

Attachment A

RIVIERA DAY SCHOOL

BUILDING ADDITION

PROJECT ADDRESS:
6800 NERVIA ST
CORAL GABLES, FL 33146-3614
FOLIO # : 03-4130-009-1910

APPLICANT:
Laura L. Russo, Esq.
2655 LeJeune Road, PH 1F
Coral Gables, Florida 33134
Tel: 305-476-8300
Fax: 305-476-8383
Cell: 305-801-9002
laura@laurarussolaw.com

CIVICA PROJECT #: 160406

ARCHITECT:

CIVICA

ARCHITECTURE AND URBAN DESIGN

8323 NW 12TH ST
SUITE 106
DORAL, FL 33126
PH. 305.593.9959
FX. 305.593.9855
INFO@CIVICAGROUP.COM



INDEX	
	COVERSHEET
SU-1	SURVEY
SP-1	SITE PLAN
SP-2	DIAGRAMS
SP-3	SITE PHOTOGRAPHS
SP-4	SITE AERIAL
FP-1	GROUND FLOOR PLAN
FP-2	SECOND FLOOR PLAN
FP-3	THIRD FLOOR PLAN
FP-4	ROOF PLAN
EL-1	ELEVATIONS
EL-2	CONTEXT ELEVATIONS
EL-3	CONTEXT ELEVATIONS
R-1	AERIAL PERSPECTIVES
R-2	RENDERED VIEWS

Planning & Zoning Board Application May 2019

Riviera Day School
Planning & Zoning Application

Table of Contents

- A. Planning & Zoning Application
- B. List of Representatives
- C. Cover Letter
- D. Aerial
- E. Photographs
- F. Survey
- G. Site Plan
- H. Plans
- I. Rendering
- J. Elevations
- K. Massing
- L. Traffic Report and Traffic Operations Plan
- M. Ordinances
- N. Concurrency Statement
- O. Lobbyist Applications
- P. Warranty Deed



City of Coral Gables Planning Division Application

305.460.5211

planning@coralgables.com

www.coralgables.com

Application request

The undersigned applicant(s)/agent(s)/property owner(s) request City of Coral Gables consideration and review of the following application(s) (please check all that apply):

- ☐ Abandonment and Vacations
- ☐ Annexation
- ☐ Coral Gables Mediterranean Architectural Design Special Locational Site Plan
- ☐ Comprehensive Plan Map Amendment - Small Scale
- ☐ Comprehensive Plan Map Amendment - Large Scale
- ☐ Comprehensive Plan Text Amendment
- ☐ Conditional Use - Administrative Review
- ☐ Conditional Use without Site Plan
- ☐ Conditional Use with Site Plan
- ☐ Development Agreement
- ☐ Development of Regional Impact
- ☐ Development of Regional Impact - Notice of Proposed Change
- ☐ Mixed Use Site Plan
- ☒ Planned Area Development Designation and Site Plan
- ☐ Planned Area Development Major Amendment
- ☐ Restrictive Covenants and/or Easements
- ☒ Site Plan
- ☐ Separation/Establishment of a Building Site
- ☐ Subdivision Review for a Tentative Plat and Variance
- ☐ Transfer of Development Rights Receiving Site Plan
- ☐ University Campus District Modification to the Adopted Campus Master Plan
- ☐ Zoning Code Map Amendment
- ☐ Zoning Code Text Amendment
- ☐ Other: _____

Text

General information

Street address of the subject property: 6800 Nervia Street and Yumuri Street

Property/project name: Riviera Day School

Legal description: Lot(s) Lots 1 to 6, inclusive and Lots 23, 24, 25, 26 & 27

Block(s) 206A Section (s) Coral Gables Riviera Section Part 14

Property owner(s): Laro, Inc. of Coral Gables

Property owner(s) mailing address: 6800 Nervia Street, Coral Gables, Florida 33134

Telephone: Business 305-666-1856 Fax _____

Other _____ Email Petercohen @ rivieraschools.com



City of Coral Gables Planning Division Application

Applicant(s)/agent(s): Laura L. Russo, Esq., LLC
Applicant(s)/agent(s) mailing address: 2655 Le Jeune Road, Suite PH 1-F, Coral Gables, Florida 33134
Telephone: Business 305-476-8300 Fax 305-476-8383
Other 305-801-9002 Email Laura@Laurarussolaw.com

Property information

Current land use classification(s): Educational
Current zoning classification(s): Special
Proposed land use classification(s) (if applicable): N/A
Proposed zoning classification(s) (if applicable): N/A

Supporting information (to be completed by Planning Staff)

A Preapplication Conference is required with the Planning Division in advance of application submittal to determine the information necessary to be filed with the application(s). Please refer to the Planning Division Development Review Process Handbook, Section 3.0, for an explanation of each item. If necessary, attach additional sheets to application. The Planning Division reserves the right to request additional information as necessary throughout the entire review process.

- ☒ Aerial.
- ☒ Affidavit providing for property owner's authorization to process application.
- ☐ Annexation supporting materials.
- ☒ Application fees.
- ☒ Application representation and contact information.
- ☐ Appraisal.
- ☒ Architectural/building elevations.
- ☒ Building floor plans.
- ☐ Comprehensive Plan text amendment justification.
- ☐ Comprehensive Plan analysis.
- ☒ Concurrency impact statement.
- ☐ Encroachments plan.
- ☐ Environmental assessment.
- ☐ Historic contextual study and/or historical significance determination.
- ☐ Landscape plan.
- ☐ Lighting plan.
- ☒ Massing model and/or 3D computer model.
- ☒ City of Coral Gables Annual Registration Application and Issue Application Lobbyist forms.
- ☒ Ordinances, resolutions, covenants, development agreements, etc. previously granted for the property.
- ☐ Parking study.
- ☒ Photographs of property, adjacent uses and/or streetscape.
- ☐ Plat.
- ☒ Property survey and legal description.



City of Coral Gables Planning Division Application

- ☒ Property survey and legal description.
- ☐ Public Realm Improvements Plan for mixed use projects.
- ☐ Public school preliminary concurrency analysis (residential land use/zoning applications only).
- ☐ Sign master plan.
- ☒ Site plan and supporting information.
- ☒ Statement of use and/or cover letter.
- ☐ Streetscape master plan.
- ☐ Traffic accumulation assessment.
- ☒ Traffic impact statement.
- ☐ Traffic impact study.
- ☐ Traffic stacking analysis.
- ☐ Utilities consent.
- ☐ Utilities location plan.
- ☐ Vegetation survey.
- ☐ Video of the subject property.
- ☒ Warranty Deed.
- ☐ Zoning Analysis (Preliminary).
- ☐ Zoning Code text amendment justification.
- ☐ Other: _____

Application submittal requirements

1. Hard copies. The number of application binders to be submitted shall be determined by Staff at the preapplication meeting. The application shall include all the items identified in the preapplication meeting.
2. Digital media copy. One (1) thumb-drive of the entire application including all items identified in the Preapplication Conference. Each document shall be separated into PDF files (i.e., application; site plan, landscape plan; etc.). Please include a "Table of Contents" identifying all PDF file name(s). Each PDF file size shall not exceed 10 MB.

Applicant/agent/property owner affirmation and consent

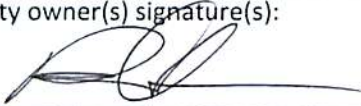
(I) (We) affirm and certify to all of the following:

1. Submission of the following:
 - a. Warranty deed/tax record as proof of ownership for all properties considered as a part of the application request;
or
 - b. Authorized as the applicant(s)/agent(s) identified herein to file this application and act on behalf of all current property owner(s) and modify any valid City of Coral Gables entitlements in effect during the entire review process.
2. This request, application, application supporting materials and all future supporting materials complies with all provisions and regulations of the Zoning Code, Comprehensive Land Use Plan and Code of Ordinances of the City of Coral Gables unless identified and approved as a part of this application request or other previously approved applications. Applicant understands that any violation of these provisions renders the application invalid.
3. That all the information contained in this application and all documentation submitted herewith is true to the best of (my) (our) knowledge and belief.
4. Understand that the application, all attachments and fees become a part of the official records of the City of Coral Gables and are not returnable.



City of Coral Gables Planning Division Application

5. Failure to provide the information necessary pursuant to the established time frames included but not limited to application submittal, submission of revised documents, etc. for review by City Staff and the designated reviewing entity may cause application to be deferred without further review until such time the requested information is submitted.
6. All representatives of the application have registered with and completed lobbyist forms for the City of Coral Gables City Clerk's office.
7. Understand that under Florida Law, all the information submitted as part of the application are public records.
8. Additional costs in addition to the application fees may be assessed associated with the review of applications by the City. These are costs that may be incurred by the applicant due to consultant fees paid by City to review the application. The types of reviews that could be conducted may include but are not limited to the following: property appraisals; traffic impact analyses; vegetation/environmental assessments; archeological/historic assessments; market studies; engineering studies or reports; and legal fees. Such fees will be assessed upon finalization of the City application review.

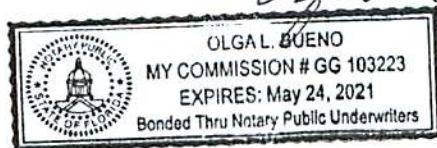
Property owner(s) signature(s):  By: Peter Cohen, Vice President	Property owner(s) print name: Laro, Inc. of Coral Gables	
Property owner(s) signature(s):	Property owner(s) print name:	
Property owner(s) signature(s):	Property owner(s) print name:	
Address: 6800 Nervia Street Coral Gables, Florida 33134		
Telephone: 305-666-1856	Fax:	Email: Petercohen@rivieraschools.com

NOTARIZATION

STATE OF FLORIDA/COUNTY OF Miami-Dade

The foregoing instrument was acknowledged before me this 25 day of May by Peter Cohen

(Signature of Notary Public - State of Florida)



(Print, Type or Stamp Commissioned Name of Notary Public)

☒ Personally Known OR ☐ Produced Identification; Type of Identification Produced _____



City of Coral Gables Planning Division Application

Contract Purchaser(s) Signature:	Contract Purchaser(s) Print Name:
Contract Purchaser(s) Signature:	Contract Purchaser(s) Print Name:

Address:

Telephone:

Fax:

Email:

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____ by _____
(Signature of Notary Public - State of Florida)

(Print, Type or Stamp Commissioned Name of Notary Public)

☐ Personally Known OR ☐ Produced Identification; Type of Identification Produced _____

Applicant(s)/Agent(s) Signature:

Laura L. Russo

Applicant(s)/Agent(s) Print Name:

Laura L. Russo

Address:

2655 Le Jeune Road, Suite PH 1-F, Coral Gables, Florida 33134

Telephone: 305-476-8300

Fax: 305-476-8383

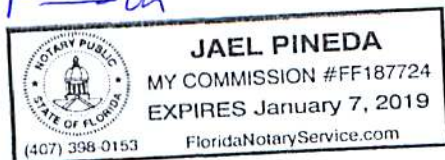
Email: Laura@Laurarussolaw.com

NOTARIZATION

STATE OF FLORIDA/COUNTY OF

The foregoing instrument was acknowledged before me this 25 day of May, 2018 by Laura L. Russo
(Signature of Notary Public - State of Florida)

Jael Pineda



(Print, Type or Stamp Commissioned Name of Notary Public)

☒ Personally Known OR ☐ Produced Identification; Type of Identification Produced _____

**List of Representatives for
Riviera Day School**

Owner:

Mr. Peter Cohen
Laro, Inc. of Coral Gables, a Florida corporation
6800 Nercia Street
Coral Gables, Florida 33134
Tel: 305-666-1856
Email: Petercohen@rivieraschols.com

Architect:

Rolando Llanes, R.A.
Civica Architecture
8323 NW 12th Street, Suite 204
Miami, Florida 33126
Tel: 305-593-9959
Email: rllanes@civicagroup.com

Attorney:

Laura L. Russo, Esq.
Laura L. Russo, Esq., LLC
2655 Le Jeune Road, Suite PH 1-F
Coral Gables, Florida 33134
Tel: 305-476-8300
Fax: 305-476-8383
Email: Laura@Laurarussolaw.com

Law Office
of
LAURA L. RUSSO, ESQ.
2655 Le Jeune Road, Suite PH-1F
Coral Gables, Florida 33134

Tel: 305-476-8300
Fax: 305-476-8383

Email: Laura@LauraRussoLaw.com

Via Hand Delivery

August 6, 2018

Mr. Ramon Trias
Planning and Zoning Director
The City of Coral Gables
427 Biltmore Way
Coral Gables, Florida 33134

Re: Riviera Day School - Zoning
Property: 6800 Nervia St. & Yumuri St.
File No.: 17L-104

Dear Mr. Trias,

I represent Laro Inc., a Florida corporation, the owner of Riviera Day School ("Riviera") at 6800 Nervia Street. The school is situated at the southern end of the William H. Kerdyk, Jr. Park. The campus is split by an alley that runs north and south, from San Remo Avenue to Sunset Road with a portion of the campus on the Yumuri Street (west of the alley) side of the block and the balance of the school on Nervia Street (east of the alley).

Riviera Schools has been in existence since 1950. It is the oldest independent school in Coral Gables. Riviera currently has several buildings on campus that date back to the late 40's and 50's. Riviera wants to modernize its campus to accommodate today's educational environment and evolving needs. Riviera houses preschoolers through 5th graders.

Riviera has hired the architectural firm of Civica Group that specializes in the design of educational facilities. The firm has received numerous awards for schools in South Florida. The principal architect, Rolando Llanes has worked with Riviera to design a building to meet the school's goals. The proposal is to build a 3 story structure, nestled behind the existing buildings fronting Nervia and abutting the alley that separates the campus. The new building will contain a multi purpose space on the ground floor and classrooms on the 2nd and 3rd floors. There will be no increase in student or faculty members. There are 415 students and 55 faculty and administrative members.

Mr. Ramon Trias
August 6, 2018
Page 2

We are submitting our application for a PAD Designation with Site Plan Approval and Conditional Use.

Sincerely,

A handwritten signature in black ink, appearing to read "Laura L. Russo". The signature is fluid and cursive, with the first name "Laura" being more prominent and the last name "Russo" following in a similar style.

Laura L. Russo

LLR/jp
enclosures

cc: Peter Cohen (via email only)
Rolando Llanes (via email only)



PROJECT:
RIVIERA DAY
SCHOOL
BUILDING
ADDITION

6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
Folio 03-4130-009-1910

APPLICANT:
RIVIERA PREPARATORY
SCHOOL HOLDINGS, LLC

6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
Phone: 305-666-1856

ISSUED FOR:
DEVELOPMENT REVIEW
COMMITTEE APPLICATION

CIVICA PROJECT No :
160406

No.	DATE	REVISION	BY

DRAWN BY APPROVED BY

DATE SCALE:

SEAL/SIGNATURE

ROLANDO LLANES, AIA
AR - 0013160

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SHEET TITLE

SITE
AERIAL

SHEET NUMBER

SP-4

PROJECT:
RIVIERA DAY
SCHOOL
BUILDING
ADDITION
6800 NERVIA ST., CORAL
GABLES, FL 33146-3614
Folio 03-4130-009-1910

APPLICANT:
RIVIERA PREPARATORY
SCHOOL HOLDINGS, LLC
6800 NERVIA ST., CORAL
GABLES, FL 33146-3614
Phone: 305-666-1856

ISSUED FOR:
DEVELOPMENT REVIEW
COMMITTEE APPLICATION

CIVICA PROJECT No :
160406



VIEW FACING NORTH UP NERVIA ST



EAST ELEVATION FACING SW



EAST ELEVATION FACING NW



VIEW FACING SOUTH FROM SAN REMO AVE



VIEW FACING SE FROM SAN REMO AVE
AT ALLEYWAY ENTRANCE



VIEW FACING SW AT INTERSECTION OF
NERVIA ST AND SAN REMO AVE

No.	DATE	REVISION	BY

DRAWN BY APPROVED BY
DATE SCALE:

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AR - 0013160
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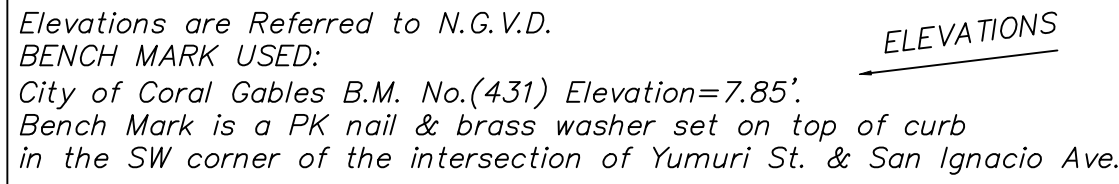
SHEET TITLE

