



# Town of Melbourne Beach

## **SPECIAL TOWN COMMISSION MEETING WEDNESDAY, MARCH 6, 2019 MASNY ROOM – 507 OCEAN AVENUE**

### **MINUTES**

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Mayor Jim Simmons  
Vice Mayor Wyatt Hoover  
Commissioner Steve Walters  
Commissioner Sherri Quarrie  
Commissioner Corey Runte

Town Manager Robert Daniels  
Town Clerk Nancy Wilson  
Town Attorney Cliff Repperger

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### **PUBLIC NOTICE**

The Town Commission conducted Special Town Commission Meeting  
on Wednesday, March 6, 2019 in the Masny Room  
located at 507 Ocean Avenue to address the items below.

## **I. Call to Order – Led by Mayor Simmons**

Mayor Simmons called the meeting to order at 8:50 p.m.

## **II. Roll Call**

Town Clerk Wilson led the roll call.

### Commissioners Present:

Mayor Jim Simmons  
Vice Mayor Wyatt Hoover  
Commissioner Sherrie Quarrie  
Commissioner Steve Walters  
Commissioner Corey Runte

### Staff Present:

Town Manager Bob Daniels  
Town Clerk Nancy Wilson  
Town Attorney Cliff Repperger

The Commission consented to dispense with the Pledge of Allegiance and a moment of silence since it was conducted at the Workshop prior to this meeting.

## **III. Public Comment**

No public in attendance

## **IV. Old Business**

- A. Consideration of fee schedule from B.S.E. Consulting for civil engineering services  
– Town Manager Daniels

Town Manager Daniels provided a copy of B.S.E.'s fee schedule. Mr. Glaubitz, from B.S.E., said reviewing the site plan for a single family lot would take about an hour. The time is dependent upon the quality of the plans and a design that closely aligns with Town requirements. The follow-up inspection would also take about an hour. B.S.E. will review drainage, grading and utilities; the Building Official will provide the balance of the review. Commercial reviews of site plans would take longer to perform. In response to a question asked by Commissioner Quarrie, Commissioner Runte answered that the person at B.S.E. likely to review the plans would be a Staff or Project Engineer at a cost between \$110 - \$140 per hour.

**Commissioner Walters made a motion to accept B.S.E. Consulting's proposal to serve as our Civil Engineer to provide site plan reviews related to drainage, grading and utilities - the balance of the reviews will be performed by the Building Official. The added cost for B.S.E. review will be paid for by the homeowner as part of the permit schedule; Vice Mayor Hoover seconded. Motion carried 5-0.**

Town staff was directed to update the building permit fee in the application package and fee schedule. ADD TO ACTION LIST

- B. Consideration of LDC changes agreed to at the February 6, 2019 workshop including input from the Town Attorney regarding the proposed change to 3a-80(c) - Town Attorney Repperger

The Commission discussed at the Workshop revisions to the LDC related to retention and minor grading/fill.

**Vice Mayor Hoover made a motion to add 3a-80(d) and remove section 4a-238-1 in the LDC; Commissioner Quarrie seconded. Motion carried 4-1 with Commission Walters casting the dissenting vote.**

- C. Consideration of a building permit process change involving commercial delivery of fill – Mayor Simmons

**After considerable discussion at the earlier Workshop, the Commission consented to having Commissioner Runte research this issue further, getting input from our engineer in an amount of time not to exceed 30 minutes.**

V. Adjournment

**Commissioner Walters made a motion to adjourn; Commissioner Quarrie seconded. Motion carried 5-0.**

The meeting adjourned at 9:04 pm

ATTEST:

  
James D. Simmons, Mayor

  
Nancy Wilson, Town Clerk