



City Commission

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Joanne Simone

City Manager

Samuel A. May

Interim City Attorney

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

City Clerk

Joseph J. Kavanagh

REGULAR MEETING OF THE PLANNING AND ZONING BOARD MINUTES

Tuesday, September 4, 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

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, September 4, 2018. A roll call of the Board members was done followed by the Pledge of Allegiance.

1) APPROVAL OF MINUTES

ID 2018-452

1A) APPROVAL OF MINUTES FROM THE PLANNING AND ZONING MEETING ON JULY 5, 2018.

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

MOTION: APPROVED AS WRITTEN

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) NEW BUSINESS

ID 2018-451

Development Services Department

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1A) ROLES AND RESPONSIBILITIES OF THE PLANNING AND ZONING BOARD, THE LOCAL PLANNING AGENCY, AND THE DEVELOPMENT SERVICES DEPARTMENT.

Robert Massarelli, Development Services Director, gave a Power Point Presentation on the roles and responsibilities of the Planning Board, Local Planning Agency as well as the Development Services Department. He explained that as the City moves forward with the Comprehensive Plan and the rewrite of the Land Development Regulations, it is important to understand the roles and responsibilities of all the different parties that will be involved. He discussed the duties of the Planning and Zoning Board which include: acting in an advisory capacity to the City Commission; to study city plans with a view of improving them; to recommend approval or disapproval of all new plats; to act in an advisory capacity on all matters on proposals or applications to change zoning on real property located in a city; and to perform other duties from time to time as assigned by City Commission. Mr. Massarelli stated that the role of the Board is advisory. He went on to explain the Rules of Procedure of the Planning and Zoning Board which include meeting dates and times and the conduction of meetings by the Chairperson according to Roberts Rules. He detailed the chain of command, as well as the election of chairperson, vice-chairperson, and secretary. He explained that the board shall only be called to order when a quorum is present. He then discussed petitioners, motions, and meeting procedures.

Julie Klahr, City Attorney commented that the City can asked the public to identify themselves for the record, however if that person refuses to give their information, the City will still have to allow them to speak.

Mr. Massarelli continued with the presentation discussing the duties of the Local Planning Agency. He explained that the Local Planning Agency was developed by the State of Florida to provide the review and adoption of the City's Comprehensive Plan, stating that the City Commission has designated the Planning and Zoning Board as the Local Planning Agency in Margate. He stated that the duties and responsibilities are to conduct a comprehensive planning program and to prepare the comprehensive plan, or elements, or portions thereof. Mr. Massarelli went on to discuss substitute members under the local planning agency section, discussing how to handle a temporary absence or disqualification of a member. He explained that the Chairman of the Planning and Zoning Board will have the right and authority to designate members from the Board of Adjustment.

Mr. Angier commented on the board, stating that it is not a decision making board but rather a recommending board. He also stressed the importance of discussion which he believes is more important than the decision making process.

Mr. Massarelli continued with his presentation giving an overview of the roles and responsibilities of the Development Services Department. He explained that one of the many roles of the department include stimulating the economic development in the City. He went over the importance of this function,

explaining that staff looks at what businesses to attract, how to keep the process streamlined, and how to remain business friendly. Mr. Massarelli went over the other functions of the department which include planning, business tax receipt, and business development. He went on to say that another aspect of the department is the Development Review Committee(DRC), he explained the process stating that this is an important process in the approval of projects within the City. He explained the DRC process and named the departments involved which include: Development Services, Department of Environmental and Engineering Services, Fire, Building, Public Works, Police, and Community Redevelopment Agency (CRA). He discussed concurrency management, and both staff and board expectations of each other. Mr. Massarelli then concluded his presentation with a brief update of upcoming items, which include the Comprehensive Plan and the Land Development Code.

Public Comment:

Manny Lugo, 1129 E. River Drive, commented on the duties and responsibilities of the Local Planning Agency. Stating that the board is in place to support the City Commission.

3) **GENERAL DISCUSSION**

Mr. O'Neill had no comment.

Mr. Mangeney thanked staff for the presentation.

Mr. Zucchini commented on a past Commission Meeting which involved a business owner with a code enforcement issue. He suggested to the other Board Members to listen to Board of Adjustment Meetings.

Mr. Arserio thanked staff for the presentation. He also mentioned this Board bringing recommendations to the City Commission.

Chair Angier thanked Mr. Massarelli for his time and effort and gave recognition to Ms. Miller for doing an awesome job.

There being no further business, the meeting was adjourned at 8:22 p.m.

Respectfully submitted,

Prepared by Melissa M. Miller

Todd E. Angier, Chair