



TOWN OF MELBOURNE BEACH
REGULAR TOWN COMMISSION MEETING

June 28, 2023

AGENDA PACKET

TABLE OF CONTENTS
AGENDA JUNE 28, 2023

MEETING AGENDA – ADDITIONS/DELETIONS/CHANGES – Pages 3-5

CONSENT AGENDA

- A. APPROVAL OF THE REGULAR TOWN COMMISSION MEETING MINUTES MAY 17, 2023 – Pages 6-14
- B. APPROVAL OF THE SITE PLAN FOR 504 FOURTH AVE – Pages 15-26
- C. APPROVAL OF THE SITE PLAN FOR 306 AVENUE B – Pages 27-79
- D. REAPPOINTMENT OF A BOARD MEMBER TO THE EAB– Page 80

PROCLAMATIONS/PRESENTATIONS/AWARDS

- A. PRESENTATION OF A PROCLAMATION RECOGNIZING MAY 20TH THROUGH MAY 26TH, 2023 AS NATIONAL SAFE BOATING WEEK – Page 81

FINANCE/BUDGET REPORT – Pages 82-98

DEPARTMENT AND BOARD/COMMITTEE REPORTS

- A. PUBLIC WORKS DEPARTMENT – Pages 99
- B. BUILDING DEPARTMENT – Pages 100-101
- C. CODE ENFORCEMENT
- D. FIRE DEPARTMENT – Pages 102-105
- E. POLICE DEPARTMENT – Pages 106-112
- F. TOWN CLERK – Page 113

UNFINISHED BUSINESS

- A. REVIEW THE BOAT RAMP CONCEPT PLANS– Pages 114-115

NEW BUSINESS

- A. CONSIDERATION OF THE FISCAL YEAR 2023-2024 FIRE RESCUE DISPATCH SERVICES INTERLOCAL AGREEMENT IN THE AMOUNT OF \$5,600.00 – Pages 116-119
- B. CONSIDERATION OF THE CHIEF OF POLICE JOB DESCRIPTION – Pages 120-124
- C. CONSIDERATION ON LIMITING PLAN REVIEW SUBMISSIONS TO PLANNING & ZONING BOARD – Pages 125-127
- D. CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING FOR POSTING LEGAL NOTICES ON BREVARD COUNTY'S PUBLICLY ACCESSIBLE WEBSITE – Pages 128-134
- E. CONSIDERATION OF THE 2023-2024 SCHOOL RESOURCE OFFICER'S MEMORANDUM OF UNDERSTANDING – Pages 135-147
- F. CONSIDERATION OF SUGGESTED CHANGES TO THE LAND DEVELOPMENT CODE, CODE OF ORDINANCES – Pages 148-149

ADMINISTRATIVE REPORTS

- A. TOWN ATTORNEY
- B. TOWN MANAGER – Page 150

TASK LIST – Pages 151-154

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

JUNE 28, 2023 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE

AGENDA

NEW DATE

The Town Commission will conduct a Regular Town Commission Meeting on Wednesday, June 28, 2023, in the Community Center to address the items below

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Town Clerk Amber Brown

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 – Led by Mayor Hoover**
- 2. Roll Call**
- 3. Pledge of Allegiance and Moment of Silence**
- 4. Meeting Agenda – Additions/Deletions/Changes**
- 5. Consent Agenda**
 - A. Approval of the Regular Town Commission meeting minutes May 17, 2023
 - B. Approval of the site plan for 504 Fourth Ave – accessory structure
 - C. Approval of the site plan for 306 Avenue B – new home
 - D. Reappointment of a Board Member to the Environmental Advisory Board
 1. Kelli Hunsucker
- 6. Proclamations/Presentations/Awards**
 - A. Presentation of a proclamation recognizing May 20th through May 26th, 2023 as National Safe Boating Week
- 7. Finance/Budget Report**
- 8. Department and Board/Committee Reports**
 - A. Public Works Department
 - B. Building Department
 - C. Code Enforcement
 - D. Fire Department
 - E. Police Department
 - F. Town Clerk
- 9. Public Comment (Non-Agenda Items)**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.
- 10. Public Hearings/Special Orders**
- 11. Unfinished Business**
 - A. Review the boat ramp concept plans
- 12. New Business**
 - A. Consideration of the fiscal year 2023-2024 Fire Rescue Dispatch Services Interlocal Agreement in the amount of \$5,600.00.
 - B. Consideration of the Chief of Police Job Description
 - C. Consideration on limiting plan review submissions to Planning & Zoning Board
 - D. Consideration of a Memorandum of Understanding for posting legal notices on Brevard County’s publicly accessible website
 - E. Consideration of the 2023-2024 School Resource Officer’s Memorandum of Understanding
 - F. Consideration of suggested changes to the Land Development Code, Code of Ordinances

13. Administrative Reports

- A. Town Attorney
- B. Town Manager

14. Commission Reports**15. Task List****16. Public Comment****17. Adjournment**

Town of Melbourne Beach

**REGULAR TOWN COMMISSION MEETING
May 17, 2023 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE**

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Cliff Repperger
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Public Works Director Tom Davis
Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Mayor Wyatt Hoover
 Vice Mayor Joyce Barton
 Commissioner Sherri Quarrie
 Commissioner Marivi Walker

Staff Members Present

Town Manager Elizabeth Mascaro
 Town Attorney Clifford Repperger
 Finance Manager Jennifer Kerr
 Building Official Robert Bitgood
 Public Works Director Tom Davis
 Town Clerk Amber Brown

Commission Members Absent

Commission Corey Runte

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. Proclamations and Awards

Mayor Wyatt Hoover presented a proclamation recognizing May 15th, 2023 as Police Memorial Day and May 14th through May 20th as Police Memorial Week.

5. Presentations by Special Guests

A. Fiscal Year 2022 Financial Audit presented by James Moore

Zach Chalifour, a partner of James Moore, reviewed the Town Audit and explained the four reports of the audit. The first report is an unmodified independent auditors' report on the financial statements. The second report is on internal control and compliance. The third report is a catch-all that goes over everything else that needs to be included in the audit. The last report is looking at the Town's compliance with state statutes regarding investment activity and policies. Zach spoke about the ARPA funds and a change in the audit standards where they have to state how they approach their testing to identify risks. Zach reviewed some of the financial statements.

Further discussion ensued

6. Boards and Committees

A. Presentation by the History Center Board

Laurie Simmons, Chair of the History Center Board, spoke about the history of the Old Town Hall Building. July of 2026 is when the lease on the building would need to be renewed. There are ten docents, and two open the building every Saturday from 11 am to 3 pm. So far this year there have been 289 people that have come through. Laurie spoke about events the Board has and read a few letters from people who have been impacted by the History Center. She spoke about needed maintenance that includes the insulation in the attic which is falling, sagging soffit, tree trimming, some rotten siding, and the building could use a new coat of paint.

Crystal Cain, a member of the History Center Board, spoke about the native plant garden. They received a grant for the garden. To date, they have accumulated almost 400 volunteer hours. Had a plant sale in April. In 1994 there was a permanent building prohibition on that land.

B. Presentation by the Historical Preservation and Awareness Board

Dayle Hinman Farrell, a member of the Historical Preservation and Awareness Board, spoke about the history of the Ryckman House, what the Board has been working on, the items in the house, and the early residents of the Town. She provided a copy of a draft list of all of the items in the Ryckman House.

7. Public Comments

Carlton Ray
518 Andrews Dr

Carlton Ray spoke about the Pineapple Man Triathlon and being on the Melbourne Beach Rotary Club. They would like to have amplified music starting at 7 am and instructions during the Triathlon near the pier or in the pavilions.

Town Manager Elizabeth Mascaro spoke about several years ago the Town stopped allowing amplified noise in the park, so the Commission would have to be the ones to allow it.

Mayor Wyatt Hoover spoke about putting the speaker by the Ryckman House to be further from the home on the other side of the brick wall.

The other Commissioners agreed.

Betsy Baird
River Rd

Betsy Baird spoke about the fitness class instructor should be paid. A neighbor told her the four-way stop at Ocean and Pine is unnecessary and there is too much money being spent on signs.

Chuck Cain
309 Surf Rd

Chuck Cain asked if the Commission is aware that the County's Comprehensive Plan does not allow high density, but several people have tried to get that restriction lifted.

Mayor Wyatt Hoover spoke about knowing about the situation and being open to making some effort to provide opposition to any changes.

The Commission discussed sending a letter of opposition to the Brevard County Commissioners

Town Attorney Clifford Repperger spoke about the previous conversation about changing high density was for one specific address.

Cindy Lagrassa
412 First Ave

Cindy LaGrassa, Vice President of the Melbourne Beach Garden Club, spoke about the history and activities of the club. The club is disbanding and would like to donate \$1,500.00 towards a waterfall installation at Bicentennial Park.

Commissioner Sherri Quarrie read a public comment she received via email from Lou Ann Apple. The email was regarding the rumble strips at Ocean and Pine. The noise from the rumble strips is disturbing people and animals. It might not seem loud during the day, but at night it is consistent and very loud.

Commissioner Sherri Quarrie spoke about finding alternative ideas to solve the issue such as speed bumps.

Town Manager Elizabeth Mascaro spoke about how dangerous that intersection is. For whatever reason people continue to run that stop sign.

The Commission decided to remove the rumble strips and try speed bumps.

Frank Thomas
606 Atlantic St

Frank Thomas spoke about Tom Davis being a tremendous employee for the Town. The Old Post Office and Beaujean house look good. He spoke about potential Town mottos such as history matters, the Town that remembers its past, or the Town with tradition. Many years ago the Beaujean house was in bad shape so he put together a group of people to raise money to fix up the house.

8. Approval of the Agenda

Vice Mayor Joyce Barton made a motion to approve the agenda as presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

9. Consent Agenda

- A. Approval of the Regular Town Commission meeting minutes April 19, 2023
- B. Approval of the site plan for 415 Sixth Ave – New home
- C. Clarification on the motion that was made during the May 19, 2023, Regular Town Commission meeting regarding the proposed Bowman contract for a conceptual site plan for the boat ramp
- D. Appointment and reappointment of Board Members
 - Reappointment to the Historical Preservation and Awareness Board
 1. Jo Solley-Hansen
 2. Dayle Hinman Farrell
 3. Diana Beacham
 4. Gail Gowdy
 - Reappointment to the Environmental Advisory Board
 1. Karen Fenaughty
 - Appointment to the Environmental Advisory Board
 1. Brent Washburn

Town Clerk Amber Brown asked for verbal verification regarding item C. The motion was to review and consider the proposed contract, but it did not include approving the money.

Mayor Wyatt Hoover spoke about the motion should be to approve the contract and the spending of \$850.00.

The other Commissioners agreed with Mayor Hoover.

Vice Mayor Joyce Barton moved to approve the Consent Agenda as presented with the addition of the verbal approval; Commissioner Marivi Walker seconded; Motion carried 4-0.

10. Public Hearing

11. Old Business

- A. Consideration of Resolution 2023-01 – Historical Preservation and Awareness Board

Town Clerk Amber Brown spoke about the Historical Preservation and Awareness Board operating under a 2-year extension to the Resolution for the Board. After the 2-year extension, the Commission was to review the status of the Board and then decide whether to make the Board permanent or not. At the February 15, 2023, Regular Town Commission Meeting a copy of the draft resolution was presented for discussion to officially establish the Board. The following items were discussed and changed to what was in the packet tonight. Changed the name to include Ryckman House, term limits changed from 2 years to 3 years, and increased the number of members to 7 plus 2 alternates. The draft resolution was presented to the Historical Preservation and Awareness Board in March, and the Board did not have any opposition to the resolution.

Vice Mayor Joyce Barton asked why the name of the Board changed and asked for input from the Historical Preservation and Awareness Board.

Mayor Wyatt Hoover spoke about it being mildly confusing having 2 history boards.

Town Manager Elizabeth Mascaro spoke about including preservation and awareness in the name as well.

Dayle Hinman Farrell, a member of the Historical Preservation and Awareness Board, spoke about not being concerned about the name but focusing on being able to be of service and the preservation of history.

Mayor Wyatt Hoover spoke about changing the name to Ryckman House Historical Preservation and Awareness Board.

The other Commissioners agreed with changing the name to Ryckman House Historical Preservation and Awareness Board.

Vice Mayor Joyce Barton moved to approve Resolution 2023-01 to change the name to Ryckman House Historical Preservation and Awareness Board; Commissioner Marivi Walker seconded; Motion carried 4-0.

- B. Consideration of Resolution 2023-02 – Amendments to Town Commission Rules and Procedures (Order of Meeting Agenda)

Mayor Wyatt Hoover spoke about the background of this item.

Town Attorney Clifford Repperger spoke about the updates to the resolution being the order of the agenda and then the Town Clerk sent an email out that included some technical updates.

Mayor Wyatt Hoover spoke about the technical updates including the numbering of the bullets, using the word he or his, and capitalization of Town Commission. He spoke about changing he or his to they, them, or their.

Town Clerk spoke about the additional updates including Robert's Rules of Order is on the 12th edition from 2020, the paragraph about the order of the seating for the Commissioners, and it references action items which was renamed to the task list.

The Commission approved the technical updates.

Mayor Wyatt Hoover spoke about the major changes to this resolution are moving staff reports toward the beginning of the meeting so staff can leave earlier.

Frank Thomas
606 Atlantic St

Frank Thomas spoke about there used to be a police report which was the highlight of the meeting.

Chuck Cain
309 Surf Rd

Chuck Cain asked about public comment being right before adjournment.

Vice Mayor Joyce Barton spoke about public comment still being towards the beginning of the meeting, but there is an additional opportunity for public comment that was added right before adjournment.

Mayor Wyatt Hoover spoke about each voting item will still have public comment.

Vice Mayor Joyce Barton made a motion to approve 2023-02 amendments to the Town Commission rules and procedures, and order of meeting agenda with the discussed changes; Commissioner Marivi Walker seconded; Motion carried 4-0.

12. New Business

- A. Consideration of the fiscal year 2023-2024 Law Enforcement Dispatch Services Agreement

Town Manager Elizabeth Mascaro spoke about this being the yearly agreement for our police dispatch. It increased by \$549.56.

Vice Mayor Joyce Barton moved to approve the FY2023-2024 Law Enforcement Dispatch Services Agreement at the cost of \$18,868.11, an increase of \$549.56 over the current agreement; Commissioner Marivi Walker seconded; Motion carried 4-0.

- B. Consideration of the contract for document management software and document scanning services

Town Attorney Clifford Repperger spoke about him being involved in this to review the agreements. There were funds already budgeted of \$26,000.00 for document management and \$24,000.00 for scanning services. This contractor, MCCi, was awarded a contract under the National Cooperative Purchasing Alliance and is used by numerous other municipalities in the State of Florida. Under addendum 1 there is a one-time implementation fee of \$15,750.70 and an annual support/subscription fee of \$7,709.50 for a total cost for document management of \$23,460.20. Addendum 2 is for scanning services in the amount of \$22,002.04.

Town Clerk Amber Brown spoke about the Town's old documents starting to disintegrate, so she spoke with other clerks who mentioned using MCCi for document management and document scanning. This is a two-part agreement, addendum 1 is for document management and storage of documents. Addendum 2 is for the scanning of our historical records.

Further discussion ensued.

Town Attorney Clifford Repperger spoke about a few edits that he will propose to MCCi.

Vice Mayor Joyce Barton moved to approve the Master Service Agreement, Addendum 1 and 2 subject to edits but not to include changing the price of the implementation fee of \$15,750.70, recurring annual support/subscription fee of \$7,709.50, and also changes made by the Town Attorney and approval from MCCi; Commissioner Marivi Walker seconded; Motion carried 4-0.

C. Approve/appoint Code Enforcement Magistrate, Paul Gougelman

Town Attorney Clifford Repperger spoke about Paul Gougelman who used to be the Town of Melbourne Beach Attorney which makes him uniquely qualified to be the Special Magistrate. The rate increased to \$275.00 per hour and \$125.00 per hour for paralegals.

Further discussion ensued

Vice Mayor Joyce Barton moved to approve and appoint Code Enforcement Magistrate Paul Gougelman; Commissioner Marivi Walker seconded; Motion carried 4-0.

13. Staff Reports

A. Town Attorney Report

No additions

B. Town Manager Report

Town Manager Elizabeth Mascaro thanked Commissioner Sherri Quarrie and Robin Davis for the ribbon cutting of the Free Little Library and thanked Finance Manager Jennifer Kerr for her hard work on the audit. Next month the Ocean Ave update and boat ramp should be ready.

C. Departmental Reports

1. Building Department

Building Official Robert Bitgood spoke about the legislative bill that would drastically change the building department did not pass.

2. Code Enforcement

No additions

3. Public Works Department

Public Works Director Tom Davis spoke about the tractor should be coming in next week, the pavilions at Ocean Park are now a solid color, most of the palm trees in Ryckman Park have been trimmed, and the boardwalk along Ocean Park will be starting at the end of this month.

Mayor Wyatt Hoover asked Public Works Director Tom Davis to get with the History Center Board regarding the maintenance of the History Center.

4. Police Department

No additions

5. Fire Department

No additions

6. Finance Department

Vice Mayor Joyce Barton made a motion to accept the finance report as presented; Commissioner Marivi Walker seconded; Motion carried 4-0.

7. Town Clerk

No additions

D. Town Commissioners

14. Action Items

Updated

- **Lifeguard Coverage** – Town Manager Elizabeth Mascaro spoke about Fire Chief Gavin Brown being the liaison for this and the Brevard County Commissioners are looking into different options - June
- **Live Streaming** – Town Clerk Amber Brown spoke about being in contact with a company that assists with RFPs and finding companies that do the work – July
- **Street Ends** – Public Works Director Tom Davis provided photos and spoke about the street ends of First through Sixth which has large coquina rocks. Fifth Ave is the best option. – June

15. Adjournment

Commission Marivi Walker moved to adjourn; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

Meeting adjourned at 8:57 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Town Clerk



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date: 5-8-2023

Owner: Kevin Moore

Owner Address: 504 Fourth Ave. Melbourne Bch. FL. 32951

Site Address Same

Parcel ID: 28-38-07-02-20-5

Zoning: Zoning District 1RS

Project: Accessory Structure for storage

Reference: Town of Melbourne Beach Code of Ordinances: 7A-31.

Request: Approval by the Planning and Zoning Board and the Town Commission for: Accessory Structure

Staff Review:

- 1). The project is: An Accessory structure for storage.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.

Lot area is 39,800	sq. ft. (min. 12,000 sq. ft.)
Lot width is 265'	(min. 100 ft.)
Lot depth is 156'	(min. 120 ft.)
- 3). Lot coverage has a maximum of 30% for principle structure.

Lot coverage per plan is: 13,589	
Footprint of Primary Structure is 3,915	sq. ft.
Max allowed for Primary Structure is 11,940	sq. ft. for Lot Area of
sq. ft. 39,800	
Minimum pervious area per lot is 30%. Pervious area is	70.8 %
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 17.6 from FFE, Main Structure is 18'
Flood Zone X

5). Zoning District Setback requirements

Proposed Accessory Structure Rear Setback	15'2"	(min. 25 ft.)
Proposed Accessory Structure Front Setback is	120'	(min. 25 ft.)
Proposed Accessory Structure West Side Setback	254'	(min. 15 ft.)
Proposed Accessory Structure East Side Setback	27'2"	(min. 15 ft.)

- 6). Sediment and erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.**
- 7). On-site stormwater retention control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.**
- 8). Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure. Minimum landscaping standards will be met.**

Based on the above review, I find the proposed site plan for the referenced property is in compliance with The Town of Melbourne Beach Code of Ordinances.

**Robert Bitgood
Building Official**

504 Fourth Ave.

IMPERVIOUS		PERVIOUS	
Primary Structure	3,915	Shed space	
Pool	430	Open areas	
Decks	1,294	Other	
Driveway	3,022		
Accessory Bldg	1,410		
Concrete areas		TOTAL PERVIOUS	26,211
Pavers areas			
Other			
TOTAL IMPERVIOUS	29.20%	Lot Total Sq Footage	39,800
		TOTAL % PERVIOUS	71%



TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

1. Fees per current schedule.
2. Deed to property.
3. Pre-Application meeting is mandatory. Contact the Building Official or Building Clerk to submit information required and to schedule a pre-application meeting.
4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

II. REQUEST:

- | | |
|---|--|
| <input type="checkbox"/> Land Use Plan Amendment | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Coastal Construction Variance |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Appeal (Application must be filed within 30 days) |
| <input type="checkbox"/> Site Plan Review Single Family (1RS, 2RS, 3RS) | <input type="checkbox"/> Site Plan Review Multifamily (4RM, 5RMO) |
| <input type="checkbox"/> Site Plan Review Commercial (6B, 7C, 8B, 9I) | <input type="checkbox"/> Amendment to the Land Development Code |
| | <input type="checkbox"/> Other (specify) _____ |

III. PROPERTY INFORMATION:

General Location: PINE : 4th AVE

Address: 504 4th AVE MELBOURNE Bch FL 32951

Parcel Number(s): _____

Area (in acreage): -914 Area (in square feet): 39,800

Current Zoning: 1RS Proposed Zoning: _____

Current Future Land Use: _____ Proposed Future Land Use: _____

Brief Description of Application: DETACHED ACCESSORY STRUCTURE

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): _____

IV. APPLICANT INFORMATION:

Property Owner

Name: Kevin Moore

Phone: 856-313-6829

Address: 504 4th Ave

Fax: _____

Melbourne Beach, FL
32951

Email: Kevin4moore@verizon.net

Applicant (if other than property owner)

Name: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

- 1. That I/we are the fee simple title owner (circle one) contract purchaser (circle one) of the property described in this application.
- 2. That I/we have read and understands the entire application and concurs with the request.
- 3. That I/we have appointed the Applicant to represent the application, and empowers the Applicant to accept any and all conditions of approval imposed by the Town of Melbourne Beach.

Signature: [Handwritten Signature]

Date: 5/8/2023

Print Name: Kevin Moore

Title: _____

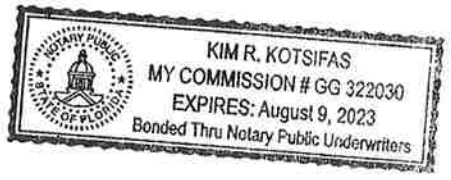
*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 8th day of May, 2023 by Kevin Moore who is/are personally known to me, or who has/have produced A FL. Dr. License as identification.

[Handwritten Signature]
Signature of Notary Public, State of Florida

NOTARY SEAL



VI. APPLICANT CERTIFICATION:*

I/we affirm and certify that I/we understand and will comply with the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the application and support documents are fully complete and comply with the requirements of the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the statements and/or diagrams made on any paper or plans submitted here with are true to the best of my/our knowledge and belief that this application, attachments and application filing fees become part of the official public record of the Town of Melbourne Beach, Florida and are not returnable or refundable.

Under penalties of perjury, I/we declare that I/we have read the foregoing application and that to the best of my/our knowledge and belief the facts stated in the application are true.

Signature: [Handwritten Signature] Date: _____

Print Name: Kevin Moore Title: _____

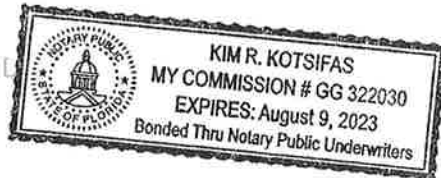
*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 8th day of May, 2023 by Kevin Moore, who is/are personally known to me, or who has/have produced A Fl. Dr. License as identification.

[Handwritten Signature]
Signature of Notary Public, State of Florida

NOTARY SEAL



VII. PROJECT DESCRIPTION:

Describe Application: Accessory Structure

Provide attachment if more space is needed.

Describe Existing Conditions: _____

Provide attachment if more space is needed.

ACCESSORY STRUCTURE FOR Moore Residence



ENTRY ELEVATION



RESIDENTIAL PLANNING & DESIGN
 •587 WEST EAU GALLIE BLVD•
 •SUITE 201 MELBOURNE FL, 32935•
 •321-745-8609•
 •ALEX@MITZDESIGNGROUP.COM•
 •MITZDESIGNGROUP.COM•

JOB NO.	22-050
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	5.4.23

REVISIONS	BY	DATE
	AAM	XX.XX.XX

CUSTOM DESIGN FOR
MOORE RESIDENCE
 ACCESSORY STRUCTURE
 ADDRESS:
 504 4TH AVE,
 MELBOURNE BEACH, FL, 32951

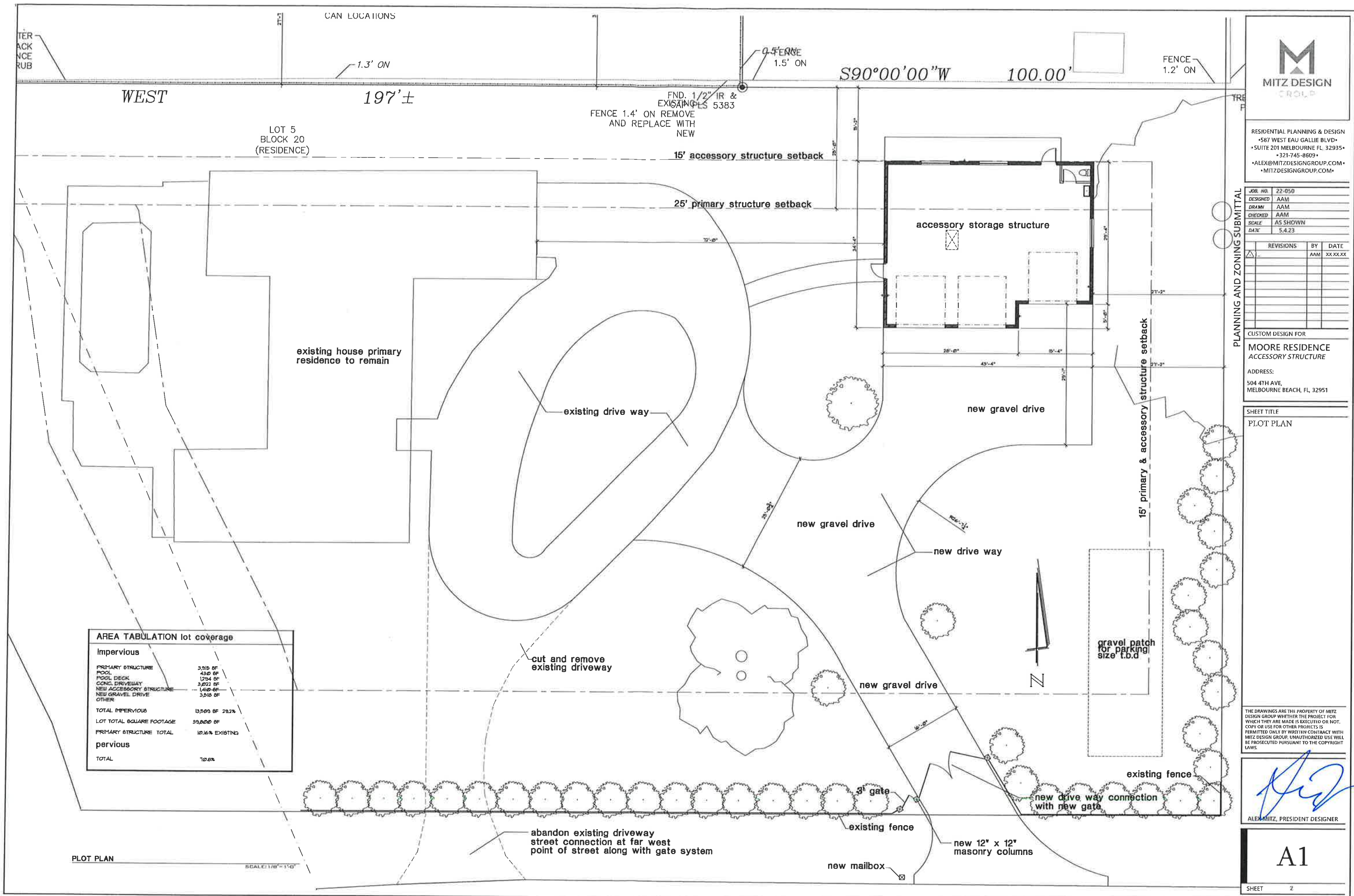
SHEET TITLE
 COVER SHEET

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

C1
 SHEET 1

PROJECT SUMMARY	
PROJECT NAME :	MOORE RESIDENCE
PROJECT ADDRESS :	504 4TH AVE MELBOURNE BEACH, FL, 32951
PROPOSED USE :	SINGLE FAMILY RESIDENTIAL ACCESSORY STRUCTURE
CONTRACTOR:	T.B.D.
APPLICABLE CODES:	
FLORIDA BUILDING CODE:	FBC 17TH EDITION (2020)
MECHANICAL CODE :	2020
PLUMBING CODE :	2020
ELECTRICAL CODE :	NEC 2021
FIRE CODE :	FLORIDA FIRE PREVENTION CODE 2020
AUTHORITY / JURISDICTION :	TOWN OF MELBOURNE BEACH
SCHEDULE OF DRAWINGS	
SHEET	DESCRIPTION
C1	COVER SHEET
A1	PLOT PLAN
A2	FLOOR PLAN, ROOF PLAN, ELECTRICAL PLAN, GATE DETAIL
A3	EXTERIOR ELEVATIONS
AREA TABULATION	
ACCESSORY STORAGE STRUCTURE	1,410 BF
AREA TABULATION lot coverage	
impervious	
PRIMARY STRUCTURE	3,915 BF
POOL	430 BF
POOL DECK	1294 BF
CONC. DRIVEWAY	3,922 BF
NEW ACCESSORY STRUCTURE	1,410 BF
NEW GRAVEL DRIVE	3,518 BF
OTHER	
TOTAL IMPERVIOUS	13,589 BF 28.2%
LOT TOTAL SQUARE FOOTAGE	39,800 BF
PRIMARY STRUCTURE TOTAL	10.16% EXISTING
pervious	
TOTAL	70.8%



AREA TABULATION lot coverage

impervious	
PRIMARY STRUCTURE	3,315 SF
POOL	430 SF
POOL DECK	1,204 SF
CONC. DRIVEWAY	3,072 SF
NEW ACCESSORY STRUCTURE	1,440 SF
NEW GRAVEL DRIVE	3,510 SF
OTHER	
TOTAL IMPERVIOUS	13,569 SF 28.2%
LOT TOTAL SQUARE FOOTAGE	48,000 SF
PRIMARY STRUCTURE TOTAL	10.16% EXISTING
pervious	
TOTAL	70.8%

PLOT PLAN

SCALE: 1/8" = 1'-0"



RESIDENTIAL PLANNING & DESIGN
 • 587 WEST EAU GALIE BLVD •
 • SUITE 201 MELBOURNE FL 32935 •
 • 321-745-8609 •
 • ALEX@MITZDESIGNGROUP.COM •
 • MITZDESIGNGROUP.COM •

PLANNING AND ZONING SUBMITTAL

JOB NO.	22-050
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	5.4.23

REVISIONS	BY	DATE
	AAM	XX.XX.XX

CUSTOM DESIGN FOR
MOORE RESIDENCE
 ACCESSORY STRUCTURE
 ADDRESS:
 504 4TH AVE,
 MELBOURNE BEACH, FL, 32951

SHEET TITLE
 PLOT PLAN

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

A1
 SHEET 2



RESIDENTIAL PLANNING & DESIGN
 •587 WEST EAU GALIE BLVD•
 •SUITE 201 MELBOURNE FL 32935•
 •321-745-8609•
 •ALEX@MITZDESIGNGROUP.COM•
 •MITZDESIGNGROUP.COM•

