

1st Reading/Public Hearing:
2nd Reading/Public Hearing:
Adopted:
Effective Date:
Sponsored By: Commissioner Santiago

ORDINANCE NO. 26-XX

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AMENDING ARTICLE III, SECTION 22-55 OF THE CITY OF OPA-LOCKA'S LAND DEVELOPMENT REGULATIONS PERTAINING TO SITE PLAN APPLICATION; SPECIFICALLY AMENDING SAID SECTION TO ADD NEW LETTER "E"; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the current City of Opa-Locka Land Development Regulations addresses site plan application; and

WHEREAS, the City Commission of the City of Opa-Locka desires to amend the City's land development regulations pertaining to site plan application to add new subletter (E) to allow temporary site plan application for temporary use for properties impacted by a major fire occurring between the dates May 26, 2026 through May 29, 2026; and

WHEREAS, the City Commission of the City of Opa-Locka finds that said amendment is in the best interest of the City of Opa-Locka.

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

Section 1. The recitals to the preamble herein are incorporated by reference.

Section 2. Article III, Section 22-55 of the Land Development Regulations is hereby amended to add new letter E and shall read:

Sec. 22-55. - Site plan application.

Applications for site plan review shall require the submission of a site plan package in accordance with the provisions of this article. Site plans shall be required for all development within the city. Prior to any action by the city commission at public hearing a review by and recommendation from the planning and zoning board shall be required. Notwithstanding the above, the development and the construction of ten (10) detached single-family or five (5) duplex residences shall be subject to administrative site plan review and approval. In addition, existing development on which no site plan

was previously submitted and/or is on file shall also be subject to administrative site plan review and approval. No certificate of occupancy shall be issued for any building unless all facilities included in the approved site plan have been provided. The director may, if in his opinion it is deemed necessary, retain consultants to assist in the review of an application for site plan approval.

A. *Procedure.* An application for site plan review shall be made to the director prior to an application for a building permit and will only be accepted if all other ordinances and provisions of the city have been complied with. Except as may otherwise be required by law or administrative procedures, all required county, regional, state, or federal agency approvals shall be obtained prior to site plan approval.

B. *Approval criteria.* The planning and zoning board and city commission shall use the following criteria in making their decision regarding approval or disapproval of a site plan application:

The development permitted by the application, if granted, conforms to the comprehensive plan; is consistent with applicable area or neighborhood studies or plans, and would serve a public benefit warranting the granting of the application at the time it is considered.

The development permitted by the application, if granted, will have a favorable or unfavorable impact on the economy of the city.

The development permitted by the application, if granted, will efficiently use or not unduly burden water, sewer, solid waste disposal, recreation, education or other necessary public facilities which have been constructed or planned and budgeted for construction.

The development permitted by the application, if granted, will efficiently use or not unduly burden or affect public transportation facilities, including mass transit, roads, streets and highways which have been constructed or planned and budgeted for construction, and if the development is or will be accessible by public or private roads, streets or highways.

C. *Plan submission and review.* Any application for site plan approval shall include the following information:

1. The location and size of the site, including its legal description and a current certified survey (less than six (6) months old).
2. The recorded ownership interests including liens and encumbrances and the nature of the developer's interest if the developer is not the owner.
3. The relationship of the site to existing development in the area including streets, utilities, residential and commercial development, and physical features of the land including pertinent ecological structures within one hundred (100) feet.
4. The density or intensity of land use to be allocated, all parts of the site to be developed, together with tabulations by acreage and percentage thereof.

5. The location, size, and character of any common open space and the form of organization proposed to own and maintain any common open space.
6. The use and the number of stories, height, bulk, and location of all buildings and other.
7. The requirements as set forth in this chapter and other chapters, including the necessary documentation for providing required improvements such as streets, water supply, storm drainage, parking, landscaping, and sewage collection as well as the provisions for all other appropriate public and private services such as police or security protection, fire protection, and refuse collection.
8. The substance of covenants, grants of easements, or other restrictions proposed to be imposed upon the use of the land, buildings, and structures including proposed easements or grants for public utilities.
9. In the case of plans which call for development over a period of years, a phasing schedule showing the approximate times within which applications for building permits are intended to be filed.
10. Any additional data, plans, or specifications which the applicant believes is pertinent and will assist in clarifying his application.
11. A demonstration that the proposed development does not degrade adopted levels of service in the city.
12. Architectural elevations for buildings in the development; exact number of dwelling units, sizes and types and total number of bedrooms, if residential. For nonresidential development, the floor area ratio and gross square footage shall be required.
13. Plans for signs, if any.
14. Traffic study stating current average daily and peak hour traffic volume counts, a description of existing traffic conditions, programmed and planned roadway improvements, and future traffic conditions. All roadway improvements and associated costs shall be provided.
15. Landscaping plan, including types, sizes and locations of vegetation and decorative shrubbery, and showing provisions for irrigation and maintenance. Certification of compliance with city landscape and the Code of Miami-Dade County, Florida, chapter 18A requirements.
16. Color renderings and elevations.
17. Photometrics.
18. Flood criteria data and finished floor elevations.
19. Additional data, maps, plans, surveys or statements, as may be required for the particular use or activity involved.

