

Clarifications to Administrative Appeals and Applications Form Requirements

Subpart B - LAND DEVELOPMENT REGULATIONS Chapter 118 - ADMINISTRATION AND REVIEW PROCEDURES

ARTICLE I – IN GENERAL

* * *

Sec. 118-9. Rehearing and appeal procedures.

The following requirements shall apply to all rehearings and appeals to or from the city's boards unless otherwise more specifically provided for in these land development regulations, and applicable fees and costs shall be paid to the city as required under section 118-7 and appendix A to the City Code. As used herein, "land use board(s)" shall mean the board of adjustment, design review board, historic preservation board and planning board.

* * *

(b) *Board of adjustment—Administrative appeal procedures:*

~~(1) The board of adjustment shall have the exclusive authority to hear and decide all administrative appeals when it is alleged that there is error in any written planning order, requirement, decision, or determination made by the planning director or his designee in the enforcement of these land development regulations. The planning director's decision shall be published within 30 days on the city's website for at least 30 days. An eligible party, as defined in this code, shall have 30 days, from posting on the web page to appeal the administrative determination.~~

(1) The board of adjustment shall have the exclusive authority to hear and decide the following administrative appeals:

A. All appeals pertaining to section 118-395, "Repair and/or rehabilitation of nonconforming buildings and uses," section 118-609, "Completion of work" and section 142-108, "Provisions for the demolition of single-family homes located outside of historic districts" An eligible party, as defined in this section, shall have 30 days from the date of the decision to appeal the administrative decision pertaining to the aforementioned subsections.

B. Appeals when it is alleged that there is an error in any written determination made by the planning director in the enforcement of these land development regulations. The planning director's written determination shall be published within 30 days of the determination on the city's website for at least 30 days. An eligible party, as defined in this code, shall have 30 days, from the posting of the decision on the city website, to appeal the administrative determination.

C. Appeals pursuant to section 118-260. The applicant and/or property owner shall have 15 days from the issuance of the approval or denial pursuant to section 118-260, to file an appeal.

D. Appeals pursuant to subsections 118-563(d)(1) and 118-563(d)(3). An eligible party, as defined in this section, shall have 15 days from the issuance of the certificate of appropriateness granted pursuant to subsections 118-563(d)(1) and 118-563(d)(3) to file an appeal.

(2) Eligible administrative appeals shall be filed in accordance with the process as outlined in subsections A through D below:

- A. *Timeframe to file:* A petition for an administrative appeal, by an eligible party, as defined in this section ~~code~~, shall be submitted to the planning director in accordance with the timeframes noted in subsection 118-8(b)(1) above ~~on or before the 30th day after the date of the publication.~~
- B. *Eligible parties.* Parties eligible to file an application for an administrative appeal are limited to the following:
- (i) Original applicant/property owner.
 - (ii) The city manager on behalf of the city administration, except for administrative appeals pursuant to sections 118-260, "Special review procedure," 118-395, "Repair and/or rehabilitation of nonconforming buildings and uses," 118-609, "Completion of work" and 142-108, "Provisions for the demolition of single-family homes located outside of historic districts".
 - (iii) An affected person, which for purposes of this section shall mean a person owning property within 375 feet of the site or application which is the subject of the administrative appeal, except for administrative appeals pursuant to sections 118-260, "Special review procedure" 118-395, "Repair and/or rehabilitation of nonconforming buildings and uses," 118-609, "Completion of work," and 118-260, "Special review procedure."
 - (iv) Miami Design Preservation League, except for administrative appeals pursuant to sections 118-260, "Special review procedure," 118-395, "Repair and/or rehabilitation of nonconforming buildings and uses," 118-260, "Special review procedure," 118-609, "Completion of work," and 142-108, "Provisions for the demolition of single-family homes located outside of historic districts."
 - (v) Dade Heritage Trust, except for administrative appeals pursuant to sections 118-260, "Special review procedure," 118-395, "Repair and/or rehabilitation of nonconforming buildings and uses," 118-260, "Special review procedure," 118-609, "Completion of work," and 142-108, "Provisions for the demolition of single-family homes located outside of historic districts."
- C. *Application requirements.* The following shall be required for all applications for administrative appeals:
- (i) The petition to the board shall be in writing; and
 - (ii) Shall be submitted by or on behalf of an eligible party; and
 - (iii) Shall set forth the factual, technical, architectural, historic and legal bases for the appeal; and
 - (iv) The party filing the appeal shall be responsible for providing all plans and exhibits, subject to planning department procedures, as well as the duplication of all pertinent plans and exhibits.
- D. *Notice requirements.* All administrative appeal applications are subject to the same noticing requirements as an application for a public hearing, in accordance with section 118-8, "Notice Procedures for Quasi-Judicial Land Use Board Actions and for Administrative Decisions Requiring Notice." The hearing applicant shall be responsible for all associated costs and fees.
- E. *Standard of review.* The appeal shall be "de novo," meaning that the party appealing the administrative decision bears burden of going forward with evidence and of persuasion at the board of adjustment administrative appeal proceeding, and to that end, the board shall have all the powers of the officer from whom the appeal is taken. Witnesses and testimony may be considered

during the hearing. The hearing is considered quasi-judicial in nature, and a public hearing is required.

