

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:

POWERS AND DUTIES	APPLICABLE STANDARDS/PROCEDURES
Abandonment and Vacations (including mitigation plan approval)	Article 3, Division 12
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 1307
Building Moratoria	Article 3, Division 7
Building Site Determination	Article 3, Section 3-206, Article 3, Division 4
Comprehensive Land Use Plan Text and Map Amendments	Article 3, Division 15
Development Agreements	Article 3, Division 19
Developments of Regional Impact	Article 3, Division 16
Conditional Uses	Article 3, Division 4
Planned Area Development	Article 3, Division 5
Platting/Subdivision	Article 3, Division 9
Protection of Landowner's Rights	Article 3, Divisions 17 & 18
Street and Alley Vacations	Article 3, Division 12
Transfer of Development Rights (Receiver Site)	Article 3, Division 10
Vested Rights Determination	Article 3, Section 3-1800
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

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:

POWERS AND DUTIES	APPLICABLE STANDARDS/PROCEDURES
Abandonment and Vacations (including mitigation plan approval)	Article 3, Division 12
Comprehensive Land Use Plan Text and Map Amendments	Article 3, Division 15
Conditional Uses	Article 3, Division 4
Development Agreements	Article 3, Division 19
Developments of Regional Impact	Article 3, Division 16
Planned Area Development	Article 3, Division 5
Platting/Subdivisions	Article 3, Division 9
Transfer of Development Rights (Receiver Site)	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 2-202. 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. A member of the Planning Department shall be named by the City Manager to act as a non-voting ex-officio member of the Board.
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 resident citizen in 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 to attend the Board meetings when Comprehensive Land Use Plan amendments and rezonings 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 1, 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-year period. Excused absences shall include illness and absence from the City.

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

- 2
- 3 A. Meetings. The Planning and Zoning Board shall schedule one regular meeting each month, and
- 4 special meetings at such times as the Board may determine or at the call of the Chairperson or
- 5 Secretary thereof, for the consideration of business before the Board. All meetings of the Board shall
- 6 be open to the public. The time and place of the meetings, and the order of business and procedures
- 7 to be followed at meetings, shall be as prescribed by the Chairperson and the Secretary of the Board.
- 8
- 9 B. Quorum; Required Vote. Four (4) members of the Board shall constitute a quorum and the
- 10 affirmative vote of a majority of the Board present shall be necessary for the adoption of any motion.
- 11 A workshop meeting where no business is conducted may be held without a quorum. A tie vote shall
- 12 result in the automatic continuance of the matter to the next meeting, which shall be continued until a
- 13 majority vote is achieved. If a matter is postponed due to lack of a quorum, the Chairperson of the
- 14 Board shall set a special meeting as soon as practicable to consider such matter.

15

16 **Section 2-204. Officers; Staff.**

- 17
- 18 A. Officers. The Planning and Zoning Board annually shall elect a chairperson and a vice-chairperson
- 19 from among its members. All officers shall be elected for one-year terms and shall be eligible for re-
- 20 election.
- 21
- 22 B. Staff/Secretary. The ex-officio member of the Board shall provide such support services to the Board
- 23 as may be necessary to assist the Board in the performance of its duties and shall serve as the
- 24 Secretary for the Board.

25

26 **Section 2-205. Rules and records.**

27

28 The Planning and Zoning Board may establish such rules of procedure as it may determine necessary to

29 carry out its duties. Such rules of procedure shall be approved by the City Commission. All meetings

30 shall be conducted in accordance with Florida law and written records of the proceedings shall be a public

31 record maintained and filed with the Secretary of the Board.

32

33

34 **Division 3. Board of Architects**

35

36 **Section 2-301. Powers and duties.**

37

38 Pursuant to the City Charter, and subject to those provisions, a Board of Architects is created to ensure

39 that the City's architecture is consistent with the City's regulations and to preserve the traditional aesthetic

40 character of the community. In addition to any power or duty delegated by the City Commission or the

41 City Manager, the Board of Architects shall act as a recommending and a decision making Board for the

42 following:

43

44

POWER & DUTIES	APPLICABLE STANDARDS/PROCEDURES
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

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

2
3 A. Membership.

