

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

Division 1. City Commission

Section 2-101. Powers and duties.

The City is governed by a City Commission consisting of five (5) elected members, including a Mayor, as more particularly set forth in the City Charter. In addition to any authority granted the City Commission by state law, City Charter or other regulations of the City, the City Commission shall have the power and duty to act as the final decision maker regarding these regulations with respect to certain types of applications and appeals. In accordance with the standards and procedures of Article 3, Development Review, the City Commission is the final decision maker for:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Abandonment and Vacations (including mitigation plan approval)	Article 3, Division 12
Annexation	See Florida Statutes
Appeals (from decisions by the Board of Adjustment, Board of Architects and the Historic Preservation Board)	Article 3, Division 6
Appeals of Concurrency Review	Article 3, Section 3-1307
Comprehensive Plan Text and Map Amendments	Article 3, Division 15
Conditional Use	Article 3, Division 4
Coral Gables Mediterranean Architectural Design Special Location Site Plan Review	Article 5, Section 5-604
Development Agreements	Article 3, Division 19
Developments of Regional Impact and Notice of Proposed Change	Article 3, Division 16
Historic Preservation – Applications for Tax Exemption	Article 3, Section 3-1121
Moratorium	Article 3, Division 7
Planned Area Development Designation	Article 3, Division 5
Platting/Subdivision and Variances	Article 3, Division 9
Protection of Landowner’s Rights	Article 3, Divisions 17 and 18
Separation/Establishment of a Building Site	Article 3, Section 3-206, Article 3, Division 4
Site plan (MXD, PAD, other)	Article 3
Transfer of Development Rights	Article 3, Division 10
University Campus District Modification to the Adopted Campus Master Plan	Article 4, Section 4-202
Vested Rights Determination	Article 3, Division 18
Zoning Code Text and Map Amendments	Article 3, Division 14
Zoning in Progress Request	Article 3, Division 7

Division 2. Planning and Zoning Board

Section 2-201. Powers and duties.

Pursuant to the City Charter, and subject to those provisions, a Planning and Zoning Board is created to act as the Local Planning Agency (LPA) of the City. In addition to any power or duty delegated by the City Commission or the City Manager, the Planning and Zoning Board shall act as the recommending Board to the City Commission for:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Abandonment and Vacations (including mitigation plan approval)	Article 3, Division 12
Annexation	See Florida Statutes
Comprehensive Plan Text and Map Amendments	Article 3, Division 15
Conditional Uses	Article 3, Division 4
Coral Gables Mediterranean Architectural Design Special Location Site Plan Review	Article 5, Section 5-604

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Development Agreements	Article 3, Division 19
Developments of Regional Impact and Notice of Proposed Change	Article 3, Division 16
Moratorium	Article 3, Division 7
Planned Area Development Designation	Article 3, Division 5
Platting/Subdivision	Article 3, Division 9
Separation/Establishment of a Building Site	Article 3, Section 3-206, Article 3, Division 4
Site plan (MXD, PAD, other)	Article 3
Subdivision Review for a Tentative Plat and Variances	Article 3, Division 9
Transfer of Development Rights Receiving Site Plan Application	Article 3, Division 10
University Campus District Modification to the Adopted Campus Master Plan	Article 4, Section 4-202
Zoning Code Text and Map Amendments	Article 3, Division 14
Zoning in Progress Request	Article 3, Division 7

Section 2-202. Membership; Terms; Vacancies; Removal.

A. Membership.

1. The Planning and Zoning Board shall be composed of seven (7) members, five (5) of whom shall be appointed by the City Commission, one of whom shall be nominated by the City Manager, subject to approval of the City Commission, and one of whom shall be nominated by the six (6) members so appointed, subject to approval of the City Commission. In the event that the six (6) members shall fail to agree on the seventh (7th) member, such member shall then be nominated by the City Commission after a thirty (30) day waiting period.
2. In making appointments to the Planning and Zoning Board, membership shall be sought from a diverse economic, social and professional representation and shall include members qualified and experienced in the fields of architecture, planning, landscape architecture, engineering, construction, planning and land use law and real estate. Each member of the Board shall also be a citizen and/or an owner, or spouse of an owner, of real property located within the City of Coral Gables during the term of appointment and also for at least five (5) years prior to appointment.
3. A representative of the school district appointed by the school board as a non-voting member of the Planning and Zoning Board shall be invited to attend and participate in the Board meetings when Comprehensive Land Use Plan and Zoning Code Map amendments are on the agenda which would, if approved, increase residential density on the property that is the subject of the application and have a potential impact on a public school.

