

**Article 23.**  
**BOARD OF ARCHITECTS**

**Sec. 23-1 - Appointment, number, and term of board members. (3349)**

- (a) A Board of Architects is hereby established.
  - 1. The Board shall consist of at least six regular members, two associate members, and a consulting landscape architects. The Board of Architects shall be composed of two panels with a minimum of three members sitting on a panel in order to conduct the business of the Board.
  - 2. In the event that the City Manager finds that a need exists for the formation of a third panel, the City Manager may recommend and which City Commission may authorize the formation of such third panel of the Board, which shall consist of three additional regular members and one additional associate member, and who shall all have specific terms of eighteen (18) months.
- (b) The members of the Board of Architects shall be appointed by the City Manager and approved by the City Commission.
- (c) The regular members of the Board of Architects shall serve for terms not to exceed eighteen (18) months, except as such terms may be fixed otherwise by resolution of the City Commission.
- (d) The associate members of the Board of Architects shall serve for terms of six (6) months, except as such terms may be fixed otherwise by resolution of the City Commission. Each associate member shall be appointed as a regular member of the Board of Architects at the expiration of their associate member term. In the absence or disability of a regular member, or members, the associate members may be requested to substitute for a board member by the Secretary of the Board.
- (e) The term of the members of the Board shall be so established that the terms of two regular members of the Board will expire on June 30 and December 31 of each year, and two new regular members will be appointed on July 1 and January 1 of each year.

- (f) Architects who have previously served on the Board of Architects may be called by the Secretary of the Board to act in the capacity of an associate member of the Board of Architects on a temporary basis provided they meet the membership and qualification requirements for service on the Board of Architects.
- (g) The consulting landscape architect shall serve for a term of twenty-four (24) months, except as such terms may be fixed otherwise by resolution of the City Commission.
- (h) No member of the Board of Architects shall be reappointed as a member of the Board until a minimum of twelve (12) months have intervened between appointments.

**Sec. 23-2 - Membership, qualification and organization of board. (3349)**

- (a) The two regular members of the Board of Architects with the most seniority serving on the Board shall act as Co-Chairmen of the Board, and each Co-Chairman shall preside over one of the panels conducting the business of the Board. The Chairman of the third panel shall be appointed by the City Manager and approved by the City Commission, when such a third panel is required and formed.
- (b) The Members of the Board shall have the following qualifications:
  - 1. Each member shall have been an 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.
  - 2. Each member shall either be a resident or have their principal place of business in the City of Coral Gables.
  - 3. Each member and the associate member shall be registered architects in the State of Florida.
  - 4. The consulting landscape architect shall have the following qualifications:
    - a. The consulting landscape architect shall have been a

landscape architect responsible for the landscape 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. The consulting landscape architect shall either be a resident or have their principal place of business in the City of Coral Gables.
- c. The consulting landscape architect shall be registered landscape architects in the State of Florida.

**Sec. 23-3 - Meetings and records. (3349)**

The Board of Architects shall 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. Three members shall constitute a quorum for a panel of the Board and the affirmative vote of a majority of the board members sitting on the panel shall be necessary for any action thereof. The City Manager is authorized and empowered to appoint a Secretary for the Board. Only those items on the Agenda of the Board shall be considered by a panel of the Board. The Secretary for the Board shall be responsible for setting the agenda of the Board prior to a meeting of the Board. A record of the proceedings of the Board shall be kept, showing its action on each question considered. Such record shall be filed in the office of the Secretary of the Board of Architects and shall be open for public inspection.

**Sec. 23-4 - Majority to approve plans. (3349)**

The Board of Architects shall meet to consider and act upon plans and specifications submitted in connection with applications for permits requiring approval by the Board. Individual projects shall only be considered by one panel of the Board. The approval of at least a majority of the Board of Architects, sitting on a 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. Policies of the Board shall be approved by a majority of all the regular members of the Board.