JOB NO.	22-05D
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	5.4.23

REVISIONS	BY	DATE
	AAM	XX.XX.XX

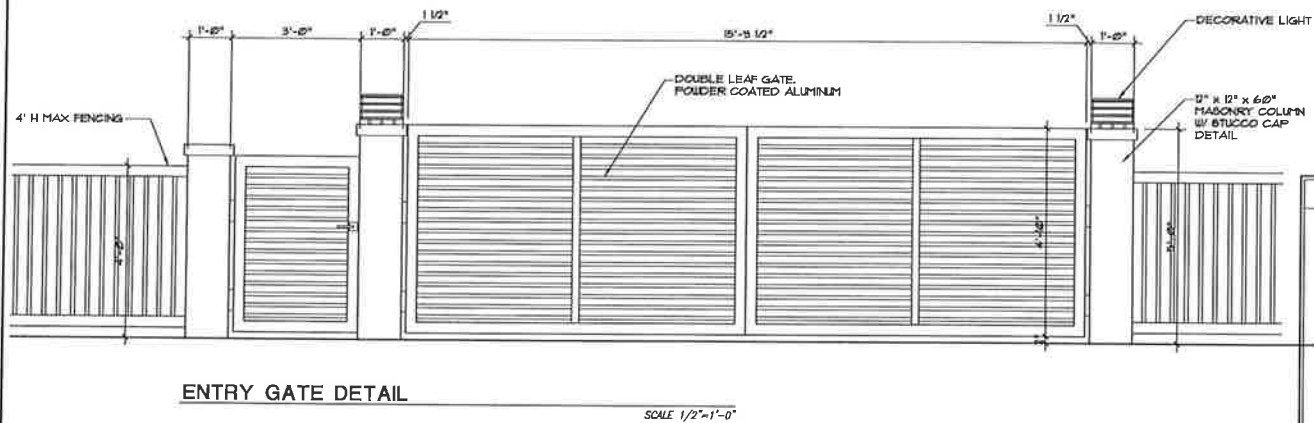
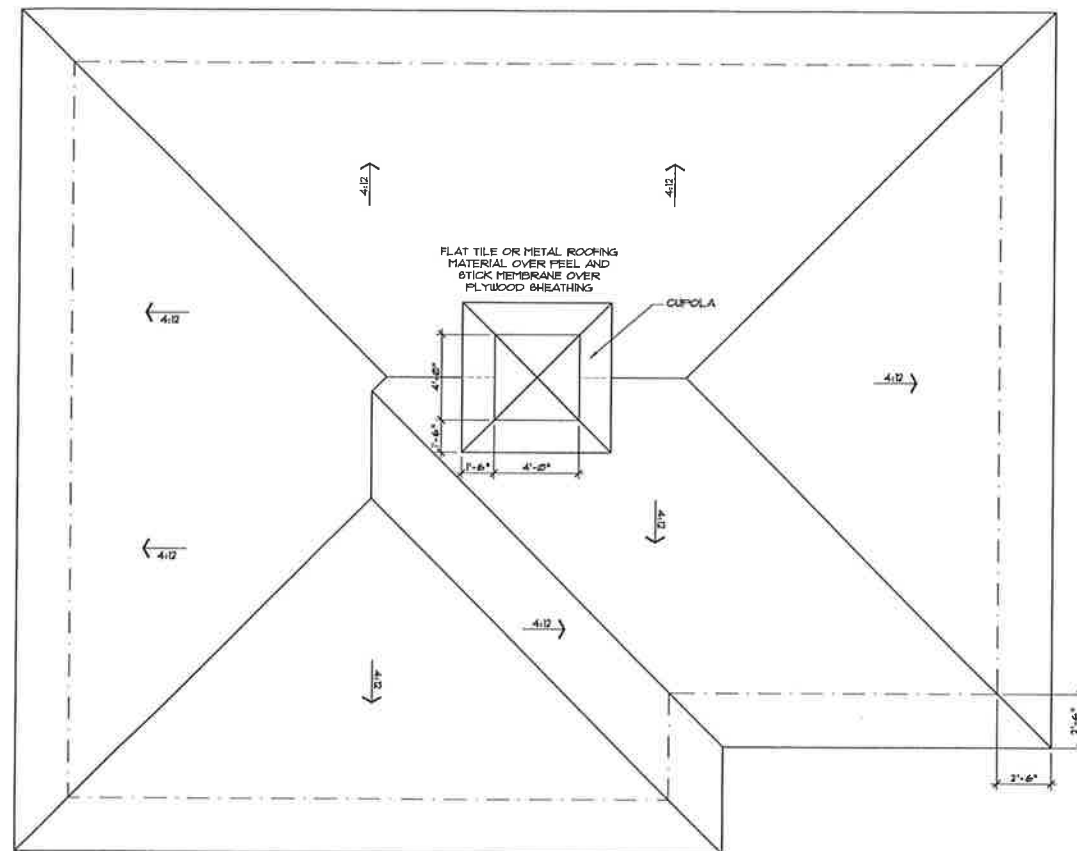
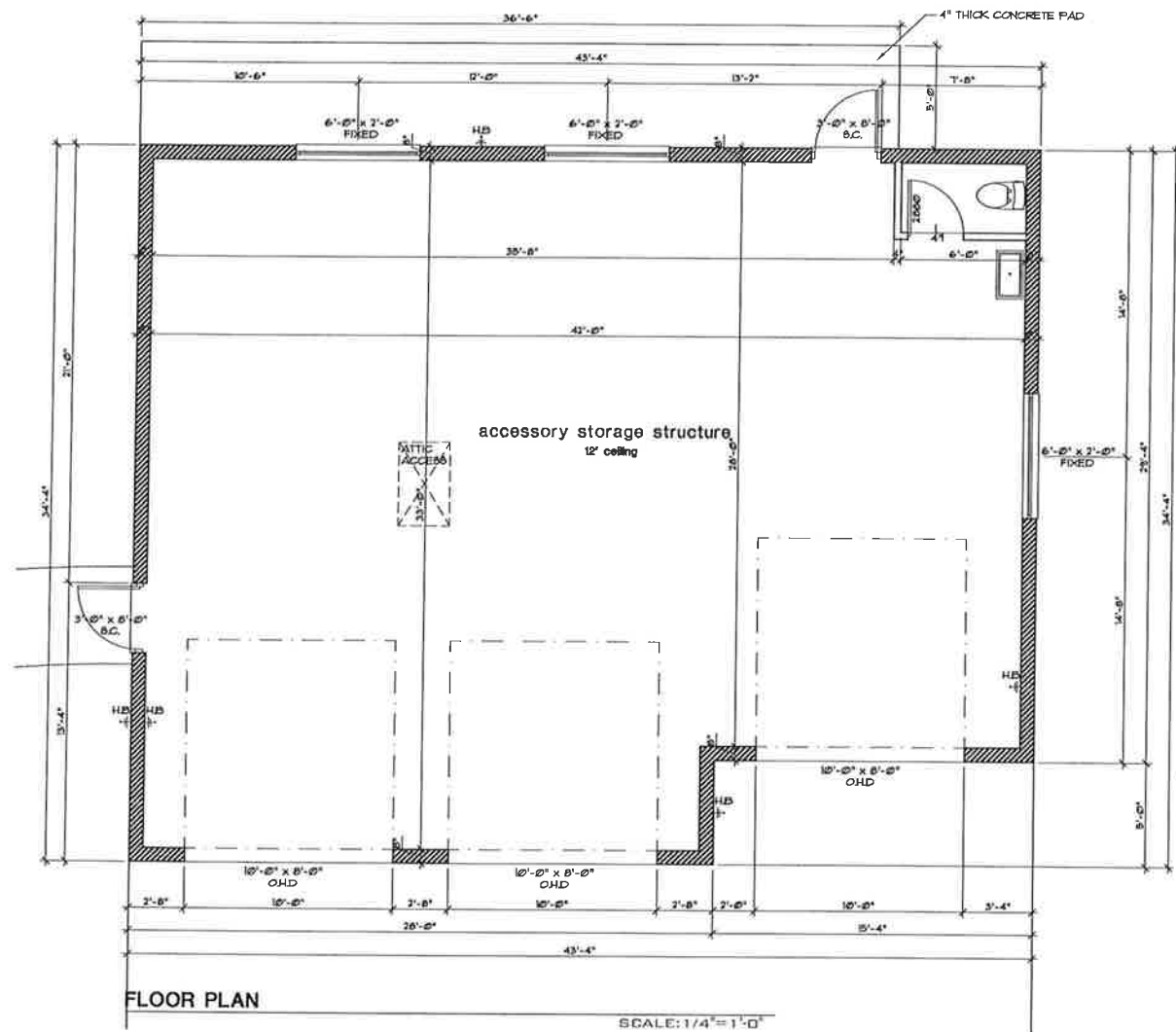
CUSTOM DESIGN FOR
MOORE RESIDENCE
 ACCESSORY STRUCTURE
 ADDRESS:
 504 4TH AVE,
 MELBOURNE BEACH, FL, 32951

SHEET TITLE
 FLOOR PLAN
 ROOF PLAN
 ELECTRICAL PLAN
 GATE DETAIL

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

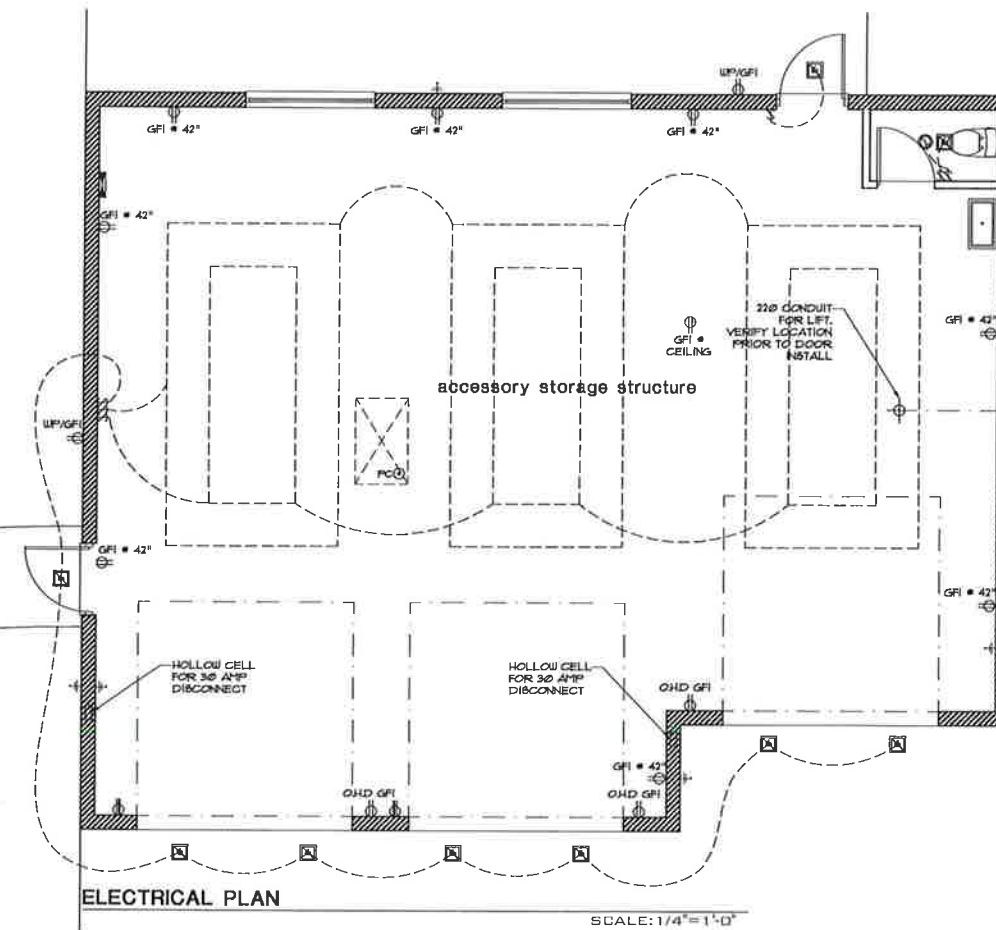
Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

A2
 SHEET 3



ELECTRICAL SYMBOL LEGEND

⊞ SINGLE POLE SWITCH	⊙ LIGHT FIXTURE
⊞ THREE POLE SWITCH	⊙ RECESS LED 6"
⊞ FOUR POLE SWITCH	⊙ WALL MOUNT FIXTURE
⊞ DIMMER SWITCH	⊙ 6" SQUARE LED RECESS
⊞ SINGLE OUTLET	⊙ 4" SQUARE LED RECESS
⊞ DUPLEX OUTLET	⊙ PENDANT FIXTURE
⊞ SWITCHED DUPLEX	⊙ RECESS EYEBALL FIXTURE
⊞ 220 OUTLET	⊙ MINI RECESS CABINET LIGHT
⊞ QUAD OUTLET	⊙ UCL UNDER CABINET LIGHT
⊞ TELEPHONE	⊙ TANKLESS WATER HEATER
⊙ TELEVISION	PCO PULL CHAIN
⊙ EXHAUST FAN	⊙ TRACK LIGHTING LENGTH AS INDICATED
⊙ THERMOSTAT	⊙ FLOOD LIGHTS
⊙ INTERCOM	⊙ STEP LIGHTS W/OPTIC SENSOR
⊙ DOOR BELL BUTTON	⊙ LED LENGTH AS INDICATED
⊙ DISCONNECT	⊙ W/FAN WIRE FOR FAN WITH LIGHT
⊙ ELECTRICAL METER	⊙ W/FAN WIRE FOR FAN
⊙ INDICATES WATER-PROOF	⊙ ELECTRICAL PANEL
⊙ INDICATES GROUND FULLY INTERRUPT	
⊙ INDICATES LIGHT ABOVE FLOOR	
⊙ SMOKE DETECTOR/ CARBON MONOXIDE DETECTION DEVICE	





RESIDENTIAL PLANNING & DESIGN
 •587 WEST EAU GALLIE BLVD•
 •SUITE 201 MELBOURNE FL 32935•
 •321-745-8609•
 •ALEX@MITZDESIGNGROUP.COM•
 •MITZDESIGNGROUP.COM•

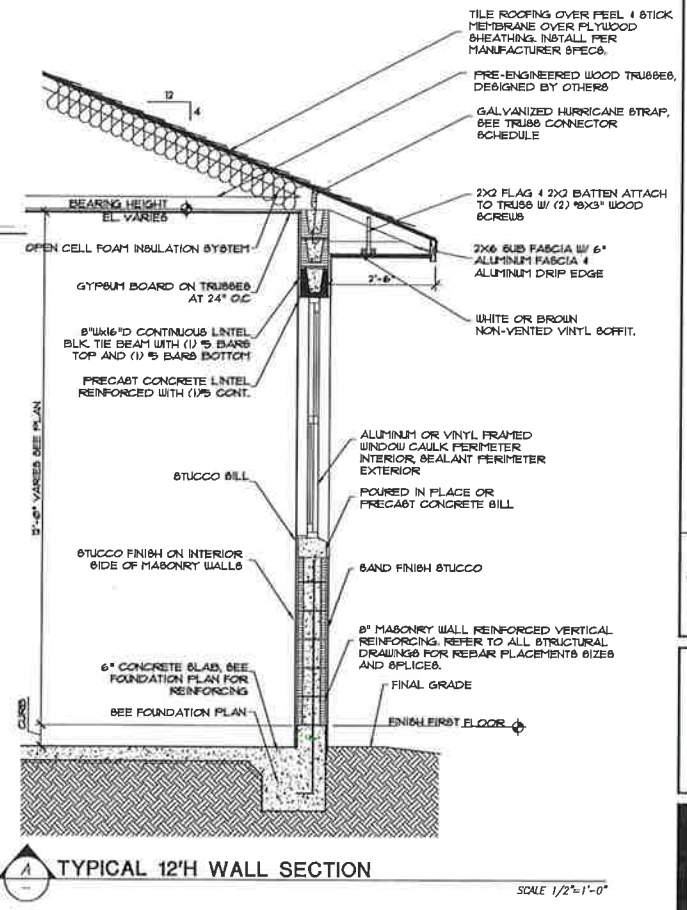
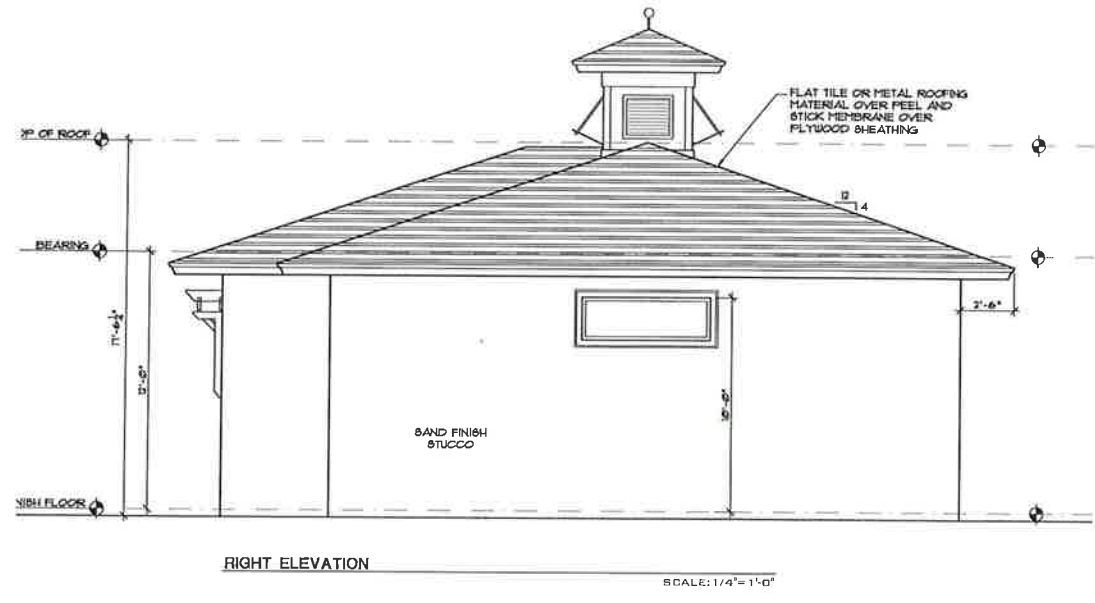
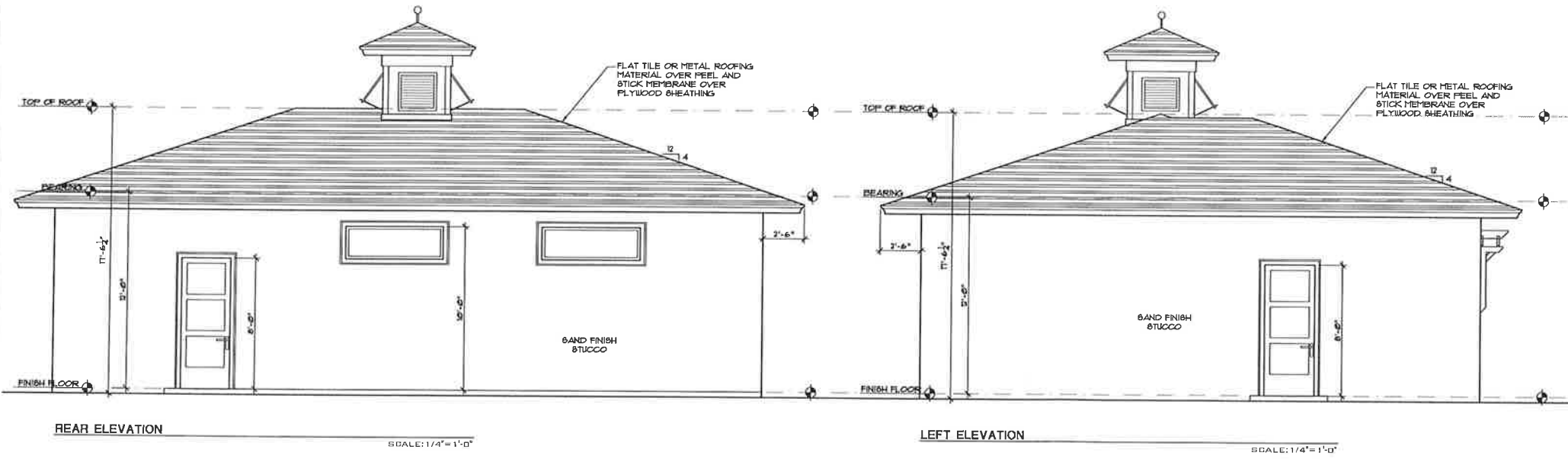
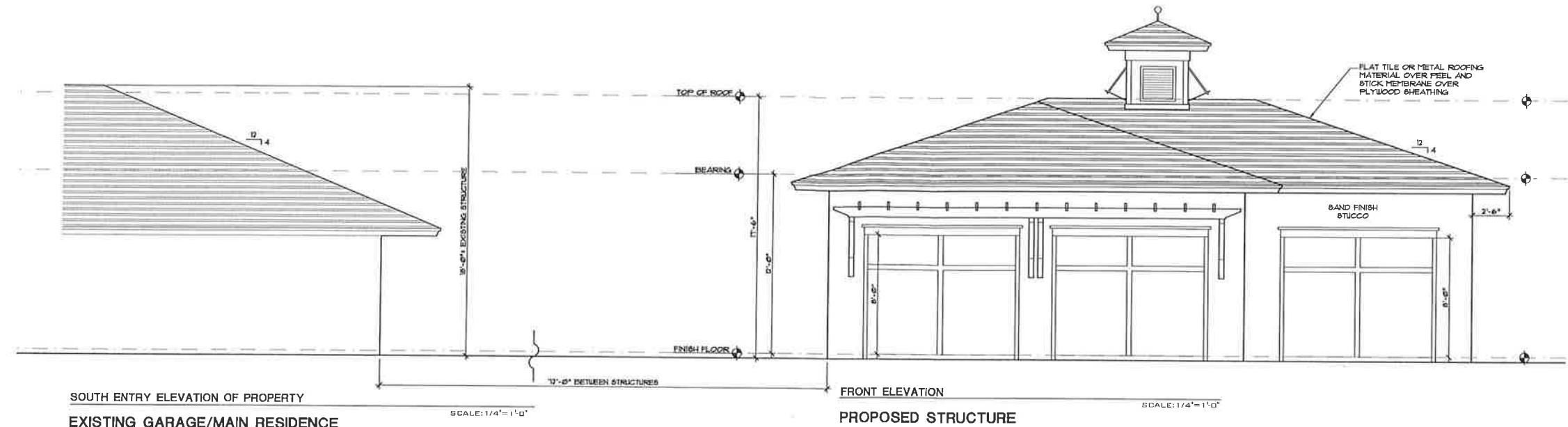
PLANNING AND ZONING SUBMITTAL

JOB NO.	22-050
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	5.4.23

REVISIONS	BY	DATE
	AAM	XX.XX.XX

CUSTOM DESIGN FOR
MOORE RESIDENCE
 ACCESSORY STRUCTURE
 ADDRESS:
 504 4TH AVE,
 MELBOURNE BEACH, FL 32951

SHEET TITLE
EXTERIOR ELEVATIONS AND WALL SECTION

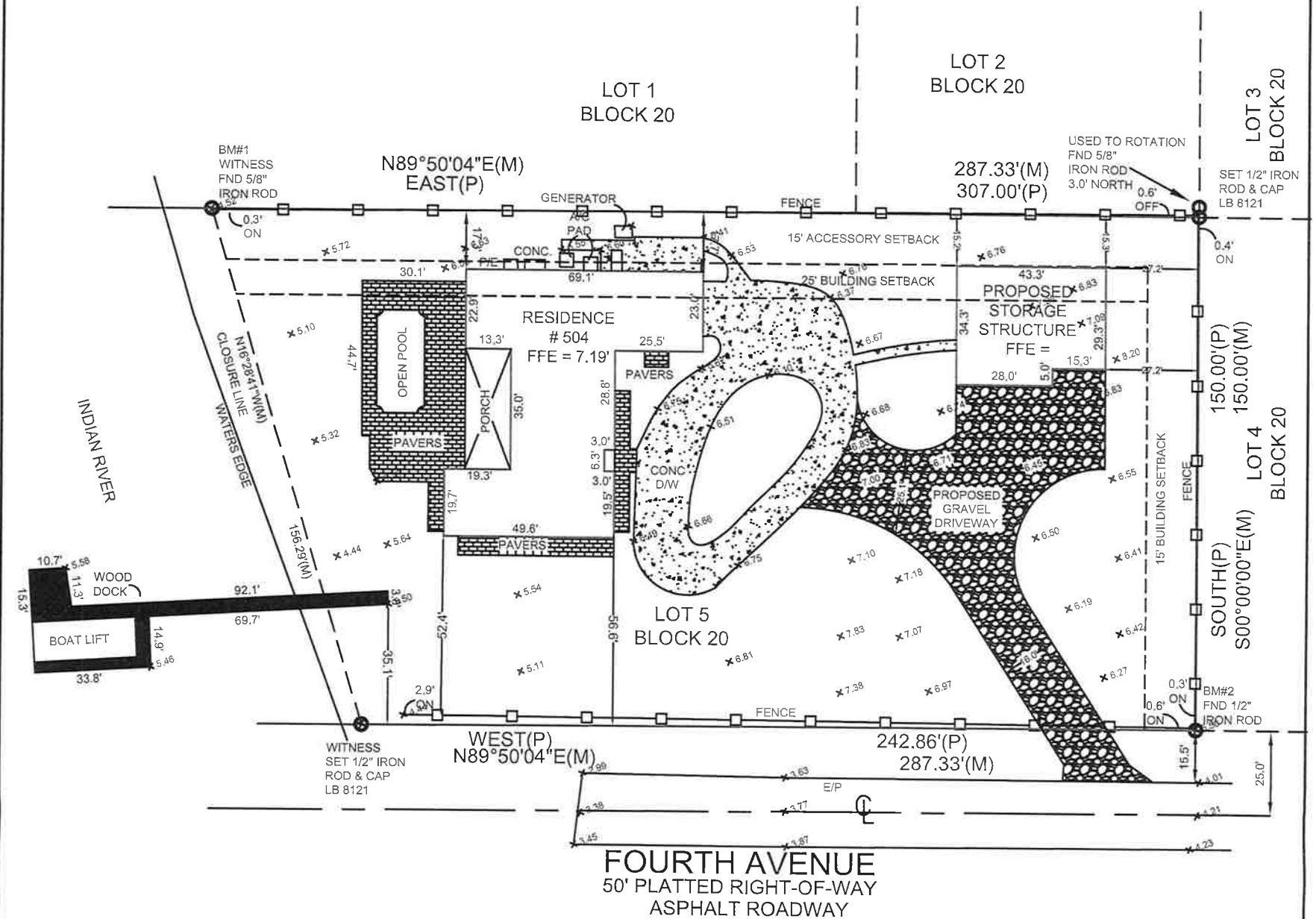


THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

A3
 SHEET 4

Plot Plan



FOURTH AVENUE
50' PLATTED RIGHT-OF-WAY
ASPHALT ROADWAY

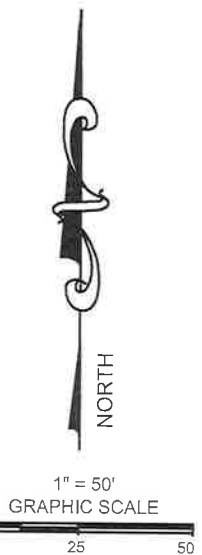
ADDRESS

504 FOURTH AVE.
MELBOURNE BEACH, FLORIDA 33951

LEGAL DESCRIPTION: (AS FURNISHED)

LOT 5, BLOCK 20, RE-SUBDIVISION OF BLOCKS 11,20,21,30 & 31, OF WILCOX PLAT OF MELBOURNE BEACH,
ACCORDING TO THE PLAT THEREOF,
AS RECORDED IN PLAT BOOK 10, PAGE(S) 51 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

BASIS OF BEARINGS: BEARINGS SHOWN HEREON ARE BASED ON THE EASTERLY LINE OF LOT 5, BLOCK 20, BEING SOUTH, ASSUMED



LIST OF POSSIBLE ENCROACHMENTS: NONE

DLS #: 23-02-0118
CLIENT #:
FIELD DATE: 04/04/23
DRAFTER: JRH
APPROVED: BHH

CERTIFIED TO: (AS FURNISHED)
KEVIN MOORE

NOTES

1. Abutting properties have not been researched for gaps, overlaps, and/or hiatus.
2. In compliance with F.A.C. 61G17-6.0031-4-E, if location of easements or rights-of-way of record, other than those on recorded plats, is required, this information must be furnished to the surveyor and mapper.
3. Fence ownership is not determined.
4. No underground improvements or structures were located by this survey, unless otherwise noted.
5. This survey should not be used for construction purposes.
6. Any septic tank or drainfield locations (if found) are approximate.
7. Property lines and/or improvements shown were physically located by field survey.
8. Monuments found or set are shown.
9. Calculated lines and information are noted by (C).
10. Computations of lines and/or data not found are shown as (C).
11. Accuracies obtained in this survey are greater than (rural) 1" in 5000', (suburban) 1" in 7500', (commercial) 1" in 10,000'.
12. If only a digital survey copy is required, a survey report will be placed in file. The digital survey is not full and complete without the survey report file.

THIS SURVEY IS PREPARED FOR THE EXCLUSIVE USE AND BENEFIT OF THE PARTIES LISTED HEREON. LIABILITY TO THIRD PARTIES MAY NOT BE TRANSFERRED OR ASSIGNED.

LEGEND

- | | |
|--------------------------------|------------------------------------|
| A/C - Air Conditioner | P - Plat |
| C - Calculated | PB - Plat Book |
| CL - Centerline | PC - Point of Curvature |
| CB - Concrete Block | PI - Point of Intersection |
| CM - Concrete Monument | POB - Point of Beginning |
| CONC - Concrete | POC - Point of Commencement |
| COV - Covered | PP - Power Pole |
| D - Description | PRC - Point of Reverse Curvature |
| DE - Drainage Easement | PRM - Permanent Reference Monument |
| DUE - Drainage & Utility Esmt | |
| D/W - Driveway | R - Radius |
| ESMT - Easement | RAD - Radial |
| FFE - Finished Floor Elevation | R&C - Rebar & Cap |
| FND - Found | RFD - Roofed |
| IP - Iron Pipe | UE - Utility Easement |
| L - Length (Arc) | WM - Water Meter |
| M - Measured | Δ - Delta (Central Angle) |
| N&D - Nail & Disk | -B- - Wood/PVC Fence |
| NR - Non-Racial | -O- - Chain Link Fence |
| OHU - Overhead Utility Line | EPE - Electric Power Easement |
| ORB - Official Records Book | PUE - Public & Utility Esmt |
| | E/P - Edge of Pavement |

FLOOD ZONE INFORMATION

(FOR INFORMATIONAL PURPOSES ONLY)

SUBJECT PROPERTY SHOWN HEREON APPEARS TO BE LOCATED IN FLOOD ZONE X, AREA OUTSIDE OF THE 100 YEAR FLOODPLAIN, AND FLOOD ZONE AE, AREA WITHIN OF THE 100 YEAR FLOODPLAIN, PER F.I.R.M. PANEL NUMBER 12009C 0604H
LAST REVISION DATE 01/29/21

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS SKETCH OF SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 472.027 FLORIDA ADMINISTRATIVE CODE. FURTHER, THIS DOCUMENT IS ELECTRONICALLY SIGNED AND SEALED PURSUANT TO THE FLORIDA STATUTES SECTION FJ-17.062.2 AND FJ-17.062.3 OF THE FLORIDA ADMINISTRATIVE CODE.