SITE
PHOTOGRAPHS

SHEET NUMBER

SP-3

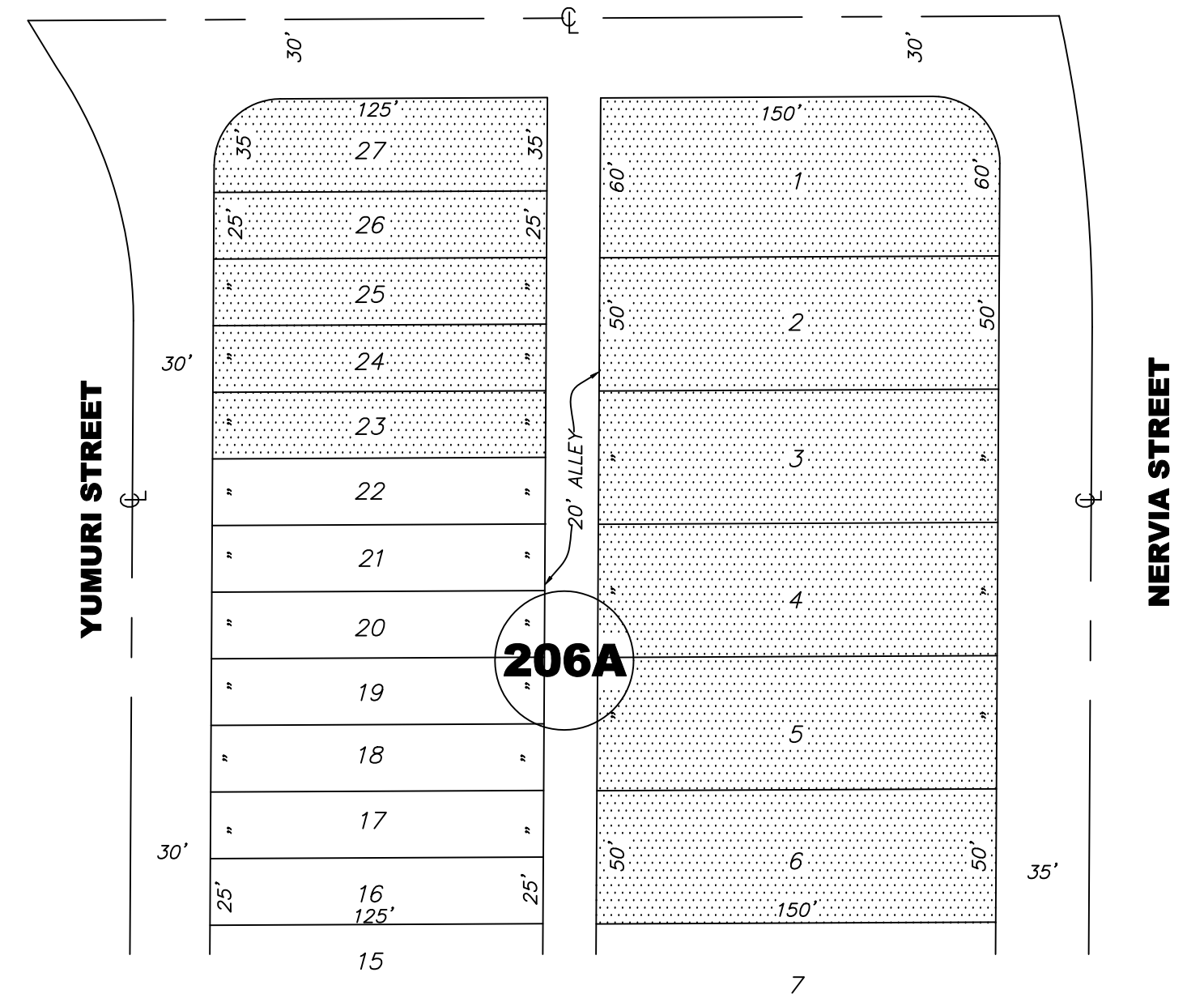
SCALE: 1" = 20'



N.T.S. = NOT TO SCALE		ABBREVIATIONS (IF ANY APPLIED)		M.H. = MANHOLE
C.E. = CENTER LINE	CL	CLEAR	U.E. = UTILITY EASEMENT	
C.P. = PROPERTY LINE	ENC	ENCROACHMENT	W.M.E. = WALL MANHOLE & DRAINAGE EASEMENT	
C.R. = RIGHT-OF-WAY	CONC	CONCRETE BLOCK STRUCTURE	W.O. = WOODEN FENCE	
C.L.F. = CHAIN LINK FENCE	CONC	CONCRETE	PROP.COR. = PROPERTY CORNER	
W.F. = WOODEN FENCE	6"	6" DIAMETER	F.H. = FIRE HYDRANT	
RES. = RESIDENCE	6"	DRAINAGE MANHOLE	EASEMENT	
R.I.P. = RIGID PIPE	S.I.P.	SET IRON PIPE	P.R.B. = FOUNDATION BAR	
S.B. = SET RE-BAR	F.D.H.	FOUND HOLE DRILL	S.D.H. = SET DRILL HOLE	
C.B. = CORNER BEARING	A/C	AIR CONDITIONING UNIT	CAL. = CALCULATED	
REAS. = REASURER	R	RECORDED	SPIN. = SPINNING SPIKE	
S.NAD. = SET NAIL & DISC	F.NAD	FOUND NAIL & DISC.	RAD. = RADIAL	
F.N. = FOUND NAIL	F.C.N.	FOUND CUT NAIL	F. = FOUND	

12533 S.W. 30th STREET
MIAMI, FLORIDA 33175
PHONE: (305) 552-7450
CERTIFICATE OF AUTHORIZATION NUMBER LB 5233

SAN REMO AVENUE



SURVEYOR'S NOTES:

LEGAL DESCRIPTION WAS FURNISHED BY CLIENT.

EXAMINATION OF THE ABSTRACT OF TITLE WILL HAVE TO BE MADE TO DETERMINE RECORDED INSTRUMENT, IF ANY AFFECTING THIS PROPERTY.

THERE ARE NO VISIBLE ENCROACHMENTS OTHER THAN THOSE SHOWN.

ALL INFORMATION SUBJECT TO ANY LEGAL LIMITATIONS, RESTRICTIONS, RESERVATIONS OR EASEMENTS OF RECORDS.

NO UNDERGROUND INSTALLATIONS OR IMPROVEMENTS HAVE BEEN LOCATED, EXCEPT AS NOTED.

FORCE OF OWNERSHIP BY VISUAL MEANS ONLY (IF ANY), LEGAL OWNERSHIP NOT DETERMINED.

ERNESTO BELTRAN
PROFESSIONAL SURVEYOR & MAPPER No. 4885
STATE OF FLORIDA
DATE: 1-17-2017

NOTE: THIS IS NOT A VALID SURVEY WITHOUT
THE ORIGINAL RAISED SEAL AND
SIGNATURE OF A FLORIDA LICENSED
SURVEYOR AND MAPPER

NOTE:

ALL EXISTING TREES TO REMAIN IN PLACE. TREE PROTECTION
FENCING TO BE INSTALLED ON ALL EXISTING TREES TO REMAIN. NO
TREES ARE TO BE REMOVED OR RELOCATED. FENCING WILL BE AS
FOLLOWS:

- FOUR-FOOT HIGH, 2X4 WOOD POSTS BURIED AND WRAPPED IN
ORANGE PLASTIC CONSTRUCTION FENCING.
- WOOD POSTS TO BE LOCATED 6-FEET MIN. FROM ALL TREE
TRUNKS, 3-FEET MIN. FROM PALM TREE TRUNKS; 2-FEET MIN.
FROM RIGHT-OF-WAY OR SIDEWALKS.

FENCING TO BE INSTALLED PRIOR TO START OF CONSTRUCTION AND
LEFT IN PLACE UNTIL COMPLETION OF THE WORK.

LEGEND

- PROPOSED 3 - STORY
BUILDING
- EXISTING BUILDINGS
(TO REMAIN)
- CONCRETE (EXISTING
TO REMAIN)
- PAVERS (EXISTING
TO REMAIN)
- SOD/LANDSCAPING
(EXISTING TO REMAIN)
- ASPHALT (EXISTING
TO REMAIN)
- PLAYGROUND
SURFACE (PROPOSED)

No.	DATE	REVISION	BY

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SEAL/SIGNATURE

ROLANDO LLANES, AIA
AR - 0013160

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SHEET TITLE

SITE PLAN

SHEET NUMBER

SP-1

SAN REMO AVENUE

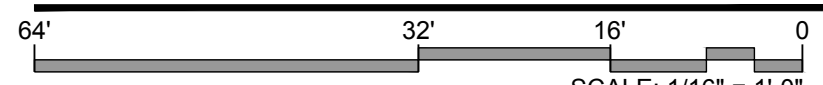
YUMURI STREET

NERVIA STREET

SAN
IGNACIO
AVE

SITE PLAN

SCALE: 1/16" = 1'-0"



PROJECT:
RIVIERA DAY
SCHOOL
BUILDING
ADDITION

6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
Folio 03-4130-009-1910

APPLICANT:
RIVIERA PREPARATORY
SCHOOL HOLDINGS, LLC

6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
Phone: 305-666-1856

ISSUED FOR:
DEVELOPMENT REVIEW
COMMITTEE APPLICATION

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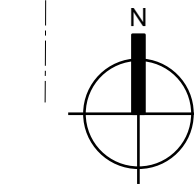
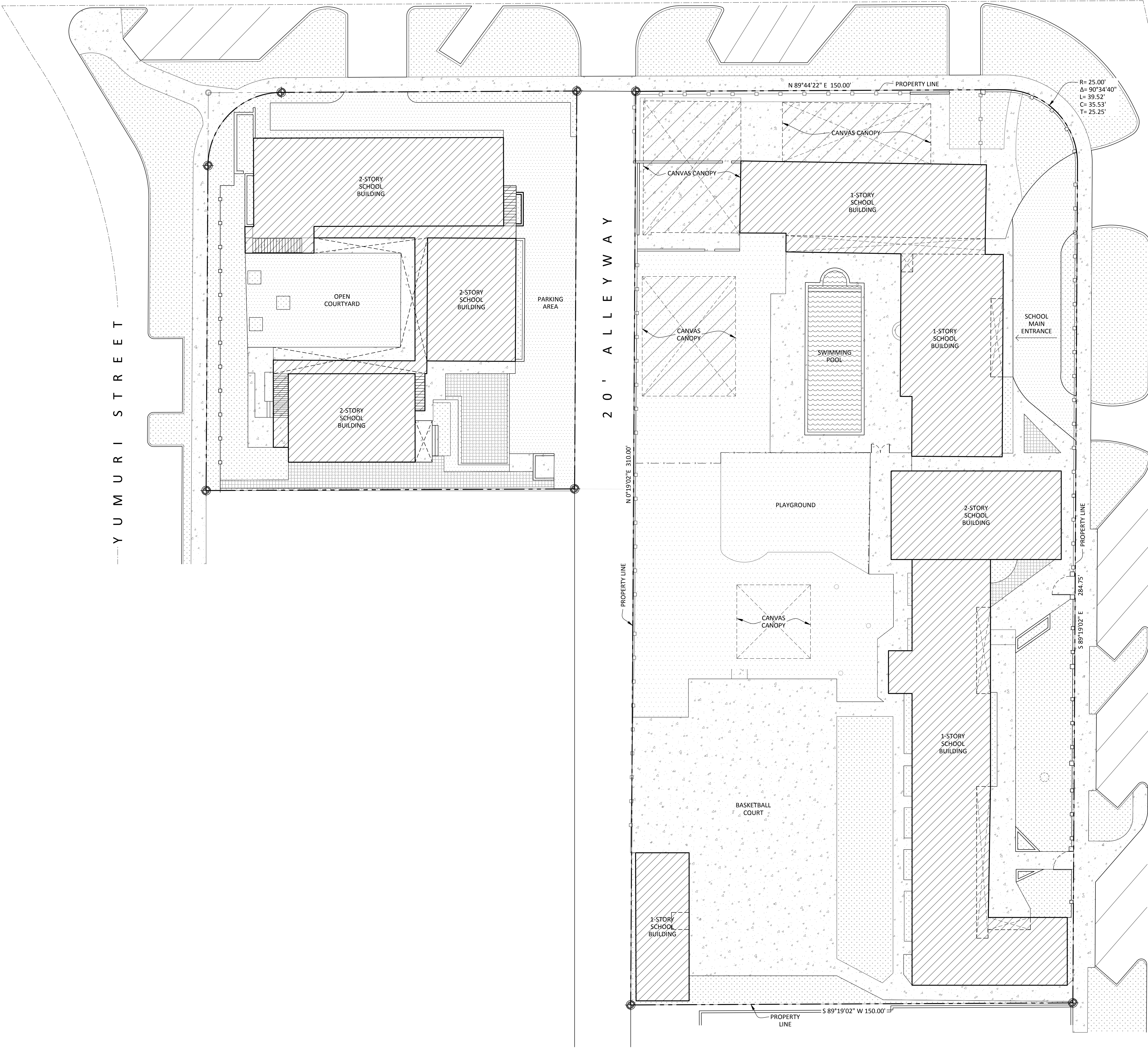
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SHEET TITLE

EXISTING
SITE PLAN

SHEET NUMBER

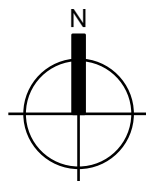
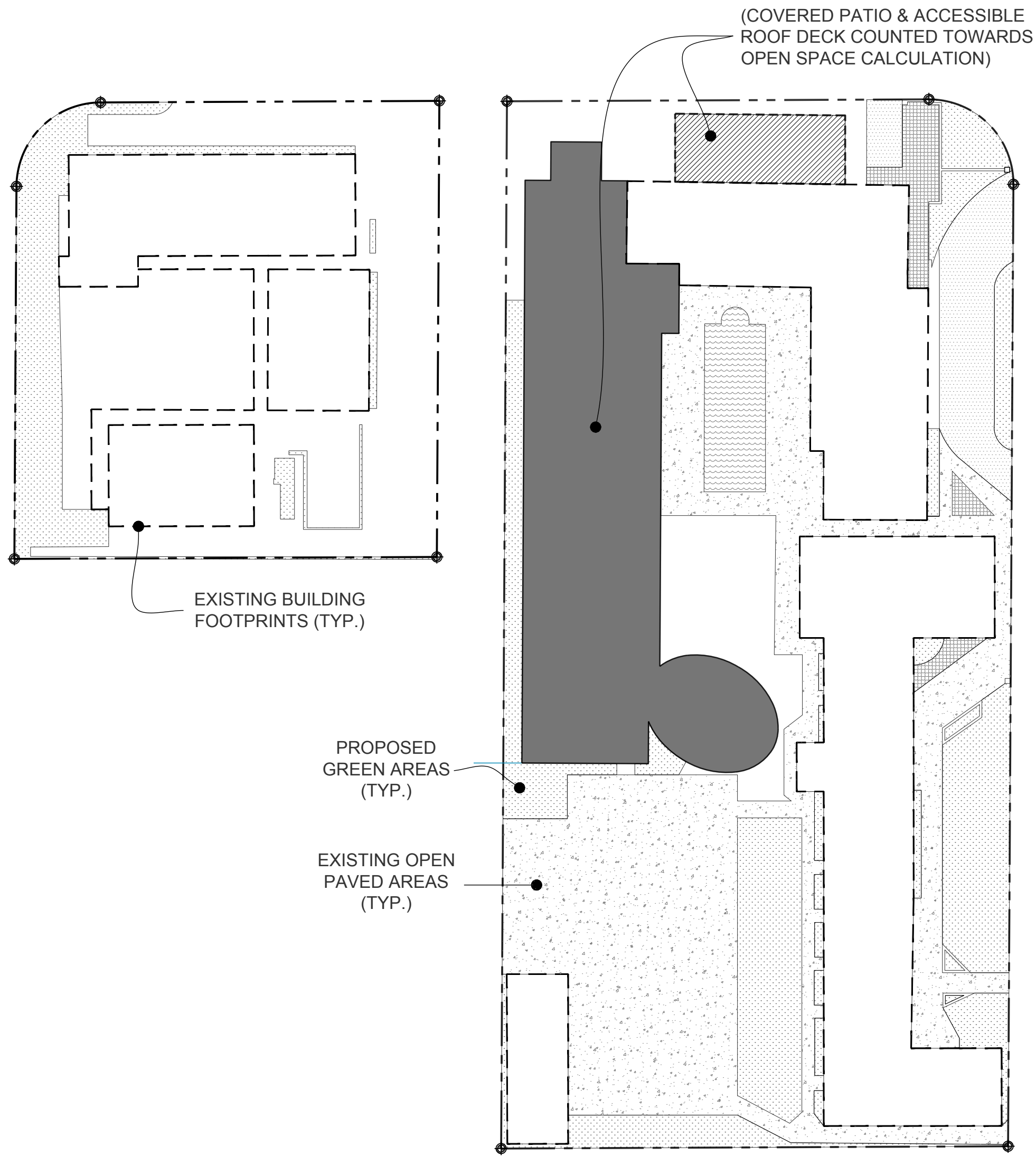
SP-1b



EXISTING SITE PLAN
64' 32' 16' 0'
SCALE: 1/16" = 1'-0"

