

Sponsored by: Interim City Manager

**ORDINANCE NO. 2025-22**

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE XI, DIVISION 3 OF THE CITY OF OPA-LOCKA'S CODE OF ORDINANCES ENTITLED "PLANNING AND ZONING BOARD", SPECIFICALLY SECTION 2-497 (i-ii); ENTITLED "CREATED; COMPOSITION; TERM OF OFFICE; QUALIFICATIONS; ORGANIZATION; MEETINGS RECORDS" TO REDUCE BOARD MEMBERSHIP FROM SEVEN MEMBERS TO FIVE MEMBERS TO COINCIDE WITH THE TERM OF OFFICE FOR CITY COMMISSIONERS; PROVIDING FOR TWO ALTERNATE MEMBERS TO BE RECOMMENDED BY THE CITY MANAGER AND APPROVED BY THE CITY COMMISSION FOR A TWO YEAR TERM; REDUCING THE REQUIREMENT FOR CITY RESIDENTS TO SERVE FROM FOUR RESIDENTS TO THREE RESIDENTS; AMENDING CHAPTER 22, ARTICLE II, SECTION 22-34 OF THE CITY OF OPA-LOCKA'S LAND DEVELOPMENT REGULATIONS ENTITLED "PLANNING AND ZONING BOARD" TO PROVIDE FOR TWO ALTERNATE MEMBERS TO BE APPOINTED BY THE CITY COMMISSION FOR A TWO YEAR TERM; CLARIFYING THAT ALTERNATE MEMBERS SHALL REPLACE A REGULAR MEMBER WHEN A REGULAR MEMBER IS UNAVAILABLE TO ATTEND A MEETING; PROVIDING FOR CONFLICT AND REPEALER; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; RESCINDING ALL ORDINANCES IN CONFLICT; PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, on March 26, 2025, the City Commission of the City of Opa-locka held a Board Workshop with City Commissioners and city staff to address various City boards and their effectiveness; and

**WHEREAS**, the City Clerk and the Interim City Manager solicited feedback from City Commissioners regarding the vitality of City of Opa-Locka boards; and

**WHEREAS**, the Interim City Manager has observed that the Planning and Zoning Board (PZAB) has repeatedly been unable to conduct meetings due to the

**Ordinance No. 2025-22**

failure to obtain a quorum; and

**WHEREAS**, the City Commission desires to amend Article XI, Division 3, Section 2-497 of the City of Opa-Locka's Code of Ordinances, to reduce the total number of members from seven (7) to five (5) and allow for two additional members to serve as alternates. Further, to reduce the requirement for residents serving from four (4) residents to three (3) residents and provide for two (2) professional members representing certain specified backgrounds for the board; and

**WHEREAS**, the City Commission further desires to amend Article XI, Division 3, Section 2-497 and Chapter 22, Article II, Section 22-34 of the City of Opa-Locka's Code of Ordinances, relating to the Planning and Zoning Board to provide for two alternate members to be appointed by the city commission for a two-year term.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA AS FOLLOWS:**

**Section 1. Adoption of Representations.**

The foregoing "Whereas" clauses are hereby ratified and confirmed as being true, and the same are hereby made a specific part of this Ordinance.

**Section 2. Amending Article XI, Division 3 of the City of Opa-Locka's Planning and zoning board, specifically Section 2-497 (i) - (ii) entitled "Created; composition; term of office; qualifications; organization; meetings; records" and shall read:**

**Sec. 2-497. Created; composition; term of office; qualifications; organization; meetings; records.**

(i) A planning and zoning board was created on January 11, 2017, which shall be an advisory body to the commission, consisting of seven (7) 5 members, with two alternate members, each of whom One regular member shall be appointed by each member of the city commission, for a term of two (2) or four (4) years, except for the initial terms of the board upon its creation. The terms shall be staggered such that not fewer than two (2) nor more than three (3) terms shall expire each year. that shall coincide with that of the commissioner who selected the member. Alternate members shall be appointed by the commission, following the recommendation of the City Manager. Alternate members shall be appointed for a two (2) year term. An alternate member shall replace a regular member when a regular member is unavailable to attend a meeting. The terms of board members shall commence on October 1 and shall expire on September 30. Each member of the board shall serve until the expiration of his or her term.

## Ordinance No. 2025-22

(ii) At least ~~four (4)~~ three (3) members of the planning and zoning board shall be residents of the City of Opa-locka. ~~All other three (3)~~ Two (2) members shall be representatives of one of the following professions: (i) an architect, (ii) a landscape architect, (iii) an engineer, (iv) a real estate professional, or (v) an owner of real property within the City of Opa-locka. The professionals (with the exception of the property owner) may not be actively involved with a project in the City of Opa-locka. Members of the planning and zoning board shall have diverse backgrounds, and whenever possible, prior experience in land use, planning, zoning, legal matters, environmental matters, or building and development. Members of the planning and zoning board shall hold no other public office or position in the city.

