



### City Commission

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### City Manager

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### City Attorney

Janette M. Smith, Esq.

### City Clerk

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## REGULAR MEETING OF THE DEVELOPMENT REVIEW COMMITTEE MINUTES

**Tuesday, October 22, 2019**

**10:00 AM**

City of Margate  
Municipal Building

### PRESENT:

Robert Massarelli, Director of Development Services  
Andrew Pinney, Senior Planner  
Alexia Howald, Associate Planner  
Dan Topp, Community Development Inspector  
Tom Vaughn, Plumbing Chief  
Alberto Torres-Soto, Senior Engineer, DEES

### ABSENT:

Kevin Wilson, Fire Inspector  
Lt. Ashley McCarthy, Police Department  
Richard Nixon, Building Department Director  
Mark Collins, Public Works Director

The regular meeting of the Margate Development Review Committee (DRC) having been properly noticed was called to order and a roll call was taken by Robert Massarelli at 10:10 a.m. on Tuesday, October 22, 2019, in the City Commission Chambers at City Hall, 5790 Margate Boulevard, Margate, FL 33063.

### 1) APPROVAL OF MINUTES

*ID 2019-534*

APPROVAL OF MINUTES FROM THE DEVELOPMENT REVIEW COMMITTEE MEETINGS HELD ON APRIL 23, 2019; MAY 14, 2019; MAY 28, 2019; AND JUNE 11, 2019

Minutes for the April 23, 2019; May 14, 2019; May 28, 2019; and June 11, 2019 meetings were approved as written.

### 2) OLD BUSINESS

*ID 2019-533*

1A) FINALIZE THE RULES AND PROCEDURES FOR DRC MEETINGS

### Development Services Department

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Alberto Torres, stated that he previously submitted his comments as well as comments from Interim DEES Director Curt Keyser to Mr. Massarelli as requested.

Andrew Pinney, asked if there was any language requesting a pre-application meeting with FDOT for projects located on state maintained roads. Ms. Alexia Howald asked to also include the School Board. Mr. Torres responded that in his pre-application comments he included language requesting meetings from outside agencies if applicable. Mr. Pinney referenced the inter-local agreement that the City has with the School Board, County and other Cities; commenting that a School Capacity Adequacy Determination (SCAD) letter is needed prior and at final site plan approval a Vesting Verification letter from the School Board is required.

Ms. Howald asked about property owner and authorized signature. Discussion ensued. Mr. Massarelli stated that he will re-evaluate the language on ownership and authorization to sign.

Ms. Howald asked about utility providers. Mr. Torres responded that engineering reviews water and sewer and the drainage will be based on the district. Mr. Pinney explained the process of the underground utility requirement.

Mr. Pinney mentioned the new software that the department will be implementing.

Mr. Massarelli asked for approval of the rules and procedures based on today's comments. Mr. Pinney made a motion to approve and Mr. Torres seconded that motion, all other board members were in favor.

### **3) GENERAL DISCUSSION**

Mr. Pinney recommended canceling the December 26<sup>th</sup>, 2019 DRC meeting. Mr. Massarelli was in favor of canceling the meeting, however if necessary a special meeting will be called based on workload.

Mr. Pinney asked for an update on relocating the DRC meetings to DEES. Mr. Massarelli will follow-up with staff and update with a response.

There being no further business, the meeting was adjourned at 10:32 AM

Respectfully submitted,

Prepared by Melissa M. Miller

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Robert Massarelli  
Director of Development Services

Date: \_\_\_\_\_