B. Terms. The members of the Planning and Zoning Board shall serve at the pleasure of the City Commission. All appointments shall be for a two (2) year period commencing June 1st, and ending on May 31st of the next odd year or until their successor is appointed. No member of the Planning and Zoning Board shall serve more than eight (8) consecutive years on the Board.

C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term. Appointments to unexpired terms shall not count as one of the four (4) terms for which a member is eligible for appointment.

D. Removal. Any member of the Planning and Zoning Board may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. Excused absences shall include illness and absence from the City.

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

Section 2-203. Meetings; Quorum; Required vote.

- A. Meetings. The Planning and Zoning Board shall schedule one (1) regular meeting each month, and special meetings at such times as the Board may determine or at the call of the Chairperson or Secretary thereof, for the consideration of business before the Board. All meetings of the Board shall be open to the public. The time and place of the meetings, and the order of business and procedures to be followed at meetings, shall be as prescribed by the Chairperson and the Secretary of the Board.
- B. Quorum; Required Vote. Four (4) members of the Board shall constitute a quorum and the affirmative vote of four (4) members shall be necessary for the adoption of any motion. A workshop meeting where no business is conducted may be held without a quorum. If only four (4) members of the Board are present, an applicant may request and be entitled to a continuance to the next regularly scheduled meeting of the Board. If a matter is continued due to lack of a quorum, the Chairperson or Secretary of the Board may set a special meeting to consider such matter. In the event that four (4) votes are not obtained an applicant may request a continuance or allow the application to proceed to the City Commission without a recommendation.

Section 2-204. Officers; Staff.

- A. Officers. The Planning and Zoning Board shall annually elect a chairperson and a vice-chairperson from among its members. All officers shall be elected for one (1) year terms and shall be eligible for re-election.
- B. Staff/Secretary. The ex-officio member of the Board shall provide such support services to the Board as may be necessary to assist the Board in the performance of its duties and shall serve as the Secretary for the Board.

Section 2-205. Rules and records.

The Planning and Zoning Board may establish such rules of procedure as it may determine necessary to carry out its duties. Such rules of procedure shall be approved by the City Commission. All meetings shall be conducted in accordance with Florida law and written records of the proceedings shall be a public record maintained and filed with the Secretary of the Board.

Division 3. Board of Architects

Section 2-301. Powers and duties.

Pursuant to the City Charter, and subject to those provisions, a Board of Architects is a design review administrative board created to ensure that the City's architecture meets the design review standards of the Zoning Code, is consistent with the City's regulations and to preserve the traditional aesthetic character of the community. In addition to any power or duty delegated by the City Commission or the City Manager, the Board of Architects shall act as a recommending and a decision making Board for the following:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Appeals from decisions of the City Architect	Article 3, Division 6
Building Permit Review/Architectural Design Standards Compliance	Article 3, Divisions 2-4
Conditional Use Review	Article 3, Division 4
Recommend Historic Designations to Historic Preservation Board	Article 3, Division 11

Section 2-302. Membership; Terms; Vacancies; Removal.

- A. Membership.

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

1. The Board of Architects shall be composed of at least seven (7) members who serve as either regular or alternate members, depending on their designation at appointment.
 2. The City Manager, subject to the approval of the City Commission, shall appoint all regular and alternate members of the Board of Architects, considering the following qualifications:
 - a. Each member shall have been a registered architect or landscape architect responsible for the design and construction of projects within the City of Coral Gables during the last five (5) years and shall have a minimum of ten (10) years experience in their profession.
 - b. Each member shall either be a resident or have their principal place of business in the City of Coral Gables.
- B. Terms. The members of the Board of Architects shall serve at the pleasure of the City Commission. The terms of the members shall be as follows:
1. Two (2) years per term and not more than eight (8) consecutive years.
 2. The term of the members of the Board of Architects shall be so established that the terms of two (2) members of the Board will expire on June 30 and December 31 of each year, and two (2) new members will be appointed on July 1 and January 1 of each year.
- C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term. Appointments to unexpired terms shall not count as part of the term limit.
- D. Removal. Any member of the Board of Architects may be removed with or without cause by a majority vote of the City Commission. Regular board members shall be automatically terminated for twelve (12) unexcused absences in a twelve (12) month period. Excused absences shall include illness and absence from the City.

Section 2-303. Meetings; Panel Review; Full by Full Board; Conflict Resolution Meeting; Special Master Quasi-Judicial Hearing.

