

## **PILOT PROJECT FOR CERTAIN ILLEGAL CONVERSIONS**

### **Participation Guidelines (as of October 2016)**

#### **Section 1. Purpose and findings.**

(a) The purpose of this pilot project is to address residential real properties on which certain illegal conversions now exist so they may be exempted from enforcement actions for a specified period of time during which a study of exceptional circumstances which may be inhibiting reconversion or permitting will be analyzed by the City.

(b) The city commission has determined as follows:

(1) Numerous conversions exist in the city. In most cases, these conversions involve the addition of habitable floor space or installation of additional windows, doors and walls to create extra residential units, often for rental purposes. Such rentals create additional impacts on the surrounding neighborhood, such as parking, which the City seeks to have mitigated;

(2) In order to provide safe housing, and to protect innocent purchasers of residential real property with illegal conversions from undue hardship in complying with a mandate for reconversion or permitting, the city commission finds and determines that it is necessary and desirable to establish procedures for the pilot program as set forth in this resolution.

#### **Section 2. Location of NUCAP Pilot Project Area.**

(a) Generally. The Non-compliant and Unpermitted Conversion Amnesty Program (NUCAP) Pilot Project Area shall be as indicated in Exhibit A and is further described as the area north of Hallandale Beach Boulevard, east of Dixie Highway, south of Pembroke Road, and west of NE 12<sup>th</sup> Avenue. Within this boundary there are 23 non-compliant properties which each have a code enforcement case for an unpermitted residential conversion. Upon receipt of a request from the owner of these properties with the information listed in Section 3 such owner shall receive from the City an advisory report with analyses from a professional planner, economist, and architect.

#### **Section 3. Request for Participation.**

(a) Request Deadline. Every property owner desiring to receive the advisory report shall submit a written request to the Director of Development Services no later than 60 days **after** the effective date of written notice from the City that their property is eligible to participate. After such deadline, the opportunity to receive the advisory report may no longer be available.

(b) Submission of Written Request. The Director of Development Services shall determine whether an application is complete. Subject to the time limitation set forth in subsection (a), if an application is determined to be complete, then preparation of the advisory report for that property will commence. If an application is determined to be incomplete, the applicant shall be notified as to the information required to complete the application. If such notification is given after the deadline specified in subsection (a) of this section, then the applicant shall have fifteen additional days to submit a completed application.

(d) Contents of Written Request/Letter to the Director. Every application for participation in the NUCAP pilot program initiative shall, to the extent possible, be accompanied by the following information:

- (1) The name and residence address of individual(s) submitting as the applicant;
- (2) The address, legal description and folio number(s) of the residential real property for which the assistance is being requested;
- (3) The name and address of the owner of the residential real property for which the certificate of amnesty is requested if different from the applicant's an explanation of the relationship to the owner, and, if applicable, the owner's written permission to apply;
- (4) A floor plan, and a site plan, drawn to scale, which describes the residential real property, including the lot size, the dwelling unit floor area and the number off-street parking spaces for the dwelling units. Applicant shall also set forth the year in which the dwelling unit was constructed, and the year in which the conversion occurred, if known;
- (5) Photographs of the interior and exterior of the residential unit(s);
- (6) Any additional information which the director of community development may require.

#### **Section 4. Findings, Review and Approval.**

Following the receipt and filing of a complete request for participation and based on the results of the City's and the consultant team's findings as detailed in the report, the Director of Development Services may authorize the owner to apply for permits to complete repairs, remodeling, or updates to converted space for compliance with zoning, building safety, and fire regulations without further penalties or fines.