Memorandum

MIAMI-DADE COUNTY

Date: November 10, 2026

HC
Supplement to
Agenda Item No. 1(G)1

To: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

Subject: Fiscal Impact and Social Equity Statement for Ordinance Establishing Notice Requirements for Administrative Approvals of Certain Workforce Housing Applications

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The proposed ordinance would create a new zoning code section related to public notice for administrative workforce housing applications. Section 33-193.17 *Workforce Housing Development Program; Notice of Administrative Decisions and Appeals* would apply to administrative applications for development of six units or less in any EU (Estate District), RU-1 (Single-Family District), or RU-2 (Two Family District) zoning district.

The proposed ordinance would require mailed public notice at least 15 days prior to administrative approval. The notice would be mailed to property owners within 500 feet, provided in writing to the district commissioner, and a sign posted on the subject site. The notice would explain the intended approval, electronic access to application information, and existing appeal rights under Sections 33-311(A)(2) and 33-314(B)(7). Although the code currently provides a process for appeals of administrative decisions, including workforce housing applications, it does not require notification to the public. Appeals will be due within 15 days after the approval letter is posted on the application website. The new public notice requirements would apply only to applications filed on or after the ordinance's effective date.

Social Equity

It is anticipated that this ordinance will improve neighborhood awareness for workforce housing projects that increase density and intensity in established single-family neighborhoods. Advance public notice with clear application information may facilitate communication among residents, staff and applicants regarding density, setbacks, parking, building scale and landscaping which could lead to structures that are more compatible with existing neighborhoods. The corresponding tradeoff is increased review times and a less predictable administrative review process. Providing public notice will make residents aware of existing code provisions for the appeal of administrative decisions, which may lead to the denial of housing at a public hearing and a reduction in funding for the affordable housing trust fund.

Fiscal Impact

Since 2019, 167 administrative workforce housing applications (six units or less) with a total of 360 units have been approved. Based on this volume of applications, the proposed ordinance is anticipated to impact 24 applications per year. Implementation of this ordinance would require additional staff time to prepare the notices and signs, but it is not expected to require any additional staff. In accordance with the fee schedule, the applicant will be required to pay for the mailed notices.

Roy Coley
Deputy Mayor