposed and is consistent with CLUP objectives and policies as provided herein. The proposed project will improve mobility by implementing improvements to the school's existing traffic circulation system for student drop off and pick up and operational requirements are specified for events held at the school which currently are not addressed. CLUP objectives and policies are addressed regarding encroachment by an incompatible use; application of buffering techniques; limitation of potentially disruptive uses; and, compatibility of new development. It has not been demonstrated that the proposal would cause a substantial diminution of the market value of adjacent property.

Zoning Code Section 3-1506 provides the standards for Comprehensive Plan text and map amendments, as follows:

- A. Proposed amendments to the Text and Maps of the Comprehensive Land Use Plan shall be reviewed pursuant to the following standards:*
 - 1. Whether it specifically advances any objective or policy of the Comprehensive Land Use Plan.*
 - 2. Whether it is internally consistent with Comprehensive Land Use Plan.*
 - 3. Its effect on the level of service of public infrastructure.*
 - 4. Its effect on environmental resources.*
 - 5. Its effect on the availability of housing that is affordable to people who live or work in the City of Coral Gables.*
 - 6. Any other effect that the City determines is relevant to the City Commission's decision on the application.*

Staff comments: The standards identified in Section 3-1506 for the proposed CLUP map amendment are satisfied. The project is consistent with CLUP objectives and policies regarding encroachment by an incompatible use; application of buffering techniques; limitation of potentially disruptive uses; and, compatibility of new development. Recommendations are provided and included as conditions of approval for those CLUP Goals, Objectives and Policies identified herein as inconsistent.

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Compliance with CLUP Goals, Objectives and Policies

Review of the CLUP finds the following CLUP Goals, Objectives and Policies are applicable and the following tabled information provides findings of fact to determine consistency or inconsistency thereof.

Consistent CLUP Goals & Objectives and Policies are as follows:

Ref. No.	CLUP Goal, Objective and Policy	Basis for consistency
1.	<i>POLICY 1-1.3.1: AVOID ENCROACHMENT INTO NEIGHBORHOODS BY INCOMPATIBLE USES. Residential neighborhoods should be protected from intrusion by incompatible uses that would disrupt or degrade the health, safety, tranquility, aesthetics and welfare of the neighborhood by noise, light, glare, odor, vibration, dust, hazardous materials or traffic.</i>	A minimum 10' landscape buffer is requested between the proposed athletic field and the adjoining residential property to the east consisting of a continuous six (6) foot high masonry wall; hedge and understory plant material and canopied trees. Compliance with recommended conditions of approval regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field will be required that currently do not exist.
2.	<i>POLICY 1-1.3.1: AVOID ENCROACHMENT INTO NEIGHBORHOODS BY INCOMPATIBLE USES. Residential neighborhoods should be protected from intrusion by incompatible uses that would disrupt or degrade the health, safety, tranquility, aesthetics and welfare of the neighborhood by noise, light, glare, odor, vibration, dust, hazardous materials or traffic.</i>	Provision of the buffering described in item 1 above, and the implementation of the operational requirements for school events as recommended as conditions of approval in Staff's report and the eleven (11) traffic circulation improvements as identified in the applicant's submitted traffic analysis to improve the current traffic conditions.
3.	<i>POLICY 1-1.3.2: APPLICATION OF BUFFERING TECHNIQUES. Uses designated in the plan which causes significant noise, light, glare, odor, vibration, dust, hazardous conditions or industrial traffic shall provide buffering when located adjacent to or across the street from incompatible uses such as residential uses.</i>	In addition to the additional perimeter buffering provided, compliance with recommended conditions of approval regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field will be required that currently do not exist.
4.	<i>POLICY 1-1.3.3: LIMITATIONS OF POTENTIALLY DISRUPTIVE USES. Normally disruptive uses may be permitted on sites within related districts only where proper design solutions are demonstrated and committed to in advance which will be used to integrate the uses so as to buffer any potentially incompatible elements.</i>	Compliance with recommended conditions of approval regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field, and the implementation of the operational requirements for school events and the eleven (11) traffic circulation improvements as identified in the applicant's submitted traffic analysis will be required that currently do not exist.
5.	<i>OBJECTIVE 1-1.9: INNOVATIVE DEVELOPMENT REGULATIONS. Encourage sound innovation in development regulations which provide a continuing process to respond to community needs.</i>	Compliance with recommended conditions of approval regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field, and the implementation of the operational requirements for school events and traffic circulation improvements as identified in the applicant's submitted traffic analysis will be required that currently do not exist.
	<i>OBJECTIVE 2-1.7: PROTECT COMMUNITY/NEIGHBORHOOD INTEGRITY. The traffic circulation system will protect community and neighborhood integrity.</i>	There currently exist no specific regulations on the use of the property on which the surrounding residential neighborhood can rely. Approval of this proposal with stringent conditions would allow the City to apply design and operational safeguards that would regulate the uses on the church/school campus that could otherwise not be required.

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Ref. No.	CLUP Goal, Objective and Policy	Basis for consistency
6.	<i>POLICY 2-1.7.3: CONTROLLING THROUGH TRAFFIC MOVEMENTS. The City shall discourage through traffic in neighborhoods by use of traffic management techniques, including signage, landscape design and roadway design.</i>	Implementation of the eleven (11) recommendations for improving the pick-up/drop-off operations for the school as identified and recommended in the traffic consultant's evaluation report and requiring that the old rectory/caretakers residence's driveway shall be gated and locked at all times, and the driveway shall not be used at any time for parking by others than occupants of the residence, student drop off, deliveries of any other similar functions are included as a recommended conditions of approval.
7.	<i>POLICY 2-1.8.1: PROVIDE ROADWAY LANDSCAPING. The City shall provide landscaping along roadways to serve as visual and sound buffers and to maintain the quality of the environment within the City.</i>	Provision of a continuous opaque landscaping installed along north and south property line of new athletic field along North Kendall Drive and Banyan Drive, and the condition that existing hedge materials along north and south property line of new athletic field to be filled in with same plant will improve the existing conditions.
8.	<i>POLICY 3-1.2.6: COMPATIBILITY OF NEW DEVELOPMENT. New development shall be compatible with adjacent established residential areas.</i>	A minimum 10' physical buffer between the proposed athletic field and the adjoining residential property to the east, and compliance with recommended conditions of approval regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field, and the implementation of the operational requirements for school events and the eleven (11) traffic circulation improvements as identified in the applicant's submitted traffic analysis will be required that currently do not exist.

Inconsistent CLUP Goals, Objectives and Policies are as follows:

Ref. No.	CLUP Goal, Policy and Objective	Basis for inconsistency	Recommendation for consistency
1.	<i>POLICY 1-1.3.1: AVOID ENCROACHMENT INTO NEIGHBORHOODS BY INCOMPATIBLE USES. Residential neighborhoods should be protected from intrusion by incompatible uses that would disrupt or degrade the health, safety, tranquility, aesthetics and welfare of the neighborhood by noise, light, glare, odor, vibration, dust, hazardous materials or traffic.</i>	A buffer is required between uses so that the intensity of uses is effectively reduced on less intense uses, such as residential neighborhoods. Details for an effective buffer between the proposed athletic field and the existing single-family residential uses have not been provided.	Provide a 10' wide dense landscaped buffer along the east property line of the athletic field including a continuous six (6) foot high masonry wall, hedge and understory plant material and canopied trees, and continuous hedge along the athletic field's north and south property line. This is a landscape buffer that is typically required between commercial and low density residential properties. This landscape buffer is recommended as a condition of approval, and would be subject to review and approval by City Departments.
2.	<i>POLICY 1-1.3.2: APPLICATION OF BUFFERING TECHNIQUES. Uses designated in the plan which causes significant noise, light, glare, odor, vibration, dust, hazardous conditions or industrial traffic shall provide buffering when located adjacent to or across the street from incompatible uses such as residential uses.</i>	No operational requirements currently exist for church and school activities and events that take place on the campus.	Provision of additional buffering described in item 1 above, the operational requirements for school events as recommended as conditions of approval in Staff's report and traffic circulation improvements as identified in the applicant's submitted traffic analysis address this issue.

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Ref. No.	CLUP Goal, Policy and Objective	Basis for inconsistency	Recommendation for consistency
3.	<i>POLICY 1-1.3.3: LIMITATIONS OF POTENTIALLY DISRUPTIVE USES. Normally disruptive uses may be permitted on sites within related districts only where proper design solutions are demonstrated and committed to in advance which will be used to integrate the uses so as to buffer any potentially incompatible elements.</i>	A comprehensive program of both program and design solutions has not been submitted that provides and demonstrates that adjacent residential properties are adequately buffered and will not be impacted by the proposal.	In addition to additional perimeter landscaping and buffering, provision of conditions regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field.
4.	<i>OBJECTIVE 2-1.7: PROTECT COMMUNITY/NEIGHBORHOOD INTEGRITY. The traffic circulation system will protect community and neighborhood integrity.</i>	Operational improvements have been identified for the school's existing traffic circulation and pick-up/drop-off system. There is a shortage of available on-site parking according to current Zoning Code requirements.	Implement the eleven (11) recommendations for improving the pick-up/drop-off operations for the school as identified and recommended in the traffic consultant's evaluation report provided with the application.
5.	<i>POLICY 2-1.7.1: SEPARATE LOCAL AND THROUGH TRAFFIC MOVEMENTS. The City will strive to conserve and protect the character of neighborhoods by preventing the intrusion of through vehicles on local and collector streets.</i>	Operational requirements have not been offered by the applicant to assure that traffic is discouraged from using Banyan Drive.	Requiring that the existing old rectory/caretakers residence's driveway shall be gated and locked at all times, and the driveway shall not be used at any time for parking by others than occupants of the residence, student drop off, deliveries of any other similar functions is included as a recommended condition of approval.
6.	<i>POLICY 2-1.7.3: CONTROLLING THROUGH TRAFFIC MOVEMENTS. The City shall discourage through traffic in neighborhoods by use of traffic management techniques, including signage, landscape design and roadway design.</i>	Operational improvements have been identified for the school's existing traffic circulation and pick-up/drop-off system. There is a shortage of available on-site parking according to current Zoning Code requirements.	Implementation of the eleven (11) recommendations for improving the pick-up/drop-off operations for the school as identified and recommended in the traffic consultant's evaluation report is recommended as a condition of approval
7.	<i>POLICY 3-1.2.6: COMPATIBILITY OF NEW DEVELOPMENT. New development shall be compatible with adjacent established residential areas.</i>	A transition is required between uses so that the intensity of uses is effectively reduced as development approaches less intense uses, such as residential neighborhoods.	Provide a 10' wide dense landscaped buffer along the east property line, compliance with recommended conditions of approval regarding permitted users of the athletic field, hours of operation, prohibition of night time lighting, vehicle access and temporary parking on the athletic field, and the implementation of the operational requirements for school events and traffic circulation improvements as identified in the applicant's submitted traffic analysis, subject to review and approval by City Departments.

