



City of Coral Gables Planning and Zoning Staff Report

Applicant: City of Coral Gables
Application: **Zoning Code Text Amendments – Board Attendance**
Public Hearing: Planning and Zoning Board
Date & Time: **July 2, 2025; 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 a text amendment to the City of Coral Gables Official Zoning Code, amending Article 14 "Process" to revise attendance requirements for the Planning and Zoning Board, Board of Adjustment, the Historic Preservation Board and the Code Enforcement Board; providing for severability, repealer, codification, and an effective date.

The request requires three (3) 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 of Coral Gables seeks to promote accountability and active participation from all members of its Planning and Zoning Board, Board of Adjustment, the Historic Preservation Board, and the Code Enforcement Board.

The proposed Zoning Code text amendment is accompanied with a City Code text amendment that revises attendance requirements to ensure that members fulfill their responsibilities and obligations to the community and clarify that excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

This text amendment, along with the City Code text amendments, were reviewed and approved on First Reading by the City Commission on June 10, 2025.

3. PROPOSED ZONING CODE TEXT AMENDMENT

The proposed Zoning Code text amendment is provided below in ~~striketrough~~/underline format.

ARTICLE 14. PROCESS

Section 14-102. Planning and Zoning Board

Section 14-102.2. Membership; Terms; Vacancies; Removal.

D. Removal. Any member of the Planning and Zoning Board may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

Section 14-104. Board of Adjustment

Section 14-104.2. Membership; Terms; Vacancies; Removal.

D. Removal. Any member of the Board of Adjustment may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

Section 14-105. Historic Preservation Board

Section 14-105.2. Membership; Terms; Vacancies; Removal.

D. Removal. Any member of the Historic Preservation Board may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

Section 14-106. Code Enforcement Board

Section 14-106.2. Membership; Terms; Vacancies; Removal.

D. Removal. Any member of the Code Enforcement Board may be removed with or without cause by a majority vote of the City Commission. Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period. A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

4. 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	07.02.25
City Commission – 1 st Reading	06.10.25
City Commission – 2 nd Reading	TBD

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

PUBLIC NOTICE	DATE
Legal advertisement	06.20.25
Posted agenda and Staff report on City web page/City Hall	06.27.25

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 these land Zoning Code unless the text amendment:

Standard	Staff Evaluation
a. Promotes the public health, safety, and welfare.	The proposed zoning amendment promotes public health, safety, and welfare by providing accountability and active participation from all members of its public boards.
b. Does not permit uses the Comprehensive Plan prohibits in the area affected by the text amendment.	The proposed zoning text amendment does not permit any land uses that are prohibited by the City's Comprehensive Plan.
c. Does not allow densities or intensities in excess of the densities and intensities which are permitted	The proposed amendment does not modify or increase the allowable densities or intensities of development.

by the future land use categories of the affected property.

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|--|---|
| 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 amendment 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 does not directly conflict with any objective or policy of the Comprehensive Plan. |
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Staff finds that all five of these criteria are **satisfied**.

6. STAFF RECOMMENDATION

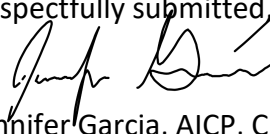
The Planning and Zoning Division recommends **approval**.

7. ATTACHMENTS

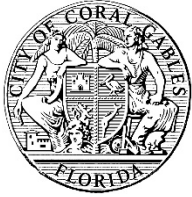
- A. City Commission First Reading packet.

Please visit the City's webpage at 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
Assistant Director of Development Services
for Planning and Zoning
City of Coral Gables, Florida



City of Coral Gables
CITY COMMISSION MEETING
June 10, 2025

ITEM TITLE:

An Ordinance of the City Commission of Coral Gables, Florida providing for a text amendment to the City of Coral Gables Official Zoning Code, amending Article 14 "Process" to revise attendance requirements for the Planning and Zoning Board, Board of Adjustment, the Historic Preservation Board and the Code Enforcement Board; providing for severability, repealer, codification, and an effective date.