- 4
5 1. The Board of Architects shall be composed of at least seven (7) members.
6
7 2. The City Manager, subject to the approval of the City Commission, shall appoint all members of
8 the Board of Architects, considering the following qualifications:
9
10 a. Each member shall have been an urban design professional, a registered architect or
11 landscape architect responsible for the design and construction of projects within the City of
12 Coral Gables during the last five (5) years and shall have a minimum of ten (10) years
13 experience in their profession.
14
15 b. Each member shall either be a resident or have their principal place of business in the City of
16 Coral Gables.
17
18 c. A majority of members shall be members of the American Institute of Architects.

19
20 B. Terms. The members of the Board of Architects shall serve at the pleasure of the City Commission.
21 The terms of the members shall be as follows:

- 22
23 1. Two (2) years per term and not more than eight (8) consecutive years.
24
25 2. The term of the members of the Board of Architects shall be so established that the terms of two
26 members of the Board will expire on June 30 and December 31 of each year, and two new
27 members will be appointed on July 1 and January 1 of each year.
28

29 C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired
30 term. Appointments to unexpired terms shall not count as part of the term limit.

31
32 D. Removal. Any member of the Board of Architects may be removed with or without cause by a
33 majority vote of the City Commission. Board members shall be automatically terminated for nine (9)
34 unexcused absences in a two-year period. Excused absences shall include illness and absence from
35 the City.
36

37 **Section 2-303. Meetings; Quorum; Required vote.**

38
39 A. Meetings. The Board of Architects shall meet at least twice each month, and such other times as the
40 Board may determine, for the consideration of the business before the Board. All meetings shall be
41 open to the public and the order of business and procedure to be followed shall be as prescribed by
42 the Board. The Secretary for the Board shall be responsible for setting the agenda of the Board prior
43 to a meeting of the Board.
44

45 B. Quorum; Required vote. A majority of the Board shall constitute a quorum for the Board and except
46 as provided in this section, the affirmative vote of a majority of the Board members present shall be
47 necessary for any action. The approval of at least a majority of a panel of the Board of Architects,
48 signified by their signature on each set of plans and specifications required to be submitted with each
49 application for a permit, shall be a prerequisite to the issuance of any permit required to be approved
50 by the Board. The Board of Architects may review and recommend approval to another decision
51 making authority having jurisdiction or approve, approve with conditions or deny any application by
52 use of a panel with at least three members of the Board constituting a panel. In the event a person is
53 aggrieved by a decision of a panel, that person may request a hearing by the entire Board, which
54 hearing shall be conducted as a quasi-judicial hearing and the decision shall be made by affirmative
55 vote of a majority of the members of the Board. In the event a matter is considered by the entire
56 Board of Architects, action shall be by the affirmative vote of the majority of the Board of Architects.

1 Policies of the Board shall be approved by a majority of all the members of the Board. A tie-vote shall
2 result in the automatic continuance of the matter to the next meeting, which shall be continued until a
3 majority vote is achieved. If a matter is postponed due to lack of a quorum, the Chairperson of the
4 Board shall set a special meeting as soon as practicable to consider such matter.
5

6 **Section 2-304. Officers; Staff.**

- 7
8 A. Officers. The Board of Architects annually shall elect a chairperson and a vice-chairperson from
9 among its members. All officers shall be elected for one-year terms and shall be eligible for re-
10 election.
11
12 B. Staff/Secretary. The City Manager is authorized and empowered to appoint a Secretary for the
13 Board.
14

15 **Section 2-305. Rules and records.**

16
17 The Board of Architects may establish such rules of procedure as it may determine necessary to carry out
18 its duties. Such rules of procedure shall be approved by the City Commission. All meetings shall be
19 conducted in accordance with Florida law and written records of the proceedings shall be a public record
20 maintained and filed with the Secretary of the Board.
21

22
23 **Division 4. Board of Adjustment**

24
25 **Section 2-401. Powers and duties.**

26
27 Pursuant to the City Charter, and subject to those provisions, a Board of Adjustment is created to provide
28 relief from hardships and errors in the application of the regulations. In addition to any power or duty
29 delegated by the City Commission or the City Manager, the Board of Adjustment shall have the following
30 powers and duties:
31

POWER & DUTIES	APPLICABLE STANDARDS/PROCEDURES
Appeals (from staff decisions 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

32
33
34 **Section 2-402. Membership; Terms; Vacancies; Removal.**

35
36 A. Membership.

- 37
38 1. The Board of Adjustment shall be composed of seven (7) members, five (5) of whom shall be
39 appointed by the City Commission, one of whom shall be nominated by the City Manager,
40 subject to approval of the City Commission and one of whom shall be nominated by the six (6)
41 members so appointed, subject to approval of the City Commission. In the event that the six (6)
42 members shall fail to agree on the seventh (7th) member, such member shall then be appointed
43 by the City Commission. A member of the staff of the Building and Zoning Department shall be
44 named by the City Manager to act as a non-voting ex-officio member of the Board.
45
46 2. In making appointments to the Board of Adjustment, membership shall be sought from a diverse
47 economic, social and professional representation and shall include members qualified and
48 experienced in the fields of architecture, planning, landscape architecture, engineering,
49 construction, planning and land use law and real estate. Each member of the Board shall also be

1 a resident citizen in the City of Coral Gables during the term of appointment and also for at least
2 five (5) years prior to appointment.

- 3
4 B. Terms. The members of the Board of Adjustment shall serve at the pleasure of the City Commission.
5 All appointments shall be for a two (2) year period commencing June 1, and ending on May 31st of
6 the next odd year or until their successor is appointed. No member of the Board of Adjustment shall
7 serve more than eight (8) consecutive years on the Board.
8
9 C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired
10 term. Appointments to unexpired terms shall not count as one of the four (4) terms for which a
11 member is eligible for appointment, unless the unexpired term is two (2) years or more.
12
13 D. Removal. Any member of the Board of Adjustment may be removed with or without cause by a
14 majority vote of the City Commission. Board members shall be automatically terminated for three (3)
15 unexcused absences in a two-year period. Excused absences shall include illness and absence from
16 the City.
17

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

- 19
20 A. Meetings. The Board of Adjustment shall hold one regular meeting per month, and special meetings
21 at such times as the Board may determine or at the call of the Chairperson or Secretary thereof, for
22 the consideration of business before the Board. All meetings of the Board shall be open to the public.
23 The time and place of the meetings, and the order of business and procedure to be followed at
24 meetings, shall be as prescribed by the Chairperson and the Secretary of the Board.
25
26 B. Quorum; Required vote. Four (4) members of the Board shall constitute a quorum and the
27 affirmative vote of a majority of the Board present shall be necessary to authorize a variance or grant
28 an appeal. A tie-vote shall result in the automatic continuance of the matter to the next meeting,
29 which shall be continued until a majority vote is achieved. If a matter is postponed due to lack of a
30 quorum, the Chairperson of the Board shall set a special meeting as soon as practicable to consider
31 such matter.
32

33 **Section 2-404. Officers; Staff.**

- 34
35 A. Officers. The Board of Adjustment annually shall elect a chairperson and a vice-chairperson from
36 among its members. All officers shall be elected for one-year terms and shall be eligible for re-
37 election.
38
39 B. Staff/Secretary. The ex-officio member of the Board shall provide such support services to the Board
40 as may be necessary to assist the Board in the performance of its duties and shall serve as the
41 Secretary for the Board.
42

43 **Section 2-405. Rules and records.**

44
45 The Board of Adjustment may establish such rules of procedure as it may determine necessary to carry
46 out its duties. Such rules of procedure shall be approved by the City Commission. All meetings shall be
47 conducted in accordance with Florida law and written records of the proceedings shall be a public record
48 maintained and filed with the Secretary of the Board.
49

50
51 **Division 5. Historic Preservation Board**

52
53 **Section 2-501. Powers and duties.**

54
55 Pursuant to the City Charter, and subject to those provisions, a Historic Preservation Board is created to
56 preserve, protect and harmonize new development with the historic resources that serve as visible

1 reminders of the history and cultural heritage of the City, state or nation. In addition to any power or duty
 2 delegated by the City Commission or the City Manager, the Historic Preservation Board shall have the
 3 following powers and duties:
 4

POWER & DUTIES	APPLICABLE STANDARDS/PROCEDURES
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(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

1
2 **Section 2-502. Membership; Terms; Vacancies; Removal.**
3

4 A. Membership.
5

- 6 1. The Historic Preservation Board shall be composed of nine (9) members to be confirmed by the
7 City Commission: one (1) member shall be appointed by each member of the City Commission;
8 two citizen at large members shall be appointed by the Commission as a whole; one (1) shall be
9 nominated by the City Manager; and one (1) shall be a citizen-at-large appointed by the Board
10 as a whole.
11
- 12 2. In making appointments to the Historic Preservation Board, membership shall be sought from
13 persons of knowledge, experience, mature judgment, and background, having ability and desire
14 to act in the public interest and representing insofar as may be possible the various special
15 professional training, experience, and interests required to make informed and equitable
16 decisions concerning conservation and protection of the physical environment, and also as
17 follows:
18
- 19 a. The six appointments made by the City Commission and City Manager shall include at least
20 one (1) each from the following professions:
 - 21 i. One (1) architect or preservation architect registered in the state.
 - 22 ii. One (1) historian or architectural historian.
 - 23 iii. One (1) certified planner or registered landscape architect.
 - 24 iv. One (1) professional in the field of real estate, development, or licensed general
25 contractor.
 - 26 v. One (1) attorney-at-law.
 - 27
 - 28 b. The appointment made by the Board shall be of a citizen-at-large with a demonstrated
29 interest in preservation.
 - 30
 - 31 c. Each member of the Board shall be a resident of the City during the term of his appointment,
32 and also for at least five (5) years prior to appointment unless waived by a four fifths (4/5)
33 vote of the City Commission.
 - 34
 - 35 d. Special advisors may be appointed by the City Commission upon recommendation by the
36 Historic Preservation Board.
37

38 B. Terms. The members of the Historic Preservation Board shall serve at the pleasure of the City
39 Commission. All appointments shall be for a two (2) year period commencing June 1, and ending on
40 May 31st of the next odd year or until their successor is appointed. No member of the Historic
41 Preservation Board shall serve more than eight (8) consecutive years on the Board.
42

43 C. Vacancies. Appointments to fill any vacancy on the Historic Preservation Board shall be for the
44 remainder of the unexpired term. Appointments to unexpired terms shall not count as one of the four
45 (4) terms for which a member is eligible for appointment, unless the unexpired term is two (2) years
46 or more.
47

48 D. Removal. Any member of the Historic Preservation Board may be removed with or without cause by
49 a majority vote of the City Commission. Board members shall be automatically terminated for three
50 (3) unexcused absences in a two-year period. Excused absences shall include illness and absence
51 from the City.
52

53 **Section 2-503. Meetings; Quorum; Required vote.**
54

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

1 thereof, for the consideration of business before the Board. All meetings of the Board shall be open
2 to the public. The time and place of the meetings, and the order of business and procedure to be
3 followed at meetings, shall be as prescribed by the Chairperson and Secretary of the Board.
4

5 B. Quorum; Required Vote. Five (5) members of the Board shall constitute a quorum and the
6 affirmative vote of a majority of the full Board shall be required for the adoption of any motion. A
7 workshop meeting where no business is conducted may be held without a quorum. A tie vote shall
8 result in the automatic continuance of the matter to the next meeting, which shall be continued until a
9 majority vote is achieved. If a matter is postponed due to lack of a quorum, the Chairperson of the
10 Board shall set a special meeting as soon as practicable to consider such matter.
11

12 **Section 2-504. Officers; Staff.**

13
14 A. Officers. The Historic Preservation Board annually shall elect a chairperson and a vice-chairperson
15 from among its members, as well as any other officers determined necessary by the Board. The
16 Secretary of the Board shall be the historic landmark officer who shall not be eligible to vote. All
17 officers shall be elected for one-year terms and shall be eligible for re-election.
18

19 B. Staff. The City Manager, subject to the advice and consent of the Historic Preservation Board, shall
20 appoint an historic landmark officer to assist the Board. The appointee shall be experienced and
21 knowledgeable in respect to architectural history, urban design, local history, landscape materials,
22 site planning and land use regulations and shall have the duties specified in Section 2-705.
23

24 **Section 2-505. Rules and records.**

25
26 The Historic Preservation Board may establish such rules of procedure as it may determine necessary to
27 carry out its duties. Such rules of procedure shall be approved by the City Commission. All meetings
28 shall be conducted in accordance with Florida law and written records of the proceedings shall be a public
29 record maintained and filed with the Secretary of the Board.
30

31
32 **Division 6. Code Enforcement Board**

33
34 **Section 2-601. Powers and duties.**

35
36 Pursuant to the City Charter and Chapter 162 of the Florida Statutes, and subject to those provisions, a
37 Code Enforcement Board is created to enforce the codes and regulations in effect in the City. The Code
38 Enforcement Board shall have the following powers and duties:
39

POWER & DUTIES	APPLICABLE STANDARDS/PROCEDURES
Code Violations	Article 7
Issue Subpoenas	Article 7

40
41
42 **Section 2-602. Membership; Terms; Vacancies; Removal.**

43
44 A. Membership.
45
46 1. The Code Enforcement Board shall be composed of seven (7) members, appointed by the City
47 Commission.
48
49 2. In making appointments to the Code Enforcement Board, membership shall be sought from
50 persons residing in the City who have experience or interest in the fields of zoning and building
51 control. Whenever possible, membership shall consist of an architect, a businessman, an
52 engineer, a general contractor, a subcontractor and a realtor, but shall not be limited to these
53 professions if there are no qualified persons available.

- 1
2 B. Terms. The members of the Code Enforcement Board shall serve at the pleasure of the City
3 Commission. All appointments shall be for a three (3) year staggered terms. No member of the
4 Code Enforcement Board shall serve more than eight (8) consecutive years on the Board.
5
6 C. Vacancies. Appointments to fill any vacancy on the Board shall be for the remainder of the unexpired
7 term. Appointments to unexpired terms shall not count as one of the three (3) terms for which a
8 member is eligible for appointment, unless the unexpired term is three (3) years or more.
9
10 D. Removal. Any member of the Code Enforcement Board may be removed with or without cause by a
11 majority vote of the City Commission. Board members shall be automatically terminated for three (3)
12 unexcused absences in a two-year period. Excused absences shall include illness and absence from
13 the City.
14

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

- 16
17 A. Meetings. The Code Enforcement Board shall hold regular meetings at least once every two (2)
18 months and may hold special meetings at such times as the Board may determine or at the call of the
19 Chairperson or Secretary thereof, for the consideration of business before the Board. All meetings of
20 the Board shall be open to the public. The time and place of the meetings, and the order of business
21 and procedure to be followed at meetings, shall be as prescribed by the Chairperson and Secretary
22 of the Board.
23
24 B. Quorum; Required vote. Four (4) members of the Board shall constitute a quorum and the affirmative
25 vote of a majority of the full Board shall be required for the adoption of any motion. If a matter is
26 postponed due to lack of a quorum, the Chairperson of the Board shall set a special meeting as soon
27 as practicable to consider such matter.
28

