



City Commission

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Interim City Attorney

Goren, Cherof,
Doody & Ezrol, P.A.

City Clerk

Joseph J. Kavanagh

REGULAR MEETING OF THE PLANNING AND ZONING BOARD MINUTES

Tuesday, October 2, 2018

7:00 PM

City of Margate
Municipal Building

PRESENT:

Todd E. Angier, Chair
Antonio Arserio
Richard Zucchini
August Mangeney
James O'Neill

ALSO PRESENT:

Julie F. Klahr, Interim City Attorney, Goren, Cherof, Doody & Ezrol, P.A.
Robert Massarelli, AICP, Director Development Services
Robert Meehan, Associate Planner

The regular meeting of the Planning and Zoning Board of the City of Margate, having been properly noticed, was called to order by Chair Todd Angier at 7:00 p.m. on Tuesday, October 2, 2018. A roll call of the Board members was done followed by the Pledge of Allegiance.

1) NEW BUSINESS

ID 2018-520

1A) REVIEW OF REQUEST FOR PROPOSAL (RFP) 2018-22a – COMPREHENSIVE PLAN AMENDMENT CONSULTING SERVICES.

Robert Massarelli, Development Services Director, gave a Power Point Presentation on the City of Margate Comprehensive Plan Update Consulting Services. He explained the need to update the Comprehensive Plan. Mr. Massarelli provided an overview of the process, the scope of services, and the fee for this service. He stated that when looking at all the elements of the Comprehensive Plan, a series of them are over thirty (30) years old and there is a need to update those elements. He went on to say that a request for proposal went out on August 6, 2018, and on August 22, 2018 the City Commission authorized staff to negotiate with The Mellgren Planning Group. Mr. Zucchini asked if the candidates were interviewed. Mr. Massarelli answered yes, and that they were done by a selection committee. Mr. Zucchini asked if the candidates had experience with smaller cities. Mr. Massarelli answered that

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both candidates had a wide range of experience. Mr. Massarelli continued with his presentation, explaining the scope and services, which include eight (8) tasks. Mr. Zucchini asked how staff envisioned the participation with the public. Mr. Massarelli answered that there will be neighborhood meetings, workshops with both the Planning and Zoning Board and City Commission, outreach to special interest groups. He said that there will be a multi-approach for public involvement, stating that the process began a few weeks back at Grooves and Greens. Mr. Arserio stated that both capital improvements and the comprehensive plan should be primarily focused on Margate residents. Discussion ensued.

Mr. Massarelli continued with his presentation discussing the vision and design standards of the City. He went on to explain the process for the Planning and Zoning Board and the City Commission, including involvement with State Agencies and County for their review and comments prior to adoption of the Comprehensive Plan. Mr. Massarelli explained the options for enhanced public involvement which include community town hall meetings, focus group meetings, and scientific survey. He then discussed the fee for service, including the breakdown of the initial proposal with optional tasks, as well as the fee for the current scope of work with options. He stated that the focus of the plan is to create priorities for the city, which focuses on key issues. Mr. Massarelli finished his presentation asking the board if they had any questions, suggestions and/or comments.

Mr. Zucchini asked for sample of Mellgren's work that they have done in another comparable city. Mr. Massarelli stated that the next item on the agenda was completed by The Mellgren Group. Mr. Zucchini clarified by asking if they did another city's comprehensive plan? Mr. Massarelli responded that they can supply this information.

Mr. Arserio asked if there was a timeline and or schedule for the plan. Mr. Massarelli answered that it will be anywhere between 6 months to 12 months. Mr. Arserio then asked if prior to the contract being signed, will there be a provided schedule of the work. Mr. Massarelli stated that he is highly motivated to get this done and that there will be a schedule for the work, in which he will be reporting to the Commission monthly.

Mr. Zucchini stated that there would be more comments to make if the board could have seen a sample of work done by The Mellgren Group. Mr. Massarelli said that this is a new approach and that nobody in Florida has done it this way. He went on to say that the focus is to identify what the key issues are for the City.

Mr. Arserio asked Mr. Massarelli if he was looking for a recommendation to the Commission on this item. Mr. Massarelli responded that if there are any suggested changes to the scope then that can be presented to the Commission; if Board recommends moving forward then this is something that can be done as well. Mr. Arserio stated that he is looking for a more precise schedule as well as to see a portfolio for The Mellgren Group prior to making a recommendation.

Mr. Massarelli stated that a detailed schedule is in the first task. He also said that this item is on the tomorrow night's agenda for the City Commission. Mr. Arserio stated that if this Board makes recommendations as advisors reporting directly to the City Commission, then there should be more time to consider these items.

Mr. Angier commented that he considered tonight's presentation as informational.

Mr. Arserio stated that he agreed that it was informational, however the Board needs review items and give guidance to the City Commission.

