

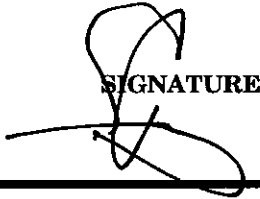
POLICY NUMBER:

APM- 2 - 77

ISSUED BY:

Pedro G. Hernandez

City Manager

SIGNATURE


CITY OF MIAMI



ADMINISTRATIVE POLICY

DATE:

9/08/08

REVISIONS

<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Created	10/01/77
Revised	8/10/07

Page 1 of 2

SUBJECT: AGENDA PREPARATION PROCEDURE FOR PLANNING & ZONING CITY COMMISSION MEETINGS

PURPOSE: To establish uniform procedures whereby legislative and discussion items can be processed in a timely fashion so that the City Manager and the City Commission will have complete and accurate information, and will thus be able to make informed decisions concerning planning and zoning items.

THE POLICY WILL BE AS FOLLOWS:

It shall be the general policy that matters ruled upon by either the Planning Advisory Board or the Zoning Board will be considered by the City Commission, as necessary, during the Planning and Zoning Commission Meeting of the following month. The Director of the Department of Hearing Boards will be responsible for obtaining or providing the necessary background material for each item on the P&Z Agenda (maps, fact sheets, cover memoranda, copies of minutes, etc.) and the required legislation.

The City utilizes the Legislative Management Software ("Legistar"). Legistar is a comprehensive agenda workflow management and information retrieval system. See the Steps to Legislative Hub at www.ci.miami.fl.us.

PROCEDURE FOR SUBMITTING PLANNING & ZONING AGENDA MATERIAL:

Planning and Zoning Commission Meetings will be normally scheduled for the 4th Thursday of the month at 10:00 a.m.

**20 Working Days Prior to the P & Z
Commission Meeting**

- All completed material to be included in the P & Z Agenda must be submitted to Hearing Boards, including all items requiring legislation. The City Attorney's Office must receive these items at the same time.



Hearing Boards prepares the draft agenda.



**15 Working Days Prior to P & Z
Commission Meeting**

- Hearing Boards reviews all material and the draft agenda with the City Manager.



**13 Calendar Days Prior to the P & Z
Commission Meeting**

- Hearing Boards provides revised P & Z Agenda to the City Manager.



**10 Calendar Days Prior to the P & Z
Commission Meeting**

- Hearing Boards shall mail, post, and advertise all notices.



**9 Calendar Days Prior to the P & Z
Commission Meeting**

- Hearing Boards finalizes all backup materials, including the P&Z portion of the agenda, to be copied, collated and included with the P&Z Agenda for distribution with the final agenda packets to the City Commission five (5) days prior to the P&Z Commission meeting.