**Section 3.** Amending Chapter 22, Article II, Section 22-34, of the City of Opa-Locka's Land Development Regulations entitled "Planning and Zoning Board, which shall read:

### Sec. 22-34 Planning and zoning board.

A. Established. The city commission hereby establishes a planning and zoning board, which shall be an advisory body to the commission, consisting of five (5) members, with two alternates, appointed by the City Commission as prescribed by the Code who shall be residents of the City, ~~one (1) chosen by each member of the City Commission~~, and none of whom shall hold any other public office or position in the City. Regular members shall serve a term which will coincide with that of the commissioner who selected them. Alternate members shall serve a term of two (2) years. An alternate member shall replace a regular member when a regular member is unavailable to attend a meeting. The planning and zoning board shall elect a chair and vice chair from among its appointed members. The mayor and city manager shall serve as ex-officio members of the council. Members may be removed by the city commission upon written charges and after public hearing, and vacancies shall be filled for the unexpired term of any member. Meetings shall be held once a month, at a minimum, as needed and determined by the chair. The council shall keep a record of its proceedings, findings and determinations showing the vote on each matter. The record shall be filed with the city clerk's office. Members of this council shall serve without compensation.

### Section 4. Conflict & Repealer.

All ordinances, parts of ordinances or code provisions in conflict herewith this ordinance are hereby repealed.

### Section 5. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of the Code

**Ordinance No. 2025-22**

or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**Section 6. Inclusion In Code.**

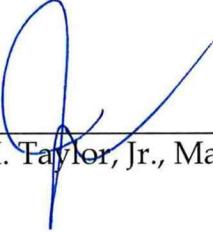
It is the intention of the City Commission of the City of Opa-Locka that the provisions of this Emergency Ordinance shall at some time in the future become and be made a part of the Code of Ordinances of the City of Opa-Locka and that the sections of this Ordinance may be renumbered or re-lettered and the word "Ordinance" may be changed to "Chapter," "Section," "Article" or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed; provided, however, that Section 1 hereof or the provisions contemplated thereby shall not be codified.

**Section 7. Effective Date.**

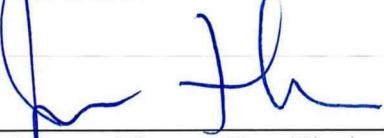
This Ordinance shall take effect upon the adoption of this Ordinance by the Commission of the City of Opa-Locka and upon a filing of a certified copy hereof with the Florida Department of State and is subject to the approval of the Governor or Governor's Designee.

**PASSED FIRST READING** this 9<sup>th</sup> day of July 2025.

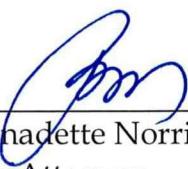
**PASSED SECOND READING** this 23<sup>rd</sup> day of July 2025.

  
John H. Taylor, Jr., Mayor

**ATTEST:**

  
\_\_\_\_\_  
Joanna Flores, City Clerk

**APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:**

  
\_\_\_\_\_  
Burnhadette Norris-Weeks, P.A.  
City Attorney

**Ordinance No. 2025-22**

Moved by: Commissioner Ervin

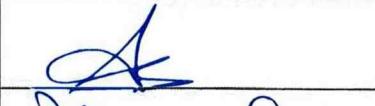
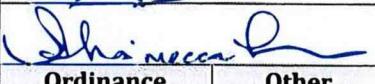
Seconded by: Vice Mayor Kelley

**VOTE:** 5-0

Commissioner Bass	YES
Commissioner Santiago	YES
Commissioner Ervin	YES
Vice Mayor Kelley	YES
Mayor Taylor	YES



**City of Opa-locka  
Agenda Cover Memo**

<b>Department Director:</b>	Gregory D. Gay		<b>Department Director Signature:</b>		
<b>Interim City Manager:</b>	Shamecca Lawson		<b>ICM Signature</b>		
<b>Commission Meeting Date:</b>	July 9, 2025		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b>	<b>Ordinance</b>
					X
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Resolution Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b>	
		X	<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>
<b>Funding Source:</b> <i>(Enter Fund &amp; Dept)</i> Ex: N/A			<b>Advertising Requirement:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>
<b>ILA Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>RFP/RFQ/Bid#:</b>		
		X			
<b>Strategic Plan Related</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> Enhance Organizational <input type="checkbox"/> Bus. & Economic Dev <input type="checkbox"/> Public Safety <input type="checkbox"/> Quality of Education <input type="checkbox"/> Qual. of Life & City Image <input type="checkbox"/> Communication <input type="checkbox"/>	<b>Strategic Plan Obj./Strategy:</b> <i>(list the specific objective/strategy this item will address)</i>	
		X			
<b>Sponsor Name</b>	Interim City Manager		<b>Department:</b>	Planning & Community Development	

**Short**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING THE CITY OF OPA-LOCKA CODE OF ORDINANCES NO. 17-01 SECTION 2, AND THE LAND DEVELOPMENT REGULATIONS ARTICLE 2.- SECTION 22-34 AND 22-35 OF PLANNING, ZONING, AND APPEALS BOARD (PZAB); SECTION 2.- MEETINGS; AMENDING THE TOTAL NUMBER OF MEMBERS TO ESTABLISH A QUORUM; PROVIDING FOR CODIFICATION, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**Staff Summary:**

During the March 26<sup>th</sup>, 2025, Board Workshop the City Clerk and the Interim City Manager presented the City Commission with collaborative feedback regarding the vitality of City boards. It has been determined that the Planning and Zoning Board (PZAB) has repeatedly been unable to conduct a meeting due to the failure of quorum. It is recommended to amend Article 2, - Section 22-34 and 22.35, to reduce its total number of members from seven (7) to five (5) with two alternates. This will allow for three (3) of the members to be Opa-locka residents while the

remaining two (2) members shall be professionals. This enable the Board to establish a quorum with three (3) members.

**Financial Impact**- There is no fiscal impact for this ordinance.

**Attachment:**

Draft Ordinance