



From: Craig E. Leen, City Attorney for the City of Coral Gables

A handwritten signature in blue ink, appearing to be "CL", is written to the right of the name Craig E. Leen.

RE: Legal Opinion Regarding Vacating Ex-Officio Board Position

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As discussed, there is no need to have administrative staff serve as non-voting, ex-officio members of a board, and such appointments can lead to issues involving the Sunshine Law. Following consultation with the City Manager, and in an abundance of caution, the following non-voting, ex-officio board positions currently occupied by City staff are hereby vacated until such time as the positions can be formally eliminated through amendment to the Zoning Code:

Planning and Zoning Board (Zoning Code, Section 2-202(A)(1))  
Board of Adjustment (Zoning Code, Section 2-401(A)(1))

The administrative staff members who previously held non-voting, ex-officio board positions may continue to serve as staff to the boards, and may continue to speak at board meetings when recognized by the chair, but no longer possess a formal position on the board.

**Leen, Craig**

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**Leen, Craig**

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