

Town of Melbourne Beach

MINUTES

PLANNING & ZONING BOARD MEETING TUESDAY SEPTEMBER 1, 2020 @ 7:00pm COMMUNITY CENTER – 509 OCEAN AVENUE

Board Members:

Chair David Campbell

Member Kurt Belsten

Member April Evans

Member Douglas Hilmes

Member Daniel Gonzalez

Alternate Member/School Board Representative Christian Lindbaek

Staff Members:

Town Manager Elizabeth Mascaro

Town Clerk Jennifer Torres

Town Attorney Clifford Repperger

Notice: Commission discussion and possible action may occur during any Commissioner Meeting. The following sections of the Agenda are always subject to such discussion and possible action without further motion by the Commission: Changes to the Agenda, Public Hearings, Old Business, and New Business.

The public is advised that members of the Town Commission may be in attendance and participate in proceedings of the board. Attorney General Opinions (AGO) AGO 91-95, AGO 98-14, AGO 2000-68.

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so.

In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

1. CALL TO ORDER

Chairman Campbell called the meeting to order at 7:00 p.m.

2. ROLL CALL

Town Clerk Torres conducted the roll call:

Present:

Chairman Campbell
Member Belsten
Member Evans
Member Hilmes
Member Gonzalez

Staff Present:

Town Manager Mascaro
Town Clerk Torres
Town Attorney Repperger

3. APPROVAL OF MINUTES - September 1, 2020

Member Belsten moved to approve the minutes from the September 1, 2020 meeting; Member Gonzalez seconded; Motion carried 5-0.

4. PUBLIC HEARINGS

5. NEW BUSINESS

A. Site Plan Review for 304 First Avenue, Melbourne Beach

This project is for a new single family dwelling with drainage review.

Member Gonzalez moved to approve the site plan for 304 First Avenue; Member Belsten seconded; Motion carried 5-0.

B. Site Plan Review for 309 Hibiscus Trail, Melbourne Beach

This project is for an entry porch addition to a single family dwelling.

Member Belsten moved to approve the site plan for 309 Hibiscus Trail; Member Gonzalez seconded; Motion carried 5-0.

C. Site Plan Review for 316 Avenue A, Melbourne Beach

This project is for an accessory structure.

The board found several issues of concern with the site plan including the drawing, the scale, a lack of proper elevations and a sealed survey.

Member Evans moved to send the site plan for 309 Hibiscus Trail back to the Town Building Official to obtain the proper documentation necessary including clarification of structure use, clarification of structure height and width and a sealed site plan; Member Gonzalez seconded; Motion carried 5-0.

6. OLD BUSINESS

7. PUBLIC COMMENT

8. REPORTS: TOWN MANAGER AND TOWN ATTORNEY

Town Manager Mascaro suggested having the Building Official attend the next meeting to introduce himself and discuss any issues. She also advised the Board of the upcoming Town Commission Meetings to vote on the millage rate.

9. ITEMS TO BE ADDED TO THE AGENDA FOR FUTURE MEETINGS

10. ADJOURNMENT

Meeting adjourned 7:21 p.m.

Member Hilmes motioned to adjourn; Member Gonzalez seconded. Motion carried 5-0.

ATTEST:

David Campbell, Chairman

Jennifer Torres, Town Clerk