- A. Meetings. The Board of Architects may meet at least once each week, and such other times as the Board may determine, for the consideration of the business before the Board. All meetings shall be open to the public and the order of business and procedure to be followed shall be as prescribed by the Board. Rules of Procedure of the Board shall be approved by a majority of all Board members present. The Secretary for the Board shall be responsible for setting the agenda of the Board prior to a meeting of the Board. If a matter is postponed due to lack of a quorum, the Chairperson or the Secretary of the Board may set a special meeting as soon as practicable to consider such matter. Meetings of the Panel or the full Board are not quasi-judicial in nature, unless related to an appeal.
- B. Panel Review. Any case brought before the Board may be heard by a panel of two (2) or three (3) members. A quorum of the full Board is not necessary to convene a Panel for official action. The approval of two (2) members on a two (2) or three (3) member Panel, signified by their signature on each set of plans and specifications required to be submitted with each application for a permit, shall be a prerequisite to the issuance of any permit required to be approved by the Board. The Board may review and recommend approval to another decision-making authority having jurisdiction or approve, approve with conditions or deny any application by use of a Panel.
- C. Review by full Board. At any time before the meeting or during the Panel review, the City Architect, a Board member or the applicant may determine that the Panel should be expanded to include all Board members present, in which case all Board members present will serve as the Panel, with a majority vote of the expanded Panel required for any action. In the case of a tie vote, the Board shall

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

deliberate and revote to see if the motion to approve or deny carries. If there is still a tie vote, the motion fails and the decision is treated as a denial for failure to obtain a majority affirmative vote.

- D. Conflict Resolution Meeting; Board of Architect Special Master Quasi-Judicial Hearing. In the event a person is aggrieved by a decision, a conflict resolution meeting shall be convened to address the aggrieved party's concerns. Such meeting shall be held with the City Attorney or designee, and any other member of the City Staff that the Planning and Zoning Director deems appropriate. Any settlement that is reached may then be presented to a Board of Architect Special Master as part of a quasi-judicial public hearing on the settlement. The qualifications of such Board of Architect Special Master shall be in accordance with Sec. 2-302 of the Zoning Code, and the appointment shall be for a two (2) year term by the City Manager, in consultation with the Board of Architects and approved by the City Commission. If the conflict resolution meeting does not result in a settlement, the Board of Architect Special Master shall hear the appeal in a quasi-judicial public hearing. The decision of the Special Master on the settlement or the appeal shall be final unless appealed directly to the City Commission in accordance with Sec. 3-606 of the Zoning Code.

Section 2-304. Officers; Staff.

- A. Officers. The Board of Architects shall annually elect a chairperson and a vice-chairperson from among its members. All officers shall be elected for one (1) year terms and shall be eligible for re-election.
- B. Staff/Secretary. The City Manager is authorized and empowered to appoint a Secretary for the Board.

Section 2-305. Rules and records.

The Board of Architects may establish such rules of procedure as it may determine necessary to carry out its duties. Such rules of procedure shall be approved by the City Commission. All meetings shall be conducted in accordance with Florida law and written records of the proceedings shall be a public record maintained and filed with the Secretary of the Board.

Division 4. Board of Adjustment

Section 2-401. Powers and duties.

Pursuant to the City Charter, and subject to those provisions, a Board of Adjustment is created to provide relief from hardships and errors in the application of the regulations. In addition to any power or duty delegated by the City Commission or the City Manager, the Board of Adjustment shall have the following powers and duties:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Appeals (from staff decisions, including interpretations of this code by the Director of Building and Zoning, other than the City Architect or Historic Preservation Officer)	Article 3, Division 6
Determinations of Compliance with Distance Requirements	Article 5, Division 7
Variances	Article 3, Division 8
Recommend Amendments to the Zoning Code to the City Commission	Article 3, Division 14

Section 2-402. Membership; Terms; Vacancies; Removal.

- A. Membership.

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

1. The Board of Adjustment shall be composed of seven (7) members, five (5) of whom shall be appointed by the City Commission, one of whom shall be nominated by the City Manager, subject to approval of the City Commission and one of whom shall be nominated by the six (6) members so appointed, subject to approval of the City Commission. In the event that the six (6) members shall fail to agree on the seventh (7th) member, such member shall then be appointed by the City Commission.
 2. In making appointments to the Board of Adjustment, membership shall be sought from a diverse economic, social and professional representation and shall include members qualified and experienced in the fields of architecture, planning, landscape architecture, engineering, construction, planning and land use law and real estate. Each member of the Board shall also be a citizen and/or an owner, or spouse of an owner, of real property located within the City of Coral Gables during the term of appointment and also for at least five (5) years prior to appointment.
- B. Terms. The members of the Board of Adjustment shall serve at the pleasure of the City Commission. All appointments shall be for a two (2) year period commencing June 1, and ending on May 31st of the next odd year or until their successor is appointed. No member of the Board of Adjustment shall serve more than eight (8) consecutive years on the Board.
- C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term. Appointments to unexpired terms shall not count as one of the four (4) terms for which a member is eligible for appointment, unless the unexpired term is two (2) years or more.
- D. Removal. Any member of the Board of Adjustment may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. Excused absences shall include illness and absence from the City.