DATE SIGNED: 04/05/2023

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY BILL H. HYATT, LS 4636, ON THIS DATE 04/05/2023
SURVEYOR'S NAME: BILL H. HYATT LS 4636



DEAL LAND SURVEYING, LLC LB 8121

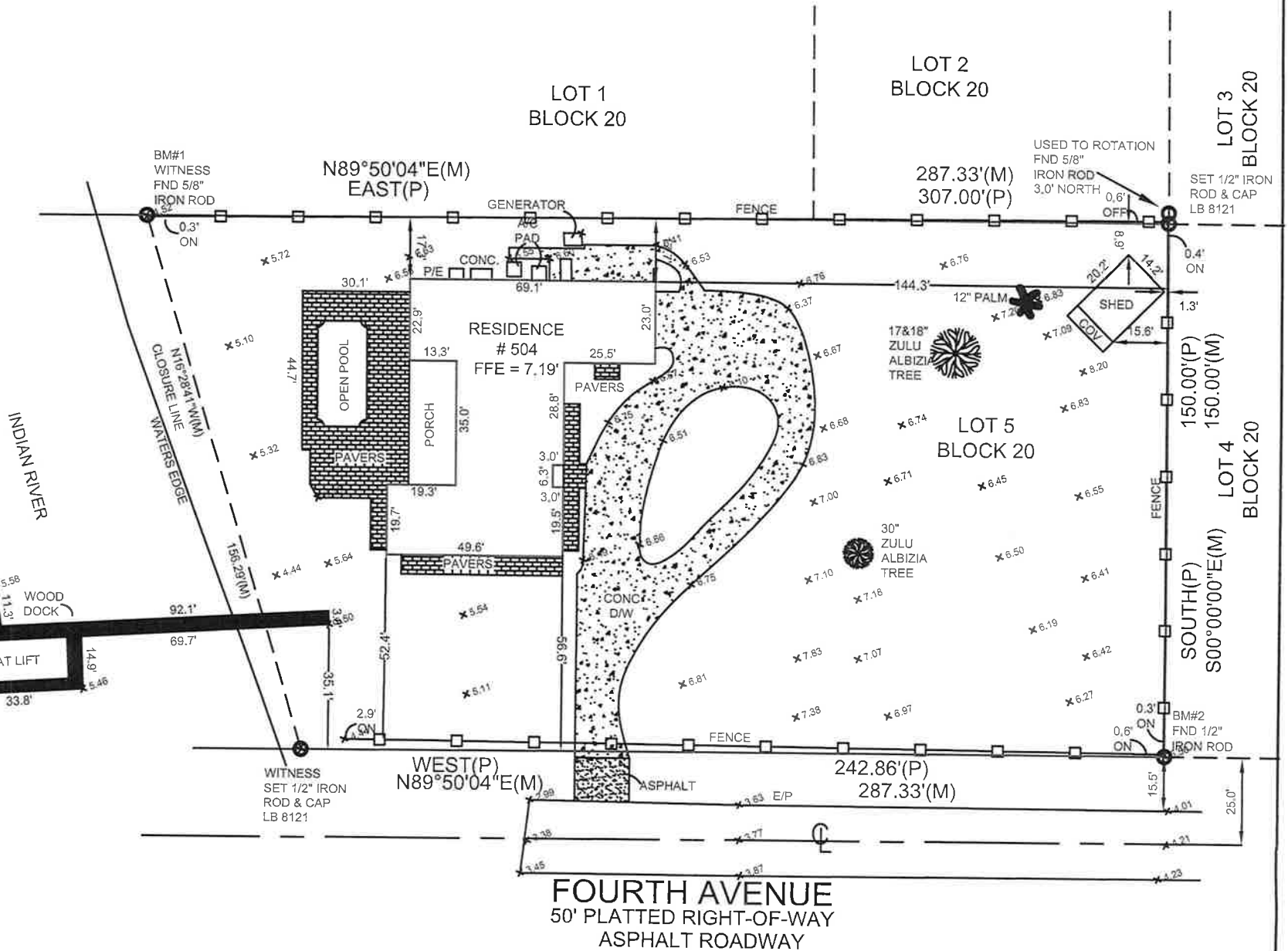
NOT VALID WITHOUT AN AUTHENTICATED ELECTRONIC SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL

DATE	REVISION	DATE	REVISION
4/12/23	ADD PLOT PLAN		



FOR ALL INQUIRIES CONTACT:
Deal Land Surveying, LLC
804 S. French Avenue
Sanford, FL 32771
407-878-3796
INFO@deallandsurveying.com

Boundary Survey



FOURTH AVENUE
50' PLATTED RIGHT-OF-WAY
ASPHALT ROADWAY



1" = 50'
GRAPHIC SCALE

ADDRESS
504 FOURTH AVE.
MELBOURNE BEACH, FLORIDA 33951

LEGAL DESCRIPTION: (AS FURNISHED)
LOT 5, BLOCK 20, RE-SUBDIVISION OF BLOCKS 11,20,21,30 & 31, OF WILCOX PLAT OF MELBOURNE BEACH,
ACCORDING TO THE PLAT THEREOF,
AS RECORDED IN PLAT BOOK 10, PAGE(S) 51 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

BASIS OF BEARINGS: BEARINGS SHOWN HEREON ARE BASED ON THE EASTERLY LINE OF LOT 5, BLOCK 20, BEING SOUTH, ASSUMED

LIST OF POSSIBLE ENCROACHMENTS: NONE

DLS #: 23-02-0118
CLIENT #:
FIELD DATE: 04/04/23
DRAFTER: SDS
APPROVED: BHH

CERTIFIED TO: (AS FURNISHED)
KEVIN MOORE

- NOTES
1. Abutting properties have not been researched for gaps, overlaps, and/or hiatus
 2. In compliance with F.A.C. 61G17-6.0031-4-E, if location of easements or rights-of-way of record, other than those on recorded plats, is required, this information must be furnished to the surveyor and mapper
 3. Fence ownership is not determined
 4. No underground improvements or structures were located by this survey, unless otherwise noted
 5. This survey should not be used for construction purposes
 6. Any septic tank or drainfield locations (if found) are approximate
 7. Property lines and/or improvements shown were physically located by field survey
 8. Monuments found or set are shown
 9. Calculated lines and information are noted by (C)
 10. Computations of lines and/or data not found are shown as (C)
 11. Prior to survey, information obtained was legal description provided by client or from publicly published county tax collector site, recorded plats and/or section corner records, if applicable
 12. If only a digital survey copy is required, a survey report will be placed in file. The digital survey is not full and complete without the survey report file.

LEGEND

A/C	- Air Conditioner	P	- Plat
C	- Calculated	PB	- Plat Book
CL	- Centerline	PC	- Point of Curvature
CB	- Concrete Block	PI	- Point of Intersection
CM	- Concrete Monument	POB	- Point of Beginning
CONC	- Concrete	POC	- Point of Commencement
COV	- Covered	PP	- Power Pole
D	- Description	PRC	- Point of Reverse Curvature
DE	- Drainage Easement	PRM	- Permanent Reference Monument
DUE	- Drainage & Utility Esmt	R	- Radius
D/W	- Driveway	RAD	- Radial
ESMT	- Easement	R&C	- Rebar & Cap
FFE	- Finished Floor Elevation	RFD	- Roofed
FND	- Found	UE	- Utility Easement
IP	- Iron Pipe	WM	- Water Meter
L	- Length (Arc)	WM	- Water Meter
M	- Measured	Δ	- Delta (Central Angle)
N&D	- Nail & Disk	◻	- Wood/PVC Fence
NR	- Non-Radial	-o-	- Chain Link Fence
OHU	- Overhead Utility Line	EPE	- Electric Power Easement
ORB	- Official Records Book	PUE	- Public & Utility Esmt
		E/P	- Edge of Pavement

FLOOD ZONE INFORMATION
(FOR INFORMATIONAL PURPOSES ONLY)

SUBJECT PROPERTY SHOWN HEREON APPEARS TO BE LOCATED IN FLOOD ZONE X, AREA OUTSIDE OF THE 100 YEAR FLOODPLAIN, AND FLOOD ZONE AE, AREA WITHIN OF THE 100 YEAR FLOODPLAIN, PER F.I.R.M. PANEL NUMBER 12009C 0604H
LAST REVISION DATE 01/29/21

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS SKETCH OF SURVEY WAS MADE UNDER MY RESPONSIBLE CHARGE AND TO THE BEST OF MY KNOWLEDGE AND BELIEF. SAID SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 472.027 FLORIDA ADMINISTRATIVE CODE. FURTHER, THIS DOCUMENT IS ELECTRONICALLY SIGNED AND SEALED PURSUANT TO THE FLORIDA STATUTES SECTION FJ-17.062.2 AND FJ-17.062.3 OF THE FLORIDA ADMINISTRATIVE CODE.

DATE SIGNED: 04/05/2023

THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY BILL H. HYATT, LS 4636, ON THIS DATE 04/05/2023
SURVEYOR'S NAME: BILL H. HYATT LS 4636



DEAL LAND SURVEYING, LLC LB 8121

NOT VALID WITHOUT AN AUTHENTICATED ELECTRONIC SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL

DATE	REVISION	DATE	REVISION



FOR ALL INQUIRIES CONTACT:
Deal Land Surveying, LLC
804 S. French Avenue
Sanford, FL 32771
407-878-3796
INFO@deallandsurveying.com

THIS SURVEY IS PREPARED FOR THE EXCLUSIVE USE AND BENEFIT OF THE PARTIES LISTED HEREON. LIABILITY TO THIRD PARTIES MAY NOT BE TRANSFERRED OR ASSIGNED.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date: 5-8-2023

Owner: Angela Heuchan

Owner Address: 3607 W. Empedrado St. Tampa FL 33629

Site Address 306 Ave. B Melbourne Beach FL 32951

Parcel ID: 28-38-08-FW-B-3

Zoning: Zoning District 3RS

Project: New Residential single family Home

Reference: Town of Melbourne Beach Code of Ordinances: 7A-33.

Request: Approval by the Planning and Zoning Board and the Town Commission for

Staff Review:

- 1). The project is A new single family residence.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.

Lot area is - 18,035	sq. ft. (min. 10,000 sq. ft.)
Lot width is- 120	(min. 90 ft.)
Lot depth is- 150	(min. 100 ft.)
- 3). Lot coverage has a maximum of 30% for principle structure.

Lot coverage per plan is: 47.8%	
Footprint of Primary Structure is 29.83%	sq. ft. with the addition.
Max allowed for Primary Structure is 5,410	sq. ft. for Lot Area of 18,035

sq. ft.
Minimum pervious area per lot is 30%. Pervious area is 52.2 %
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 28' from FFE.
Flood Zone: X

5). Zoning District Setback requirements

Proposed Primary Structure Rear Setback	25'	(min. 25 ft.)
Proposed Primary Structure Front Setback is	25'	(min. 25 ft.)
Proposed Primary Structure South Side Setback	15'9"	(min. 15 ft.)
Proposed Primary Structure North Side Setback	15'	(min. 15 ft.)

- 6). Sediment and erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.**
- 7). On-site stormwater retention control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.**
- 8). Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure. Minimum landscaping standards will be met.**

Based on the above review, I find the proposed site plan for the referenced property is in compliance with The Town of Melbourne Beach Code of Ordinances.

**Robert Bitgood
Building Official**

306 Ave. "B"

IMPERVIOUS		PERVIOUS	
Primary Structure	5,380	Shed space	
Pool	200	Open areas	
Decks	332	Other	
Driveway	1,490		
Accessory Bldg	0		
Concrete areas	800	TOTAL PERVIOUS	9,427
Paver areas	406		
Other			
TOTAL IMPERVIOUS	47.80%	Lot Total Sq Footage	18,035
		TOTAL % PERVIOUS	52%



**TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION**

I. SUBMITTAL REQUIREMENTS:

1. Fees per current schedule.
2. Deed to property.
3. Pre-Application meeting is mandatory. Contact the Building Official or Building Clerk to submit information required and to schedule a pre-application meeting.
4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

II. REQUEST:

- | | |
|--|--|
| <input type="checkbox"/> Land Use Plan Amendment | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> Special Exception | <input type="checkbox"/> Coastal Construction Variance |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Appeal (Application must be filed within 30 days) |
| <input checked="" type="checkbox"/> Site Plan Review Single Family (1RS, 2RS, 3RS) | <input type="checkbox"/> Site Plan Review Multifamily (4RM, 5RMO) |
| <input type="checkbox"/> Site Plan Review Commercial (6B, 7C, 8B, 9I) | <input type="checkbox"/> Amendment to the Land Development Code |
| | <input type="checkbox"/> Other (specify) _____ |

III. PROPERTY INFORMATION:

General Location: AVE B. : ATLANTIC

Address: 306 AVENUE B MELBOURNE BEACH FL. 32951

Parcel Number(s): 28-38-08-FW-B-3

Area (in acreage): .41 Area (in square feet): 18,035 S.F.

Current Zoning: 3RS Proposed Zoning: 3RS

Current Future Land Use: SINGLE FAMILY Proposed Future Land Use: SINGLE FAMILY

Brief Description of Application: DEMOLITION OF EXISTING SINGLE FAMILY HOME AND CONSTRUCTION OF NEW SINGLE FAMILY HOME

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): _____

IV. APPLICANT INFORMATION:

Property Owner

Name: Angela Heuchan

Phone: 813-340-7260

Address: 3607 W Empedrado St

Fax: _____

Tampa, FL 33629

Email: angheuchan@gmail.com

Applicant (if other than property owner)

Name: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

- 1. That I/we are the fee simple title owner/contract purchaser (circle one) of the property described in this application.
- 2. That I/we have read and understands the entire application and concurs with the request.
- 3. That I/we have appointed the Applicant to represent the application, and empowers the Applicant to accept any and all conditions of approval imposed by the Town of Melbourne Beach.

Signature: [Signature]

Date: 4/21/23

Print Name: Angela Heuchan

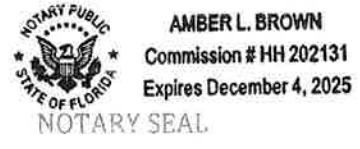
Title: owner

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 21 day of April, 2023, by Angela Hartley Heuchan who is/are personally known to me, or who has/have produced FLDL as identification.

[Signature]
Signature of Notary Public, State of Florida



VI. APPLICANT CERTIFICATION:*

I/we affirm and certify that I/we understand and will comply with the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the application and support documents are fully complete and comply with the requirements of the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the statements and/or diagrams made on any paper or plans submitted here with are true to the best of my/our knowledge and belief that this application, attachments and application filing fees become part of the official public record of the Town of Melbourne Beach, Florida and are not returnable or refundable.

Under penalties of perjury, I/we declare that I/we have read the foregoing application and that to the best of my/our knowledge and belief the facts stated in the application are true.

Signature: 

Date: 4/21/23

Print Name: Angela Heuchan

Title: owner

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 21 day of April, 2023, by Angela Hartley Heuchan who is/are personally known to me, or who has/have produced FLDL as identification.


Signature of Notary Public, State of Florida



AMBER L. BROWN
Commission # HH 202131
Expires December 4, 2025
NOTARY SEAL

VII. PROJECT DESCRIPTION:

Describe Application: _____

Provide attachment if more space is needed.

Describe Existing Conditions: _____

Provide attachment if more space is needed.

Future Land Use Plan Amendment*

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed Amendment to the Future Land Use Plan is consistent with the Comprehensive Plan, and cite Comprehensive Plan Goals, Objectives and Policies in this analysis.

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed future land use plan amendment on public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire.

Provide attachment if more space is needed.

Environmental Impacts – the applicant must provide information on the impacts of the proposed future land use plan amendment on environmental resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500’ radius. The applicant must also provide self-addressed envelopes with the Town’s return address for each property owner within that 500’ radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Rezoning*

Justification – Provide a written justification of the proposed rezoning and the need for the change as proposed.

Provide attachment if more space is needed.

Effect – Provide a written narrative on the effect of the change, if any, on the particular property and on surrounding properties.

Provide attachment if more space is needed.

Undeveloped land – provide information on the amount of undeveloped land in the town having the same classification as that being requested.

Purpose and Intent – Provide a written description of the proposed change in relationship to the purpose and intent of the present zoning and zoning requested.

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500’ radius. The applicant must also provide self-addressed envelopes with the Town’s return address for each property owner within that 500’ radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Amendment to the Land Development Code*

General Description of the proposed amendment to the Land Development Code – Provide a written description of the proposed change and explain why the amendment is necessary or appropriate.

Provide attachment if more space is needed.

The specific code section to be amended or adopted – Provide the specific wording of the proposed change.

Provide attachment if more space is needed.

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed amendment to the Land Development Code is consistent with the Comprehensive Plan.

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed amendment to the Land Development Code on the Town’s ability to provide adequate public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire and maintain the existing level of service as identified in the Comprehensive Pan, if the amendment is grated.

Provide attachment if more space is needed.

Environmental/Natural/Historical Impacts – the applicant must provide information on the impacts of the proposed amendment to the Land Development Code on environmental/natural/historical resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

Provide attachment if more space is needed.

Public notification – Payment for all appropriate processing fees and charges will be made at the time of the application and at any other time as set forth by the Town Commission or Resolution. Payment by the applicant shall include all costs necessary for giving of any public notice as required by state or local law.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Special Exception*

Site and architectural plans elevations of all faces of a building and an overhead view shall be submitted with all special exception applications that include a **new building(s), facade renovations, or substantial improvements to an existing building.** The drawings shall be submitted in color and at the minimum shall include:

- Sealed and signed survey of existing improvements. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)
- Architectural elevations showing:
 - Proposed architectural style.
 - Exterior construction material specifications.
 - Color charts.
- A site plan pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Refuse service area location.
- Mechanical outdoor equipment location.
- Master outdoor lighting plan.
- Screening devices.
- Master signage plan.
- Master landscaping and irrigation plan.
- Wall or fence details.
- Stormwater Management

Narrative – the applicant shall provide a narrative that explains how the use and the development will be compatible with surrounding uses in its function, its hours of operation, the type and amount of traffic to be generated, building size and setbacks, its relationship to land values and other factors that may be used to measure compatibility.

Provide attachment if more space is needed.

Special Exception Applications for space in an **existing building** must provide the following information:

- Survey of existing improvements.
- Architectural elevations showing:
 - Existing/proposed architectural style.
 - Existing/proposed exterior construction material specifications.
 - Existing/proposed exterior color.
- A site plan showing any proposed site improvements as described pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Existing/proposed refuse service area location.

- Existing/proposed mechanical outdoor equipment location.
- Existing/proposed outdoor lighting layout.
- Existing/proposed screening and buffering.
- Existing/proposed signage.
- Existing/proposed landscaping and irrigation.
- Existing/proposed Wall or fence details.
- Stormwater Management

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and twelve (12) 11X17 copies of all supporting documentation.**

Variances*

Variances are allowed only for area, size of structure, size of yards, and open spaces. All applications shall provide a written Justification Statement describing the existing conditions, the proposed improvements necessitating a variance, and shall address the following specific criteria:

Describe the special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, buildings or structures in the same district

Provide attachment if more space is needed.

Describe why the literal interpretation of the provisions of this Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Land Development Code

Provide attachment if more space is needed.

Document that the special conditions and circumstances referred to above, do not result from the actions of the applicant.

Provide attachment if more space is needed.

NOTE: Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. Variances to maximum building heights are not authorized. Under no circumstances shall the Board of Adjustment grant a variance to permit a use not generally or by special exception permitted in the district involved, or any use expressly or by implication prohibited by the terms of the Land Development Code.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

A. Variance to Coastal Construction Line Restrictions*

Applications for variance to the Coastal Construction restrictions shall provide a statement describing the proposed work, activity, and construction seaward of the coastal setback line.

Provide attachment if more space is needed.

Applications shall also include a topographic survey of the subject property with the following specific information:

- The location of the contour line corresponding to elevation zero feet NGVD;
- The location of any existing vegetation line on the subject property;
- The location of the established State Department of Environmental Protection Coastal Construction Control Line and the mean high water line, for the full width of the subject property, including the location and number of the two nearest State Department of Environmental Protection's baseline monuments;
- The location of all proposed development to be constructed as a result of the proposed variance;
- The location of all existing development to remain on-site as a part of the development or redevelopment of the site;
- The location seaward of the coastal construction control line of all portions of all existing, and planned development, depicting the number of feet seaward of the coastal construction control line of the development;
- The location for the full width of the subject property of: the line of continuous construction; the top of the coastal dune system; the toe of the coastal dune system on or adjacent to the property at the time of application to the point at the dune, as it existed in September, 1972; and the location of the East side of the A-1-A right-of-way; the location of any principal structure to the North and South of the proposed project property and located within 100 feet of the proposed project property. As used in this subsection, the term ***LINE OF CONTINUOUS CONSTRUCTION*** is a line drawn from the most seaward edge of any principal structure to the North, and within 100 feet of the proposed project to the most seaward edge of any principal structure to the South, and within 100 feet, of the proposed project; and
- A certification as to the maximum number of feet seaward of the coastal construction control line for which the variance is requested for the full width of the subject property.

The applicant shall also provide detailed final construction plans and specifications for all structures proposed to be constructed seaward of the coastal setback line. These documents shall be signed and sealed by a professional engineer or architect, as appropriate, who must be registered in the state.

The Applicant must provide documentation and narrative demonstrating the following:

That the subject property experienced less than 25 feet of beach-dune erosion since September, 1972. The erosion will be measured by determining the extent of horizontal recession from the toe of the dune as it exists at the time of application to the point at the dune as it existed in September, 1972, which corresponds to the same elevation as the toe of the dune as it exists at the time of application;

Provide attachment if more space is needed.

That the granting of the variance will not be injurious to adjacent properties, nor contrary to the public interest

Provide attachment if more space is needed.

That the granting of the variance will not jeopardize the stability of the beach-dune system. In granting any variance, the Board of Adjustment will when reasonable to do so require that new development on the property subject to the variance be no further seaward than existing development to the North or South of the subject property.

Provide attachment if more space is needed.

A notice containing the aforementioned information shall be posted by the applicant on the affected property at least 15 days prior to the public hearing. If the property abuts a public road right-of-way, the notice shall be posted in such a manner as to be visible from the road right-of-way. An affidavit signed by the owner or applicant evidencing posting of the affected real property shall be received by the Town Board of Adjustment, prior to the public hearing.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500’ radius. The applicant must also provide self-addressed envelopes with the Town’s return address for each property owner within that 500’ radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Site Plan for Single Family Development

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

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.
3. Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:
 - a. Name, location, owner, and designer of the proposed development and the intended use
 - b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
 - c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
 - d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
 - e. All existing and/or proposed structures, major features, 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
 - f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
 - i. Proposed principal use and/or any proposed accessory uses
 - ii. Lot size and dimensions
 - iii. Lot coverage
 - iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
 - v. Number of enclosed parking spaces
 - vi. Setbacks from all property lines
 - vii. Number of stories
 - viii. Height of structure
 - ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
 - x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
 - xi. Landscaping & irrigation plan
4. Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)
5. Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.

Site Plan for duplex, multi-family, and/or commercial

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

- 1. Narrative description of proposed improvements and demolitions.**
- 2. Survey of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage)**
 - 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.
- 3. Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:**
 - a. Name, location, owner, and designer of the proposed development and the intended use
 - b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
 - c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
 - d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
 - e. All existing and/or proposed structures, major features, 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
 - f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
 - i. Proposed principal use and/or any proposed accessory uses
 - ii. Lot size and dimensions
 - iii. Lot coverage
 - iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
 - v. Number of enclosed parking spaces
 - vi. Setbacks from all property lines
 - vii. Number of stories
 - viii. Height of structure
 - ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
 - x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
 - xi. Landscaping and irrigation plan
- 4. Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)**
- 5. Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.**



B.S.E. CONSULTANTS, INC.
 Consulting ~ Engineering ~ Land Surveying

Scott M. Glaubitz, P.E., P.L.S.
 President

Hassan Kamal, P.E.
 Vice President

April 19, 2023

Via E-mail

Mr. Robert Bitgood
 Town of Melbourne Beach
 507 Ocean Avenue
 Melbourne Beach, FL 32951
 E-mail address: building@melbournebeachfl.org

**Re: Site Plan Review – 306 Avenue B, Melbourne Beach
 B.S.E. File #11440.100.26**

Dear Robert:

We have reviewed the Lot Drainage Plan and Stormwater Report (prepared by Bennett Engineering & Consulting, LLC) and the Survey (prepared by AAL Land Surveying) for the above referenced project. We offer the following comments:

1. The Surface Water Management Reports that the site is vacant- The survey shows that it is not. Please correct.
2. The Soils Report and hydraulic calculations meet Towns Code. We recommend approval.

Should you have any questions, feel free to contact me.

Very truly yours,

Scott M. Glaubitz, P.E., P.L.S

Scott M. Glaubitz, P.E., P.L.S.
 President
 B.S.E. Consultants, Inc.

SMG/js/kd
 11440.100.26.town.corr.23-s5518.apr

SURFACE WATER MANAGEMENT REPORT

TO

TOWN OF MELBOURNE BEACH

FOR

**306 Avenue B
MELBOURNE BEACH, FL 32951**

OWNERS:

Joshua & Angela Heuchan

3607 W Empedrado St
Tampa, FL 33629

PREPARED BY:

Bennett Engineering & Consulting, LLC.

4940 Ranchland Road
Melbourne, Florida 32934
Tel/Fax (321) 622-4462
CA # 28236

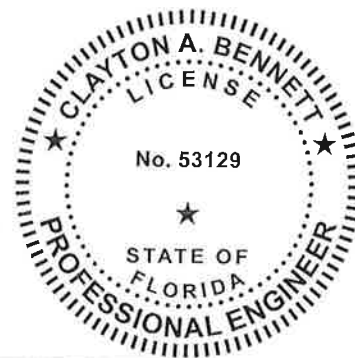
BEC No. 23.040

April 17, 2023

Digitally signed by Clayton A Bennett
Date: 2023.04.17 17:44:51 -04'00'

This item has been digitally signed and sealed
by Clayton A. Bennett, PE on the date adjacent
to the seal.

Printed copies of this document are not
considered signed and sealed and the signature
must be verified on any electronic copies.



306 Avenue B Melbourne Beach, FL

TABLE OF CONTENTS

	Page
I. PROJECT OVERVIEW	1
A. EXISTING CONDITIONS	1
B. PROPOSED CONDITIONS	1
II. SOIL INFORMATION	1
III. STORMWATER MANAGEMENT PLAN	1
A. EXISTING CONDITIONS	1
B. PROPOSED CONDITIONS	2
1. Area Information	2
2. Stormwater Attenuation	2
IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN	2
<hr/>	
APPENDIX	
A. Stormwater Management Plan	3-4
B. Post Development Stormwater Calculations	5-9
C. Soils Report prepared by KSM Engineering and Testing <i>(Provided for information only and not included in the Engineer's certification of this report)</i>	10-18

ENGINEER'S CERTIFICATION

The following drainage calculations for 306 Avenue B, Melbourne Beach were prepared by me or under my direct supervision.

Clayton A. Bennett, P.E.
Fla. Reg. 53129

Date: _____

I. PROJECT OVERVIEW

A. Existing Conditions

The proposed project is located at 306 Avenue B in the Town of Melbourne Beach, Florida. The overall site boundary contains ± 0.4 acres, more or less. The site is currently vacant.

B. Proposed Conditions

The proposed project consists of the construction of a single-family residence and associated site improvements. A stormwater management system has been proposed to retain the runoff from the 10-year/24-hour storm event, consisting of 8-inches of rainfall, from the site in accordance with the Town Criteria (Section 3A-30). The proposed improvements fall below the permit requirement thresholds of the SJRWMD Applicants Handbook Sec. 3.2.2 (a).

II. SOILS INFORMATION

KSM Engineering and Testing prepared a soils report (KSM Project No. 2300805-p) for the subject site. A copy of the said report has been included in Appendix C for informational purposes only.

The said soils report provided the horizontal and vertical permeability rate at a single boring location to a depth of 6 feet. The vertical permeability rate ranged from 10.3 to 24.9 in/hr and the horizontal permeability ranged from 11.3 to 27.6 in/hr. The design permeability was set using the lower of 1.) applying a factor of safety of 2 to the average vertical permeability or 2.) applying a factor of safety of 1.5 to the lowest vertical permeability rate.

The average vertical soil permeability for the site was computed as $(10.3 + 24.9 + 11.7)/3 = 15.3$ in/hr. Applying a factory of safety of 2 to the average resulted in a maximum soil permeability rate of 7.82 in/hr. While applying a factory of safety of 1.5 to the lowest vertical permeability layer resulted a rate of $(10.3 \text{ in/hr} / 1.5) = 6.87$ in/hr. Therefore, the proposed design utilized a design permeability rate of 6.87 in/hr.

The KSM soils report noted that the seasonal high groundwater was estimated to be approximately 7.1 feet below existing grade. The existing grade at the boring site was estimated at elevation 16.1-feet and the estimated seasonal high-water table was set at elevation 9'.

III. STORMWATER MANAGEMENT PLAN

A. Existing Conditions

The rate of runoff was not computed as the Town requires the retention of the 10-year/24-hour storm event.

B. Proposed Conditions

A normally dry retention basin along the rear property line is proposed to retain the runoff from the 10-year/24-hour storm event consisting of 8-inches of rainfall.

1. Area information

Basin 1: Total Drainage Basin Area = 18,035 sf

2. Stormwater Attenuation

The proposed stormwater management system is designed to retain the runoff from the 10-yr/24-hr storm event site area using the computer model HydroCAD. The results of the HydroCAD model are provided in Appendix B. The following summarizes the results of the HydroCAD analysis for the 10-yr/-24hr storm event:

<u>Basin</u>	<u>Peak Stage</u>	<u>Top of Swale El.</u>	<u>Pre-Dev. Discharge</u>	<u>Post Dev. Discharge</u>
Basin 1	14.44 ft	14.5 ft	N/A	0.0

IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN

The stormwater management system for this project consists of a normally dry retention basin and storm water conveyance pipes. This system has been designed within the restrictions of the site and with the intent of satisfying the stormwater treatment requirements of the Town of Melbourne Beach stormwater management code. In order for the system to function properly, it must be maintained. The following maintenance and monitoring program shall be followed:

- Storm water retention basins shall be maintained and free of sand build up and debris, which could cause clogging and a reduction of storage volume.
- Grassed areas are to be maintained to avoid bare earth conditions where erosion could occur.
- Grass clippings are to be bagged and properly disposed of.

APPENDIX A

STORMWATER MANAGEMENT PLAN

AREA OF ALTERATION
= 0.4 ACRES

NO FILL OR CONSTRUCTION
MATERIALS MAY BE
PLACED OUTSIDE OF THE
SLT FENCING.



MINIMUM FINISHED FLOOR ELEVATION:
FOOT:
THE LOWEST FLOOR ELEVATION MUST BE AT LEAST 18 INCHES ABOVE THE
CROWN ELEVATION OF THE STREET OR WHICH THE PROPERTY ADJUT.

REQUIRED MINIMUM FFE
15.34' + 1.5' = 16.84' (PROPOSED FFE = 16.90')

FEET:
FLOOD ZONE "X", NO ADDITIONAL FLOOD REQUIREMENTS

EROSION NOTES:
BEST MANAGEMENT PRACTICES SHALL BE
UTILIZED TO MINIMIZE ANY ON SITE EROSIONS.
IN ADDITION TO BEST MANAGEMENT
PRACTICES, AS A MINIMUM, SILT FENCE SHALL
BE INSTALLED ALONG THE PERIMETER OF
THE DEVELOPMENT AREA TO MINIMIZE
SEDIMENTATION FROM LEAVING THE SITE.

GENERAL NOTES

1. PROPOSED BUILDING OVERLAYS INDICATE MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY & TOPOGRAPHIC INFORMATION WAS PROVIDED BY AAL LAND SURVEYING SERVICES.
INC. JOB NO. 41404, LATEST REVISION DATED 02/09/2023.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTIGUOUS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND
DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNDANCE ONE (7-800-433-4778) AND ALL CONCERNED
UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL
LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION.
EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO
THIS ENGINEER/DESIGNER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO
EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO
THE SATISFACTION OF THE UTILITY OWNER.

