



# City of Coral Gables Planning and Zoning Staff Report

Applicant: City of Coral Gables  
Application: **Zoning Code Text Amendments – Door Hangers**  
Public Hearing: Planning and Zoning Board  
Date & Time: **April 10, 2024; 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 is requesting review and consideration of the following:

*An Ordinance of the City Commission of Coral Gables, Florida, providing for text amendments to the City of Coral Gables Official Zoning Code Article 15, “Notices,” Section 15-102, “Notice,” to require door hangers as an additional notification for required public information meetings for multi-family and mixed-use projects, providing for repealer provision, severability clause, codification, and providing for an effective date.*

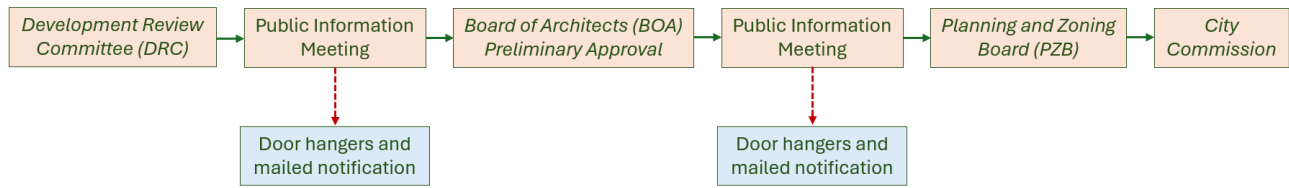
The request requires three public hearings, including review and recommendation by the Planning and Zoning Board, and 1st and 2nd Reading before the City Commission.

## 2. BACKGROUND INFORMATION

The City values and prioritizes government-to-resident communication to help foster a sense of community and engagement amongst residents. Notices provide a foundation for better understanding and knowledge of government actions. The City seeks to improve communication and encourage discussion on development that impacts neighbors earlier in the development review process.

As requested by a Commissioner, Staff prepared a Zoning Code text amendment to require an Applicant to provide door hangers as an additional type of notification to surrounding properties within the identified mail notification radius for public information meetings that discuss proposed multi-family and mixed-use projects. Recently adopted, Zoning Code Section 15-102(D) requires Applicants to host two public information meetings for proposed projects on building sites greater than 20,000 square feet – the first to occur prior to preliminary review by the Board of Architects and the second prior to Planning and Zoning Board. Therefore, the proposed amendment requires the doorhangers to be distributed before each public information meeting. In addition, the amendment requires the Applicant’s door hangers to provide the website and QR Code for residents to sign up for all future notices as to the property. All other requirements for the public information meeting would remain. The below flowchart illustrates the proposed change to the sequence of the public review process:

*Proposed Change*  
*For MX and MF projects on building sites greater than 20,000 square feet*



### 3. PROPOSED ZONING CODE TEXT AMENDMENTS

The proposed Zoning Code text amendments are provided below in ~~striketrough~~/underline format.

#### Article 15. Notices

Section 15-102. Notice.

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D. Applicants required public information meeting. All applicants filing applications requiring a public hearing before the Planning and Zoning Board and City Commission shall conduct a minimum of one (1) public information meeting, a minimum of fourteen (14) days in advance of the Planning and Zoning Board public hearing. An additional public information meeting shall be required prior to the Board of Architects preliminary review meeting for proposed buildings and structures on building sites of twenty thousand (20,000) square feet or more. These meetings shall be conducted by the applicant representatives to inform surrounding property owners, neighborhoods, homeowners associations, interested parties, etc. of pending applications under review by the City. As a minimum the following shall be completed and provided:

1. Notification to all surrounding property owners within the identified mail notification radius as provided within Section 15-102.C. or additional mail notification radius as determined by the Development Review Official.
2. The mail notice and door hanger notice(s) shall provide the website and QR Code for residents to sign up for all future required notices as to the property.
3. Multi-family and Mixed-Use projects shall require door hangers as an additional notification for required public information meetings prior to review.
4. The meeting is conducted on the subject property or in a location that is convenient to surrounding property owners.
5. Copy of forwarded notice.
6. Listing of all mailing addresses of all parties notified.
7. Meeting attendance records including the property owner addresses and other applicable contact information.
8. Meeting summary minutes or verbatim record as determined by the Development Review Official.