Staff Comments: The proposal is “consistent” with specific CLUP Goals, Objectives and Policies as identified herein. Recommendations are provided and included as conditions of approval for those CLUP Goals, Objectives and Policies identified herein as inconsistent.

Findings of Fact Summary

In summary, Staff based upon its analysis of the CLUP and applicable codes and information, determined the following findings of fact regarding this application:

1. Proposal is “consistent” with specific CLUP Goals, Objectives and Policies as identified herein.
2. Recommendations are provided and included as conditions of approval for those CLUP Goals, Objectives and Policies identified herein as “inconsistent”.
3. Proposed project satisfies Zoning Codes standards for CLUP map amendments and changes in zoning district boundaries.
4. Improvements to existing perimeter landscaping and public right-of-ways would be installed with this proposal.
5. Operational requirements are specified for events held at the school which currently are not addressed.
6. Improvements to the school’s existing traffic circulation system for student drop off and pick up would be required.
7. Eight (8) additional parking spaces would be provided as a result of the reconfiguration of the parking lot.
8. Future use of the existing rectory property’s driveway would be prohibited.
9. Implementation of all conditions of approval as provided for herein provides additional protection to adjoining residential uses and mitigates any potential adverse effects.

Public Notification/Comments/Future Consideration

The following has been completed to solicit input and provide notice of the application:

Type	Explanation
Neighborhood meeting completed	Completed 01.07.09
Courtesy notification mailed to all property owners within 1,000 feet of the subject property	Completed 05.20.09
Newspaper ad published	Completed 05.21.09
Posted property	Completed 05.21.09
Posted agenda on City web page/City Hall	Completed 05.21.09
Posted Staff report on City web page	Completed 05.29.09

Courtesy notices were mailed to surrounding property owners within 1000 feet of the subject property advising them of the request and providing them with an opportunity to comment on the application. No property owner has returned the notification form or provided any comments regarding the application.

The application is tentatively scheduled for City Commission consideration at 9:00 a.m., July 7, 2009. This date and time are subject to change with no further notice.

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Respectfully submitted,

Eric Riel, Jr.
Planning Director

Attachments:

- A. Applicant's submittal package.
- B. 08.25.08 Parking Compliance Letter prepared by Building and Zoning Department.

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St. Thomas Episcopal Church and Schools

June 3, 2009
Planning and Zoning Board Meeting

STATEMENT OF USE

St. Thomas Episcopal Parish Church and School (“St. Thomas”) is applying for a Change in Land Use, Change in Zoning and Site Plan Approval for a playing field immediately east of the church and school’s existing parking lot.

St. Thomas has been a part of the neighborhood at the intersection of North Kendall Drive and Red Road since its inception in the early 1950’s. It became a part of the Coral Gables community when the City annexed the neighborhood to the south in 1996.

St. Thomas, in addition to its functions as a religious institution is a day school for a maximum of 425 children from pre-kindergarten through fifth grade. St. Thomas agrees to retain this maximum student capacity requirement. St. Thomas started its first school in 1953. The first parish school building was dedicated in 1956. The school, in addition to its academic program, offers sports (soccer, basketball, flag football, etc.) and other after school enrichment activities (dance, art, music, choir, yoga, tae kwon do, robotic engineering, journalism, ecology, etc.) St. Thomas also serves its community by allowing local Cub and Boy Scout troops, dance organizations, and AA groups the use of its facilities when needed. In addition a variety of music schools perform their concerts and recitals at St. Thomas. Please refer to the two (2) Building and

Field Use documents , one prepared October 18, 2007 by Kitty Finneran, Assistant Head of School, and the other prepared by Rebecca Parker attached and made a part hereof.

In December 2002, St. Thomas purchased the single-family residence (5950 North Kendall Drive) immediately east of St. Thomas, also known as the “Larsen Property”. St. Thomas demolished the existing house, and plans to relocate the existing trees and turn the Larsen Property in to a level, regulation playing field. St. Thomas plans to continue using the existing field on the south side of the campus for recess, sports and situational overflow parking.

As part of the site plan converting the Larsen Property into a playing field, St. Thomas proposes to add approximately sixteen (16) new parking spaces to the existing parking lot. A new walkway along the south side of parking lot (between the parking lot and existing playing field) will provide safe pedestrian access to the existing parking lot, existing field and the new field.

St. Thomas proposes to use the new playing field only during daylight hours from 7:30 am to 6:30 pm. **There will be no lighting of the field and there is no proposed vehicular access onto the new field from N. Kendall Drive or Banyan Drive.**

St. Thomas does not propose any other development on the new field, or on the remaining school grounds.

Church

Church use of Existing Buildings:

Sunday:

7:30 a.m. to 1:00 p.m.: Worship services, Music rehearsals, Education classes
Meetings or luncheon two or three a month
1:00 p.m. to 5:30 p.m.: Meetings – once a month
5:30 p.m. to 8:00 p.m.: Worship services

- Overflow parking on the field approximately 26 Sundays a year, (mostly during the school year), including, but not limited to, Scouting Sunday in February, Easter Sunday in March/April, Parish School Sunday in October, Baptisms (any Sunday except during Lent)

Monday:

5:00 p.m. to 9:00 p.m.: Small group meetings of less than 25 people, during school year

Tuesday:

10:30 a.m. to 12:00 p.m.: St. Joan's Guild (<25 people), once a month during school year
7:00 p.m. to 9:00 p.m.:

- Boy Scouts and Cub Scouts, during school year
- AA
- Vestry, once a month
- Liturgical Commission, once a month

Wednesday:

10:00 a.m. to 11:00 a.m.: Worship service
11:00 a.m. to 12:00 p.m.: Daughters of the King, once a month
6:00 p.m. to 9:30 p.m.:

- Youth Group
- Wednesday Bible Study Fellowship
- Music practice, except in July
- Lenten Dinner series, 6 evenings during Lent

Thursday:

7:00 a.m. to 8:00 a.m.: Men's Prayer Group
7:00 p.m. to 9:00 p.m.:

- AA
- Music rehearsal
- Seder on Maundy Thursday, once a year

Friday:

5:00 p.m. to 9:00 p.m.:

- Youth Group Movie Night, during Summer
- Movie Night, once a year
- Family Game Night, once a year
- Good Friday Vigil, once a year

Saturday:

Anytime: Weddings, once a month; Music Recitals, 4 to 5 a year
5:00 p.m. to 9:00 p.m.: Dinner/Dance, twice a year

Events:

Funerals could take place at any time (generally business hours), on any day except Sunday – average 10 a year, ranging from 50 to 600 people; about 50% of the time, family will request a reception space.

Concert Series - 2 to 3 concerts generally scheduled for Friday or Saturday evenings. These concerts currently attract 100 to 300 people.

Vacation Bible Camp - 5 days in June from 9:00 a.m. to 12:00 p.m. Generally 75 - 100 children plus adult and teen volunteers (attendance capped at 100).

Christmas Eve services could fall on any day of the week from 4:00 p.m. to 12:00 p.m.

School

School use of Existing Buildings:

Faculty/Staff arrive: 7:00 a.m.

Student pick-up/drop-off:

Drop off: 7:30 – 8:30 a.m.

Pick up: varies according to age of students:

12:00 p.m. – Jr. Preschool

2:00 p.m. – Sr. Preschool

2:45 p.m. – Kindergarten

3:15 p.m. – 1st to 5th grades

4:15 p.m. on – enrichment pick-up-students of all ages

Academic schedule:

M-F: 7:45 a.m. – 3:15 p.m.

Enrichment / After School:

M-F: 3:15 p.m. – 5:30 p.m.

Existing Field/Court:

- 7:30 a.m.: Drop off
- 9:00 a.m. – 2:15 p.m.: M-F: P.E. classes/recess
- 2:15 p.m. – 6:00 p.m.: After school sports/enrichment activities:
- 9:00 a.m. – 1:00 p.m. – Saturdays – Spring session – team competition (4-6 games) – school sponsored league games and teams

Special Events:

- Grade level orientations, Carnival, All Saint's Parade, Viva, Back to School Night, Christmas concerts Grandparents' Day, Spirit/Field Days, Auction, Graduations,

Evening events:

Parent meetings: 7:00 p.m. – 9:00 p.m., Guest Speakers, Concerts, Auction, Dance recital, Plays, Girls Scouts, Boy Scouts

Summer Camp

COMPREHENSIVE LAND USE PLAN ANALYSIS

This application is consistent with the City of Coral Gables Comprehensive Land Use Plan, and specifically supports the following goals, objectives and policies.

Goal 1-1: ENHANCE FUTURE LAND USES CONSISTENT WITH THE NEEDS OF THE COMMUNITY AND ITS RESOURCES. The City of Coral Gables establishes the Land Use Goal to Maintain and Enhance the Extraordinary Character and Quality of Land Uses Within the City in Meeting the Aesthetic, Physical, Social, Cultural, Economic, Natural and Man Made Environmental Needs of its Residents and Visitors in a Manner That Will Balance Immediate and Long Term Community Interests and Resources in the Orderly Protection of the Population's Health, Safety, and Welfare.

The proposed change in land use and zoning to allow for the expansion of the St. Thomas Episcopal Church's educational facilities with a playing field on the property at 5540 North Kendall Drive will enhance the social, cultural and economic conditions of Coral Gables residents. The playing field will enable St. Thomas to enhance the quality of its sports programs and provide a dedicated outdoor play area for its students. St. Thomas helps to improve the quality of life in Coral Gables by offering quality education.

Objective 1-1.8: ADEQUATE INFRASTRUCTURE FOR NEW DEVELOPMENT. Ensure land and resources are made available which are suitable for utility facilities and other infrastructure required to support proposed development.

The proposed applications to add land to the existing St. Thomas facilities will not impact the need for utilities and other infrastructure because the current limitations on school enrollment and church seating capacity will not change.

Objective 1-1.13.: SCENIC VISTAS. By January 2001, the City shall adopt land development regulations which create, preserve and maintain scenic vistas in keeping with the classic tradition as embodied in the original city plan.

The proposed applications will assist in adding open green space to the North Kendall corridor. The proposed tiered landscaping on the perimeter of the subject property will enhance the vista.

Objective 1-1.14: NEIGHBORHOOD CHARACTER. By January 2001, the City shall adopt land development regulations which preserve and improve the character of neighborhoods.

The proposed applications will not alter the character of the surrounding neighborhood since St. Thomas has been in the neighborhood since the early 1950's. Religious and educational institutions are not incompatible with residential areas. Most schools and religious institutions in the City are in the middle of residential areas.

CHRONOLOGY OF PAST CITY APPROVALS

Ordinance 3247 passed on May 13, 1997 adopted site specific zoning regulations for the Hammock Lakes Section that was annexed into the City of Coral Gables on July 31, 1996. St. Thomas Episcopal Church Property is zoned "S", Special Use. Copy of ordinance follows.

Ordinance 3283 passed on November 18, 1997 approved St. Thomas Episcopal Church's application for the expansion of existing ancillary facilities, including fellowship hall/theater, kitchen, meeting rooms, libraries and offices. This approval was conditioned on the north and west building setbacks meeting Zoning Code requirements and that no construction staging or access be permitted from Banyan Drive. Copy of ordinance follows.