**Sec. 23-5 - Notice of review of preliminary plans.**

In every case where the Board of Architects is scheduled to review preliminary plans for additions, exterior alterations and/or new construction in which the estimated cost of construction will exceed twenty-five-thousand (\$25,000) dollars the Secretary of the Board of Architects shall cause a notice of the meeting to be given in the following manner:

- (a) Posting of Property.
  - 1. All such property shall be posted at least five (5) days prior to the Board of Architects meeting. Such posting shall consist of a sign, the face surface of which shall not be larger than forty (40) square inches in area, the color of which shall be yellow with black lettering and shall contain the following language:

**NOTICE  
BOARD OF ARCHITECTS  
REVIEW OF PRELIMINARY PLANS  
PHONE: \_\_\_\_\_  
HEARING NO.: \_\_\_\_\_  
HEARING DATE: \_\_\_\_\_**

- 2. The sign shall be erected in full view of the public on each street side of such property. Where large parcels of property are involved with street frontages extending over considerable distances, as many signs shall be erected on the street frontage as may be deemed adequate to inform the public.
- 3. If such sign be placed on a vacant lot or parcel of land, it shall be securely nailed or otherwise fastened securely to a stake or post which itself shall be fastened securely into the ground. Said sign shall not be located nearer than ten (10) feet nor more than fifteen (15) feet from the street property line, provided, however, that where said property is improved by a building, the main part of which is less than ten (10) feet from said property line, the sign may

be placed upon the front and/or side of the building, or upon a front and/or side door and/or window of the building. Whenever a building on improved property is located more than ten (10) feet from the street property line, the sign shall be erected as provided for on vacant property.

4. The height of such sign shall be erected to project not more than three (3) feet above the surface of the ground.
5. It shall be a misdemeanor in the second (2<sup>nd</sup>) degree, punishable pursuant to Florida Statute 775.082 and 775.083, if any unauthorized person shall tamper with or remove the signs posted pursuant to this section.

**Sec. 23-6 - Changes in plans and specifications may be required.**

It shall be the duty of the Board of Architects, the Structural Engineer and the Building and Zoning Director to require such changes, if any, in any plans and/or specifications presented as may be necessary to conform to the provisions of this and all ordinances of the City of Coral Gables, with due regard to any existing deed restrictions not in conflict herewith. The said Board of Architects, Structural Engineer, and the Building and Zoning Director may also suggest or recommend such changes in said plans and specifications as in its or his/her judgment may be requisite or appropriate to the maintenance of a high standard of construction, architecture, beauty and harmony.

**Sec. 23-7 - Samples of color in painting or awning work.**

Each applicant for or holder of a permit authorizing exterior painting, coloring, awning work or erection of a canopy shall be required to submit to the Board of Architects for its approval, prior to the execution of such work, sample of the color to be used in such work; and the Board of Architects shall require the use of appropriate and harmonious color therein.

**Sec. 23-8 - Fees for examination of plans and specifications.**

For examination of such plans and specifications, by the Board of Architects and/or Structural Engineer, there shall be charged and collected by the City, in addition to all other building permit fees which are now or which may hereafter be prescribed by ordinance, as follows: (2578, 2969, 2003-4)

- (a) A fee of one dollar and twenty-five cents per thousand (\$1,000) dollars, or major fraction thereof, of the estimated cost of the construction involved, with a minimum fee of five (\$5.00) dollars, for each set of plans and specifications, shall be paid at the time of the submission of the plans and specifications for examination.
- (b) A resubmittal fee of twenty (\$20.00) dollars shall be charged for the first resubmittal. All additional resubmittals shall require a resubmittal fee of ten percent (10%) of the original submittal fee for all projects resubmitted to the Board of Architects, with a minimum resubmittal fee of twenty (\$20.00). Each resubmittal fee shall be paid prior to review by the Board of Architects.
- (c) An additional fee of ten (\$10.00) dollars shall be paid if the project is to be posted prior to the Board of Architects review. This additional fee shall not apply to resubmittals which do not need to be reposted.
- (d) An additional fee of fifty (\$50.00) dollars shall be paid for submitting an application after the application deadline (only when possible for meeting agenda and posting requirements).

**Sec. 23-9 - Expenses--Board members.**

Each member of the Board of Architects shall receive the sum of twenty-five (\$25.00) dollars for each regular or special meeting of the Board of Architects attended by him. This sum shall not be considered as compensation but shall be considered as travel and other necessary expenses incurred in the performance of their official duties.