Section 2-403. Meetings; Quorum; Required vote.

- A. Meetings. The Board of Adjustment shall hold one regular meeting per month, and special meetings at such times as the Board may determine or at the call of the Chairperson or Secretary thereof, for the consideration of business before the Board. All meetings of the Board shall be open to the public. The time and place of the meetings, and the order of business and procedure to be followed at meetings, shall be as prescribed by the Chairperson and the Secretary of the Board.
- B. Quorum; Required vote. Four (4) members of the Board shall constitute a quorum and the affirmative vote of four (4) members of the Board present shall be necessary to authorize a variance or grant an appeal. A tie-vote shall result in the automatic continuance of the matter to the next meeting, which shall be continued until a majority vote is achieved. If only four (4) members of the Board are present, an applicant shall be entitled to a postponement to the next regularly scheduled meeting of the Board. If a matter is postponed due to lack of a quorum, the Chairperson or the Secretary of the Board may set a special meeting to consider such matter.

Section 2-404. Officers; Staff.

- A. Officers. The Board of Adjustment annually shall elect a chairperson and a vice-chairperson from among its members. All officers shall be elected for one (1) year terms and shall be eligible for re-election.
- B. Staff/Secretary. The ex-officio member of the Board shall provide such support services to the Board as may be necessary to assist the Board in the performance of its duties and shall serve as the Secretary for the Board.

Section 2-405. Rules and records.

The Board of Adjustment may establish such rules of procedure as it may determine necessary to carry out its duties. Such rules of procedure shall be approved by the City Commission. All meetings shall be

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

conducted in accordance with Florida law and written records of the proceedings shall be a public record maintained and filed with the Secretary of the Board.

Division 5. Historic Preservation Board

Section 2-501. Powers and duties.

Pursuant to the City Charter, and subject to those provisions, a Historic Preservation Board is created to preserve, protect and harmonize new development with the historic resources that serve as visible reminders of the history and cultural heritage of the City, state or nation. In addition to any power or duty delegated by the City Commission or the City Manager, the Historic Preservation Board shall have the following powers and duties:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Designation of Historic Landmarks and Historic Districts	Article 3, Division 11
Review of development applications affecting historic resources; Special Certificates of Appropriateness (including variances)	Article 3, Division 11; Article 3, Division 8
Delegate to the Historic Preservation Officer the authority to grant Standard Certificate of Appropriateness and other appropriate duties	Article 2, Section 2-705(B)(5); Article 3, Division 11
Participation in national register program	Article 3, Division 11
Enforcement of maintenance and repairs provisions	Article 3, Division 11
Unsafe structures	Article 7
Recommend to the City Commission concerning the transfer of development rights, facade easements and the imposition of other restrictions, and the negotiations of historical property contracts for the purposes of historic preservation	Article 3, Divisions 10 and 11
Increase public awareness of the value of historic conservation by developing and participating in public information programs	Article 3, Division 11
Make recommendations to the City Commission concerning the utilization of grants from federal and state agencies or private groups and individuals, and utilization of City funds to promote the preservation of archaeologically, historically and aesthetically significant sites, districts and zones	Article 3, Division 11
Evaluate and comment upon decisions of other public agencies affecting the physical development and appearance of archaeologically, historically and aesthetically significant sites, districts and zones	Article 3, Division 11
Contact public and private organizations and individuals and endeavor to arrange intervening agreements to ensure preservation of archaeologically, historically or aesthetically significant sites, districts and zones for which demolition or destruction is proposed	Article 3, Division 11
In the name of the City and with the approval of the City Commission, apply for, solicit, receive, or expend any federal, state, or private grant, gift, or bequest of any funding, property, or interest in property in furtherance of the purposes of historical, archaeological, and heritage conservation	Article 3, Division 11
Recommend approval of historic markers and plaques and give recognition to designated historic landmarks and historic landmark districts within the City	Article 3, Division 11
Advise the City Commission on all matters related to the use, administration and maintenance of City-owned designated historic landmarks and historic landmark districts	Article 3, Division 11

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

Section 2-502. Membership; Terms; Vacancies; Removal.