Ordinance 3378 passed on April 27, 1999 approved St. Thomas Episcopal Church's application for a two story addition to the existing ancillary church facilities and additional on-site parking. Copy of ordinance follows.

CONDITIONS IN CITY APPROVALS:

Ordinance 3283 approving St. Thomas' application was conditioned on the following:

- a. That the north and west building setbacks shall meet Zoning Code requirements.
- b. That no construction staging or access shall be permitted from Banyan Drive.

CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. 3247

AN ORDINANCE AMENDING ORDINANCE NO. 1525, AS AMENDED AND KNOWN AS "ZONING CODE" AND IN PARTICULAR USE AND AREA MAP PLATE NO. 15 BY ESTABLISHING ZONING CLASSIFICATIONS AND ARTICLE IV - SITE SPECIFIC REGULATIONS, BY ADDING SECTION 4-52.1 HAMMOCKS LAKES; PROVIDING AN EFFECTIVE DATE; AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH

WHEREAS, the Hammock Lakes Section was annexed into the City of Coral Gables on July 31, 1996 and is a neighborhood of one (1) acre building sites which have been developed with a character unique to the neighborhood and in harmony with its landscape environs, that includes a changing topography, rich native vegetation, two lakes and homes designed in a classical contemporary style; and

WHEREAS, the residents of Hammock Lakes want to preserve and maintain the character of their neighborhood as it has been developed, and in a manner which is consistent with the high standards of the "Zoning Code" of the City of Coral Gables by having site specific regulations for Hammock Lakes; and

WHEREAS, after notice duly published a public hearing was held before the Planning and Zoning Board on March 12, 1997, at which hearing all interested persons were given an opportunity to be heard, and the Board recommended that the proposed amendment to the Zoning Code providing for site specific regulations for the Hammock Lakes area be approved; and

WHEREAS, the City Commission after due consideration at its regular meeting of April 15, 1997, approved the proposed amendment on first reading;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. The Use and Area Map Plate No. 15 of Ordinance No. 1525, as amended and known as the "Zoning Code", attached thereto and by reference made a part thereof, is hereby amended by establishing the following zoning classifications for the recently annexed Hammock Lakes Section:

1. All residential lots within section shall be zoned "R-16 Residential", thereby permitting a single-family residence with a minimum of 3,045 square feet.
2. Existing Matheson Hammock Park property and St. Thomas Episcopal Church property shall be zoned "S", Special Use.

SECTION 2. That Ordinance No. 1525, as amended and known as the Zoning Code is hereby amended as it pertains to Article IV - Site Specific Regulations by adding Section 4-52.1, "Hammock Lakes", as hereinafter set forth.

ARTICLE IV – SITE SPECIFIC REGULATIONS

SEC. 4-52.1 HAMMOCK LAKES. The Hammock Lakes area is that neighborhood which is commonly known as Hammock Lakes and which was annexed into the City on July 31, 1996.

- (a) **Architectural Type.** The primary architectural feature of Hammock Lakes is the landscape, which includes irregular topography, two lakes, stands of gumbo limbos, oaks, and other native vegetation. A predominant part of the landscape is the use of native coral rock in slabs as fence material or as individual landscape boulder-type decoration. Homes are built in the classical contemporary style; however, there are homes built in other classical styles. It shall be the duty of the Board of Architects to insure that any addition to an existing structure in the Hammock Lakes area be consistent with the existing architecture of the structure and any new buildings must be compatible with the landscape environs and the architecture of neighboring structures.
- (b) **Awnings & Canopies.** Carport canopies and shelter canopies shall be permitted to be free-standing.
- (c) **Building Sites.** No new building site shall contain less than one fully-platted lot and have an area of less than one (1) acre. The minimum lot width of any new building site shall be one hundred and twenty-five (125') feet. All existing building sites shall be as existing at the time Hammock Lakes was annexed into the City on July 31, 1996 and shall be deemed in conformity with this Ordinance.
- (d) **Ground Coverage.** No single-family residence shall occupy more than fifteen (15) percent of the ground area of the building site upon which the residence is erected. In addition, up to five (5) percent of the rear yard may be used for accessory uses and structures.
- (e) **Height of Buildings.** No single-family residence shall exceed a height of two and one-half (2 1/2) stories. In all instances, a single-family residence shall not exceed thirty-five (35') feet above established grade including ridgeline, dome, steeples, towers, and such other similar structures. No subordinate or accessory building permitted by this code as an Auxiliary-Use shall exceed in height the maximum height of the principal building on the building site.
- (f) **Height of Walls and Fences.** Walls and fences may have a maximum height of six (6') feet; provided that in no case shall a wall or fence violate the triangle of visibility requirements of this code.
- (g) **Roof – Materials.** Roofs of new and existing structures shall use materials which are consistent with the roof materials which have been used for the existing buildings in the Hammock Lakes area.
- (h) **Setbacks – Principal Building.**
 - 1. All lots shall provide a minimum front setback of fifty (50') feet.

2. All lots shall provide a minimum side setback of fifteen (15') feet.
3. All lots which have a side street shall provide a minimum side street setback of twenty-five (25') feet.
4. All lots shall provide a minimum rear setback of twenty-five (25') feet.
5. All lots located on a lake or waterway shall provide a minimum waterfront setback of thirty-five (35') feet.

(I) Setbacks – Accessory Buildings General

1. All accessory buildings shall provide a minimum front setback of seventy-five (75') feet.
2. All accessory buildings shall provide a minimum side setback of twenty (20') feet.
3. All accessory buildings located on lots which have a side street shall provide a minimum side street setback of thirty (30') feet.
4. All accessory buildings shall provide a minimum rear setback of seven feet six inches (7'6").
5. All accessory buildings on lots located on a lake or waterway shall provide a minimum waterfront setback of seven feet six inches (7'6").

(I) Setbacks – Swimming Pools.

1. Swimming pools shall provide a minimum front setback of seventy-five (75') feet.
2. Swimming pools shall provide a minimum side setback of twenty (20') feet.
3. Swimming pools located on lots which have a side street shall provide a minimum side street setback of thirty (30') feet.
4. Swimming pools shall provide a minimum rear setback of seven feet six inches (7'6").
5. Swimming pools on lots located on a lake or waterway shall provide a minimum waterfront setback of seven feet six inches (7'6").

(I) Setbacks – Tennis Courts.

1. Tennis courts shall provide a minimum front setback of seventy-five (75') feet.

2. Tennis courts shall provide a minimum side setback of fifteen (15') feet.
3. Tennis courts located on lots which have a side street shall provide a minimum side street setback of fifteen (15') feet.
4. Tennis courts shall provide a minimum rear setback of seven feet six inches (7'6").
5. Tennis courts on lots located on a lake or waterway shall provide a minimum waterfront setback of seven feet six inches (7'6").

(l) Setbacks – Screened Enclosures.

1. Screened enclosures shall provide a minimum front setback of seventy-five (75') feet.
2. Screened enclosures shall provide a minimum side setback of fifteen (15') feet.
3. Screened enclosures located on lots which have a side street shall provide a minimum side street setback of twenty-five (25') feet.
4. Screened enclosures shall provide a minimum rear setback of six (6') feet.
5. Screened enclosures on lots located on a lake or waterway shall provide a minimum waterfront setback of seven feet six inches (7'6").

(m) As according to the South Florida Building Code, where repairs and alterations amounting to more than the prescribed percentage of the replacement value of the existing building area made during any 12 month period, the building or structure shall be made to conform to all Zoning Code requirements for a new building or structure.

SECTION 3. That this ordinance shall become effective thirty (30) days from the date of its adoption on second reading.

SECTION 4. That all ordinances or parts of ordinances inconsistent or in conflict herewith are hereby repealed insofar as there is conflict or inconsistency.

PASSED AND ADOPTED ON THIS THIRTEENTH DAY OF MAY, A.D., 1997.

RAUL J. VALDES-FAULI
MAYOR

ATTEST:

VIRGINIA L. PAUL
CITY CLERK

CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. 3283

AN ORDINANCE APPROVING PLANS ON "S" SPECIAL USE PROPERTY, FOR EXPANSION OF ANCILLARY FACILITIES AT ST. THOMAS EPISCOPAL CHURCH, LOCATED AT 5530 S.W. 88TH STREET, HAMMOCK LAKES, FLORIDA; AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH.

WHEREAS, Application No. 689-P, submitted by St. Thomas Episcopal Church, for the expansion of existing ancillary facilities, including fellowship hall/theater, kitchen, meeting rooms, libraries and offices, was after notice of public hearing duly published, considered at a public hearing before the Planning and Zoning Board on September 10, 1997, at which hearing all interested persons were afforded an opportunity to be heard, and the Board recommended in favor of the application subject to certain conditions; and

WHEREAS, the City Commission after due consideration at its regular meeting of October 14, 1997 approved the site plan on first reading;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. That from and after the effective date of this ordinance, and pursuant to Ordinance No. 1525, as amended and known as the "Zoning Code," and in particular Section 3-11 (a) which requires that all proposed plans for redevelopment of property zoned "S" Special Use receive approval by the Commission, the redevelopment plans submitted by St. Thomas Episcopal Church, located at 5530 S.W. 88th Street, on property legally described as the western portion of Lot 2, Hammock Lakes Section, Coral Gables, Dade County, Florida, shall be and they are hereby approved with the following conditions:

- (a) That the north and west building setbacks shall meet Zoning Code requirements.
- (b) That no construction staging or access shall be permitted from Banyan Drive.

SECTION 2. That the plans herein approved for the redevelopment of St. Thomas Episcopal Church shall be according to those plans drawn by the J. Scott architectural firm, dated May 30, 1997.

SECTION 3. That all ordinances or parts of ordinances inconsistent or in conflict herewith are hereby repealed insofar as there is conflict or inconsistency.

PASSED AND ADOPTED THIS EIGHTEENTH DAY OF NOVEMBER, A.D., 1997.

ATTEST:

RAUL J. VALDES-FAULI
MAYOR

VIRGINIA L. PAUL
CITY CLERK

CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. 3378

AN ORDINANCE APPROVING PLANS ON "S" SPECIAL USE PROPERTY, FOR CONSTRUCTION OF ADDITION TO EXPAND EXISTING ANCILLARY CHURCH FACILITIES OF ST. THOMAS EPISCOPAL CHURCH ON WESTERN PORTION OF LOT 2, HAMMOCK LAKES SECTION LOCATED AT 5530 S.W. 88 STREET; AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH.

WHEREAS, Application No. 723-P, submitted by St. Thomas Episcopal Church, requested approval of an addition to expand the existing ancillary church facilities, including a new two-story addition and to provide more on-site parking for the church/school; and

WHEREAS, after notice duly published, a public hearing was held before the Planning and Zoning Board on February 10, 1999, at which hearing all interested persons were afforded an opportunity to be heard, and the Board recommended in favor of the application; and

WHEREAS, the City Commission after due consideration at its regular meeting March 16, 1999 approved the site plan modification on first reading;

NOW, THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CORAL GABLES:

SECTION 1. That from and after the effective date of this ordinance, and pursuant to Ordinance No. 1525, as amended and known as the "Zoning Code," and in particular Section 3-11(a) which requires that all proposed plans for redevelopment of property zoned "S" Special Use receive Commission approval, the redevelopment plans submitted by St. Thomas Episcopal Church, located at 5530 S.W. 88 Street, on property legally described as the western portion of Lot 2, Hammock Lakes Section, Coral Gables, Dade County, Florida, shall be and said plans are hereby approved.