GRADING NOTES

1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING
A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET 6"
BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE
AT A MINIMUM OF 4% TO THE SLOPE TOP TO FEET.
3. UNLESS OTHERWISE NOTED, THE FINISHED EARTH GRADES ADJACENT TO THE BUILDING
SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL
FALL AWAY FROM THE BUILDING A MINIMUM OF 8 INCHES WITHIN THE FIRST 10 FEET.

LEGAL DESCRIPTION: (BY SURVEY)
LOT 3 AND LOT 4 EXCEPT THE NORTH 25 FEET OF SAID LOTS, BLOCK B, GRAVES
FLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT SHOWING, AS RECORDED IN
PLAT BOOK 1, PAGE 26, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION:
(AS PROVIDED ON THE SURVEY)
MAP NO. 120000000H
FIRM ISSUE DATE: JANUARY 26, 2021
FLOOD ZONE: "X"



HEUCHAN RESIDENCE
306 AVENUE B, MELBOURNE BEACH

HEUCHAN JORJAN
HEUCHAN ANGEA
3607 W SUPERDRAO ST
TAMPA, FL 33629

SCALE: 1"=20'

GENERAL STATEMENT:
THE LOT DRAINAGE PLAN HAS BEEN PREPARED FOR THE PROPOSED
SINGLE-FAMILY RESIDENCE AND ASSOCIATED IMPROVEMENTS ON THE SUBJECT
LOT.

OWNER:
HEUCHAN JORJAN, HEUCHAN ANGEA
3607 W SUPERDRAO ST
TAMPA, FL 33629

ENGINEER:
BENNETT ENGINEERING & CONSULTING, LLC
4840 RANDBLAND ROAD
MELBOURNE, FLORIDA 32904
(321) 622-4462

SURVEYOR:
AAL LAND SURVEYING, INC.
3075 WINTON ROAD,
WEST MELBOURNE, FL 32904
(321) 768-8110

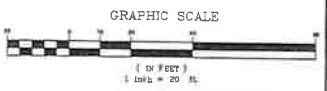
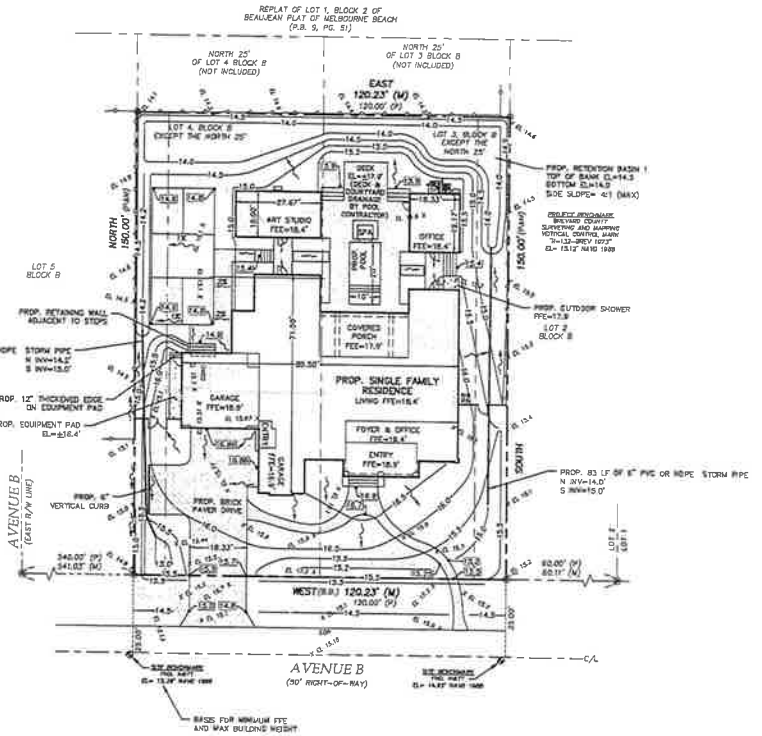
SITE ADDRESS:
306 AVENUE B
MELBOURNE BEACH FL 32951

PARCEL ID: 28-38-08-PW-B-3

ACCOUNT NO.: 2847733

SITE AREA: SITE AREA = 30.41 AC (218,035 SF)

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		



Bennett Engineering & Consulting
1610 RANDLAND ROAD
MELBOURNE, FL 32904
(321) 622-4462
FAX (321) 622-4462
CIVIL 2023

CLAYTON A. BENNETT
P.E. NO. 51429

DATE: 4/4/2023

© 2023 BENNETT ENGINEERING & CONSULTING, LLC

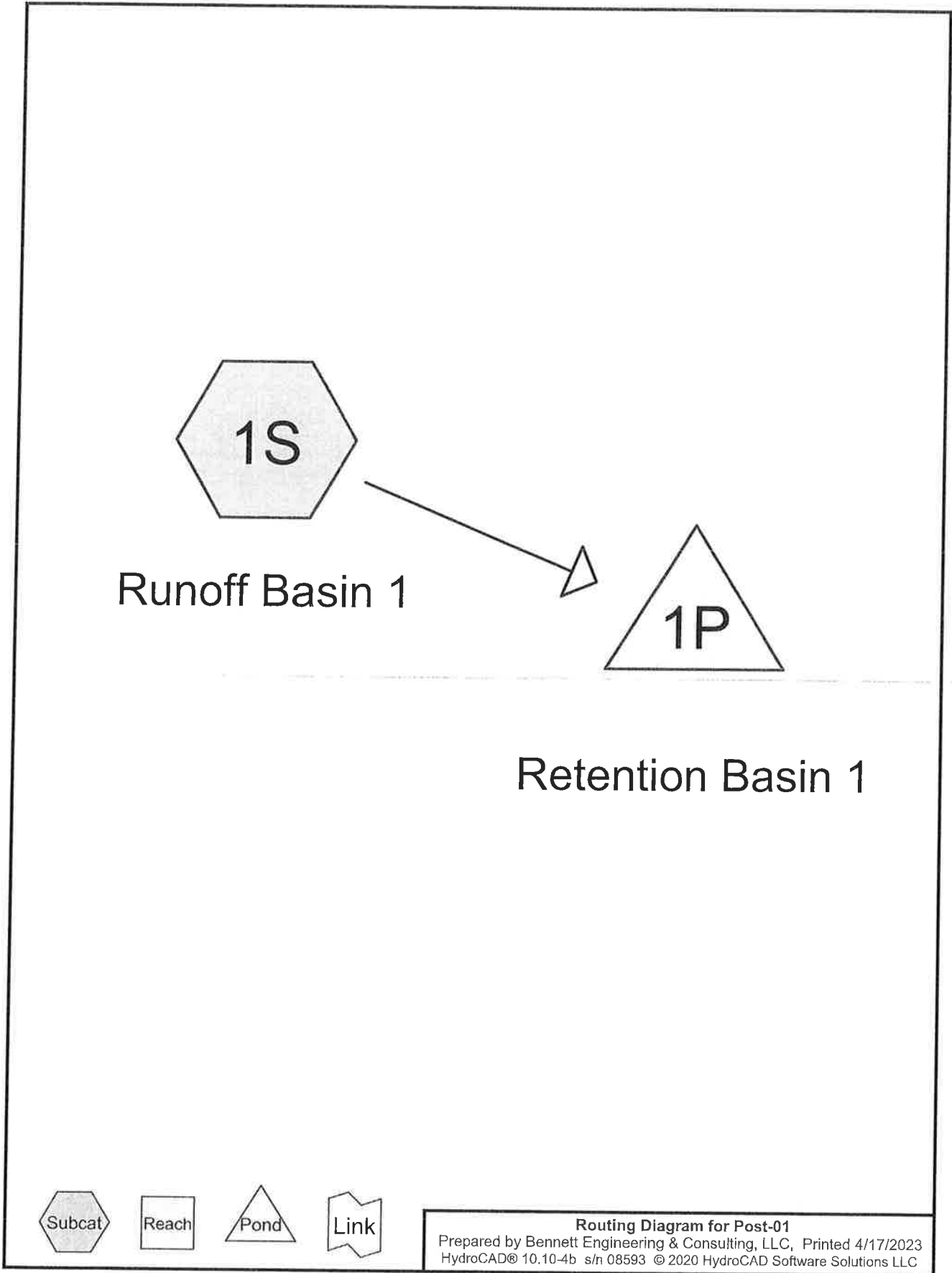
THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SPECIALLY NOTED.

DESIGNED: CAB 4/4/2023
DRAWN BY: CAB 4/4/2023
CHECKED:
APPROVED:
ACAD CODE: Z3040M.DWG
PROJECT NO: 23.040

LOT DRAINAGE PLAN
C-1 LOT DRAINAGE PLAN
SHEET 1 OF 1

APPENDIX B

POST DEVELOPMENT STORMWATER CALCULATIONS



Post-01

Prepared by Bennett Engineering & Consulting, LLC
HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Printed 4/17/2023

Page 2

Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	10y-24h	Type II FL 24-hr		Default	24.00	1	8.00	2

Post-01

Type II FL 24-hr 10y-24h Rainfall=8.00"

Prepared by Bennett Engineering & Consulting, LLC

Printed 4/17/2023

HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Page 3

Summary for Subcatchment 1S: Runoff Basin 1

Runoff = 1.40 cfs @ 12.18 hrs, Volume= 0.182 af, Depth> 5.26"

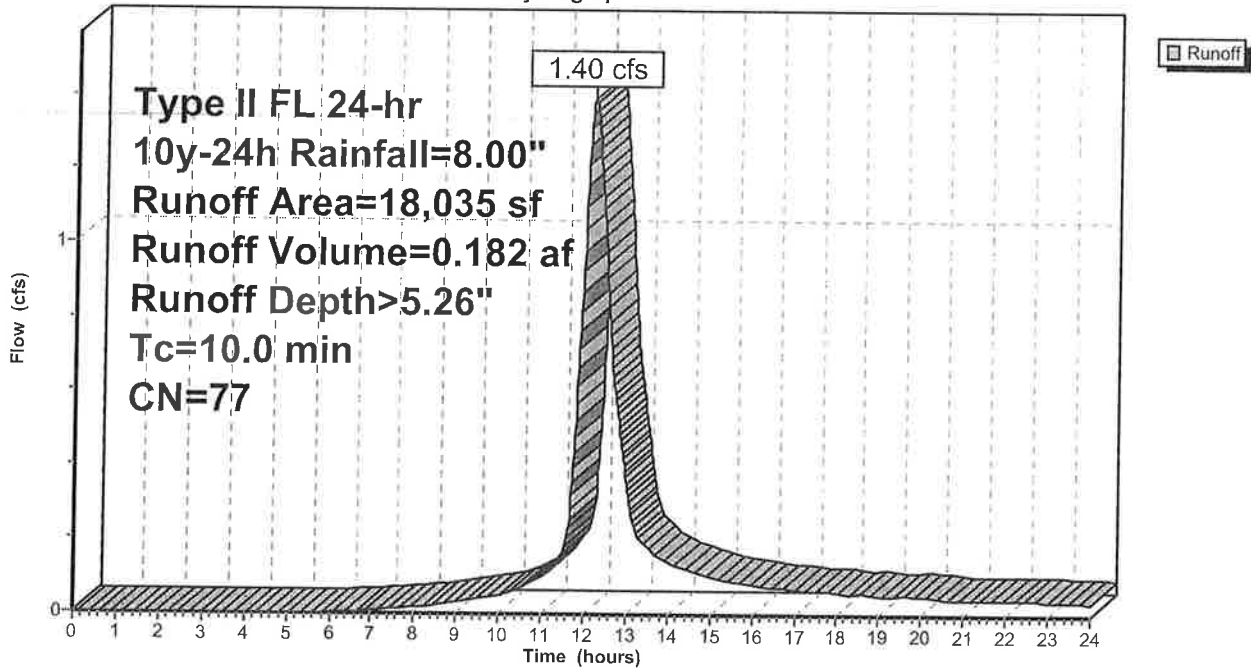
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.02 hrs
Type II FL 24-hr 10y-24h Rainfall=8.00"

Area (sf)	CN	Description
* 2,053	100	Retention Swale
* 9,520	98	Roof, Paved parking, HSG A
6,462	39	>75% Grass cover, Good, HSG A
18,035	77	Weighted Average
6,462		35.83% Pervious Area
11,573		64.17% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
10.0					Direct Entry,

Subcatchment 1S: Runoff Basin 1

Hydrograph



Post-01

Prepared by Bennett Engineering & Consulting, LLC
 HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Type II FL 24-hr 10y-24h Rainfall=8.00"

Printed 4/17/2023

Page 4

Summary for Pond 1P: Retention Basin 1

Inflow Area = 0.414 ac, 64.17% Impervious, Inflow Depth > 5.26" for 10y-24h event
 Inflow = 1.40 cfs @ 12.18 hrs, Volume= 0.182 af
 Outflow = 1.21 cfs @ 12.36 hrs, Volume= 0.182 af, Atten= 14%, Lag= 10.7 min
 Discarded = 1.21 cfs @ 12.36 hrs, Volume= 0.182 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.02 hrs
 Peak Elev= 14.44' @ 12.36 hrs Surf.Area= 1,932 sf Storage= 666 cf

Plug-Flow detention time= 4.6 min calculated for 0.181 af (100% of inflow)
 Center-of-Mass det. time= 4.5 min (830.6 - 826.1)

Volume	Invert	Avail.Storage	Storage Description
#1	14.00'	779 cf	Custom Stage Data (Irregular) Listed below (Recalc)

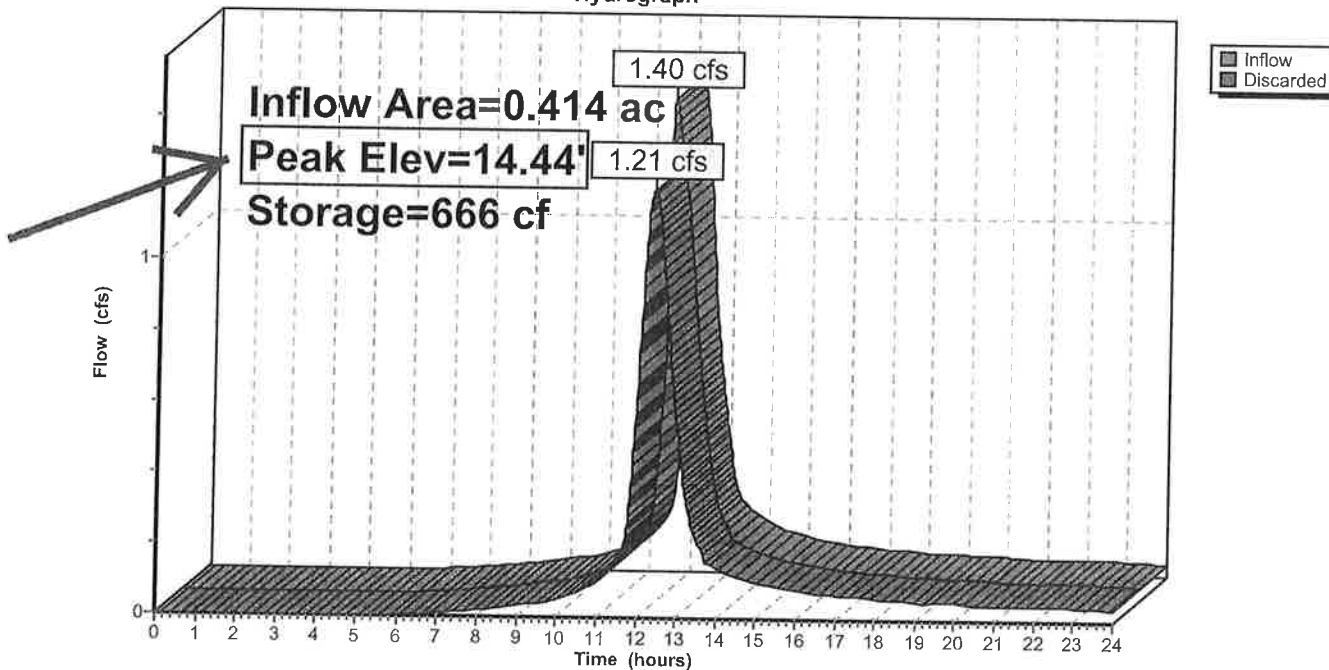
Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
14.00	1,111	309.0	0	0	1,111
14.50	2,053	429.0	779	779	8,161

Device	Routing	Invert	Outlet Devices
#1	Discarded	14.00'	6.860 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = 9.00'

Discarded OutFlow Max=1.21 cfs @ 12.36 hrs HW=14.44' (Free Discharge)
 ↳ Exfiltration (Controls 1.21 cfs)

Pond 1P: Retention Basin 1

Hydrograph



APPENDIX C

Soils Report

Prepared by KSM Engineering and Testing
KSM #: 2300805-P
Dated March 28, 2023

*Soils report included for informational purposes only and
Not part of the Engineer's Certification*

Josh Heuchan
3607 W Empedrado Street
Tampa, FL 33629

March 28, 2023

**Re: 306 Avenue B
Melbourne Beach, Florida
KSM Project #: 2300805-p**

Dear Mr. Heuchan:

As requested, KSM Engineering & Testing has performed a subsurface investigation at the referenced site. The intent of our investigation was to estimate aquifer parameters at a specific test location. KSM performed an investigation for the proposed building on this site, please refer to our report dated February 20, 2023 for additional information. Presentation of the data gathered during the investigation is included in this report.

Site Description:

Location & Physiography – The project site was located in Melbourne Beach, Florida. At the time of drilling, the site was found to be fairly flat with an existing structure and pool. Surface elevation data available via Google Earth indicates that the land surface was approximately 15 to 16 feet NGVD across the site. Vegetation on the site consisted mostly of light surface ground cover vegetation, mature landscaping, and a few trees.

The scope of our study consisted of the following tasks:

1. Performed soil borings within the approximate location indicated by the client.
2. Measured the depth to the surface of the groundwater body at each boring.
3. Performed in-field “Usual Open Hole Test” procedures at the aforementioned boring location.
4. Collected soil samples necessary to estimate aquifer parameters.
5. Reviewed the soil samples and field soil boring logs (by a geotechnical engineer) in our laboratory.
6. Reviewed the publicly available USDA Soil Survey information for the site.
7. Evaluated the discovered subsurface conditions with respect to the proposed project and prepared estimated aquifer parameters for the tested location.
8. Prepared this report to document our findings.

Site Investigation:

Subsurface Testing – KSM's site investigation program consisted of performing the following exploration operations and field tests:

- One (1) Hand Auger (HA) boring, which was terminated at an approximate depth of 6 feet below the existing ground surface. The boring was performed in the location indicated by the client.

HA Borings – The HA borings were performed using a bucket auger tool to advance the borehole and to return disturbed samples of the soils. The drilling was performed in general accordance with the procedures delineated in ASTM D1452.

Soil Classification – The field soil boring logs and recovered soil samples were transported to KSM's office from the project site. Following the completion of the field exploration activities, visual and tactile examination of the soil samples was performed by a geotechnical engineer to identify the engineering classification of the soil samples that were obtained in the field exploration. The visual classification of the samples was performed in general accordance with the current United Soil Classification System (ASTM D 2487).

General Subsurface Soil Classification Summary – The following table outlines the general subsurface conditions that were encountered during our investigation. Refer to the boring logs and location map for specific information regarding our interpretation of the field boring logs.

Generalized Soil Profile	
Approximate Depth Below Grade (Feet)	Discovered Subsurface Conditions
0 to 15	Loose to medium-dense fine sand, fine sand with traces of roots, and fine sand with traces of shell fragments

The records of the soils encountered, the penetration resistances, and groundwater levels are documented on the attached boring logs.

Estimated Aquifer Parameters:

Factor of Safety – KSM has not applied a factor of safety to the estimated aquifer parameters delineated within this report. The Engineer of Record is responsible for applying the appropriate factor(s) of safety to the estimated aquifer parameters contained within this report for use in their design. Furthermore, for any stratum where the estimated flow rate exceeds 20 feet per day (10 inches per hour), we recommend that a design flow rate equal to 20 feet per day (10 inches per hour) be used.

In-Field Testing – At the test location, a Usual Condition Test was performed in general conformance with the South Florida Water Management District described procedures for the 'Usual Open-Hole Test' method.

In-Field Testing – Estimated Aquifer Parameters		
Test Location (See Location Plan)	Approximate Test Depth (ft)	Hydraulic Conductivity (CFS/SF- Ft Head)
P-1	5'	4.9×10^{-4}

Laboratory Testing and Professional Judgement – Selected samples obtained from our site investigation were tested in our laboratory in general accordance with ASTM D2434.

Laboratory Testing – Estimated Aquifer Parameters			
Test Location (See Location Plan)	Stratum Depth Range (ft)	Horizontal Flow Rate (in/hr)	Vertical Flow Rate (in/hr)
P-1	0 – 1.7	11.3	10.3
	1.7 – 3.3	27.6	24.9
	3.3 – 6	--	11.7

Flow Restrictive Stratum – Based on the results of our soil borings and laboratory testing, KSM did not encounter a stratum that exhibited restrictive flow rates relative to the overlying stratum and is thus assumed to be located at the boring terminus at the tested locations.

NRCS Surficial Soil Information – Mapping of this area of Florida, performed by the USDA, Natural Resources Conservation Service (NRCS), indicates that the following USDA soil mapping units were identified:

- 25–Canaveral-Palm Beach-Urban land complex

Seasonal Groundwater Fluctuation – The following table delineates the observed groundwater surface depths, together with the estimated normal wet season and normal dry season water table depths (below existing grade) for the test location. This estimate is based upon our interpretation of existing site conditions and a review of the USDA, NRCS Soil Survey.

Water Table Observations			
Test Location (See Location Plan)	Depth (feet) Below Existing Grade		
	Observed Water Table	Estimated Wet Season Water Table	Estimated Dry Season Water Table
B-1*	12.1' Below Grade	7.1' Below Grade	12.1' Below Grade

* Data was taken from the original report for this site, dated February 20, 2023, and our knowledge of the subsurface conditions in this area.

Hydrologic Soil Group Classification – The hydrologic soil group classification was estimated based on our interpretation of the estimated aquifer parameters and guidance provided by the USDA National Engineering Handbook.

Hydrologic Soil Group Classification	
Test Location (See Location Plan)	Hydrologic Soil Group
P-1	A

Fillable Porosity – KSM estimates a fillable porosity of approximately 30%, at an approximate depth of 5 feet below existing grade, can be used for the test location.

Closure:

Recommendations and Opinions – The Designated Engineer of Record should attach this report to the Final Report that is part of the Permit.

The estimated aquifer parameters are based, in part, on our understanding of published peer reviewed resources and our interpretations and evaluations of the discoveries of our site investigation and lab results. If additional geotechnical parameters or recommendations are desired, please contact our office. Upon request KSM will provide a scope and fee for any requested additional services.

Standard of Care - This report has been prepared in accordance with generally accepted soil and foundation engineering practices based on the results of the test borings and the assumed loading conditions. The procedural standards noted in this report are in reference to methodology in general. In some cases, variations to methods were applied because of local practice or professional judgement. No warranties, either expressed or implied, are intended or made. This report does not reflect any variations which may occur between the borings. If variations appear evident during the course of construction, it would be necessary to re-evaluate the recommendations of this project.

Limitations - Environmental conditions, wetland delineation, karst activity, water quality, and municipal requirements are not a part of this report.

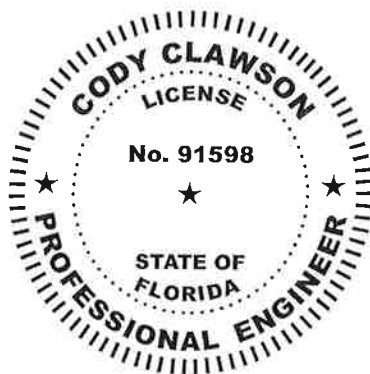
We are pleased to have been of assistance to you in this phase of your project. When we may be of further service to you or should you have any questions, please feel free to contact the office.

Respectfully,

signed for

Robert T. Maxwell

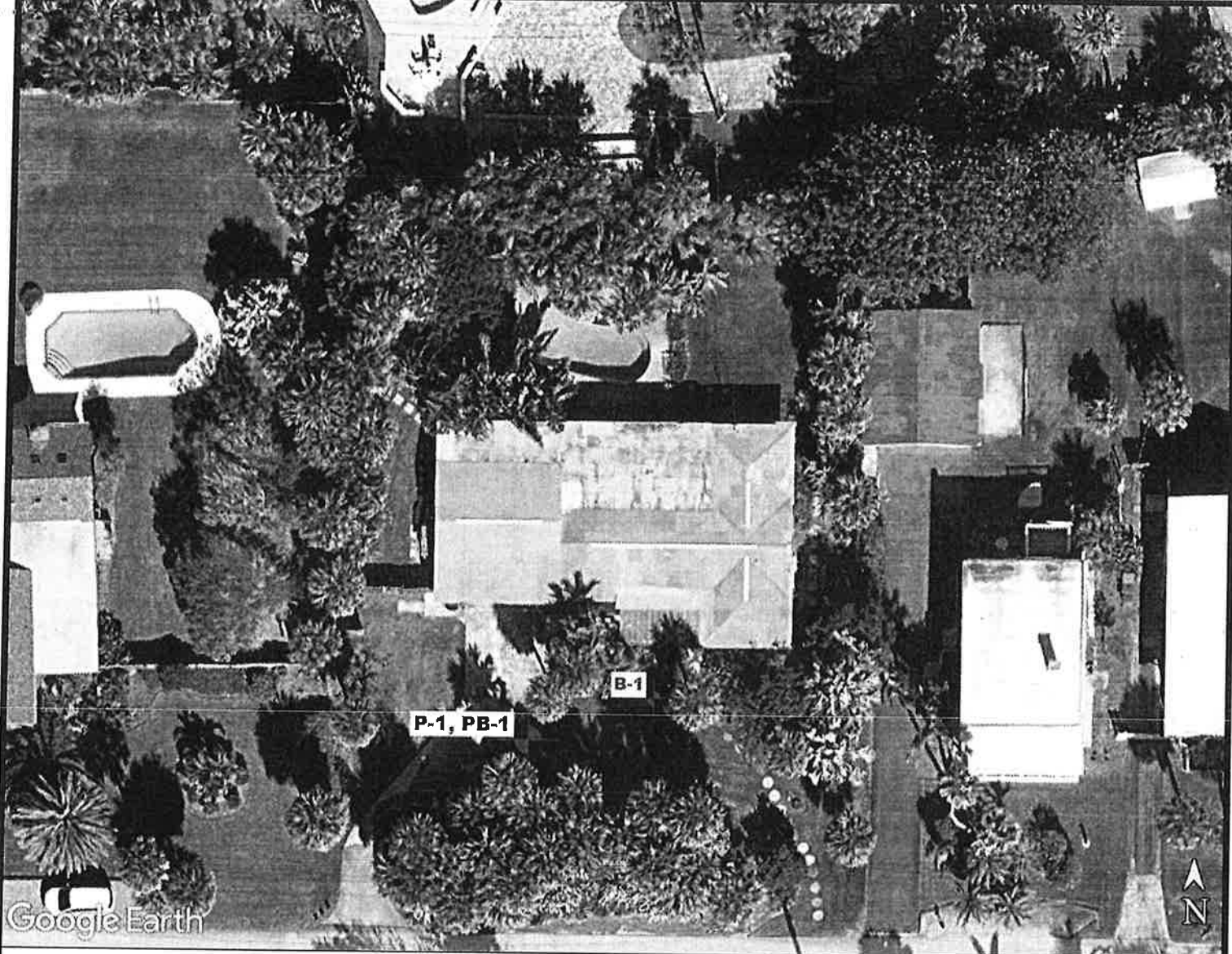
Robert T. Maxwell, E.I.
Geotechnical Engineer
Florida E.I. No. 1100024249



Cody C. Clawson, P.E.
Geotechnical Engineer
Florida Lic. No. 91598

CCC/cv/RTM

Email to: joshheuchan@gmail.com



 **LOCATION OF SOIL TESTING**

PROJECT: 306 Avenue B, Melbourne Beach, Florida

<p>SHEET 1 OF 2 PERMIT #: Bennett Engineering & Consulting, C PROJECT #: 2300805p. 23.040</p>	<p>KSM ENGINEERING AND TESTING</p>	<p>DRAWN BY: C.V. DESIGNED BY: C.C.C. DATE: 20230324 SCALE: NOT TO SCALE</p>
---	---	---



USDA SOILS SURVEY
25--Canaveral-Palm Beach-Urban land complex

PROJECT: 306 Avenue B, Melbourne Beach, Florida

SHEET 2 OF 2

PERMIT #:

PROJECT #: 2300805-soils
 Bennett Engineering & Consulting, LLC
 BEC No. 231040

KSM ENGINEERING AND TESTING

DRAWN BY: C.V.

DESIGNED BY: C.C.C.

DATE: Report 20230324

SCALE: NOT TO SCALE

Page 16 of 18



KSM Engineering & Testing
 P.O. Box 78-1377
 Sebastian, FL 32978
 Tel: (772)-589-0712
 Fax: (772)-589-6469

BORING NUMBER PB-1

PAGE 1 OF 1

CLIENT Josh Heuchan PROJECT NAME 306 Avenue B
 PROJECT NUMBER 2300805-p PROJECT LOCATION Melbourne Beach, Florida
 DATE STARTED 3/23/23 COMPLETED 3/23/23 GROUND ELEVATION _____ HOLE SIZE _____ inches
 DRILLING CONTRACTOR _____ GROUND WATER LEVELS:
 DRILLING METHOD _____ AT TIME OF DRILLING --- 6.0 ft +
 LOGGED BY DP CHECKED BY CCC AT END OF DRILLING ---
 NOTES See Attached Location Plan AFTER DRILLING --

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	PENETROMETER	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲			
								20	40	60	80
0		Brown Sand with Traces of Roots				34					
		Yellowish Brown Sand				36					
		Light Brown Sand with Traces of Shell Fragments				41					
5						43					
						45					
						47					

Bottom of borehole at 6.0 feet.

G:\GEO TECH BH PLOTS - GINT STD US LAB.GDT - 3/28/23 14:25 - K:\KSM FILES\23 DOCS (KSM-SERVER)\2300805\SOIL INVESTIGATION\2300805-B.GPJ



KSM Engineering & Testing
 P.O. Box 78-1377
 Sebastian, FL 32978
 Tel: (772)-589-0712
 Fax: (772)-589-6469

BORING NUMBER B-1

PAGE 1 OF 1

CLIENT Josh Heuchan PROJECT NAME 306 Avenue B
 PROJECT NUMBER 2300805-b PROJECT LOCATION Melbourne Beach, Florida
 DATE STARTED 2/15/23 COMPLETED 2/15/23 GROUND ELEVATION _____ HOLE SIZE _____ inches
 DRILLING CONTRACTOR _____ GROUND WATER LEVELS:
 DRILLING METHOD Split Spoon Sample AT TIME OF DRILLING 12.1 ft
 LOGGED BY SF/RC CHECKED BY CCC AT END OF DRILLING ---
 NOTES See Attached Location Plan AFTER DRILLING ---

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	PENETROMETER	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲		
								20	40	60
0		Brown Sand	X SS		1-1-2 (3)					
5		Light Brown Sand with Traces of Shell Fragments	X SS		2-2-2 (4)					
			X SS		3-3-3 (6)					
			X SS		6-7-7 (14)					
10			X SS		8-8-9 (17)					
15		X SS		6-7-5 (12)						

Bottom of borehole at 15.0 feet.

