

**RULES OF PROCEDURES FOR VIRTUAL MEETINGS OF THE
CORAL GABLES CONSTRUCTION REGULATION BOARD**

(CORONAVIRUS/COVID-19)



These rules are adopted in addition to the Rules of Procedure adopted by the City Commission in Resolution Nos. 2020-74 and 2020-90, as may be amended, which are incorporated herein by reference. Given the unique nature of Construction Regulation Board (CRB) hearings, these Rules of Procedure are necessary in order to provide additional details particular to conducting of virtual hearings of the CRB. These rules shall be applicable to fully virtual hearings or hybrid hearings (wherein a quorum of the CRB is present in person while other CRB members, staff, witnesses, property owners/representatives, and other participants appear virtually). All notices of and summonses to appear at virtual CRB hearings shall include notice of the following procedures:

HEARING:

The video conference platform Zoom will be used for virtual CRB hearings. Your electronic device (computer, smartphone) must have the microphone, audio, and camera enabled. If you do not have access to an electronic device with audio and a camera enabled, a computer with Zoom capabilities will be available in the courtyard at City Hall.

In advance of the hearing date, please review the following rules of procedure carefully as they contain important instructions and deadlines for submission of exhibits. In addition, please also review Resolution Nos. 2020-74 and 2020-90 which contain general rules of procedure that also apply to hearings before the Construction Regulation Board (available at <https://bit.ly/33byeZy> and <https://bit.ly/3373Hw5>, and also available upon request made to vgoizueta@coralgables.com). Anyone attending a hearing must do so by following these instructions:

1. Go to <https://zoom.us/>.
2. Click on “Join a Meeting” at the top of the page, right of center.
3. Enter the Meeting ID: [91390390031](https://zoom.us/j/91390390031)
4. Click “Join”

RULES OF PROCEDURE:

1. Upon commencement of the hearing, the Chair of the CRB shall provide an explanation of the hearing procedures.
2. The Chair shall proceed to call the cases listed by the agenda.
3. Once each case is called, those who will be testifying during the hearing shall be sworn in. All persons testifying must appear by video conference as required by the rules of procedure adopted by Resolution No. 2020-90.
4. Each case before the CRB shall be presented by the Building Official or his designee.
5. The hearing need not be conducted in accordance with the formal rules relating to evidence and

witnesses, but fundamental due process shall be observed and shall govern the proceedings. Any relevant evidence shall be admitted if the Chair finds it competent and reliable, regardless of the existence of any common law or statutory rule to the contrary. Hearsay evidence may be accepted for the purpose of supplementing or explaining any direct evidence, but such hearsay evidence shall not in and of itself be considered sufficient to support a finding or decision unless the evidence would be admissible over objections in a civil action.

6. IF YOU WISH TO INTRODUCE EXHIBITS AS EVIDENCE, YOU MUST PROVIDE THE CITY WITH A COPY OF THOSE EXHIBITS AT LEAST 5 DAYS PRIOR TO THE HEARING. PLEASE EMAIL YOUR EXHIBITS TO vgoizueta@coralgables.com AND INCLUDE THE PROPERTY ADDRESS AND CASE NUMBER IN YOUR EMAIL.
 - a. A list of all proposed exhibits and a copy of the proposed exhibits shall be provided in a format that is easily viewable on the Zoom platform. All exhibits shall be clearly labeled to allow for efficient retrieval and display on the Zoom platform during the hearing.
7. Each party shall have the right to call and examine witnesses; to introduce exhibits; to cross examine opposing witnesses on any matter relevant to the issues, even though that matter was not covered in the direct examination; to impeach any witnesses regardless of which party first called that witness to testify; and to offer rebuttal of the evidence.

Should you wish to review the Construction Regulation Board case exhibits prior to the hearing, you may access them at <https://coralgables.legistar.com/Calendar.aspx> or email your request to vgoizueta@coralgables.com and include the property address and case number.

NOTICE:

Virtual CRB hearings will be noticed in the same manner and at the same locations as all quasi-judicial meetings are typically noticed (including mailed notice, as may be required by the City Code or Zoning Code). The Zoom conference number (along with instructions) will be published on the agenda and will be included everywhere that the meeting is noticed.

All notices will make clear that City Hall will be closed to the public except the courtyard, for those who do not have the ability to remotely participate in the hearing by video conference. All notices will provide the address and specific location of the area where a computer will be available for those wishing to testify.

All notices will provide that any person needing an accommodation in order to listen to or participate in the meeting should contact the City's ADA Coordinator, Raquel Elejabarrieta at: 305-722-8686, TTY/TDD 305-442-1600 or relejabarrieta@coralgables.com.

MINUTES/TRANSCRIPT:

Minutes, a transcript, and/or recording of the meeting will be kept as customary.