

# MIAMIBEACH

PLANNING DEPARTMENT

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139

LAST UPDATED 05/14/2024  
(SUBJECT TO CHANGE)

## 2024 SCHEDULE OF LAND USE BOARD MEETINGS - REVISED PROCESS & DEADLINES

### CONTENT

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Design Review Board, Historic Preservation Board and Board of Adjustment Calendar: Page 3

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### WHAT IS NEW?

- Applications that require a traffic study or a traffic statement must meet for a joint Methodology/Pre-application meeting with the Planning and Transportation Departments, (see schedule/deadlines). After this meeting a separate Transportation case file will be created to manage Transportation's review. A methodology must be provided with the request for Pre-application meeting.
- The Pre-application meeting request is done via CSS. A letter of intent shall be provided, as well as the proposed methodology to be used for traffic study if required.
- DRC meetings are no longer required; however, the plans may be reviewed by multiple disciplines as part of the first submittal review.
- The project coordinator will review the submittal when uploaded. The coordinator will **NOT** accept submittals that do not follow the established deadlines or that are missing required documents, **NO EXCEPTIONS**.
- First and Finals submittals will be submitted via CSS on the deadline identified in the corresponding board calendar; however, applications can be submitted earlier if complete and ready for review.
- Paper submittal takes place after the applicant has received the notice to proceed and pays fee.

### APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:

- Commercial and mixed-use developments over 5,000 gross square feet and multi-family projects with more than four (4) units or 15,000 gross square feet shall require a transportation study analysis and mitigation plan.
- Projects seeking a Conditional Use Permit (CUP) for Neighborhood Impact Establishments (NIE), religious institutions, schools, main use garages, uses over 25,000 SF, and other uses which increase the intensity of the existing site may require a transportation study analysis and mitigation plans. Please

*We are committed to providing excellent public service and safety to all who live, work, and play in our vibrant, tropical, historic community.*

consult with the Planning Department as early as possible to determine if the study is necessary.

- The transportation study analysis and mitigation plan shall be prepared by a professional traffic engineer, licensed and registered in the State of Florida. If the proposed project meets this criterion you must meet with the Planning Department and City's Transportation Department for a pre-application meeting. (Please consult this schedule of deadlines or the Planning Departments web page.)
- Applications requiring a traffic study must meet with the Transportation and Planning Departments as indicated in the calendar (Preapplication meeting) to determine the methodology for the traffic impact study and obtain Transportation Department's requirements check list. Generally, the Transportation submittal shall follow deadlines below; however, please consult with Transportation Department for details:
  - Fifteen (15) days before First submittal: applicant must submit the traffic study via Citizen Self Service (CSS) To the Transportation case file.
  - Seven (7) days prior to First submittal: Transportation Department/Peer Reviewer will provide first round of comments to the applicant.
  - Applicant must address comments and submit revised traffic study/plans for CSS First submittal deadline including a narrative responding to Transportation/Peer Reviewer comments to the Transportation case file.
  - For more information regarding transportation study requirements, please contact Grant Webster.
  - GrantWebster@MiamiBeachFL.gov. P: (305) 673-7000 Ext. 26839. Transportation and Mobility Department.

Scheduled meetings are held in a Hybrid format, allowing for virtual participation, unless otherwise noticed. Please note that only complete applications are scheduled for consideration by Land Use Boards and the number of applications placed on an agenda may not exceed 15 in order to allow sufficient time for the applicants to present, and the board to duly consider each item during the scheduled meeting. Complete applications will be scheduled for the next available agenda on a first come – first serve basis unless the applicant requests to be scheduled on a future agenda. The timeline represented herein may be extended if application is incomplete or submittals not made on a timely manner.

