



# City of Coral Gables Planning and Zoning Staff Report

Applicant: City of Coral Gables  
Application: **Zoning Code Text Amendment: Mail Notice Outside of City**  
Public Hearing: Planning and Zoning Board  
Date & Time: **September 14, 2022; 6:00 – 9:00 p.m.**  
Location: City Commission Chambers, City Hall,  
405 Biltmore Way, Coral Gables, Florida 33134

## 1. APPLICATION REQUEST

The City of Coral Gables has initiated a request for a Zoning Code Text Amendment as follows:

*An Ordinance of the City Commission of Coral Gables, Florida, providing for a text amendment to the City of Coral Gables official Zoning Code by revising Article 15 “Notices”, Section 15-102 “Notice”, Subsection C “Mail Notices” providing that when a notice radius extends outside of the City limits, notice shall be mailed outside of the City limits only to addresses that are within a five hundred (500) foot radius of the property that is subject of the application; providing for severability, repealer, codification, and an effective date.*

## 2. APPLICATION SUMMARY

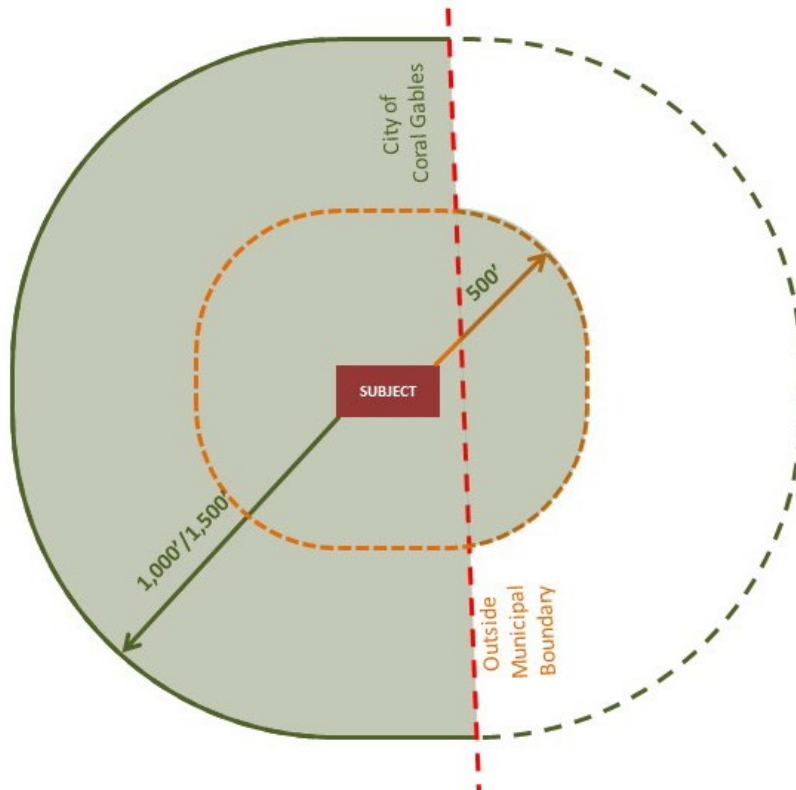
Currently, the Zoning Code requires notice of public hearings to be mailed to properties within a one thousand (1000) foot radius of a subject property and courtesy notice for site specific applications for a change in land use, to be mailed to properties within a one thousand five hundred (1500) foot radius. However, the Zoning Code does not clearly address how notice should be mailed to properties outside of the City limits, and therefore have been included in the 1000- and 1500-foot radii.

Staff recommends that mailing notice to an address that is not within the City and located up to one thousand five hundred (1500) feet away from a subject property is too remote and does not serve the best interest of the City and its residents.

The proposed text amendments expressly require that when a notice radius extends outside of the City limits, notice shall be mailed outside of the City limits only to addresses that are within five hundred (500) feet of the of the subject property, thereby providing greater clarity and transparency in regard to the City’s notice requirements.

The diagram below illustrates the existing 1,000’/1,500’ radius as a green-colored line. The proposed amendment to require a 500’ radius to properties outside of the city are shown as an orange-colored line.

*Proposed Radius for Mail Notice*



**3. REVIEW TIMELINE / PUBLIC NOTICE**

**City Review Timeline**

The submitted applications have undergone the following City reviews:

REVIEW COMMITTEES AND BOARDS	DATE
Planning and Zoning Board	09.14.22
City Commission – 1 <sup>st</sup> Reading	TBD
City Commission – 2 <sup>nd</sup> Reading	TBD

The following has been completed to solicit input and provide notice of the Application:

PUBLIC NOTICE	DATE
Legal advertisement	09.02.22
Posted agenda and Staff report on City web page/City Hall	09.09.22

**4. FINDINGS OF FACT**

The requests are Text Amendments to Section 15-102 “Notice” in Article 15 “Notices.” The proposed changes are provided in Attachment A in ~~strike through~~ / underline format.