Above items ~~5~~ 6 through ~~7~~ 8 shall be provided to the Development Review Official seven (7) days after the public information meeting. It is recommended these meetings occur after the application has undergone preliminary review by City Staff. This will ensure City review and comments are included as a part of the information provided to the interested parties. The Development Review Official may require additional public information meetings and notice to provide for further public input and dissemination of information.

**4. REVIEW TIMELINE / PUBLIC NOTICE**

**City Review Timeline.** The submitted application has undergone the following City meetings to solicit input and reviews:

MEETINGS, REVIEW COMMITTEES, AND BOARDS	DATE
Planning and Zoning Board	04.10.24
City Commission – First Reading	04.16.24
City Commission – Second Reading	TBD

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

PUBLIC NOTICE	DATE
Legal advertisement	03.25.24
Posted agenda and Staff report on City web page/City Hall	04.05.24

**5. FINDINGS OF FACT**

In accordance with Section 14-212.5 of the Zoning Code, the Planning and Zoning Board shall not recommend adoption of, and the City Commission shall not adopt, text amendments to the Zoning Code unless the text amendment:

Standard	Staff Evaluation
1. Promotes the public health, safety, and welfare.	The intent of the proposed amendment is to respect and encourage the rights of affected persons to participate in the City’s development review and planning. The amendment requires door hangers as an additional notification for public information meetings discussing proposed multi-family and mixed-use projects on buildings sites greater than 20,000 sf and requires the door hangers to include a website and QR Code for residents to sign up for all future notices as to the property. The proposed amendment aims for additional public notification for public information meetings to promote effective government communication with the public. Impacted neighbors and the public will be able to

	advocate and/or voice any concerns, reservations, suggestions they may have that affect their health, safety, and welfare.
2. Does not permit uses the Comprehensive Plan prohibits in the area affected by the text amendment.	The proposed text amendment does not permit uses the Comprehensive Plan prohibits.
3. 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 impact densities or intensities.
4. 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 will not affect the level of service for public infrastructure. Each proposed development will be reviewed by Staff to meet the concurrency requirements.
5. Does not directly conflict with any objective or policy of the Comprehensive Plan.	The proposed amendment does not directly conflict with any goal, objective or policy of the Comprehensive Plan. The proposed amendment meets Objective GOV-1.1., Policy GOV-1.1.1, Policy GOV-1.1.2, Policy GOV-1.1.3., Policy GOV-1.1.4., and Policy GOV-1.2.3.

**Staff comments:** Staff finds that all five of these criteria are **satisfied**.

**Consistency Evaluation of the Comprehensive Plan (CP) Goals, Objectives and Policies**

The Planning and Zoning Division has reviewed the CP and finds the following CP Goals, Objectives and Policies are applicable. Consistent CP Goals & Objectives and Policies are as follows:

Ref. No.	CP Goal, Objective and Policy	Basis for Consistency
1.	<b>Objective GOV-1.1.</b> Provide ample and effective opportunities for public participation at all levels of City of Coral Gables governance and decision-making.	Complies
2.	<b>Policy GOV-1.1.1.</b> Strengthen strategies and processes to promote effective opportunities for public participation at all levels of City governance and decision-making.	Complies
3.	<b>Policy GOV-1.1.2.</b> Promote public outreach and participation including but not limited to the following: workshops; public meetings; public hearings; neighborhood meetings; electronic mailings; regular mailing; newspaper advertisements; property posting; City webpage posting; cable TV; city radio; E-News electronic newsletter; citizen boards and committees.	Complies

Ref. No.	CP Goal, Objective and Policy	Basis for Consistency
4.	<b>Policy GOV-1.1.3.</b> Enhance communication between residents, civic and cultural organizations, and the City Boards/Committees and City Commission beyond legal requirements and beyond traditional mediums, specifically by electronic media, and other easily accessible methods.	Complies
5.	<b>Policy GOV-1.1.4.</b> Encourage the formation of neighborhood and civic organizations to facilitate effective participation in the community; build relationships between City staff and organizations to enhance communication between the parties with the intent of providing an additional opportunity to communicate with City staff, applicable boards/committees, and the City Commission.	Complies
6.	<b>Policy GOV-1.2.3.</b> Provide education for policy and decision makers, staff, and the public on all planning related matters, including but not limited to the Comprehensive Plan, other local, regional and state land planning requirements.	Complies

**Staff comments:** The proposed text amendment to Section 15-102 “Notice” aims to improve public participation in the development review and planning processes by requiring door hangers as an additional notification for required public information meetings discussing proposed multi-family and mixed-use projects on building sites greater than 20,000 square feet. The request fulfills the goals, objectives, and policies of the Coral Gables Comprehensive Plan, such as Objective GOV-1.1., Policy GOV-1.1.1, Policy GOV-1.1.2, Policy GOV-1.1.3., Policy GOV-1.1.4., and Policy GOV-1.2.3. These multiple policies encourage public input early and throughout decision-making processes.