**2024 SCHEDULE - APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:**

<b>DESIGN REVIEW BOARD, BOARD OF ADJUSTMENT &amp; HISTORIC PRESERVATION BOARD</b>											
PRE-APP MEETING WITH TRANSPORTATION & PLANNING NO LATER THAN	TRAFFIC STUDY SUBMITTED BY APPLICANT VIA CSS TO TRANSPORTATION CASE	TRANSPORTATION FIRST ROUND OF COMMENTS TO APPLICANT	NEW FILE FEE PAY-BY DATE	FIRST SUBMITTAL CSS (ELECTRONIC FILES) REVIEWED BY ALL DISCIPLINES	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL CSS ELECTRONIC FILES	FEES INVOICED & NOTICE TO PROCEED ISSUED BY PLANNING	PAPER SUBMITTAL AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE		
									DRB	BOA	HPB
09/14/2023	09/29/2023	10/09/2023	10/11/2023	10/15/2023	10/26/2023	11/05/2023	11/15/2023	11/17/2023	01/02	01/05	01/09
10/19/2023	11/03/2023	11/13/2023	11/15/2023	11/19/2023	11/30/2023	12/10/2023	12/20/2023	12/22/2023	02/06	02/02	02/13
11/17/2023	12/01/2023	12/11/2023	12/13/2023	12/17/2023	12/28/2023	01/07	01/17	01/19	03/05	03/01	03/12
12/14/2023	12/29/2023	01/08	01/10	01/14	01/25	02/04	02/14	02/16	04/02	04/05	04/09
01/18	02/02	02/12	02/14	02/18	02/29	03/10	03/20	03/22	05/07	05/03	05/14
02/15	03/01	03/11	03/13	03/17	03/28	04/07	04/17	04/19	06/04	06/07	06/11
03/14	03/28	04/08	04/10	04/14	04/25	05/05	05/15	05/17	07/02	07/31	07/09
<i>AUGUST RECESS</i>											
05/16	05/31	06/10	06/12	06/16	06/27	07/07	07/17	07/19	09/03	09/06	09/10
06/13	06/28	07/08	07/10	07/14	07/25	08/04	08/14	08/16	10/01	10/11	10/08
07/18	08/02	08/12	08/14	08/18	08/29	09/08	09/18	09/20	11/05	11/01	11/12
08/22	09/06	09/16	09/18	09/22	10/03	10/13	10/23	10/25	12/10	12/13	12/17

**2024 SCHEDULE - APPLICATIONS NOT REQUIRING TRAFFIC STUDY:**

<b>DESIGN REVIEW BOARD, BOARD OF ADJUSTMENT &amp; HISTORIC PRESERVATION BOARD</b>									
PRE-APP MEETING WITH PLANNING NO LATER THAN	NEW FILE FEE PAY-BY DATE	FIRST SUBMITTAL CSS (ELECTRONIC FILES) REVIEWED BY ALL DISCIPLINES	COMMENTS ISSUED BY ALL DISCIPLINES	FINAL SUBMITTAL CSS ELECTRONIC FILES	FEES INVOICED & NOTICE TO PROCEED ISSUED BY PLANNING	PAPER SUBMITTAL AGENDA FINALIZED & ALL FEES MUST BE PAID BY	MEETING DATE		
							DRB	BOA	HPB
10/09/2023	10/11/2023	10/15/2023	10/26/2023	11/05/2023	11/15/2023	11/17/2023	01/02	01/05	01/09
11/13/2023	11/15/2023	11/19/2023	11/30/2023	12/10/2023	12/20/2023	12/22/2023	02/06	02/02	02/13
12/11/2023	12/13/2023	12/17/2023	12/28/2023	01/07	01/17	01/19	03/05	03/01	03/12
01/08	01/10	01/14	01/25	02/04	02/14	02/16	04/02	04/05	04/09
02/12	02/14	02/18	02/29	03/10	03/20	03/22	05/07	05/03	05/14
03/11	03/13	03/17	03/28	04/07	04/17	04/19	06/04	06/07	06/11
04/08	04/10	04/14	04/25	05/05	05/15	05/17	07/02	07/31	07/09
<i>AUGUST RECESS</i>									
06/10	06/12	06/16	06/27	07/07	07/17	07/19	09/03	09/06	09/10
07/08	07/10	07/14	07/25	08/04	08/14	08/16	10/01	10/11	10/08
08/12	08/14	08/18	08/29	09/08	09/18	09/20	11/05	11/01	11/12
09/16	09/18	09/22	10/03	10/13	10/23	10/25	12/10	12/13	12/17

Scheduled meetings are hosted as Hybrid Meetings unless otherwise noticed.

