

THE CITY OF CORAL GABLES BOARD OF ADJUSTMENT
JUNE 2, 2008
CORAL GABLES CITY HALL, 405 BILTMORE WAY, COMMISSION CHAMBER
CORAL GABLES, FLORIDA

The meeting was scheduled to be held in Coral Gables City Hall Commission Chamber, Coral Gables, Florida, commencing at 8:00 a.m.

MEMBERS **J J A S O N D J F M A M APPPOINTED BY:**

Miles McGrane	P C E P P P E P C C L P	Mayor Donald Slesnick II
Tony Bello	P C P P P P P C C P P	Vice Mayor William H. Kerdyk, Jr.
Sharon Langer, Esq.	E C E P P P P C C P P	Comm. Maria Anderson
Jaime Pozo, Esq.	P C P P E P P P C C P E	Comm. Rafael "Ralph" Cabrera, Jr.
John C. Lukacs, Esq., Chairperson	P C P E P P P C C P P	Comm. Wayne "Chip" Withers
Sergio Artigues, Architect	P C E P P E P P C C P P	Board of Adjustment
Dr. Joseph W. Briggle, Vice Chair	P C P P P P P C C P P	City Manager David L. Brown

STAFF:

Martha Salazar-Blanco, Zoning Administrator
Sebrina Brown, Concurrency Administrator
Joan Bailey, Court Reporter
Ellen Roden, Recording Secretary

A = Absent
C = Meeting Cancelled
E = Excused Absence
L = Late
P = Present
R = Resigned
X = Not on Board

THESE MINUTES DO NOT REQUIRE ANY ACTION BY THE CITY COMMISSION.

The meeting was called to order at 8:00 a.m. by the Chairperson who announced that six board members were present at that time. Four votes are necessary for any action thereof.

The Chairperson announced the following rules of procedure for the hearing:

1. Staff recommendation.
2. The applicant will present his/her case.
3. If there are speakers in favor of the application, they will be given the opportunity to be heard.
4. If there are speakers against the application, they will be given the opportunity to be heard.
5. The applicant will be given the opportunity of a rebuttal.
6. Public hearing closed.
7. Board members discussion.
8. Motion, second and a vote on the application.

1. Roll Call

Roll call was taken. Ms. Langer was not in attendance; however, staff received prior notification of her inability to be at the meeting.

A motion was made by Mr. Bello, seconded by Dr. Briggle to excuse the absence of Ms. Langer. A resolution was passed by voice vote.

RESOLUTION NO. 4892-ZB

2. Approval of the May 5, 2008 Recap

A motion was made by Mr. Bello, seconded by Dr. Briggle to approve the May 5, 2008 Recap. A resolution was passed by voice vote.

RESOLUTION NO. 4893-ZB

3. 8662-Z

Lot(s): 16 though 22, Block: 206-A
Coral Gables Riviera Section 14, Second Revision, PB/PG: 28/32
6901 Yumuri Street

Richard Stacey, Victoria Management Company – Applicant
Victoria Management Company – Owner
Ed Llorca and Mouriz Salazar – Architect/Engineer

A hearing was held on case no. 8662-Z.

Present: Richard Stacey, Victoria Management Company – Applicant and Owner;
Ed Llorca and Mouriz Salazar – Architect

APPLICANT'S PROPOSAL: In connection with the mechanical parking lift system for the proposed commercial building at the subject property, the Applicant requests the following variance pursuant to the provisions of Ordinance No. 1525 as amended and known as the "Zoning Code."

1. Grant a variance to allow thirty-four (34) of the one hundred fourteen (114) required off-street parking spaces to be provided on parking lifts vs. the parking space(s) being provided as required by Section 13-2(b)(c) of the Coral Gables, "Zoning Code."

All as shown on plans which have received Final approval from the Board of Architects. Such approval is for architectural design only and is not an endorsement of any variance being requested by the Applicant.

STAFF OBSERVATION: The Applicant is requesting a variance to provide thirty-four (34) mechanical parking lifts in addition to eighty (80) standard off-street parking spaces, for a total of one hundred fourteen (114) off-street parking spaces as required for the proposed nursing facility known as "New Riviera Nursing and Rehabilitation Center."