Zoning Code Section 14-212.5 provides review standards for Zoning Code text amendments:

Standard	Staff Evaluation
a. Promotes the public health, safety, and welfare.	The intent of the proposed text amendment expressly requires a notice radius when outside of the City limits.
b. Does not permit uses the Comprehensive Plan prohibits in the area affected by the text amendment.	The proposed amendment does not impact the uses that would require a mail notice.
c. Does not allow densities or intensities in excess of the densities and intensities which are permitted by the future land use categories of the affected property.	The proposed text amendment does not affect the densities nor intensities of the land uses that would require mail notice.
d. Will not cause a decline in the level of service for public infrastructure which is the subject of a concurrency requirement to a level of service which is less than the minimum requirements of the Comprehensive Plan.	The proposed text amendment for notice requirements outside of the city limits will not affect the level of service for public infrastructure.
e. Does not directly conflict with any objective or policy of the Comprehensive Plan.	The proposed amendment to provide notice outside of the city does not directly conflict with the objectives and policies of the Comprehensive Plan.

*Staff comments:*

The proposed text amendments to Section 15-102 “Notice” in Article 15 “Notices” of the Zoning Code requires a 500-foot radius mail notice requirement. This proposed mail notice requirement provides notice and information about proposed changes within a significant distance from any unincorporated or Coral Gables municipal boundary, which fulfils many goals, objectives, and policies of the Comprehensive Plan to ensure that the impacts of development within the City to adjacent municipalities, the county, etc are addressed with opportunities for input. The standards identified in Section 14-212.5 for the proposed Zoning text amendment are **satisfied**.

**5. STAFF RECOMMENDATION**

Based upon the complete Findings of Fact contained within this report, staff recommends the following:

*An Ordinance of the City Commission of Coral Gables, Florida, providing for a text amendment to the City of Coral Gables official Zoning Code by revising Article 15 “Notices”, Section 15-102 “Notice”, Subsection C “Mail Notices” providing that when a notice radius extends outside of the City limits, notice shall be mailed outside of the City limits only to addresses that are within a five hundred (500) foot radius of the property that is subject of the application; providing for severability, repealer, codification, and an effective date.*

Staff recommends **Approval**.

## 6. ATTACHMENTS

- A. Proposed text amendment.
- B. Legal advertisement published.

Please visit the City's webpage at [www.coralgables.com](http://www.coralgables.com) to view all Application plans and materials, notices, applicable public comments, minutes, etc. The complete Application and all background information also is on file and available for examination during business hours at the Planning and Zoning Division, 427 Biltmore Way, Suite 201, Coral Gables, Florida 33134.

Respectfully submitted,



Jennifer Garcia, AICP, CNU-A

City Planner

for Planning and Zoning

City of Coral Gables, Florida

CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY COMMISSION OF CORAL GABLES, FLORIDA PROVIDING FOR A TEXT AMENDMENT TO THE CITY OF CORAL GABLES OFFICIAL ZONING CODE BY REVISING ARTICLE 15 “NOTICES”, SECTION 15-102 “NOTICE”, SUBSECTION C “MAIL NOTICES” PROVIDING THAT WHEN A NOTICE RADIUS EXTENDS OUTSIDE OF THE CITY LIMITS, NOTICE SHALL BE MAILED OUTSIDE OF THE CITY LIMITS ONLY TO ADDRESSES THAT ARE WITHIN A FIVE HUNDRED (500) FOOT RADIUS OF THE PROPERTY THAT IS THE SUBJECT OF THE APPLICATION; PROVIDING FOR SEVERABILITY, REPEALER, CODIFICATION, AND AN EFFECTIVE DATE.

