

Martinez, Rose

From: Jacqueline and Erik Jorge <jackieanderik305@gmail.com>
Sent: Wednesday, May 27, 2026 7:34 PM
To: Martinez, Rose
Cc: Cottrell, Donna; Chung, Andrew
Subject: Re: 931 Roderigo - Case NOVI-23-09-3248

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Good afternoon, Ms. Martinez,

Thank you for speaking with my husband and me today.

We understand from our conversation that you will not be granting an additional extension on our case, and have sent us a Notice of Intent to Lien. Accordingly, we would be grateful for the opportunity to appear before the board with a status update, and to request an appeal of the Notice of Intent to Lien. We understand all fines and liens will be put on hold pending a resolution of the board, and would appreciate your confirmation of the same.

Based on the communications previously received, we had understood that the case would remain open pending the demolition permit issuance, but the fees and lien notice were a complete surprise to us. I specifically asked about fees/penalties various times in my emails (see *November 6th and November 12th emails below*), and at no point were we informed that code enforcement fines would accrue while we actively pursued the demolition permit in good faith.

As I tried to explain during today's call, Miami-Dade DERM approval remains in process since January, and we believed it would be more appropriate not to utilize the City's review resources with piecemeal submissions while that outside agency approval remained pending. The other requirements, including the temporary fence permit, have been worked on in parallel and satisfied.

We look forward to receiving the board date and remain committed to working cooperatively with the City toward full resolution of the matter.

Best regards,
Jackie

--

Erik S. Jorge and Jacqueline S. Durand
T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com

On Wed, Nov 12, 2025 at 11:02 AM Martinez, Rose <rmartinez@coralgables.com> wrote:

Ms Durand –

Let me brake this down for you and make this as clear as possible for you:

In reference to fees –

- The only fee you have for Code Enforcement is the admin fee for the case that went to Code Board, NOVI-23-09-3248. Again, Ms Donna will send you the invoice shortly. Once the permit BLDR-25-11-8403 is in Status ISSUED, I can close the case as RESOLVED, and nothing else will be required from your end.

Any other fees for permits that you are submitting are not under CODE, and therefore I cannot put any fees on hold on your behalf. All permits and fees are different depending on the permit, and some are required prior to any work commencing. Therefore, I cannot assist with your request unfortunately.

Suggestion: Once your General Contractor is ready for demolition, I highly recommend that they reach out to me via email requesting a jobsite meeting. I would extend a courtesy and discuss with your contractor the requirements for the construction job site, going over several things they will need to ensure when the property is undergoing construction if they are not familiar with the requirements and code of Coral Gables.

Hope, this helps and clarifies your questions.

Best,

Rosie



Rose M. Martinez

Code Enforcement Officer

Development Services

427 Biltmore Way, Coral Gables, FL 33134 /

Office / 305-460-5291 Mobile / 786-562-6291

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Check your permit status, pay permit fees, and request inspections online? Click this link and follow the directions prompted on the website:

<https://edenweb.coralgables.com/Default.asp?Build=PM.pmPermit.SearchForm&utask=normalview>

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From: Jacqueline and Erik Jorge <jackieanderik305@gmail.com>

Sent: Wednesday, November 12, 2025 10:34 AM

To: Martinez, Rose <rmartinez@coralgables.com>

Cc: Delgado, Martha <mdelgado@coralgables.com>; Cottrell, Donna <dcottrell@coralgables.com>

Subject: Re: 931 Roderigo - Case NOVI-23-09-3248

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Hi Rose,

Thank you, we look forward to receiving the invoice and will pay it as soon as it is received.

What I would appreciate your help understanding is if fees/penalties will be put on the hold while we're working on the demolition permit? I understand the case will not be resolved until the permit is issued, but we want to avoid any fees/penalties while we are working on this (per the code board we attended) and understanding the progress that has been made in the last few months.

Thank you,

Jackie

Erik S. Jorge and Jacqueline S. Durand
T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com

On Wed, Nov 12, 2025 at 10:29 AM Martinez, Rose <rmartinez@coralgables.com> wrote:

Ms Durand –

Please note, payment is needed for your CODE BOARD / NOVI-23-09-3248 for administrative fees, for going to Code Board.

Ms Donna will forward an invoice to your attention. Once you receive that, and you submit payment, please let us know, so we can make the necessary notations in the case.

Then, once the permit is in ISSUED status, I can close out the case.

Therefore, both things need to take place in order for the case to be CLOSED RESOLVED.