1
SP-1b

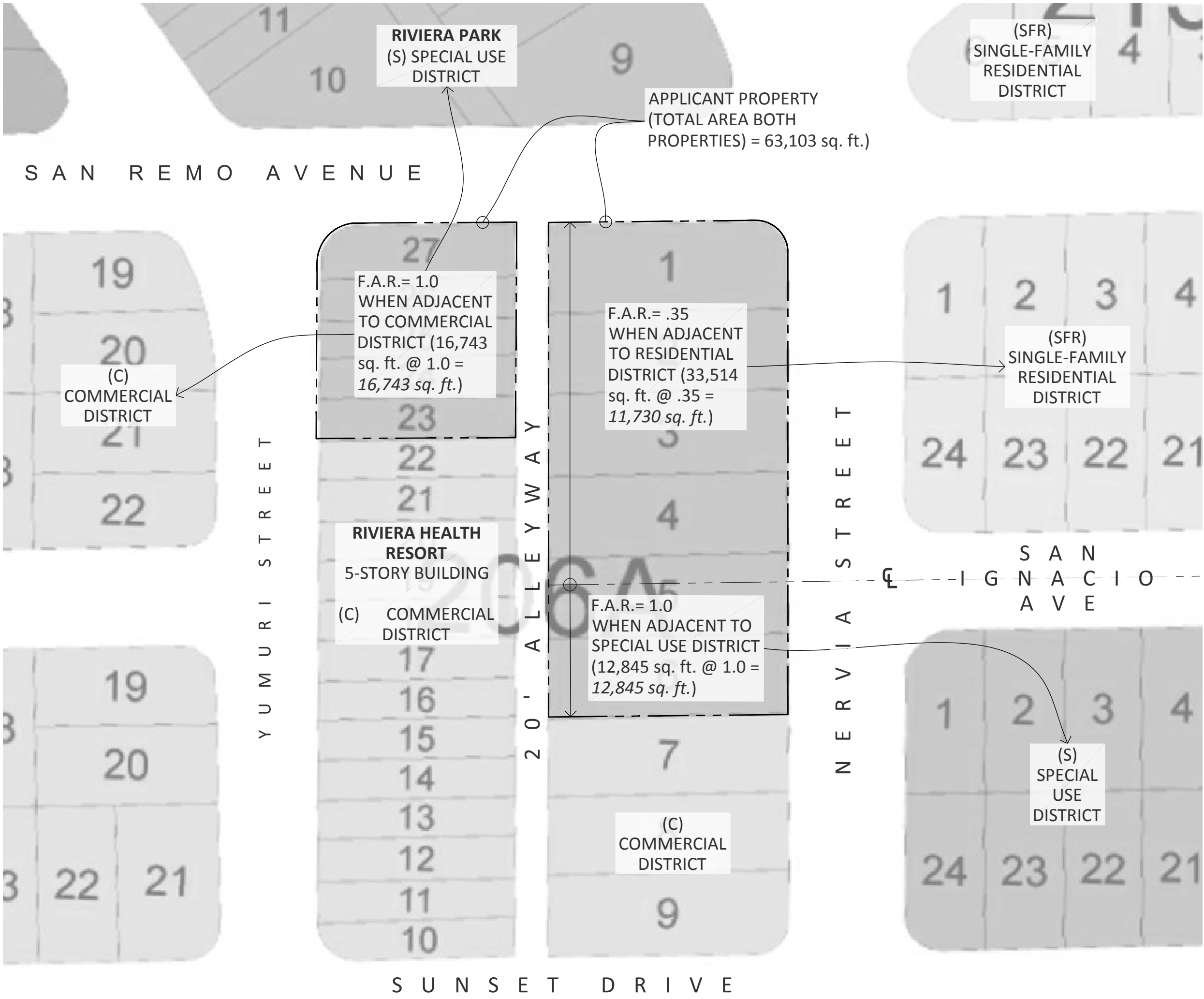
ZONING INFORMATION				
	6800 Property		6851 Property	
PROPERTY ADDRESSES:	6800 NERVIA ST, CORAL GABLES, FL 33146-3614		6851 YUMURI ST, CORAL GABLES, FL 33146-3600	
FOLIO #'s:	03-4130-009-1910		03-4130-009-1980	
SUB-DIVISION:	CORAL GABLES RIVIERA SEC PART 14 2ND REV		CORAL GABLES RIVIERA SEC PT 14 2ND REV	
ZONING CLASSIFICATION:	SPECIAL USE DISTRICT		SPECIAL USE DISTRICT	
CURRENT LAND USE:	EDUCATIONAL		EDUCATIONAL	
PROPOSED ZONING CLASSIFICATION:	PLANNED AREA DEVELOPMENT		PLANNED AREA DEVELOPMENT	
LOT SIZE (sq. ft)(Ac.):	46,360	1.06	16,743.00	0.38
GRAND TOTAL LOT SIZE (BOTH PARCELS) (sq. ft.)	63,103			
*FLOOR AREA (sq. ft.)				
EXISTING:	11,817		10,173	
PROPOSED :	14,713		N/A	
TOTAL FLOOR AREA:	36,703			
*ALLOWED FLOOR AREA:	41,318			
SURPLUS ALLOWED FLOOR AREA:	4,615			
* 11,730 sq. ft. + 12,845 sq. ft. + 16,743 sq. ft. = 41,318 (see land use diagram 2/SP-2)				
*GREEN/OPEN SPACE (sq. ft.)				
PROPOSED:	26,721			
REQUIRED (20% OF SITE):	12,621			
SURPLUS:	14,100			
*see land use diagram 3/SP-2				
PROPOSED BUILDING SETBACKS				
	PROPOSED	ALLOWED	PROPOSED	ALLOWED
FRONT (EAST)	68'-9"	25'	N/A	N/A
SIDE (NORTH)	47'-11"	15'	N/A	N/A
INTERIOR SIDE (SOUTH)	111'-1"	5'	N/A	N/A
REAR	5'-6"	5'	N/A	N/A
PROPOSED BUILDING HEIGHT				
	PROPOSED	ALLOWED	PROPOSED	ALLOWED
TOP OF PARAPET:	45'-0" (3 STORIES)	45'-0"	N/A	N/A
NOTE: FIELDS MARKED N/A REFER TO PROPERTY 6851 YUMURI ST WHERE NO WORK IS BEING PROPOSED				
*STUDENT/STAFF POPULATION				
STUDENTS:	415			
STAFF:	55			
TOTAL:	470			
* NO CHANGES IN SCHOOL POPULATION ARE PROPOSED.				
PARKING DATA				
CODE REQUIREMENT:	*SPACES REQUIRED		SPACES PROVIDED	
ONE (1) SPACE PER FTE, PLUS ONE (1) SPACE PER (4) STUDENTS AGED SIXTEEN (16) YEARS OR OLDER BASED ON MAXIMUM CAPACITY.	55		61	
PARKING STALL ASSIGNMENTS: - THERE ARE A TOTAL OF 16 ON-SITE PARKING SPACES. - 50 SPACES ARE RESERVED FOR SCHOOL USE AT THE CITY PARKING LOT ADJACENT THE RIVIERA PRESBYTERIAN CHURCH. - ON-STREET METERED PARKING IS AVAILABLE ALONG NERVIA STREET AND SAN REMO AVENUE.				
* WHEN RIVIERA DAY SCHOOL WAS FOUNDED, THERE WAS NO PARKING REQUIREMENT. THE CITY DID NOT PASS ITS FIRST PARKING ORDINANCE UNTIL 1964; PARKING OCCURRED ON THE SWALE AROUND THE SCHOOL. THE CITY AT SOME POINT DECIDED TO INSTALL CURBING AND ANGLED, METERED PARKING AROUND THE SCHOOL AND THE PARK ALONG NERVIA AND DOWN SAN REMO. THE CURBING, ANGLED PARKING, AND TREE/LANDSCAPED AREAS RESULTED IN A MUCH REDUCED CAPACITY FOR HOLDING VEHICLES. THE SPACES ALONG NERVIA ARE CONSIDERED A SCHOOL LOADING ZONE FOR A PORTION OF THE AFTERNOON FROM 2:45 PM - 3:45 PM. FOR MOST OF THE DAY, THE SPACES ALONG NERVIA STREET ARE UNOCCUPIED. THE SPACES ALONG SAN REMO ARE USED BY OUR PARENTS, BY PARK VISITORS, BY NEIGHBORHOOD VEHICLES, AND SIGNIFICANTLY BY THE NURSING HOME STAFF. 50 SPACES ARE LEASE FROM THE MUNICIPAL PARKING LOT ADJACENT TO RIVIERA PRESBYTERIAN CHURCH.				
SCOPE OF APPLICATION				
THIS APPLICATION SEEKS THE APPROVAL FOR A 3-STORY CLASSROOM BUILDING ADDITION TO AN EXISTING CAMPUS. NO ADDITIONAL STUDENTS OR PERSONNEL ARE BEING REQUESTED. NO ADDITIONAL PARKING CAPACITY IS REQUIRED.				
LEGAL DESCRIPTION				
LOTS 23, 24, 25, 26 AND 27, BLOCK 206A, SECOND REVISED PLAT OF CORAL GABLES RIVIERA SECTION PART 14, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 28, AT PAGE 32, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA. AND LOTS 1, 2, 3, 4, 5 AND 6, BLOCK 206A, SECOND REVISED PLAT OF CORAL GABLES RIVIERA SECTION PART 14, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 28, AT PAGE 32, OF THE PUBLIC RECORDS OF MIAMI-DADE COUNTY, FLORIDA.				



GREEN/OPEN SPACE DIAGRAM

SCALE: N.T.S.

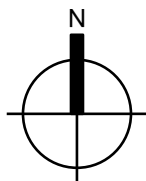
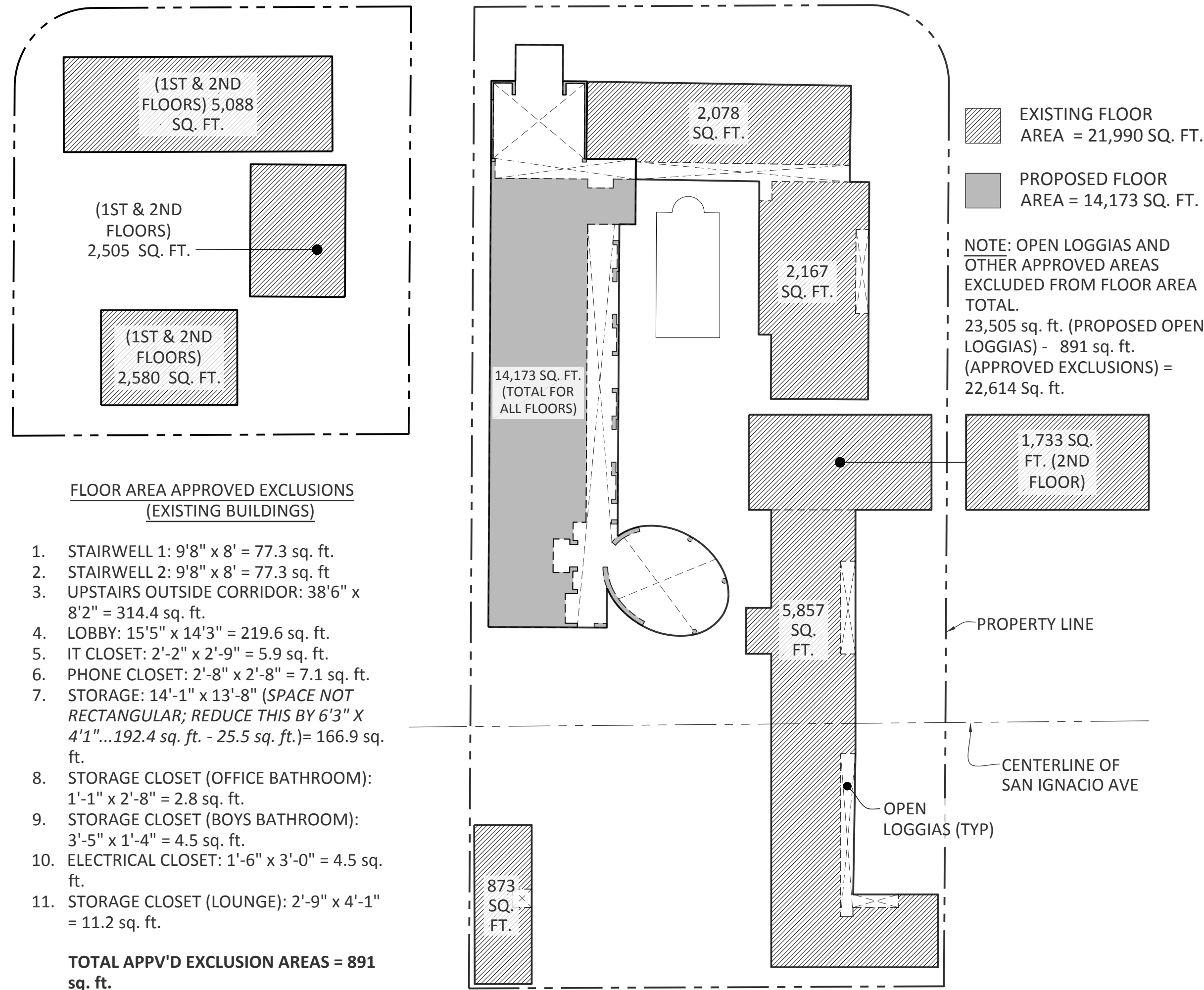
3
SP-2



USES OF NEIGHBORING PROPERTIES

SCALE: N.T.S.

2
SP-2



FLOOR AREA DIAGRAM

SCALE: N.T.S.

1
SP-2

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DRAWN BY APPROVED BY

DATE SCALE:

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AR - 0013160

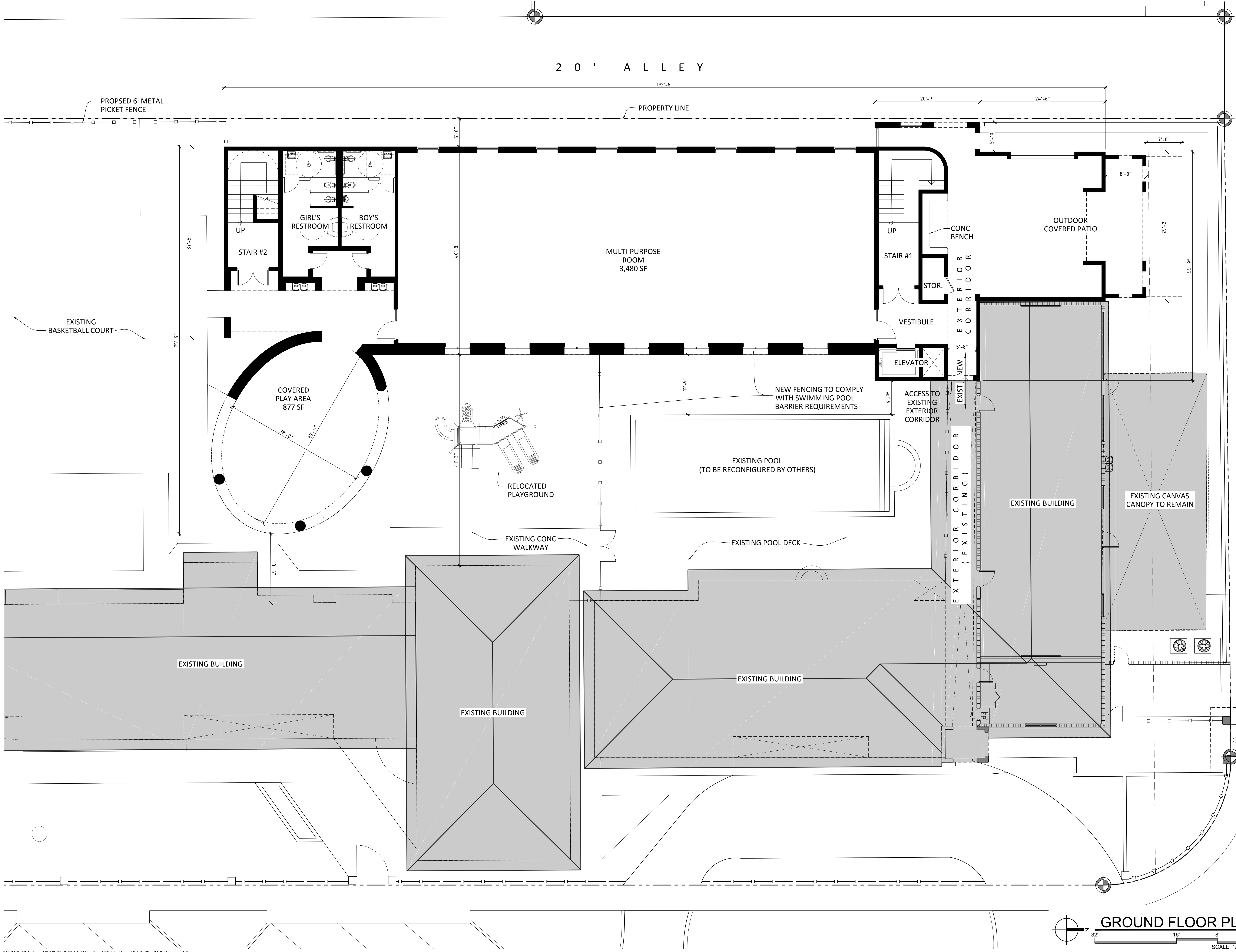
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SHEET TITLE