SECTION 2. That the plans herein approved for the redevelopment of St. Thomas Episcopal Church shall be according to those plans drawn by the J. Scott Architectural firm, dated January 11, 1998.

SECTION 3. That all ordinances or parts of ordinances inconsistent or in conflict herewith are hereby repealed insofar as there is conflict or inconsistency.

PASSED AND ADOPTED THIS TWENTY-SEVENTH DAY OF APRIL, A.D., 1999.

(Kerdyk/Thomson(5)
(Clerk's Item No. 23)

ATTEST:

RAÚL J. VALDÉS-FAULI
MAYOR

VIRGINIA L. PAUL
CITY CLERK

APPROVED AS TO FORM:
ELIZABETH M. HERNANDEZ
CITY ATTORNEY



The City of Coral Gables

Historical Resources Department
2327 SALZEDO STREET
CORAL GABLES, FLORIDA 33134

May 3, 2007

Laura Russo
2655 LeJeune Rd.
Suite 201
Coral Gables, FL 33134

Re: 5450 SW 88 Street, legally described as the West 1/3 of the East 3/10 of North 1/2 of Lot 2, in Section 6, Township 55 South Range 41 East, Avocado Land Company's Subdivision

Dear Ms. Russo:

Section 3-1107(g) of the Coral Gables Zoning Code states that "No permit for demolition of a non-designated building shall be issued to the owner thereof without prior notification by the Building Official to the Historical Resources Department. All demolition permits for non-designated buildings must be approved and signed by the Director of the Department of Historical Resources. Such signature is valid for six (6) months and shall thereafter expire and the approval deemed void unless the demolition permit has been issued by the Building and Zoning Department. The Historical Resources Department may require review by the Historic Preservation Board if the building to be demolished is considered eligible for designation as a local historic landmark or as a contributing building or property within an existing local historic landmark district. The public hearing shall be held at the next regularly scheduled meeting if the provided statutory notice is complied with at which time the provisions of this Division shall apply. The determination of historic significance and eligibility for designation as a local historic landmark by the Historic Preservation Board is a non-final and non-appealable decision."

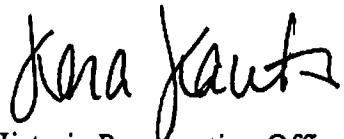
Therefore, please be advised that after careful research and study of our records and the information you presented the following information has been determined:

5450 SW 88 Street, legally described as the West 1/3 of the East 3/10 of North 1/2 of Lot 2, in Section 6, Township 55 South Range 41 East, Avocado Land Company's Subdivision, does not meet the minimum eligibility criteria for designation as a local historic landmark. Therefore, the Historical Resources staff will not require review by the Historic Preservation Board if an application is made for a demolition permit.

Please note that, pursuant to Section 2-705(b)(15) of the Coral Gables Zoning Code, this determination does not constitute a development order and is valid for a period of six (6) months. In the case where the Historic Preservation Officer or designee determines that the property does not meet the minimum eligibility criteria for designation, a permit for the demolition of the property must be issued within the six-month period. Upon expiration of the six-month period, you will be required to file a new application.

Any change from the foregoing may be made upon a demonstration of a change in the material facts upon which this determination was made. If you have any further questions concerning this matter, please do not hesitate to contact this office.

Sincerely,



Kara Kautz, Historic Preservation Officer

cc: St. Thomas Episcopal Church, 5690 North Kendall Dr., Miami, FL 333156
Elizabeth Hernandez, City Attorney
Margaret Pass, Building and Zoning Director
Dennis Smith, Assistant Building and Zoning Director
Ed Weller, Assistant Building and Zoning Director
Manny Lopez, Building Official
Historical Significance Request Property File



The City of Coral Gables

Building and Zoning Department

ISO Class 1

CITY HALL 405 BILTMORE WAY
CORAL GABLES, FLORIDA 33134

August 25, 2008

Laura L. Russo
Russo & Baker
2655 Le Jeune Road, Suite 201
Coral Gables, Florida 33134

Re: St. Thomas Episcopal Church and School-Parking compliance letter,

Dear Ms. Russo:

After careful review of the information you provided to this Department, along with your letter dated July 7, 2008 requesting a parking compliance letter, you will find below a summary of our findings.

The St. Thomas Episcopal Church property was annexed into the City of Coral Gables as part of the Hammock Lakes Section on July 31, 1996. The City has no documentation that tells us what the conditions of the property were at the time of annexation. Their existing parking count, therefore, is considered legally non-conforming.

The property currently has one-hundred fifteen (115) parking spaces. The applicant proposes the addition of a new playing field, the demolition of eight (8) existing parking spaces, and the addition of sixteen (16) spaces. The net parking count with the changes proposed is one-hundred twenty-three (123) spaces.

Under the current zoning code (based on the information provided by the applicant), the St. Thomas Episcopal Church and School would have a required parking count of two-hundred eleven (211) spaces. The amount of required parking was calculated using the information below:

Section 5-1409. Amount of required parking.

B. Calculation of parking requirements.

Religious institutions.

One (1) space per five (5) fixed seats plus one (1) space per fifty (50) square feet of assembly room area without fixed seats (not including classrooms).

- Church: $420 \text{ fixed seats} / 5 = 84 \text{ spaces}$
- Little Chapel: $936 \text{ S.F.} / 50 = 19 \text{ spaces}$

- Youth Center: 1344 S.F./50=27 spaces
- Samaritan Room: 483 S.F./50=10 spaces

Schools.

One (1) space per FTE, plus one (1) space per four (4) students aged sixteen (16) years or older based on maximum capacity.

- 71 FTE=71 spaces

Total parking spaces required (under current zoning regulations): 211

In addition to being legally non-conforming, the proposed application of a playing field does not increase the size of the building on the property and therefore does not meet the minimum threshold requirement for additional parking under Section 5-1401.

The expansion of the existing vehicle use area (VUA) with new parking spaces triggers required landscaping as specified under Section 5-11 of the zoning code. The proposed landscaping includes the following:

- 9 Live Oaks
- 18 Green Buttonwoods
- 15 Foxtail Palms
- 562 Cocoplum
- 607 Variegated Flax Lily
- 294 Wild Coffee
- 324 Egyptian Star Cluster
- 291 Schefflera

In addition to the proposed landscaping the property has many existing shade trees, shrubs, and other plant material. The overall landscaping (proposed and existing) meets the minimum requirements of Section 5-11.

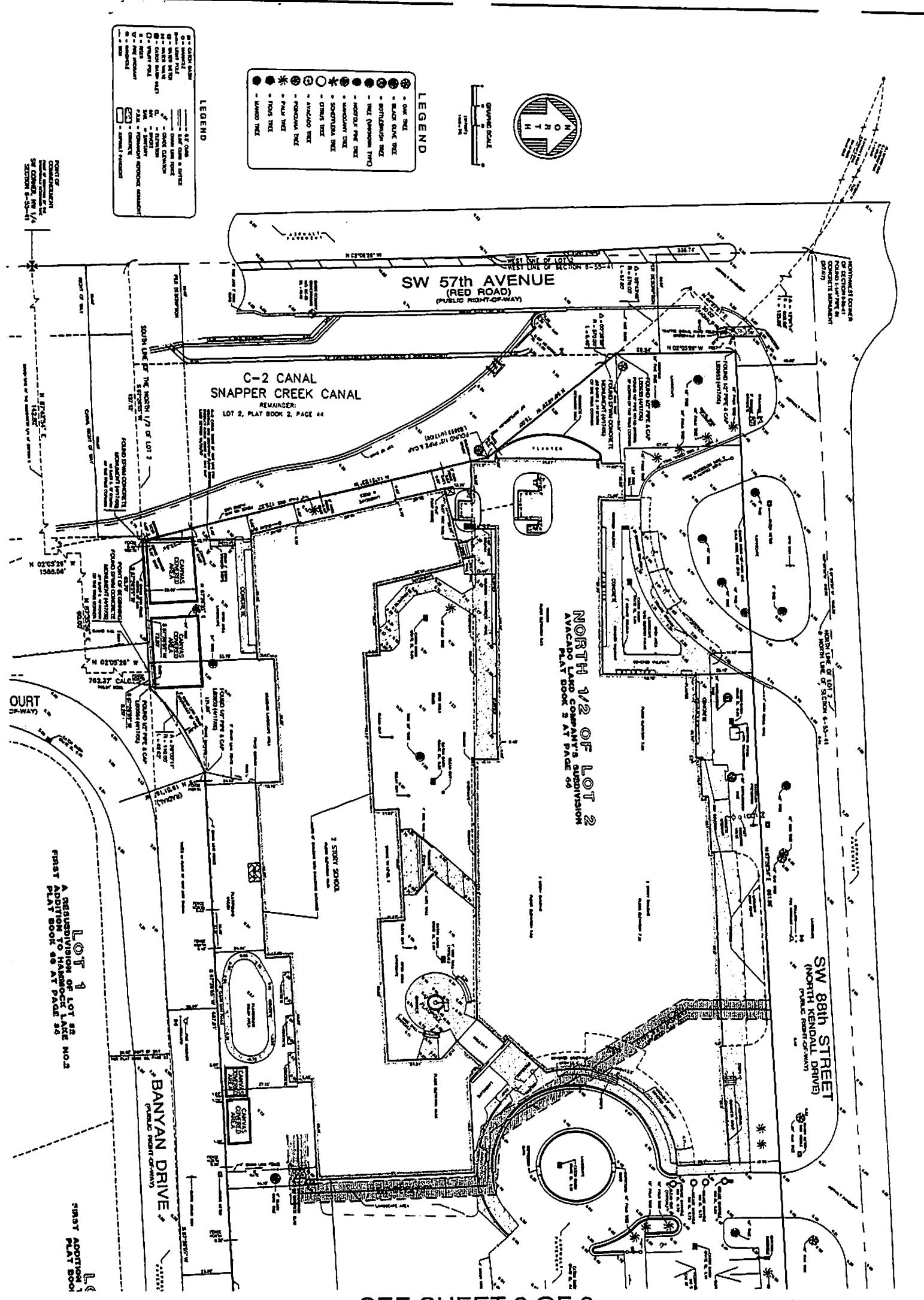
Please be advised that this determination does not constitute a development order. If you have any further questions in regard to this matter please do not hesitate to contact this office.

