



# **City of Margate**

## **Development Review Committee**

### **Rules of Conduct**

Pursuant to Section 31-34 of the City of Margate Code, The City of Margate Development Review Committee (DRC) adopts the following Rules of Conduct.

1. The designee of the Director of the Development Services Department shall act as chairman in the Chairman's absence.
2. The Chairman shall prepare a schedule of meetings for the fiscal year and present that schedule to the DRC at the last meeting of the prior fiscal year.
3. The Chairman shall schedule, prepare the agenda, provide all backup materials for each DRC meeting and ensure that the materials are provided to the committee members at least fifteen (15) days before the meeting.
4. The Chairman shall call the meeting to order.
5. A roll call of the committee members shall be taken. If a committee member has determined that a project is not in compliance with all applicable laws and regulations which comes under their department's jurisdiction, their attendance or that of their designee is required. If the project is in compliance, their attendance is not required provided that a statement that the project is in compliance with all applicable laws and regulations and the conditions as outlined in Section 31-35 of the City Code which comes under their department's jurisdiction. The statement of compliance shall be provided to the Chairman one week before the scheduled meeting of the committee.
6. The committee shall consider approval of minutes, if available.
7. Each item on the agenda shall be reviewed in the following manner:
  - a. The applicant or their designated representative may make a presentation of the proposed project.
  - b. Each committee member shall provide comments to the applicant as to the adequacy of the application according to all City ordinances and shall approve or disapprove the submitted application based on compliance with all applicable laws and regulations and specifically Section 31-35, City of Margate Code as applicable to the members. Each member shall approve or disapprove the application based on compliance with all applicable laws and regulations which comes under their department's jurisdiction. The approval of all committee members is required for a determination of compliance. The applicant or their designated representative may ask questions of the committee members for clarification.

## Development Review Committee Rules of Conduct (continued)

- c. The public may make comments on the proposed project as it relates to the compliance with applicable laws and regulations. Those comments shall be limited to three minutes. The Chairman may extend the time limit as necessary. The committee members may ask questions of the public for clarification.
  - d. The Chairman will determine if the application is in compliance based on the comments from each committee member. If the application is not in compliance, the Chairman will summarize the areas of non-compliance and what actions are necessary to bring the application into compliance.
  - e. The Chairman shall prepare a statement assessing the adequacy of the proposal according to all city ordinances.
  - f. The Chairman may table an item as deemed necessary.
- 8. After the review of applications, there will be an opportunity for general discussion by the committee members for matters related to the committee.
  - 9. The Chairman shall adjourn the meeting.
  - 10. The Chairman shall cause the minutes of the meeting to be prepared.