**Town of Melbourne Beach**

**MINUTES**

**PLANNING & ZONING BOARD MEETING**

**TUESDAY NOVEMBER 9, 2021 @ 6:30pm**

**COMMUNITY CENTER – 509 OCEAN AVENUE**

**Board Members:**

Chair David Campbell

Member Kurt Belsten

Member April Evans

Member Douglas Hilmes

Member Daniel Gonzalez

**Staff Members:**

Town Manager Elizabeth Mascaro

Town Clerk Jennifer Torres

Town Attorney Clifford Repperger

1. **CALL TO ORDER**

Chairman Campbell called the meeting to order at 6:30 p.m.

1. **ROLL CALL**

Town Clerk Torres conducted the roll call:

Present:

Chairman Campbell

Vice Chairperson Belsten

Member Hilmes

Member Evans

Member Gonzalez

Staff Present:

Town Manager Mascaro

Town Clerk Torres

1. **APPROVAL OF MINUTES –** October 5, 2021

**Member Belsten moved to approve the draft minutes from the October 5, 2021 meeting; Member Hilmes seconded; Motion carried 5-0.**

1. **NEW BUSINESS**
   1. Site Plan Approval for 303 Riverside Drive

Chair Campbell had a question on the elevation drawing, noting that a section was not included over the foyer area – and he wanted to know why.

Building Assistant Crowell clarified that the elevation was not included on the drawing but that it still meets the code at roughly another 6-8 inches higher – to a height of 24.10 - and no more than 25. The builder, who was in attendance concurred and said it was his error the figures were left off.

**Member Belsten moved to approve that the site plan for 303 Riverside does not extend beyond 24.10-feet in height; Member Hilmes seconded; Motion carried 5-0**

**Member Gonzalez moved to approve the Site Plan for 303 Riverside as amended in the prior motion; Member Belsten seconded; Motion carried 5-0.**

1. **PUBLIC COMMENT**

*Alison Dennington*

*413 Surf Road*

Ms. Dennington said there are other reasons for having a second kitchen that include caring for elderly parents, etc.

Chairman Campbell said their goal is not to prevent those situations - but instead to prevent rentals.

Member Hilmes said the Board may want to take a look at multi-generational definitions as opposed to multi-tenant.

1. **REPORTS: TOWN MANAGER AND TOWN ATTORNEY**

Town Manager Mascaro asked the Board whether they wanted to discuss issues related to prior concerns raised over single-family homes turning into multi-family homes, including the issues of multiple kitchens and laundry rooms, main entry access to all rooms, second meters and sub meters, and entry from the main house. She advised the Board that amendments to the code may be required and asked them what they want to see changed.

Member Gonzalez said he thought they were scheduled to discuss that during December’s meeting. Town Manager Mascaro said she wanted to get some information from them now so she had the opportunity to provide research.

After some discussion, the Board agreed:

* All rooms of the home (with the exception of accessory structures) should be accessible from the main entrance
* There should be a clear definition of “kitchen.”
* There should be a clear definition of “multi-generational.” Because the Board does not want to prohibit creating a living space for family members (in-laws, parents, etc.)
* Separate meters and sub meters (other than the main meter) should be prohibited.
* There needs to be a plan for enforcement.

Some discussion of “220’s” took place. Other discussion occurred related to site plans having two laundry rooms – or two kitchens – which could be an indication of multi-family intent.

The Board asked the Town Manager to get a definition for “kitchen” and bring that to the December meeting.

**10. ITEMS TO BE ADDED TO THE NEXT AGENDA**

**11. ADJOURNMENT**

**Member Belsten moved to adjourn; Member Hilmes seconded; Motion carried 5-0.**

Meeting adjourned at 7:52 p.m.