Best, Rosie



Rose M. Martinez

Code Enforcement Officer

Development Services

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From: Jacqueline and Erik Jorge <jackieanderik305@gmail.com>

Sent: Wednesday, November 12, 2025 10:24 AM

To: Martinez, Rose <rmartinez@coralgables.com>

Cc: Delgado, Martha <mdelgado@coralgables.com>; Cottrell, Donna <dcottrell@coralgables.com>

Subject: Re: 931 Roderigo - Case NOVI-23-09-3248

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Good morning, Rose,

I have reached out to the contractor working on the demotion to follow up on the required documents as I understood they were submitted.

With respect to payment, full payment was submitted yesterday morning and attached is the payment confirmation. This is also reflected online, as you may see in the picture below. The BOA approved with comments and those have been reflected in the full suite of documents submitted for the master permit of the new construction - there is nothing pending there.

Permit Number: BLDR-25-11-84

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:

FBC Residential - New Construction

Status:

Submitted - Online

Project Name:

We would appreciate if you could confirm if this is sufficient to avoid any penalties/fees while we wait for Coral Gables to issue the necessary permits or if we need to go in front of the compliance board again to share our progress. I now have a newborn and my husband is off paternity leave, so we need to know this as soon as possible in order to organize ourselves.

Thank you,

Jackie

Erik S. Jorge and Jacqueline S. Durand
T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com

On Wed, Nov 12, 2025 at 9:35 AM Martinez, Rose <rmartinez@coralgables.com> wrote:

Ms. Durand, Good morning.

After reviewing your case here are some comments for your review:

Permit Number: BLDR-25-11-8403. – Status is in DENIED –

- **INCOMPLETE - SUBMITTAL NEED, NEED TO SUBMIT, GAS CLEARANCE LETTER, HISTORICALLY SIGNIFICANT LETTER, TREE PROTECTION PLAN, OWNER'S LETTER, FP&L DISCONNECT, UTILITIES CLEARANCE LETTER FROM THE CONTRACTOR, PLEASE REVIEW THE ONLINE REQUIREMENTS FOR DEMO'S.**

Plan Number: BOAR-25-05-1160 – Status approved with comments -

- ***MOTION APPROVED AS NOTED WITH THE FOLLOWING COMMENTS: 1. ADD COLUMNS TO UPPER BALCONY TO CREATE MORE DETAIL AND APPROPRIATE SCALE. 2. REMOVE STEPPED FACADE AT UPPER BEDROOM TO KEEP IN THE SAME PLANE. 3. ADD MORE MASS TO SIDE WALLS AT FRONT ENTRY ARCH. 4. RELOCATE SCUPPERS OFF FRONT ELEVATION. 5. STUDY MOLDINGS AND DETAILS FOR APPROPRIATE SCALE.**

Payment pending for administrative cost for Code Board Hearing –

- **Invoice will be sent to your address for payment.**

To conclude as soon as payment is received for NOVI-23-09-3248 and Permit BLDR-25-11-8403 is in Status ISSUED, the case will be closed as resolved, and no further action is required.

@Cottrell, Donna – Please issue invoice for this case, email invoice to Ms. Durand at: jackieanderik305@gmail.com. Ms. Durand, once you have submitted payment please ensure that you notify everyone in this string that payment has been submitted.

Thank you,

Rosie



Rose M. Martinez

Code Enforcement Officer

Development Services

[427 Biltmore Way, Coral Gables, FL 33134 /](#)

[Office / 305-460-5291](#) [Mobile / 786-562-6291](#)

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From: Jacqueline and Erik Jorge <jackieanderik305@gmail.com>

Sent: Monday, November 10, 2025 3:09 PM

To: Delgado, Martha <mdelgado@coralgables.com>

Cc: Martinez, Rose <rmartinez@coralgables.com>
Subject: Re: 931 Roderigo - Case NOVI-23-09-3248

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Thank you very much, Martha.

Kind regards,

Jackie

Erik S. Jorge and Jacqueline S. Durand
T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com

On Mon, Nov 10, 2025 at 2:44 PM Delgado, Martha <mdelgado@coralgables.com> wrote:

Good afternoon,

Rose Martinez is off today but she will reach out to you tomorrow. I have removed Terri Sheppard from the email thread since she is no longer in the Code Enforcement Division.

Thank you,



Martha S Delgado

Code Enforcement Field Supervisor

Development Services

[427 Biltmore Way, Coral Gables, FL 33134](#) / 305-460-5325

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From: Jacqueline and Erik Jorge <jackieanderik305@gmail.com>

Sent: Monday, November 10, 2025 2:29 PM

To: Martinez, Rose <rmartinez@coralgables.com>

Cc: Sheppard, Terri <tsheppard@coralgables.com>; Delgado, Martha <mdelgado@coralgables.com>

Subject: Re: 931 Roderigo - Case NOVI-23-09-3248

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Good afternoon,

I hope you are all doing well!