Sincerely,



Martha Salazar-Blanco
Zoning Official

cc: Maria Jimenez, Assistant City Manager
Edward M. Weller, Interim Building and Zoning Director
Eric Riel Jr., Planning Director
Ricardo Herran, Zoning Technician

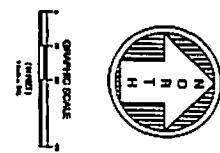
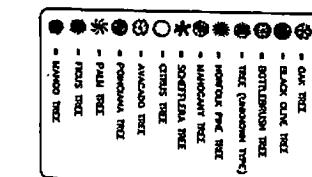


SEE SHEET 2 OF 3

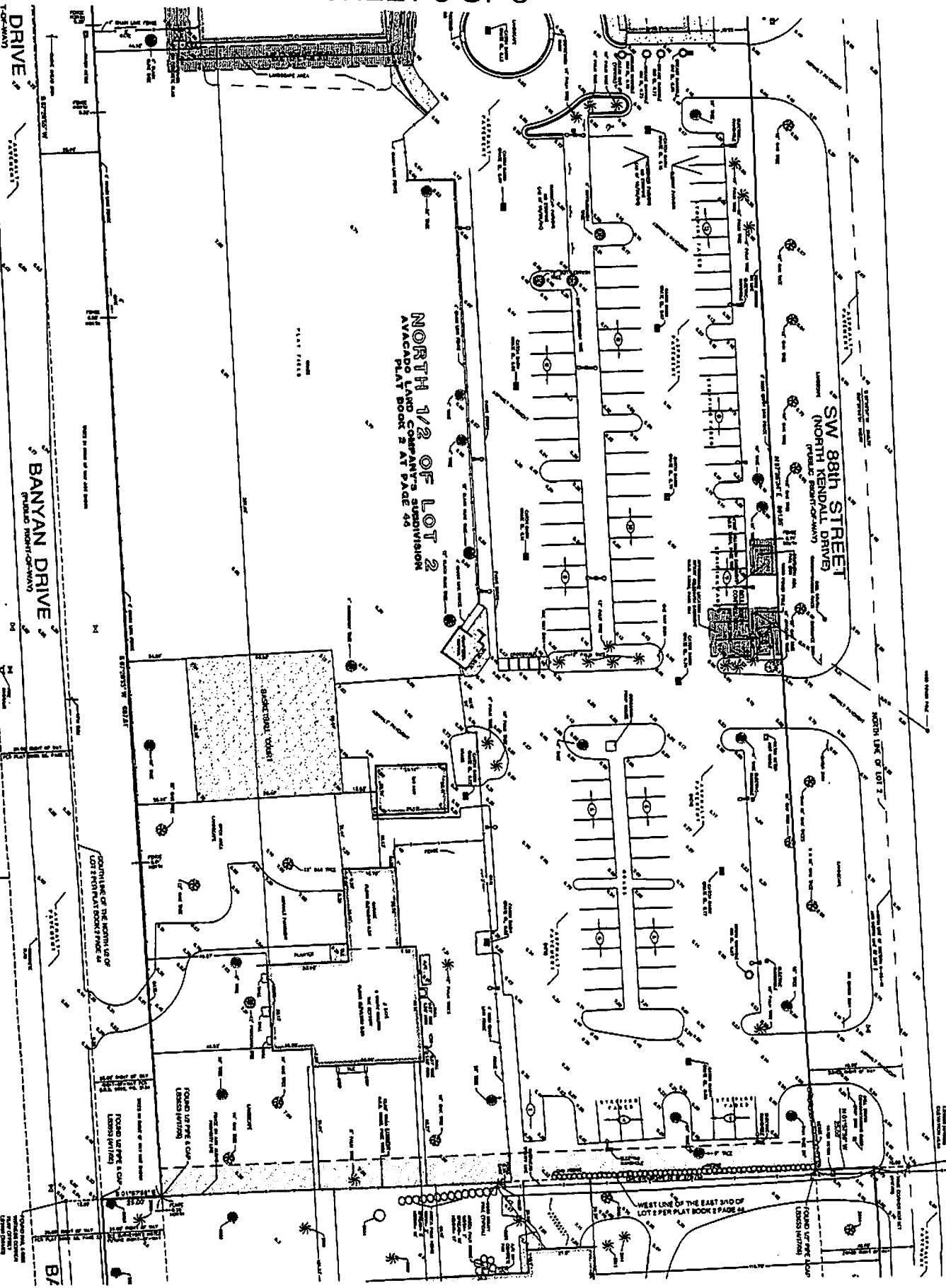
BOUNDARY SURVEY
ST. THOMAS EPISCOPAL PARISH
MIAMI-DADE COUNTY, FLORIDA

FORSTIN, LEAVY, SKILES, INC.
CONSULTING ENGINEERS, SURVEYORS & MAPPERS
FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER: 0000363
180 Northwest 16th Street / North Miami Beach, Florida, 33162
Phone 305-653-4691 / Fax 305-651-7152 / Email clif@clif.com

LEGEND



SEE SHEET 3 OF 3

NORTH 1/2 OF LOT 2
AVACADO LAND COMPANY'S SUBDIVISION
PLAT BOOK 2 AT PAGE 46

SEE SHEET 1 OF 3

My Home
Miami-Dade County, Florida

miamidade.gov



Property Information Map



Digital Orthophotography - 2007

0 189 ft

This map was created on 4/28/2008 1:53:23 PM for reference purposes only.

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[Close](#)

Summary Details:

Folio No.:	03-5106-006-0020
Property:	5530 SW 88 ST
Mailing Address:	ST THOMAS EPISCOPAL CHURCH 5690 N KENDALL DR MIAMI FL 33156-2132

Property Information:

Primary Zone:	2300 ESTATE RESIDENTIAL
CLUC:	0044 RELIGIOUS
Beds/Baths:	4/3
Floors:	2
Living Units:	1
Adj Sq Footage:	79,870
Lot Size:	230,607 SQ FT
Year Built:	1959
Legal Description:	6 55 41 5.294 AC AVOCADO LAND CO PB 2-44 W916.5FT M/L OF N335.91FT M/L OF N1/2 LOT 2 LESS W50FT N40FT & CANAL R/W THEREOF & S25FT RD

Sale Information:

Sale O/R:	
Sale Date:	0/0
Sale Amount:	\$0

Assessment Information:

Year:	2007	2006
Land Value:	\$1,502,405	\$1,252,005
Building Value:	\$7,038,041	\$6,911,285
Market Value:	\$8,540,446	\$8,163,290
Assessed Value:	\$8,540,446	\$8,163,290
Total Exemptions:	\$8,540,446	\$8,163,290
Taxable Value:	\$0	\$0

My Home
Miami-Dade County, Florida

miamidade.gov

MIAMI-DADE

Property Information Map



Digital Orthophotography - 2007

0 135 ft

This map was created on 4/28/2008 1:54:09 PM for reference purposes only.

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Close

Summary Details:

Folio No.:	03-5106-006-0031
Property:	5450 SW 88 ST
Mailing Address:	ST THOMAS EPISCOPAL CHURCH INC 5450 SW 88 ST MIAMI FL 33156-2128

Property Information:

Primary Zone:	1400 SINGLE FAMILY RESIDENCE
CLUC:	0001 RESIDENTIAL-SINGLE FAMILY
Beds/Baths:	3/2
Floors:	1
Living Units:	1
Adj Sq Footage:	2,586
Lot Size:	43,560 SQ FT
Year Built:	1958
Legal Description:	6 55 41 1 AC AVOCADO LAND CO PB 2-44 W1/3 OF E3/10 OF N1/2 LOT 2 LOT SIZE IRREGULAR F/A/U 30-5106-006-0031

Sale Information:

Sale O/R:	20896-4052
Sale Date:	12/2002
Sale Amount:	\$750,000

Assessment Information:

Year:	2007	2006
Land Value:	\$962,676	\$677,576
Building Value:	\$208,352	\$194,233
Market Value:	\$1,171,028	\$871,809
Assessed Value:	\$1,171,028	\$871,809
Total Exemptions:	\$1,171,028	\$871,809
Taxable Value:	\$0	\$0



NORTH ELEVATION

5450 N. Kendall Drive
"LARSEN PROPERTY"



SOUTH ELEVATION

5450 N. Kendall Drive
"LARSEN PROPERTY"



EAST ELEVATION

5450 N. Kendall Drive
"LARSEN PROPERTY"



WEST ELEVATION

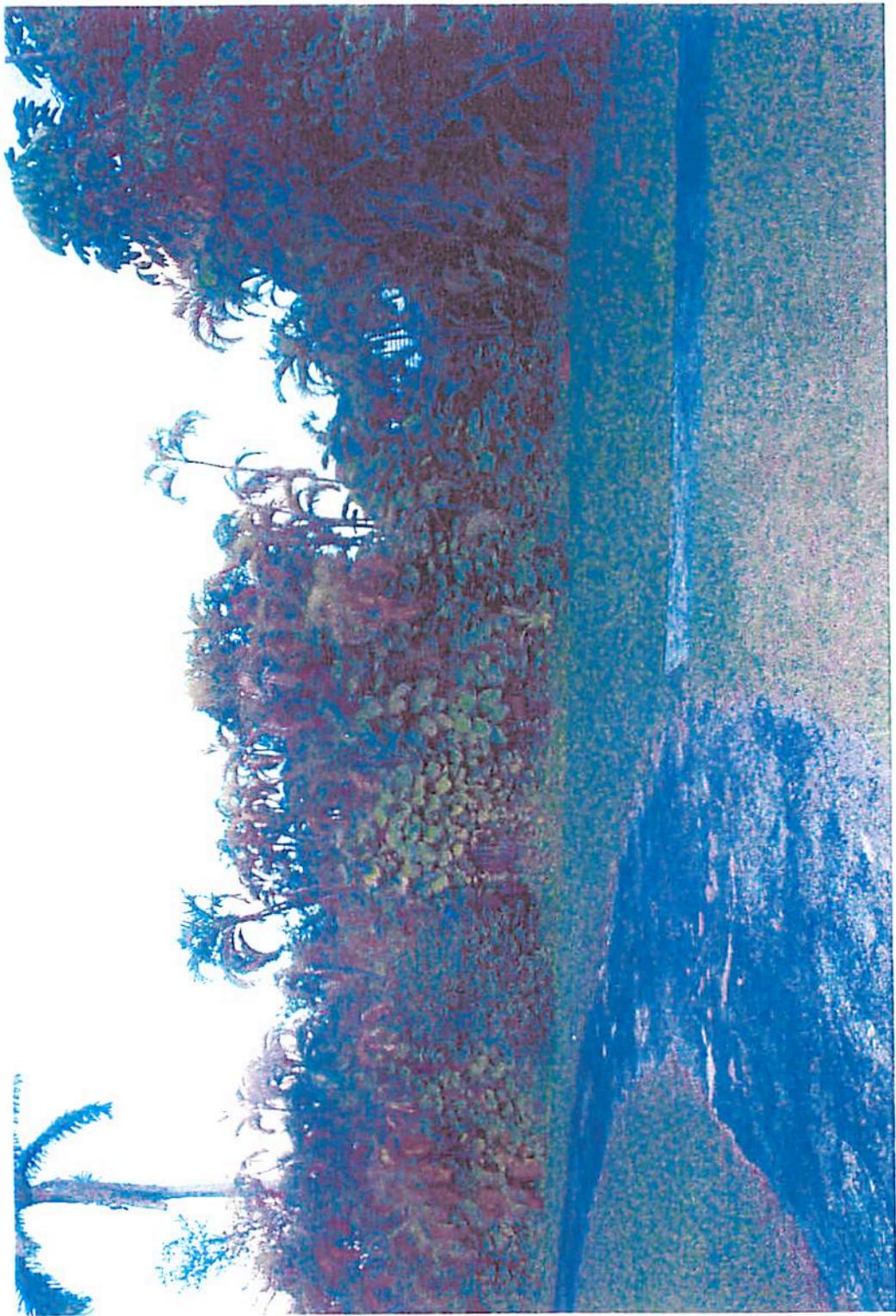


5450 N. Kendall Drive
"LARSEN PROPERTY"



NORTH PROPERTY LIMIT

5450 N. Kendall Drive
"LARSEN PROPERTY"



EAST PROPERTY LIMIT

5450 N. Kendall Drive
"LARSEN PROPERTY"



BANYAN DRIVE

5450 N. Kendall Drive
"LARSEN PROPERTY"

St. Thomas Episcopal Church

EXISTING TIKI HUT





VIEW OF PARKING AND EXISTING FIELD



EXISTING PARKING

St. Thomas Episcopal Church



EXISTING PARKING

PROPOSED SITE PLAN

WITKIN HULTS GROUP
307 south 21st avenue, hollywood, florida
phone: 394-9233, 9881 facsimile: 394-9235, 9869
www.witkinhults.com

