



### City Commission

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### City Manager

Cale Curtis

### City Attorney

Janette M. Smith, Esq.

### City Clerk

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## REGULAR MEETING OF THE DEVELOPMENT REVIEW COMMITTEE MINUTES

**Tuesday, October 8, 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 Marshal  
Lt. Ashley McCarthy, Police Department  
Alberto Torres-Soto, Senior Engineer, DEES  
Curt Keyser, Interim Director of Department of Engineering and Environmental Services

### ABSENT:

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, October 8, 2019, in the City Commission Chambers at City Hall, 5790 Margate Boulevard, Margate, FL 33063.

### 1) NEW BUSINESS

*ID 2019-522*

#### 1A) REVISIONS TO THE RULES AND PROCEDURES FOR DRC MEETINGS

Robert Massarelli, gave a brief explanation of the new legislation which requires the department to process permits within a certain period of time. Once an application is accepted there is a thirty-day review process to confirm that it is complete. He continued to explain the process discussing the time line and acceptance of the application. Mr. Massarelli said that in order to implement the new process, he is proposing a series of changes to the DRC Rules of Conduct, in which all the requirements needed are addressed in the rules. He explained that an applicant will have the right to waive these time frames. The procedures will include a checklist requirement to assure that all items have been included in the application package prior to acceptance. Once the application has been accepted it will be distributed to staff for review and comments. Mr. Massarelli stated that he intends to finalize the new procedures at the next scheduled DRC

### Development Services Department

901 NW 66<sup>th</sup> Avenue, Margate, FL 33063 • Phone: (954) 979-6213  
[www.margatefl.com](http://www.margatefl.com) • [dsd@margatefl.com](mailto:dsd@margatefl.com)

meeting and asked the board for any comments that they may have to include in the final document.

Janette Smith, asked if everyone will submit their own checklist? Mr. Massarelli responded that there will be a master checklist, he then mentioned the new software system and how it will affect the process. Discussion ensued.

Ms. Smith asked if these rules will be on the website? Mr. Massarelli responded that they are the adopted rules for the Development Review Committee and is considered a public record. Mr. Pinney agreed that they should be on the website and included in the application software. Discussion ensued.

Mr. Massarelli suggested to implement a pre-application process to go over the checklist with the applicant.

Alberto Torres-Soto, questioned the review process and the fact that his department does not have the expertise of a transportation reviewer as part of his staff. Mr. Massarelli stated that he is working with the City Attorney on cost recovery ordinance for the city, which will place the financial burden on the applicant. Discussion ensued.

Alexia Howald, asked in regards to the process and once it has been determined complete will it then be scheduled for a DRC Meeting? Mr. Massarelli responded that it will need to be scheduled a meeting as soon as possible. He further explained that there may be a need for some flexibility. Discussion ensued.

Curt Keyser, Interim DEES Director introduced himself to the board and commented on the process of certifying the completion of an application.

Mr. Torres asked if the timeframe is based on calendar days? Mr. Massarelli replied calendar days.

Mr. Massarelli asked for each member to look at the supplemental and create a checklist so that applicants know exactly what they need. Mr. Pinney commented on the requirement of a pre-application meeting prior to the submittal of the application.

Mr. Massarelli requested that Police, Fire and Building Departments submit comments within the week in order to finalize the new procedures.

*Brief Recess was taken at 10:41 a.m.*

*Meeting resumed at 10:47 a.m.*

Mr. Pinney asked to insert calendar days in place of business days in the draft version. He discussed the process of application acceptance.

Ms. Smith excused herself from the meeting at 10:50 a.m.

Mr. Pinney continued with his comments asking for clarification on the following language as stated in the draft version: (page 9, #4) description of proposed use; (page 9, #5) floor area ratio; (page 10, #23) identify the mass transit modes, asking to include a method of measurement; (page 11, #32) requested to strike "or"; (page 11, Rezoning) asked to include

language for a Planned Unit Development (PUD); (page 15, #7, 8) requested a footnote in regards to crossing jurisdictional lines, should be 1,000 or 1,500 foot radius no matter the circumstance. Discussion ensued.

Mr. Pinney continued (page 17 – Site plan) requesting for the plan to be in color and each side of the building to be shown; (page 17 - XII) asked for a reference of the recycling requirement to be addressed; (page 18 #2) requested to strike off of the site plan; (page 18 #3a) to include light poles to the list. Discussion ensued.

Mr. Massarelli stated that he would like to get the rules adopted so staff can begin using the waiver.

Mr. Keyser asked in regards to waiver criteria listed on page 5 of the revised rules document, suggesting to consolidated the application review process based on either a signed waiver or no signed waiver.

Mr. Pinney asked about creating a form where it stated the applicant's certification. Mr. Massarelli replied that language can be added to the application confirming certification. Discussion ensued.

Mr. Massarelli stated that he appreciates all the input from the board. He explained that he will also be working with the City Attorney in regards to the Development Review Committee code and how to determine what is quasi-judicial and what is not.

## GENERAL DISCUSSION

Mr. Pinney asked about moving the DRC Meetings back to the DEES Administration Building.

Mr. Massarelli asked for consensus from the board to strike the provision for public comment and limit it to only if a final decision is being made by the board.

There being no further business, the meeting was adjourned at 11:46 AM

Respectfully submitted,

Prepared by Melissa M. Miller

  
Robert Massarelli  
Director of Development Services

Date: 3/19/2020

*Andrew Pinney*  
*Interim Director of Development Services*