DIAGRAMS

SHEET NUMBER

SP-2



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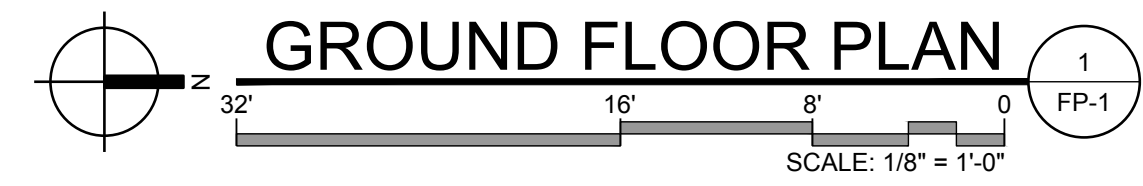
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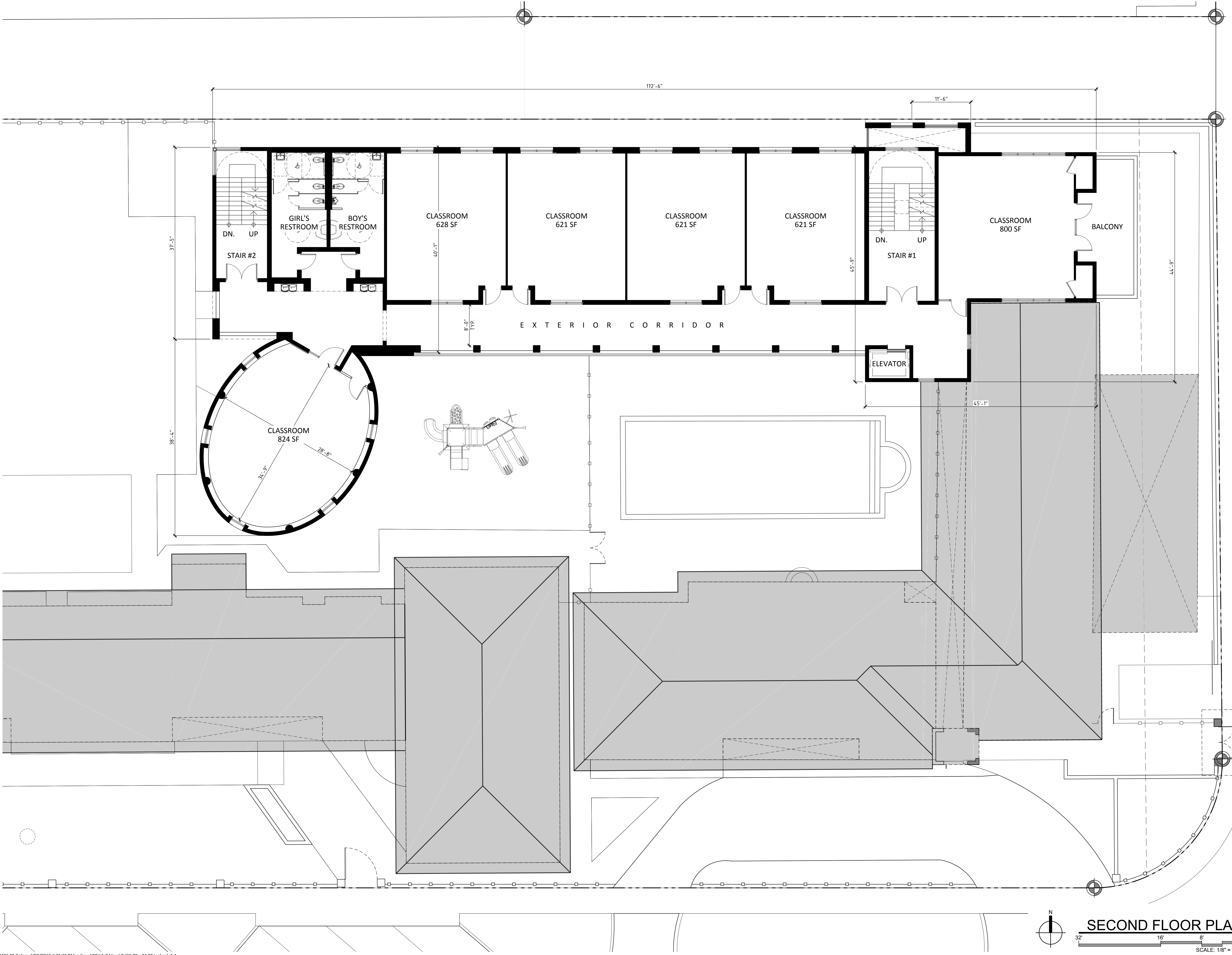
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SHEET TITLE

GROUND
FLOOR PLAN

SHEET NUMBER
FP-1





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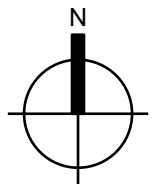
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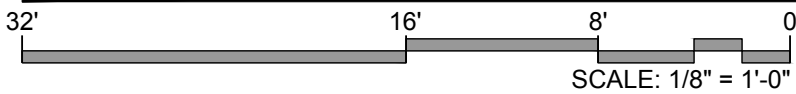
SHEET TITLE

SECOND
FLOOR PLAN

SHEET NUMBER
FP-2



SECOND FLOOR PLAN



1
FP-2

PROJECT:
RIVIERA DAY
SCHOOL
BUILDING
ADDITION

6800 NERVIA ST., CORAL
GABLES, FL 33146-3614
Folio 03-4130-009-1910

APPLICANT:
RIVIERA PREPARATORY
SCHOOL HOLDINGS, LLC

6800 NERVIA ST., CORAL
GABLES, FL 33146-3614
Phone: 305-666-1856

ISSUED FOR:
DEVELOPMENT REVIEW
COMMITTEE APPLICATION

CIVICA PROJECT No :
160406

No.	DATE	REVISION	BY

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DATE SCALE:

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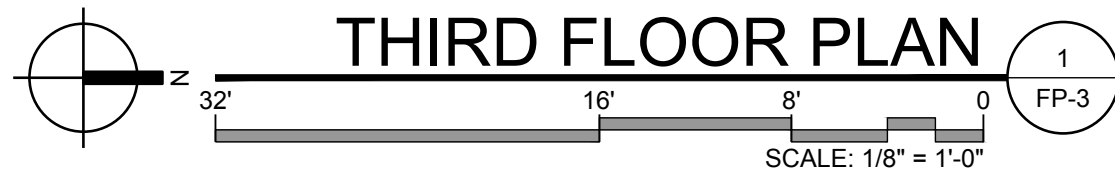
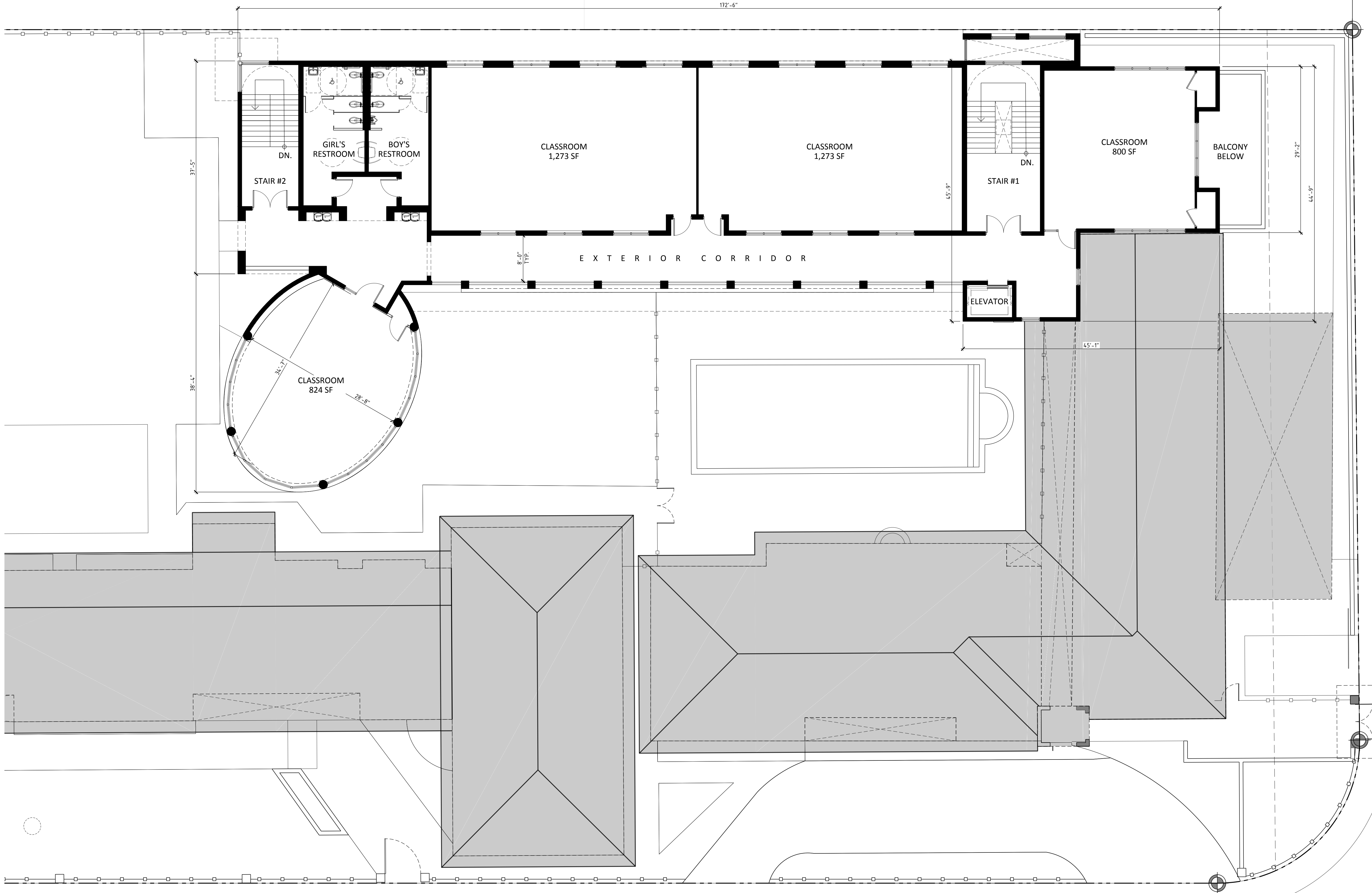
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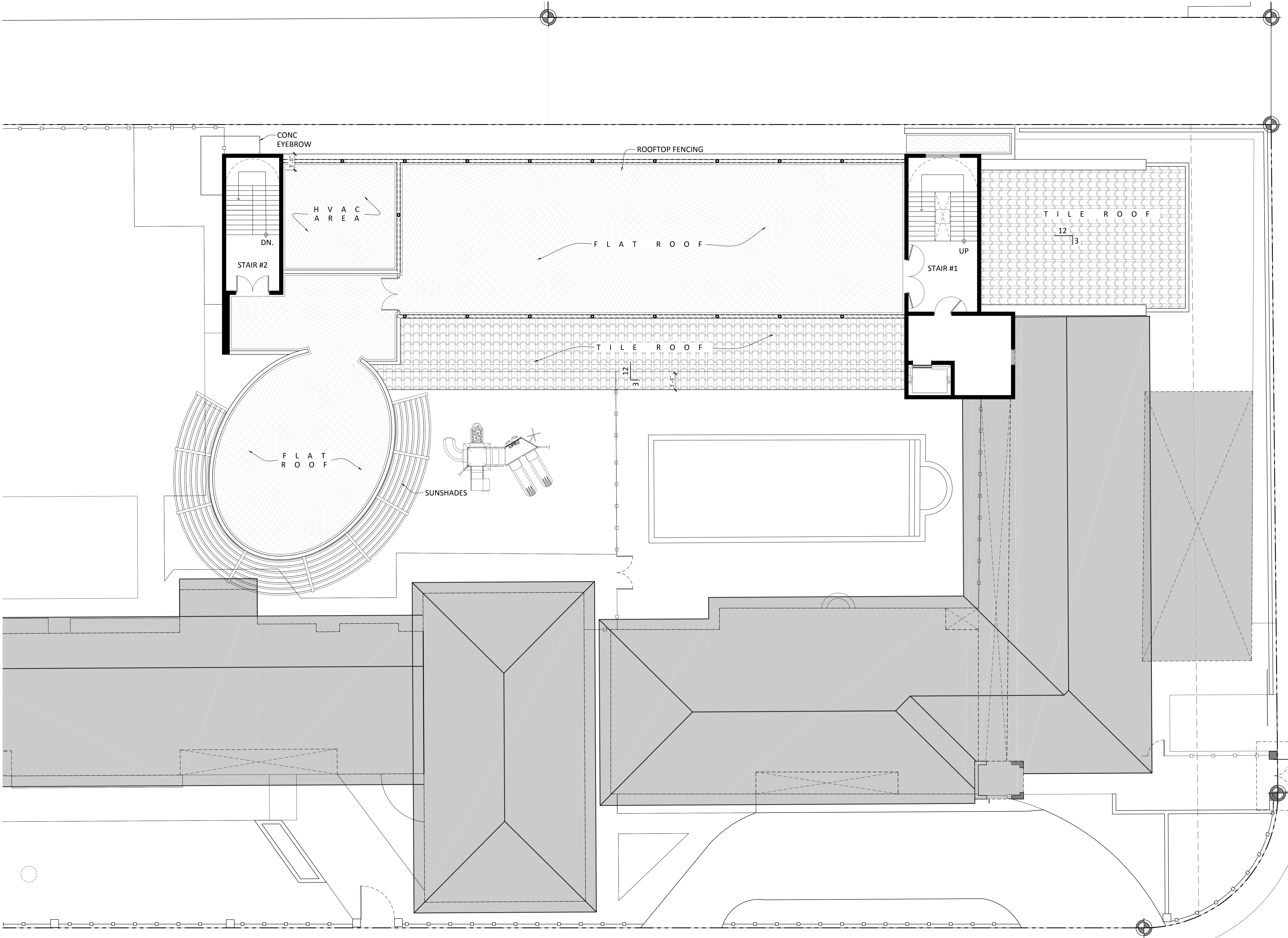
THIRD
FLOOR PLAN

SHEET NUMBER
FP-3



THIRD FLOOR PLAN

1
FP-3



CIVICA
ARCHITECTURE & URBAN DESIGN
8323 NW 12th St. Suite 106
Doral, FL 33126
tel: 305.593.9959
AA #26001093
www.civicagroup.com
info@civicagroup.com

PROJECT:
**RIVIERA DAY
SCHOOL
BUILDING
ADDITION**
6800 NERVIA ST., CORAL
GABLES, FL 33146-3614
Folio 03-4130-009-1910

APPLICANT:
RIVIERA PREPARATORY
SCHOOL HOLDINGS, LLC
6800 NERVIA ST., CORAL
GABLES, FL 33146-3614
Phone: 305-666-1856

ISSUED FOR:
DEVELOPMENT REVIEW
COMMITTEE APPLICATION
CIVICA PROJECT No :
160406

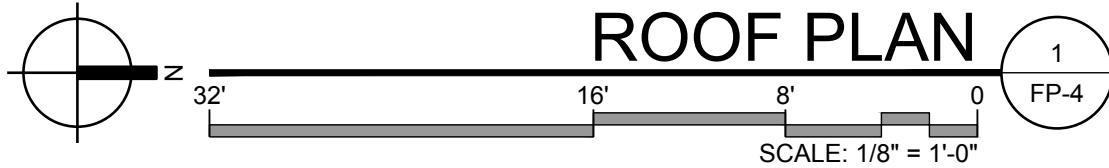
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SHEET TITLE

ROOF PLAN
SHEET NUMBER
FP-4





SPORTS AREA
PERSPECTIVE VIEW



POOL AREA
PERSPECTIVE VIEW



PERSPECTIVE FROM
NERVIA STREET



PERSPECTIVE FROM SAN REMO
AVENUE

No.	DATE	REVISION	BY

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DATE SCALE:

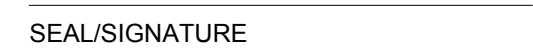
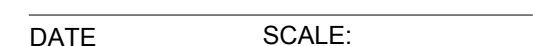
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GABLES, FL 33146-3614
Folio 03-4130-009-1910

6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
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PROPOSED
BUILDING
ELEVATIONS

SHEET NUMBER
EL-1



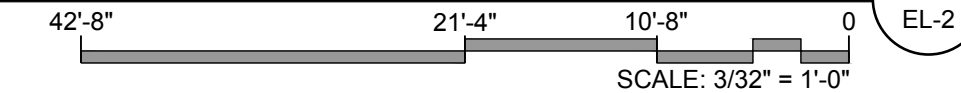
6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
Folio 03-4130-009-1910

APPLICANT:
RIVIERA PREPARATORY
SCHOOL HOLDINGS, LLC

6800 NERVIA ST, CORAL
GABLES, FL 33146-3614
Phone: 305-666-1856

ISSUED FOR:
DEVELOPMENT REVIEW
COMMITTEE APPLICATION

CIVICA PROJECT No :
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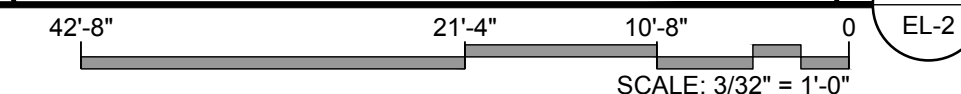
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SHEET TITLE

EXISTING &
PROPOSED
CONTEXT
ELEVATIONS

SHEET NUMBER

EL-2



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SHEET TITLE
**EXISTING &
PROPOSED
CONTEXT
ELEVATIONS**

SHEET NUMBER
EL-3



DAVID PLUMMER & ASSOCIATES

TRAFFIC ENGINEERING • CIVIL ENGINEERING • TRANSPORTATION PLANNING

1750 PONCE DE LEON BOULEVARD | CORAL GABLES, FLORIDA 33134
305•447•0900 | DPA@DPLUMMER.COM

May 7, 2018

Mr. Peter Cohen
Associate Director
Riviera Schools
6800 Nervia Street
Coral Gables, FL 33146
305-666-1856 786-300-0300
petercohen@rivieraschools.com

Re: Riviera Day School Traffic Engineering Services - #18125

Dear Peter,

David Plummer & Associates (DPA) conducted traffic observations for the Riviera Day School located at 6800 Nervia Street, in Coral Gables, FL. The school currently operates grades PK-5th Grade. Regular school hours are from 8:30am to 3:00pm. Early care is provided starting at 7:30am and after care until 6:00pm. The observations were conducted on two consecutive days, Wednesday April 4 and Thursday April 5 during the arrival (7:30 to 8:30am) and dismissal (2:30 to 3:30pm) periods. The purpose of the study is to assess the impacts of the drop-off and pick-up traffic pattern on the roadways adjacent to the school.