D. *Development review committee.* Upon acceptance of a site plan application, one (1) which is deemed non-administrative, the director shall forward a copy of the application and accompanying material to each of the following departments for review, as applicable:

- a. Public works and utilities.
- b. Parks and recreation.
- c. Police.
- d. Buildings and licensing.
- e. Reserved.
- f. Any other agency (whether municipal, county or state), as deemed applicable by the director.

If requested by the director, each reviewing discipline shall prepare a staff report with written comments and shall forward such staff report to the director. The director shall make a written finding that the site plan has or has not met the standards of this code. The applicant shall obtain applicable county and state approval prior to scheduling of public hearing.

A final site plan approved, either by the city commission or administrative action shall only be valid for a period of two (2) years. If a final plan has been allowed to expire without application for a building permit or commencement of construction the applicant will be required to submit a new site plan application.

E. For any property, impacted by the fires that occurred within the City of Opa-Locka between the dates May 26, 2026 and May 29, 2026, property owners will be allowed to submit a temporary use application to be effective for a ninety (90) day period. Impacted property owners will be required to submit a site plan application pursuant to this Section within the same ninety (90) day period.

Section 5. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 6. All ordinances or resolutions or parts of ordinances or resolutions in conflict herewith, are hereby repealed.

Section 7. This Ordinance shall be codified in the Code of Ordinances when the code is recodified.

Section 8. This Ordinance shall, upon adoption, become effective as specified by the City of Opa-Locka Code of Ordinances and the City of Opa-Locka Charter.

PASSED FIRST READING this ____ day of _____, 2026.

PASSED SECOND READING this ____ day of _____, 2026.

John H. Taylor, Mayor

ATTEST:

Joanna Flores, City Clerk

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

Burnadette Norris-Weeks, P.A.
City Attorney

Moved by: _____

Seconded by: _____

VOTE:

Commissioner Williams	(Yes) _____	(No) _____
Commissioner Kelley	(Yes) _____	(No) _____
Commissioner Bass	(Yes) _____	(No) _____
Vice-Mayor Ervin	(Yes) _____	(No) _____
Mayor Taylor	(Yes) _____	(No) _____



City of Opa-locka Agenda Cover Memo

City Manager:	Sha'mecca Lawson		CM Signature				
Commission Meeting Date:	6.24.2026		Item Type:	Resolution	Ordinance		Other
			<i>(Enter X in box)</i>		X		
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Resolution Reading: <i>(Enter X in box)</i>	1st Reading		2nd Reading	
			Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes	No
		X		X		X	
Funding Source: <i>Account#:</i>	<i>(Enter Fund & Dept)</i> Ex: N/A		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
	See Financial Impact section below				X		
ILA Required: <i>(Enter X in box)</i>	Yes	No	RFP/RFQ/Bid#:				
		X					
Strategic Plan Related <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: Enhance Organizational ☐ Bus. & Economic Dev ☒ Public Safety ☐ Quality of Education ☐ Qual. of Life & City Image ☐ Communication ☐	Strategic Plan Obj./Strategy: <i>(list the specific objective/strategy this item will address)</i>			
		X					
Sponsor Name	Commissioner Santiago		Department:	City Commission			

Short Title:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF OPA-LOCKA, FLORIDA, AUTHORIZING THE TEMPORARY PLACEMENT AND USE OF METAL STORAGE CONTAINERS, SHIPPING CONTAINERS, OR OFFICE TRAILER AS OFFICE SPACE FOR PROPERTY OWNERS AND BUSINESS OPERATORS LOCATED ON CAIRO LANE WHOSE BUSINESSES WERE IMPACTED BY THE RECENT FIRE INCIDENTS; ESTABLISHING CONDITIONS FOR SUCH TEMPORARY USE; REQUIRING THE SUBMISSION OF FINAL SITE PLANS AND REBUILDING APPLICATIONS WITHIN NINETY (90) DAYS; PROVIDING FOR PENALTIES AND REVOCATION OF APPROVAL FOR FAILURE TO COMPLY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

The City Commission recognizes that multiple businesses located on Cairo Lane suffered substantial damage and operational disruptions as a result of recent fire incidents. It to be in the best interest of the public health, safety, and welfare to provide temporary relief measures that allow affected businesses to continue operations while permanent rebuilding and redevelopment plans are prepared. The temporary placement of metal containers, shipping containers, or office trailer for use as office space may provide an immediate and practical solution for affected business owners. The City Commission desires to ensure that such temporary uses remain

temporary in nature and that affected property owners proceed diligently toward the construction of permanent facilities in compliance with all applicable City regulations.

The approval conditions for the temporary use shall include the following factors:

1. Temporary authorization
2. Site plan requirements-
3. Failure to comply
4. Duration of temporary approval
5. Implementation
6. Effective Date

Within 90 days of the passage of this legislation, the affected business owners must commence the application process for the Temporary Office Use.

Pursuant to Section 22-55 of the Code of Ordinance, the site plan application will be amended to allow affected business owners to submit site plans up to 90 days following the approval of the Temporary Use application.

Financial Impact: There is no financial impact associated with the passage this legislation.

Proposed Action:

Staff will adhere to the direction of the City Commission.
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Attachment:
