



**City of Miami Planning and Zoning Department
URBAN DEVELOPMENT REVIEW BOARD (UDRB)
-APPLICATION-**

CITY OF MIAMI VISION STATEMENT: *"To Be an International City that Embodies Diversity, Economic Opportunity, Effective Customer Service and a Highly Rated Quality of Life"*

1. OBJECTIVE OF THE UDRB:

The purpose of the Urban Development Review Board (UDRB) is to review and recommend to the Director of Planning and Zoning for approval, approval with conditions or denial of projects within certain zoning districts as per section 5.6.4.d, section 7.1.1.2.10 and appendix A of the Miami 21 Code, based on the urban quality, compatibility and contribution to the architectural and social fabric of the City.

2. PROJECTS REQUIRED TO BE SUBMITTED TO UDRB:

- Projects over 200,000 square feet. (Art 7.1.1.2.10).
- Projects requesting a Waiver to allow parking within the Second Layer on a primary frontage with an artistic or glass treatment. (Art. 5.6.4. d).
- Projects for new construction on Charles Avenue within the NCD-2 Conservation District. (Appendix A 2.4.1).

Other projects may be referred to the UDRB at the Planning and Zoning Director's discretion.

3. MEETING DATES/SUBMITTALS:

The UDRB meets the third Wednesday of every Month (except August) at 2:00pm at the City Hall Chambers, 3500 Pan American Drive, Coconut Grove. Meeting times may vary based on agenda requirements.

Submittals to upcoming UDRB meetings are due by 4:00 pm the first Wednesday of every month, except August (no meeting) to the City of Miami Planning and Zoning Department, 444 SW 2nd Avenue, 3rd Floor, Miami, FL 33130.

The Project Architect or designee shall be present at the time of the submittal and prepared to respond technical questions regarding the project being submitted. The UDRB Liaison and other staff from the Planning & Zoning Department will review submittals, and, if accepted, the applicant shall provide payment to the Planning and Zoning Department.

The Planning and Zoning Department reserves the right not to place items on the UDRB agenda if an application is found to be incomplete or if sufficient progress towards addressing provided comments has not been achieved. Please refer to the following minimum requirements and documentation that shall accompany applications.

4. PROCEDURE:

- Projects to be referred to UDRB shall receive and address comments provided by the Planning & Zoning Department's the Plan Review Committee (PRC).
- Applicant may consult with the Urban Design Section of the Planning and Zoning Department, to obtain information and guidance as to matters related to the UDRB submittal. Please contact Joseph Eisenberg, UDRB Liaison, at 305 416 1409 or via email at jeisenberg@miamigov.com to schedule a meeting. UDRB information can also be found in the Planning and Zoning Department's web page at <http://www.miamigov.com/planning/UDRB.html>
- Submittals to upcoming UDRB meetings are due by 4:00 pm on the first Wednesday of every month, except August (no meeting) to the City of Miami Planning and Zoning Department, 444 SW 2nd Avenue, 3rd Floor, Miami, FL 33130. The Project Architect or designee shall be present at the time of the submittal and prepared to respond technical questions regarding the project being submitted.
- The UDRB Liaison and other Planning and Zoning Department staff shall review submittals with the applicant to confirm whether the project is sufficiently far along to be placed on the agenda. Once the application is considered acceptable, the applicant shall provide the administrative staff the required fee of \$150.00 (\$75 for signs and murals). Checks shall be payable to the City of Miami.
- The applicant shall submit 11 complete sets (one of them signed and sealed), and one electronic copy (CD, Flash drive) of all plans, renderings, photographs and other supporting materials deemed necessary within this application to show appropriately all aspects of the proposal subject to be reviewed by the Urban Development Review Board. (See Application Form and Check List)
- The specific manner in which the project is to be presented to the UDRB is left to the applicant's discretion. The Board reserves the right to "defer" a project if the information presented is considered incomplete, schematic, or insufficient to render a decision by the Board.
- The UDRB Liaison shall prepare the agenda and board member packages, and post the agenda on the Planning and Zoning Department's web site and at the City administration building at least five (5) days prior to meeting.
- UDRB meetings take place the third Wednesday of each month, except August (no meeting). Project architect, landscape architect and/or the designer/graphic artist of the sign or mural shall present the project to the Board, and be prepared to answer questions from the Board.
- The UDRB liaison shall prepare and submit Board member's attendance and meeting minutes to the Clerk's Office. The meeting will be recorded and televised.
- The UDRB Liaison shall draft UDRB Resolutions and submit them to the Planning and Zoning Director or designee for his/her review and signature. An electronic copy of the Resolution will be provided to the applicants.