



**REGULAR MEETING OF
THE DEVELOPMENT REVIEW COMMITTEE
MINUTES**

Tuesday, June 25, 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
Kevin Wilson, Fire Inspector
Lt. Ashley McCarthy, Police Department
Pedro Stiassni, Engineer

ABSENT:

Alberto Torres-Soto, Senior Engineer, DEES
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 10:19 a.m. on Tuesday, June 25, 2019, in the City Commission Chambers at City Hall, 5790 Margate Boulevard, Margate, FL 33063.

1) NEW BUSINESS

ID 2019-338

1A) E-PLAN WORKFLOW

DRC Comments:

Robert Massarelli gave a brief explanation of the new e-plan software that the City is purchasing. He stated that his concern is with the workflow which will need to be both modified and adjusted accordingly to the specific functions of each department. He presented multiple workflows and is asking for input from the board members.

Alexia Howald commented on the steps and how the process will flow to the other departments.

Robert Massarelli referred to the change of occupancy workflow and asked when impact fees are determined

Development Services Department

901 NW 66th Avenue, Margate, FL 33063 • Phone: (954) 979-6213

www.margatefl.com • dsd@margatefl.com

City Commission

Mayor Anthony N. Caggiano
Vice Mayor Tommy Ruzzano
Antonio V. Arserio
Arlene R. Schwartz
Joanne Simone

City Manager

Cale Curtis

City Attorney

Janette M. Smith, Esq.

City Clerk

Joseph J. Kavanagh

Pedro Stiassni, gave a brief explanation on how impact fees are determined and calculated.

Ms. Howald discussed the Business Tax Receipt process and how a determination can trigger a change of occupancy. Discussion ensued in regards to the change of occupancy workflow.

Mr. Massarelli determined that the commercial alteration workflow will need to be reconsidered and the change of occupancy will need to be modified. He concluded that staff will need to meet again to go over the workflow prior to software installation.

GENERAL DISCUSSION

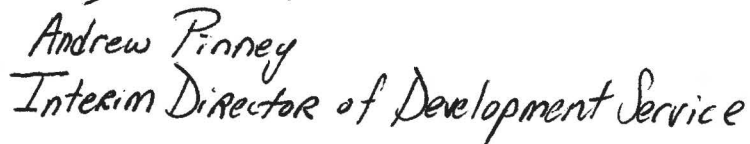
There being no further business, the meeting was adjourned at 10:49 AM

Respectfully submitted,

Prepared by Melissa M. Miller


Robert Massarelli
Director of Development Services

Date: 3/19/2020


Andrew Pinney
Interim Director of Development Service