



RIVIERA DUNES MASTER ASSOCIATION INC.

Property Manager – Castle Group 6311 Atrium Drive, Suite 209, Lakewood Ranch, FL 34202

ARC Committee Meeting Minutes

Thursday, June 10, 2021 @ 11:00AM

GoToWebinar

Call to Order by Chairperson-Drew Denick: The meeting was called to order at 11:05am.

Certifying a Quorum: Deborah Sperry, Drew Denick, Rob Hartwell, Paul Marchese, Ron Vitori and Michael Averbuch were present establishing a quorum. Hannah Feliciano and Chad Yager from Castle Group and Shay Hawkinberry were present via GOTOMEETING.

Proof of Notice: The meeting notice was posted onsite in accordance with Florida Statute 720.

New Business:

- a. **Commercial Design Guidelines** – There was discussion regarding the commercial design guidelines from the Final Draft 11/14/14 version and revision edits were applied real-time. Deborah Sperry made a motion and was seconded by Rob Hartwell to approve and accept the final version dated 6/10/2021 of The Design Guidelines For Properties. None opposed. *The motion passed.*

Adjournment: With no further business the meeting adjourned at 12.01pm. Motion made by Ron Vitori and seconded by Rob Hartwell.

Riviera Dunes

Design Guidelines for ~~Commercial~~ Properties

Final Draft — ~~11/14/14~~
REVISED 6.210.2021

Legal Basis for Design Review

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Article 10 of the Declaration of the "Master Declaration of Covenants, Conditions, Restrictions and Easements for Riviera Dunes dated 11/23/1999 ("RDMAMHOA") provides that that the RIVIERA DUNES MASTER ASSOCIATION has the authority to approve or not approve any Improvements ("Improvement"); Development ("Development"); Alteration ("Alterations"); Landscaping ("Landscaping"); and Repair or Restoration ("Repair or Restoration") within the Riviera Dunes community. These required approvals for the purposes of the Master Declaration and this document shall consist of any material change to a property, to include "new building construction," changes or additions to physical structures, landscaping, signage or other visual elements on a property. This document is intended to provide guidance to the RDMAMHOA for implementation of this authority, and in particular, as this authority addresses commercial Alterations.

Article 10 also provides that the RDMAMHOA may assign the design review responsibility to an Architectural Control Committee. For purposes of these Design Guidelines, the enforcement of these Guidelines may be either by a designated Architectural Control Committee ("ACC") or directly by the RDMAMHOA Board of Directors.

Importantly, any landowner who seeks approval for Alterations to their property is reminded that they must obtain approval for any such work from the ACC or RDMAMHOA Board of Directors as stated in Article 10 of the RDMAMHOA, from the City of Palmetto, and possibly other government agencies.

Purpose & Intent

Riviera Dunes is a mixed use Planned Development of Regional Impact ("DRI") with a land use mix of commercial, retail, office, restaurant, single family homes and multifamily uses. The development also offers some publicly accessible uses that serve the surrounding community as well. Both the land use and the zoning of Riviera Dunes development property have been in place since prior to 1999. The City of Palmetto Ordinance No.-663 which was adopted November 15, 1999, approves a conceptual plan for the Riviera Dunes Development and has not been replaced since that time. The original Development of Regional Impact (DRI) and associated regulations expired on August 2020.

The Design Guidelines established by this document ensure that the Planned Development DRI will develop as an attractive and vibrant mixed-use community. The Design Guidelines will act as the regulatory framework for the development of the community. Where the Design Guidelines are silent, the development will be guided by the City of Palmetto's Zoning and Land Development Regulations.

Definitions

Architectural Control Committee ("ACC"): A committee designated by the RDMAMHOA Board of Directors to review and provide design review and advice to the RDMAMHOA Board of Directors as further defined in Article 10 of the RDMAMHOA.

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Building Height: The vertical distance from the average elevation of the finished grade of the building to the highest point of a flat roof, or to the deck line of a mansard roof, or to the mean height level between eaves and ridge for gable, hip, and gambrel roofs.

Design Guidelines: These Design Guidelines, as approved by the Board of Directors of the RDMAMHOA and subject to change by the Board of Directors.

Formal Site Plan Review ("FSPR"): The review process of architectural and site plan submittals which provides further detail of the ACC Review described in Article 10.07 of the RDMAMHOA.

Gross Floor Area: The total gross square feet of a structure, as measured from the structure's exterior walls, based upon the actual land area of the parcel upon which the structure is to be located. Total gross square feet calculated using the assigned floor area ratio shall not include such features as parking lots or structures, aerial pedestrian crossovers, open or partially enclosed plazas, or exterior pedestrian and vehicular circulation areas.

~~Development of Regional Impact: The Riviera Dunes Development of Regional Impact, as defined under City of Palmetto Ordinance No. 554 "DRI #236 Riviera Dunes", adopted December 1999. Master Association ("MHOA"): The Riviera Dunes Master Association, Inc.~~

Master Plan: The Master Development Plan for the project under the Planned Development DRI, as approved by the Palmetto City Commission.

