



City Commission

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REGULAR MEETING OF THE DEVELOPMENT REVIEW COMMITTEE MINUTES

Tuesday, May 22, 2018

10:00 AM

City of Margate
Municipal Building

PRESENT:

Robert Massarelli, Director of Development Services
Andrew Pinney, Senior Planner
Richard Nixon, Director, Building Department
Lt. Paul Fix, Police Department
Abidemi Ajayi (A.J.), Engineer, DEES
Diana Scarpetta, CRA Project Specialist
Kevin Wilson, Fire Inspector
Alexia Howald, Associate Planner

ALSO PRESENT:

J. Scott Mire, Consilium Atlantic, Inc.

ABSENT:

Dan Topp, Community Development Inspector
Lt. Joe Galaska, Police Department
Ronald Eyma, Assistant Director of DEES
Abraham Stubbins, Utilities Inspector
Alberto Torres-Soto, Senior Engineer, DEES

The regular meeting of the Margate Development Review Committee (DRC) having been properly noticed was called to order by Robert Massarelli at 10:00 AM on Tuesday, May 22, 2018, in the City Commission Chambers at City Hall, 5790 Margate Boulevard, Margate, FL 33063.

1) APPROVAL OF MINUTES

ID 2018-208

- 1A) APPROVAL OF THE MINUTES FROM THE DEVELOPMENT REVIEW COMMITTEE MEETING ON APRIL 10, 2018 AND MAY 8, 2018.

Minutes for the April 10, 2018 and the May 8, 2018 were approved as written.

2) NEW BUSINESS

ID 2018-188

- 2A) **DRC NO. 05-18-02** CHANGE OF OCCUPANCY GROUP FROM BUSINESS TO ASSEMBLY TO PERMIT A CHURCH

Development Services Department

901 NW 66th Avenue, Margate, FL 33063 • Phone: (954) 979-6213
www.margatefl.com • dsd@margatefl.com

LOCATION: 5203 COCONUT CREEK PKWY

ZONING: TOC-C CORRIDOR DISTRICT

LEGAL DESCRIPTION: CENTRAL PARK OF COMMERCE 119-27B
PARCEL A

PETITIONER: J. SCOTT MIRE, CONSILIUM ATLANTIC, INC. ON BEHALF
OF ROBERT CAMPO, ALLIANCE XVI, LLC

Mr. Scott Mire introduced himself and gave a brief explanation of the proposed change of occupancy. He explained that the work will be solely an interior renovation.

DRC Comments:

Richard Nixon requested that plans and permits be submitted for the buildout.

Mr. Mire responded that the plans have already been submitted for review in the Building Department, and that it is on hold until the change of use is approved.

Kevin Wilson had no comment.

Andrew Pinney asked for a description of how the spaces will be used. Mr. Mire responded that the spaces are labeled according to daycare or Sunday school during services only, and not intended to be a school or function as a school.

Mr. Pinney stated that he agreed with the parking calculation and that there is a surplus of parking at the location.

Alexia Howald asked if a photometric plan was submitted. Mr. Mire responded that there was a photometric submitted with the plan. Miss. Howald mentioned the minimum ratio on the plan and questioned its accuracy. Mr. Mire responded that this was a previously approved set of photometric plans from the site. Mr. Pinney stated that the table will need an update. Mr. Mire agreed to check the photometric.

Diana Scarpetta had no comment

Abidemi Ajayi commented that impact fee calculations are based on the number of seats, which will be calculated at time of permit issuance.

Paul Fix had no comment.

Robert Massarelli summarized that based on the comments the photometric will need to be re-submitted for approval.

Andrew Pinney asked for clarification on the address. Mr. Mire clarified that the address of this project is 5259 Coconut Creek Pkwy. Mr. Pinney asked that they update the building permit to reflect the correct address.

Mr. Massarelli stated that based on the comments and changes, this application complies with the Code and they can move forward.

ID 2018-253

2A) CONSIDERATION OF RULES OF PROCEDURE FOR THE DEVELOPMENT REVIEW COMMITTEE

Mr. Massarelli stated that under Section 31-34 of the Margate Code of Ordinances, the DRC can adopt rules of procedure and rules of conduct. He stated that currently there were no written rules of procedure and rules of conduct for this board; and because of the actions of the City Commission to experiment with night meetings and to allow public comment, he wanted to be sure that the Board had rules to govern public input. Mr. Massarelli mentioned that a series of rules have been distributed and that he would like to get the comments from each board member, with his intent to adopt these rules and procedures today.

Mr. Massarelli brought up item 2, which states "The Chairman shall schedule, prepare the agenda, provide all back-up materials for each DRC meeting and ensure that the materials are provided to the committee members at least thirty (30) days before the meeting." He mentioned that there was some discussion internally on the timeline of the back-up.

Mr. Pinney addressed the timeline of the back-up material, stating that staff works on getting the back-up out to the board members at least 2 weeks prior to a given meeting. He stated that the timeline to distribute the back-up material should be 15 or 20 days prior to the meeting. Mr. Nixon would like it to state working days. Mr. Massarelli clarified that he wants boards members to have enough time to review the plans. He said that he does not read the Code as a guarantee if the applicant submits the application 30 days prior to the next DRC meeting that they will be heard on that specified meeting date. Mr. Pinney responded that this has been the interpretation and practice, which gives an accurate representation to the applicants on the outside that when they turn in an application they are aware of the date when the item will be heard.

Mr. Pinney also suggested introducing a time when the board schedules their meetings for the upcoming year. In the past this has been done in either October or November, however this has never been a written rule.

Mr. Massarelli recommends changing that the plans be distributed fifteen (15) working days prior to the meeting.

Kevin Wilson asked if he could get his own paper copy of plans for his review. Mr. Massarelli answered "yes".

Mr. Massarelli added that in addition to distributing the plans fifteen (15) working days prior to the meeting, the chairman shall establish a schedule at the beginning of each fiscal year. He continued reading the rules of conduct, explaining the purpose item 4, "a roll call of the committee members shall be taken". Mr. Massarelli read the remainder of the rules for the board asking for any other comments or suggestions.

Andrew Pinney questioned if there is a need to include any language addressing an item that is tabled. Mr. Massarelli responded that he can add the option to table to item "6-f" which will read "The chairman may table an item as deemed necessary".

Mr. Massarelli mentioned that there is nothing written on an appeals process for the DRC Board, but this is something that can be reviewed. He went on to say that there may also be a need to move potentially controversial site plans directly to the Planning and Zoning board level. He

explained that this procedure may require a change to the ordinance. Mr. Massarelli went on to say that some language will need to be written to address these items, reassuring the board that the technical review will still be done at this level. With that, Mr. Massarelli stated that by consensus these rules will be adopted by the board.

3) **GENERAL DISCUSSION**

Mr. Massarelli indicated that at the direction of the City Commission the DRC Meetings in June will be held in the evenings with a start time of 5:30 p.m. As of this time there are no items on the agenda.

There being no further business, the meeting was adjourned at 10:27 AM

Respectfully submitted,

Prepared by Melissa M. Miller

Robert Massarelli
Director of Development Services

Date: _____