A kind follow up on the email below. Please let us know.

Many thanks,

Jackie

Erik S. Jorge and Jacqueline S. Durand
T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com

On Thu, Nov 6, 2025 at 5:55 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good afternoon, Rose, Terri,

I hope you are doing well. Please see below an update with respect to [931 Roderigo Avenue, Coral Gables, FL 33134](#):

- **Demolition:**
 - We have submitted a request for the demolition permit: Permit Number: BLDR-25-11-8403. Our contractor, Veloz Contractors, is working with a permit runner to expedite the process. As soon as we receive the permit, we are ready to proceed with the demolition.

- **New Construction:**
 - We received BOA approval on September 5, 2025. Plan Number: BOAR-25-05-1160.
 - We have submitted the request for the master permit: BLDR-25-11-8417. Our architect, Stuart Debowsky from Debowsky Design Group, is working with MED Permit Expeditors to ensure we process everything necessary to begin the new construction as soon as possible.

As you may see above, we are proceeding with the demolition and new construction master permit in parallel in order to be most efficient.

Please let us know if this is sufficient to avoid any penalties/fees while we wait for Coral Gables to issue the necessary permits or if we need to go in front of the compliance board again to share our progress.

Thank you,

Jackie

On Wed, May 21, 2025 at 6:29 PM Martinez, Rose <rmartinez@coralgables.com> wrote:

Ms. Durand;

Thank you for your email communication.

However, I will be proceeding with the case. Once you meet with BOA and the board deems that you are allowed to demolish the existing home, and the demolition has been completed I can then close out the case, not before.

Your case BOAR-25-05-1160 is scheduled for next week **05/29/2025**.

As mentioned on the Notice of Violation posted; I am scheduled for a follow up inspection on **June 09, 2025**.

Please keep me posted on any new information relevant to any decisions made by the BOA.

Cordially,

Rosie



Rose M. Martinez

Code Enforcement Officer

Development Services

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From: Jacqueline and Erik Jorge <jackieanderik305@gmail.com>

Sent: Wednesday, May 21, 2025 4:29 PM

To: Martinez, Rose <rmartinez@coralgables.com>

Cc: Sheppard, Terri <tsheppard@coralgables.com>

Subject: Re: 931 Roderigo - Case NOVI-23-09-3248

CAUTION: External Sender. Please do not click on links or open attachments from senders you do not trust.

Good afternoon, Rose,

I hope you are doing well!

As mentioned on the phone last week, we are scheduled to present in front of the BOA next week, and our plan number is BOAR-25-05-1160. We hope the BOA accepts our new set of plans for our single-family new construction, and we will keep you updated.

Kind regards,

Jackie

--

Erik S. Jorge and Jacqueline S. Durand

T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com

On Tue, Nov 26, 2024 at 3:46 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good afternoon, Terri,

I hope you are doing well and having a great week. Thank you for the call on Friday, November 15th.

As discussed, we have unfortunately hit a difficulty in our renovation plans. All City of Coral Gables reviewers have accepted our plans except for Zoning, due to an extremely negligent error committed by our project management company/engineer. The proposed ground area coverage is over the 35% allowance, so Steven commented that "the proposed addition requires a reduction of 257 square feet to comply, adjust plan accordingly". Since this adjustment would mean restructuring the addition to the house, Steven noted we will need to go through the whole permitting process again. He said if we go to the City to explain the situation/take notes/discuss any comments during each submission with each reviewer, then we should be able to get the plans approved in 3-6 months, hopefully. We are changing our contractor and architect/engineer as this is an error that should have been noticed in the very first draft of the plans, not after over 15 months in the permitting process (our first submission to the City of Coral Gables was on August 23, 2023...).

Type:	FBC Residential - Addition/ Exterior Renovations
Applied Date:	08/18/2023
District:	City of Coral Gables
Square Feet:	448.00
Description:	Addition, Full inte

- Summary
- Locations
- Fees
- Review

FBC Residential Building - Addition

Submittal Status

Requires Re-submit

We are extremely frustrated and deflated, as we truly thought our renovation would be well underway by this point and that we would have remedied the code compliance citation, as well. I wanted to ask you for advice on what alternatives are available to remedy the code compliance citation. Would re-tarping the roof with a brand new tarp be sufficient until we are approved for the Master Permit next year, or if we do roof repairs to remove the tarp, would that be sufficient? Our conundrum is that we still want to proceed with an addition, though smaller than initially anticipated, so it does not make sense to have a new roof yet

until the addition is built, which we cannot begin working on until the City of Coral Gables approves our plans.