Our current "Zoning Code," under Section 5-1410, allows the use of mechanical parking lifts to meet the off-street parking requirement; however, the Applicant must obtain a variance due to the fact that the project was originally reviewed and approved under the interim "Zoning Code," which did not allow parking lifts to be used for parking requirements.

The Applicant has stated that the parking lifts will be used exclusively by the employees at the nursing facility. The total one hundred fourteen (114) off-street parking spaces required for this type of use is more than sufficient parking. The thirty-four (34) parking lifts is thirty (30%) percent of the total required parking.

After careful review of the plans submitted, the Zoning Division staff finds the request to be minimal and in conformance with the current Zoning code and recommends **APPROVAL** of the Applicant's request.

STAFF RECOMMENDATION: Pursuant to Section 24-7 VARIANCES of the "Zoning Code," the Zoning Division staff finds as follows in regard to the Applicant's proposal as presented in their application for a variance from the provisions of Ordinance No. 1525, as amended and known as the "Zoning Code," and makes the following recommendations:

1. That special conditions and circumstances do exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.
2. That the special conditions and circumstances do not result from the actions of the Applicant.
3. That granting the variance requested will not confer on the Applicant a special privilege that is denied by this Ordinance to other lands, buildings or structures in the same zoning district.
4. That literal interpretation of the provisions of the "Zoning Code" would deprive the Applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the "Zoning Code," and would work unnecessary and undue hardship on the Applicant (see also definition of "necessary hardship").
5. That the variance requested is the minimum variance that will make possible the reasonable use of the land, building or structure.
6. That granting the variance will not change the use to one that is different from other land in the same district.
7. That the granting of the variance will be in harmony with the general intent and purpose of the "Zoning Code," and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Based on the findings in paragraphs 1 through 7 above, the Zoning Division staff recommends **APPROVAL** of item 1 of the Applicant's proposal.

A motion was made by Mr. McGrane, seconded by Dr. Briggle to approve item 1 of the Applicant's proposal with the condition that lifts be maintained, will only be operational during business hours and will be used by employees with the assistance of a parking attendant.

RESOLUTION NO. 4894-ZB

A RESOLUTION APPROVING A REQUEST FOR A VARIANCE TO ORDINANCE NO. 1525 AS AMENDED AND KNOWN AS THE "ZONING CODE," TO WIT:

1. Grant a variance to allow thirty-four (34) of the one hundred fourteen (114) required off-street parking spaces to be provided on parking lifts vs. the parking space(s) being provided as required by Section 13-2(b)(c) of the Coral Gables, "Zoning Code."

A Resolution was passed and adopted due to the following roll call: "Yea" - Mr. Pozo, Mr. Artigues, Mr. Bello, Dr. Briggle, Mr. McGrane and Mr. Lukacs. "Nay" - None. "Excused" - Ms. Langer.

4. 8669-Z Lot(s): 1 through 14, Lot 15 less east 18.21 feet and Lots 35 through 42, Block: 25
Coral Gables Section K, PB/PG: 8/33
255 Alhambra Circle

Kaplan, Inc. – Applicant
RREEF America Reit II Corp. ZZZZ – Owner
N/A – Architect/Engineer

A hearing was held on case no. 8669-Z.

Present: Lucia Daugherty and Eve Kabe, Kaplan, Inc. – Applicant; Marta Fernandez, RREEF America Reit II Corp. ZZZZ – Owner; Richard Garcia, Traffic Engineer; Andrew Tedrick, 255 Alhambra Building

APPLICANT'S PROPOSAL: In connection with required parking for the existing commercial building at the subject property, the Applicant requests the following variance pursuant to the provisions of Ordinance No. 1525 as amended and known as the "Zoning Code."

1. Grant a variance to provide twenty-six (26) off-street parking spaces vs. providing one hundred eighty-four (184) off-street parking spaces shall be provided for new building uses or structures as required by Section 5-1401(B)(1)(a) of the Coral Gables, "Zoning Code."

STAFF OBSERVATION: The Applicant is requesting a variance for a deficit in the total number of required off-street parking spaces for the proposed educational facility known as Kaplan Test Prep and Admissions.