Existing Conditions

The main entrance to the school is located on the west side of Nervia Street just south of San Remo Avenue. This entrance has a circular driveway that serves as the main drop-off and pick-up point for students during arrival and dismissal times. There is a secondary drop-off and pick-up area located in the one-way alley behind the school with the entrance on San Remo Avenue and the exit on Sunset Drive. The school offers one-way or round-trip, door-to-door transportation for students throughout the Miami area. School parking is designated along the west side of Nervia Street in front of the school. On-street metered parking is available on both sides of San Remo Avenue between Nervia and Yumuri Streets. There is currently a school speed zone on Nervia Street.



During arrival and dismissal times the school hires an off-duty police officer to assist with traffic operations at the intersection of Nervia Street, San Remo Avenue and Domenico Avenue. The school also provided seven staff members, five at the main entrance and two in the alley to assist with progression and to ensure vehicles do not block the surrounding roadways.

Morning Arrival Observations

During the arrival period, vehicles are allowed to queue in the alley behind the school prior to 8:00am. The main entrance gate opens at 8:00am and staff only allows up to four vehicles in queue to drop-off students. Vehicles in this driveway are moved along as children disembark. School buses also use this location to drop-off students. A police officer and school staff control school traffic to minimize back-ups and to prevent school traffic from blocking the main intersection. Short-duration back-ups were observed on Nervia Street on the northbound and southbound approaches and on San Remo Avenue between the alley and Nervia Street. Most parents use the drop-off areas to leave their children. The majority of the parents that park and drop-off their children use the designated school parking spaces on Nervia Street and the available metered parking spaces to park and walk students to the school main entrance. However, few parents were observed parking on the residential swale areas on San Ignacio Avenue. The total school arrival period lasts for about 30 minutes (8:00 – 8:30am) with a 10 minute peak period of congestion (8:20-8:30am). After 8:30am the school closes the main entrance gate and traffic normalizes in the area.

Afternoon Dismissal Observations

During the dismissal period, vehicles are allowed to queue in the alley behind the school prior to 3:00pm. The buses queue in the main entrance prior to dismissal. This entrance remains closed until the buses depart at approximately 2:55pm. After the buses leave, the gates are opened to allow parents to queue. A police officer and school staff control school traffic to minimize back-ups and to prevent school traffic from blocking the main intersection. Short-duration back-ups were observed on Nervia Street on the northbound and southbound approaches, on Domenico Avenue, on San Remo Avenue between the alley and Nervia Street and on the segment of San Remo Avenue east of Nervia Street. Most parents use the pick-up areas to gather their children. The majority of the parents that park and pick-up their children use the designated school parking spaces on Nervia Street and the available metered parking spaces to park and pick-up students from the school main entrance. However, few parents were observed parking on the residential swale areas on San Ignacio and Domenico Avenues. The total school dismissal period last for about 30 minutes (3:00 – 3:30pm) with a 15 minute peak period of congestion (2:50-3:05pm). After 3:30pm the school closes the main entrance gate. Any additional pick-up occurs in the alley.

Conclusions and Recommendations

The observations revealed that there are minor impacts on the streets adjacent to the school. These impacts can be considered normal for typical school operations. The presence of a police officer and school staff facilitate the operations and help minimize the amount of time the traffic disruptions occur.


In order to improve the traffic operations and safety of students and parents, it is recommended that the school's Parent Handbook section on Parent Traffic Policies be reviewed to insure that the section includes the following items:

- drop-off and pick-up procedures and rules
- location of school parking
- school crossing safety
- school speed zone

The revised handbook should be provided to every parent and could include repercussions for noncompliance.

Should you have any questions, please call me at (305) 447-0900.

Sincerely,



Juan Espinosa, PE

Vice President - Transportation

cc: File

w:\18\18125\riviera day school traffic observations memo_final-2.docx

Riviera Day School Building Addition

6800 Nervia St.

Coral Gables, FL 33146-3614

Operations Plan

Prepared by
CIVICA, LLC

INTRODUCTION

The following Operations Plan (TOP) has been prepared for Riviera Day School, located at 6800 Nervia St., Coral Gables, Florida.

This Operations Plan has been prepared to address the following:

- School program
- School arrival and dismissal schedule
- Vehicular pick-up/drop-off queuing route and operations

School Program

Founded in 1950, Riviera is the oldest independent school established in Coral Gables. It operates as a preschool, kindergarten, and elementary school with 415 students and 55 faculty and staff. Located immediately south of Riviera Park, the existing school property is bisected by an alleyway; the educational facility is located on both the east and west of the alleyway. The proposed 3-story school addition will be built on-site on the east side of the alleyway, adjacent to the existing educational facility and will not effect an increase in student population or staff.

The proposed classroom addition includes the following:

- A three-story, 12,154 sq. ft. classroom building
- Large ground floor multi-purpose room
- Spacious classrooms (600 sq. ft. +)
- Covered play area
- Exterior corridors
- Accessible rooftop

VEHICULAR PICK-UP AND DROP OFF

This operational management plan includes an efficient internal layout allowing for the mitigation of traffic impacts to the surrounding neighborhood and the safe passage of students to and from vehicles.

Each school year, parents will be issued a **Parent Handbook** containing this operational management plan prior to the start of each school year. Parents are

required to sign a contract with the school which includes adherence to the pick-up and drop-off procedures outlined in this document.

The arrival and dismissal schedule operates with **(1) shift for Arrival**, and **(1) shift for Dismissal**. The campus has two primary access points for vehicles and 1 staging area for buses:

- 1. Vehicular ingress into alleyway from San Remo Ave. with egress to Sunset Drive.**
- 2. Vehicular ingress and egress into and out of driveway from Nervia Street.**
- 3. Bus staging vehicular ingress and egress into and out of driveway from Nervia Street.**

AM ARRIVALS

- All vehicles during the AM arrival shift will enter from San Remo Avenue into the alleyway bisecting the school property OR from Nervia Street into the driveway in front of the school. (While parents are free to use either, generally, students in grades 4 & 5 use the alley while younger students use the driveway.)

PM DISMISSALS

- (Same as Arrival) All vehicles during the PM arrival shifts will enter from San Remo Avenue into the alleyway bisecting the school property OR from Nervia Street into the driveway in front of the school. (While parents are free to use either, generally, students in grades 4 & 5 use the alley while younger students use the driveway.)

ARRIVAL				
Shift	Classes Start	Grades	Students	Gates Open
1	8:30AM	Prek 3 -5th grade	415	7:30AM
DISMISSAL				
Shift	Classes End	Grades	Students	Gates Open
1	2:55PM	Prek 3 -5th grade	415	2:55pm – 6:00pm

NOTE: The Applicant and City of Coral Gables reserve the right to revisit the details of the times listed above in an effort to make required adjustments.

STAFF

To reinforce the travel patterns proposed in this Operations Plan. The school has had off duty police officers monitor drop off and pick up since 1998. Currently Officer Danny Smith is coordinating the schedules of the officers that work the shifts.

SCHOOL PARKING ASSIGNMENTS

- There are a total of 16 on-site parking spaces.
- 50 spaces are reserved for school use at the city parking lot adjacent the Riviera Presbyterian Church.
- On-street metered parking is available along Nervia Street and San Remo Avenue.

BUS OPERATIONS

Bus loading occurs in the driveway facing Nervia Street and occurs prior to vehicular queuing in the same driveway by parents.

PEDESTRIAN AND BICYCLE OPERATIONS

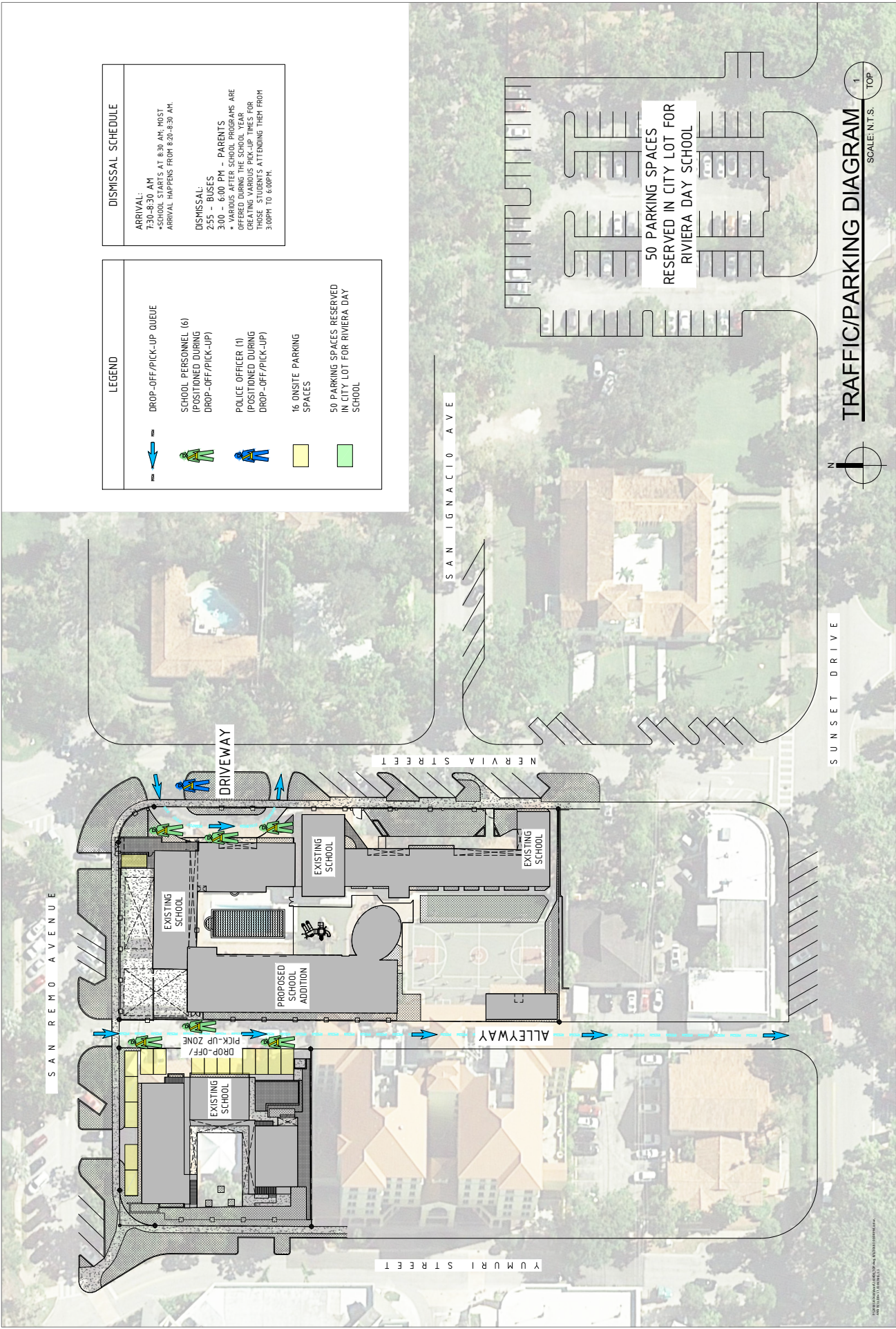
It is anticipated that a portion of the student population may walk to the school site. Continuous pedestrian sidewalk routes are provided along the periphery of the site with safe access to the facility. School personnel will be stationed at key positions during pick-up and drop-off to ensure pedestrian, bicycle and vehicular safety.

DELIVERIES/TRASH

The school proposes to schedule deliveries and trash pick-up so that they do not coincide with student pick-up and drop-off times as described in this Operations Plan.

ADDITIONAL INFORMATION

The school operations described herein, proposed flow of various components of site traffic, and proposed location of school personnel, may need to be adjusted in the future to respond to specific on-site conditions. The school reserves the right to make modifications to this plan in coordination with City Coral Gables staff, as needs arise.



School Traffic Operation Plan (TOP) Form

This form has been created by Miami-Dade County Department of Transportation and Public Works (DTPW) to document a school's traffic operations and commitments. All form worksheets and illustrations have been completed for the operation at

Contents

1.0	Definitions	5.6	Service Vehicle Operations
2.0	School Location	6.0	Pedestrian and Bicycle Facilities
3.0	Educational Program and Enrollment	7.0	Onsite Traffic Personnel and Devices
4.0	School Schedule	8.0	School Crossing and Speed Zone
4.1	School Schedule Commitment	9.0	Offsite Traffic Control Officers
4.2	School Schedule Example	9.1	State Crossing Guards
5.0	Vehicle Operations	10.0	Special Event Provisions
5.1	Vehicle Routes	11.0	Parent Traffic Handbook
5.2	Vehicle Stacking and Staging Spaces	12.0	Table Worksheets
5.3	Automobile Curbside Passenger Loading Zone	13.0	Attachments
5.4	School Bus Passenger Loading Zone	14.0	Endorsement
5.4a	School Bus Commitment		
5.5	Parking Stall Operations		

1.0 Definitions

For the purpose of this document, the following definitions for terms used herein shall apply to all sections unless the context clearly indicates otherwise:

- (1) *Educational program*: A planned curriculum with specific instructional beginning, progression and ending for the enrolled students.
- (2) *Schedule Shift*: A period of time when students are anticipated to be at the school facility to engage in programed activities
 - (2.1) *Instructional Shift*: A period of time when students enrolled in a particular educational program must be in attendance. The beginning of this shift is often referred to as the "first bell" and the ending of this shift is often referred to as a "last bell."
 - (2.2) *Early Arrival Shift*: A period of time when students are allowed into the facility prior to the start of an instructional shift. This period may include other types of programs (e.g. breakfast, before care, etc.).
 - (2.3) *After School Shift*: A period of time when students are allowed to remain at the facility after the end of all instructional shifts. This period may include other types of programs (e.g. after care, extra-curricular, sports, etc.)
 - (2.4) *Study Hall*: A scheduled period of time, which begins with the school's first instructional shift (arrival time) and ends at the school's last instructional shift (dismissal time), where car-pooling students that arrive prior to their instructional shift and/or are dismissed earlier than their pick-up time (due to co-passenger students) are provided free of charge care.
 - (2.5) *Arrival Period*: A time or period of time when students come to school to participate in an educational program. The time or period of time is set by the beginning of one or more instructional shifts.