ST. THOMAS SCHOOL
Coral Gables, Florida

EW 4'-0" TALL FENCE ON OLD
ARSON PROPERTY. CONNECT
O EXISTING FENCE ON SCHOOL
PROPERTY.

8th STREET
KENDALL DRIVE
PUBLIC RIGHT-OF-WAY

NORTH 1/2 OF LOT 2
AVAC ADD LAND COMPANY, SUBDIVISION
PLAT BOOK 22 AT PAGE 44
TALL MASONRY WALL
ADJACENT PROPERTYLINE

ject:

#1. PEH
#2. COO

Project Name: Site Improvement Plan

Scale: 1" = 30' - 0"
Drawn by: DL
Sheet No.:

Cad Id.:

FIRST

North

PROPOSED ADDITION TO EXISTING CAMPUS

HULTS GROUP
hollywood, Florida
facsimile: 964.923.9969

Coral Gables, Florida

W 88th STREET
NORTH KENDALL DRIVE
INDUSTRIAL PARK OF MIAMI

NORTH 1/2 OF LOT 2
AVACADO LAND COMPANY'S SUBDIVISION
PLAT BOOK 2 AT PAGE 44

PROPOSED SIX FOOT
TALL MASONRY WALL

SW 88th STREET
(NORTH KENDALL DRIVE)

1

TH 1/2 OF LOT 2
LAND COMPANY'S SUBDIVISION

10

2

TH 1 /2
DO LAND COM

Revisions:
#1 - COORDINATION COMMENTS
3.12.09

LOT 36
FIRST ADDITION TO HAMMOCK LAKE NO. 2
PLAT BOOK 55 PAGE 23

LOT 34 FIRST ADDITION TO HAMMOCK LAKE NO. 2
ADDITION TO HAMMOCK LAKE NO. 2
PLAT BOOK 55 AT PAGE 23

LOT 33
ADDITION TO HAMMOCK LAKE NO.2
PLAT BOOK 55 AT PAGE 23

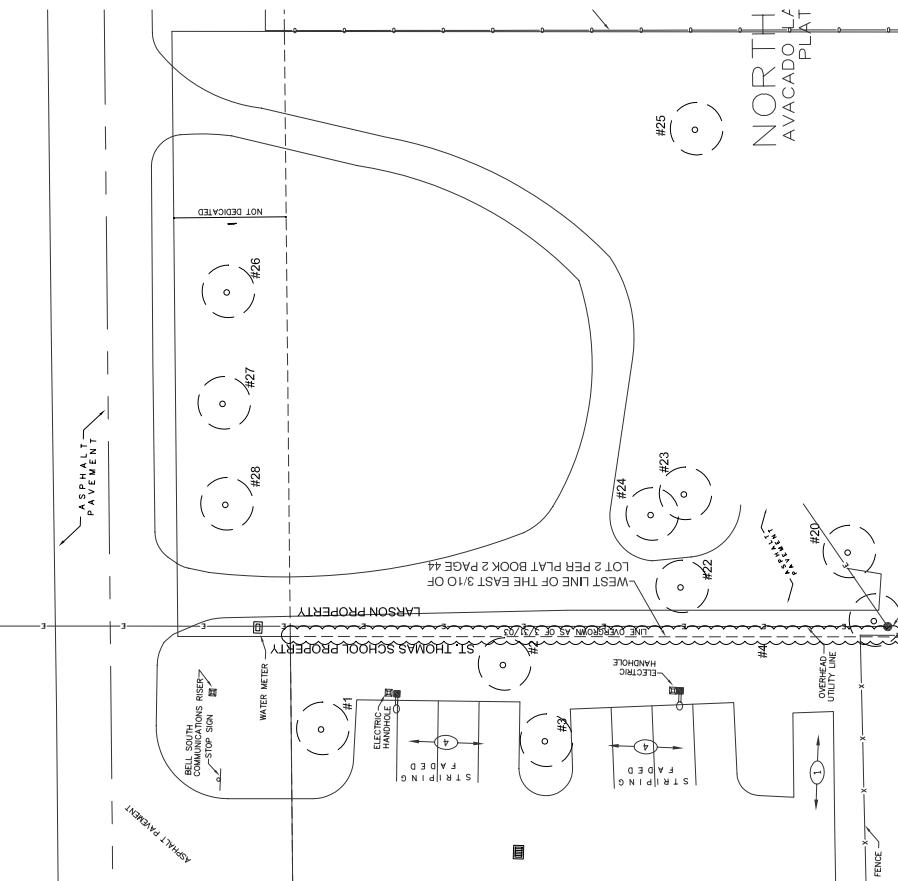
LOT 1
A RESUBDIVISION OF LOT 32
IN ADDITION TO HAMMOCK LAKE NO.2
PLAT BOOK 66 AT PAGE 34

Lic. # LA000008
Member: A.S.L.A.

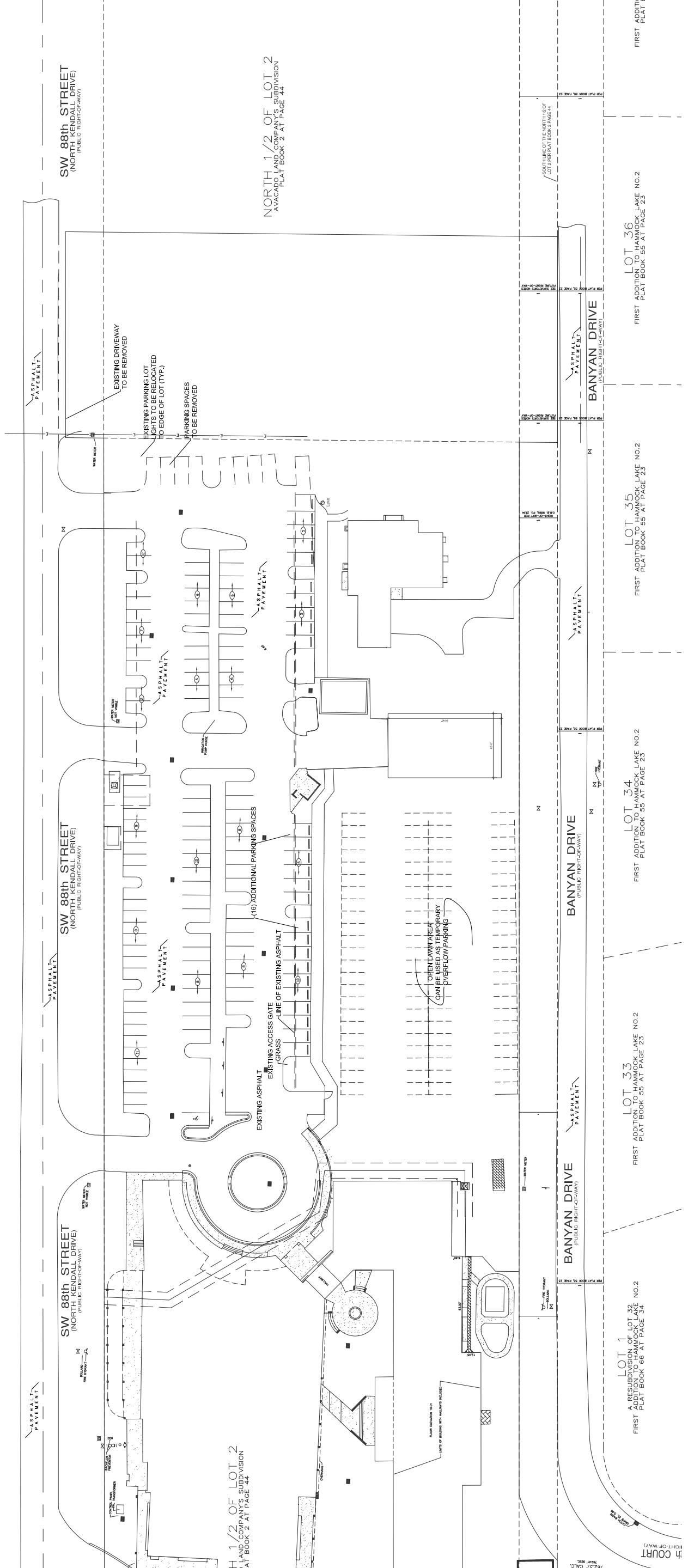
Project Name: Site Plan
Date: 3.19.08
Status: 100% 41 2"

L-2

EXISTING LANDSCAPE LARSON PROPERTY



PROPOSED PARKING PLAN



PARKING CANCELLATIONS

ASPHALT PARKING SPACES: 122
OVERFLOW PARKING SPACES: 92
TOTAL PARKING SPACES: 214

Seal:
LIC. # LAC0000889
MAILING ADDRESS

Project Name: Proposed Parking Plan
Date: 03/03/08
Scale: 1/32" = 1'-0"
Drawn by: DL
Sheet No.:

L-5

DAVID PLUMMER & ASSOCIATES

1750 PONCE DE LEON BOULEVARD, CORAL GABLES, FLORIDA 33134
305 447-0900 • FAX 305 444-4986 • DPA@DPLUMMER.COM

January 25, 2007

Mr. Christian M. Cobb
c/o St. Thomas Episcopal Parish School
Codina Development Corporation
355 Alhambra Circle, 9th Floor
Coral Gables, FL 33134
(305) 520-2461, fax: (305) 520-2471

Re: St. Thomas Episcopal Parish School Pick-up/Drop-off Evaluation - #06161

Dear Chris:

The purpose of this letter is to document the evaluation of pick-up/drop-off operations at St. Thomas Episcopal Parish School and to make recommendations for improving this operation. The evaluation and subsequent recommendations will help make the pick-up / drop-off operations at the school as safe and efficient as possible. Further, ingress and egress to the site can be enhanced.

