



## INTEROFFICE MEMORANDUM FROM THE DEVELOPMENT SERVICES DEPARTMENT

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TO: City of Margate Planning and Zoning Board

FROM: Robert Massarelli, AICP, Director of Development Services

DATE: August 23, 2018

RE: Planning and Zoning Board September 4<sup>th</sup> Meeting

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The September 4<sup>th</sup> meeting of the Planning and Zoning Board meeting will be a workshop on the roles and responsibilities of the Planning and Zoning Board, the Local Planning Agency, and the Development Services Department. The back-up for this workshop are the sections of the City of Margate Code related to those subjects. I will use a PowerPoint presentation to highlight the significant sections.