



**REGULAR MEETING OF  
THE PLANNING AND ZONING BOARD  
REGULAR MEETING  
<https://us02web.zoom.us/j/81097956191>  
MINUTES**

**Tuesday, April 9, 2024  
5:30 p.m.**

**City of Margate  
City Commission Chambers at City Hall**

**PRESENT:**

Shekinah Awofadeju-Major, Chair  
Antonio Spavento, Vice Chair  
Elsa J. Sanchez, Secretary  
Eugene Eccli, Board Member  
Mohamed M. Sulaman, Board Member

**ALSO PRESENT:**

Amelia Jadoo, Weiss, Serota, Helfman, Cole, & Bierman, City Attorney  
Elizabeth Taschereau, Director of Development Services  
Andrew Pinney, AICP, Senior Planner  
Paul Ojeda, Associated Planner  
Mikhailia Alleyne, Office Manager, Notary

The regular meeting of the Margate Planning and Zoning Board (P&Z) of the City of Margate, having been properly noticed, was called to order at 5:32 p.m. on Tuesday, April 9, 2024, in the City Commission Chambers at City Hall, 5790 Margate Boulevard, Margate, FL 33063. The Pledge of Allegiance was recited.

**1) OATHS**

Mikhailia Alleyne, Office Manager, Notary, administered the Oath of Office to Board members Shekinah Awofadeju-Major, Eugene Eccli, Elsa J. Sanchez, Antonio Spavento, and Mohamed M. Sulaman.

**2) BOARD MEMBER ORIENTATION**

A) *ID2024-111*  
**BOARD MEMBER ORIENTATION**

Andrew Pinney, Senior Planner, provided a Board member orientation. He acknowledged Erin Enright, Board of Adjustment member, had joined the meeting.

**Development Services Department**

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**City Commission**

Mayor Tommy Ruzzano  
Vice Mayor Arlene R. Schwartz  
Antonio V. Arserio  
Anthony N. Caggiano  
Joanne Simone

**City Manager**

Cale Curtis

**City Attorney**

Weiss Serota Helfman  
Cole & Bierman

**City Clerk**

Jennifer M. Johnson, MMC

Mr. Pinney reviewed the roles and responsibilities for the Planning and Zoning Board and the Board of Adjustment, as well as the purpose of each Board, definitions, criteria, rules of order, and procedure. He discussed the associated State Statute as appropriate.

City Attorney Amelia Jadoo discussed the rules of order and procedure and made a *PowerPoint* presentation reviewing Sunshine Law, public records, and ethics. She highlighted considerations related to email, text messages, and social media use. Board members asked questions and made comments regarding written communication, conversations on the dais,

Elizabeth Taschereau, Director of Development Services, shared that each Board member would be assigned a City of Margate email address. She noted it is important only that email account is used for City business to avoid the need to provide private phones to staff in the event of a public records request. She asked Board members to connect with Ms. Alleyne regarding the best forms of communication.

### 3) NEW BUSINESS

B) ID2024-115  
ELECTION OF CHAIR

Ms. Awofadeju-Major made the following motion, seconded by Ms. Sanchez:

**MOTION:** TO NOMINATE SHEKINAH AWOFADEJU-MAJOR AS CHAIR.

Mr. Spavento asked Ms. Awofadeju-Major to share her experience. Ms. Awofadeju-Major advised this was her second year serving on the P&Z and noted she had also served on Boards as part of her employment.

Mr. Spavento asked Ms. Awofadeju-Major to discuss her comfort level with Robert's Rules of Order, pointing to a past issue with confusion over withdrawing a motion and advising it could make the difference between a 30-minute meeting and a two (2) hour meeting. Ms. Awofadeju-Major stated she did not want to speak to the actions of others but would attest to familiarizing herself with the rules, so the Board has smooth and brisk meetings.

**ROLL CALL:** Ms. Awofadeju-Major – Yes; Mr. Spavento – Yes; Ms. Sanchez – Yes; Mr. Eccli – Yes; Mr. Sulaman – Yes. The motion passed with a 5-0 vote.