BACKGROUND

St. Thomas Episcopal Parish School (STS) is located at 5692 North Kendall Drive in Coral Gables, FL. STS has purchased an existing single family home adjacent to and east of their property. A conceptual site plan has been developed showing that the newly purchased property will be used as an "open field." This new property can also be used as temporary, overflow parking when there are major events at the church or school. See Exhibit 1.

The existing site plan has 101 paved parking spaces, while the new site plan shows 129 paved parking spaces. The existing field on the south side of the property is also used for overflow parking.

As of November 2006, STS had the following student enrollment:

• Junior Pre-K:	51
• Senior Pre-K:	51
• Kindergarten:	55
• Grade 1:	54
• Grade 2:	56
• Grade 3:	55
• Grade 4:	51
• Grade 5:	51
	424 students

Also as of November 2006, STS had the following number of teachers, administrators, and employees:

• Teachers:	62
• Admin. & Staff:	14
• Church Staff:	7
	83

Early drop-off starts at 7:30am, and all students start at 8:10am. Pick-up times vary and are summarized below:

• Junior Pre-K:	Noon
• Senior Pre-K:	2:00pm
• Kindergarten:	2:45pm
• Grades 1-5:	3:15pm

Approximately two-thirds of the students are eligible to be picked up during the 3:15pm period. After-care/enrichment/sports are a major element at the school. Approximately 80% of the students participate in aftercare/enrichment/sports. These programs end no later than 6:00pm.

FIELD OBSERVATIONS

Field observations of the pick-up/drop-off operations and access to the site were observed on Tuesday, November 28, 2006. Pick-up operations were also observed on Tuesday, December 12, 2006 when there was not enrichment or any sports after school. This date was chosen so observations would be made during a "worst-case" scenario. A meeting was held on-site after the pick-up period on November 28, 2006 with Kitty Finneran and Linda Johnson of STS to discuss details of the pick-up/drop-off operations.

A School Speed Zone exists on Kendall Drive adjacent to STS. This flasher system controls vehicular speed during the drop-off and pick-up periods. A Coral Gables police officer is present on Kendall Drive during both the drop-off and pick-up periods to assist with access to STS.

There are three driveways on Kendall Drive that provide access to the parking area. These driveways will be referred to as the east, center, and west driveways. There is also a semi-circular driveway just east of Red Road that is used by some parents as a place to park and walk-up to the school.

The east driveway is closed during both the pick-up and drop-off periods. The center driveway is used for one-way, inbound access. The west driveway is used for one-way, outbound access.

On-site circulation is generally one-way. When a driver accesses the site from the center driveway, they turn west to head toward the circular pick-up/drop-off area. When a driver leaves the pick-up/drop-off area, they head east to the east driveway to exit the property.

Drop-off Operations

Early drop-off period begins at 7:30am and school starts for all students at 8:10am. General observations of the drop-off period are below:

- A Coral Gables police officer is present to assist with inbound access at the center driveway. The officer generally assists with the westbound to southbound left turns into the site by stopping eastbound Kendall Drive traffic. He observes the eastbound traffic to make sure the queues do not spillback to the Red Road intersection. If this scenario starts to occur, the officer will allow eastbound traffic to flow unimpeded until the queue dissipates.
- The vast majority of parents park and walk their children onto campus. This is not "typical" at schools that have children in Grades 1-5, but is very typical Junior Kindergarten to Kindergarten aged children.
- STS encourages parents to join their children at the daily "flag ceremony," which requires parking and walking in as opposed to drop-off.
- There is a designated walking path on the south side of the parking lot adjacent to the field.
- Some parents do park at the semi-circular driveway adjacent to the church (just east of Red Road) or in the swale on the south side of Kendall Drive adjacent to STS.
- Some assistance is provided at the drop-off area by STS staff. The inside lane of the circular pick-up/drop-off area is coned off so that there is only a single lane.
- Some parents expressed that there is a shortage of parking. This is due to the number of parents who park and walk their children onto campus.
- When needed, the existing field on the south side of the property is used as overflow parking.
- In general, the operations at the circular drop-off area works well because most parents avoid it and park their vehicle to escort their child to the campus.

Pick-up Operations

- The Junior Kindergarten through Kindergarten pick-up operations works well. The limited number of students, the different periods of when pick-up occurs, and the availability of parking contributes to the success of this operation.
- Some parents, during the Junior Kindergarten through Kindergarten pick, park and abandon their vehicles at the circular pick-up area in order to retrieve their child from STS.
- The Coral Gables police officer arrives at approximately 2:45pm and assists drivers exiting from the east driveway onto Kendall Drive.
- Assistance is provided by STS staff with the pick-up operation for Grades 1 through 5.
- The children are assembled adjacent to the pick-up and wait for their name to be called.
- The inside lane of the circular pick-up/drop-off area is coned off so that there is only a single lane.
- A two-lane queue is formed from the center driveway to the single-lane entry point at the pick-up area.

- Parents are required to have their child's name posted on their dashboard for quick identification.
- An STS staff member, using a microphone/speaker system, calls out the names of the students who parents are waiting in the queue and are ready to enter the pick-up area. This helps with the efficiency of the pick-up operation.
- Most of the pick-up occurs on the passenger side of the vehicle.
- After a child is loaded in the vehicle, the driver is able to leave the pick-up area. If a student's name is called and they are not present, the parent generally waits at the pick-up area until the child is found.
- The field observations for the pick-up on Tuesday, December 12, 2006 represented a "worst-case" scenario because enrichment or sports were not offered that day.
- Queuing data during the Grade 1 through 5 pick-up on December 12, 2006 was:
 - 3:02pm: 15 vehicles in queue (parents arriving prior to school dismissal).
 - 3:08pm Queue reached center driveway.
 - 3:12pm Queue nearly reached Kendall Drive from the center driveway.
 - 3:15pm Queue spillback to Kendall Drive (pick-up starts).
 - 3:20pm Queue no longer extends to Kendall Drive.
 - 3:25pm Minimal activity at the pick-up area.
 - 3:27pm Pick-up over.
- When pick-up operations were observed on November 28, 2006, the queuing did not extend back to the center driveway (or to Kendall Drive). Enrichment/sports occurred that afternoon, which is more "typical" for STS.

PICK-UP / DROPOFF OPERATIONAL GOALS

School pick-up / drop-off operations need to be as safe and as efficient as possible. The primary concern is for the safety of the children. Efficiency is a bonus. Some of the general principles of safe and efficient pick-up/drop-off operations are below:

- Provide dual lane queuing area.
- Require single-lane loading / unloading in pick-up / drop-off area.
- Hold vehicle entry in queuing area.
- Require pick-up/drop-off on passenger side only.
- Prohibit children from entering/exiting vehicle while in the queuing area.
- Hold vehicles in queuing area.
- Require single lane platoon exiting from pick-up/drop-off area.
- Assemble students adjacent to pick-up area prior to start of pick-up operations.
- Provide adult supervision of pick-up/drop-off operations.
- Prohibit offsite parking/walking.
- Require in-vehicle student identification card.
- Provide a supervisor to call out names of students whose parents are in queue during pick-up.
- Designate parking spaces for campus-bound parents.

- Prohibit unattended vehicles in pick-up/drop-off area.
- Provide well-defined bicycle and walking paths.
- Prohibit pedestrian crossings at vehicle entrance / exit points of pick-up / drop-off area.

Overall, as I expressed to Kitty Finneran, STS does a very good job handling their pick-up/drop-off operations in a safe and efficient manner. Most schools that I work with are not as advanced as STS in their pick-up/drop-off operations. STS does many things well, which include:

- Providing a police officer to assist with access to/from Kendall Drive.
- Involving a sufficient amount of staff during the pick-up period.
- Having the children assembled at the pick-up area.
- Requiring a student identification card in the vehicle.
- Providing a supervisor to call out the names of the students whose parents are in the queue.
- Providing dual-lane queuing prior to the entry point of the pick-up/drop-off area.
- Allowing only a single-lane at the entrance/exit points of the pick-up/drop-off area.
- Providing a designated walkway for parents/children who park their vehicles and walk into STS.

These items should continue to be implemented at STS.

PICK-UP/DROPOFF RECOMMENDATIONS

The following are my recommendations for improving the pick-up / drop-off operations at STS (see Exhibit 2):

1. Do not allow off-campus parking / walking, especially on the swale area of Kendall Drive. This condition negatively affects the traffic operations on Kendall Drive. The new site plan, which adds approximately 28 new paved parking spaces, will help with this issue.
2. Require all pick-up / drop-off to occur on the passenger side only.
3. Do not allow parents to leave their vehicles unattended while in the pick-up/drop-off service areas. Parents who need to go on campus should park at designated areas.
4. Allow only loading/unloading by "platoons" of vehicles in a single lane. Prohibit individual vehicles from exiting until the entire platoon is ready to exit. Control at the entry and exit points of the single lane loading areas is required.
5. Do not allow children to exit or enter their vehicle from the queue area. This situation was observed only a few times at STS.

Mr. Chris Cobb

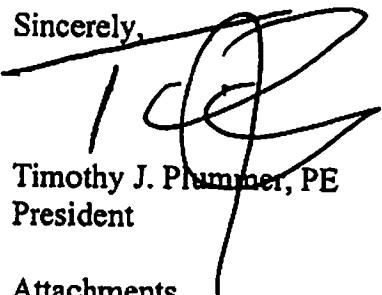
Re:St. Thomas Episcopal Parish School Pick-up/Drop-off Evaluation - #06161

Page 6 of 6

6. If a student (or all students for multi-student vehicles) are not present for loading when the student's vehicle reaches the loading point, the vehicle is required to exit the loading zone and rejoin the queue. This is necessary so that the "platoon" of vehicles can exit at the same time.
7. Supervisors assisting with pick-up/drop-off operations should wear a safety vest.
8. Parents should be encouraged to use the drop-off area in the mornings. This drop-off operation is under-utilized at STS.
9. Grades 1 through 5 comprise approximately two-thirds of the student population and are dismissed from STS at the same time. To further separate vehicle arrivals, consideration should be given to modifying the pick-up times. One scenario to consider is dismissal for Kindergarten through Grade 2 at 3:00pm and Grades 3 through 5 at 3:20pm. By separating vehicle arrivals, the likelihood of queue spillback to Kendall Drive will be minimized. Junior Kindergarten and Pre-Kindergarten dismissal should remain at the same time.
10. If dismissal times are altered as discussed in item #9, color coded student identification cards should be required (i.e., K through G2 are blue and G3 through G5 are red).
11. Any new pick-up/drop-off plan should be implemented at the start of a new school year on the first day of school. A meeting with the parents at the end of the school year, prior to implementing a new pick-up/drop-off plan, is recommended.

I suggest that we meet with the appropriate St. Thomas staff to review this information and the recommendations. Please call me at (305) 447-0900 if you have any questions or need more information.