A. Membership.

1. The Historic Preservation Board shall be composed of nine (9) members to be confirmed/appointed by the City Commission: one (1) member shall be nominated by each member of the City Commission; two (2) citizen at large members shall be nominated by the Commission as a whole; one (1) shall be nominated by the City Manager; and one (1) shall be nominated by the Board as a whole.
2. In making appointments to the Historic Preservation Board, membership shall be sought from persons of knowledge, experience, mature judgment, and background, having ability and desire to act in the public interest and representing insofar as may be possible the various special professional training, experience, and interests required to make informed and equitable decisions concerning conservation and protection of the physical environment, and also as follows:
 - a. The nominations made by the City Commission and City Manager shall include the following:
 - i. One (1) architect or preservation architect registered in the state.
 - ii. One (1) historian or architectural historian.
 - iii. One (1) certified planner or registered landscape architect.
 - iv. One (1) professional in the field of real estate, development, or licensed general contractor.
 - v. One (1) attorney-at-law.
 - vi. Three (3) citizen at large members.
 - b. The nomination made by the Board shall be an architect or preservation architect registered in the state.
 - c. Each member of the Board shall be a resident of the City during the term of his appointment, and also for at least five (5) years prior to appointment unless waived by a four fifths (4/5) vote of the City Commission.
 - d. Special advisors may be appointed by the City Commission upon recommendation by the Historic Preservation Board.

B. Terms. The members of the Historic Preservation Board shall serve at the pleasure of the City Commission. All appointments shall be for a two (2) year period commencing June 1, and ending on May 31 of the next odd year or until their successor is appointed. No member of the Historic Preservation Board shall serve more than eight (8) consecutive years on the Board.

C. Vacancies. Appointments to fill any vacancy on the Historic Preservation Board shall be for the remainder of the unexpired term. Appointments to unexpired terms shall not count as one (1) of the four (4) terms for which a member is eligible for appointment, unless the unexpired term is two (2) years or more.

D. Removal. Any member of the Historic Preservation Board may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. Excused absences shall include illness and absence from the City.

Section 2-503. Meetings; Quorum; Required vote.

A. Meetings. The Historic Preservation Board shall hold regular meetings and may hold special meetings at such times as the Board may determine or at the call of the Chairperson or Secretary

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

thereof, for the consideration of business before the Board. All meetings of the Board shall be open to the public. The time and place of the meetings, and the order of business and procedure to be followed at meetings, shall be as prescribed by the Chairperson and Secretary of the Board.

- B. Quorum; Required Vote. Five (5) members of the Board shall constitute a quorum and the affirmative vote of a majority of the full Board shall be required for the adoption of any motion. A workshop meeting where no business is conducted may be held without a quorum. A tie vote or the lack of a majority vote shall result in the automatic continuance of the matter to the next meeting, which shall be continued until a majority vote is achieved. If a matter is postponed due to lack of a quorum, the Chairperson of the Board or the Historic Preservation Officer may set a special meeting as soon as practicable to consider such matter.

Section 2-504. Officers; Staff.

- A. Officers. The Historic Preservation Board annually shall elect a chairperson and a vice-chairperson from among its members, as well as any other officers determined necessary by the Board. The Secretary of the Board shall be the Historic Preservation Officer who shall not be eligible to vote. All officers shall be elected for one (1) year terms and shall be eligible for re-election.
- B. Staff. The City Manager shall appoint a Historic Preservation Officer to assist the Board. The appointee shall be experienced and knowledgeable in respect to architectural history, urban design, local history, landscape materials, site planning and land use regulations and shall have the duties specified in Section 2-705.

Section 2-505. Rules and records.

The Historic Preservation Board may establish such rules of procedure as it may determine necessary to carry out its duties. Such rules of procedure shall be approved by the City Commission. All meetings shall be conducted in accordance with Florida law and written records of the proceedings shall be a public record maintained and filed with the Secretary of the Board.

Division 6. Code Enforcement Board

Section 2-601. Powers and duties.

Pursuant to the City Charter and Chapter 162 of the Florida Statutes, and subject to those provisions, a Code Enforcement Board is created to enforce the codes and regulations in effect in the City. The Code Enforcement Board shall have the following powers and duties:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Code Violations	Article 7
Issue Subpoenas	Article 7

Section 2-602. Membership; Terms; Vacancies; Removal.

- A. Membership.
1. The Code Enforcement Board shall be composed of seven (7) members, appointed by the City Commission.
 2. In making appointments to the Code Enforcement Board, membership shall be sought from persons residing in the City who have experience or interest in the fields of zoning and building control. Whenever possible, membership shall consist of an architect, a businessman, an engineer, a general contractor, a subcontractor and a realtor, but shall not be limited to these professions if there are no qualified persons available.