**2024 SCHEDULE - APPLICATIONS WITH A REQUIRED TRAFFIC STUDY:**

<b>PLANNING BOARD</b>									
<b>PRE-APP MEETING NO LATER THAN TRANSPORTATION &amp; PLANNING</b>	<b>TRAFFIC STUDY SUBMITTED BY APPLICANT VIA CSS TO TRANSPORTATION CASE</b>	<b>TRANSPORTATION FIRST ROUND OF COMMENTS TO APPLICANT</b>	<b>NEW FILE FEE PAY-BY DATE</b>	<b>FIRST SUBMITTAL CSS (ELECTRONIC FILES) REVIEWED BY ALL DISCIPLINES</b>	<b>COMMENTS ISSUED BY ALL DISCIPLINES</b>	<b>FINAL SUBMITTAL CSS ELECTRONIC FILES</b>	<b>FEES INVOICED &amp; NOTICE TO PROCEED BY PLANNING</b>	<b>PAPER SUBMITTAL AGENDA FINALIZED &amp; ALL FEES MUST BE PAID BY</b>	<b>MEETING DATE</b>
10/13/2023	10/27/2023	11/06/2023	11/08/2023	11/12/2023	11/23/2023	12/03/2023	12/13/2023	12/15/2023	<b>01/30</b>
11/09/2023	11/24/2023	12/04/2023	12/06/2023	12/10/2023	12/21/2023	12/31/2023	01/10	01/12	<b>02/27</b>
12/07/2023	12/26/2023	01/02	01/03	01/07	01/18	01/28	02/07	02/09	<b>03/26</b>
01/04	01/19	01/29	01/31	02/04	02/15	02/25	03/06	03/08	<b>04/25*</b>
02/08	02/23	03/04	03/06	03/10	03/21	03/31	04/10	04/12	<b>05/28</b>
03/07	03/22	04/01	04/03	04/07	04/18	05/01	05/08	05/10	<b>06/25</b>
04/11	04/26	05/06	05/08	05/12	05/23	06/02	06/12	06/14	<b>07/30</b>
<b>AUGUST RECESS</b>									
06/06	06/21	07/01	07/03	07/07	07/18	07/28	08/07	08/09	<b>09/24</b>
07/11	07/26	08/05	08/07	08/11	08/22	09/03	09/11	09/13	<b>10/29</b>
08/08	08/23	09/03	09/04	09/08	09/19	09/29	10/09	10/11	<b>11/26</b>
09/05	09/21	09/30	10/02	10/06	10/17	10/27	11/06	11/08	<b>12/19*</b>

**2024 SCHEDULE - APPLICATIONS NOT REQUIRING TRAFFIC STUDY:**

<b>PLANNING BOARD</b>							
<b>PRE-APP MEETING WITH PLANNING NO LATER THAN</b>	<b>NEW FILE FEE PAY-BY DATE</b>	<b>FIRST SUBMITTAL CSS (ELECTRONIC FILES) REVIEWED BY ALL DISCIPLINES</b>	<b>COMMENTS ISSUED BY ALL DISCIPLINES</b>	<b>FINAL SUBMITTAL CSS ELECTRONIC FILES</b>	<b>FEES INVOLVED &amp; NOTICE TO PROCEED BY PLANNING</b>	<b>PAPER SUBMITTAL AGENDA FINALIZED &amp; ALL FEES MUST BE PAID BY</b>	<b>MEETING DATE</b>
11/06/2023	11/08/2023	11/12/2023	11/23/2023	12/03/2023	12/13/2023	12/15/2023	<b>01/30</b>
12/04/2023	12/06/2023	12/10/2023	12/21/2023	12/31/2023	01/10	01/12	<b>02/27</b>
01/02	01/03	01/07	01/18	01/28	02/07	02/09	<b>03/26</b>
01/29	01/31	02/04	02/15	02/25	03/06	03/08	<b>04/25*</b>
03/04	03/06	03/10	03/21	03/31	04/10	04/12	<b>05/28</b>
04/01	04/03	04/07	04/18	05/01	05/08	05/10	<b>06/25</b>
05/06	05/08	05/12	05/23	06/02	06/12	06/14	<b>07/30</b>
<b>AUGUST RECESS</b>							
07/01	07/03	07/07	07/18	07/28	08/07	08/09	<b>09/24</b>
08/05	08/07	08/11	08/22	09/03	09/11	09/13	<b>10/29</b>
09/03	09/04	09/08	09/19	09/29	10/09	10/11	<b>11/26</b>
09/30	10/02	10/06	10/17	10/27	11/06	11/08	<b>12/19*</b>

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\* PB Hearing taking place on a Thursday due to Holidays.