You can see both in the permit submissions (BDLR-23-08-4121) and in this email thread that we have been working diligently and consistently providing updates and trying to move this project forward as quickly as possible. Please help us with an alternative that would work until we can finally begin construction. I am available by phone at 786-624-1207 if it is helpful to discuss this on a call.

Thank you for your understanding.

Kind regards,

Jackie

On Mon, Oct 28, 2024 at 2:17 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good afternoon, Lynn,

I hope you are doing well! As an update, the plans have been submitted for the City's review again. Kindly see a screenshot below.

FBC Residential Building - Addition

Submittal Status

In Review

Received Date

10/25/2024

Zoning • In Review • Rodriguez - Zoning Steven •

Structural • In Review • Guth - Structural Paul •

Kind regards,

Jackie

On Mon, Sep 30, 2024 at 6:20 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good evening, Lynn,

I hope all is well.

Today, September 30th, we just finished another review cycle of our plans, and although many of the comments were cleared, we still have some comments from Zoning, Structural, and City Architect that are being reviewed and actioned by our architect. We are working on the revised plans and will submit them as soon as possible, and I will send you another email once that has been completed.

Permit Number: BLDR-23-08-4121

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	FBC Residential - Addition/ Exterior Renovations
Applied Date:	08/18/2023
District:	City of Coral Gables
Square Feet:	448.00
Description:	Addition, Full interior remodel

- [Summary](#)
- [Locations](#)
- [Fees](#)
- [Reviews](#)

FBC Residential Building - Addition

Kind regards,
Jackie

On Mon, Aug 26, 2024 at 5:48 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good evening, Lynn,

As an update, the plans were resubmitted this afternoon under Permit Number: BLDR-23-08-4121.

Kind regards,

Jackie

On Tue, Aug 13, 2024 at 10:39 AM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good morning, Lynn,

As an update, we should re-submitting the plans next week. I will let you know as soon as they appear on the system.

Happy Tuesday!

Kind regards,

Jackie

On Wed, Jul 31, 2024 at 2:11 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good afternoon, Lynn,

I hope all is well.

As an update, Cutting Edge met with structural (Paul), building (Isis), and zoning (Stevan) each through Zoom the week of July 8th. They were able to review the response sheets and plans as the uploads did not appear correctly on their system. They requested a few more structural calculations and changes to the plans/response sheet, which were completed last week.

As agreed, Cutting Edge has sent the revised plans and response sheet via email to structural (Paul), building (Isis), and zoning (Stevan) for their review before uploading to the Coral Gables permit website. We expect them to respond by next week, as building (Isis) advised that they would be out of town until August 7th. Once the plans are approved by email, we will re-submit everything through the permit website.

Kind regards,

Jackie

On Tue, Jul 9, 2024 at 2:48 PM Jacqueline and Erik Jorge <jackieanderik305@gmail.com> wrote:

Good afternoon, Lynn,

I hope you had a great 4th of July!

As an update, the last set of plans submitted was disapproved on Friday, July 5th. There is a possible disconnect between what is being submitted and what is being reviewed (for example, the attached narrative that I shared with you on June 20 was submitted, but the City is not seeing the narrative) so our project manager, Cutting Edge, and our architect, Nathan Pritchard, Red Spear Design, are coordinating a meeting with each of the reviewers for the disciplines pending approval - Zoning, Structural, City Architect, Building - so we can figure out the best way to move forward.

We will continue working on getting our permits approved so we may begin construction, including the roof replacement, as soon as the permits are approved.

Best regards,

--

Jacqueline Stephanie Durand
T: 786.624.1207 | Jackieanderik305@gmail.com

On Tue, Jun 25, 2024 at 1:21 PM Jacqueline and Erik Jorge
<jackieanderik305@gmail.com> wrote:

Thank you, Lynn. I've included a screenshot below showing the new submission is now under review by the City. We hope the re-submitted plans are approved by the City so we can move forward.

FBC Residential Building - Addition

Submittal Status

Received

In Review

06/24/2

Zoning • In Review • Rodriguez - Zoning Ste

Structural • In Review • Guth - Structural Pa

Kind regards,

Jackie

On Mon, Jun 24, 2024 at 9:56 AM Schwartz, Lynn <lschwartz@coralgables.com> wrote:

Please Note: Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

Erik S. Jorge and Jacqueline S. Durand
T: 786.566.8088 | T: 786.624.1207 | Jackieanderik305@gmail.com