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 2/16/23 17:19 - K:\KSM FILES\23 DOCS (KSM-SERVER)\2300805\SOIL INVESTIGATION\2300805-B.GPJ

AREA OF ALTERATION
= 0.4 ACRES

NO FILL OR CONSTRUCTION
MATERIALS MAY BE
PLACED OUTSIDE OF THE
SILT FENCING.



MINIMUM FINISHED FLOOR ELEVATION:

TOWN:
THE LOWEST FLOOR ELEVATION MUST BE AT LEAST 18 INCHES ABOVE THE CROWN ELEVATION OF THE STREET ON WHICH THE PROPERTY ABUTS.

REQUIRED MINIMUM FFE
15.38' + 1.5' = 16.88' (PROPOSED FFE = 16.90)

FEMA:
FLOOD ZONE "X", NO ADDITIONAL FLOOD REQUIREMENTS

EROSION NOTES:

BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON SITE EROSIONS. IN ADDITION TO BEST MANAGEMENT PRACTICES, AS A MINIMUM, SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO MINIMIZE SEDIMENTATION FROM LEAVING THE SITE.

GENERAL NOTES:

1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY & TOPOGRAPHIC INFORMATION WAS PROVIDED BY AAL LAND SURVEYING SERVICES, INC. JOB NO. 41404, LATEST REVISION DATED 02/08/2023.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

GRADING NOTES:

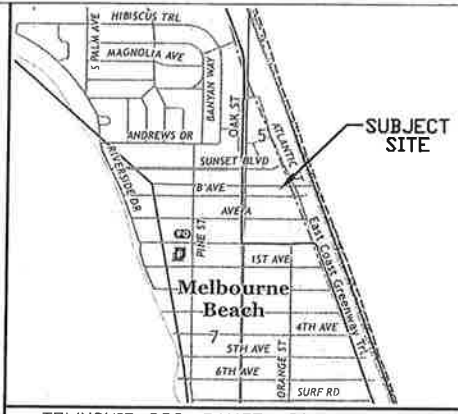
1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET 1/2" BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE AT A MINIMUM OF A 2% SLOPE FOR 10 FEET.
3. UNLESS OTHERWISE NOTED, THE FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET.

LEGAL DESCRIPTION: (BY SURVEYOR)

LOT 3 AND LOT 4 EXCEPT THE NORTH 25 FEET OF SAID LOTS, BLOCK B, GRAVES PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 38, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION:

(AS PROVIDED ON THE SURVEY)
MAP NO. 12090C0808H
FIRM INDEX DATE: JANUARY 29, 2021
FLOOD ZONES: "X"



TOWNSHIP 28S, RANGE 38E, SECTION 08
VICINITY MAP
NTS

NORTH

SCALE: 1"=20'

HEUCHAN, JOSHUA
HEUCHAN, ANGELA
3607 W EMPEDRAO ST
TAMPA, FL 33629

HEUCHAN RESIDENCE
306 AVENUE B, MELBOURNE BEACH

GENERAL STATEMENT:

THE LOT DRAINAGE PLAN HAS BEEN PREPARED FOR THE PROPOSED SINGLE-FAMILY RESIDENCE AND ASSOCIATED IMPROVEMENTS ON THE SUBJECT LOT.

OWNER:
HEUCHAN, JOSHUA; HEUCHAN, ANGELA
3607 W EMPEDRAO ST
TAMPA, FL 33629

ENGINEER:
BENNETT ENGINEERING & CONSULTING, LLC
4940 RANGLAND ROAD
MELBOURNE, FLORIDA 32334
(321) 622-4462

SURVEYOR:
AAL LAND SURVEYING, INC.
3970 MINTON ROAD,
WEST MELBOURNE, FL 32904
(321) 768-8110

SITE ADDRESS:
306 AVENUE B,
MELBOURNE BEACH FL 32951

PARCEL ID: 28-38-08-FB-B-3
ACCOUNT NO.: 2847733
SITE AREA: SITE AREA = ±0.41 AC (±18,035 SF)

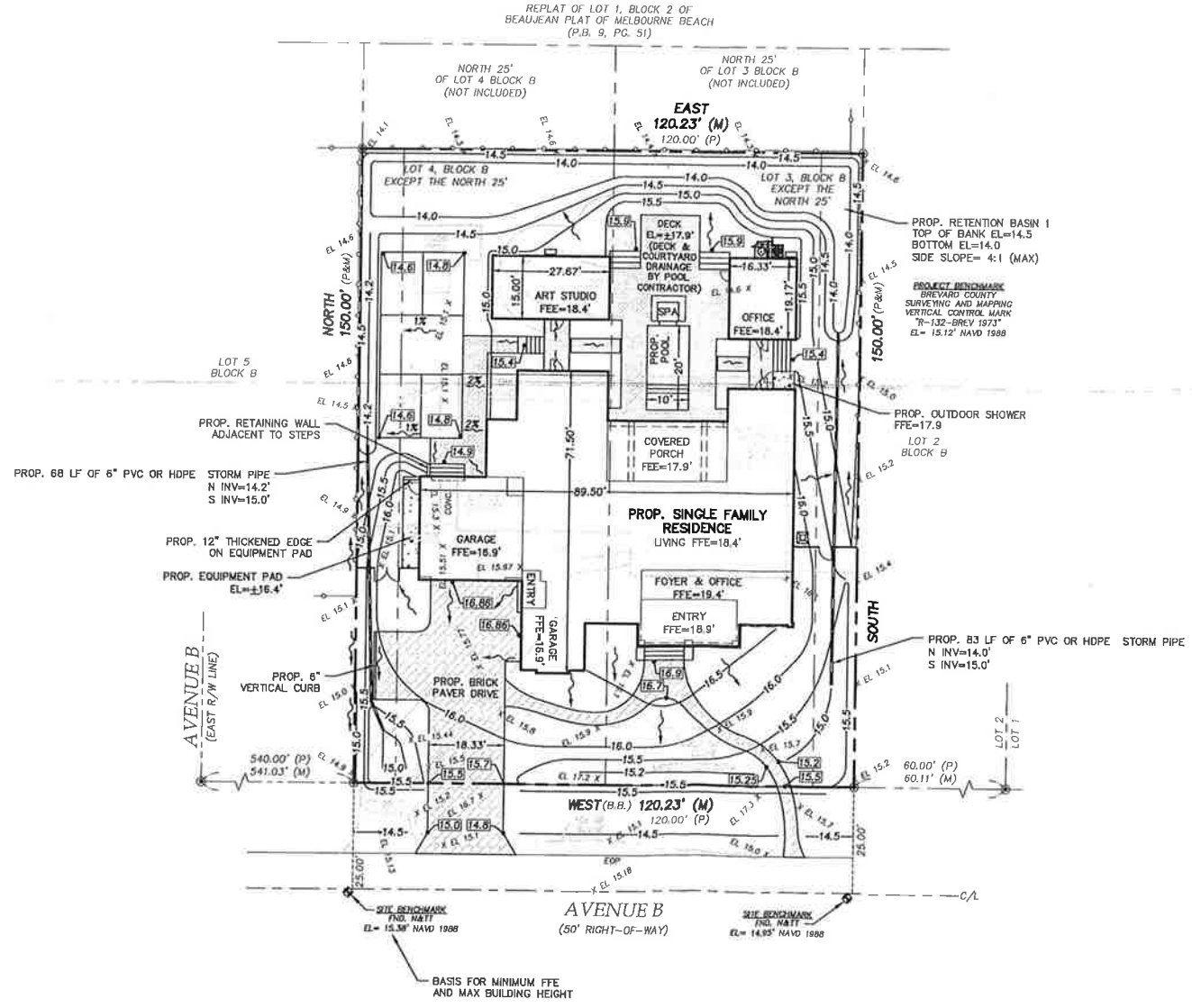
NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Bennett Engineering & Consulting
4840 RANGLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236

CLAYTON A. BENNETT
P.E. NO. 53129

DATE: _____

© 2023 BENNETT ENGINEERING & CONSULTING, LLC.

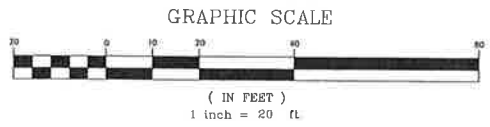


CLAYTON A. BENNETT
LICENSE
No. 53129
STATE OF FLORIDA
PROFESSIONAL ENGINEER

Digitally signed by Clayton A Bennett
Date: 2023.04.17 17:46:27 -04'00'

This item has been digitally signed and sealed by Clayton A. Bennett, PE on the date adjacent to the seal.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED HERE:

DATE: _____

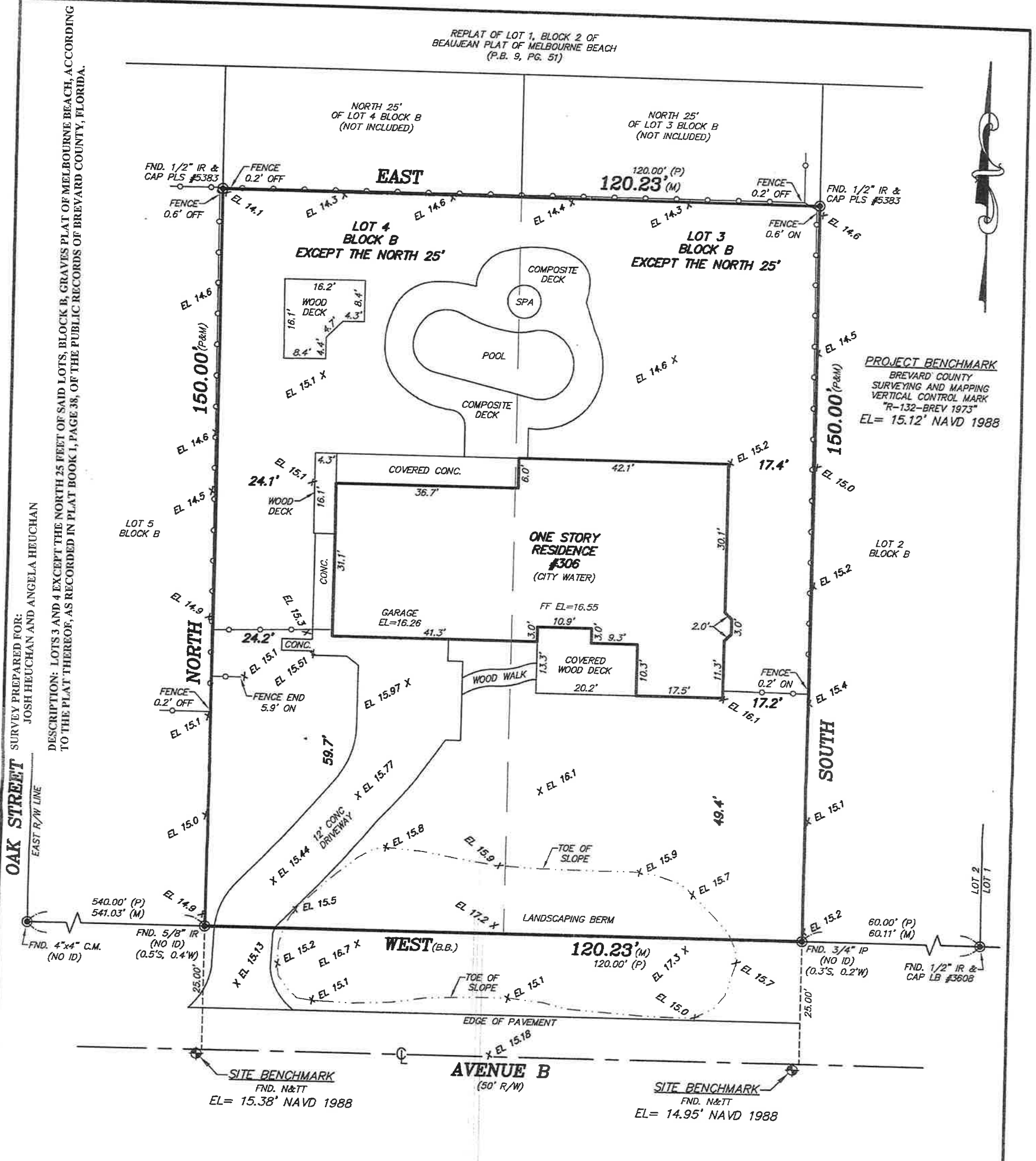
DESIGNED BY:	CAB	DATE:	4/4/2023
DRAWN BY:	CAB	DATE:	4/4/2023
CHECKED:			
APPROVED:			
ACAD CODE:	23040M01.DWG		
PROJECT NO.:	23.040		

LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1

REPLAT OF LOT 1, BLOCK 2 OF
BEAUJEAN PLAT OF MELBOURNE BEACH
(P.B. 9, PG. 51)



SURVEY PREPARED FOR:
JOSH HEUCHAN AND ANGELA HEUCHAN

DESCRIPTION: LOTS 3 AND 4 EXCEPT THE NORTH 25 FEET OF SAID LOTS, BLOCK B, GRAVES PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 38, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

PROJECT BENCHMARK
BREVARD COUNTY
SURVEYING AND MAPPING
VERTICAL CONTROL MARK
"R-132-BREV 1973"
EL= 15.12' NAVD 1988

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO FLOOD INSURANCE RATE MAP #12009C 0608 H, DATED JANUARY 29, 2021 THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X. (NAVD 88)

TYPE OF SURVEY:
BOUNDARY

SCALE: 1" = 20'

REVISION: _____

REVISION: _____

REVISION: _____

UPDATE & TOPOGRAPHIC REVISION: 02-06-23

FIELD DATE: 06-04-19

SECTION 08,
TOWNSHIP 28 SOUTH,
RANGE 38 EAST

PROJECT #41404

GENERAL NOTES:

1. THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARD OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.
2. THIS SURVEY AND DRAWING IS FOR THE SOLE USE AND BENEFIT OF THE PARTIES NAMED HEREON AND FOR THE SPECIFIC PURPOSE AS NOTED, AND SHOULD NOT BE RELIED UPON BY ANY OTHER ENTITY, AND IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
3. THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE SEAL OF THE FLORIDA LICENSED SURVEYOR, AND REPRODUCTION OF THIS DRAWING WITHOUT WRITTEN PERMISSION OF THE SURVEYOR IS HEREBY FORBIDDEN.
4. NO OPINION OF TITLE OR OWNERSHIP IS HEREBY EXPRESSED OR IMPLIED BY THE SURVEYOR.
5. THIS SURVEY WAS PREPARED FROM INFORMATION FURNISHED TO THE SURVEYOR BY THE CLIENT, AND MAY BE SUBJECT TO EASEMENTS OR LIMITATIONS EITHER RECORDED OR IMPLIED.
6. BEARINGS ARE BASED ON AN ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.
7. NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS OTHERWISE SHOWN.
8. ELEVATIONS, IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988, UNLESS OTHERWISE NOTED.
9. "NO WELLS" AND "NO SEPTICS" ARE DEFINITIONS TO SHOW AN ATTEMPT BY THE SURVEYOR TO LOCATE POSSIBLE EXISTING WELLS AND SEPTICS, HOWEVER NONE WERE FOUND USING STANDARD SURVEY LOCATING EQUIPMENT.

3970 MINTON ROAD, WEST MELBOURNE, FL 32904 L.B. #6623
PHONE: (321)768-8110 FAX: (321)952-9771 EMAIL: frontdesk@aalsurvey.com

LEGEND:

(B.B.) - BASIS OF BEARING	(M) - MEASURED	(XXXX) - PROPOSED GRADES
(P) - PLAT	(D) - DEED	T.B.D. - TO BE DETERMINED
IR - IRON ROD	IP - IRON PIPE	
N&D - NAIL AND DISC	N&TT - NAIL AND TIN TAB	
C.M. - CONCRETE MONUMENT	PRM - PERMANENT REFERENCE MARKER	
PBPC - PALM BAY CONTROL POINT	TBM - TEMPORARY BENCHMARK	
D - DELTA	R - RADIUS	EL. XXXX - EXISTING GRADES
L - ARC LENGTH	FND. - FOUND	
CH - CHORD LENGTH	P.O.B. - POINT OF BEGINNING	
P.C. - POINT OF CURVATURE	P.T. - POINT OF TANGENCY	
P.I. - POINT OF INTERSECTION	P.R.C. - POINT OF REVERSE CURVE	
R/W - RIGHT OF WAY	B.S.L. - BUILDING SETBACK LINE	
O.H.W. - OVERHEAD WIRES	L.F. - LINEAR FEET	
U.E. - UTILITY EASEMENT	D.E. - DRAINAGE EASEMENT	
E.L. - ELEVATION	FF - FINISHED FLOOR	
CONC. - CONCRETE	R.C.P. - REINFORCED CONCRETE PIPE	
C.M.P. - CORRUGATED METAL PIPE	C.L. - CENTERLINE	
LB - LICENSED BUSINESS	PLS - PROFESSIONAL LAND SURVEYOR	

ANDREW W. POWSHOK
P.L.S. No. 5383

DANIEL D. GARNER
P.L.S. No. 6189

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
 306 AVE. B MELBOURNE BEACH FLORIDA 32951



TAG & WALL LEGEND

SECTION IDENTIFICATION

SECTION TAG
 - INDICATES SHEET NUMBER

INTERIOR ELEVATION TAG

WINDOW TAG

EXTERIOR DOOR TAG

INTERIOR DOOR TAG

MASONRY CONSTRUCTION

WOOD FRAME CONSTRUCTION

PROJECT SUMMARY

PROJECT NAME: HEUCHAN RESIDENCE
 PROJECT ADDRESS: 306 AVE. B MELBOURNE BEACH FL. 32951
 PROPOSED USE: SINGLE FAMILY RESIDENTIAL
 CONTRACTOR: T.S.D.
 APPLICABLE CODES: FLORIDA BUILDING CODE: 7-0715
 MECHANICAL CODE: 2019
 PLUMBING CODE: 2019
 ELECTRICAL CODE: NEC 2017
 FIRE CODE: FLORIDA FIRE PREVENTION CODE 2019
 AUTHORITY / JURISDICTION: TOWN OF MELBOURNE BEACH

SCHEDULE OF DRAWINGS

SHEET	DESCRIPTION
C1	COVER SHEET
A1	FIRST FLOOR PLAN
A2	SECOND FLOOR PLAN
A3	FIRST FLOOR REFLECTIVE CEILING PLAN
A4	SECOND FLOOR REFLECTIVE CEILING PLAN
A5	ROOF PLAN
A6	EXTERIOR ELEVATIONS
A7	EXTERIOR ELEVATIONS
A8	WINDOW AND DOOR SCHEDULES
A9	INTERIOR ELEVATIONS
B1	FIRST FLOOR ELECTRICAL PLAN
B2	SECOND FLOOR ELECTRICAL PLAN

AREA TABULATION residence

MAIN LOUER LIVING	2060 SF
OFFICE	314 SF
ART STUDIO	48 SF
TOTAL LOUER LIVING	3479 SF
UPPER LEVEL LIVING	1500 SF
TOTAL LIVING	9779 SF
3 CAR GARAGE	609 SF
GOLF CART	24 SF
FRIENDS ENTRY	48 SF
ENTRY PORCH	284 SF
COVERED PORCH	430 SF
BREEZE WAY	144 SF
GRAND TOTAL	6,885 SF

AREA TABULATION lot coverage

impervious	
PRIMARY STRUCTURE	9,380 SF
POOL	260 SF
DECKS & WALKWAYS AT REAR	937 SF
DRIVEWAY	1,430 SF
ACCENTORY STRUCTURES	150 SF
CONCRETE AREA (PICKLE BALL)	600 SF
ENTRY WALKWAY PAVERS	406 SF
OTHER	
TOTAL IMPERVIOUS	9,669 SF
LOT TOTAL SQUARE FOOTAGE	18,035 SF
PRIMARY STRUCTURE TOTAL	79.83%
pervious	
TOTAL	92.2%



RESIDENTIAL PLANNING & DESIGN
 587 WEST EAU GALIE BLVD
 SUITE 201 MELBOURNE FL 32935
 +321-745-8609
 ALEX@MITZDESIGNGROUP.COM
 MITZDESIGNGROUP.COM

JOB NO	DATE
22-059	
DESIGN	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
	AAM	XXXXXX

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
 ADDRESS:

SHEET TITLE
COVER SHEET

GENERAL PROJECT NOTES

GENERAL

- STRUCTURE IS SUBJECT TO FIELD VERIFICATION AND CHANGES. ANY CHANGES THAT ARE DEEMED NECESSARY ARE TO BE REPORTED TO E.O.R. BEFORE MAKING SAID CHANGES.
- DO NOT SCALE DRAWINGS. THE CONTRACTOR AND SUBCONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO WORK PERFORMED AND SHALL NOTIFY THE ARCHITECT IF ANY DISCREPANCIES ARE FOUND.
- THESE DRAWINGS ARE NOT INTENDED TO COVER ALL CONDITIONS. FIELD DECISIONS MAY NEED TO BE MADE BY E.O.R. OR D.O.R. IF THIS SITUATION ARISES, PLEASE CONTACT E.O.R. OR D.O.R. AT PHONE NUMBER IN TITLE BLOCK. CONTRACTOR SHALL ALLOW FOR MINOR ADJUSTMENTS.
- ANY CHANGES TO FLOOR PLAN OR ELEVATIONS MUST BE REPORTED TO E.O.R. OR D.O.R. FOR APPROVAL.
- MITZ DESIGN GROUP SHALL NOT BE HELD LIABLE FOR ANY FIELD CHANGES MADE THAT ARE NOT REPORTED TO MDG PRIOR TO MAKING SAID CHANGES.
- ALL WORK DONE UNDER THIS CONTRACT SHALL BE IN COMPLIANCE WITH THE 7TH EDITION (2019) FLORIDA BUILDING CODE, RESIDENTIAL (FBCR), FOR ONE AND TWO FAMILY DWELLINGS FOR THE AREA IN WHICH THE RESIDENCE IS TO BE BUILT, AND IN CONJUNCTION WITH ASCE 1-19.

- REFER TO STRUCTURAL DRAWINGS FOR WIND AND LOADING CRITERIA PER SECTION R301.1
- THE CONTRACTOR SHALL CORRECT ERRORS AND OMISSIONS WHICH MAY OCCUR IN CONTRACT DOCUMENTS TO THE ATTENTION OF THE DESIGNER IN WRITING AND WRITTEN INSTRUCTIONS SHALL BE OBTAINED BEFORE PROCEEDING WITH THE WORK. THE CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE RESULTS OF ANY ERRORS, DISCREPANCIES OR OMISSIONS IN THE CONTRACT DOCUMENTS, OF WHICH THE CONTRACTOR FAILED TO NOTIFY THE ARCHITECT BEFORE CONSTRUCTION AND/OR FABRICATION OF THE WORK.
- THE DESIGNER/ENGINEER SHALL NOT BE RESPONSIBLE FOR THE SAFETY AND CONSTRUCTION PROCEDURES, TECHNIQUES, OR THE FAILURE OF THE BUILDER TO CARRY OUT THE WORK IN ACCORDANCE WITH THE DRAWINGS OR THE REQUIRED CODES.
- DETAILS SHOWN ON THE DRAWINGS ARE TO BE CONSIDERED TYPICAL FOR ALL SIMILAR CONDITIONS.
- THE CONTRACTOR SHALL MAKE NO STRUCTURAL CHANGES WITHOUT WRITTEN APPROVAL FROM THE ARCHITECT/ENGINEER.
- NO STRUCTURAL MEMBERS ARE TO BE CUT FOR PIPES, DUCTS, ETC. UNLESS SPECIFICALLY DETAILED.

CONSTRUCTION NOTES

- CONTRACTOR SHALL VERIFY ALL DIMENSIONS IN THE FIELD AND NOTIFY THE ENGINEER OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
- ALL CONSTRUCTION SHALL BE BRACED AND SHORED BY THE CONTRACTOR AS REQUIRED TO SAFELY PERFORM THE WORK.
- THESE SHALL BE NO WOOD STAKES USED IN ANY FOUNDATION OR SLAB AREA FOR STAKING PLUMBING, REINFORCING OR FOR ANY OTHER USE IN THESE AREAS.
- ANY DOOR LOCATED BETWEEN TWO WALLS SHALL BE CENTERED AND BE EQUAL ON EACH SIDE UNLESS OTHERWISE NOTED.
- ALL POCKET DOORS SHALL BE FRAMED USING 2 X 4 FRAMING UNLESS OTHERWISE NOTED.
- ALL EXTERIOR WALL DIMENSIONS ARE TO OUTSIDE FACES OF CONCRETE FOUNDATION WALLS AND EXTERIOR STUD WALLS. INTERIOR DIMENSIONS ARE TO FACE OF STUDS UNLESS NOTED OR SHOWN OTHERWISE.
- SHOWER AND BATHING WALLS AND CEILING SHALL BE CONSTRUCTED OF DENSE, NON-ABSORBENT WATER-PROOF GYPSUM BOARD TO FULL HEIGHT OF WALLS. SHOWER FLOORS ARE TO BE NEEDED FOR ZERO TRANSITION AT SHOWER DOORS. VERIFY DEPTH WITH INTERIOR FINISHES.
- ALL FASTENERS TO BE CORROSION RESISTANT.

MEANS OF EGRESS

MEANS OF EGRESS SHALL COMPLY WITH THE MINIMUM REQUIREMENTS OF CHAPTER 9 SECTION R311

TERMITE PROTECTION

PER SECTION R301.9 PROTECTION AGAINST TERMITES
 TERMITE PROTECTION SHALL BE PROVIDED BY REGISTERED TERNITICIDES, INCLUDING SOIL APPLIED PESTICIDES, BAITING SYSTEMS, AND PESTICIDES APPLIED TO WOOD, OR OTHER APPROVED METHODS OF TERMITE PROTECTION LABELED FOR USE AS A PREVENTIVE TREATMENT TO NEW CONSTRUCTION (SEE SECTION 302, REGISTERED TERNITICIDES). UPON COMPLETION OF THE APPLICATION OF THE TERMITE PROTECTIVE TREATMENT, A CERTIFICATE OF COMPLIANCE SHALL BE ISSUED TO THE BUILDING DEPARTMENT BY THE LICENSED PEST CONTROL COMPANY THAT CONTAINS THE FOLLOWING STATEMENT: "THE BUILDING HAS RECEIVED A COMPLETE TREATMENT FOR THE PREVENTION OF SUBTERRANEAN TERMITES. TREATMENT IS IN ACCORDANCE WITH RULES AND LAWS ESTABLISHED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES."

NOTES

- METHOD OF TREATMENT SHALL BE APPROVED BY THE GOVERNING JURISDICTION. "LIQUID BORATE OR BOR-A-COR" PRODUCT METHODS MUST BE DETERMINED AT PERMIT STAGE AND PRODUCT APPROVAL DATA MUST BE ON FILE WITH THE BUILDING DEPARTMENT.
- PRESSURE TREATED LUMBER THAT HAS BEEN CUT OR DRILLED THAT EXPOSES UNTREATED PORTIONS OF WOOD ARE REQUIRED TO BE FIELD TREATED TO PREVENT INSECT INFESTATION.
- BORATE APPLIED TO ALL FRAME MEMBERS WITHIN 24" AFF.

SITWORK

- REFER TO THE SOILS REPORT FOR SPECIFIC DESIGN REQUIREMENTS. SEE STRUCTURAL SHEETS FOR OTHER REQUIREMENTS WHICH WILL SUPERSEDE ANY OF THESE IN CASE OF CONFLICT.
- ELEVATIONS SHOWN ON THE SITE DRAWINGS ARE MINIMUM REQUIRED DEPTHS. IF DIFFERENT CONTACT THE ARCHITECT.
- COMPACTION BY FLOODING OR JETTING IS STRICTLY PROHIBITED.
- THE GENERAL CONTRACTOR MUST TAKE MEASURES TO CONTROL SOIL EROSION AS PER ALL LOCAL AND STATE REQUIREMENTS.
- SWIMMING POOL, DECK, SPA, AND ASSOCIATED WORK IS TO BE PERMITTED SEPARATELY BY ENGINEERED SHOP DRAWINGS AND SHALL INCLUDE REQUIRED POOL BARRIERS PER FBC 484.0371.

WINDOWS AND DOORS

- ALL WINDOWS AND DOORS SHALL BE DESIGNED TO MEET AT LEAST THE WIND PRESSURES SHOWN ON THESE PLANS.
- PER SECTION R3101 EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL HAVE NOT LESS THAN ONE OPERABLE EMERGENCY ESCAPE AND RESCUE OPENING. OPENING SHALL LEAD DIRECTLY INTO PUBLIC WAY, YARD OR COURT THAT OPENS TO A PUBLIC WAY, OR INTO A SCREEN ENCLOSURE OPEN TO THE ATMOSPHERE WITH A SCREEN DOOR LEADING AWAY FROM THE RESIDENCE.
- PER SECTION R3101 EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL BE OPERATIONAL FROM INSIDE THE ROOM WITHOUT THE USE OF KEYS, TOOLS OR SPECIAL KNOWLEDGE. WINDOW OPENING CONTROL DEVICES COMPLYING WITH ASTM F2099 SHALL BE PERMITTED.
- PER SECTION R3102 EMERGENCY ESCAPE AND RESCUE OPENINGS SHALL HAVE A NET CLEAR OPENING OF NOT LESS THAN 5.7 FT (GRADE OR BELOW GRADE OPENINGS OF NOT LESS THAN 9.8 FT) FROM THE INSIDE OF THE OPENING. NET CLEAR HEIGHT SHALL BE NOT LESS THAN 24 INCHES AND NET CLEAR WIDTH SHALL BE NOT LESS THAN 20 INCHES. AND PER R3102.2 GILL HEIGHT SHALL NOT BE MORE THAN 44 INCHES AFF.
- THE MANUFACTURER'S CERTIFICATION AND INSTALLATION INSTRUCTIONS SHALL BE FURNISHED BY THE GENERAL CONTRACTOR AS AN ATTACHMENT TO THIS PLAN SET AT TIME OF APPLICATION FOR PERMIT.
- IF STRUCTURAL WOOD BUCKS ARE TO BE USED, THE BUCK SHALL BE ATTACHED TO THE SUBSTRATE PER THESE PLANS AND THE ATTACHMENT TO THE BUCK SHALL BE PER THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- WINDOWS ARE SIZED WITH NOMINAL SIZES. CONTRACTOR SHALL VERIFY EXPRESS WITH WINDOW MANUFACTURER FOR CODE COMPLIANCE.
- WINDOW MANUFACTURER TO PROVIDE SHOP DRAWINGS, INSTALL AND SEAL AT ALL POINTS PROVIDED BY THE MANUFACTURER PER MANUFACTURER SPECIFICATIONS.
- EXTERIOR WINDOWS AND DOORS ARE TO BE FULLY FLASHED AND GALLED WEATHER TIGHT - PROVIDE END CAPS, FLASHING AND WINDOW TAPE OVER ALL EXPOSED WINDOW AND DOORS PER MANUFACTURER SPECIFICATIONS.
- DOOR AND WINDOW HEAD HEIGHTS SHALL BE EQUAL UNLESS OTHERWISE NOTED. WINDOW SIZES MAY VARY WITH TYPE AND MANUFACTURER.
- ALL WINDOWS AND DOORS ARE TO BE STORED ON SITE PROPERLY PRIOR TO INSTALLATION AS TO PREVENT DAMAGE TO UNITS.
- SHOP DRAWINGS ALONG WITH SIGNED AND SEALED COPIES OF THE NATIONAL ANALYSIS AND CALCULATIONS FOR ALL WINDOWS/DOORS SHALL BE PROVIDED TO THE BUILDING OFFICIAL AT TIME OF PERMIT APPLICATION.