Public Works Department ("PWD"): The Public Works Department of the City of Palmetto.

Sign Area: The area of each face of a sign shall be the area of the smallest circle, triangle, or parallelogram, which contains all content, background, and structural elements of the sign. Sign area shall not include structural elements which function solely as support for the sign or cover of structural elements.

ZLDR or ZLDRs: The City of Palmetto's Zoning and Land Development Regulations including City of Palmetto 20302030 Comprehensive Plan.

Parcel Site Plan Approval by RDMAMHOA

These Design Guidelines are intended to serve only as the framework for the development, and not meant to be a final layout for each parcel. In addition to any submittals to the PWD, a FSPR application shall be submitted to the ACC for their review and approval. The development of any individual parcel or combination of parcels, must meet the requirements of these Design

Guidelines. FSPR applications may be filed concurrently or independently. The submittal of a FSPR for an individual parcel shall not require the submittal of other FSPR applications for undeveloped portions of other parcels.

Setbacks and Height

FSPR submittals shall be in accordance with the ~~Planned Development DRI~~ and ZLDR. Height requirements must be consistent with ZLDR Codes and consistent and harmonious with the existing development.

Site Layout

An applicant under these guidelines must submit a full site plan for the property prepared by a Florida licensed civil engineer.

Access, Roadways & Pedestrian Connections

Sidewalk connections shall be provided at each point of vehicular access to a land parcel, identified as driveway access on the Master Plan, which connect to the existing exterior sidewalk network on all abutting or intersecting Streets. Streetscape for the access road shall be provided inclusive of a five (5) foot wide sidewalk as may be required by the ZLDR. All parcels shall be connected by a pedestrian link which may include paver walkways, shade structures and/or landscaping. Any new street/sidewalk must conform with the City's Ordinance and be approved by the ACC.

Architectural Design Standards

These Architectural Design Standards promote the use of high quality durable materials in a high-quality design throughout the community. The design standards provide architectural treatment options to assist architects in formulating attractive and durable buildings rather than to impose a specific design intention.

The ~~Plan Development's DRI's~~ main programmatic component is "Florida Mediterranean". This narrative is intended to describe the Design Concept proposed for the project.

A. Architecture, Building Materials, Building Elevations and Massing

The architecture of the development is modern and tropical, drawing upon nautical themes for inspiration. Building attributes include:

- The exterior finish for the buildings will be concrete ~~with a~~ stucco finish, or equivalent.
 - Light, tropical colors or earth tones will be used on the exterior walls.
- Tinted glass or clear low-E glass will be used to reflect sunlight and minimize internal heat gain. The Predominant Exterior Building Materials shall include, but are not limited to:

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- Stucco or similar materials;
- Precast Concrete
- Natural or Manufactured Stone;
- Tinted, textured, other than smooth or ribbed, concrete masonry units; or,
- Texture painted concrete tilt wall.
- Building Colors
- The exterior facades of all buildings will be architecturally compatible with a similar color palette and complementary material detailing the exterior facades of the all buildings will be architecturally consistent by using the same color palette and material detailing. The placement of the buildings will be staggered and have varied heights in order to give the appearance of a series of smaller projects.

B. Building Elevations and Massing

- The exterior facades shall be designed to provide visual interest that shall be consistent with the project's identity and character through the use of architectural details, pattern and scale. Articulation is accomplished by varying the building's mass in height and width so that it appears to be divided into distinct massing elements as regulated in the following section and providing building wall offsets, including projections and recesses.
- The exterior façade of each building shall be designed to be with consistent architectural theme, style, detail and trim features. Facades should be designed to break down large elements of mass and scale where appropriate. No Blank walls are permitted. Blank wall means any portion of a facade that: has an area greater than 20 percent of the entire facade elevation that is absent of fenestration and is absent of a planar break of at least two feet in depth. Wall treatments shall be used to break up the elements of mass and scale shall be used. These wall treatments shall include at least three (3) of the following:
 - I. Windows;
 - II. Roofline details,
 - III. parapet height transitions,
 - IV. vertical pilasters, or other similar treatments to break down scale;
 - V. Raised cornice or building banding with a minimum of two (2) relief elements;
 - VI. Ornamental and structural architectural details, other than cornices which are integrated into the building structure and overall design;
 - VII. Emphasized building base, minimum of three (3) feet high and minimum projection from the wall of two (2) inches;
 - VIII. Building setbacks or projections to vary the plane on buildings;
 - IX. Change in color;
 - X. Green walls;
 - XI. Architectural weather/sun cover features over public entrances of either fabric or hard treatments taking the form of a projected awning or hard canopy with a width of at least that of the entrance and projecting a minimum of 4 feet from the building or entrance.

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B-C. Mechanical Equipment

Mechanical equipment is to be screened to the maximum extent practicable. Screenings will be designed to be visually consistent with the vocabulary of the rest of the project. On-ground equipment visible from the Planned CommunityDR boundaries or visible by the general public from inside the site shall be screened by a visually opaque barrier or landscaping consistent with the color, character and architectural style of the building as approved under a FSPR application.

