



**City of Miami Planning and Zoning Department  
Wynwood Design Review Committee (WDRC)  
-APPLICATION GUIDELINES-**

CITY OF MIAMI VISION STATEMENT: *"To Be an International City that Embodies Diversity,  
Economic Opportunity, Effective Customer Service and a Highly Rated Quality of Life"*

**1. OBJECTIVE OF THE WDRC:**

The purpose of the Wynwood Design Review Committee (WDRC) is to review and recommend to the Director of Planning and Zoning and the Urban Development Review Board (UDRB), pursuant to the NRD-1 and Miami 21, whether the design of developments and/or improvements to properties within the boundaries of the NRD-1 are compatible with the cultural and architectural character of the Wynwood Arts District and guidelines that may be adopted from time to time.

**2. PROJECTS REQUIRED TO BE SUBMITTED TO WDRC:**

- Projects over 200,000 square feet. (Appendix J 1.4 b).
- Parking may extend into the Second Layer above the first Story, by Waiver, if an art, glass, or architectural treatment, of a design to be approved by the Planning Director, with the recommendation of the WDRC, is provided for one hundred (100%) percent of that portion of the Façade. (Appendix J 1.7.1.c.1) (Appendix J 1.7.2.d.2)
- All newly constructed Principal Building ground floor Facades along Primary and Secondary Frontages shall include art or glass treatment, and art or glass treatment shall be of a design to be approved by the Planning Director with the recommendation of the WDRC in T5 and T6-8. (Appendix J 1.7.1.f.2)
- For a surface parking lot, in certain instances, a solid and continuous wall or fence, a minimum of five (5) feet in height, may be used in lieu of the landscape area, and shall be designed and approved by the Director of the Planning Department with the recommendation of the WDRC, in such a way as to provide a decorative effect.
- Within the NRD-1, Painted Wall Signs shall be allowed By Right. All other signage shall be subject to Article 10, Table 15 Sign Design Standards and approved by the Planning Director with the recommendation of the WDRC.

Other projects may be referred to the WDRC at the Planning and Zoning Director's discretion.

**3. MEETING DATES/SUBMITTALS:**

The WDRC meets the Second Tuesday of every Month (except August) at 1:00pm at the Wynwood BID Offices, 310 NW 26<sup>th</sup> Street, Suite 1, Miami FL 33127. Meeting times may vary based on agenda requirements.

Submittals to upcoming WDRC meetings are due by 4:00 pm the last Wednesday of the preceding month, except July (no meeting in August) to the City of Miami Planning and Zoning Department, 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami, FL 33130.

The Project Architect or designee shall be present at the time of the submittal and prepared to respond technical

questions regarding the project being submitted. A City of Miami Liaison and other staff from the Planning & Zoning Department will review submittals, and, if accepted, the applicant shall provide payment to the Planning and Zoning Department.

The Planning and Zoning Department reserves the right not to place items on the WDRC agenda if an application is found to be incomplete or if sufficient progress towards addressing provided comments has not been achieved. Please refer to the following minimum requirements and documentation that shall accompany applications.

#### **4. PROCEDURE:**

- Projects to be referred to WDRC shall receive and address comments provided by the Planning & Zoning Department's the Plan Review Committee (PRC).
- Applicant may consult with the Urban Design Section of the Planning and Zoning Department, to obtain information and guidance as to matters related to the WDRC submittal. Please contact Joseph Eisenberg, at 305 416 1409 or via email at [jeisenberg@miamigov.com](mailto:jeisenberg@miamigov.com) to schedule a meeting. WDRC information can also be found in the Planning and Zoning Department's web page at the following webpage; <http://www.miamigov.com/planning/WDRC.html>
- Submittals to upcoming WDRC meetings are due by 4:00 pm on the last Wednesday of every month preceding the month of the meeting, except July (no meeting in August) to the City of Miami Planning and Zoning Department, 444 SW 2<sup>nd</sup> Avenue, 3<sup>rd</sup> Floor, Miami, FL 33130. The Project Architect or designee shall be present at the time of the submittal and prepared to respond technical questions regarding the project being submitted.
- The City of Miami Liaison and other Planning and Zoning Department staff shall review submittals with the applicant to confirm whether the project is sufficiently far along to be placed on the agenda. Once the application is considered acceptable, the applicant shall provide the administrative staff the required fee of \$150.00 (\$75 for signs and murals). Checks shall be payable to the City of Miami.
- The applicant shall submit 9 complete sets (one of them signed and sealed), and one electronic copy (CD, Flash drive) of all plans, renderings, photographs and other supporting materials deemed necessary within this application to show appropriately all aspects of the proposal subject to be reviewed by the Wynwood Design Review Committee. (See Application Form and Check List)
- The specific manner in which the project is to be presented to the WDRC is left to the applicant's discretion.
- A City of Miami liaison shall prepare the agenda and board member packages, and post the agenda on the Planning and Zoning Department's web site and at the City administration building at least seven (7) days prior to meeting.
- WDRC meetings take place the second Tuesday of each month, except August (no meeting). Project architect, landscape architect and/or the designer/graphic artist of the sign or mural shall present the project to the Board, and be prepared to answer questions from the Board.
- A City of Miami liaison shall prepare and submit Board member's attendance and meeting minutes to the Clerk's Office. The meeting will be recorded.
- A City of Miami liaison shall draft WDRC Resolutions and submit them to the Planning and Zoning Director or designee for his/her review and signature. An electronic copy of the Resolution will be provided to the applicants.