29 **Section 2-604. Officers; Staff.**

- 30
31 A. Officers. The Code Enforcement Board annually shall elect a chairperson and a vice-chairperson
32 from among its members. All officers shall be elected for one-year terms and shall be eligible for re-
33 election.
34
35 B. Staff. A Code Enforcement Officer shall be appointed by the City Manager to assist the Board and
36 initiate enforcement actions
37

38 **Section 2-605. Rules and Records.**

39
40 The Code Enforcement Board may establish such rules of procedure as it may determine necessary to
41 carry out its duties. All meetings shall be conducted in accordance with Florida law and written records of
42 the proceedings shall be a public record maintained and filed with the Secretary of the Board.
43
44

45 **Division 7. Administrative decision makers and enforcement officers**

46
47 **Section 2-701. City Manager.**

48
49 The City Manager is the chief executive officer for the City of Coral Gables with ultimate authority over the
50 implementation of these regulations. The City Manager has the authority to delegate his authority to City
51 staff as necessary for the effective administration and enforcement of the regulations.
52

53 **Section 2-702. City Attorney.**

54 The City Attorney serves as the final authority with regard to legal issues involving interpretation and
55 implementation of these regulations.
56

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:

POWERS AND DUTIES	APPLICABLE STANDARDS/PROCEDURE
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:

POWERS AND DUTIES	APPLICABLE STANDARDS/PROCEDURE
Building Site Determination	Article 3, Section 3-206
Comprehensive Land Use Plan (CLUP) 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 CLUP	
Interpretation of provisions of these regulations within the jurisdiction of the Planning and Zoning Board	Articles 3, 4
Planned Area Development	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.

1
2 **B.** The City Manager shall appoint a person to serve as Historic Preservation Officer to serve as
3 secretary to the Historic Preservation Board. The appointee shall be experienced and knowledgeable
4 in respect to architectural history, local history, landscape materials, site planning and land use
5 regulations. The Historic Preservation Officer shall:

- 6
7 1. Schedule meetings of the Historic Preservation Board, prepare agendas, ensure that proper
8 notice is carried out by persons or departments assigned to such duties, and provide the Board
9 with such support as may be required to perform their duties .
10
11 2. Prepare designation reports, which establish and define the historic significance and character of
12 the proposed designated historic landmarks and historic landmark districts and all other items as
13 described in Section 3-1103 et seq. for designation reports.
14
15 3. Prepare national register of historic places nomination proposals.
16
17 4. Provide applicable advice, standards, guidelines and procedures to prospective applicants for
18 certificates of appropriateness for historic landmarks and historic landmark districts.
19
20 5. Upon receipt of a complete application for a Certificate of Appropriateness for a designated
21 historic landmark and for properties within an historic landmark district, review such application,
22 which may include a field check of the site and referral to other departments or agencies as
23 necessary, to determine any adverse effect upon the public welfare; and approve or deny
24 standard certificates of appropriateness.
25
26 6. Develop and maintain a survey and record of unique historically or archaeologically significant
27 sites, districts or zones within the City.
28
29 7. Maintain and update an official inventory delineating historic landmarks and a photographic
30 documentation of all officially designated historic landmarks and historic landmark districts.
31
32 8. Prepare summary reports of all decisions on applications for all certificates of appropriateness for
33 designated historic landmarks and historic landmark districts including criteria and conditions for
34 approval or denial.
35
36 9. Issue standard Certificates of Appropriateness and certificates of transferable development rights
37 in accordance with the provisions of Article 3, Divisions 10 and 11.
38
39 10. Issue all approved certificates of appropriateness for designated historic landmarks and for
40 properties within historic landmark districts.
41
42 11. Review and approve all final development plans for designated historic landmarks and historic
43 landmark districts, for compliance with terms and conditions of applicable certificates of
44 appropriateness, prior to issuance of any building permit.
45
46 12. Recommend to the Board concerning the transfer of development rights, façade easements and
47 the importance of other restrictions for the purpose of historic preservation.
48
49 13. Commencement of enforcement of maintenance and repair provisions pursuant to Article 7.
50
51 14. Work with state, county, other local governments, other city departments, public agencies, and
52 private groups as required to provide a continuing effort to protect and preserve significant
53 elements of the manmade and the natural environment through public education and
54 encouragement of sound conservation policies.
55