C) ID2024-116  
ELECTION OF VICE CHAIR

Ms. Sanchez made the following motion, seconded by Mr. Sulaman:

**MOTION:** TO NOMINATE ANTONIO SPAVENTO AS VICE CHAIR.

Mr. Sulaman asked Mr. Spavento his experience serving on a board. Mr. Spavento stated he had served on the Coral Bay Community Development District for the past 19 years, serving the past 15 years as Chairman. He added that he had also been president of his Homeowners Association (HOA) Board for approximately 15 years. He stated he had been coming to Margate since 2003 and has been involved in many local matters.

**ROLL CALL:** Ms. Awofadeju-Major – Yes; Mr. Spavento – Yes; Ms. Sanchez – Yes; Mr. Eccli – Yes; Mr. Sulaman – Yes. The motion passed with a 5-0 vote.

D) *ID2024-117*  
ELECTION OF SECRETARY

Mr. Sulaman made the following motion, seconded by Ms. Awofadeju-Major:

**MOTION:** TO NOMINATE ELSA J. SANCHEZ AS SECRETARY.

Mr. Spavento asked for clarification on the expectations of the Secretary role. City Attorney Jadoo advised the Secretary did not have to take notes or minutes but would take charge of the meeting in the case that the Chair and Vice Chair were not present.

Ms. Sanchez introduced herself briefly. She stated she has been a member of her HOA Board for the past 11 years and has been HOA Board President for five (5) years.

**ROLL CALL:** Ms. Awofadeju-Major – Yes; Mr. Spavento – Yes; Ms. Sanchez – Yes; Mr. Eccli – Yes; Mr. Sulaman – Yes. The motion passed with a 5-0 vote.

E) *ID2024-123*  
APPROVAL OF 2024 TERM CALENDAR

Andrew Pinney, Senior Planner, advised the draft calendar was attached to the record for review. He stated the P&Z generally meets on the first Tuesday of each month if there is an application to review, with shifts as required due to events and holidays. He noted the November 5 meeting would need to be rescheduled to the second Tuesday of the month due to the General Election.

Ms. Sanchez advised that she has a conflict on the second Tuesday of each month. Mr. Pinney stated the Board members could be polled closer to the meeting date to determine availability. He pointed out it would not be an issue if there are not items to review in November.

Ms. Sanchez made the following motion, seconded by Mr. Sulaman:

**MOTION:** TO APPROVE THE 2024 TERM CALENDAR AS AMENDED.

**ROLL CALL:** Ms. Awofadeju-Major – Yes; Mr. Spavento – Yes; Ms. Sanchez – Yes; Mr. Eccli – Yes; Mr. Sulaman – Yes. The motion passed with a 5-0 vote.

**4) APPROVAL OF MINUTES**

- A) *ID2024-109*  
APPROVAL OF MARCH 5, 2024, MEETING MINUTES

Ms. Sanchez made the following motion, seconded by Mr. Sulaman:

**MOTION:** TO APPROVE THE MINUTES OF THE MARCH 5, 2024, P&Z MEETING AS PRESENTED.

Mr. Spavento asked whether other Board members could attest to the accuracy of the minutes, as he was not present. Mr. Sulaman stated he could attest to their accuracy.

**ROLL CALL:** Ms. Awofadeju-Major – Yes; Mr. Spavento – Yes; Ms. Sanchez – Yes; Mr. Eccli – Yes; Mr. Sulaman – Yes. The motion passed with a 5-0 vote.

**5) GENERAL DISCUSSION:**

Mr. Eccli asked whether staff can provide him with a copy of the planning documents referenced during the Board member orientation, or if he could come to City Hall to examine the documents. Mr. Pinney clarified that the Comprehensive Plan and other documents referenced are published on the City website, but paper copies are not generally maintained.

**6) ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:35 p.m.

Respectfully submitted,



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Joao D. Brandao, Chair