

C I T Y O F M I A M I
P L A N N I N G D E P A R T M E N T
U R B A N D E V E L O P M E N T R E V I E W B O A R D (U D R B)

ARTICLE IX. URBAN DEVELOPMENT REVIEW BOARD

Sec. 62-256. Establishment.

There is hereby established a board, to be known as the City of Miami Urban Development Review Board (UDRB), for the purpose of recommending whether the design of developments and/or improvements within certain zoning districts as shown in the zoning atlas of Ordinance No. 11000, the zoning ordinance of the City of Miami, Florida, as amended or superseded, are in conformance with city guides and standards. (Ord. No. 10674, § 1, 11-30-89; Code 1980, § 62-83)

Sec. 62-257. Membership.

- (a) Composition; appointment. The urban development review board shall consist of nine members and one alternate, to be appointed by the city commission.
- (b) Qualifications. It is intended that members of the urban development review board shall be persons of knowledge, experience, mature judgment and background, having ability, special professional training and interest to act in the public interest in order to make informed and equitable decisions concerning architecture, urban, physical and site design. To that end, qualifications of board members shall be as follows:
- (1) At least five members shall be architects registered in the State of Florida. Each member shall have had five years of experience after registration in the practice of his profession.
 - (2) Four other members shall be either architects or landscape architects registered in the state, and shall meet the same criteria as subparagraph (b)(1) above.
 - (3) The alternate member shall satisfy the qualifications set forth in paragraph (b)(2) above.
 - (4) During the qualification process, professional organizations such as the American Society of Architects and the American Society of Landscape Architects shall be encouraged to submit names of persons and their qualifications to the city commission through the city manager.
- (c) Terms of office. Members of the urban development review board shall be appointed to serve a term of one year or until the nominating commissioner leaves office, whichever occurs first. Notwithstanding the above, individual members may serve until their successor is appointed and qualified. After the initial term of appointment, no member of the board shall be reappointed to more than five consecutive terms thereafter.

(d) Vacancies. Vacancies in the membership of the urban development review board shall be filled by the city commission, and shall be only for the unexpired term of the member affected.

(e) Removal. Members of the urban development review board may be removed with or without cause by vote of not less than three members of the city commission; however, any member or alternate member of the board who fails to comply with the attendance requirements contained in section 2-886 of this Code shall be automatically removed in the manner prescribed under section 2-889 of this Code. Following said removal, the city commission shall fill the vacancy pursuant to subsection (d) above.

(Ord. No. 10674, § 1, 11-30-89; Ord. No. 10789, § 1, 9-27-90; Ord. No. 11201, § 2, 11-17-94; Code 1980, § 62-84; Ord. No. 11373, § 17, 6-27-96)

Sec. 62-258. Functions, powers and duties generally.

In addition to such other powers, duties and authority as may be set forth elsewhere in the city Code and in the zoning ordinance, the urban development review board is hereby authorized to:

(1) Review and recommend to the director of planning, building and zoning approval, approval with conditions or disapproval of applications for class II special permits within certain zoning districts, pursuant to city guides and standards for administrative review referenced in section 2-205(b)(8) of this Code, or such design guides contained in the requirements of the applicable zoning district text.

(2) Require submission to the board of all information as may be reasonably necessary for the board to evaluate completely the proposed structure of improvement.

(3) To recommend, from time to time, to the director of the planning, building and zoning department, modifications and/or amendments to the city guides and standards.

(4) Adopt and amend rules of procedure.

(Ord. No. 10674, § 1, 11-30-89; Code 1980, § 62-85)

Sec. 62-259. Proceedings.

(a) Officers. The urban development review board shall select a chairperson and vice-chairperson from among its members to serve for a one-year term commencing in January and may create and fill such other offices as it may deem necessary or desirable.

(b) Rules of procedure. The urban development review board shall establish rules of procedure necessary to its governing and the conduct of its affairs, in keeping with the applicable provisions of the city Charter, Code of Ordinances, and resolutions. Such rules of procedure shall be available in written form to persons appearing before the board and to the public upon request.

(c) Meetings. The urban development review board will meet once each month, except for August, unless the director of planning, building and zoning has no business to transact, in which instance there will be no regular meeting. The director of planning, building and zoning or chairperson can call a special meeting upon five days' notice. All meetings shall be open to the public, but these are not public hearings; the public does not have a right to speak but may be invited to speak by the chairman or any member of the board.

(d) Voting; quorum. All decisions and recommendations of the urban development review board shall require a concurring vote of a majority of the members present. Three members shall constitute a quorum. Tie votes shall result in the subject agenda item being continued to the next meeting of the board.

(e) Public record. Summary minutes of each urban development review board meeting shall be prepared by the urban development officer. The summary minutes shall be kept on file with the planning, building and zoning department.

(f) Notice. Notice of meetings will be posted five days in advance at the city administration building. Mailed notification to applicants is required prior to board meetings. No other advertisement or notification is required, except as a courtesy as may be directed by the director of the planning, building and zoning department.

(g) Assignment of staff. The city manager shall assure that adequate staff is available for the planning, building and zoning department and, on an as-needed basis, from other departments such as law.

(Ord. No. 10674, § 1, 11-30-89; Code 1980, § 62-86; Ord. No. 11578, § 2, 11-26-97)

Sec. 62-260. Urban development officer.

(a) The city manager shall appoint a person from the planning, building and zoning department to serve as urban development officer to assist the urban development review board. The appointee shall be experienced and knowledgeable in respect to architectural design, urban design, site planning and land use control regulations.

(b) In addition to such duties, the urban development officer shall:

(1) Schedule meetings of the urban development review board, prepare agendas, and ensure that proper notice is given to applicants of board meetings.

(2) Provide appropriate information on projects, standards, guidelines, procedures and related materials to applicants for class II special permits which will be reviewed by the board.

(3) Prepare summary reports of board actions and transmit them to the director of planning, building and zoning as input to class II special permits.

(Ord. No. 10674, § 1, 11-30-89; Code 1980, § 62-87)

Sec. 62-261. Appeals from decision.

Any appeal from any decision of the director of the planning, building and zoning department must be filed in accordance with article 30 of Ordinance No. 9500, the zoning ordinance of the City of Miami, as amended or superseded.

(Ord. No. 10674, § 1, 11-30-89; Code 1980, § 62-88)