GARAGES / CARPORTS

- GARAGE DOOR
 - ENGINEERED FOR WIND LOAD (PER SECTION R302.5 AS STATED ON STRUCTURAL DRAWINGS).
 - SHOP DRAWINGS AND DETAILS TO BE PROVIDED BY GARAGE DOOR MANUFACTURER.
 - DETAIL TO BE ATTACHED TO PERMIT PACKAGE BY BUILDER.
- PER SECTION R302.5.3 OPENINGS FROM A PRIVATE GARAGE DIRECTLY INTO A ROOM USED FOR SLEEPING PURPOSES SHALL NOT BE PERMITTED. OTHER OPENINGS BETWEEN THE GARAGE AND RESIDENCE SHALL BE EQUIPPED WITH SOLID WOOD DOORS NOT LESS THAN 1 3/8 INCHES IN THICKNESS, SOLID OR HONEYCOMB CORE STEEL DOORS NOT LESS THAN 1 3/8 INCHES THICK, OR 30-MINUTE FIRE-RATED DOORS.
- PER SECTION R302.5.3 DUCTS IN THE GARAGE AND DUCTS PENETRATING THE WALLS OR CEILING SEPARATING THE DWELLING FROM THE GARAGE SHALL BE CONSTRUCTED OF A MINIMUM NO. 7.6 GAUGE (0.48 TH) SHEET STEEL, 17 MIN. RIGID NON-METALLIC CLASS 2 OR CLASS 3 DUCT BOARD, OR OTHER APPROVED MATERIAL, AND SHALL HAVE NO OPENINGS INTO THE GARAGE.
- PER SECTION R302.6 THE GARAGE SHALL BE SEPARATED FROM THE RESIDENCE AND ITS ATTIC AREA BY NOT LESS THAN 1/2-INCH GYPSUM BOARD APPLIED TO THE GARAGE SIDE. GARAGES BENEATH HABITABLE ROOMS SHALL BE SEPARATED FROM ALL HABITABLE ROOMS ABOVE BY NOT LESS THAN 5/8-INCH TYPE X GYPSUM BOARD OR EQUIVALENT. WHERE THE SEPARATION IS A FLOOR-CEILING ASSEMBLY, THE STRUCTURE SUPPORTING THE SEPARATION SHALL ALSO BE PROTECTED BY NOT LESS THAN 1/2-INCH GYPSUM BOARD OR EQUIVALENT.
- PER SECTION R304.4 GARAGE DOOR OPENERS SHALL BE LISTED AND LABELED IN ACCORDANCE WITH UL 370.

INSULATION

- CEILING INSULATION TO BE FOAM AND EXTERIOR MASONRY WALLS TO HAVE RIGID FOAM BOARD.

BASED ON THE 7TH EDITION (2020) FLORIDA BUILDING CODE, RESIDENTIAL

ROOF COVERINGS

- ROOF DRAINAGE SHALL BE PROPERLY AND POSITIVELY ACCOMMODATED. FLASHINGS AND CANT STRIPS SHALL BE INSTALLED PER MANUFACTURER'S RECOMMENDATIONS AND ACCEPTED PRACTICE.
- ALL ROOF COVERINGS SHALL BE NOTED ON PLANS AND COMPLY WITH CHAPTER 8 (TPO ROOFING - SECTION R903.3 AND FOAM INSULATION SECTION R903.4)
- A PACKET CONTAINING ALL MATERIALS FOR UNDERLAYMENT, FLASHING, AND COVERINGS AND ALL MANUFACTURER'S INSTALLATION REQUIREMENTS SHALL BE FURNISHED BY THE GENERAL CONTRACTOR AS AN ATTACHMENT TO THIS PLAN SET AT THE TIME OF APPLICATION FOR PERMIT WHEN REQUIRED BY THE PERMITTING AUTHORITY.
- ROOF SHEATHING ATTACHMENTS SHALL BE IN ACCORDANCE WITH SECTION R903.3.3 OR WHEN APPLICABLE SECTION R903.6

STAIR AND RAILING NOTES

- STAIRS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION R310
- HANDRAILS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION R310.1. ALL STAIR AND GROUND FLOOR PORCH HANDRAILS SHALL BE 36" MIN TO 36" MAX ABOVE TREAD NOSING OR GROUND FLOOR PORCH FINISH FLOOR.
- GUARDRAILS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION R310. ALL GUARDRAILS SHALL BE 36" MIN. ABOVE FINISHED FLOOR.
- ALL RAILING PICKETS SHALL BE SPACED IN SUCH A WAY AS TO DISALLOW PASSAGE OF A 4" SPHERE AS REQUIRED BY CODE.
- PER SECTION 311.3 REQUIRED GUARDS SHALL NOT HAVE OPENINGS FROM THE WALKING SURFACE TO THE REQUIRED GUARD HEIGHT THAT ALLOW PASSAGE OF A SPHERE 4 INCHES IN DIAMETER. EXCEPTIONS: (1) THE TRIANGULAR OPENINGS AT THE OPEN SIDE OF STAIR, FORMED BY THE RISER TREAD AND BOTTOM RAIL OF A GUARD, SHALL NOT ALLOW PASSAGE OF A SPHERE 6 INCHES IN DIAMETER. (2) GUARDS ON THE OPEN SIDE OF STAIRS SHALL NOT HAVE OPENINGS THAT ALLOW PASSAGE OF A SPHERE 4 1/2 INCHES IN DIAMETER.
- MINIMUM STAIRWAY ILLUMINATION SHALL BE IN ACCORDANCE WITH SECTIONS R303.1 (INTERIOR STAIRS) AND R303.3 (EXTERIOR STAIRS)

MECHANICAL AND HVAC

- ALL MECHANICAL SYSTEMS SHALL COMPLY WITH THE MINIMUM REQUIREMENTS OF CHAPTER 9 AND 14.
- ENERGY CALCULATIONS FOR HEATING AND COOLING CAPACITIES SHALL BE FURNISHED BY THE GENERAL CONTRACTOR AS AN ATTACHMENT TO THIS PLAN SET AT THE TIME OF APPLICATION FOR PERMIT.

STUCCO CLADDING

- ASTM C 1093 - 04
- 1/2" - METAL LATH SHALL BE LAPPED 12" AT THE SIDES, OR NEST THE EDGE RIBS. WIRE LATH SHALL BE LAPPED ONE MESH AT THE SIDES AND THE END LAP METAL LATH 20" AT ENDS WHERE END LAPS OCCUR BETWEEN THE FRAMING MEMBERS. THE ENDS OF THE SHEETS OF ALL METAL PLASTER BASES SHALL BE LACED OR WIRE TIED WITH 12# GALVANIZED, ANNEALED STEEL WIRE.
- 1/2" - LATH SHALL BE ATTACHED TO FRAMING MEMBERS WITH ATTACHMENTS SPACED NOT MORE THAN 1 ft (110mm) ON CENTERS ALONG SUPPORTS.
- 1/2" - DIAMOND-MESH EXPANDED METAL LATH, FLAT-RIB EXPANDED METAL LATH AND WIRE LATH SHALL BE ATTACHED TO HORIZONTAL WOOD FRAMING MEMBERS WITH 30mm ROOFING NAILS DRIVEN FLUSH WITH THE PLASTER BASE AND ATTACHED TO VERTICAL WOOD FRAMING MEMBERS WITH 6d COPPER NAILS, OR 20mm ROOFING NAILS DRIVEN TO A PENETRATION OF NOT LESS THAN 10mm, OR 20mm WIRE STAPLES DRIVEN FLUSH WITH THE PLASTER BASE. STAPLES SHALL HAVE CROWN NOT LESS THAN 1/8" AND SHALL ENGAGE NOT LESS THAN THREE STRANDS OF LATH AND PENETRATE THE WOOD FRAMING MEMBERS NOT LESS THAN 1/8". WHEN METAL LATH IS APPLIED OVER SHEATHING, USE FASTENERS THAT WILL PENETRATE THE STRUCTURAL MEMBERS NOT LESS THAN 2mm.

EQUIVALENT PLASTIC LATH MAY BE USED AS AN ALTERNATE TO METAL LATH AT THE DISCRETION OF THE CONTRACTOR/BUILDER

TIMBER

- ALL LUMBER EXPOSED TO WEATHER OR AGAINST SOIL, CONCRETE OR MASONRY MUST BE PRESERVE TREATED.
- TRUSS MANUFACTURER SHALL PROVIDE COMPLETE CALCULATIONS SHOWING INTERNAL LAYOUT, MEMBER FORCES AND STRESS CONTROL POINTS AND SUBMIT TO THE BUILDING DEPARTMENT FOR APPROVAL AND TO THE STRUCTURAL ENGINEER FOR REVIEW. ALL CALCULATIONS SHALL BE SIGNED AND SEALED BY A PROFESSIONAL CIVIL OR STRUCTURAL ENGINEER REGISTERED IN THE STATE OF THE PROPOSED CONSTRUCTION.
- TRUSS MANUFACTURER WILL PROVIDE CALCULATIONS INDICATING ADDITIONAL DEAD LOADS FOR THE ROOF LOCATIONS WITH GUSSETTS, CRICKETS AND VALLEY LOCATIONS REQUIRING ADDITIONAL ROOF FRAMING FOR INTERSECTIONS OF HIGHER OR LOWER ROOFS IN ACCORDANCE WITH ANSI A581-1980.

INTERIOR SELECTIONS

- SEE INTERIOR DESIGN DOCUMENTS FOR:
- PLUMBING FIXTURES AND ACCESSORIES
 - KITCHEN & BATHROOM FINISHES
 - EXTERIOR FINISH SELECTIONS
 - APPLIANCE SELECTIONS
 - CABINETRY DESIGN BY OTHERS
 - SPECIALTY ITEMS

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP. WITHIN THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT, COPY ON USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PUNISH TO THE COPYRIGHT LAWS.

ALEX MITZ, PRESIDENT DESIGNER

A1
 SHEET 1



RESIDENTIAL PLANNING & DESIGN
• 582 WEST EASY GALLEY BLVD •
• SUITE 201 MELBOURNE FL 32935 •
• 321-745-8609 •
• ALEX@MITZDESIGNGROUP.COM •
• MITZDESIGNGROUP.COM •

JOB NO	22-058
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.12.23

REVISIONS	BY	DATE
	AAM	04.12.23

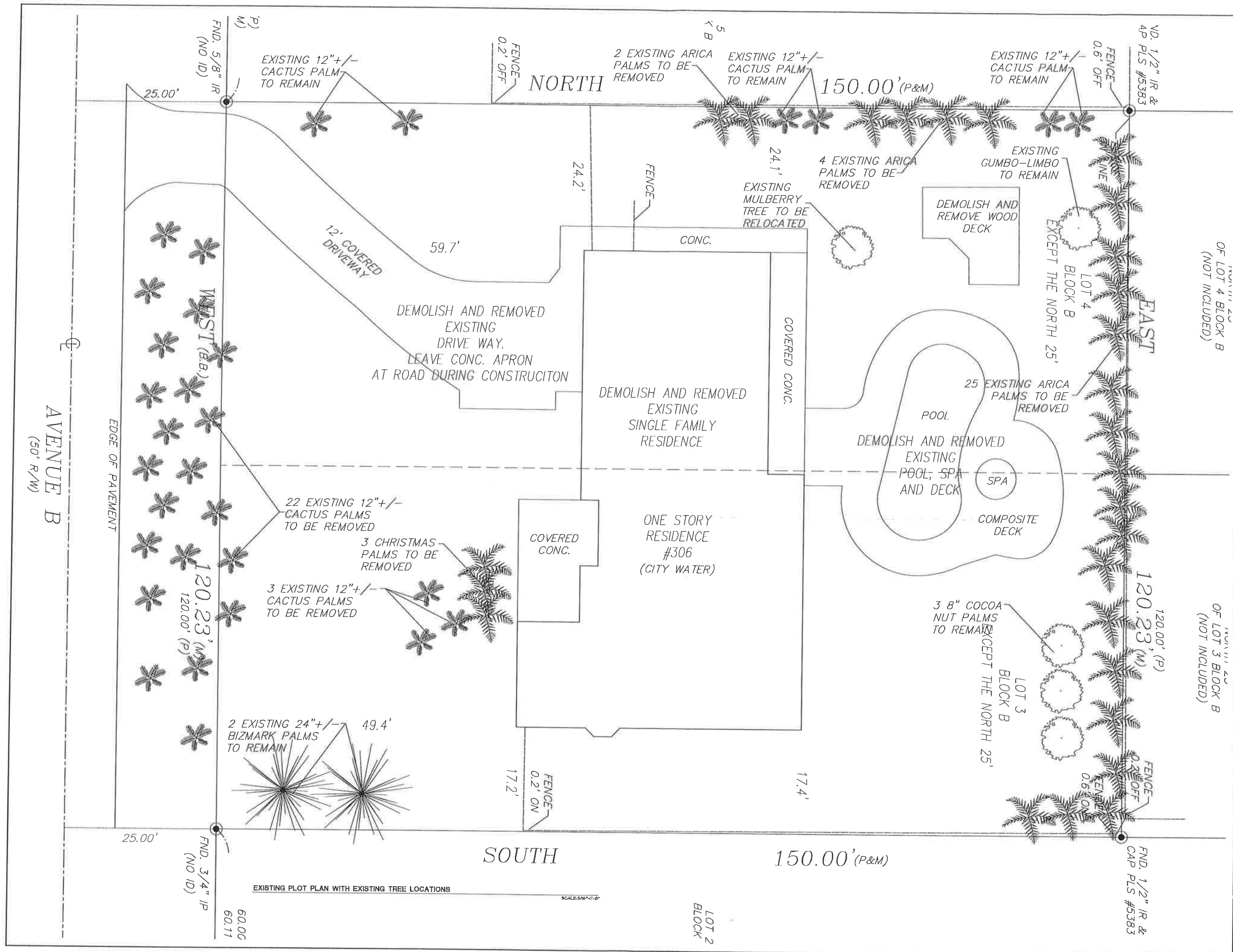
CUSTOMER DESIGN FOR
HEUCHAN RESIDENCE
ADDRESS:

SHEET TITLE
EXISTING PLOT PLAN AND TREE PLAN

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED FURTHER TO THE COPYRIGHT LAWS.

Alex Mitz
ALEX MITZ, PRESIDENT DESIGNER

A2
SHEET 2



OF LOT 4 BLOCK B (NOT INCLUDED)

OF LOT 3 BLOCK B (NOT INCLUDED)

AVENUE B (50' R/W)

EDGE OF PAVEMENT

FND. 5/8" IR (NO ID) (P)

60.00

60.11

FND. 3/4" IP (NO ID)

VD. 1/2" IR & 4P PLS #5383

FENCE 0.6' OFF

FENCE 0.2' OFF

FENCE 0.6' OFF

FENCE 0.2' OFF

FND. 1/2" IR & CAP PLS #5383

LOT 2 BLOCK



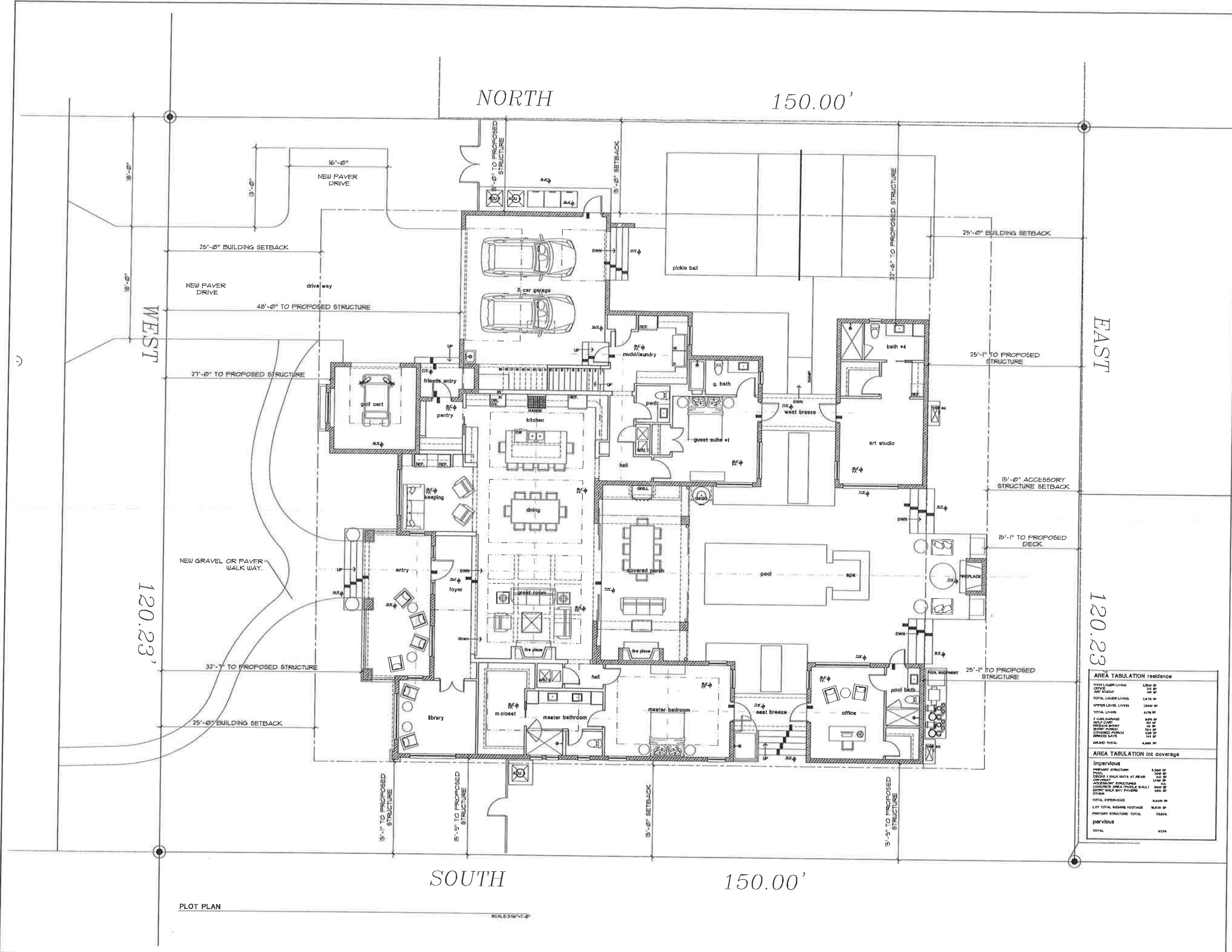
RESIDENTIAL PLANNING & DESIGN
•587 WEST EAU GALIE BLVD•
•SUITE 201 MELBOURNE FL 32935•
•321-745-8609•
•ALEX@MITZDESIGNGROUP.COM•
•MITZDESIGNGROUP.COM•

DATE	04.17.23
SCALE	AS SHOWN
CHECKED	AAM
DRAWN	AAM
DESIGNED	AAM
DATE	22-058

REVISIONS	BY	DATE

CUSTOM DESIGN FOR:
HEUCHAN RESIDENCE
ADDRESS:

SHEET TITLE
PLOT PLAN



AREA TABULATION residence	
PLAN LEVEL LIVING	2,800 SF
OFFICE	310 SF
ART STUDIO	410 SF
TOTAL LOWER LEVELS	3,520 SF
UPPER LEVEL LIVING	1,800 SF
TOTAL LIVING	5,320 SF
2 CAR GARAGE	600 SF
GOLF CART	100 SF
PORCH ENTRY	100 SF
COVERED PORCH	100 SF
SCREENED PATIO	100 SF
GRAND TOTAL	6,220 SF

AREA TABULATION lot coverage	
IMPERVIOUS	
PERMANENT STRUCTURE	6,220 SF
POOL	200 SF
DECK & BALKY AT REAR	300 SF
SCREENED PATIO	100 SF
COVERED PORCH	100 SF
SCREENED PATIO	100 SF
TOTAL IMPERVIOUS	6,920 SF
LOT TOTAL SQUARE FOOTAGE	10,000 SF
IMPERVIOUS STRUCTURE TOTAL	7,620 SF
PERVIOUS	
TOTAL	932%

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS SELECTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS FORBIDDEN UNLESS BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
ALEX MITZ, PRESIDENT DESIGNER

A3



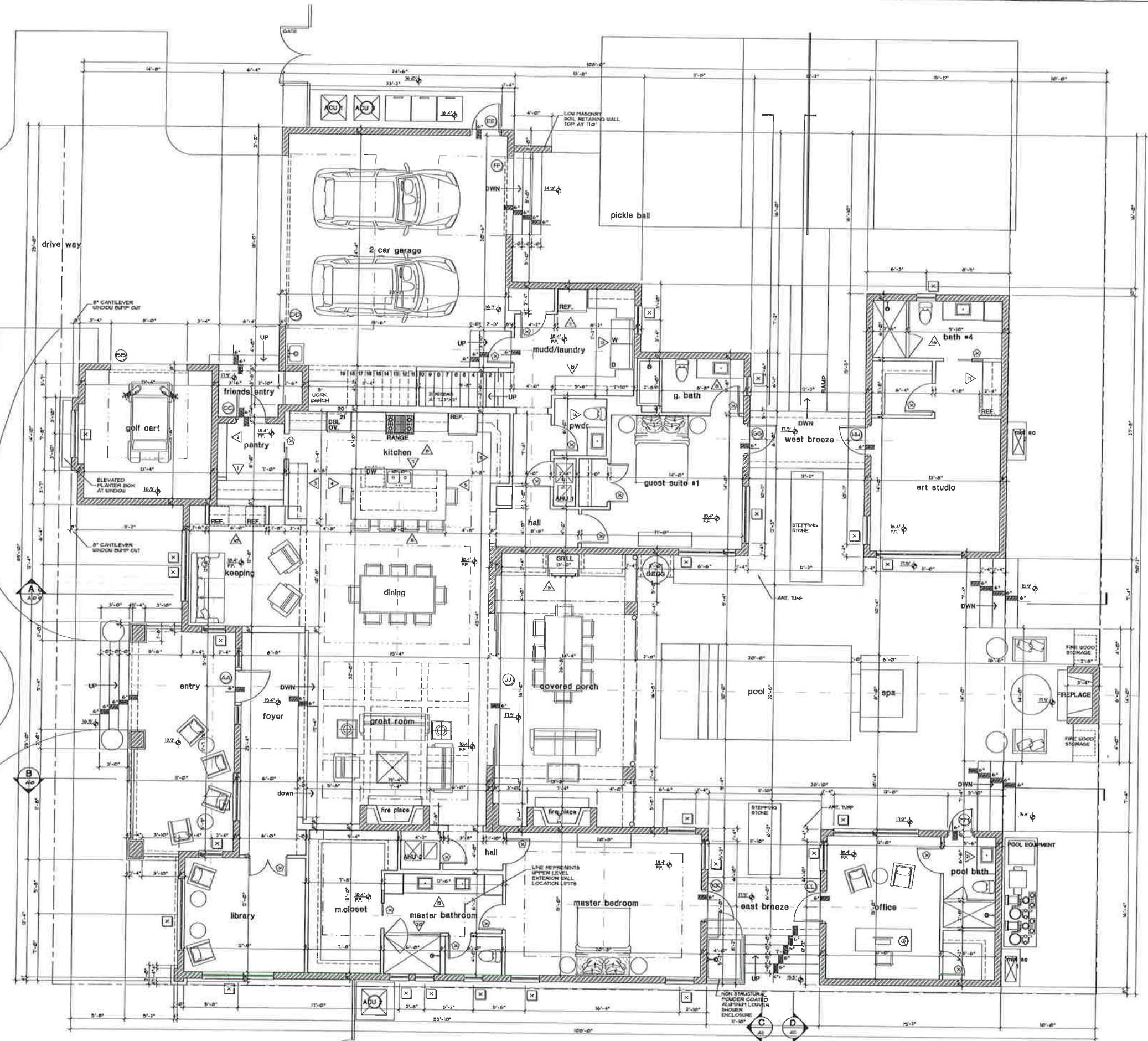
RESIDENTIAL PLANNING & DESIGN
 •587 WEST FAU GALLIE BLVD•
 •SUITE 201 MELBOURNE FL 32935•
 •321-745-8609•
 •ALEX@MITZDESIGNGROUP.COM•
 •MITZDESIGNGROUP.COM•

JOB NO	22-058
DESIGNED	AAA
DRAWN	AAA
CHECKED	AAA
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
	AAA	XXXXXX

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
 ADDRESS:

SHEET TITLE
FIRST FLOOR PLAN



AREA TABULATION residence

MAIN LOWER LIVING	2,500 SF
OFFICE	314 SF
ART STUDIO	410 SF
TOTAL LOWER LIVING	3,224 SF
UPPER LEVEL LIVING	1,500 SF
TOTAL LIVING	4,724 SF
2 CAR GARAGE	4,000 SF
GOLF CART	314 SF
FRIENDS ENTRY	40 SF
ENTRY PORCH	26.4 SF
COVERED PORCH	430 SF
SHRUBBERY AREA	144 SF
GRAND TOTAL	9,800 SF

AREA TABULATION lot coverage

Impervious	
PRIMARY STRUCTURE	5,390 SF
POOL	200 SF
DECKS & WALKWAYS AT REAR	332 SF
DRIVEWAY	1,150 SF
ACCESSORY STRUCTURES	N/A
CONCRETE AREA (PICKLE BALL)	800 SF
ENTRY WALKWAY PAVING	100 SF
OTHER	400 SF
TOTAL IMPERVIOUS	8,600 SF
LOT TOTAL SQUARE FOOTAGE	18,033 SF
PRIMARY STRUCTURE TOTAL	29,834
pervious	
TOTAL	9,274

FIRST FLOOR PLAN
 SCALE: 1/4" = 1'-0"

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP. WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS COMPLETED OR NOT, COPY OR USE FOR OTHER PRODUCTS IS FORBIDDEN. ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

A4



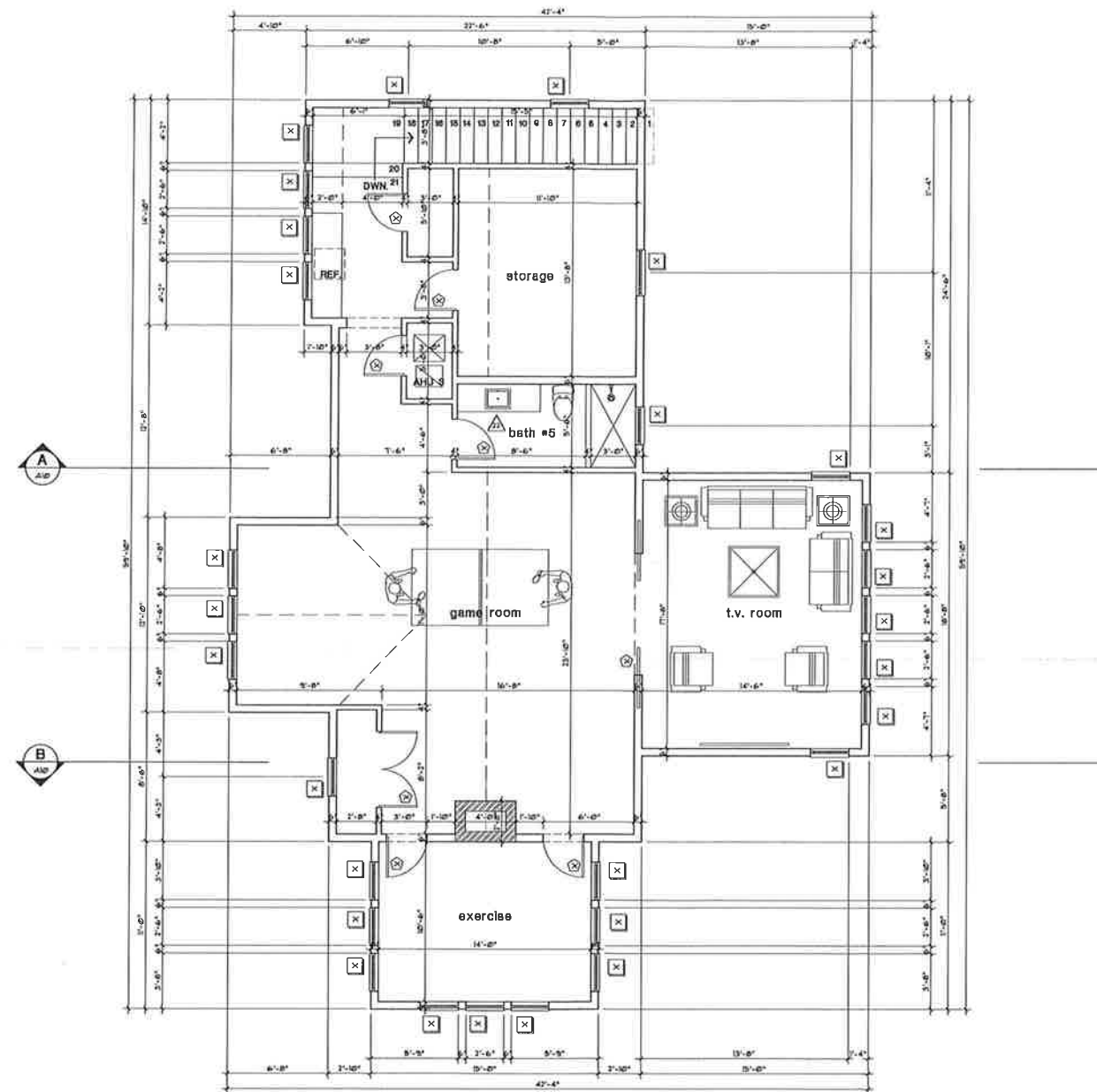
RESIDENTIAL PLANNING & DESIGN
 •587 WEST EAU GALIE BLVD•
 •SUITE 201 MELBOURNE FL 32935•
 •321-745-8609•
 •ALEX@MITZDESIGNGROUP.COM•
 •MITZDESIGNGROUP.COM•

JOB NO.	22-058
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
	AAM	XXXXXX

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
 ADDRESS:

SHEET TITLE
SECOND FLOOR PLAN



SECOND FLOOR PLAN
 SCALE: 1/4" = 1'-0"

AREA TABULATION residence	
MAIN LOWER LIVING	3,950 SF
OFFICE	314 SF
ART STUDIO	450 SF
TOTAL LOWER LIVING	5,670 SF
UPPER LEVEL LIVING	1,500 SF
TOTAL LIVING	9,710 SF
2 CAR GARAGE	6,070 SF
GOLF CART	214 SF
FRIENDS ENTRY	45 SF
ENTRANCE PORCH	224 SF
COVERED PORCH	450 SF
BREEZE WAY	144 SF
GRAND TOTAL	22,800 SF

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS FORBIDDEN ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