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

- B. Terms. The members of the Code Enforcement Board shall serve at the pleasure of the City Commission. All appointments shall be for three (3) year staggered terms.
- C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired term. Appointments to unexpired terms shall not count as one of the three (3) terms for which a member is eligible for appointment, unless the unexpired term is three (3) years or more.
- D. Removal. Any member of the Code Enforcement Board may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. Excused absences shall include illness and absence from the City.

Section 2-603. Meetings; Quorum; Required vote.

- A. Meetings. The Code Enforcement Board shall hold regular meetings at least once every two (2) months and may hold special meetings at such times as the Board may determine or at the call of the Chairperson or Secretary thereof, for the consideration of business before the Board. All meetings of the Board shall be open to the public. The time and place of the meetings, and the order of business and procedure to be followed at meetings, shall be as prescribed by the Chairperson and Secretary of the Board.
- B. Quorum; Required vote. Four (4) members of the Board shall constitute a quorum and the affirmative vote of a majority of the full Board shall be required for the adoption of any motion. If a matter is postponed due to lack of a quorum, the Chairperson or Secretary of the Board may set a special meeting to consider such matter. If only four (4) members of the Board are present, an applicant shall be entitled to a postponement to the next regularly scheduled meeting of the Board.

Section 2-604. Officers; Staff.

- A. Officers. The Code Enforcement Board annually shall elect a chairperson and a vice-chairperson from among its members. All officers shall be elected for one (1) year terms and shall be eligible for re-election.
- B. Staff. A Code Enforcement Officer shall be appointed by the City Manager to assist the Board and initiate enforcement actions.

Section 2-605. Rules and records.

The Code Enforcement Board may establish such rules of procedure as it may determine necessary to carry out its duties. All meetings shall be conducted in accordance with Florida law and written records of the proceedings shall be a public record maintained and filed with the Secretary of the Board.

Division 7. Administrative decision makers and enforcement officers

Section 2-701. City Manager.

The City Manager is the chief executive officer for the City of Coral Gables with ultimate authority over the implementation of these regulations. The City Manager has the authority to delegate his authority to City staff as necessary for the effective administration and enforcement of the regulations.

Section 2-702. City Attorney.

The City Attorney serves as the final authority with regard to legal issues involving interpretation and implementation of these regulations. An action to review any decision of the City Attorney may be taken

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

by any person or persons, jointly or separately, aggrieved by such decision by filing with the Circuit Court in the manner and within the time prescribed by the Florida Rules of Appellate Procedure.

Section 2-703. Building and Zoning Department.

The Building and Zoning Director is the official charged with the administration of certain provisions of these regulations:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Building Permits	Article 3, Division 2
Certificates of Use	Article 3, Division 2
Determination of Compliance with Development Standards	Articles 3, 4
Enforcement of Zoning Code	Article 7
Interpretation of provisions of these regulations within the jurisdiction of the Building and Zoning Department, Board of Adjustment and Board of Architects	Articles 3, 4
Preparation of reports and recommendations for the Board of Adjustment and Board of Architects	Article 3, Divisions 6, 8
Coordination of Concurrency Management Program	Article 3, Division 13

Section 2-704. Planning Department.

The Director of the Planning Department is the official charged with the administration of certain provisions of these regulations:

<i>Powers and duties</i>	<i>Applicable Standards/Procedures</i>
Building Site Determination	Article 3, Section 3-206
Comprehensive Plan (CP) Text and Map Amendments	Article 3, Division 15
Conditional Uses	Article 3, Division 4
Developments of Regional Impact (DRI)	Article 3, Division 16
Ensure Compliance with the CP	
Interpretation of provisions of these regulations within the jurisdiction of the Planning and Zoning Board	Articles 3, 4
Planned Area Developments	Article 3, Division 5
Preparation of reports and recommendations to the City Commission and the Planning and Zoning Board	Articles 3, 4
Platting/Subdivisions	Article 3, Division 9
Development Agreements	Article 3, Division 19
Transfer of Development Rights	Article 3, Division 10
Zoning Code Text Amendments	Article 3, Division 14
Zoning Code Map Amendments	Article 3, Division 14
Zoning in Progress Resolution	Article 3, Section 3-703

Section 2-705. Historical Resources Department and Historic Preservation Officer.

