

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING SEPTEMBER 15, 2021 immediately following the 6 p.m. Special Town Commission Meeting COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Town Attorney Clifford Repperger
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Public Works Director Tom Davis

1. **Call to Order** – Mayor Hoover called the meeting to order at 6:25 p.m.

2. **Roll Call**

Commissioners Present:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Commissioners Absent

Commissioner Steve Walters

Staff Present:

Town Manager Elizabeth Mascaro
Town Attorney Cliff Repperger
Town Clerk Jennifer Torres
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Public Works Director Tom Davis

3. **Pledge of Allegiance and Moment of Silence**

Waived by Mayor Hoover

4. **Public Comments**

Jim Simmons
409 Ave B

Mr. Simmons commented on the fact that the site plans included within the packet are not complete and need to include what the Planning & Zoning recommendation was because without the proper documentation, an informed decision cannot be made.

He also noted that while he did not initially support paid parking, it has been a successful program and he would like to congratulate the commissioners who brought this forward

Mr. Simmons said that he noticed in the Finance Report this month that legal fees are in a good place.

Walter Hardman
320 6th Avenue

Mr. Hardman expressed concern over the speeding on Oak Street and he did not see too many police patrols.

Mayor Hoover directed Town Manager Mascaro to speak to Chief Griswold about the issue.

5. Approval of the Agenda

6. Consent Agenda

- A. Approval of August 25, 2021 RTCM Draft Minutes – Town Clerk Torres
- B. Site Plan Approval for 308 Oak
- C. Site Plan Approval for 312 Oak
- D. Site Plan Approval for 208 3rd

After some discussion related to the Planning & Zoning site plans, Commissioner Quarrie stated that she would like to put aside approval of the site plans (item B, C and D) of the consent agenda – until she could assess the full plans.

Mayor Hoover stated that he is the homeowner of 308 Oak (Item B) and would need to abstain from voting on approval of his own property.

Commissioner Runte moved to remove item B from the Consent Agenda to be voted on separately; Commissioner Quarrie seconded; Motion carried 4-0

Town Attorney Repperger said that in regard to Commission Quarrie's request, the motion should be based on a conditional term – for example a 7-day review. If no objections are made within that time, the site plan is automatically approved within 7 days.

Commissioner Runte expressed concern over the delay and the inconvenience for the homeowners this could cause. He asked if 24 hours was enough time to review the site plans and Commissioner Quarrie agreed that it was. The Commission agreed that unless someone found an issue and contacted the Town Clerk within 24 hours – the site plans would be automatically approved.

Commissioner Runte moved to approve items A, C, and D as presented with a 24 hour conditional review; Commissioner Quarrie seconded;

*Alison Dennington
413 Surf Road*

Ms. Dennington wanted to clarify the issues being discussed. Mayor Hoover explained the Commission was requesting specific documentation for the site plans that was not included in the agenda packet.

*Jim Simmons
409 Avenue B*

Mr. Simmons went on about the Planning & Zoning plans – saying there is no need to see a full set of drawings – just a one sheet outline of the building, outlines, setbacks, etc.

Motion carried 4-0

Commissioner Runte moved to approve item B on the Consent Agenda with a 24-hour review period; Commissioner Quarrie seconded;

Motion carried 3-0 with Mayor Hoover abstaining.

7. Public Hearings

- A. Resolution 2021-10 Adopting the August 2019 Evaluation and Appraisal Report for the Town of Melbourne Beach Comprehensive Plan – Town Attorney Repperger

Vice Mayor Barton moved to accept Resolution 2021-10, adopting the 2019 appraisal report; Commissioner Quarrie seconded; Motion carried 4-0.

- B. First Reading of Ordinance 2021-04: An Ordinance of the Town of Melbourne Beach, Brevard County, Florida, Relating to the Town Comprehensive Plan – Town Attorney Repperger

Commissioner Quarrie noted that it appeared the legend was incorrect with Gemini showing as zoned single-family – and showing Circle Park, and Bicentennial Park as residential.

Town Manager Mascaro said those designations are shown on a historic map and they have a special reasoning behind them. Further discussion ensued related to zoning.

Public Comments

*Jim Simmons
409 Avenue B*

Mr. Simmons said that changing the designations would require a change in zoning.

*Alison Dennington
413 Surf Road*

Commissioner Runte moved to approve Ordinance 2021-04; Vice Mayor Barton seconded; Motion carried 4-0

Town Attorney Repperger said the ordinance will be transmitted to state LPA and they will review the changes for sufficiency. This process will take some time. Once they are complete, they will issue comments and the Town may address them and have a second reading.

- C. First Reading of Ordinance 2021-05: An Ordinance of the Town of Melbourne Beach, Brevard County, Florida amending various sections of the Code of Melbourne Beach Related to the Fire Department, Protection and Prevention – Town Attorney Repperger

Town Attorney Repperger said he had to make some logistical, technical changes to the ordinance and requested that the item be continued to the October 20, 2021 RTCM.

Commissioner Quarrie moved to continue the First Reading of Ordinance 2021-05 to the October 20, 2021 Regular Town Commission Meeting; Vice Mayor Barton seconded;

Public Comments

*Alison Dennington
413 Surf Road*

Ms. Dennington asked where a copy of the ordinance was – and Mayor Hoover explained it was not prepared yet – and was continued until the October 20, 2021 RTCM.

Motion carried 4-0

8. Old Business

- A. Consideration of Lining for Pickle ball – Public Works Director Davis

Public Works Director Davis said the tape he was using to mark off the courts for Pickle Ball was not working and he requested permission to mark at least the west court with paint.

Public Comments

*Lauren Hardman
320 6th Avenue*

Ms. Hardman said that Pickle Ball is a popular sport and requested the Commission install new lights in the tennis courts.

Commissioner Runte said that replacing the tennis court lights are an action item because they broke.

Commissioner Quarrie moved to approve Public Works request to paint the Pickle Ball markings on the west court; Commissioner Quarrie seconded; Motion carried 4-0.

9. New Business

12. Staff Reports

- A. Town Attorney Report
- B. Town Manager Report
- C. Town Clerk Report
- D. Departmental Reports
 - 1. Building Department
 - 2. Public Works Department
 - 3. Code Enforcement
 - 4. Police Department
 - 5. Fire Department
 - 6. Finance Department

Commissioner Runte moved to approve the August Finance Report; Commissioner Quarrie seconded; Motion carried 4-0


13. Town Commission Comments

- A. General Comments
- B. Review of Commission Action List
- Charging stations: Town Manager received contacts from Commissioner Runte but they are being unresponsive. Update at Oct. RTCM.
- Research Ocean Ave/Landscaping: Town Manager is currently working on an RFP for gardening and making sure to include all specifications, etc. She we will bring it to the Commission at the Oct. RTCM. Mayor Hoover suggested creating an RFP for a parks plan – and get the cost for a whole master plan so they can budget ahead and use Care Act money if allowed. The idea is to include every park space and then pare back if necessary. The Commission would like a Licensed Landscape Architect and Landscape Designer and a master plan that will give everyone a lot of time for input at public workshops etc.
- Add tennis court lights to Action Items list.

14. Adjournment

Vice Mayor Barton moved to adjourn; Commissioner Quarrie seconded; Motion carried 4-0.

The meeting adjourned at 7:39 p.m.



Wyatt Hoover, Mayor

ATTEST:

 5/18/22

Amber Brown, Interim Town Clerk

Regular Town Commission Minutes from September 15, 2021.

Minutes were approved but not signed.