A5
 SHEET 5



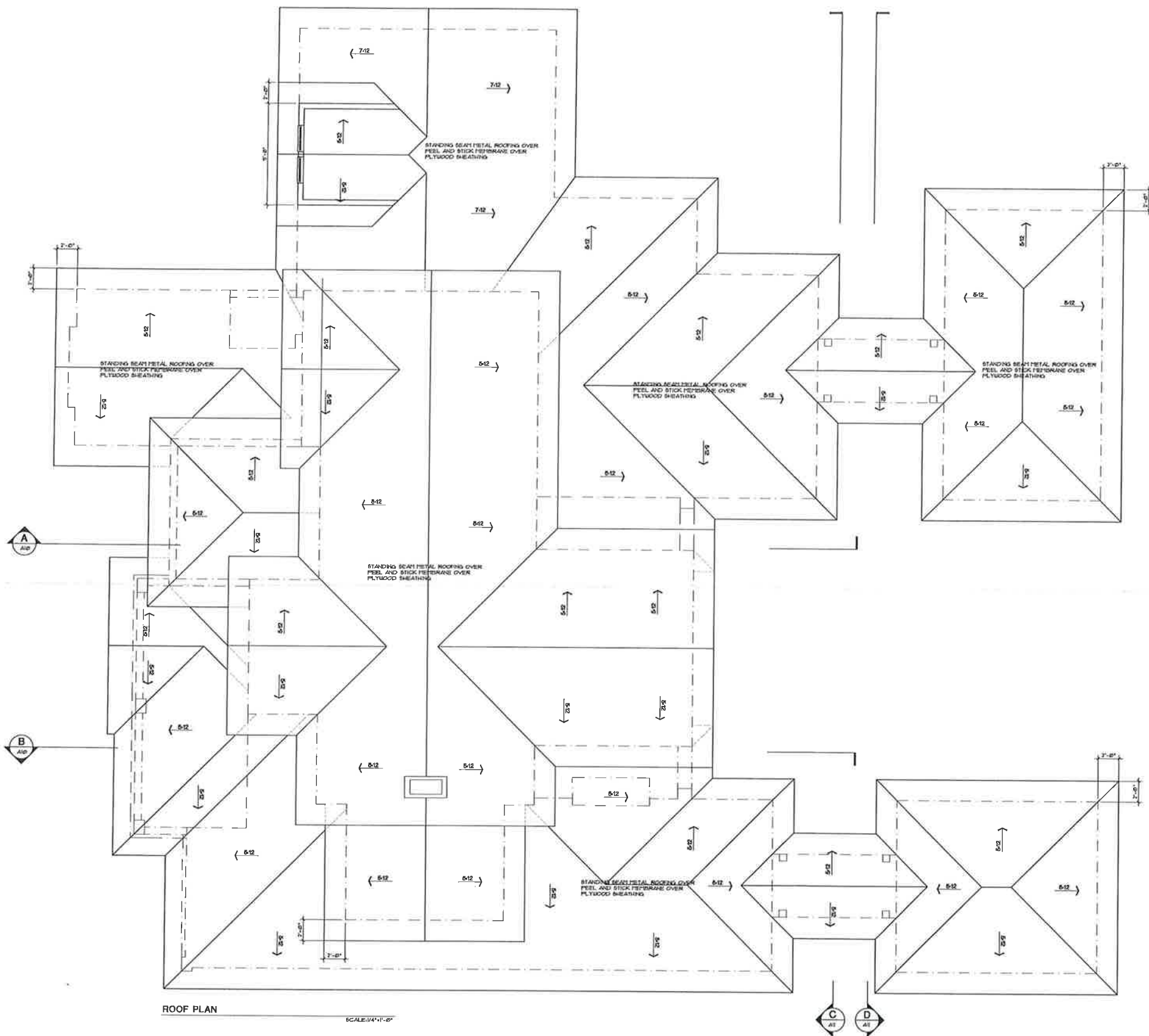
RESIDENTIAL PLANNING & DESIGN
587 WEST EAU GALLEE BLVD.
SUITE 201 MELBOURNE FL 32935
321-745-8609
ALEX@MITZDESIGNGROUP.COM
MITZDESIGNGROUP.COM

JOB NO: 22-058
DESIGNER: AAM
DRAWN: AAM
CHECKED: AAM
SCALE: AS SHOWN
DATE: 04.17.23

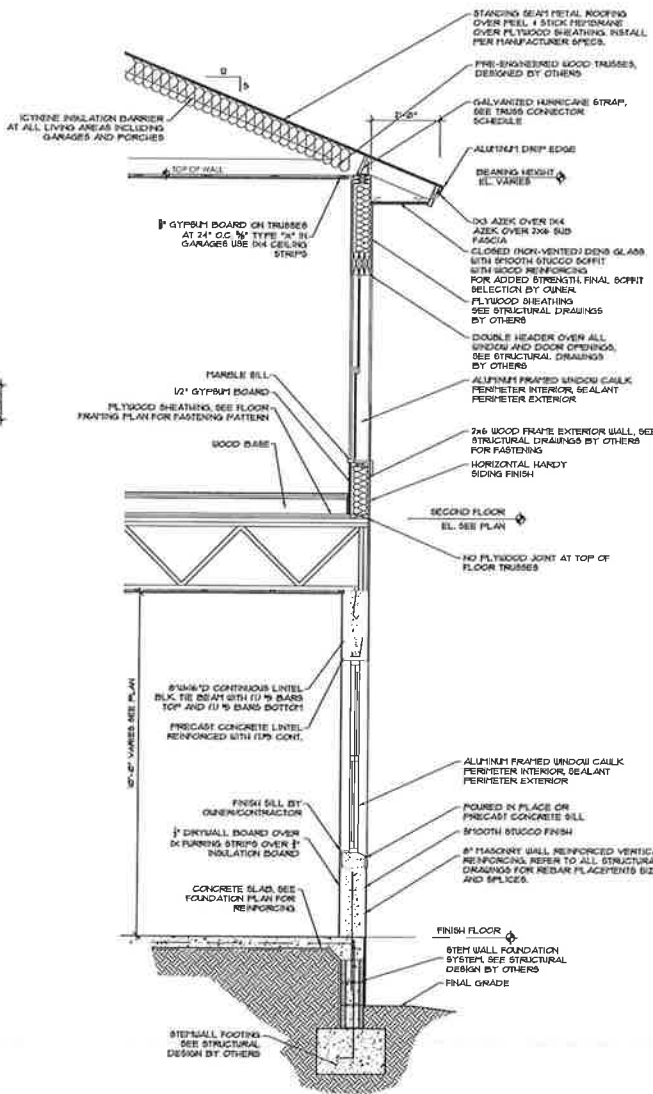
REVISIONS	BY	DATE
	AAM	04.17.23

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
ADDRESS:

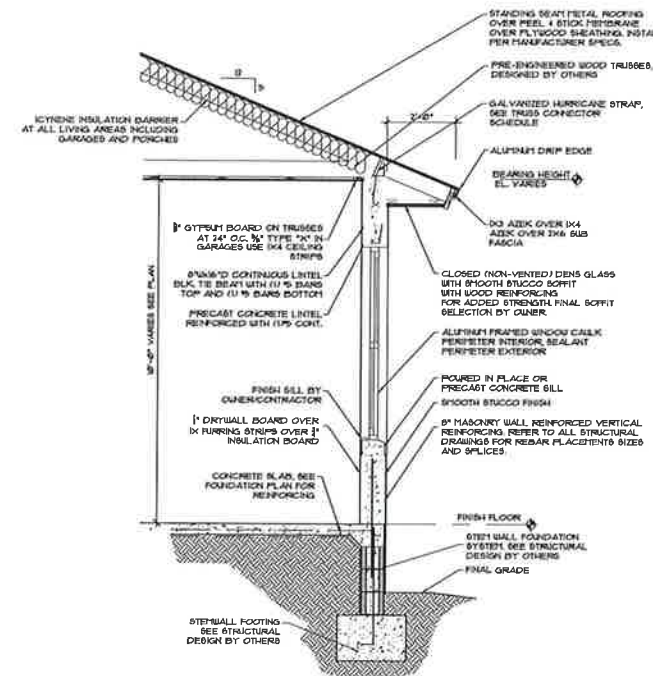
SHEET TITLE
ROOF PLAN



ROOF PLAN
SCALE: 1/4" = 1'-0"



TYP. TWO STORY WALL SECTION
SCALE: 1/2" = 1'-0"



TYP. ONE STORY WALL SECTION
SCALE: 1/2" = 1'-0"

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP. WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT, COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
ALEX MITZ, PRESIDENT/DESIGNER

A8



RESIDENTIAL PLANNING & DESIGN
587 WEST EAU GALIE BLVD
SUITE 201 MELBOURNE FL 32955
321-745-8609
ALEX@MITZDESIGNGROUP.COM
MITZDESIGNGROUP.COM

JOB NO.	22-058
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
	AAM	

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
ADDRESS:

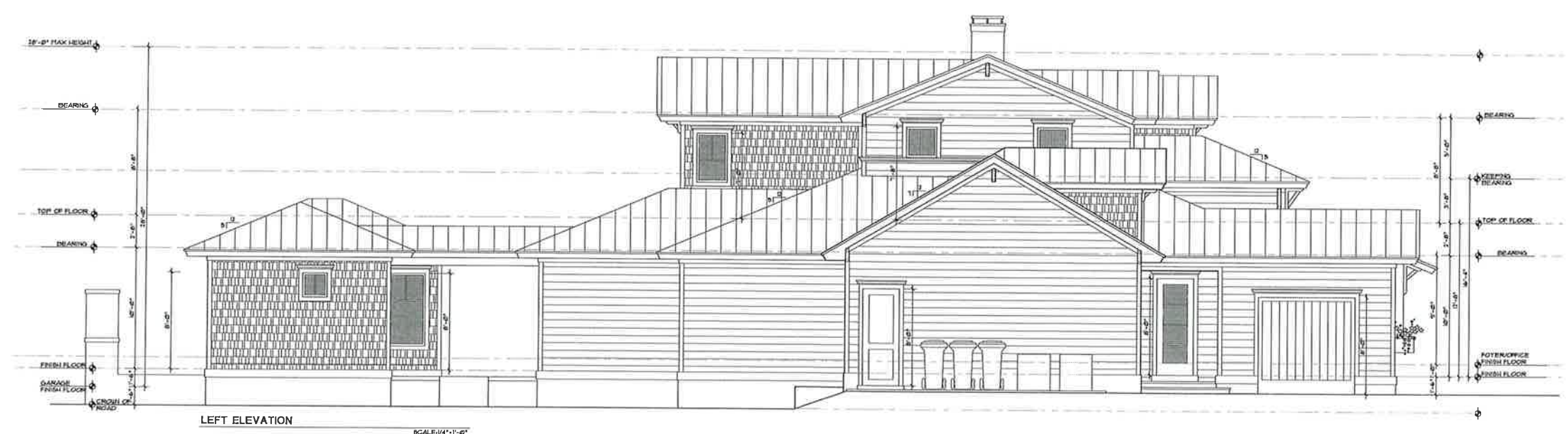
SHEET TITLE
EXTERIOR ELEVATIONS



ENTRY ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PROHIBITED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex
ALEX MITZ, PRESIDENT DESIGNER



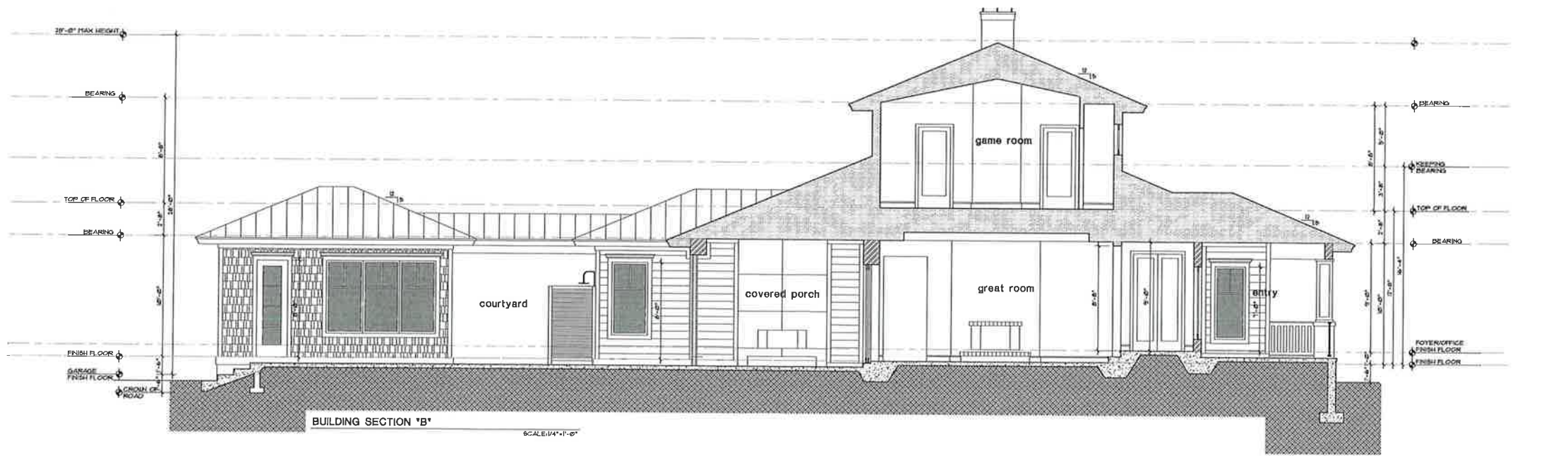
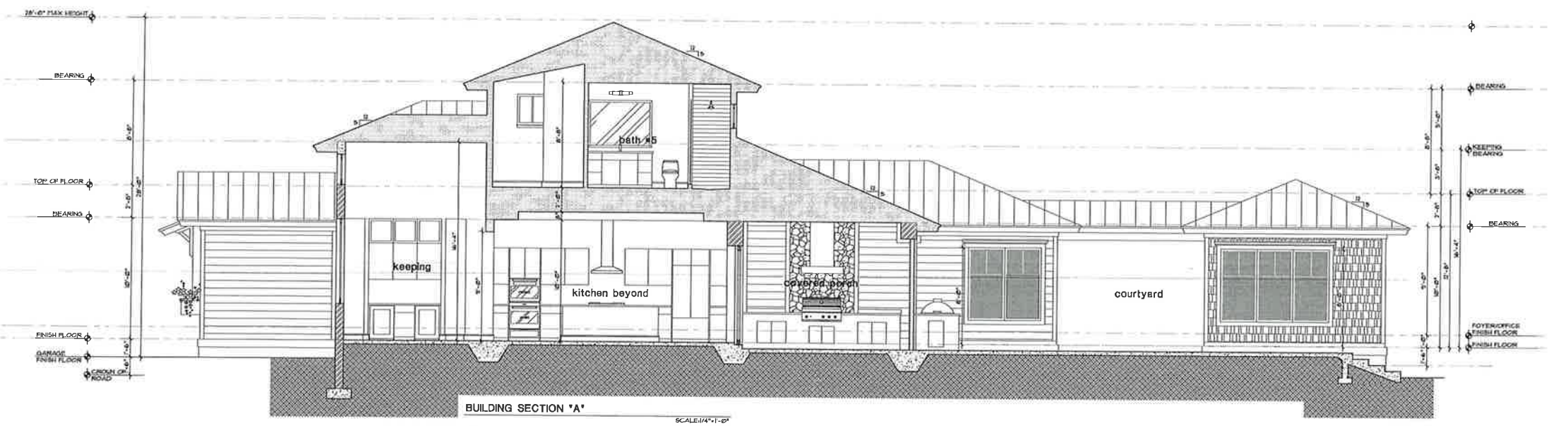
RESIDENTIAL PLANNING & DESIGN
• 587 WEST EAU GALIE BLVD •
• SUITE 201 MELBOURNE FL 32935 •
• 321-745-8609 •
• ALEX@MITZDESIGNGROUP.COM •
• MITZDESIGNGROUP.COM •

JOB NO.	22-058
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
	AAM	XXXXXX

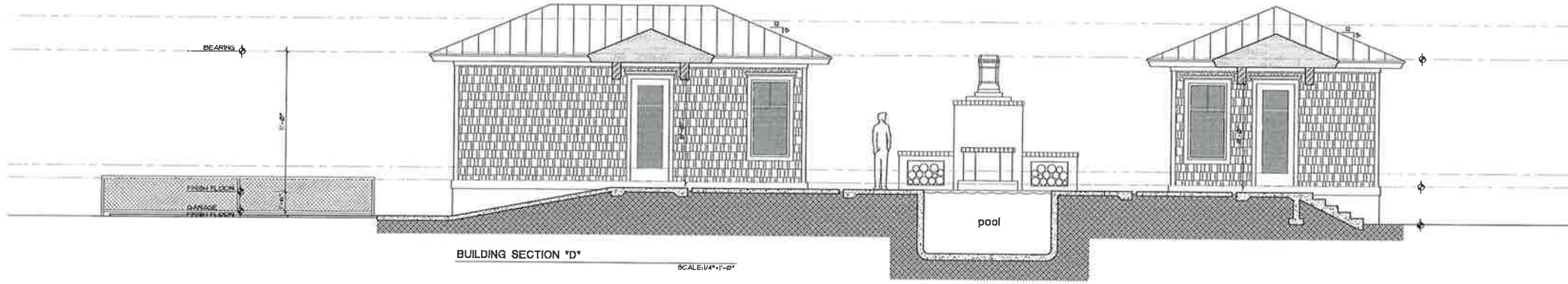
CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
ADDRESS:

SHEET TITLE
EXTERIOR ELEVATIONS & BUILDING SECTIONS



THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
ALEX MITZ, PRESIDENT DESIGNER



RESIDENTIAL PLANNING & DESIGN
 587 WEST EAU GALIE BLVD.
 SUITE 201 MELBOURNE FL 32935
 321-745-8609
 ALEX@MITZDESIGNGROUP.COM
 MITZDESIGNGROUP.COM

JOB NO	22-038
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
1	AAM	04.17.23

CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
 ADDRESS:

SHEET TITLE
BUILDING SECTIONS

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP. WHICHEVER THE PROJECT FOR WHICH THEY ARE MADE IS EXCLUDED OR NOT, COPY OR USE FOR OTHER PROJECTS IS FORBIDDEN. ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
 ALEX MITZ, PRESIDENT DESIGNER

A11
 SHEET 11



RESIDENTIAL PLANNING & DESIGN
587 WEST EAU GALIE BLVD
SUITE 201 MELBOURNE FL 32935
321-745-8699
ALEX@MITZDESIGNGROUP.COM
MITZDESIGNGROUP.COM

JOB NO.	22-058
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE

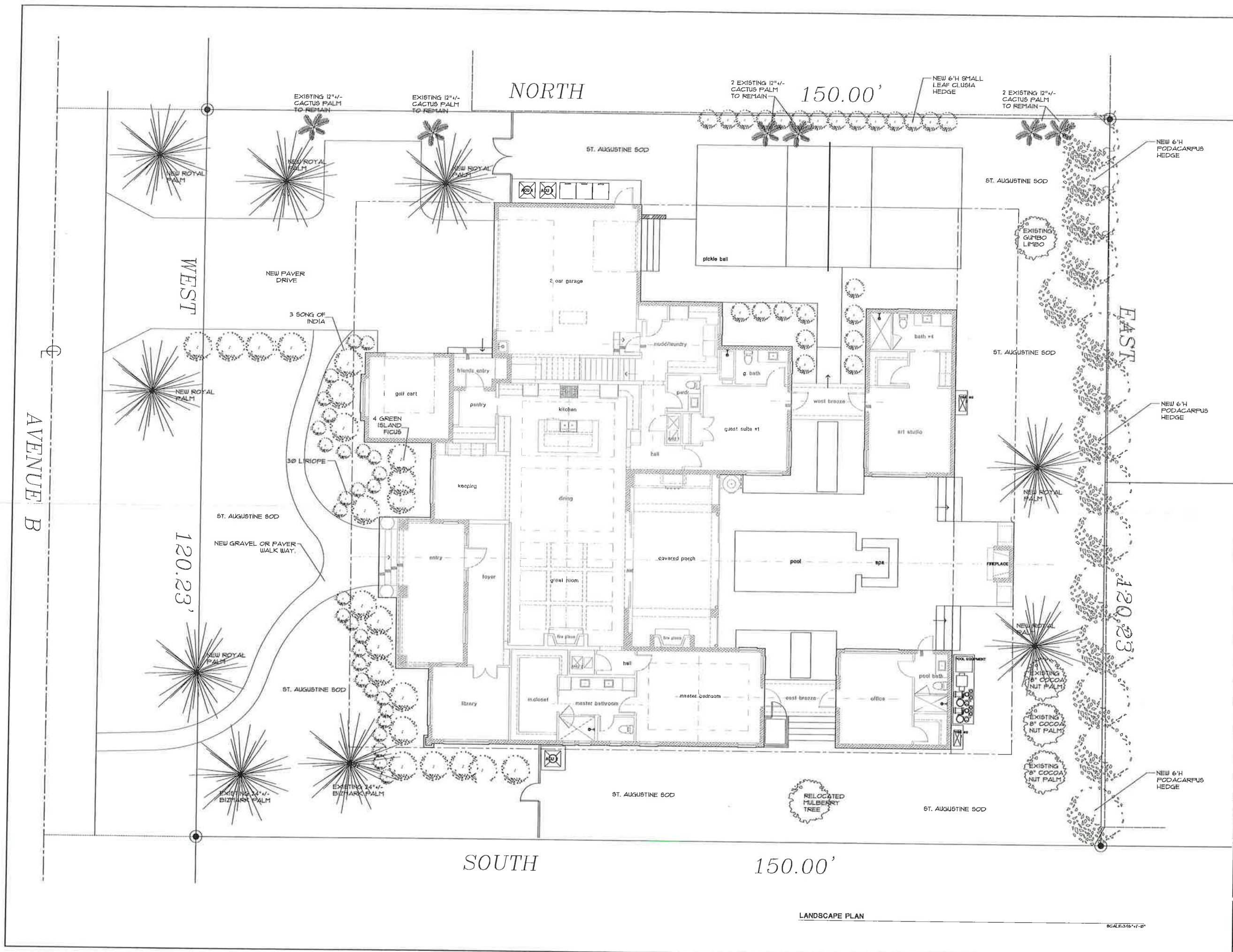
CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
ADDRESS:

SHEET TITLE
LANDSCAPE PLAN

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS COMPLETED OR NOT. COPY OR USE FOR OTHER PROJECTS IS FORBIDDEN. ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

Alex Mitz
ALEX MITZ, PRESIDENT/DESIGNER

L1
SHEET



LANDSCAPE PLAN

SCALE: 3/16" = 1'-0"



RESIDENTIAL PLANNING & DESIGN
582 WEST 15TH AVENUE BLVD
SUITE 200 MELBOURNE FL 32935
321-745-8609
ALEX@MITZDESIGNGROUP.COM
MITZDESIGNGROUP.COM

JOB NO	22-058
DESIGNER	AMM
DRAWN	AMM
CHECKED	AMM
SCALE	AS SHOWN
DATE	04.17.23

REVISIONS	BY	DATE
1	AMM	XXXXXX

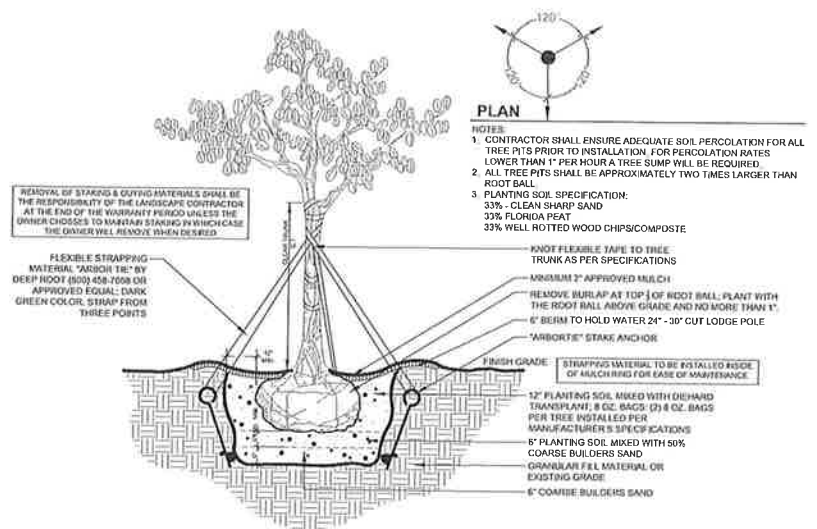
CUSTOM DESIGN FOR
HEUCHAN RESIDENCE
ADDRESS:

SHEET TITLE
PLANTING DETAILS

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

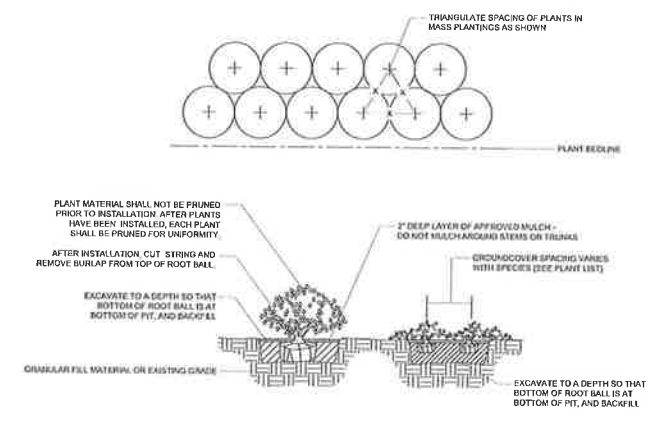
Alex
ALEX MITZ, PRESIDENT/DESIGNER

L2
SHEET



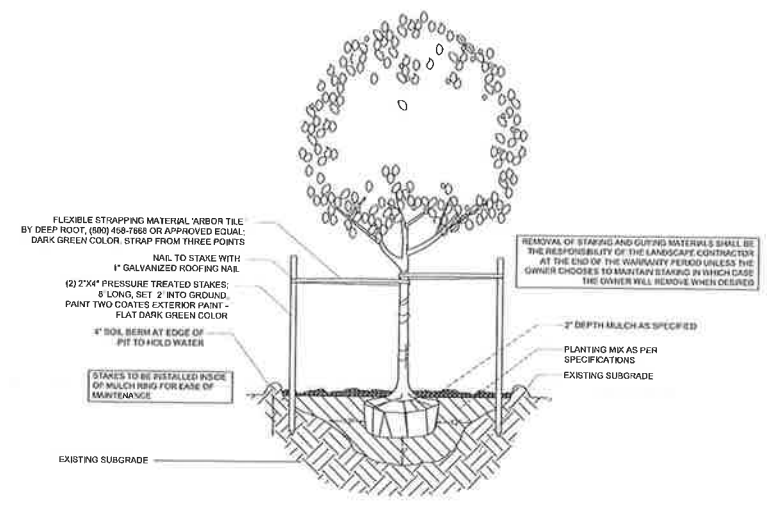
TREE PLANTING & GUYING DETAIL

N.T.S.



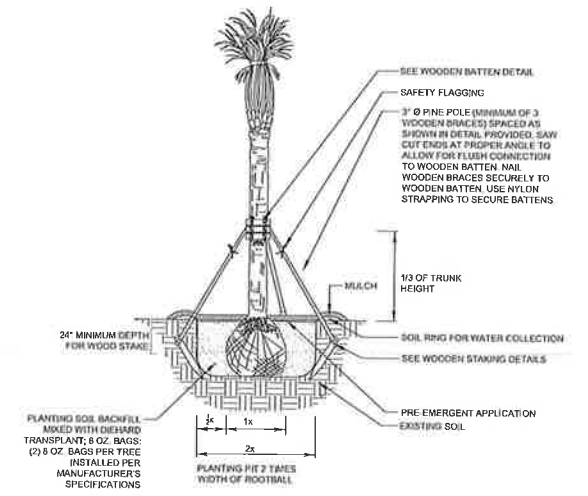
SHRUB & GROUNDCOVER PLANTING DETAIL

N.T.S.



SPECIMEN TREE GUYING DETAIL

N.T.S.



PALM PLANTING DETAIL

N.T.S.



TOWN BOARD VOLUNTEER APPLICATION
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951
Phone: (321) 724-5860 Fax: (321) 984-8994

1. Name: _____ Home Phone: _____
2. Home Address: _____
3. Mobile Phone: _____ E-mail address: _____
4. Business Name: _____ Business Phone: _____
5. Resume or Education & Experience: _____
 (Use additional sheets if necessary or submit resume)
6. Date of birth: _____ (to verify voter registration)
 (optional)
7. Are you a qualified elector of the town? YES NO
8. Are you a resident of the town? YES NO
9. Do you reside in the town for at least ten (10) months of each calendar year? YES NO
10. Do you hold a public office? YES NO
11. Do you currently serve on a Town board? YES NO
 If yes, which board? _____
12. Please check the board(s) you are interested in serving on:

<input type="checkbox"/> Audit Committee	<input type="checkbox"/> History Center Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> History Preservation and Awareness
<input type="checkbox"/> Civil Service Board	<input type="checkbox"/> Parks Board
<input type="checkbox"/> Code Enforcement Board	<input type="checkbox"/> Planning and Zoning Board
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Police Pension Fund Board of Trustees
13. Why do you think you are qualified to serve on this board? _____

14. Would you consider serving on another board other than the one(s) you have selected above?
 YES NO

Note: Persons appointed to certain town boards must file a financial disclosure form with the Brevard County Supervisor of Elections and Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 724-5860.

Signature: Kelli Hunsucker

Date: _____

Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

NATIONAL SAFE BOATING WEEK May 2023

IT IS HEREBY PROCLAIMED BY THE MAYOR OF THE TOWN MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, that:

WHEREAS, more Americans are heading to waterways for recreation and relaxation as opportunities for water activities expand each year, and

WHEREAS, it is essential that both novice and experienced boaters practice safe boating habits, which include participating in a safe boating course, ensuring that the vessel has proper equipment and that all passengers wear a life jacket, and avoid the use of alcohol, and

WHEREAS, every year hundreds of lives are lost in boating accidents. The number of fatalities can be reduced and boating made more pleasurable if boaters would exercise knowledge, care, and courtesy necessary for safe boating, and

WHEREAS, the United States Coast Guard Auxiliary focuses on boating safety with emphasis on safe boating education classes and vessel safety examinations, and

WHEREAS, the South Brevard Flotilla 17-02, United States Coast Guard Auxiliary annually provides vessel safety examinations upon request.

NOW, THEREFORE, I, Wyatt Hoover, Mayor of the Town of Melbourne Beach, by virtue of the authority of said office, do hereby proclaim May 20th through May 26th, 2023 as:

NATIONAL SAFE BOATING WEEK

in the Town of Melbourne Beach, and encourages all citizens who use our waterways to acquire the skills and knowledge essential to practice safe boating.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Twenty-Eighth day of June, Two Thousand Twenty-Three.

_____ day of _____, 20_____

Mayor

Attest: _____
Town Clerk



Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: June 15, 2022
Re: May Fiscal Year 2023

We are in the eighth month of our fiscal year 2023. The target expenditure rate for May is 66.67%. All departments are managing their expenditures well at this time. All budget items highlighted in green are over the target rate but within the anticipated spending of that budget line. Items highlighted in yellow are being monitored, and items highlighted in red are over expended. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 60.78%. The Departmental expenditure rate breakdown is as follows:

Legislative:	46.89%
Executive:	57.53%
Finance:	74.85%
Legal:	59.95%
Comp & Plan:	34.08%
General Services:	64.26%
Law Enforcement:	61.83%
Fire:	43.12%
Code:	46.99%
Public Works:	68.90%
Grounds Keeping:	55.80%
Parks:	94.43%

Discussion Items:

The Town received Parking Revenue in May in the amount of \$20,273.49.