1 15. Issue letters determining the historical significance of a property. Such determinations do not
2 constitute development orders and are valid for a period of six months. In the case where the
3 Historic Preservation Officer or designee determines that the property does not meet the
4 minimum eligibility criteria for designation, a permit for the demolition of the property must be
5 issued within the six-month period. Whenever the six-month period has elapsed without action
6 by the applicant, the applicant shall be required to file a new application.
7

8 **Section 2-706. City Architect.**
9

10 The City Architect shall be a registered architect who is responsible for reviewing and submitting
11 recommendations regarding the design of new buildings and structures and modifications to existing
12 structures in the City in accordance with the procedures in Article 3 and the standards in Article 5 Division
13 2 of these regulations. The City Architect serves on the Development Review Committee.
14

15 **Section 2-707. Development Review Official**
16

17 The Development Review Official (DRO) is responsible for the overall coordination of the administration of
18 these regulations. Specifically, the DRO is responsible for receiving applications for development
19 approval, determining whether they are complete, and coordinating the review of the Development
20 Review Committee. If it is determined appropriate by the City Manager, more than one (1) Development
21 Review Official may be appointed.
22

23 **Section 2-708. Building Official.**
24

25 The Building Official is responsible for the implementation of the various building codes adopted pursuant
26 to the Florida Building Code and other applicable state statutes. The Building Official issues building
27 permits and certificates of occupancy, upon a determination by the City of compliance of such
28 applications with the City's regulations and any prior approvals by the City.
29

30 **Section 2-709. Zoning Administrator**
31

32 The Zoning Administrator is the Building and Zoning Department representative responsible for the
33 Department's duties under this Code.
34

35 **Section 2-710. Public Works Director**
36

37 The Public Works Director is charged with the implementation, development and maintenance of the
38 technical standards for site development relating to platting in the City. The Public Works Director makes
39 administrative decisions regarding concurrency compliance pursuant to Article 3, Division 13.
40

41 **Section 2-711. Code Enforcement Officer.**
42

43 The Code Enforcement Officer is charged with the initiation of and prosecution of enforcement actions
44 pursuant to Article 7 of these regulations. The Code Enforcement Officer prepares reports and
45 recommendations for the Code Enforcement Board.
46
47

48 **Division 8. Development Review Committee**
49

50 **Section 2-801. Powers and Duties.**
51

52 A Development Review Committee ("DRC") is created to act as the first level of review for applications for
53 development approval.
54
55
56

1 **Section 2-802. Membership.**

2
3 The DRC shall be composed of representatives from every department or division of the City
4 Administration appropriate to review an application for development approval, including the City Architect,
5 Concurrency Administrator, Zoning Administrator, Building Official, Fire Marshall, Landscape Services
6 Division Superintendent, Historic Preservation Officer, Public Works Director, and an assigned Police
7 Sergeant and other persons as may be necessary and as determined by the City Manager.
8

9 **Section 2-803. Responsibilities/Meetings.**

10
11 The DRC reviews applications for development approvals for compliance with all applicable regulations
12 and the Development Review Official coordinates all comments from each member of the DRC and
13 makes a recommendation to the applicable decision-making body.
14