School Traffic Operations Plan (TOP) Form

- (2.6) *Dismissal Period:* A time or period of time when students leave school due to the end of an educational program. The time or period of time is set by the end of one or more instructional shifts.
- (3) *Vehicle Route:* A maneuverable continuous vehicle path that provides access to the stacking and staging spaces.
- (4) *Vehicle Stacking Space:* A space in which pickup and delivery of children can take place.
- (5) *Vehicle Queuing Space:* A space where a vehicle can idle while waiting to enter into a stacking space.
- (6) *Vehicle Staging Space:* A space where a service vehicle may remain idle while providing their service.
- (7) *Parked Stacking Space:* A parking space designated for student drop-off and pick-up use during the arrival and dismissal operations.
- (8) *By-Pass Lane:* A minimum 10 foot wide vehicle travel lane adjacent to stacking and queuing spaces whose direction of travel is in the same direction as the stacking and queuing vehicles.
- (9) *Open Parking Space:* A parking space that has no assigned use during the arrival and dismissal operations.
- (10) *Staff Parking Space:* A parking space designated for staff use during the school's hours of operation.
- (12) *Student Parking:* A parking space designated for student use during the school's hours of operation.
- (13) *Pedestrian Route:* A continuous exclusive walking path that provides access from the public right-of-way to a school building entrance.
- (14) *Bicycle Route:* A continuous biking path that provides access from the public right-of-way to the school's bicycle storage.
- (15) *Bicycle Storage:* A designated area where bicycles may be secured and remain in place for the school day.
- (16) *School Traffic Personnel:* A school employee who reinforces the onsite traffic operations by guiding vehicles and pedestrians along designated routes within the school property.
- (17) *Traffic Control Officer:* An individual who has been authorized by a police department to direct traffic or operate a traffic control device as per section 316.640 of Florida Statute.
- (18) *School Special Event:* An organized event at a school facility that generates a peak vehicle trip count or a vehicle accumulation demand greater than the traffic parameters established by the school traffic operation plan.
- (19) *School Crossing:* An official school student crossing on an adopted school route plan of a school safety program. Any crossing not so officially designated is termed a "pedestrian crossing."

2.0 School Location

Specify the school's name, site address, folio and hours of operation within the **Table 2.0-1**.

3.0 Educational Program and Enrollment

A school provides instructions to students through its *educational programs* (Elementary, Middle, High, ect). Specify the school's educational programs and maximum enrollment by completing **Table 3.0-1**. Indicate the school's programs by entering the student enrollment associated with each program and/or enter "None" for student enrollment if a particular program does not operate at the school.

School may offer educational programs that vary substantially from programs typically offered in schools. Provide a description of the school's educational programs in **Table 3.0-2**.

4.0 School Schedule

A school schedule is composed of *schedule shifts*. A schedule shift may be classified as either a non-instructional shift (Breakfast Program, After School Care, or Extra Curricular Activity) or an *instructional shift*. The educational programs are scheduled by *instructional shifts*. Therefore, every schedule will include at least one instructional shift. A school's *arrival period*, as well as *dismissal period*, should not exceed 1.5 hours because of its effect on school speed zone hours. The different educational programs may be scheduled independently or concurrently, but an educational program may not be divided by multiple instructional shifts. Instructional shifts must be scheduled a minimum of 20 minutes apart to have their vehicle accumulation events be considered as independent events. The schedule may also include an *early arrival shift* and an *after school shift*. A school that proposes to operate with multiple instructional shifts must enact the multiple shifts from inauguration, regardless of student enrollment. For example, a K-8 school, which has two educational programs (K-5 and 6-8), may operate with one or two instructional shifts, but may not operate with three instructional shifts.

A school's schedule may often be influenced by the site's vehicle accumulation capacity and other off-site traffic operational factors. A site's vehicle accumulation capacity and other factors are typically defined within a traffic study conducted by the school.

Schools that operate with multiple instructional shifts are required to operate a "*study hall*" period. The study hall period begins with the school's first arrival time and ends at the school's last dismissal time. This period must be provided free of charge for car-pooling students that arrive prior to their instructional shift and/or are dismissed earlier than their pick-up time due to co-passenger students.

4.1 School Schedule Commitment

The school schedule will maintain the maximum number of students allowed per instructional shift and operate with the number of instructional shifts stated in **Table 4.1-1**, with a minimum 20 minute separation between any two instructional shifts. Parental vehicular access to onsite passenger loading facilities shall be open a minimum of 30 minutes prior to all arrival and dismissal time(s).

The school will operate a "study hall" period when its schedule has more than one instructional shift.

4.2 School Schedule Example

The school is required to maintain the schedule commitment at all times. This commitment will define the school staggered shift schedule format, but actual start and end times may differ. Provide an example of the school schedule at full capacity in **Table 4.2-1**.

School may offer educational programs that vary substantially from programs typically offered in schools. Provide a description of the school's schedule shifts in **Table 4.22**.

5.0 Vehicle Operations

A school has various vehicle types that access the site regularly. These vehicle types may include automobiles, school buses, and service vehicles such as food delivery trucks and trash collecting trucks. The various vehicles require clear traffic patterns to maintain the site's safety and maneuverability when accessing the site. These patterns are termed *vehicle routes*. Once vehicles are on site, they accumulate as parking, *stacking*, *queuing*, or *staging*. The following section will formally define these vehicle routes and spaces within the TOP.

5.1 Vehicle Routes

Vehicle routes consist of an entry, a pathway, and an exit. All routes must provide the appropriate geometry (e.g. lane width, effective radii) to accommodate the intended vehicles. The route should minimize the number of conflict throughout its pathway. Each portion of the route must be identified using the following formats stated below.

Vehicle Route Naming Format: Each route must be assigned a name that indicates its intended "purpose" and "service". Use the abbreviations contained in **Table 5.1-1** to appropriately name the routes. For example, a curbside automobile passenger loading zone that is to be used by parents dropping-off elementary school students would be named "A(K-5)".

Table 5.1-1 Route Name Key

"Purpose"		"Service"	
A	Automobile Loading Zone	K-12	Student Passengers –specify grade range
B	Bus Loading Zone	Food	Food Delivery
P	Parking	Trash	Garbage Pick-up
S	Service Vehicle	Delivery	General Delivery
PED	Pedestrian Pathway		
BIK	Bicycle Pathway		

Route Entry and Exit Label Format: Each route's entry and exit location must be assigned a label. Each location label will be composed of an abbreviated location type and a number. Use **Table 5.1-2** to provide the correct abbreviated location type and number. **Route names, entries, and exits must be illustrated in a plan view and attached to this document.**

School Traffic Operations Plan (TOP) Form

Table 5.1-2 Route Entry and Exit Location - Labeling Key

Location Type		Number
DW	Driveway accessing the site	Number all the locations sequentially for each "location type" set. Start with the number 1. Begin numbering from the NE corner of the plan and increase the numbers sequentially in a clock-wise direction until all locations are labeled.
P	Point located within a plan	
E	Pedestrian and Bicycle Entrance and/or Exit	

Example: The entry and exit locations for a site that has two driveways (DW-1, DW-2) connecting to the public right-of-way, an internal drive aisle (P-1) connecting to the adjacent property, and a sidewalk connecting the main entrance (E-1) to the public right-of-way (E-2); will have three vehicle locations labeled as DW-1, DW-2, and P-1 and two pedestrian locations labeled E1 and E2.

Entry and exit points along the vehicle route may have operational restrictions. The restrictions may be in place permanently or only during the times when the TOP is in effect. Use **Table 5.1-3** to better understand the restriction notes to be used throughout this form.

Table 5.1-3 Route Restrictions Note Key

Restriction Note	Description
Right In Only	Vehicles may only enter into this location via a right turn movement.
One Way Only	All traffic is moving solely in one direction at this location.
Right Out Only	Vehicles may only exit out of this location via a right turn movement.

5.2 Vehicle Stacking and Staging Spaces

All stacking and staging spaces must be accessed through a vehicle route. The stacking, queuing, and staging spaces along a vehicle route may not impede the operations of any other concurrently operating vehicle route or space operation. For example, a stacked or queued vehicle may not be located within the maneuvering "back-out" area of a parking space designated as a *parked stacking space*.

Vehicle stacking spaces within passenger loading zones must have a passenger landing area for entering and exiting the vehicle. A 10 foot minimum *by-pass lane* must be provided for passenger loading zones whose combined stacking and queuing spaces are longer than 3 consecutive vehicle spaces. Parking spaces may be designated as stacking spaces. Access to the vehicle stacking spaces must be opened 30 minutes before the first scheduled time of use.

5.3 Automobile Curbside Passenger Loading Zone Operations

An automobile passenger loading zone is a designated area for stacking automobiles and vans to load and unload passengers to and from a prescribed landing area. The pedestrian landing area for automobile loading zones must be located on the right side of the vehicle and should have a minimum size of 5 feet by 5 feet. Typically these landing areas are considered curbside passenger loading areas because the vehicles stack adjacent to a curbed sidewalk. Automobile passenger loading zones that have a by-pass lane should taper the head of the zone (the front space of the stacking line) towards the by-pass lane to merge the exiting stacked vehicles into the by-pass lane.

School Traffic Operations Plan (TOP) Form

Specify if the school operates one or more automobile passenger loading zones by providing information of the vehicle route that provides access to the zone within the **Table 5.3-1**, or indicate no zone by entering “None” for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

The use of automobile passenger loading zones are limited to automobiles and vans only. Each vehicle space is measured at 22 feet long and 8 feet wide. If the school operates with an automobile passenger loading zone, indicate its capacity in **Table 5.3-2**. Enter zero (0) for the total capacity if the school does not have an automobile passenger loading zone.

5.4 School Bus Passenger Loading Zone Operations

A school bus passenger loading zone is a designated zone for stacking school buses to load and unload passengers to and from a prescribed landing area. The pedestrian landing area for school bus passenger loading zones must be located on the right side of the vehicle and should have a minimum size of 8 feet by 8 feet.

Specify if the school operates one or more school bus passenger loading zones by providing information of the vehicle route that provides access to the zone within the **Table 5.4-1**, or indicate no zone by entering “None” for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

The use of school bus passenger loading zones are limited to only school buses during arrival and dismissal operations. Each bus vehicle space measures 50 feet long and 10 feet wide unless otherwise stated in **Table 5.4a-2**. If the school operates with a school bus passenger loading zone, indicate its capacity in **Table 5.4-2**. Enter zero (0) for the total capacity if the school does not have a school bus passenger loading zone.

The school's bus operations may be voluntary, recommended in a traffic study, and/or mandated by zoning resolution. Complete the section 5.4a to specify the minimum number of school buses required to operate at the school.

5.4a School Bus Commitment

Specify the school's busing commitment by completing **Table 5.4a-1** and **Table 5.4a-2**. Report zero (0) number of buses if the school has no busing commitment. Standard bus types have been provided in **Table 5.4a-2** for convenience.

The school is required to provide a school bus program that maintains the required minimum bus ridership participation reported in **Table 5.4a-1** and **Table 5.4a-2**; and manage the program to ensure that bus accumulations are contained within the designated bus stacking and queuing spaces.

5.5 Parking Stall Operations

All parking spaces used during the school's operation must be identified. The parking spaces must meet all governing parking stall codes.

Parked stacking spaces must have an unobstructed vehicle route to access these spaces during arrival and dismissal shifts. Parking spaces that have no assigned use during arrival and dismissal operations due to vehicle route obstructions will be termed *open parking spaces*. A cross parking agreement is required for all off-site privately managed parking spaces.

School Traffic Operations Plan (TOP) Form

Specify the school's parking space usage and quantities by completing **Table 5.5-1**. **The parking spaces must be illustrated in a plan view and attached to this document.**

If the school has parked stacking spaces or *student parking spaces*, specify the route information that provides access to those spaces within the **Table 5.5-2**, or indicate no routes by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

5.6 Service Vehicle Operations

Schools often require service vehicles to enter and maneuver within the site to provide facility services. Specify the school's service vehicle routes by providing the vehicle route information within the **Table 5.6-1**, or indicate no routes by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

6.0 Pedestrian and Bicycle Facilities

A *pedestrian route* originating from the public right-of-way must be provided to all school building entrances. The route should be a minimum of 5 feet wide and have all the required elements when crossing a motorized vehicle travel lane (crosswalk, pedestrian ramp, etc.). All student entrances to the school site and buildings must be labeled by using **Table 5.1-2**. Only the main entrance is required to be labeled when multiple buildings are interconnected with pedestrian pathways.

Bicycle routes that are combined with pedestrian traffic must have an eight (8) foot minimum width.

For sites that have a bicycle storage area and that only provide standard pedestrian path widths are required to institute the following policy: "*All bicyclists must dismount their bicycles and walk their bicycles to the designated bicycle storage when entering or exiting to the school site.*"

Specify the pedestrian routes by providing the route information within the **Table 6.0-1**. **The pedestrian route must be illustrated in a plan view and attached to this document.**

Specify the bicycle routes by providing the route information within the **Table 6.0-2**, or indicate no routes by entering "None" for the route name. **The bicycle route must be illustrated in a plan view and attached to this document.**

Identify the *bicycle storage* locations throughout the site by labeling each location according to the following instructions: Each location must be label with the letters BS followed by a number (e.g. BS1). Begin with number 1. Do not repeat any location labels. List the storage locations and its capacity in **Table 6.0-3**. Enter "none" for the location to indicate no bicycle storage. **The bicycle storage location must be illustrated in a plan view and attached to this document.**

7.0 Onsite Traffic Personnel & Devices

A functioning school TOP requires adherence to the prescribed routes and operations. Often *school traffic personnel* is required to guide pedestrians within passenger loading zones, assist with traffic flow at route conflict points, and encourage adherence to prescribed routes in areas not defined by the infrastructure's geometry. The school shall supply staff to direct any vehicles which may stage or stack in through travel lanes or non-designated parking areas within the public rights-of-way onto the school site.

School Traffic Operations Plan (TOP) Form

School traffic personnel should be stationed and assigned the following duties at the corresponding locations: assist students entering and exiting vehicles at loading zones (loading); guide traffic at points where active route pathways intersect (conflict); and encourage adherence at pathway decision points along the route (diverting). School traffic personnel should be on duty at least 30 minutes prior to scheduled shifts.

Identify the school traffic personnel stations throughout the site by labeling each station according to the following instructions: Each station must be labeled with the letter S followed by a number (e.g. S1). Begin with number 1. Do not repeat any station labels. List the station locations and personnel duties in **Table 7.0-1**. Enter “none” for the location to indicate no school traffic personnel stations. **The school traffic personnel stations must be illustrated in a plan view and attached to this document.**

Temporary traffic control devices (e.g. parking cones) may be useful at points within the routes that are not defined by the infrastructure’s geometry and where school traffic personnel are not stationed. These temporary traffic devices may not be used in the public right-of-way unless managed by a traffic control officer.

Identify the temporary traffic control devices located throughout the site by labeling each location according to the following instructions: Each location must be labeled with the letter C followed by a number (e.g. C1). Begin with number 1. Do not repeat any station labels. List the device location and description in **Table 7.0-2**. Enter “none” for the location to indicate that no devices will be used. **The device locations must be illustrated in a plan view and attached to this document.**

7.1 School Personnel Commitment

The school is required to provide the school traffic personnel and temporary traffic control devices stated in **Table 7.0-1** and **Table 7.0-2**. School traffic personnel must direct the school’s traffic into onsite by-pass lanes or any available vehicle staging spaces during peak traffic generation periods to create additional onsite accumulation capacity when school related vehicles are queuing within non-designated areas of the right-of-way and/or through travel lanes.

8.0 School Zone and Crossings

School zones may be provided for schools to alert drivers that they will be traveling near a school. A school zone is composed of signs and pavement markings. The school zone may also include a speed zone component that requires driver to reduce their travel speed. The speed zone is often enacted to provide control at designated *school crossings* serving elementary and middle schools. The school speed zone component may be composed of signs, pavement markings, and flashing beacons (as per the governing standard). The speed zone is required to be installed for school crossings when applicable.

Indicate the existing and/or proposed school crossing(s) serving the school site within **Table 8.0-1**. Enter “none” for the road name to indicate that no school crossing exists or is proposed for this school. **The school crossing locations must be illustrated in a plan view and attached to this document.**

School Traffic Operations Plan (TOP) Form

Indicate the existing and/or proposed school zones associated with the school site within **Table 8.0-2**. Enter “none” for the road name to indicate that no school zone exists or is proposed for this school. Indicate if a speed zone is a component of the school zone by marking the appropriate check box.

A school speed zone should not have a continuous duration longer than two hours. If this school is served by a school speed zone, then specify the zone’s posted hours in **Table 8.0-3**. Enter “none” for the period to indicate no posted hours. Use DTPW School Speed Zone Policy to determine appropriate time periods. Note that if the school is located in close proximity to an existing school speed zone (less than 300 feet), the zone and time period may be modified to cover both schools. Indicate below if the times are paired. If paired, provide areal illustrating adjacent school(s).

9.0 Offsite Traffic Control Officers

Enforcement of the TOP routes and operations within the public right-of-way may only be performed by *traffic control officers* as per section 316.640 of the Florida Statute. Traffic control officers should be present during the start of each semester (first two weeks) to reinforce the traffic patterns established by the TOP. Specify the number, location, and duration of traffic control officers required to adequately enforce the TOP within **Table 9.0-1**.

The school’s endorsement of the traffic control officer enforcement plan must be stated within **Table 9.0-2**.

A traffic control officer may be stationed at an intersection to improve vehicle delays and operations during a peak traffic demand period. Schools may be required to provide the officer, or may do so voluntarily. Specify the commitment, location, and duration of the traffic control officer stations required for LOS management within **Table 9.0-3**. Enter “none” for the intersection to indicate that no officer management is voluntarily offered or required.

