

**POLICY NUMBER:**

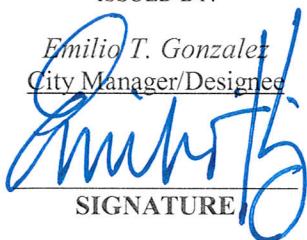
APM- 2-77

DATE:

2/4/2020

ISSUED BY:

Emilio T. Gonzalez  
City Manager/Designee

  
Emilio T. Gonzalez  
City Manager/Designee

**SIGNATURE**

## CITY OF MIAMI



### ADMINISTRATIVE POLICY

#### REVISIONS

REVISED  
SECTION

DATE OF  
REVISION

Created	10/01/77
Revised	08/10/07
Revised	09/08/08
Revised	01/31/17
Revised	12/27/19

---

**SUBJECT: AGENDA PREPARATION PROCEDURE FOR  
PLANNING AND ZONING ITEMS**

---

**Purpose**

To establish uniform procedures whereby legislative and discussion items will be processed in a timely and efficient manner to provide the City Manager and the City Commission complete and accurate information, in order to make informed decisions concerning planning and zoning items (“P&Z Items”).

**Policy**

A City Commission meeting is defined in Section 2-32(b) of the City of Miami Code of Ordinances, as amended (“the Code”). At the second monthly meeting, matters to be considered shall be generally limited to those matters arising from or under the provisions of Miami 21 and/or the Miami Neighborhood Comprehensive Plan (MCNP). Nothing shall preclude consideration of any matter at any meeting whether or not such matter arises from or under the provisions of said Miami 21.

As per Miami 21 Section 7.1.2.8(b)(3), amendments to the Miami 21 Code may be considered at any time during the year. Applications for plan amendments shall be scheduled according to the guidelines set forth in Section 62-8(b) and Section 62-8(e) of the Code.

Proposed ordinances changing the actual list of permitted, conditional, or prohibited uses within a zoning category or changes to the Zoning Atlas of the Miami 21 Code involving parcels of ten (10) contiguous acres or more shall be held after 5:00 p.m. at any City Commission meeting and pursuant to the provisions of Section 166.041(3)(c)(2), Florida Statutes, as amended.

The Chief of the City of Miami's Hearing Boards ("Hearing Boards") or his/her designee shall be responsible for obtaining the necessary background material for each P&Z Item on the P&Z portion of the agenda (fact sheets, staff analysis, maps, applications and other supporting documentation) and the required legislation.

---

**Deadlines  
for submitting  
P & Z Agenda  
Materials**

As per Section 2-33(e) of the Code, a copy of each agenda item shall be furnished to the mayor and members of the city commission at least five (5) business days before each city commission meeting.

**1. 20 Business Days Prior to Agenda Distribution**

Hearing Boards shall issue a draft synopsis of P&Z Items for review by the City Manager at his/her agenda review staff meeting.

**2. 18 Business Days Prior to the Agenda Distribution**

Hearing Boards shall finalize the draft agenda for review and final approval by the City Manager or his/her designee. Any item to be placed on a draft agenda after this date shall require written approval from the City Manager before being added to the draft agenda.

**3. 15 Business Days Prior to the Agenda Distribution**

City Manager will provide approval and/or modifications to the agenda.

Final day for all P&Z materials to be submitted to Hearing Boards, including all items requiring legislation.

The City Attorney's Office shall also receive these items at the same time.

**4. 5 Business Days Prior to Agenda Distribution**

Complete draft agenda submitted to the City Commission by the Agenda Office. Any item to be placed on a draft agenda after this date shall require a memorandum from the director of the Planning and Zoning Department requesting approval from the City Manager and stating the urgent nature of the request.

**5. 4 Business Days Prior to Agenda Distribution**

Final day for Hearing Boards to mail notices, issue requests for posting(s), and approve newspaper proof necessary to advertise planning and zoning matters in The Miami Herald.

Hearing Boards shall finalize all backup materials for the P&Z Items, including all signed legislation from the City Attorney's Office, and sends the material to the City of Miami's Print Shop to be copied, collated and included with the agenda for distribution with the final agenda packets.

6. Official agenda shall be finalized and distributed five (5) business days before the city commission meeting.

---