Mr. Zucchini made the following motion, seconded by Mr. Arserio:

MOTION: RECOMMEND TO THE CITY COMMISSION TO ASK FOR PORTFOLIO SAMPLES FROM THE MELLGREN GROUP OF WORK THAT THEY HAVE ALREADY DONE FROM ANOTHER CITY THAT IS SIMILAR IN SIZE AND SCOPE TO THE CITY OF MARGATE.

ROLL CALL: Mr. O'Neill, Yes; Mr. Mangeney, No; Mr. Zucchini, Yes; Mr. Arserio, Yes; Mr. Angier, No. The motion passed with a 3-2 vote.

ID 2018-535

1B) EAR BASED AMENDMENTS TO THE COMPREHENSIVE PLAN

Mr. Robert Massarelli, Development Services Director, introduced the consultant from The Mellgren Group, Ms. Althea Jefferson, and informed the Board that she will be giving the presentation on this item.

Althea Jefferson, AICP, Senior Associate, The Mellgren Planning Group, introduced herself to the board and gave a PowerPoint presentation on the Evaluation and Appraisal Report of the Comprehensive Plan. She explained that in December 2016 the City sent a letter to the Department of Economic Opportunity saying which amendments are to occur, in which these amendments are now due immediately to the State. She stated that this will need to be done quickly because the City of Margate will not be able to amend the Comprehensive Plan until these amendments have been made. Ms. Jefferson explained that the Evaluation Appraisal Report (EAR) Based Amendments is not a complete update to Margate's Comprehensive Plan, they are solely to address changes that have been made to the State's laws. She stated that typically the changes will result as either a new policy or an amended policy in order to address the new law. She went on to say that the Mellgren Group is recommending amendments to four (4) of the Elements in order to

bring the Comprehensive Plan up to date and in compliance. Ms. Jefferson summarized the four (4) Elements which include the following: Transportation, Capital Improvements, Intergovernmental Coordination, and Public Schools Facilities.

Mr. Zucchini asked Ms. Jefferson to define "concurrency management" as mentioned in the Transportation Element. Ms. Jefferson stated that concurrency refers to the services that are needed in order for development to occur, and for those services to be available for new and/or existing constituents to use. She went on to say that the impacts of that development will be available in terms of meeting the levels of service when it is constructed. Mr. Angier asked if the City already did that? Ms. Jefferson answered stating the requirement for this was the language, which had to give the process that was being used, which would include an agreement with a developer. Discussion ensued. Ms. Jefferson continued with the presentation discussing the Capital Improvements Element, stating that the City will need to prioritize the Capital Improvement Projects and determine where the facility updates and changes need to occur over the course of a five (5) year plan. Mr. Angier commented that the City will now need a five (5) year plan which will need to be listed in order of priority, he then asked what the City needs to do if something more important comes up during those five (5) years? Ms. Jefferson answered that the City can amend the plan/element. She continued the presentation explaining the Intergovernmental Coordination Element and the Public Schools Facilities Element. Discussion ensued. Ms. Jefferson went on to state the next steps in the process, which include the City Commission's first reading of the ordinance, transmittal to the DEO, then second reading with the City Commission. She explained that once the DEO finds the amendments in to be in compliance, the City can then continue with the Comprehensive Plan updates. She concluded the presentation by saying the proposed amendments are required by law, the updates meet the minimum EAR requirements, and staff is recommending both approval and adoption of the proposed EAR-based amendments and the related ordinance.

Mr. Arserio, asked if these amendments are verbatim from the State Legislature? Ms. Jefferson answered that some of them are restated exactly as it exists in the statutes.

Public Discussion:

Manny Lugo, 1129 E. River Drive, commented on the letter that went out in 2016 and that it was supposed to be done within a year, stating that it is now 2018. Ms. Jefferson answered that there are some cities that do not meet the deadline. She explained that there is a sanction that the city cannot amend its comprehensive plan until this is done.

Mr. O'Neill made the following motion, seconded by Mr. Mangeney:

MOTION: RECOMMEND THE CITY COMMISSION APPROVE THE
 PROPOSED EAR-BASED AMENDMENTS AND ADOPT THE

RELATED ORDINANCE, WHICH WILL BRING THE CITY'S COMPREHENSIVE PLAN INTO COMPLIANCE WITH FLORIDA STATUTES.

ROLL CALL: Mr. O'Neill, Yes; Mr. Mangeney, Yes; Mr. Zucchini, Yes; Mr. Arserio, Yes; Mr. Angier, Yes. The motion passed with a 5-0 vote.

2) **GENERAL DISCUSSION**

Mr. O'Neill had no comment.

Mr. Mangeney had no comment.

Mr. Zucchini had no comment.

Mr. Arserio had no comment.

Chair Angier thanked Mr. Massarelli for this evening's presentation, and for all the hard work he does.

There being no further business, the meeting was adjourned at 8:24 p.m.

Respectfully submitted,

Prepared by Melissa M. Miller

Todd E. Angier, Chair