9.1 State Crossing Guards

A school may implement a crossing guard program to assist young (K-8) students traversing school crossings when walking to and from school. A crossing guard is not traffic control officer, unless the guard is trained as a traffic control officer and employed subject to the conditions described in section 316.640, F.S. Specify the crossing guard stations and duration within **Table 9.1-1**. Enter “none” for the station to indicate that no crossing guards are stationed to serve the school.

10.0 School Special Events

Planned school events, such as sporting events, school assemblies, and ceremonies may often generate larger peak traffic volumes and vehicle accumulations than a typical school day. The school will be required to manage the traffic impacts produced by a *school special event* within its neighborhood. Specify the special event types and provisions selected to mitigate its traffic impacts within **Table 10.0-1**. Enter “none” for event type to indicate that no school special events will planned at the school site.

School Traffic Operations Plan (TOP) Form

11.0 Parent Traffic Handbook

The Parent Traffic Handbook specifies a parent's child safety responsibilities and commitment to achieve an efficient traffic flow during the arrival and dismissal times. Parents of new students should be issued a Parent Traffic Handbook containing this TOP and are required to sign a contract with the school, which includes adherence to pick-up and drop-off procedures. Additionally, parents should be reissued the Parent Traffic Handbook and contract each new school year. The handbook and contract should be reviewed and signed during Parent Orientation prior to the start of school. **A sample of the Parent Traffic Handbook and contract must be attached to this document.**

12.0 Table Worksheets

Complete this worksheet as per the instructions provided in sections 1.0 through 11.0 of this document.

Educational Program Worksheet

Table 2.0-1 School Location

Name	
Address	
Folio Number(s)	
Hours of Operations	

Table 3.0-1 Educational Program and Enrollment

Educational Program	Grades	Average Maximum Enrollment per Grade	Maximum Enrollment
Total Facility Enrollment			

Table 3.0-2 Educational Program Descriptions

Educational Program	Description

School Schedule Worksheet

Table 4.1-1 School Schedule Commitment

Period	Maximum Number of Students Allowed within a Schedule Shift	Minimum Number of Instructional Shifts at Full Enrollment
Arrival		
Dismissal		

Table 4.2-1 School Schedule Example at Full Capacity

Schedule Shift	Grades	Days [M, Tu, W, Th, F]	Begin Time	End Time	No. of Students

Automobile Passenger Curbside Loading Zone Worksheet

Table 5.3-1 Automobile Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction	Description
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	

Table 5.3-2 Automobile Loading Zone Vehicle Capacity Summary (Automobiles and Vans)

Route Name	Stacking Space Capacity	Queuing Spaces Capacity	Total Capacity

Bus Passenger Loading Zone Worksheet

Table 5.4-1 School Bus Passenger Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out

Table 5.4-2 Bus Loading Zone Vehicle Accumulation Capacity Summary

Route Name	Stacking Spaces Capacity	Queuing Spaces Capacity	Bus Capacity

Table 5.4a-1 Bussing Commitment

Minimum Number of Inbound Buses Required During the Arrival Period	Minimum Number of Outbound Buses Required During the Dismissal Period

Table 5.4a-2 Bus Type and Capacity

Quantity	Bus Type	Length	Width	Capacity	Student Total by Type
	S-BUS-11 [S-BUS-36]	45	10	65	
	S-BUS-12 [S-BUS-40]	50	10	84	
Students Grand Total					

NOTE: There are 4 shuttle buses that provide students with door-to-door service. The 4 buses use the circular driveway on Nervia Street and arrive by 8:30 AM. During dismissal, the 4 buses leave at 2:55 PM and leave the school premises before the gates are opened for the afternoon pick-up period. Additionally, there are 2 shuttle buses that transport Riviera Prep students. These 2 buses use the alleyway located between the buildings. Departure of these 2 buses is at 7:30 AM and the return period is at 3:45 PM.

Parking Summary Worksheet

Table 5.5-1 Proposed Parking Use Summary

Parking Space Use	Onsite			Offsite
	Req. by Code	Req. by Study	Provided	Provided
Staff				
Student				
Parked Stacking				
Open				
Total				

Table 5.5-2 Parked Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out

NOTE: 16 on-site parking spaces + 50 parking spaces reserved for the school at City parking lot adjacent to Riviera Presbyterian Church. On-street metered parking is also available for the school.

Service Vehicle, Pedestrian and Bicycle Routes Worksheet

Table 5.6-1 Service Vehicle Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction	Operation Period (times)
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	

Table 6.0-1 Pedestrian Route Description

Route Name	Off-Site Entrance Point	Building Entrance Point	Operation Period (0:00-0:00)

Table 6.0-2 Bicycle Route Description

Route Name	Entrance Point	Exit Point	Operation Period (0:00 – 0:00)

Table 6.0-3 Bicycle Storage Description

Bicycle Storage Location	Bicycle Capacity

Traffic Personnel, Equipment, Enforcement Worksheet

Table 7.0-1 Onsite School Traffic Personnel

Station Label	Personnel Duties (Loading, Conflict, Diverting)	Arrival Duty Period		Dismissal Duty Period	
		From	To	From	To

Table 7.0-2 Onsite Temporary Traffic Control Devices

Location Label	Device Description (Number of Cones, Barricades, or Gates)	Arrival Duty Period		Dismissal Duty Period	
		From	To	From	To

Table 8.0-1 School Crossing Description

Location	East-West	North-South	Mid-Block	Uncontrolled
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Traffic Operations Plan (TOP) Form

Table 8.0-2 School Zone Description

Location	Existing [x]	Proposed [x]	Signs & Markings [x]	Speed Zone [x]	Flashing Beacons [x]
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 8.0-3 School Speed Zone Posted Times

Is this a paired Zone? No ☐ Yes ☐

Days of the Week	Arrival Period AM		Dismissal Period PM	
	From	To	From	To
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Table 9.0-1 Traffic Control Officer Enforcement Plan

No. of Officers	Intersection or Segment with Boundaries	Arrival	Dismissal	Semester Start	All Year
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 9.0-2 Traffic Control Officer Reinforcement Commitment

Check Box [x]	Reinforcement Commitment
<input type="checkbox"/>	By marking this check box, the school agrees to provide all necessary resources to ensure traffic control officers will be present to enforce the TOP, as stated in Table 9.0-1 .

Table 9.0-3 Traffic Control Officer Stations for LOS Management Plan

Intersection	Required (R) Voluntarily (V)	Arrival Time Period		Dismissal Time Period	
		From	To	From	To

School Traffic Operations Plan (TOP) Form

Table 9.1-1 Crossing Guard Stations

No. of Guards	School Crossing Station (Intersection)	Arrival AM Time Period		Dismissal PM Time Period	
		From	To	From	To

Table 10.0-1 School Special Event Provisions

Event Type	Provision Descriptions

School Traffic Operations Plan (TOP) Form

13.0 Attachments

The following documents are required to be attached to the TOP.

1. A plan sheet showing all required illustrations stated within this TOP form. (It is suggested that TOP operations that vary by instructional shifts be shown in independent plan sheets.)
2. A Parent Traffic Handbook and contract sample.
3. A Cross-parking agreement (if utilized).

14.0 Endorsement

By signing below, the school owner agrees to operate the school as prescribed within this document and will uphold all commitments specified herein.

Signature

Date

Print Owner Name



CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. 3016

AN ORDINANCE AMENDING ORDINANCE NO. 1525, AS AMENDED AND KNOWN AS "ZONING CODE", BY AMENDING CITY'S USE AND AREA MAPS TO INDICATE APPROPRIATE "S" SPECIAL USE ZONING DESIGNATION ON ALL PUBLIC AND PRIVATE SCHOOLS, RELIGIOUS AND INSTITUTIONAL PROPERTIES, AND PUBLIC BUILDINGS AND GROUNDS AS DESIGNATED ON CITY'S FUTURE LAND USE MAP; AND REPEALING ALL ORDINANCES INCONSISTENT HERewith.

I

WHEREAS, after notice duly published, a public hearing was held before the Planning and Zoning Board on October 14, 1992, at which hearing all interested persons were afforded an opportunity to be heard, and at which time the Board recommended that the amendment to the City's Use and Area Maps be approved; and

WHEREAS, the City Commission after due consideration at its regular meeting of November 10, 1992 approved the proposed amendment 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, Ordinance No. 1525, as amended and known as the "Zoning Code", shall be and is hereby amended, by amending the City's Use and Area Maps to indicate the appropriate "S" Special Use zoning designation on all public and private schools, religious and institutional properties and public buildings and grounds as designated on the City's Future Land Use Map.

SECTION 2. That all ordinances or parts of ordinances inconsistent or in conflict herewith shall be and they are hereby repealed insofar as there is conflict or inconsistency.

I

PASSED AND ADOPTED THIS EIGHTH DAY OF DECEMBER, A. D., 1992.

APPROVED:

George M. Corrigan
GEORGE M. CORRIGAN
MAYOR

ATTEST:

Virginia L. Paul
VIRGINIA L. PAUL
CITY CLERK
H/B(5)

ORDINANCE NO. 3273

AN ORDINANCE **AMENDING** ORDINANCE NO. 1525, AS AMENDED AND KNOWN AS "ZONING CODE", AND IN PARTICULAR USE AND AREA MAP PLATE NO 11, TO PROVIDE CHANGE OF ZONING ON LOTS 23-27, BLOCK 206A, RIVIERA PART 14 FROM "CB" COMMERCIAL TO "S" SPECIAL USE, AND REPEALING ALL ORDINANCES INCONSISTENT HERewith

WHEREAS, the City Commission at its February 11, 1997, meeting adopted ordinance No. 3221 amending the Future Land use Map of the Comprehensive Plan by changing the land use from "Commercial, Low-Rise intensity" to "Educational use" on the subject property, and

WHEREAS, Application No 675-P was submitted requesting a change of zoning on the subject property from "CB", Commercial use to "S", Special use, and after notice of hearing duly published and notification of all property owners of record within five hundred (500) feet, a public hearing was held before the Planning and zoning Board on June 11, 1997, at which hearing all interested persons were afforded the opportunity to be heard and the Board recommended to the City commission that the Application be approved, subject to certain conditions, and

WHEREAS, the City Commission after due consideration at its regular meeting of September 9, 1997, approved the Application on first reading, subject to certain conditions,

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

SECTION 1 That Ordinance NO 1525, as amended and known as the "zoning Code", and in particular, that certain Use and Area Map Plate No 11, attached thereto and by reference made a part thereof, is hereby amended to show henceforth a change of zoning on Lots 23 through 27, Block 206A, Riviera Part 14 from "CB" commercial to "S" Special use

SECTION 2. That such use and change of zoning is hereby subject to the following conditions and restrictions

- 1 That the property shall be used for educational purposes and no other purpose
- 2 That the site shall be developed according to the conceptual development plans submitted with the application
- 3 That a traffic-calming device or other change in pavement and "Yield, School Crossing" signs shall be provided at an appropriate distance on either side of the marked pedestrian crossing for the public alleyway.
- 4 That a traffic/parking study, which identifies impacts and suggests mitigation, shall be completed as a condition of approval. Additionally, all school staff shall be issued car decals for identification purposes, a record of decal assignment will be available in the school's office.

- 5 That the courtyard of the proposed site plan fronting onto Yumuri street be redesigned by the applicant, addressing the concerns stated in the Planning Department Staff Report, and that modified plans be prepared and submitted to the Planning Department for approval, with input from the Public Service Department
- 6 That all private vehicle drop-off shall occur on the School's property and not in the public right-of-way. This situation will be monitored for a six-month period after implementation of all proposed area improvements. A uniformed traffic control police officer shall be retained by the School for morning and afternoon pick-up/drop-off. Failure to comply will result in appropriate penalties.
- 7 That buses/vans shall unload and load students from the school's circular driveway or the alleyway. Additionally, buses/vans shall not be parked overnight in public parking or public swale area in order to avoid a negative visual impact for the contiguous residential community.
- 8 That a Master Plan shall be required prior to any future applications for building additions, modifications or new construction proposed for the Riviera School campus, which shall include existing and proposed buildings and facilities, a traffic and parking plan, and a landscape plan. A summary of existing and projected student enrollment, and projected number of teachers and staff shall also be required. The school shall meet with appropriate city staff prior to filing any development application.
- 9 That Riviera Day School shall not use Riviera Park until such time as the park becomes an active park or until such time as the City has granted Riviera Day school permission to use the same.
- 10 That in order to facilitate constructive discussions within the neighborhood, Riviera Day School shall arrange and host a neighborhood meeting, in October and May of each year, to discuss items affecting the area.
- 11 That a report shall be submitted to the City commission within six months to a year from the approval herein granted regarding neighborhood conditions.
- 12 That the conditions listed herein shall be incorporated into a restrictive - covenant, to be prepared by the City Attorney, which shall be executed by the Applicant, and duly recorded.

SECTION 3 That the thirty-day waiting period is hereby waived, and this ordinance shall become effective on this fourteenth day of October, 1997

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

PASSED AND ADOPTED THIS FOURTEENTH DAY OF OCTOBER, A D , 1997

RAUL J. VALDES FAULI
MAYOR

ATTEST


VIRGINIA L. PAUL
CITY CLERK

ORDINANCE NO. 3273 - PAGE 2 OF 2

CORAL GABLES CONCURRENCY MANAGEMENT

Concurrency Information Statement

This Concurrency Information Statement is for informational purposes only and reflects the availability of public services only at the time statement is issued.

The available capacity for each public service is monitored and updated as development orders are issued by the city, and the applicant cannot be assured that the necessary public services will be available for a development order (e.g. any change in use) at a future date.



Riviera Day School
6800 Nervia Street
Coral Gables, FL

Elementary Schools: 415 students
STATUS=P

Date Printed: 8/24/2017

Development Order: 0

Record Number: 3274

Assoc. Demolition Record: 0

Zones:

Trfflc	Fire Protection	Flood Protection	Parks and Recreation
51	201	X-500	3

Concurrency Needs

Minimum Required Elevation (ft): 0

Adequate Water Flow for Commercial & Residential Fire Protection

	Site Demand	Zone Capacity	Zone Demand	Concurrent	
Trips	249			OK	Within Urban Infill Area
Golf Course	0	47.41	0.3694567874	OK	
Tennis Courts	0	40.35	3.6945664252	OK	
Racquetball Courts	0	6.23	0.482214	OK	
BASketball Courts	0	15.34	1.585192	OK	
Ball Diamonds	0	6.27	0.992038	OK	
Playing Fields	0	7.27	0.992038	OK	
Swimming Pools	0	3.13	0.11089	OK	
Equipped Playing Areas	0	6.34	1.1089	OK	
Special Recreation Facilities	0	93.84	16.63	OK	
Neighborhood Parks (acres)	0	5.62	4.1572	OK	
Mini Parks (acres)	0	0.97	0.22168	OK	
Open Space (acres)	0	1.53	0.5551	OK	
Water Flow (gpm)	3000	3000	3000	OK	

Application Fee: \$190.31

Statement Issued by:

Application Date: 8/24/2017

Expiration Date: N/A

Comments: NEW ADDITION TO RIVIERA DAY SCHOOL. EXISTING (415) STUDENTS - NO INCREASE IN STUDENTS FOR THIS PROJECT.

Although the purposed use for which this Concurrency Statement is issued is located in the Urban Infill Area of the City of Coral Gables, and the Statement does not reflect the actual trips that would be generated for this use, Concurrency Fees are applicable and will be assessed.



**CITY OF CORAL GABLES
LOBBYIST ANNUAL REGISTRATION APPLICATION
FOR EACH PRINCIPAL REPRESENTED**

REGISTRATION #: _____

HAVE YOU BEEN RETAINED TO LOBBY ANY OF THE FOLLOWING FOR THE STATED PURPOSE?

CITY OFFICIALS: Mayor, City Commissioners, City Attorney, City Manager, City Clerk, Assistant City Manager(s), Deputy/Assistant City Attorney(s), Heads or Directors of Departments, and their Assistant or Deputy, Police Major or Chief, Fire Major or Chief, Building and Zoning Inspectors Board, Committee Members, or any other City Official or staff.

FOR THIS PURPOSE: To encourage the approval, disapproval, adoption, repeal, passage, defeat or modification of any ordinance, resolution, action or decision of the City Commission; or any action, decision or recommendation of the City Commission, any Board, Committee or City Official.

IF THE FOREGOING APPLIES TO YOU, YOU ARE REQUIRED TO REGISTER AS A LOBBYIST:

Print Your Name and Email Address: _____
Laura L. Russo, Esq. / Laura@Laurarussolaw.com
LOBBYIST EMAIL ADDRESS

Print Your Business Name, if applicable: _____
Laura L. Russo, Esq., LLC

Business Telephone Number: _____
305-476-8300

Business Address _____
2655 Le Jeune Road, Suite PH 1-F, Coral Gables, FL 33134
ADDRESS CITY, STATE ZIP CODE

Federal ID#: _____
26-3602751

State the extent of any business or professional relationship you have with any current member of the City Commission.

None

PRINCIPAL REPRESENTED:

NAME _____ Peter Cohen _____ COMPANY NAME, IF APPLICABLE _____ Laro, Inc. of Coral Gables, a Florida Corp.