- A. The Historical Resources Department shall be responsible for and enforce the provisions of these regulations as they relate to the historical resources of the City.
- B. The City Manager shall appoint a person to serve as Historic Preservation Officer to serve as secretary to the Historic Preservation Board. The appointee shall be experienced and knowledgeable in respect to architectural history, local history, landscape materials, site planning and land use regulations. The Historic Preservation Officer shall:

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

1. Schedule meetings of the Historic Preservation Board, prepare agendas, ensure that proper notice is carried out by persons or departments assigned to such duties, and provide the Board with such support as may be required to perform their duties .
2. Prepare designation reports, which establish and define the historic significance and character of the proposed designated historic landmarks and historic landmark districts and all other items as described in Section 3-1103 et seq. for designation reports.
3. Prepare national register of historic places nomination proposals.
4. Provide applicable advice, standards, guidelines and procedures to prospective applicants for Certificates of Appropriateness for historic landmarks and historic landmark districts.
5. Upon receipt of a complete application for a Certificate of Appropriateness for a designated historic landmark and for properties within an historic landmark district, review such application, which may include a field check of the site and referral to other departments or agencies as necessary, to determine any adverse effect upon the public welfare; and approve or deny standard Certificates of Appropriateness.
6. Develop and maintain a survey and record of unique historically or archaeologically significant sites, districts or zones within the City.
7. Maintain and update an official inventory delineating historic landmarks and a photographic documentation of all officially designated historic landmarks and historic landmark districts.
8. Prepare summary reports of all decisions on applications for all Certificates of Appropriateness for designated historic landmarks and historic landmark districts including criteria and conditions for approval or denial.
9. Issue standard Certificates of Appropriateness and certificates of transferable development rights in accordance with the provisions of Article 3, Divisions 10 and 11.
10. Issue all approved Certificates of Appropriateness for designated historic landmarks and for properties within historic landmark districts.
11. Review and approve all final development plans for designated historic landmarks and historic landmark districts, for compliance with terms and conditions of applicable Certificates of Appropriateness, prior to issuance of any building permit.
12. Recommend to the Board concerning façade easements and the importance of other restrictions for the purpose of historic preservation.
13. Commencement of enforcement of maintenance and repair provisions pursuant to Article 7.
14. Work with state, county, other local governments, other city departments, public agencies, and private groups as required to provide a continuing effort to protect and preserve significant elements of the manmade and the natural environment through public education and encouragement of sound conservation policies.
15. Issue letters determining the historical significance of a property. Such determinations do not constitute development orders and are valid for a period of six (6) months. In the case where the Historic Preservation Officer or designee determines that the property does not meet the minimum eligibility criteria for designation, a permit for the demolition of the property must be issued within the six (6) month period. Whenever the six (6) month period has elapsed without action by the applicant, the applicant shall be required to file a new application.

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

Section 2-706. City Architect.

The City Architect shall be a registered architect who is responsible for reviewing and submitting recommendations regarding the design of new buildings and structures and modifications to existing structures in the City in accordance with the procedures in Article 3 and the standards in Article 5, Division 6 of these regulations. The City Architect serves on the Development Review Committee.

Section 2-707. Development Review Official.

The Development Review Official (DRO), who shall be qualified pursuant to the requirements of the position, is responsible for the overall coordination of the administration of these regulations. Specifically, the DRO is responsible for receiving applications for development approval, determining whether they are complete, and coordinating the review of the Development Review Committee. If it is determined appropriate by the City Manager, more than one (1) Development Review Official may be appointed.

Section 2-708. Building Official.

The Building Official is responsible for the implementation of the various building codes adopted pursuant to the Florida Building Code and other applicable state statutes. The Building Official issues building permits and certificates of occupancy, upon a determination by the City of compliance of such applications with the City's regulations and any prior approvals by the City.

Section 2-709. Zoning Official.

The Zoning Official is the Building and Zoning Department representative responsible for the Department's duties under this Code.

Section 2-710. Public Works Director.

The Public Works Director is charged with the implementation, development and maintenance of the technical standards for site development relating to platting in the City.

Section 2-711. Code Enforcement Officer.

The Code Enforcement Officer is charged with the initiation of and prosecution of enforcement actions pursuant to Article 7 of these regulations. The Code Enforcement Officer prepares reports and recommendations for the Code Enforcement Board.

Division 8. Development Review Committee.

Section 2-801. Purpose and intent.

The Development Review Committee (DRC) is an administrative staff committee, which reviews projects of varying scope that may benefit from staff input before the projects are presented to the City Commission and/or the various development review Boards appointed by the City Commission (the "Boards"). The DRC is also an administrative and technical committee that provides input on technical issues raised by a development project for consistency with policies established by the City Commission. The DRC is intended to streamline and coordinate the review of the development process by identifying and addressing all of the issues that will subsequently be heard by the City Commission and/or other Boards of the City, therefore, minimizing the number of reviews by the City Commission and the Boards, and providing applicants with a single administrative committee at which they can be provided input, advice and comments regarding all applicable provisions and regulations applicable to the development applications, projects or similar reviews. The comments and input provided by the DRC is not meant to be an exhaustive technical review and additional comments may be raised upon formal submittal of more

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

detailed development plans. Although the DRC meetings are open to the public, no decision is made at the meeting and public comment is not intended to be solicited.

