

CITY OF MIAMI
PLANNING DEPARTMENT

URBAN DEVELOPMENT REVIEW BOARD (UDRB)

A RESOLUTION OF THE URBAN DEVELOPMENT REVIEW BOARD ESTABLISHING AND ADOPTING THE PROPOSED BY-LAWS AND RULES OF ORDER PROVIDED BY THE CITY OF MIAMI PURSUANT TO SECTIONS 62-258 AND 62-259 OF THE CODE OF THE CITY OF MIAMI, FLORIDA, AS AMENDED, REQUESTING THAT THE URBAN DEVELOPMENT REVIEW BOARD ADOPT AND AMEND RULES OF PROCEDURE AND ESTABLISHING A SCHEDULE OF MEETINGS WHEREBY SUCH RULES OF PROCEDURE SHALL GOVERN.

WHEREAS, the Urban Development Review Board ("UDRB" or the "board") has yet to establish rules which govern the procedural process of all UDRB meetings; and

WHEREAS, the UDRB has yet to establish a set date and time for when regular meetings shall occur and when special meetings may be held; and

NOW, THEREFORE, BE IT RESOLVED BY THE URBAN DEVELOPMENT REVIEW BOARD OF THE CITY OF MIAMI, FLORIDA:

Section 1. Notice. Notice of meetings will be posted five ("5") business days in advance of the meeting. No other advertisement or notification is required, except as a courtesy as may be directed by the Director of Planning.

Section 2. Submittals. All submittals for the Board's consideration must be provided to the City of Miami Planning Department no later than the first Wednesday of the month which such submittal is to be considered, by 4:00 p.m. Submittals shall include eleven ("11") complete signed and sealed copies of the proposed project. Requirements for submittal to the UDRB are included in the Planning Department's Urban Development Review Board *Application Procedures and Materials to be Submitted* document ("Application Procedures"). The Planning Department reserves the right to reject items that do not meet these minimum requirements or move items on the agenda to the next meeting if an item does not provide the minimum requirements for being heard by the Board.

Section 3. Regular Meetings. The UDRB will regularly meet on the third Wednesday of each month (except for August) at 2:00 p.m., unless the director of planning has no business to transact, in which case no regular meeting will be held.

Section 4. Special Meetings. The UDRB chairperson or the director of planning may call a special meeting upon five (“5”) days’ notice.

Section 5. Meeting Time Limitations. All UDRB meetings shall last no more than five (“5”) hours. Projects for presentation at such meetings, including discussions by the board pertaining to such projects, shall not exceed more than thirty (“30”) minutes. Items not addressed within such time limitations shall be moved to the next meeting for consideration.

Section 6. Attendance. All meetings shall be open to the public for attendance, but such meetings are not public hearings in that the public shall not have a right to speak except when invited to speak by the UDRB chairperson or any member of the board.

Section 7. Voting; Quorum. Three members shall constitute a quorum. All decisions and recommendations of the UDRB shall require a concurring vote by a majority of the members present. Subject agenda items which result in a tie vote shall be voted upon again during the next UDRB meeting.

PASSED AND ADOPTED BY THE URBAN DEVELOPMENT REVIEW BOARD
THIS 21st DAY OF MAY 2008.

UDRB Chair

ATTEST:

UDRB Secretary

APPROVED AS TO FORM AND CORRECTNESS:

JULIE O BRU
CITY ATTORNEY