The total number of off-street parking spaces required, based on the number of student stations and non student stations office square feet is one hundred eighty-four (184) creating a deficit of one hundred fifty-eight (158) off-street parking spaces. Twenty-six (26) spaces are existing to the building and is the only parking the Applicant is proposing.

“Zoning Code” Section 5-1401(B)(1)(a) clearly states that new buildings, uses or structures must provide adequate off-street parking. The Applicant has failed to demonstrate an unnecessary hardship. Staff finds the number of students coupled with employees, would create severity in the rare commodity of adequate parking spaces to accommodate customers for this business or any other establishment within the building.

The Zoning Division staff recommends **DENIAL** of the Applicant’s request.

STAFF RECOMMENDATION: Pursuant to Section **3-806 STANDARDS FOR VARIANCES** of the “Zoning Code,” the Zoning Division staff finds and the Board of Adjustment shall find as follows in regard to the Applicant’s proposal as presented in their application for a variance from the provisions of Ordinance No. 1525, as amended and known as the “Zoning Code,” and makes the following recommendations:

1. That special conditions and circumstances do not exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.
2. That the special conditions and circumstances would result from the actions of the Applicant.
3. That granting the variance requested will confer on the Applicant a special privilege that is denied by these regulations to other lands, buildings or structures in the same zoning district.
4. That literal interpretation of the provisions of these regulations would not deprive the Applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of these regulations, and would not work unnecessary and undue hardship on the Applicant (see also definition of “necessary hardship”).
5. That the variance granted is not the minimum variance that will make possible the reasonable use of the land, building or structure.
6. That granting the variance will change the use to one that is not permitted in the zoning district or different from other land in the same district.
7. That the granting of the variance will not be in harmony with the general intent and purpose of these regulations and that such variance will be injurious to the area involved or otherwise detrimental to the public welfare.

Based on the findings in paragraphs 1 through 7 above, the Zoning Division staff recommends **DENIAL** of item 1 of the Applicant’s proposal.

After much testimony from the Applicant and representatives on behalf of the Owner and Miami-Dade Transit, Board members could still find no hardship that was not self induced.

A motion was made by Mr. McGrane, seconded by Mr. Pozo to deny item 1 of the Applicant’s proposal.

RESOLUTION NO. 4895-ZB

THE CITY OF CORAL GABLES
BOARD OF ADJUSTMENT

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A RESOLUTION DENYING A REQUEST FOR A VARIANCE TO ORDINANCE NO. 1525 AS AMENDED AND KNOWN AS THE "ZONING CODE," TO WIT:

1. Grant a variance to provide twenty-six (26) off-street parking spaces vs. providing one hundred eighty-four (184) off-street parking spaces shall be provided for new building uses or structures as required by Section 5-1401(B)(1)(a) of the Coral Gables, "Zoning Code."

A Resolution was passed and adopted due to the following roll call: "Yea" - Mr. Artigues, Dr. Briggle, Mr. McGrane, Mr. Pozo and Mr. Lukacs. "Nay" - Mr. Bello. "Excused" - Ms. Langer.

5. 8670-Z

Lot(s): 9 and east 70 feet of Lot 8
and part of undug waterway lying adjacent thereto, Block: 241
Coral Gables Riviera Section 12, PB/PG: 28/35
1040 Alfonso Avenue

David Wearne Johnson – Applicant
Jeffrey and Charlotte Hicks – Owner
David Wearne Johnson – Architect/Engineer

A hearing was held on case no. 8670-Z.

Present: David Wearne Johnson – Applicant and Architect

APPLICANT'S PROPOSAL: In connection with proposed square foot floor area for the single-family residence at the subject property, the Applicant requests the following ruling pursuant to the provisions of Ordinance No. 1525 as amended and known as the "Zoning Code."

1. Consider a ruling in regard to excluding the proposed basement area in the maximum square foot floor area vs. gross floor area shall include all floor space used for dwelling purpose as required by Section 4-101(D)(10) of the Coral Gables "Zoning Code."