BUSINESS ADDRESS _____ 6800 Nervia St., Coral Gables, FL 33134 _____ TELEPHONE NO.: _____ 305-666-1856

ANNUAL REPORT: On October 1st of each year, you are required to submit to the City Clerk a signed statement under oath listing all lobbying expenditures in excess of \$25.00 for the preceding calendar year. A statement is **not** required to be filed if there were no expenditures.

LOBBYIST ISSUE APPLICATION: Prior to lobbying for a specific issue, you are required to fill out a Lobbyist Issue Application form with the Office of the City Clerk; stating under oath, your name, business address, the name of each principal who employed you to lobby, and the specific issue on which you wish to lobby.

NOTICE OF WITHDRAWAL: If you discontinue representing a particular client, a notice of withdrawal is required to be filed with the City Clerk.

ANNUAL LOBBYIST REGISTRATION FEE: This Registration must be on file in the Office of the City Clerk prior to The filing of an Issue Application to lobby on a specific issue, and payment of a \$250.00 Lobbyist Registration Fee is required.

I Laura L. Russo hereby swear or affirm under penalty of per-
jury that I have read the provisions of the City of Coral Gables Ordinance 2006-
11, governing Lobbying and that all of the facts contained in this Registration
Application are true and that I agree to pay the \$250.00 Annual Lobbyist Regis-
tration Fee.


Signature of Lobbyist

STATE OF FLORIDA)
)
COUNTY OF MIAMI-)
DADE

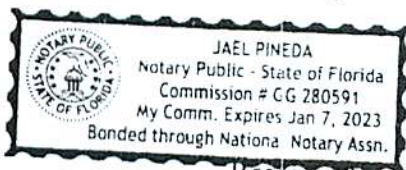
BEFORE ME personally appeared Laura L. Russo to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

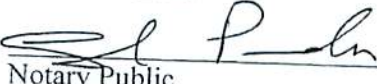
WITNESS my Hand and Official Seal this 4/23/2019.

☒ Personally Known

☐ Produced ID

\$250.00 Fee Paid _____




Notary Public
State of Florida

Received By _____ Date: _____

Fee Waived for Not-for-Profit Organizations (documentary proof attached.) _____ FL. ID#: _____

For Office Use Only

Data Entry Date: _____, 20____.

Entered By: _____



**CITY OF CORAL GABLES
LOBBYIST
ISSUE APPLICATION**

REGISTRATION #: _____

HAVE YOU BEEN RETAINED TO LOBBY ANY OF THE FOLLOWING FOR THE STATED PURPOSE?

CITY OFFICIALS: Mayor, City Commissioners, City Attorney, City Manager, City Clerk, Assistant City Manager(s), Deputy/Assistant City Attorney(s), Heads or Directors of Departments, and their Assistant or Deputy, Police Major or Chief, Fire Major or Chief, Building and Zoning Inspectors, Board/Committee Members, or any City Official or staff.

FOR THIS PURPOSE: To encourage the passage, defeat or modification of any ordinance, resolution, action or decision of the City Commission; or any action, decision or recommendation of any Board, Committee or City Official.

IF THE FOREGOING APPLIES TO YOU, YOU ARE REQUIRED TO REGISTER AS A LOBBYIST AND TO FILE THE FOLLOWING INFORMATION, UNDER OATH, WITH THE CITY CLERK FOR EACH ISSUE ADDRESSED. ISSUE FEE: NO CHARGE, PROVIDING YOU HAVE A CURRENT ANNUAL LOBBYIST REGISTRATION DOCUMENT ON FILE.

Print Your Name and Email Address: Laura L. Russo, Esq. / Laura@Laurarussolaw.com
LOBBYIST EMAIL ADDRESS

Print Your Business Name: Laura L. Russo, Esq.

Business Telephone Number: 305-476-8300

Business Address: 2655 Le Jeune Road, Suite PH 1-F, Coral Gables, FL 33134
ADDRESS CITY, STATE ZIP CODE

Corporation, Partnership, or Trust Represented:

Principal Name: Peter Cohen / Laro, Inc. of Coral Gables, a Florida Corp.

Principal Address: 6800 Nervia St., Coral Gables, FL 33134 Telephone Number: 305-666-1856

ISSUE: Describe in detail, including address, if applicable, of the specific issue on which you will lobby: (Separate Application is required for each specific issue)

Site Plan Approval for addition of square footage to existing school

I Laura L. Russo hereby swear or affirm under penalty of per-
jury that all the facts contained in this Application are true and that I am aware
that these requirements are in compliance with the provisions of the City of Coral
Gables Ordinance No. 2006-11 (06/06/2006); Ordinance No. 2017-44
(12/05/2017); governing Lobbying.


Signature of Lobbyist

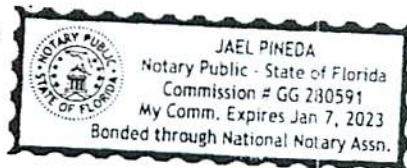
4/23/19
Date

STATE OF FLORIDA)
)
COUNTY OF MIAMI-)
DADE

BEFORE ME personally appeared Laura L. Russo to me well known and known to me to be the person
described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said in-
strument for the purposes therein expressed.

WITNESS my Hand and Official Seal this 4/23/2019.

X Personally Known
____ Produced ID




Notary Public
State of Florida

For Office Use Only	
Data Entry Date: _____, 20____.	Entered By: _____

Annual Fees Waived for Not-for-Profit Organizations (documentary proof attached.) _____

FL ID #: _____



**CITY OF CORAL GABLES
LOBBYIST ANNUAL REGISTRATION APPLICATION
FOR EACH PRINCIPAL REPRESENTED**

REGISTRATION #: _____

2017 FEB -3 PM 1:14
CITY OF CORAL GABLES
RECEIVED
OFFICE OF THE CLERK

HAVE YOU BEEN RETAINED TO LOBBY ANY OF THE FOLLOWING FOR THE STATED PURPOSE?

CITY OFFICIALS: Mayor, City Commissioners, City Attorney, City Manager, City Clerk, Assistant City Manager, Special Assistant to City Manager, Heads or Directors of Departments, and their Assistant or Deputy, Police Major or Chief, Fire Major or Chief, Building and Zoning Inspectors Board, Committee Members, or any other City Official or staff.

FOR THIS PURPOSE: To encourage the approval, disapproval, adoption, repeal, passage, defeat or modification of any ordinance, resolution, action or decision of the City Commission; or any action, decision or recommendation of the City Commission, any Board, Committee or City Official.

IF THE FOREGOING APPLIES TO YOU, YOU ARE REQUIRED TO REGISTER AS A LOBBYIST:

Print Your Name Rolando Llanes LOBBYIST

Print Your Business Name, if applicable Civica Group

Business Telephone Number 305-593-9959

Business Address 8323 NW 12th St., , Miami, FL 33126 #106
ADDRESS CITY, STATE ZIP CODE

Federal ID#: _____

State the extent of any business or professional relationship you have with any current member of the City Commission.

None

PRINCIPAL REPRESENTED:

NAME Peter Cohen COMPANY NAME, , IF APPLICABLE Laro, Inc. of Coral Gables, a FL cor

BUSINESS ADDRESS 6800 Nervia St., Coral Gables, FL 33134 TELEPHONE NO.: 305-666-1856

I Rolando Llanes hereby swear or affirm under penalty of per-
jury that all the facts contained in this Application are true and that I am aware
that these requirements are in compliance with the provisions of the City of Coral
Gables Ordinance No. 2006-11, governing Lobbying.

[Signature]
Signature of Lobbyist

1/24/17
Date

STATE OF FLORIDA)
)
COUNTY OF DADE)

BEFORE ME personally appeared Rolando Llanes to me well known and known to me to be the person
described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said in-
strument for the purposes therein expressed.

WITNESS my Hand and Official Seal this 1/24/17.

☒ Personally Known

☐ Produced ID



[Signature]
Notary Public
State of Florida

For Office Use Only

Data Entry Date: _____, 20____.

Entered By: _____

Annual Fees Waived for Not-for-Profit Organization. Please attach documentary proof.



CITY OF CORAL GABLES
LOBBYIST
ISSUE APPLICATION

CITY OF CORAL GABLES
RECORDS & COMMUNICATIONS
OFFICE
2017 FEB -3 PM 1:15
CLERK

REGISTRATION #: _____

HAVE YOU BEEN RETAINED TO LOBBY ANY OF THE FOLLOWING FOR THE STATED PURPOSE?

CITY OFFICIALS: Mayor, City Commissioners, City Attorney, City Manager, City Clerk, Assistant City Manager, Special Assistant to City Manager, Heads or Directors of Departments, and their Assistant or Deputy, Police Major or Chief, Fire Major or Chief, Building and Zoning Inspectors, Board, Committee Members, or any City Official or staff.

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Print Your Name Rolando Llanes LOBBYIST

Print Your Business Name Civica Group

Business Telephone Number 305-593-9959

Business Address 8323 NW 12th St., Miami, FL 33126 #106
ADDRESS CITY, STATE ZIP CODE

Corporation, Partnership, or Trust Represented: Laro Inc. of Coral Gables, a Florida corporation

Principal Name: Peter Cohen

Principal Address: 6800 Nervia St., Coral Gables, FL 33134 Telephone Number: 305-666-1856

ISSUE: Describe in detail, including address, if applicable, of the specific issue on which you will lobby: (Separate Application is required for each specific issue)

Site plan approval for addition of square footage to existing school.

ANNUAL REPORT: On October 1st of each year, you are required to submit to the City Clerk a signed statement under oath listing all lobbying expenditures in excess of \$25.00 for the preceding calendar year. A statement is required to be filed even if there were no expenditures.

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NOTICE OF WITHDRAWAL: If you discontinue representing a particular client, a notice of withdrawal is required to be filed with the City Clerk.

ANNUAL LOBBYIST REGISTRATION FEE: This Registration must be on file in the Office of the City Clerk prior to The filing of an Issue Application to lobby on a specific issue, and payment of a \$150.00 Lobbyist Registration Fee is required.

I Rolando Llanes hereby swear or affirm under penalty of per-
jury that I have read the provisions of the City of Coral Gables Ordinance 2006-
11, governing Lobbying and that all of the facts contained in this Registration
Application are true and that I agree to pay the \$150.00 Annual Lobbyist Regis-
tration Fee.

Signature of Lobbyist

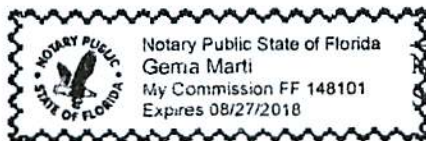
STATE OF FLORIDA)
COUNTY OF DADE)

BEFORE ME personally appeared Rolando Llanes to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed.

WITNESS my Hand and Official Seal this 1/24/17

☒ Personally Known

☐ Produced ID



Notary Public
State of Florida

\$150.00 Fee Paid _____ Received By _____ Date: _____

Fee Waived for Not-for-Profit Organizations (documentary proof attached.) _____

For Office Use Only

Data Entry Date: _____, 20____.

Entered By: _____

72 MAR 10 AM 9:57

WARRANTY DEED
(FROM CORPORATION)

Warranty Deed

This Indenture, Made, this 1st day of March, A.D. 1972.

Between CREATIVE COUNTRY DAY SCHOOL IN CORAL GABLES, INC., a corporation
existing under the laws of the State of Florida, having its principal place of
business in the County of Dade and State of Florida,
and lawfully authorized to transact business in the State of Florida, party of the first part, and

LARO, INC., a Florida corporation
whose address is 6800 Hervia St., Coral Gables,

of the County of Dade and State of Florida
party of the second part Witnesseth:

That the said party of the first part, for and in consideration of the sum of TEN DOLLARS
AND OTHER GOOD AND VALUABLE CONSIDERATIONS
to it in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged has granted,
bargained and sold to the said party of the second part. Itwains and assigns forever, the following described
land situate, lying and being in the County of Dade and State of Florida, to-wit:

Lots 1 to 6 inclusive, Block 206A, CORAL GABLES RIVIERA SECTION
PART 14, according to the Plat thereof, as recorded in Plat
Book 28, Page 32, of the Public Records of Dade County, Florida

SUBJECT TO:

A 1st mortgage and 2nd mortgage which purchaser assumes and agrees
to pay;
A purchase money 3rd mortgage in the principal sum of \$60,000.00;
Restrictions and limitations and zoning ordinances of record if
any.



And the said party of the first part does hereby fully warrant the title to said land, and will defend the
same against the lawful claims of all persons whomsoever.

Attest: *[Signature]*
Corporate Secretary

In Witness Whereof, the said party of the first
part has caused these presents to be signed in its name by
its proper officers, and its corporate seal to be affixed, witness-
ed by its secretary, the day and year above written.
CREATIVE COUNTRY DAY SCHOOL IN
CORAL GABLES, INC.

Signed, sealed and delivered in presence of us:

By: *[Signature]*
Edward L. Silver, President

State of Florida,
County of DADE

I Herby Certify that on this 1st day of March
A.D. 1972, before me personally appeared EDWARD L. SILVER, ~~and~~ PRESIDENT
and JACK BLOCH, ASST. SECRETARY
CREATIVE COUNTRY DAY SCHOOL IN CORAL GABLES, INC., a corporation under the laws of
the State of Florida to me known to be the persons who signed the foregoing
instrument as such officers and severally acknowledged the execution thereof to be their free act and deed as such
officers for the use and purposes therein mentioned and that they affixed thereto the official seal of said corpora-
tion, and that the said instrument is the act and deed of said corporation.

Witness my signature and official seal at Miami
in the County of Dade
the day and date first above written
My commission expires MARCH 1, 1973
BORNED THRU 1961 BY DISTELHORST

and State of Florida
[Signature]
Notary Public, State of Florida

RECORDED BY OFFICIAL RECORDS DEPT.
OF DADE COUNTY, FLORIDA
BACARDI RECORDED
E. B. LEATHEMARE
CLERK CIRCUIT COURT
BY *[Signature]*

ABSTRACT OF DESCRIPTION	TO	Warrant Deed (FROM CORPORATION)	SANCOS FROM AND

This Document Prepared By:
 LAURA L. RUSSO, ESQ.
 RUSSO BAKER & ALVAREZ, PA
 4675 PONCE DE LEON BLVD. SUITE 301
 CORAL GABLES, FL 33146

OFF. REC. 17335P13239

96R393689 1996 AUG 30 15:15

DOCSTPDEE 5,400.00 SURTX 4,050.00
 HARVEY RUVIN, CLERK DADE COUNTY, FL

Parcel ID Number: 03-4130-009-1980
 Grantor #1 TIN: 59-1389459

Warranty Deed

This Indenture, Made this 23 day of August, 1996 A.D., Between
 Nicholas J. Pizaris, a single man,

of the County of Dade State of Florida, grantor, and
 Laro, Inc. of Coral Gables, a Florida corporation, a corporation existing under the laws of the state of Florida

whose address is: 6800 Nervia Street, Coral Gables, Florida 33146

of the County of Dade State of Florida, grantee.

Witnesseth that the GRANTOR, for and in consideration of the sum of -----
 ----- TEN & NO/100(\$10.00) ----- DOLLARS,

and other good and valuable consideration to GRANTOR in hand paid by GRANTEE, the receipt whereof is hereby acknowledged, has
 granted, bargained and sold to the said GRANTEE and GRANTEE'S successors and assigns forever, the following described land,
 situate, lying and being in the County of Dade State of Florida to wit:

Lots 23, 24, 25, 26 & 27, Block 206A of SECOND REVISED PLAT OF
 CORAL GABLES RIVIERA SECTION PART 14, according to the Plat
 thereof, as recorded in Plat Book 28, at Page 32, of the Public
 Records of Dade County, Florida.

Subject to restrictions, reservations and easements of record,
 if any, which are not reimposed hereby, and taxes subsequent to
 December 31st, 1995.

The property herein conveyed DOES NOT constitute the HOMESTEAD
 property of the Grantor. The Grantor's HOMESTEAD address is
 4141 LaPlaya Boulevard Miami, Florida 33133.

RECORDED IN OFFICIAL RECORDS BOOK
 OF DADE COUNTY, FLORIDA
 RECORD VERIFIED
 HARVEY RUVIN
 CLERK CIRCUIT COURT

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.

In Witness Whereof, the grantor has hereunto set his hand and seal the day and year first above written.
 Signed, sealed and delivered in our presence:

Laura Russo
 Witness LAURA RUSSO
Nanette O. Passafiume
 Witness Nanette O. Passafiume

Nicholas J. Pizaris (Seal)
 Nicholas J. Pizaris
 P.O. Address 4141 LaPlaya Boulevard, Miami, FL 33133

STATE OF Florida
 COUNTY OF Dade

The foregoing instrument was acknowledged before me this 23rd day of August, 1996 by
 Nicholas J. Pizaris, a single man,

who is personally known to me or who has produced his U.S. driver's license as identification.



OFFICIAL NOTARY SEAL
 LAURA RUSSO
 COMMISSION NUMBER
 00256264

Laura Russo
 Printed Name: LAURA RUSSO