**WHEREAS**, the Coral Gables Zoning Code does not clearly address mail notice to properties outside of the City limits; and

**WHEREAS**, the Zoning Code requires properties within a one thousand (1000) foot radius of a subject property to be mailed notice of public hearings but for site specific applications for a change in land use, the Zoning Code provides that courtesy notice be mailed to properties within a one thousand five hundred (1500) foot radius; and

**WHEREAS**, the City Commission finds that mailing notice to an address that is not within the City and located up to one thousand five hundred (1500) feet away from the subject property is too remote and does not serve the best interest of the City and its residents; and

**WHEREAS**, the City Commission wishes to provide greater clarity and transparency in regards to the City’s notice requirements; and

**WHEREAS**, the Planning and Zoning Board was presented with this text amendment to the Official Zoning Code, and after due consideration and discussion, recommended approval/denial (vote: \_\_-\_\_);

**NOW THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF CORAL GABLES, FLORIDA:**

**SECTION 1.** The foregoing “**WHEREAS**” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

**SECTION 2.** The Official Zoning Code of the City of Coral Gables is hereby amended as follows<sup>1</sup>:

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<sup>1</sup> Deletions are indicated by ~~strike through~~. Insertions are indicated by underline.

## Section 15-102. Notice.

In every case where a public hearing is required pursuant to the provisions of these regulations and other applicable Florida Statute requirements, the City shall provide a Notice of Public Hearing in the manner set out in this section and as summarized in the following table:

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### C. Mail notices.

1. Except for public hearings before the Board of Architects, or as otherwise provided in the Coral Gables Zoning Code (“Zoning Code”), a required notice of public hearings affecting specific properties containing general information as to the date, time, place of the hearing, property location and general nature of the application shall be mailed to the property that is subject of the application, and to the property owners and tenants, if such names are indicated in the current tax rolls, whose addresses are known by reference to the latest ad valorem tax record, within a one thousand (1,000) foot radius. However, should the one thousand (1000) foot radius extend beyond the City limits, notice shall be mailed outside of the City limits only to addresses that are known by reference to the latest ad valorem tax record that are within a five hundred (500) foot radius of the property that is the subject of the application. It is provided, however, that the radius for a courtesy notice of public hearings for site specific applications for change in land use before the Planning and Zoning Board and City Commission shall be one-thousand five-hundred (1,500) feet. However, should the one thousand five hundred (1500) foot radius extend beyond the City limits, courtesy notice shall be mailed outside of the City limits only to addresses that are known by reference to the latest ad valorem tax record that are within a five hundred (500) foot radius of the property that is the subject of the application. This notification requirement is measured in feet from the perimeter boundaries of the subject property.

The Development Review Official may require an additional area to receive a courtesy notice on any application. If a public hearing application before the Planning and Zoning Board is continued for more than ninety (90) days then re-notification shall be required. Continued public hearing applications that have incurred substantial changes may require re-notification, as determined by the Development Review Official. The Development Review Official may also require courtesy notices on applications that are not typically required to be noticed if it is determined that such notification is desirable.

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**SECTION 3.** All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are hereby repealed.

**SECTION 4.** If any section, part of section, paragraph, clause, phrase or word of this Ordinance is declared invalid, the remaining provisions of this Ordinance shall not be affected.

**SECTION 5.** It is the intention of the City Commission that the provisions of this Ordinance shall become and be made a part of Ordinance No. 2007-01 as amended and known as the “Zoning Code” of the City of Coral Gables, Florida, which provisions may be renumbered or re-lettered and the word ordinance be changed to “section”, “article”, or other appropriate word to accomplish such intention.

**SECTION 6.** If the Official Zoning Code of the City of Coral Gables Tables of Contents or other reference portions is affected by these provisions, then changes are approved as a part of this Ordinance.

**SECTION 7.** This ordinance shall become effective \_\_\_\_\_, 2022.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2022.

APPROVED:

VINCE LAGO  
MAYOR

ATTEST:

BILLY URQUIA  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

MIRIAM SOLER RAMOS  
CITY ATTORNEY

MIAMI-DADE

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

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in the XXXX Court, was published in said newspaper by print in the issues of and/or by publication on the newspaper's website, if authorized, on

09/02/2022

Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

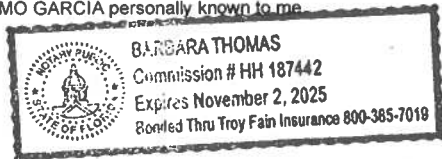
*Guillermo Garcia*

Sworn to and subscribed before me this  
2 day of SEPTEMBER, A.D. 2022

*Barbara Thomas*

(SEAL)

GUILLERMO GARCIA personally known to me



**CITY OF CORAL GABLES, FLORIDA  
NOTICE OF PUBLIC HEARING  
HYBRID MEETING ON ZOOM PLATFORM**

**City Public Hearing** Local Planning Agency / Planning and Zoning Board  
**Dates/Times** Wednesday, September 14, 2022, 6:00 p.m.  
**Location** City Commission Chamber, City Hall  
405 Biltmore Way, Coral Gables, FL 33134