Sincerely,



Timothy J. Plummer, PE
President

Attachments

cc: Kitty Finneran (STS), Laura Russo, File

report-let.doc



EXISTING ACCESS & CIRCULATION

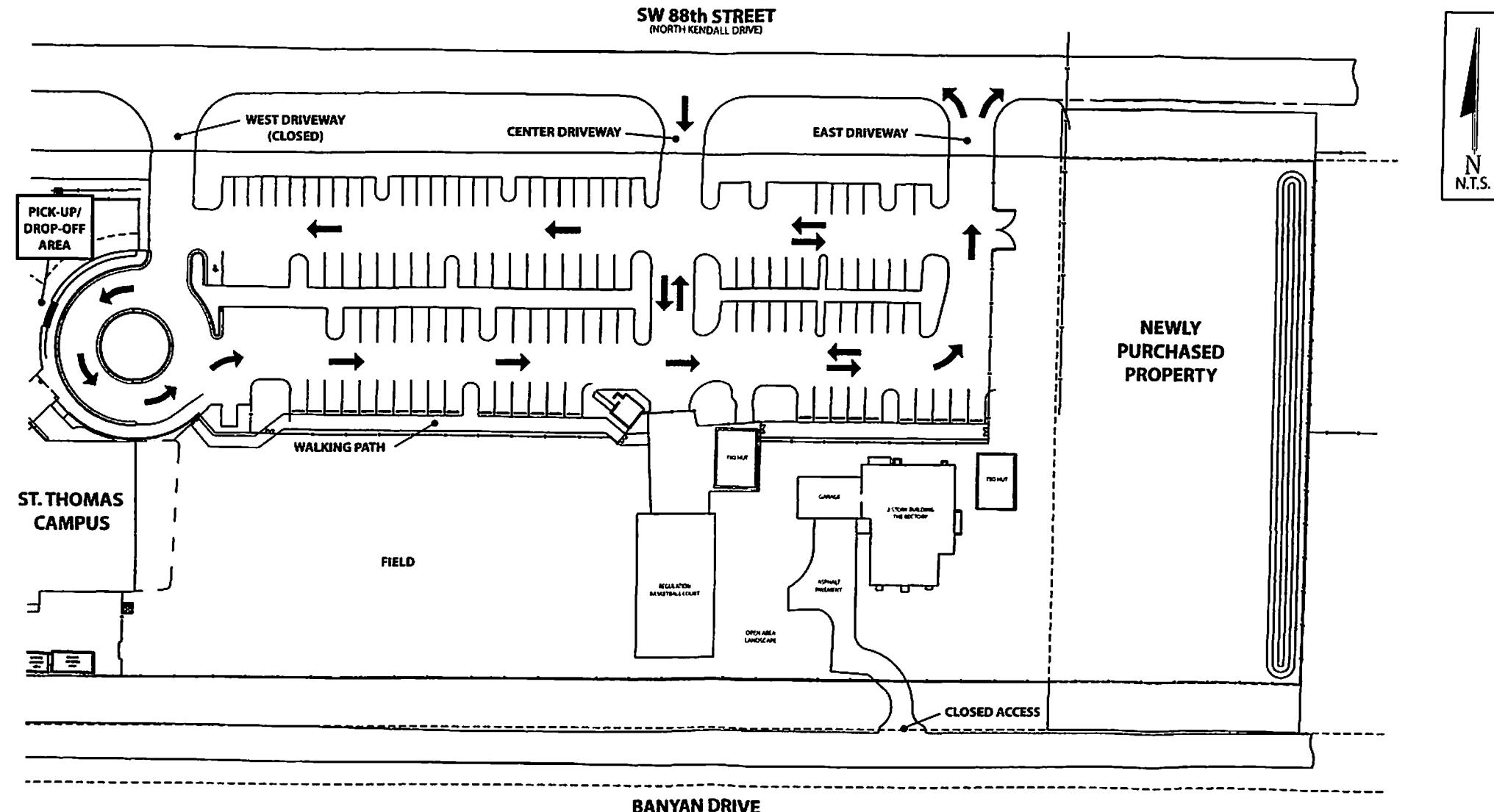
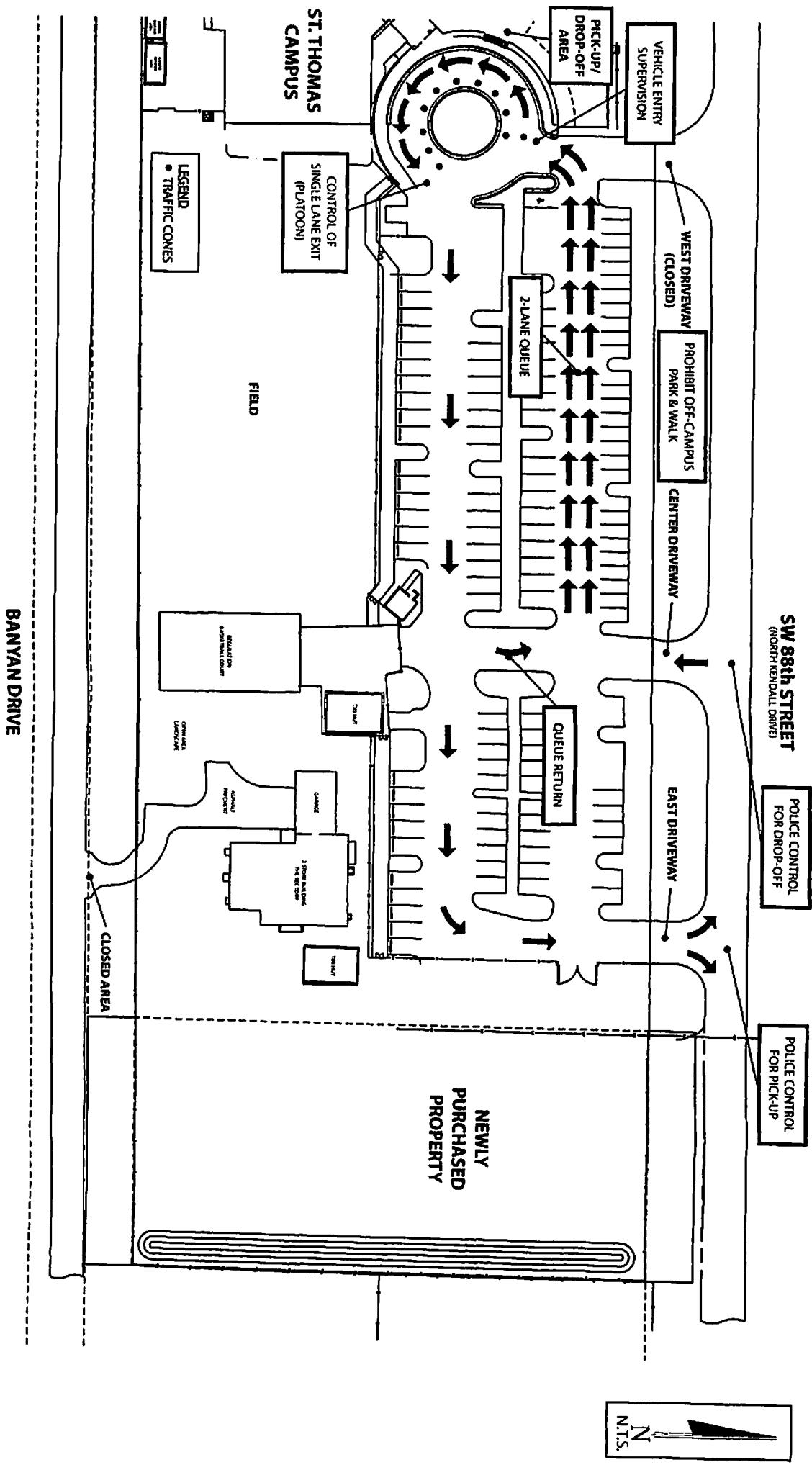


EXHIBIT 1

ST. THOMAS EPISCOPAL PARISH SCHOOL

PROPOSED PICK-UP/ DROP-OFF PLAN





The City of Coral Gables

Building and Zoning Department

ISO Class I

CITY HALL 405 BILTMORE WAY
CORAL GABLES, FLORIDA 33134

August 25, 2008

Laura L. Russo
Russo & Baker
2655 Le Jeune Road, Suite 201
Coral Gables, Florida 33134

Re: St. Thomas Episcopal Church and School-Parking compliance letter,

Dear Ms. Russo:

After careful review of the information you provided to this Department, along with your letter dated July 7, 2008 requesting a parking compliance letter, you will find below a summary of our findings.

The St. Thomas Episcopal Church property was annexed into the City of Coral Gables as part of the Hammock Lakes Section on July 31, 1996. The City has no documentation that tells us what the conditions of the property were at the time of annexation. Their existing parking count, therefore, is considered legally non-conforming.

The property currently has one-hundred fifteen (115) parking spaces. The applicant proposes the addition of a new playing field, the demolition of eight (8) existing parking spaces, and the addition of sixteen (16) spaces. The net parking count with the changes proposed is one-hundred twenty-three (123) spaces.

Under the current zoning code (based on the information provided by the applicant), the St. Thomas Episcopal Church and School would have a required parking count of two-hundred eleven (211) spaces. The amount of required parking was calculated using the information below:

Section 5-1409. Amount of required parking.

B. Calculation of parking requirements.

Religious institutions.

One (1) space per five (5) fixed seats plus one (1) space per fifty (50) square feet of assembly room area without fixed seats (not including classrooms).

- Church: $420 \text{ fixed seats} / 5 = 84 \text{ spaces}$
- Little Chapel: $936 \text{ S.F.} / 50 = 19 \text{ spaces}$

- Youth Center: 1344 S.F./50=27 spaces
- Samaritan Room: 483 S.F./50=10 spaces

Schools.

One (1) space per FTE, plus one (1) space per four (4) students aged sixteen (16) years or older based on maximum capacity.

- 71 FTE=71 spaces

Total parking spaces required (under current zoning regulations): 211

In addition to being legally non-conforming, the proposed application of a playing field does not increase the size of the building on the property and therefore does not meet the minimum threshold requirement for additional parking under Section 5-1401.

The expansion of the existing vehicle use area (VUA) with new parking spaces triggers required landscaping as specified under Section 5-11 of the zoning code. The proposed landscaping includes the following:

- 9 Live Oaks
- 18 Green Buttonwoods
- 15 Foxtail Palms
- 562 Cocoplum
- 607 Variegated Flax Lily
- 294 Wild Coffee
- 324 Egyptian Star Cluster
- 291 Schefflera

In addition to the proposed landscaping the property has many existing shade trees, shrubs, and other plant material. The overall landscaping (proposed and existing) meets the minimum requirements of Section 5-11.

Please be advised that this determination does not constitute a development order. If you have any further questions in regard to this matter please do not hesitate to contact this office.

Sincerely,



Martha Salazar-Blanco
Zoning Official

cc: Maria Jimenez, Assistant City Manager
Edward M. Weller, Interim Building and Zoning Director
Eric Riel Jr., Planning Director
Ricardo Herran, Zoning Technician