All as shown on plans which have received Final approval from the Board of Architects. Such approval is for architectural design only and is not an endorsement of any variance being requested by the Applicant.

STAFF OBSERVATION: The Applicant is requesting a ruling to exclude the proposed basement area in the determination of the maximum square foot floor area.

Presently the "Zoning Code," under Section 4-101(D)(10), individually lists the particular areas to be calculated into the gross floor area. It is not specified whether basement areas are to be included in determining the allowable maximum square foot floor area.

The allowable maximum square foot floor area was implemented to provide for a harmonious, proportional structure within the neighborhood. The proposed basement for the new single-family residence has been designed to be completely below grade and is not visible on any façade of the building; therefore, it has no impact on the massing of the structure.

The Zoning Division staff recommends **APPROVAL** of the Applicant's request.

- A motion was made by Dr. Briggle, seconded by Mr. McGrane to approve item 1 of the Applicant's proposal.

RESOLUTION NO. 4896-ZB

A RESOLUTION APPROVING A REQUEST FOR A RULING TO ORDINANCE NO. 1525 AS AMENDED AND KNOWN AS THE "ZONING CODE," TO WIT:

1. Consider a ruling in regard to excluding the proposed basement area in the maximum square foot floor area vs. gross floor area shall include all floor space used for dwelling purpose as required by Section 4-101(D)(10) of the Coral Gables "Zoning Code."

A Resolution was passed and adopted due to the following roll call: "Yea" - Mr. Bello, Dr. Briggle, Mr. McGrane, Mr. Pozo, Mr. Artigues and Mr. Lukacs. "Nay" - None. "Excused" - Ms. Langer.

6. 8671-Z

Lot: 3, Block: Replat of part of Block 2
Hammock Lake Park, PB/PG: 79/27
9100 Old Cutler Road

David Wearne Johnson – Applicant
Daniel and Marsha LaPadula – Owner
David Wearne Johnson – Architect/Engineer

A hearing was held on case no. 8671-Z.

Present: David Wearne Johnson – Applicant and Architect

APPLICANT'S PROPOSAL: In connection with proposed gazebo for the single-family residence at the subject property, the Applicant requests the following variance(s) pursuant to the provisions of Ordinance No. 1525 as amended and known as the "Zoning Code."

1. Grant a variance to allow the proposed gazebo to maintain a sixty-three (63'-0") feet front setback vs. the gazebo shall maintain a minimum of seventy-five (75'-0") feet front setback as required by Section A-56(I)(1) of the Coral Gables "Zoning Code."

2. Grant a variance to allow the proposed gazebo to be located in the area between the street and the main residential building vs. in no case shall a gazebo be located in the area between the street and the main residential building or any part thereof as required by Section 5-101 (B) and 4-101(D)(5)(a) of the Coral Gables "Zoning Code."
3. Grant a variance to allow the proposed gazebo to be located closer to the front street vs. in no case shall a gazebo be located closer to the front street of a lot or building site than the main or principal building as required by Section 5-101(C) and 4-101 (D)(5)(b) of the Coral Gables "Zoning Code."

All as shown on plans which have received Final approval from the Board of Architects. Such approval is for architectural design only and is not an endorsement of any variance being requested by the Applicant.

STAFF OBSERVATION: The Applicant is requesting a variance(s) in regard to the proposed gazebo for the new single-family residence.

This property is unique in its configuration. The front is on Old Cutler Road and the rear abuts Hammock Lake Drive, thus, technically this property has two street fronts.

The required front setback within the Hammock Lake subdivision is fifty (50'-0") feet. The required front setback for auxiliary structures is seventy-five (75'-0") feet. The adjacent property located to the North which fronts Hammock Lake Drive, must maintain a front required setback of fifty (50'-0") feet. The Applicant is proposing the gazebo to be at sixty-three (63'-0") feet from the property line which abuts Hammock Lake Drive.

The gazebo is to be located within the "L" shape of the building for the new single-family residence, thereby placing the gazebo within the area between the street and the principal building or any part thereof, and closer to the front street than the principal building.

After review of the property extent and the building design, staff finds the proposed location is feasible and in harmony with the adjacent properties.