**PUBLIC NOTICE** is hereby given that the City of Coral Gables, Florida, Local Planning Agency (LPA)/ Planning and Zoning Board (PZB) will conduct Public Hearing on the following:

1. An Ordinance of the City Commission of Coral Gables, Florida amending the Future Land Use Map of the City of Coral Gables Comprehensive Plan pursuant to Zoning Code Article 14, "Process," Section 14-213, "Comprehensive Plan Text and Map Amendments," and Small Scale amendment procedures (ss. 163.3187, Florida Statutes), from "Commercial Low-Rise Intensity" to "Commercial High-Rise Intensity" for Lots 8 through 21, less the West 1/2 of lot 8, Block 29, Crafts Section, (3000 Ponce de Leon Blvd, 216 & 224 Catalonia, 203 University Dr, and 225 Malaga), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date. (LEGAL DESCRIPTION ON FILE) (LPA review)
2. An Ordinance of the City Commission of Coral Gables, Florida making zoning district boundary changes pursuant to Zoning Code Article 14, "Process," Section 14-212, "Zoning Code Text and Map Amendments," for Lots 8 through 21, less the West 1/2 of lot 8, Block 29, Crafts Section from Mixed-Use 1 (MX1) District to Mixed-Use 3 (MX3) District (3000 Ponce de Leon Blvd, 216 & 224 Catalonia, 203 University Dr, and 225 Malaga); providing for a repealer provision, severability clause, and providing for an effective date. (LEGAL DESCRIPTION ON FILE) (Zoning District Change)
3. An Ordinance of the City Commission approving the vacation of a public alleyway pursuant to Zoning Code Article 14, "Process," Section 14-211, "Abandonment and Vacations" and City Code Chapter 62, Article 8, "Vacation, Abandonment and Closure of Streets, Easements and Alleys by Private Owners and the City; Application Process," providing for the vacation of the twenty (20) foot wide alley which is approximately one hundred and fifty-five (155) feet in length lying between Lots 12 thru 18 and Lots 11 and 19 in Block 29, Crafts Section (3000 Ponce de Leon Blvd, 216 & 224 Catalonia, 203 University Dr, and 225 Malaga), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date. (LEGAL DESCRIPTION ON FILE) (Vacation of public alleyway)



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4. A Resolution of the City Commission approving receipt of Transfer of Development Rights (TDRs) pursuant to Zoning Code Article 14, "Process," Section 14-204.6, "Review and approval of use of TDRs on receiver sites," for the receipt and use of TDRs for a Mixed-Use project referred to as "Ponce Park Residences" on the property legally described as Lots 8 through 21, less the West ½ of lot 8, Block 29, Crafts Section, together with that portion of the 20-foot platted alley lying east of Lots 11 and 19, of said Block 29; (3000 Ponce de Leon Blvd, 216 & 224 Catalonia, 203 University Dr, and 225 Malaga), Coral Gables, Florida; including required conditions; providing for a repealer provision, severability clause, and providing for an effective date. (LEGAL DESCRIPTION ON FILE) (TDRs)
5. A Resolution of the City Commission approving Mixed-Use Site Plan and Conditional Use review pursuant to Zoning Code Article 14, "Process" Section 14-203, "Conditional Uses," for a proposed Mixed-Use project referred to as "Ponce Park Residences" on the property legally described as Lots 8 through 21, less the West ½ of lot 8, Block 29, Crafts Section, together with that portion of the 20-foot platted alley lying east of Lots 11 and 19, of said Block 29; (3000 Ponce de Leon Blvd, 216 & 224 Catalonia, 203 University Dr, and 225 Malaga), Coral Gables, Florida; including required conditions; providing for a repealer provision, severability clause, and providing for an effective date. (LEGAL DESCRIPTION ON FILE). (Mixed Use Site Plan and Cond. Use Review)
6. A Resolution of the City Commission approving the Tentative Plat entitled "Ponce Park Residences" pursuant to Zoning Code Article 14, "Process," Section 14-210, "Platting/Subdivision," being a re-plat of 42,543 square feet (0.977 acres) into a single tract of land on the property legally described as Lots 8 through 21, less the West ½ of lot 8, Block 29, Crafts Section, together with that portion of the 20-foot platted alley lying east of Lots 11 and 19, of said Block 29, together with a 1,318 square feet portion of University Drive that runs north of the Malaga Avenue right-of-way and west of the Ponce de Leon Boulevard right-of-way and dedication of 1,725 square feet; (3000 Ponce de Leon Blvd, 216 & 224 Catalonia, 203 University Dr, and 225 Malaga), Coral Gables, Florida; including required conditions; providing for a repealer provision, severability clause, and providing for an effective date. (LEGAL DESCRIPTION ON FILE) (Tentative Plat)
7. A Resolution of the City Commission of Coral Gables, Florida amending previously approved Resolution No. 2008-196, which amended Resolution No. 2005-231, pursuant to Zoning Code Section 14-203 to amend the condition regarding illumination on "Parcel 1" legally described as Lots 1-11 and Lots 39-48, Block 16, and "Parcel 2" legally described as Lots 1-5 and west 24 feet of Lot 6 and Lots 43-48, Block 17, Crafts Section, (2701 and 2855 Le Jeune Road), Coral Gables, Florida; and the approval and all other conditions of approval contained in Resolution No. 2008-196 shall remain in effect; and providing for an effective date.
8. An Ordinance of the City Commission of Coral Gables approving the vacation of a public alleyway pursuant to Zoning Code Article 14, "Process," Section 14-211, "Abandonment and Vacations" and City Code Chapter 62, Article 8, "Vacation, Abandonment and Closure of Streets, Easements and Alleys by Private Owners and the City; Application Process," providing for the vacation of the north-south public alleyway lying between lots 9-16 and lots 8 & 17, Block 97, Coral Gables Riviera Section #2, according to the plat thereof recorded in Plat Book 28, Page 18 of the Public Records of Miami-Dade County, Florida; providing for substitute perpetual access and utility easement, setting forth terms and conditions; providing for an effective date. (LEGAL DESCRIPTION ON FILE)
9. An Ordinance of the City Commission amending the City of Coral Gables Zoning Code, Article 6 "Landscape," Section 6-104 "Landscape Requirements for Public Rights-of-Way: to amend planting height and various other provisions, providing for a repealer provision, severability clause, codification, and providing for an effective date.

