

May 4, 2023



**CITY OF CORAL GABLES**  
Code Enforcement Division  
427 Biltmore Way, 2nd floor

Before the Code Enforcement Board  
in and for the City of Coral Gables  
Dade County, Florida

91 7108 2133 3932 5953 4505

**Summons to Appear**

The City of Coral Gables  
vs

Case #: NOVI-22-05-0421

ZONIA L DEL PORTILLO  
639 Velarde Avenue  
Coral Gables, FL 33134-7044

Folio: 0341170043320

You, as the Owner and/or Occupant of the  
premises at:

639 Velarde Avenue

are in violation of the following sections of the City Code of the City of Coral Gables:

Exterior Alterations without Permit - Section 14-202.8. Zoning permit.

No person shall commence or cause to be commenced any miscellaneous work, which does not otherwise require a building permit, which affects the aesthetics, appearance, or architectural design of any structure, site or site improvements until an application for a zoning permit therefore has been previously filed with the Development Services Department. No such miscellaneous work which affects the aesthetics, appearance, or architectural design of any structure, site or site improvements shall commence until a permit has been issued by the City in every case where the cost of such proposed work exceeds five hundred (\$500) dollars in labor and materials. All work done under and pursuant to any zoning permit shall conform to the approved plans and/or specifications.

Code Enforcement Officer Comments: Installing french doors on front of house and windows on second floor facing east.

**The following steps should be taken to correct the violation:**

Remedy:

Must obtain all permits and approvals.

As a result of the above violation(s), a complaint has been filed against you and you are hereby commanded to appear before the Code Enforcement Board for a hearing on **5/17/2023** at **8:30AM** in the Commission Chambers, located on the second floor of:

**City Hall**  
**405 Biltmore Way**  
**Coral Gables, FL 33134**

This is your notice to appear at said time and place. Failure to do so will result in the matter being heard in absentia. An administrative fee of \$108.75 will be assessed at the time of your hearing.

Please be advised that if someone will be attending the hearing on your behalf, he or she must provide a power of attorney from you at the time of the hearing

**If this notice pertains to failure to maintain a historic structure, please be advised that:**

- **You may be subject to substantial fines that may not be mitigated.**
- **You may also be required to repair or restore the historic structure.**
- **If the historic structure is allowed to deteriorate to the point where it must be demolished:**
  - **the City Code requires that you replace the structure with a similar historically-appropriate structure; and**
  - **the property will no longer qualify for an historic preservation tax exemption.**

**Kenneth Vilato**

Code Enforcement Officer  
**[kvilato@coralgables.com](mailto:kvilato@coralgables.com)**  
**(305) 460-5388**

*Dewi Sheppard*

Code Enforcement Clerk