Mechanical equipment preferred not be located on the roof, will be screened with an opaque barrier of the same materials and finish as the buildings. Including but not limited to telephone repeating antennas, satellite dishes etc.

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C-D. Pergolas and Shade Structures

Exterior pergolas and shade structures that are in the same style as the design of the building will be used in public spaces, pool areas, and exterior restaurant spaces.

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D-E. Loading Areas and Dumpsters

Loading areas and dumpster will be located close to the building service area and as distant as possible from guest activities, adjoining properties and public areas. Additionally, they must be concealed from direct view in accordance with the City's ZLDR. If screen walls are needed, they will be large enough to conceal the items or facilities being screen and be finished to be consistent with surrounding buildings.

Perimeter Landscape Buffers

Landscape buffers or walls consistent with existing designs shall be provided along the perimeter of the site as follows:

A minimum 10 foot wide landscape buffer along the boundary of an individual property line. Pedestrian circulation and other active pedestrian uses may be included in this buffer. As required by the ZLDRs without variance, this buffer shall provide at least one shade or flowering tree for each 20 linear feet or portion thereof.

A landscape buffer with a minimum of 10 feet width, inclusive of a five (5) foot overlap with any utility easement, shall be constructed along a property line. As required by the ZLDRs, this buffer shall provide at least one shade or flowering tree for each 20 linear feet or portion thereof;

however, the ACC may approve a reduction in the number of trees if existing or relocated trees utilized in the buffer prohibits the installation and/or impedes the growth of new trees.

Landscaping

All shade and flowering trees planted on-site shall be installed at a minimum of 12 feet in height and be Florida Number 1, per Florida Grades and Standards. Any Palms, with the exception of accent Palms, shall have a minimum clear wood of 10 feet. All new Date or Royal Palms planted on-site shall have a minimum clear wood of 10 feet at installation. The RDMAMHOA or ACC may approve alternate tree sizes based on the location of the trees to permit specific landscape design features. Shrubs shall be a minimum 3 gallon shrub per Florida Grades and Standards.

Foundation Planting

Plantings shall count towards the foundation planting requirements if they are located adjacent to the building or within 15 feet of the building and placed in pots, planters, planting beds or any combination thereof. The length of the planting bed or length of the planter parallel to the building shall count towards the planting requirements. In the case of a pot, the diameter of the pot shall counts towards the planting requirements.

Utility & Landscape Conflicts

Every effort shall be made to avoid conflicts between required landscaping and existing underground utility lines. Any conflicts between existing underground utilities and proposed landscaping that cannot be avoided shall be mitigated. In the case of such conflicts, the required landscaping shall be relocated in as close proximity as possible to the required location and shall be identified on the Landscape Plan as utility conflict mitigation landscaping.

Maintenance of Undeveloped Pads

Undeveloped building pads and/or undeveloped areas shall be maintained in a grassed or other approved state until such time that a permit for earth work is obtained.

Chain link fencing shall not be utilized except for demolition and construction related activities.

Lighting

It is a goal of the RDMAMHOA that there be consistency in the street lighting and building lighting within the commercial areas of the Planned DevelopmentDRI. Lights shall be placed or shielded so as not to cause glare or inappropriate light spillage on neighboring sites. The placement, intensity, style, and direction of all lighting fixtures for the purpose of parking area, roadway,

landscaping, pedestrian, signage or exterior building illumination shall not create a hazard to vehicular traffic. Particular attention shall be paid to the coordination of all tree and shrub placement with the lighting locations so as to minimize shadows. Pedestrian scale lighting may include street lamps, sconces, decoration/ornamental lighting and accent lighting.

Open Space

Open space shall be in accordance with City of Palmetto Codes without variance and shall apply to each parcel.

Parking

All parking shall be in strict accordance with City of Palmetto Codes.

Signage

All signage on a parcel must comply with the [RDMAMHOA](#) and City's signage guidelines for the [Planned Development-DRI](#).

Application Process for Alterations

The application process is described in Article 10.06 and 10.07 of the [RDMAMHOA](#) Declaration. The applicant may arrange to meet with the ACC for a preliminary review of the applicant's plans before a full submittal under Articles 10.06 and 10.07. If the ACC engages outside consultants to assist with the review of applications, the applicant shall be responsible for the fees for such review by outside consultants.

All final submittals must be prepared by a Florida licensed architect and/or a Florida licensed engineer.

The initial, non-refundable application fee shall be \$500.

Action by ACC or [RDMAMHOA](#) on Application

The ACC or [RDMAMHOA](#) has 30 days to review and act on these Final Plans. The actions on Final Plans may be one of three actions.

1. Approval as presented.
2. Approval with conditions.

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3. Denial.

Appeal of ACC Action

The applicant may appeal an action by the ACC to the Board of Directors for the RDMAMHOA.
