

# MEMORANDUM

Agenda Item No. 11(A)(6)

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**TO:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

**DATE:** October 3, 2023

**FROM:** Geri Bonzon-Keenan  
County Attorney

**SUBJECT:** Resolution establishing policy to collaborate with municipalities and other government agencies to implement processes where applicants for a permit or land development approval can have a single coordinated meeting with all government agencies for construction or development projects; and directing County Mayor to analyze the feasibility of establishing a single coordinated meeting to enable collaborative review and rework for all construction and development projects subject to the Municipal Review process and to provide a written report to the Board within 90 days

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Kevin Marino Cabrera.



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Geri Bonzon-Keenan  
County Attorney

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**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Oliver G. Gilbert, III  
and Members, Board of County Commissioners

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Gen Bonzon-Keenan  
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Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(6)  
10-3-23

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ESTABLISHING POLICY TO COLLABORATE WITH MUNICIPALITIES AND OTHER GOVERNMENT AGENCIES TO IMPLEMENT PROCESSES WHERE APPLICANTS FOR A PERMIT OR LAND DEVELOPMENT APPROVAL CAN HAVE A SINGLE COORDINATED MEETING WITH ALL GOVERNMENT AGENCIES FOR CONSTRUCTION OR DEVELOPMENT PROJECTS; AND DIRECTING COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ANALYZE THE FEASIBILITY OF ESTABLISHING A SINGLE COORDINATED MEETING TO ENABLE COLLABORATIVE REVIEW AND REWORK FOR ALL CONSTRUCTION AND DEVELOPMENT PROJECTS SUBJECT TO THE MUNICIPAL REVIEW PROCESS AND TO PROVIDE A WRITTEN REPORT TO THE BOARD WITHIN 90 DAYS

**WHEREAS**, although construction and development projects located in municipalities are largely governed by the building permit process and accompanying timelines of that jurisdiction, with each municipality having its own building permit jurisdiction and respective Building Official, the County still plays a role in what is referred to as the Municipal Review; and

**WHEREAS**, in addition to obtaining approvals from municipalities, projects submitted for Municipal Review by the County will likely require review and approval from various County departments and other governmental agencies, including but not limited to, the Regulatory Economic Resources Department's Division of Environmental Resource Management (RER-DERM), the Water and Sewer Department (WASD), the Department of Transportation and Public Works (DTPW), Miami-Dade Fire Rescue (MDFR) if the municipality is served by the County Fire District, and the Florida Department of Health; and

**WHEREAS**, this Board has consistently adopted resolutions and supported policies to expedite and centralize the approval processes for construction and development projects such as Resolution No. R-1078-19, which directed a multi-faceted analysis of the permitting process for housing developments, with a view towards shortening the timelines for affordable housing developments, including affordable housing projects within municipalities; and

**WHEREAS**, just recently, on July 6, 2023 this Board adopted Resolution No. R-653-23, establishing the policy of Miami-Dade County to create, promote, expand, and foster a more efficient, holistic, customer friendly, and coordinated permitting process for its residents and businesses so that a permit applicant has, to the greatest extent feasible, a centralized online web-based portal and physical facility location to address permitting issues and resolve rework comments through a coordinated meeting where approvals involve multiple agency and County department reviews; and

**WHEREAS**, with the challenges facing Miami-Dade County, such as the lack of sufficient affordable housing for County residents, it is imperative that the permitting and approvals of construction and development projects proceed efficiently and expeditiously; and

**WHEREAS**, with the advent of online virtual meeting forums, an applicant for a permit or land development approval should be able to have a single coordinated meeting with County, municipal, and other government officials and agencies to address all issues that arise during the Municipal Review of construction or development projects; and

**WHEREAS**, to promote the efficiency of the review and approval of construction and development projects within the County's incorporated areas, this Board desires to establish a County policy to collaborate with other government agencies to implement processes where applicants for permits or land development approvals have a single coordinated meeting for construction or development projects subject to the Municipal Review process; and

**WHEREAS**, this Board also desires that the County Mayor or County Mayor's designee analyze the feasibility of implementing a single coordinated meeting with applicants to enable collaborative review and rework for all construction or development projects subject to the Municipal Review process at the land development and construction permitting phases and report back to the Board,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** The foregoing recitals are approved and incorporated herein.

**Section 2.** It is the policy of Miami-Dade County to collaborate with municipalities and other government agencies to implement processes where an applicant for a permit or land development approval on a development or construction project can have a single coordinated meeting for any such project subject to Municipal Review.

**Section 3.** The Board directs the County Mayor or County Mayor's designee to provide a written report to the Board analyzing the feasibility, with the advent of virtual meeting forums, of implementing a single coordinated meeting with applicants to enable collaborative review and rework for all construction or development projects subject to the Municipal Review process at the land development and construction permitting phases, to include all disciplines or agencies needed for approval, including without limitation, fire, platting, paving and drainage, traffic, water and sewer infrastructure, the Florida Department of Health, environmental concerns, taxing districts and impact fees. The report shall also assess the potential volumes and demands from each municipality, to determine the cost effectiveness and fiscal impact of implementing such single coordinated meetings. The County Mayor or County Mayor's designee report shall recommend whether and to what extent additional staffing, interlocal agreements, and adjustments to implementing orders or fee schedules are necessary to implement such single coordinated

meetings. The report shall also address whether such single coordinated meeting expedites the development of affordable housing projects in the County’s incorporated areas. The County Mayor or County Mayor’s designee shall provide the report to this Board within 90 days of the effective date of this resolution and place the completed report on an agenda of the full Board without committee review pursuant to rule 5.06(j) of the Board's Rules of Procedure.

The Prime Sponsor of the foregoing resolution is Commissioner Kevin Marino Cabrera. It was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

- Oliver G. Gilbert, III, Chairman
- Anthony Rodríguez, Vice Chairman
- Marleine Bastien
- Kevin Marino Cabrera
- Roberto J. Gonzalez
- Danielle Cohen Higgins
- Kionne L. McGhee
- Micky Steinberg
- Juan Carlos Bermudez
- Sen. René García
- Keon Hardemon
- Eileen Higgins
- Raquel A. Regalado

The Chairperson thereupon declared this resolution duly passed and adopted this 3rd day of October, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Eduardo W. Gonzalez  
Veronica Sanchez