The Zoning Division staff recommends **APPROVAL** of items 1, 2 and 3 of the Applicant's request.

STAFF RECOMMENDATION: Pursuant to Section 3-806 STANDARDS FOR VARIANCES of the "Zoning Code," the Zoning Division staff finds and the Board of Adjustment shall find as follows in regard to the Applicant's proposal as presented in their application for a variance from the provisions of Ordinance No. 1525, as amended and known as the "Zoning Code," and makes the following recommendations:

1. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.
2. That the special conditions and circumstances do not result from the actions of the Applicant.
3. That granting the variance requested will not confer on the Applicant any special privilege that is denied by these regulations to other lands, buildings or structures in the same zoning district.

4. That literal interpretation of the provisions of these regulations would deprive the Applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the these regulations and would work unnecessary and undue hardship on the Applicant.
5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.
6. That granting the variance will not change the use to one that is not permitted in the zoning district or different from other land in the same district.
7. That the granting of the variance will be in harmony with the general intent and purpose of the these regulations, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Based on the findings in paragraphs 1 through 7 above, the Zoning Division staff recommends **APPROVAL** of item 1, 2 and 3 of the Applicant's proposal.

A motion was made by Dr. Briggle, seconded by Mr. McGrane to approve items 1, 2 and 3 of the Applicant's proposal.

RESOLUTION NO. 4897-ZB

A RESOLUTION APPROVING A REQUEST FOR VARIANCES TO ORDINANCE NO. 1525 AS AMENDED AND KNOWN AS THE "ZONING CODE," TO WIT:

1. Grant a variance to allow the proposed gazebo to maintain a sixty-three (63'-0") feet front setback vs. the gazebo shall maintain a minimum of seventy-five (75'-0") feet front setback as required by Section A-56(I)(1) of the Coral Gables "Zoning Code."
2. Grant a variance to allow the proposed gazebo to be located in the area between the street and the main residential building vs. in no case shall a gazebo be located in the area between the street and the main residential building or any part thereof as required by Section 5-101 (B) and 4-101(D)(5)(a) of the Coral Gables "Zoning Code."
3. Grant a variance to allow the proposed gazebo to be located closer to the front street vs. in no case shall a gazebo be located closer to the front street of a lot or building site than the main or principal building as required by Section 5-101(C) and 4-101 (D)(5)(b) of the Coral Gables "Zoning Code."

A Resolution was passed and adopted due to the following roll call: "Yea" - Dr. Briggle, Mr. McGrane, Mr. Pozo, Mr. Artigues, Mr. Bello and Mr. Lukacs. "Nay" - None. "Excused" - Ms. Langer.

**THE CITY OF CORAL GABLES
BOARD OF ADJUSTMENT**

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7. 8672-Z

Lot: 3

French Estates, PB/PG: 66/90
4901 Hammock Park Drive

David Wearne Johnson – Applicant
Pedro J. and Iliana Garcia – Owner
David Wearne Johnson – Architect/Engineer

A hearing was held on case no. 8672-Z.

Present: David Wearne Johnson – Applicant and Architect

APPLICANT'S PROPOSAL: In connection with the garage and determination of facing for the single-family residence at the subject property, the Applicant requests the following ruling and variance pursuant to the provisions of Ordinance No. 1525 as amended and known as the "Zoning Code."

1. Pursuant to Section 4-101(D)(3) of the Coral Gables "Zoning Code," consider a ruling to determine the facing of the subject property to be Hammock Park Drive vs. Southwest 49 Court.
2. Grant a variance to allow the garage that faces upon a street to exceed one-third (1/3) of the width of the façade of the residence vs. a garage that faces upon a street shall not exceed one-third (1/3) of the width of the façade of the residence as required by Section 4-101(D)(12) of the Coral Gables "Zoning Code."

All as shown on plans which have received Preliminary approval from the Board of Architects. Such approval is for architectural design only and is not an endorsement of any variance being requested by the Applicant.