On all applications referenced in this article, the DRC shall conduct a public review of projects. Public review by the DRC shall occur when the application is filed with the appropriate department for review. The review of projects and comments on development proposals by the DRC shall not be construed to be an approval of any project presented to the development review committee.

Section 2-802. Applications requiring review.

A. The following development applications shall require DRC review:

1. All new buildings other than single family residences and duplexes;
2. All plats, re-plats and subdivisions;
3. Designations of overlay districts;
4. Planned area developments (PADs);
5. Transfer of development rights (TDRs);
6. Conditional Uses;
7. Street and alley vacations;
8. Amendments to the University of Miami Campus Master Plan;
9. Developments of Regional Impact (DRIs);
10. Development Agreements;
11. Applications for properties requiring site plan review by the Planning and Zoning Board and other administrative reviews and/or approvals that may be included or amended; and
12. Other reviews as determined by the City Manager or the Development Services Director.

B. The following development applications may be scheduled at the discretion of the DRC Chairperson:

1. Commercial, multi-family and industrial projects;
2. Additions to commercial, multi-family, industrial, and mixed-use projects;
3. Administrative review of off-site landscaping mitigation;
4. Interior building renovation for uses permitted within the property's zoning district;
5. Change of use otherwise permitted by code, when additional parking is required; and
6. Encroachments permitted by resolution of the City Commission.

Section 2-803. Membership.

The DRC shall be composed of representatives from every department/division of the City Administration, which reviews an application for development approval, including the Planning and Zoning Division,

ARTICLE 2 – DECISION MAKING AND ADMINISTRATIVE BODIES

Building Division, Fire Department, Police Department, Public Services Division, Historical Resources Department, Parking Division, Public Works Department, and other departments as may be necessary and as determined by the City Manager. The Chairperson of the DRC shall be designated by the Development Services Director.

Section 2-804. Responsibilities.

The DRC reviews applications for development approvals for compliance with all applicable city, local, regional, state, and federal regulations. The DRC Chairperson coordinates all comments from each member of the DRC and provides input and comments on the application to assist the applicant in the development review process.

The DRC may identify changes and/or modifications on any plan(s) and or specification(s) presented as may be necessary to conform to the provisions of all applicable local, regional, state and federal requirements under the city authority. Technical review for all DRC members shall be in written form and shall cite relevant code sections, if appropriate. The DRC may also suggest or recommend such changes on any plans and specifications as may be requisite or appropriate to the maintenance of a high standard of construction, architecture, historic preservation, traffic and pedestrian circulation, landscape and open space, fire protection, public safety, engineering, infrastructure, planning, and zoning, in keeping with the protection and maintenance of the general health safety and welfare of the community and City of Coral Gables.

Section 2-805. Applications.

Applications for review by the DRC shall be submitted to the Planning and Zoning Division and shall be accompanied by an application fee as required herein and as adopted by the City Commission by separate Resolution. All plans, documents and support materials required to be submitted with the application shall be determined by the DRC Chairperson at the pre-application meeting. A listing of general information required to be submitted with the application is provided on the application form, unless determined otherwise by DRC Chairperson to be inapplicable. The DRC application shall be maintained and updated by the Planning and Zoning Division.

Section 2-806. Pre-application meeting.

All applicants are required to schedule a pre-application meeting with the Planning and Zoning Director, or designee, a minimum of seven (7) days prior to the DRC meeting submittal deadline to review the application requirements and determine the specific plans, documents and support materials that are required to be filed with the application.

Section 2-807. DRC meetings.

The DRC shall meet on the last Friday of every month, unless conflicting with a designated holiday in which case the meeting will be scheduled on the Friday before the last Friday of the month. Nothing contained herein precludes the Chairperson from calling a special meeting to be held outside the time prescribed in this section. Applications for review by the DRC shall be submitted a minimum of twenty-one (21) calendar days prior to the DRC meeting. The DRC Chairperson shall provide the applicant with copies of all comments submitted by the members of the DRC following the meeting. Action minutes shall be maintained by the DRC Chairperson.

The subject property shall be posted by the applicant at least ten (10) days prior to the DRC meeting. Such posting shall consist of a sign that shall be provided to the applicant by the Planning and Zoning Director, the surface of which shall not be larger than forty (40) square inches in area.