(3) *Outside counsel to the planning department.* In the event of an administrative appeal to the board of adjustment, the planning director may engage the services of an attorney, or utilize a separate, independent, attorney from the city attorney's office, for the purpose of representing the planning director who made the decision that is the subject of the appeal.

(4) *Board of adjustment decisions on administrative appeals.* The board of adjustment may, upon appeal, reverse or affirm, wholly or partly, the order, requirement, decision, or determination. The concurring vote of five members of the board of adjustment shall be necessary to reverse any order, requirement, decision, or determination of the planning director or to decide in favor of the applicant on any matter upon which the board of adjustment is required to pass under these land development regulations.

No permit shall be issued for work prior to expiration of the appeal period or final disposition of any appeal.

(5) *Stay of work and proceedings on appeal.* An administrative appeal to the board of adjustment stays all work on the premises and all proceedings in furtherance of the action appealed from, unless one of the exceptions below applies:

A. The planning director shall certify to the board of adjustment that, by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. In such a case, proceedings or work shall not be stayed except by a restraining order, which may be granted by the board or by a court of competent jurisdiction, upon application, with notice to the officer from whom the appeal is taken and for good cause shown; or

B. Associated land use board hearings, may proceed to a final order, provided, however, (i) no building permit, or certificate of occupancy, or business tax receipt, dependent upon such hearing approval, shall be issued until the final resolution of all administrative and court proceedings as certified by the city attorney; and (ii) the applicant for such land use board hearing shall hold the city harmless and agree to indemnify the city from any liability or loss resulting from such proceedings.

* * *

ARTICLE VI. - DESIGN REVIEW PROCEDURES

* * *

ARTICLE X. - HISTORIC PRESERVATION

* * *

DIVISION 3. ISSUANCE OF CERTIFICATE OF APPROPRIATENESS/CERTIFICATE TO DIG/CERTIFICATE OF APPROPRIATENESS FOR DEMOLITION

* * *

Sec. 118-562. Application.

- (a) An application for a certificate of appropriateness may be filed with the historic preservation board at the same time or in advance of the submission of an application for a building permit. Copies of all filed applications shall be made available for inspection by the general public.
- (b) All applications involving demolition, new building construction, alteration, rehabilitation, renovation, restoration or any other physical modification of any building, structure, improvement, landscape feature, public interior or site individually designated in accordance with sections 118-591, 118-592 and 118-593, or located within an historic district shall be on a form provided by the planning department for board review and as part of the building permit application for applications filed in accordance with section 118-563(d), and shall include such information and attached exhibits as the board and the planning department determine are needed to allow for complete evaluation of the proposed demolition, construction and other physical improvements, alterations or modifications including, but not limited to, the following:

* * *

Sec. 118-563. Review procedure.

Any applicant requesting a public hearing on any application pursuant to this section shall pay, upon submission, the applicable fees in section 118-7. No application shall be considered complete until all requested information has been submitted and all applicable fees paid.

* * *

- (d) Notwithstanding subsections 118-563(a) through (c) above, all applications for certificates of appropriateness involving minor repairs, demolition, alterations and improvements (as defined below and by additional design guidelines to be adopted by the board in consultation with the planning director or designee) shall be reviewed by the staff of the board. The staff shall approve, approve with conditions, or deny a certificate of appropriateness or a certificate to dig after the date of receipt of a completed application in accordance with section 118-562(b). Such minor repairs, alterations and improvements include the following:
 - (1) Ground level additions to existing structures, not to exceed two stories in height, which are not substantially visible from the public right-of-way (excluding rear alleys), any waterfront or public parks, provided such ground level additions do not require the demolition or alteration of architecturally significant portions of a building or structure. For those lots under 5,000 square feet, the floor area of the proposed addition may not exceed 30 percent of the floor area of the existing structure or primary lot, whichever is less, with a maximum total floor area not to exceed 1,500 square feet. For those lots between 5,000 square feet and 10,000 square feet, the floor area of the proposed addition may not exceed 20 percent of the floor area of the existing structure or primary lot, whichever is less, with a maximum total floor area not to exceed 2,000 square feet. For those lots greater than 10,000 square feet, the floor area of the proposed addition may not exceed 10 percent of the floor area of the existing structure or primary lot, whichever is less, with a maximum total floor area not to exceed 5,000 square feet.
 - (2) Replacement of windows, doors, storefront frames and windows, or the approval of awnings, canopies, exterior surface colors, storm shutters and signs.

- (3) Facade and building restorations, recommended by staff, which are consistent with historic documentation, provided the degree of demolition proposed is not substantial or significant and does not require the demolition or alteration of architecturally significant portions of a building or structure.
- (4) Minor demolition and alterations to address accessibility, life safety, mechanical and other applicable code requirements, provided the degree of demolition proposed is not substantial or significant and does not require the demolition or alteration of architecturally significant portions of a building or structure.
- (5) Minor demolition and alterations to rear and secondary facades to accommodate utilities, refuse disposal and storage, provided the degree of demolition proposed is not substantial or significant and does not require the demolition or alteration of architecturally significant portions of a building or structure.
- (e) ~~Any decision of the planning director regarding~~ certificate of appropriateness issued pursuant to subsections 118-563(d)(1) and 118-563(d)(3), may be appealed to the board of adjustment pursuant to the requirements of section 118-9.