



# M Town of Melbourne Beach

**TOWN COMMISSION WORKSHOP  
WEDNESDAY, OCTOBER 4, 2017, 6:00 p.m.  
TOWN HALL MASNY ROOM – 507 OCEAN AVENUE**

## **MINUTES**

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Mayor Jim Simmons  
Commissioner Tom Davis  
Commissioner Wyatt Hoover  
Commissioner Sherri Quarrie  
Commissioner Steve Walters

Interim Town Manager Elizabeth Mascaro  
Town Clerk Nancy Wilson

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## **PUBLIC NOTICE**

The Town Commission conducted a Town Commission Workshop  
at 6:00 p.m. on Wednesday, October 4, 2017 in the  
Town Hall 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 6:00 p.m.

**II. Roll Call**

Town Clerk Wilson led the roll call.

Commissioners Present:

Mayor Jim Simmons  
Vice Mayor Tom Davis  
Commissioner Wyatt Hoover  
Commissioner Sherri Quarrie

Staff Present:

Interim Town Manager Elizabeth Mascaro

Staff Absent:

Town Clerk Nancy Wilson

Commissioner Absent:

Commissioner Steve Walters

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

Led by Mayor Simmons

**IV. Board Reports**

Report on general activities of the Parks & Recreation Board from chairman, Ed Struttman as requested by Commission.

Mayor Simmons said that somebody had asked the Parks Board to consider kayak stands at 6<sup>th</sup> Avenue for rentals but he thought this issue had already been discussed. Vice Mayor Davis confirmed that it had been discussed previously and the Commission decided there would be liability issues. Commissioner Hoover added that maintenance was also discussed as an issue as was cost.

**V. Public Comment**

No public in attendance

**VI. Old Business**

Discussion regarding site plan review requirements – Commissioner Quarrie

Commissioner Quarrie said that a survey provided in a site plan for a property in Town didn't represent what was currently on the property. She said the problem is that the requirements outlined in the Development Application are not being properly fulfilled before the Commission receives site plans for approval. She said that years ago when she was on the Planning & Zoning Board, there were problems with building department staff not performing their duties according to our requirements. She suggested that we have a procedure put in place so we know that applicants are abiding by our requirements. Commissioner Quarrie said that even something that was permitted previously has to be shown on a survey. If it is



shown on a survey, the narrative explains the plans for whatever exists on that survey. What the property owner plans to do with any feature on the property doesn't matter, we just need to know about it. Interim Town Manager Mascaro said she spoke to Beth Crowell about this situation and she said those kinds of issues are the responsibility of the building inspector when they are on property but this does not happen before the Planning & Zoning Board gets a site plan for review. Mayor Simmons said we need to make sure we do a site walk down along with the other requirements before submitting a site plan to Planning & Zoning. Commissioner Quarrie said we want to have control over our own zoning and not just hope that the building official is doing what is required. She said when somebody buys a property, they should have a survey. When a homeowner closes on a property, they should have a survey and when something is added to their property, they should have another survey. This shouldn't require additional expense, they will just be providing information that should be in their possession already. Commissioner Hoover said there is language that could be cleaned up in the Development Application to prevent ambiguity.

Interim Town Manager Mascaro said that our building official is extremely busy and his two days in the Town are very structured. She suggested adding a day to his schedule.

After considerable conversation, the following additions were agreed to by consensus for the Development Application on page 15, *Site Plan for Single Family Development*. The information below is required for all development applications not just single family residences.

The additions are underlined:

- 1. Narrative description of proposed improvements and demolitions.**
- 2. Two (2) Sealed Surveys of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/DAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)**
  - a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.**

The process needs to be tightened to ensure site plan development processes are followed. The Commission agreed by consensus to add an extra day to the Building Official's schedule, thus working three days instead of two.

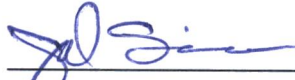
The Commission also discussed stormwater management at great length.

## VII. Adjournment

**Vice Mayor Davis made a motion to adjourn; Commissioner Hoover seconded. Motion carried 4-0.**

Meeting adjourned at 7:07 p.m.

ATTEST:

  
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James D. Simmons, Mayor  
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Nancy Wilson, Town Clerk