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10. An Ordinance of the City Commission providing for text amendments to the City of Coral Gables Official Zoning Code, Article 5, "Architecture," Section 5-505, "Pitched roofs, materials;" to expand the allowed roof materials for pitched roofs to include metal roofs, and Article 16, providing for a definition of "Standing seam metal roof;" providing for severability clause, repealer provision, codification, and providing for an effective date.
11. An Ordinance of the City Commission of Coral Gables, Florida providing for a text amendment to the City of Coral Gables Official Zoning Code by revising Article 15 "Notices", Section 15-102 "Notice", Subsection C "Mail Notices" providing that when a notice radius extends outside the City limits, notice shall be mailed outside of the City limits only to addresses that are within a five hundred (500) foot radius of the property that is the subject of the application; providing for severability, repealer, codification, and an effective date.
12. An Ordinance of the City Commission of Coral Gables, Florida providing for a text amendment to the City of Coral Gables Official Zoning Code by amending Article 2, "Zoning Districts," Section 2-102, "Multi-Family 1 Duplex (MF1) District," to modify and clarify provisions related to garages and driveways; providing for a repealer provision, severability clause, codification, and providing for an effective date.
13. An Ordinance of the City Commission of Coral Gables, Florida providing for a text amendment to the City of Coral Gables Official Zoning Code by amending Article 10, "Parking and Access," Section 10-106, "Visibility Triangle" to modify and clarify provisions related to convex mirror; providing for a repealer provision, severability clause, codification, and providing for an effective date.

The Planning and Zoning Board will be holding its regular board meeting on Wednesday, September 14, 2022, commencing at 6:00 p.m. Pursuant to Resolution No. 2021-118, the City of Coral Gables has returned to traditional in-person meetings. Accordingly, any individual wishing to provide sworn testimony shall be present physically in the City Commission Chambers. However, the City Commission has established the ability for the public to provide comments (non-sworn and without evidentiary value) virtually. Accordingly, only individuals who wishes to provide public comment in this format, may appear and provide those comments via Zoom.

Members of the public may join the meeting via Zoom at (<https://zoom.us/j/83788709513>). In addition, a dedicated phone line will be available so that any individual who does not wish (or is unable) to use Zoom may listen to and participate in the meeting by dialing: (305) 461-6769 Meeting ID: 837 8870 9513. The public may comment on an item using the City's E-Comment function which may be found on the City's website at: ([www.coralgables.com/pzb](http://www.coralgables.com/pzb)) once the meeting's agenda is published, or by sending an email to [planning@coralgables.com](mailto:planning@coralgables.com) prior to the meeting.

The meeting will also be broadcasted live for members of the public to view on the City's website ([www.coralgables.com/cgtv](http://www.coralgables.com/cgtv)) as well as Channel 77 on Comcast.

Sincerely,  
City of Coral Gables, Florida  
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