STAFF OBSERVATION: Item No.1, the Applicant is requesting a ruling to determine the facing of the subject property pursuant to Section 4-101 (D)(3) of the Coral Gables "Zoning Code" which states that whenever a lot is so shaped or situated that its facing may be uncertain, or the specific restriction herein provided may be ambiguous when applied hereto, the Board of Adjustment shall determine the facing of the lot. Normally, if a lot abuts more than one street, it is deemed to face the street upon which has the shortest street line, and any building shall face the front of the lot.

This lot is located on the corner of Hammock Park Drive and Southwest 49 Court. The shortest street line is on Southwest 49 Court. The lot is irregular in shape and the street length on Hammock Park Drive, which is more than two hundred eighty-five (285'-0") feet versus one hundred twenty (120'-0") feet Southwest 49 Court, naturally allows for the front of the building to face Hammock Park Drive. Requiring the building to face the shortest street line would diminish its architectural quality and character.

After review of the plans, the unique shape of this building site and the design of the residence proposed, the Zoning Division staff recommends **APPROVAL** of item 1 of the Applicant's request.

Item No. 2, the Applicant is requesting a variance from the Coral Gables "Zoning Code" which states a garage that faces upon a street shall not exceed one-third (1/3) of the width of the façade of the residence that faces upon a street. Since the front of the residence was designed to face Hammock Park Drive, and the garage entrance faces Southwest 49 Court, the garage elevation does exceed the allowable one- third (1/3) in relation to the façade facing Southwest 49 Court. The driveway leading to the garage area will be a tree lined hammock. The existing lush vegetation remaining will also visually minimize the garage facade.

The residence was designed to best utilize the site area and is in harmony with the surrounding properties.

After review of the plans, the unique shape of this building site and the design of the residence proposed, the Zoning Division staff recommends **APPROVAL** of item 2 of the Applicant's request.

STAFF RECOMMENDATION: Pursuant to Section **3-806 STANDARDS FOR VARIANCES** of the "Zoning Code," the Zoning Division staff finds and the Board of Adjustment shall find as follows in regard to the Applicant's proposal as presented in their application for a variance from the provisions of Ordinance No. 1525, as amended and known as the "Zoning Code," and makes the following recommendations:

1. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district.
2. That the special conditions and circumstances do not result from the actions of the Applicant.
3. That granting the variance requested will not confer on the Applicant any special privilege that is denied by these regulations to other lands, buildings or structures in the same zoning district.
4. That literal interpretation of the provisions of these regulations would deprive the Applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the these regulations and would work unnecessary and undue hardship on the Applicant.
5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure.
6. That granting the variance will not change the use to one that is not permitted in the zoning district or different from other land in the same district.
7. That the granting of the variance will be in harmony with the general intent and purpose of the these regulations, and that such variance will not be injurious to the area involved or otherwise detrimental to the public welfare.

Based on the findings in paragraphs 1 through 7 above, the Zoning Division staff recommends **APPROVAL** of item 2 of the Applicant's proposal.

A motion was made by Mr. Bello, seconded by Mr. McGrane to approve items 1 and 2 of the Applicant's proposal.

RESOLUTION NO. 4898-ZB

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A RESOLUTION APPROVING A REQUEST FOR A RULING AND A VARIANCE TO
ORDINANCE NO. 1525 AS AMENDED AND KNOWN AS THE "ZONING CODE," TO
WIT:

1. Pursuant to Section 4-101(D)(3) of the Coral Gables "Zoning Code," consider a ruling to determine the facing of the subject property to be Hammock Park Drive vs. Southwest 49 Court.
2. Grant a variance to allow the garage that faces upon a street to exceed one-third (1/3) of the width of the façade of the residence vs. a garage that faces upon a street shall not exceed one-third (1/3) of the width of the façade of the residence as required by Section 4-101(D)(12) of the Coral Gables "Zoning Code."

A Resolution was passed and adopted due to the following roll call: "Yeas" - Mr. McGrane, Mr. Pozo, Mr. Artigues, Mr. Bello, Dr. Briggle and Mr. Lukacs. "Nays"- None. "Excused" - Ms. Langer.

Meeting adjourned at 9:37 a.m.

**THE CITY OF CORAL GABLES
BOARD OF ADJUSTMENT**

Martha Salazar-Blanco
Zoning Administrator