**6. STAFF RECOMMENDATION**

The Planning and Zoning Division recommends **approval**.

**7. ATTACHMENTS**

A. Legal Advertisement.

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  
 Planning Official  
 City of Coral Gables, Florida



**City of Coral Gables, Florida  
Notice of Public Hearing  
HYBRID MEETING on Zoom platform**

**Local Planning Agency / Planning and Zoning Board  
Wednesday, April 10, 2024, 6:00 p.m.**

**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 Mid-Rise Intensity" for a Portion of Tract A and Lots 27 through 31, Block 156, Riviera Section Part 8 (1250 S Dixie Highway), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date (Legal description on file).
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," from Mixed Use 1 (MX1) to Mixed Use 2 (MX2) for a Portion of Tract A and Lots 27 through 31, Block 156, Riviera Section Part 8 (1250 S Dixie Highway), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date (Legal description on file).
3. An Ordinance of the City Commission of Coral Gables, Florida providing for a text amendment to the City of Coral Gables Official Zoning Code, Appendix A, "Site Specific Zoning Regulations," Section A-83, "Riviera Section Part 8" to remove Lots 27 through 31, Block 156 from the Floor Area Ratio (FAR) and building height limitations to allow for an increase in FAR and building height provided by the underlying zoning, Riviera Section Part 8 (1250 S Dixie Highway), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date (Legal description on file).
4. An Ordinance of the City Commission of Coral Gables, Florida, 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 forty-five (45) foot wide alley which is approximately one hundred twenty-five (125) feet in length lying between Tract A and Lots 27 through 31, Block 156, Riviera Section Part 8 (1250 S Dixie Highway), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date (Legal description on file).
5. An Ordinance of the City Commission of Coral Gables, Florida approving a Planned Area Development (PAD) pursuant to Zoning Code Article 14, "Process," Section 14-206, "General Procedures for Planned Area Development" for a proposed mixed-use project referred to as "The Mark" on the property legally described as a Portion of Tract A, together with Lots 27 through 31, and together with that portion of the 45-foot platted alley, Block 156, Riviera Section Part 8 (1250 S Dixie Highway), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date (Legal description on file).
6. A Resolution of the City Commission of Coral Gables, Florida approving mixed-use site plan review pursuant to Zoning Code Article 14, "Process" Section 14-203, "Conditional Uses," for a proposed mixed-use project referred to as "The Mark" on the property legally described as a Portion of Tract A, together with Lots 27 through 31, and together with that Portion of the 45-foot platted alley, Block 156, Riviera Section Part 8 (1250 S Dixie Highway), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date (Legal description on file).
7. An Ordinance of the City Commission of Coral Gables, Florida, approving the vacation of a public right-of-way 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 seventy (70) foot wide Biltmore Drive between Lots 1 and 2 in Block 25 and Lot 1 in Block 27, Riviera Section Part 1 (757 Blue Road), Coral Gables, Florida; providing for a repealer provision, severability clause, and providing for an effective date. (Legal description on file).
8. An Ordinance of the City Commission providing for text amendments to the City of Coral Gables Official Zoning Code Article 15, "Notices," Section 15-102, "Notice," to require door hangers as an additional notification for required public information meetings for multi-family and mixed-use projects, providing for repealer provision, severability clause, codification, and providing for an effective date.

The Planning and Zoning Board will be holding its board meeting on Wednesday, April 10, 2024, commencing at 6:00 p.m. Pursuant to Resolution No. 2021-118, the City of Coral Gables has returned to traditional in-person meetings. However, the City Commission has established the ability for the public to virtually provide sworn testimony or public comments (non-sworn and without evidentiary value). Any individual who wishes to provide sworn testimony virtually must have their video on and must be sworn in.

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: (<https://coralgables.granicusideas.com/meetings>) 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.