BRIEF HISTORY:

The City of Coral Gables seeks to promote accountability and active participation from all members of its Planning and Zoning Board, Board of Adjustment, the Historic Preservation Board and the Code Enforcement Board.

The Ordinance revises attendance requirements to ensure that members fulfill their responsibilities and obligations to the community and clarify that excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

ATTACHMENT(S):

- Draft Ordinance - Amendment to Zoning Code**

FINANCIAL INFORMATION:

No.	Amount	Account No.	Source of Funds
1. NA	NA	NA	NA
Total:			
Fiscal Impact:			
None			

BUSINESS IMPACT:

No impact

CITY OF CORAL GABLES, FLORIDA

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE CITY COMMISSION OF CORAL GABLES, FLORIDA PROVIDING FOR A TEXT AMENDMENT TO THE CITY OF CORAL GABLES OFFICIAL ZONING CODE, AMENDING ARTICLE 14 “PROCESS” TO REVISE ATTENDANCE REQUIREMENTS FOR THE PLANNING AND ZONING BOARD, THE BOARD OF ADJUSTMENT, THE HISTORIC PRESERVATION BOARD AND THE CODE ENFORCEMENT BOARD; PROVIDING FOR SEVERABILITY, REPEALER, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Coral Gables seeks to promote accountability and active participation from all members of its Planning and Zoning Board, Board of Adjustment, the Historic Preservation Board and the Code Enforcement Board; and

WHEREAS, the City Commission desires to revise attendance requirements to ensure that members fulfill their responsibilities and obligations to the community and clarify that excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

NOW THEREFORE BE IT RESOLVED BY THE COMMISSION OF THE CITY OF CORAL GABLES THAT:

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 to read as follows¹:

Article 14. Process

Section 14-102. Planning and Zoning Board

Section 14-102.2. Membership; Terms; Vacancies; Removal.

¹ Deletions are indicated by strikethrough. Insertions are indicated by underline.

D. Removal. Any member of the Planning and Zoning Board may be removed with or without cause by a majority vote of the City Commission. ~~Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period.~~ A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

Section 14-104. Board of Adjustment

Section 14-104.2. Membership; Terms; Vacancies; Removal.

D. Removal. Any member of the Board of Adjustment may be removed with or without cause by a majority vote of the City Commission. ~~Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period.~~ A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

Section 14-105. Historic Preservation Board

Section 14-105.2. Membership; Terms; Vacancies; Removal.

D. Removal. Any member of the Historic Preservation Board may be removed with or without cause by a majority vote of the City Commission. ~~Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period.~~ A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

Section 14-106. Code Enforcement Board

Section 14-106.2. Membership; Terms; Vacancies; Removal.

- D. Removal. Any member of the Code Enforcement Board may be removed with or without cause by a majority vote of the City Commission. ~~Board members shall be automatically terminated for three (3) unexcused absences in a two (2) year period.~~ A board member shall be automatically terminated if they fail to attend two of three successive meeting unless excused. Excused absences shall include jury duty, illness and absence from the City when a board member is unable to attend remotely. In addition, excessive absences, as defined in Section 2-54 of the City Code, shall constitute grounds for removal by the City Manager.

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 Commission of the City of Coral Gables, Florida, that the provisions of this Ordinance shall become and be made part of the “City Code” and “Zoning Code” of the City of Coral Gables, Florida; and that the sections of this “ordinance” may be changed to “section”, “article”, or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 7. If the Official Zoning Code or the Official City 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 8. This Ordinance shall become effective upon the date of its adoption.

PASSED AND ADOPTED THIS ____ DAY OF ____, A.D., 2025.

(Moved: / Seconded:)

(Yeas:)

(; Vote)

APPROVED:

VINCE LAGO
MAYOR

ATTEST:

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

BILLY Y. URQUIA
CITY CLERK

CRISTINA M. SUAREZ
CITY ATTORNEY