We are in the process of working with FEMA on Hurricane Nicole.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 05/31/2023

Fund: 001 GENERAL FUND

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
001-00-311.00.00	AD VALOREM TAXES	2,418,002.00	0.00	59,565.45	97.54
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	93,000.00	0.00	40,416.24	56.54
001-00-314.10.00	UTILITY SERVICES TAX FPL	248,000.00	0.00	90,305.71	63.59
001-00-314.30.00	UTILITY SERVICES TAX WATER	52,500.00	0.00	21,749.50	58.57
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	(52.63)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,700.00	0.00	(22,357.94)	390.36
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	0.00	20.28	97.97
001-00-314.40.30	UTILTIY GAS TAX FERRELL	2,800.00	0.00	982.81	64.90
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	0.00	0.00	(80.02)	100.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	137,000.00	0.00	66,118.93	51.74
001-00-316.00.00	OCCP. LIC	16,000.00	0.00	1,800.89	88.74
001-00-323.10.00	FRANCHISE FEES FPL	190,000.00	0.00	88,853.73	53.23
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	40,000.00	0.00	13,009.65	67.48
001-00-323.70.10	SOLID WASTE COMMERCIAL	13,500.00	0.00	4,691.29	65.25
001-00-329.20.00	BONFIRE PERMIT	900.00	0.00	900.00	0.00
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	0.00	0.00	(700.00)	100.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	0.00	0.00	(550.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	7,500.00	0.00	7,500.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	87,000.00	0.00	22,791.52	73.80
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,600.00	0.00	186.30	95.95
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	192,000.00	0.00	70,096.82	63.49
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	800.00	0.00	885.00	(10.63)
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	800.00	0.00	800.00	0.00
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,000.00	0.00	3,400.00	32.00
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	2,500.00	0.00	(3,800.00)	252.00
001-00-361.10.00	INTEREST ON INVESTMENTS	4,000.00	0.00	(10,579.64)	364.49
001-00-369.00.00	MISCELLANEOUS REVENUE	2,500.00	0.00	(256.57)	110.26
001-00-369.00.49	INSURANCE RECOVERY	350.00	0.00	350.00	0.00

87.07

Department: 13 FINANCE		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(35.00)	100.00
					100.00

Department: 21 LAW ENFORCEMENT		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
001-21-312.52.00	INSURANCE PREMIUM TAX	45,500.00	0.00	45,500.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	65,000.00	0.00	16,250.00	75.00
001-21-337.25.01	STATE LE COMPUTER GRANT	1,000.00	0.00	1,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	7,500.00	0.00	3,415.06	54.47
001-21-351.13.00	PARKING TICKETS	600.00	0.00	250.00	58.33
001-21-351.13.10	ACCIDENT REPORT	100.00	0.00	(123.33)	223.33
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(64.00)	100.00
					44.30

Department: 22 FIRE CONTROL		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
001-22-322.30.00	FIRE PROTECTIVE SERVICES	5,000.00	0.00	3,375.00	32.50
001-22-369.00.00	MISCELLANEOUS REVENUE	500.00	0.00	500.00	0.00
001-22-369.55.10	SHARED TRAINING	1,000.00	0.00	1,000.00	0.00
					25.00

Department: 29 CODE ENFORCEMENT		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
001-29-359.00.00	OTHER FINES AND FORFEITURES	800.00	0.00	(19,206.25)	2,500.78
					2,500.78

Department: 72 PARKS & RECREATION		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
001-72-347.41.00	FOUNDER'S DAY	6,500.00	0.00	(705.00)	110.85

001-72-347.50.00	FACILITY RENTALS	8,000.00	0.00	3,025.00	62.19
					84.00

Overall Revenue Rate:

86.07

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	0.00	5,400.08	66.67
001-11-500.12.00	REGULAR SALARIES	56,710.00	0.00	20,721.02	63.46
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	4,338.00	0.00	581.27	86.60
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	6,754.00	0.00	2,470.19	63.43
001-11-500.23.01	HEALTH INSURANCE	5,940.00	0.00	1,484.55	75.01
001-11-500.23.02	LIFE INSURANCE	68.00	0.00	17.33	74.51
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	181.00	0.00	131.63	27.28
001-11-510.31.00	PROFESSIONAL SERVICES	2,902.00	0.00	0.00	100.00
001-11-510.40.00	TRAVEL & MEETINGS	3,640.00	0.00	1,477.53	59.41
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,788.00	0.00	902.34	67.63
001-11-510.47.00	PRINTING	5,015.00	0.00	3,027.23	39.64
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	0.00	316.02	60.50
001-11-510.48.40	LEGAL NOTICES	10,000.00	0.00	8,431.94	15.68
001-11-510.49.50	ELECTION EXPENSE	2,500.00	0.00	1,909.81	23.61
001-11-510.54.00	DUES & SUBSCRIPTIONS	875.00	0.00	240.00	72.57
001-11-510.54.10	TRAINING & SCHOOLS	4,410.00	0.00	4,410.00	0.00
001-11-510.64.00	MACHINERY & EQUIPMENT	2,000.00	0.00	825.67	58.72
001-11-510.64.01	CAPITAL OUTLAY	50,000.00	0.00	43,812.50	12.38
001-11-543.00.00	LICENSES & FEES	7,421.00	0.00	782.26	89.46
					46.89

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	143,243.00	0.00	58,801.37	58.95
001-12-500.14.00	SALARIES OVERTIME	0.00	0.00	(80.57)	100.00
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	10,958.00	0.00	3,711.76	66.13

001-12-500.22.01	RETIREMENT - ICMA	17,060.00	0.00	9,025.43	47.10
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,436.00	0.00	2,376.20	46.43
001-12-500.23.01	HEALTH INSURANCE	25,561.00	0.00	11,624.50	54.52
001-12-500.23.02	LIFE INSURANCE	749.00	0.00	221.36	70.45
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	458.00	0.00	336.70	26.48
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	(853.00)	100.00
001-12-510.40.00	TRAVEL & MEETINGS	1,320.00	0.00	726.63	44.95
001-12-510.52.50	GAS & OIL	2,400.00	0.00	800.00	66.67
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,595.00	0.00	2,151.00	40.17
001-12-510.54.10	TRAINING & SCHOOLS	450.00	0.00	450.00	0.00
					57.53

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	109,053.00	0.00	39,046.23	64.20
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,343.00	0.00	2,715.51	67.45
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	12,988.00	0.00	4,709.63	63.74
001-13-500.23.01	HEALTH INSURANCE	14,824.00	0.00	4,124.59	72.18
001-13-500.23.02	LIFE INSURANCE	136.00	0.00	34.66	74.51
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	349.00	0.00	250.57	28.20
001-13-510.31.00	PROFESSIONAL SERVICES	5,300.00	0.00	0.00	100.00
001-13-510.32.00	AUDITING SERVICES	26,600.00	0.00	(4,100.00)	115.41
001-13-510.32.90	BANKING FEES	6,900.00	0.00	(989.43)	114.34
001-13-510.40.00	TRAVEL & MEETINGS	1,200.00	0.00	214.75	82.10
001-13-510.47.00	PRINTING	180.00	0.00	180.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	800.00	0.00	686.00	14.25
001-13-764.10.00	Filing Fee Clerk-Parking Ticke	50.00	0.00	50.00	0.00
					74.85

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	96,000.00	0.00	34,170.50	64.41
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	0.00	8,285.00	17.15

					59.95
Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 15 COMPREHENSIVE					
001-15-510.31.00	PROFESSIONAL SERVICES	20,000.00	0.00	13,184.95	34.08
					34.08

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 16 FEMA - HURRICAN					
001-16-510.51.00	OFFICE SUPPLIES	0.00	0.00	(542.20)	100.00
001-16-530.46.12	MAINTENANCE SUPPLIES	0.00	0.00	(325.55)	100.00
001-16-530.46.35	PIER MAINTENANCE	0.00	0.00	(4,150.00)	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	(2,376.56)	100.00
					100.00

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 19 GENERAL SERVICE					
001-19-500.24.00	WORKERS COMPENSATION	2,618.00	0.00	2,618.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,020.00	0.00	1,475.00	63.31
001-19-510.31.11	SECURITY	3,308.00	0.00	(1,589.50)	148.05
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	0.00	5,669.00	66.65
001-19-510.35.00	PRE-EMPLOYMENT EXP	300.00	0.00	(8.00)	102.67
001-19-510.41.00	TELEPHONE	18,240.00	0.00	2,125.03	88.35
001-19-510.41.10	COMMUNICATION SERVICES	43,056.00	0.00	13,786.82	67.98
001-19-510.43.00	STREET LIGHTS	47,000.00	0.00	18,285.52	61.09
001-19-510.43.10	ELECTRICITY	38,500.00	0.00	21,853.48	43.24
001-19-510.43.20	WATER & SEWER	3,520.00	0.00	1,434.44	59.25
001-19-510.43.50	WASTE TAX SERVICE	3,300.00	0.00	1,031.09	68.75
001-19-510.45.00	GENERAL LIABILITY INSURANCE	85,728.00	0.00	20,685.75	75.87
001-19-510.45.01	FLOOD INSURANCE	3,751.00	0.00	3,751.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	69,960.00	0.00	21,991.50	68.57
001-19-510.45.03	AUTO INSURANCE	8,172.00	0.00	2,045.25	74.97
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,232.00	0.00	1,877.95	55.63
001-19-510.46.15	EQUIPMENT MAINTENANCE	25,000.00	0.00	6,611.00	73.56

001-19-510.46.36	PEST CONTROL	3,000.00	0.00	1,017.68	66.08
001-19-510.47.00	PRINTING	500.00	0.00	(50.13)	110.03
001-19-510.49.90	ADOPT AN AREA	1,500.00	0.00	1,067.14	28.86
001-19-510.49.98	CONTINGENCY	25,000.00	0.00	23,723.00	5.11
001-19-510.49.99	MISCELLANEOUS	300.00	0.00	300.00	0.00
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	0.00	4,532.83	58.79
001-19-510.51.10	POSTAGE	1,400.00	0.00	261.93	81.29
001-19-510.52.10	JANITORIAL SUPPLIES	3,500.00	0.00	(570.25)	116.29
001-19-510.54.00	DUES & SUBSCRIPTIONS	325.00	0.00	(70.03)	121.55
001-19-510.64.01	CAPITAL OUTLAY	39,916.00	0.00	53,781.83	(34.74)
001-19-543.00.00	LICENSES & FEES	21,286.00	0.00	6,953.30	67.33
001-19-581.00.00	TRANSFER OUT	115,000.00	0.00	0.00	100.00
					64.26

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 21 LAW ENFORCEMENT					
001-21-500.12.00	REGULAR SALARIES	627,879.00	0.00	198,217.47	68.43
001-21-500.12.50	HOLIDAY PAY	20,000.00	0.00	719.75	96.40
001-21-500.14.00	SALARIES OVERTIME	15,000.00	0.00	1,977.51	86.82
001-21-500.14.16	HURRICANE PAY	18,000.00	0.00	5,992.94	66.71
001-21-500.15.00	EDUCATION INCENTIVE PAY	6,800.00	0.00	1,287.50	81.07
001-21-500.15.01	FIRST RESPONDER	8,000.00	0.00	3,975.00	50.31
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	52,087.00	0.00	15,967.54	69.34
001-21-500.22.02	POLICE PENSION	206,912.00	0.00	96,912.00	53.16
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	0.00	1,736.69	66.71
001-21-500.23.01	HEALTH INSURANCE	210,119.00	0.00	145,863.51	30.58
001-21-500.23.02	LIFE INSURANCE	2,700.00	0.00	860.17	68.14
001-21-500.23.10	STATUTORY AD&D	1,000.00	0.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	16,853.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,179.00	0.00	1,430.66	34.34
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	0.00	65.39	90.98
001-21-520.34.40	DISPATCHING SERVICES	17,785.00	0.00	(533.55)	103.00
001-21-520.40.00	TRAVEL & MEETINGS	3,324.00	0.00	2,285.03	31.26
001-21-520.41.10	COMMUNICATION SERVICES	5,388.00	0.00	3,730.67	30.76

001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	5,500.00	0.00	(2,459.35)	144.72
001-21-520.46.15	EQUIPMENT MAINTENANCE	5,500.00	0.00	5,500.00	0.00
001-21-520.46.16	RADAR CALIBRATION	700.00	0.00	600.00	14.29
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	0.00	(3,931.82)	123.13
001-21-520.48.00	PROMOTIONAL ACTIVITIES	3,000.00	0.00	3,000.00	0.00
001-21-520.48.50	CRIME PREVENTION	2,100.00	0.00	618.74	70.54
001-21-520.49.99	MISCELLANEOUS	100.00	0.00	100.00	0.00
001-21-520.51.10	POSTAGE	150.00	0.00	66.38	55.75
001-21-520.52.00	UNIFORMS	7,000.00	0.00	(1,115.56)	115.94
001-21-520.52.05	PROTECTIVE GEAR	8,328.00	0.00	6,587.04	20.90
001-21-520.52.50	GAS & OIL	40,000.00	0.00	27,361.07	31.60
001-21-520.52.70	MEDICAL	500.00	0.00	118.57	76.29
001-21-520.52.90	OPERATING SUPPLIES	4,320.00	0.00	746.08	82.73
001-21-520.54.00	DUES & SUBSCRIPTIONS	935.00	0.00	100.60	89.24
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	0.00	4,750.00	25.78
001-21-520.64.01	Capital Outlay	18,400.00	0.00	(6,033.70)	132.79
001-21-543.00.00	LICENSES & FEES	13,837.00	0.00	5,365.43	61.22
001-21-581.00.00	TRANSFER OUT	13,479.00	0.00	0.00	100.00
					61.83

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 22 FIRE CONTROL					
001-22-500.12.00	REGULAR SALARIES	88,036.00	0.00	31,325.10	64.42
001-22-500.14.50	STIPEND PAYROLL	38,689.00	0.00	16,715.47	56.80
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	9,695.00	0.00	3,524.98	63.64
001-22-500.22.01	RETIREMENT - ICMA	7,513.00	0.00	2,542.79	66.15
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	2,973.00	0.00	1,255.10	57.78
001-22-500.23.01	HEALTH INSURANCE	25,626.00	0.00	8,652.37	66.24
001-22-500.23.02	LIFE INSURANCE	136.00	0.00	40.29	70.38
001-22-500.23.10	STATUTORY AD&D	207.00	0.00	(415.00)	300.48
001-22-500.24.00	WORKERS COMPENSATION	16,750.00	0.00	8,323.50	50.31
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	282.00	0.00	195.85	30.55
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	0.00	1,500.00	72.22
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	0.00	1,623.00	21.21

001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	0.00	2,475.00	43.43
001-22-520.40.00	TRAVEL & MEETINGS	750.00	0.00	597.00	20.40
001-22-520.41.10	COMMUNICATION SERVICES	1,644.00	0.00	387.84	76.41
001-22-520.46.15	EQUIPMENT MAINTENANCE	9,152.00	0.00	2,350.61	74.32
001-22-520.46.20	VEHICLE MAINTENANCE	26,100.00	5,770.34	10,898.64	36.13
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	0.00	861.49	13.85
001-22-520.48.55	FIRE PREVENTION	4,600.00	0.00	2,787.50	39.40
001-22-520.51.00	OFFICE SUPPLIES	400.00	0.00	46.18	88.46
001-22-520.52.00	UNIFORMS	7,135.00	0.00	6,545.10	8.27
001-22-520.52.02	S.C.B.A.	1,975.00	0.00	435.14	77.97
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	0.00	2,415.19	17.43
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	0.00	133.31	86.67
001-22-520.52.20	TOOLS & HARDWARE	2,000.00	0.00	1,808.89	9.56
001-22-520.52.50	GAS & OIL	6,600.00	0.00	3,827.25	42.01
001-22-520.52.70	MEDICAL	1,400.00	0.00	403.60	71.17
001-22-520.54.00	DUES & SUBSCRIPTIONS	435.00	0.00	(11.00)	102.53
001-22-520.54.10	TRAINING & SCHOOLS	7,525.00	0.00	6,253.00	16.90
001-22-520.54.12	TRAINING MATERIALS	1,960.00	0.00	1,453.64	25.83
001-22-520.64.01	Capital Outlay	82,369.00	30,000.00	82,369.00	0.00
001-22-543.00.00	LICENSES & FEES	13,304.00	0.00	1,387.11	89.57
001-22-581.00.00	TRANSFER OUT	15,277.00	0.00	0.00	100.00
					43.12

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 29 CODE ENFORCEMI					
001-29-500.12.00	REGULAR SALARIES	14,898.00	0.00	7,971.63	46.49
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,140.00	0.00	572.58	49.77
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	1,774.00	0.00	1,345.04	24.18
001-29-500.23.10	STATUTORY AD&D	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	230.00	0.00	230.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	48.00	0.00	38.34	20.13
001-29-520.31.00	PROFESSIONAL SERVICES	0.00	0.00	(1,000.00)	100.00
001-29-520.40.00	TRAVEL & MEETINGS	35.00	0.00	35.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	50.00	0.00	50.00	0.00

001-29-520.46.20	VEHICLE MAINTENANCE	150.00	0.00	150.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	125.00	0.00	104.81	16.15
001-29-520.51.10	POSTAGE	350.00	0.00	247.64	29.25
001-29-520.51.20	RECORDING COSTS	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	150.00	0.00	150.00	0.00
001-29-520.52.50	GAS & OIL	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	75.00	0.00	75.00	0.00

46.99

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 41 PUBLIC WORKS					
001-41-500.12.00	REGULAR SALARIES	207,196.00	0.00	81,447.25	60.69
001-41-500.14.00	SALARIES OVERTIME	0.00	0.00	(2,859.38)	100.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	15,850.00	0.00	5,199.14	67.20
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	24,677.00	0.00	9,341.88	62.14
001-41-500.23.01	HEALTH INSURANCE	31,953.00	0.00	11,052.52	65.41
001-41-500.23.02	LIFE INSURANCE	236.00	0.00	28.28	88.02
001-41-500.23.10	STATUTORY AD&D	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	2,618.00	0.00	2,618.00	0.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	663.00	0.00	478.84	27.78
001-41-530.40.00	TRAVEL & MEETINGS	150.00	0.00	150.00	0.00
001-41-530.43.10	ELECTRICITY	5,000.00	0.00	(64.48)	101.29
001-41-530.43.50	DUMP SERVICE	2,000.00	0.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	0.00	2,513.99	61.32
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	0.00	384.33	92.31
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	0.00	3,261.60	65.67
001-41-530.46.30	BUILDING MAINTENANCE	8,500.00	0.00	1,947.16	77.09
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	0.00	250.00	58.33
001-41-530.46.32	RYCKMAN HOUSE	700.00	0.00	(296.00)	142.29
001-41-530.46.35	PIER MAINTENANCE	1,500.00	0.00	(3,973.30)	364.89
001-41-530.46.40	GROUNDS MAINTENANCE	7,000.00	0.00	(1,018.85)	114.56
001-41-530.52.00	UNIFORMS	3,125.00	0.00	833.68	73.32
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	0.00	(41.71)	104.17
001-41-530.52.20	TOOLS & HARDWARE	4,750.00	0.00	(522.23)	110.99

001-41-530.52.25	TOOL RENTALS	3,500.00	0.00	3,147.24	10.08
001-41-530.52.50	GAS & OIL	5,800.00	0.00	2,594.83	55.26
001-41-530.53.10	STREET REPAIR	7,500.00	0.00	414.47	94.47
001-41-530.53.20	STREET SIGNS	8,500.00	0.00	1,991.64	76.57
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	0.00	962.20	35.85
001-41-530.57.25	WELDING	500.00	0.00	321.54	35.69
001-41-530.64.01	CAPITAL OUTLAY	10,000.00	0.00	0.00	100.00
001-41-581.00.00	TRANSFER OUT	16,927.00	0.00	0.00	100.00
					68.90

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 42 GROUNDS KEEPIN					
001-42-500.14.00	SALARIES OVERTIME	0.00	0.00	(408.53)	100.00
001-42-530.34.91	LANDSCAPING	22,300.00	0.00	16,767.58	24.81
001-42-530.46.12	MAINTENANCE SUPPLIES	1,000.00	0.00	846.30	15.37
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	0.00	2,111.47	15.54
001-42-530.46.40	GROUNDS MAINTENANCE	25,910.00	0.00	15,457.25	40.34
001-42-530.46.43	TREE EXPENSE	2,000.00	0.00	(1,975.00)	198.75
001-42-530.52.00	UNIFORMS	3,125.00	0.00	3,031.60	2.99
001-42-530.52.05	PROTECTIVE GEAR	575.00	0.00	575.00	0.00
001-42-530.52.20	TOOLS & HARDWARE	500.00	0.00	(117.86)	123.57
001-42-530.54.10	TRAINING & SCHOOLS	300.00	0.00	300.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	(10,859.00)	100.00
					55.80

Description		ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 72 PARKS & RECREAT					
001-72-570.48.10	FOUNDER'S DAY	7,000.00	0.00	(157.81)	102.25
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	0.00	390.00	78.33
001-72-570.48.52	FOURTH OF JULY	500.00	0.00	0.00	100.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	3,000.00	0.00	(1,898.02)	163.27
001-72-570.48.60	EASTER EGG HUNT	200.00	0.00	200.00	0.00
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	0.00	4,380.02	12.40
001-72-570.63.01	TENNIS COURT EXPEDITURES	500.00	0.00	(223.97)	144.79

001-72-570.63.02	BBALL & VBALL COURTS	500.00	0.00	(175.79)	135.16
001-72-570.63.05	BOCCE COURT EXPENDITURES	500.00	0.00	430.02	14.00
001-72-570.63.06	PLAYGROUND	0.00	0.00	(593.89)	100.00
001-72-570.64.01	CAPITAL OUTLAY	32,600.00	0.00	525.00	98.39
					94.43

Overall Expenditure Rate: 60.78

Fund: 104 ENVIRONMENTAL ADVI

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 00					
104-00-271.00.99	CARRY FORWARD	4,904.00	0.00	4,904.00	0.00
104-00-337.90.01	OTHER GRANTS	568.00	0.00	568.00	0.00
104-00-366.47.00	DONATIONS	5,000.00	0.00	0.00	100.00
104-00-381.00.00	TRANSFERS IN	5,374.00	0.00	5,374.00	0.00
					31.55

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 72 PARKS & RECREAT					
104-72-570.31.00	PROFESSIONAL SERVICES	2,000.00	0.00	2,000.00	0.00
104-72-570.40.00	TRAVEL & MEETINGS	0.00	0.00	(106.93)	100.00
104-72-570.46.12	MAINTENANCE SUPPLIES	0.00	0.00	(65.00)	100.00
104-72-570.46.40	GROUNDS MAINTENANCE	960.00	0.00	517.03	46.14
104-72-570.51.00	OFFICE SUPPLIES	0.00	0.00	(81.98)	100.00
104-72-570.52.50	GAS FOR COMPOSTING TRUCK	1,092.00	0.00	386.20	64.63
104-72-570.64.01	CAPITAL OUTLAY	8,000.00	0.00	5,363.09	32.96
					33.52

Fund: 125 BUILDING DEPT

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
----------	-------------	-----------------	-------------	-----------	--------

125-24-322.00.00	BUILDING PERMITS	160,000.00	0.00	(5,670.82)	103.54
125-24-322.10.00	ZONING PLAN REVIEW	1,000.00	0.00	(1,343.75)	234.38
125-24-322.10.10	SITE PLAN REVIEW P&Z	12,000.00	0.00	6,000.00	50.00
125-24-322.20.00	BUILDING PLAN REVIEW	12,000.00	0.00	11,150.00	7.08
125-24-322.31.00	ADVERTISING COSTS	250.00	0.00	250.00	0.00
125-24-322.31.20	P&Z ADVERTISING	100.00	0.00	(207.15)	307.15
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	700.00	0.00	(9,043.50)	1,391.93
125-24-329.00.10	BOA VARIANCE FEES	2,000.00	0.00	2,000.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	8,000.00	0.00	(1,689.84)	121.12
					99.26

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
125-24-500.12.00	REGULAR SALARIES	141,440.00	0.00	47,118.35	66.69
125-24-500.14.00	SALARIES OVERTIME	0.00	0.00	(820.50)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	10,820.16	0.00	3,660.26	66.17
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	16,845.50	0.00	5,496.62	67.37
125-24-500.23.01	HEALTH INSURANCE	27,083.00	0.00	13,752.20	49.22
125-24-500.23.02	LIFE INSURANCE	136.00	0.00	25.65	81.14
125-24-500.23.10	STATUTORY AD&D	42.00	0.00	42.00	0.00
125-24-500.24.00	WORKERS COMPENSATION	655.00	0.00	655.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	452.61	0.00	304.93	32.63
125-24-520.40.00	TRAVEL & MEETINGS	300.00	0.00	300.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	500.00	0.00	(420.90)	184.18
125-24-520.51.10	POSTAGE	75.00	0.00	75.00	0.00
125-24-520.52.00	UNIFORMS	260.00	0.00	19.08	92.66
125-24-520.52.20	TOOLS & HARDWARE	75.00	0.00	75.00	0.00
125-24-520.52.50	GAS & OIL	500.00	0.00	140.05	71.99
125-24-520.54.00	DUES & SUBSCRIPTIONS	4,200.00	0.00	0.00	100.00
125-24-520.54.10	TRAINING & SCHOOLS	350.00	0.00	350.00	0.00
125-24-520.64.01	Capital Outlay	16,000.00	0.00	2,284.95	85.72
125-24-543.00.00	LICENSES & FEES	350.00	0.00	237.05	32.27
					66.70

Fund: 145 AMERICAN RESCUE PLA

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 00					
145-00-271.00.99	CARRY FORWARD	1,643,004.81	0.00	1,643,004.81	0.00
					0.00

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
145-00-510.32.00	AUDITING SERVICES	14,710.00	0.00	11,520.00	21.69
145-00-581.00.00	TRANSFER OUT	28,304.00	0.00	28,304.00	0.00
					7.42

Department: 21 LAW ENFORCEME

145-21-520.64.01	Capital Outlay	0.00	93,436.00	(93,436.00)	0.00
					0.00

Department: 41 PUBLIC WORKS

145-41-530.31.00	PROFESSIONAL SERVICES	12,000.00	0.00	12,000.00	0.00
145-41-530.31.21	ENGINEERING SERVICES	15,000.00	0.00	15,000.00	0.00
145-41-530.31.21-001	ENGINEERING SERVICES	0.00	0.00	(566.32)	100.00
145-41-530.64.01	CAPITAL OUTLAY	1,460,662.75	0.00	1,460,272.75	0.03
145-41-530.64.01-001	CAPITAL OUTLAY	0.00	0.00	(574,032.75)	100.00
					38.65

Fund: 172 OCEAN PARK PARKING F

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 00					
172-00-271.00.99	CARRY FORWARD	62,536.22	0.00	62,536.22	0.00
					0.00

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	15,000.00	0.00	7,250.00	51.67
------------------	------------------------	-----------	------	----------	-------

172-75-344.50.00	PARKING METER REVENUE	98,000.00	0.00	49,766.05	49.22
					49.54

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
172-75-500.12.00	REGULAR SALARIES	34,000.00	0.00	13,538.41	60.18
172-75-575.31.02	LIFEGUARD CONTRACT	21,945.00	0.00	13,667.06	37.72
172-75-575.32.90	BANKING FEES	5,500.00	0.00	2,717.99	50.58
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	0.00	450.00	75.00
172-75-575.34.91	LANDSCAPING	3,500.00	0.00	3,334.29	4.73
172-75-575.41.10	IPS COMMUNICATIONS FEE	4,020.00	0.00	692.33	82.78
172-75-575.43.10	ELECTRICITY	2,700.00	0.00	979.16	63.73
172-75-575.43.20	WATER & SEWER	1,700.00	0.00	1,055.82	37.89
172-75-575.43.50	DUMP SERVICE	660.00	0.00	660.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	1,500.00	0.00	227.66	84.82
172-75-575.46.31	BUILDING MAINT RESTROOMS	1,200.00	0.00	1,084.79	9.60
172-75-575.46.40	GROUNDS MAINTENANCE	3,000.00	0.00	382.95	87.24
172-75-575.46.41	MOWING CONTRACT	9,000.00	0.00	8,066.25	10.38
172-75-575.46.43	TREE EXPENSE	500.00	0.00	500.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	0.00	350.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	0.00	683.91	54.41
172-75-575.53.20	SIGNS	300.00	0.00	(1,457.64)	585.88
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	0.00	844.59	57.77
172-75-575.64.01	CAPITAL OUTLAY	16,000.00	0.00	15,932.80	0.42
172-75-581.00.00	TRANSFER OUT	1,400.00	0.00	1,400.00	0.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	30.00	0.00	0.00	100.00
			0.00		42.63

Fund: 175 RYCKMAN CROSSOVER I

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 00					
175-00-271.00.99	CARRY FORWARD	97,998.78	0.00	97,998.78	0.00
					0.00

Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	9,500.00	0.00	7,250.00	23.68
175-75-344.50.00	PARKING METER REVENUE	60,500.00	0.00	7,519.40	87.57
175-75-344.50.10	PARK PASS REVENUE	3,000.00	0.00	1,000.00	66.67
					78.40

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
175-75-500.12.00	REGULAR SALARIES	320.00	0.00	320.00	0.00
175-75-500.21.00	FICA TAXES - EMPLOYER PORTION	2,625.00	0.00	1,043.60	60.24
175-75-500.22.20	RETIREMENT TOWN EMPLOYEES	4,088.00	0.00	1,602.35	60.80
175-75-500.23.01	HEALTH INSURANCE	7,967.00	0.00	3,499.85	56.07
175-75-575.32.90	BANKING FEES	2,000.00	0.00	(193.25)	109.66
175-75-575.32.95	IPS BANKING FEE	4,200.00	0.00	4,200.00	0.00
175-75-575.41.15	IPS COMMUNICATION FEE	2,500.00	0.00	742.01	70.32
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	0.00	4,850.00	53.81
175-75-581.00.00	TRANSFER OUT	31,500.00	0.00	31,500.00	0.00
					27.60

Fund: 351 BEAUTIFICATION

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 00					
351-00-271.00.99	CARRY FORWARD	45,665.09	0.00	45,665.09	0.00
351-00-366.19.00	TOWN HALL DONATIONS	0.00	0.00	(1,500.00)	100.00
351-00-381.00.00	TRANSFERS IN	30,000.00	0.00	30,000.00	0.00
					1.98

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Bdgt
Department: 41 PUBLIC WORKS					
351-41-500.23.01	HEALTH INSURANCE	2,755.00	0.00	74.71	97.29
351-41-500.23.02	LIFE INSURANCE	68.00	0.00	22.96	66.24
351-41-500.23.10	STATUTORY AD&D	21.00	0.00	0.00	100.00

351-41-500.24.00	WORKERS COMPENSATION	653.00	0.00	653.00	0.00
351-41-500.25.00	UNEMPLOYMENT COMPENSATION	110.00	0.00	78.37	28.75
351-41-570.31.00	PROFESSIONAL SERVICES	15,000.00	0.00	9,737.50	35.08
351-41-570.34.91	LANDSCAPING	30,000.00	0.00	28,300.00	5.67
351-41-570.43.15	ELECTRICAL WORK	3,000.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUNDS MAINTENANCE	2,500.00	0.00	1,108.84	55.65
351-41-570.53.20	STREET SIGNS	1,500.00	0.00	(10,022.65)	768.18
351-41-570.64.01	CAPITAL OUTLAY	0.00	7,597.00	(7,597.00)	0.00
					40.74

Public Works Activities

May 2023

Installation of all new cross beams completed on Pier – Land and Sea

Ocean Park boardwalk in progress

Extended boardwalk pathway through Ryckman Park

New AC condenser installed for upstairs Town Hall – Coast Air

Mulched areas Town Hall/ Ryckman Park/Bicentennial –

Removed graffiti on the pier

Removed rumble sticks and replaced with speed bump on Ocean

Repaired door to generator – replacement would have been few thousand

Removed a concrete slab Ryckman Park

Painted all the pavilions at Ocean Park/pressure washed slabs

Trees trimmed that was hanging over sidewalks various locations

Tested full load on generator pre storm season and fire inspection required

Trimmed around signs throughout Town

Repaired pothole 300 block Riverside

Irrigation maintenance/repairs – ongoing

Trimmed palms in Ryckman

Repaired north bocci ball court

Built and placed a small seating bench at tennis courts

Pressure washed playground

Trimmed tree hanging on to Ryckman House roof

Installed new LED sign lights front of Town Hall

Founders day prep clean up

Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PWS23-0045	Window, Door, & Shutter	203 THIRD AVE	PROTOCOL HURRICANE SHUTTERS INC	05/05/202	11/01/202	\$79.00
PRR23-0039	Reroof	218 THIRD AVE	Sal Vitale The Roof Doctor	05/08/202	11/04/202	\$365.72
PRR23-0044	Reroof	201 FOURTH AVE B	3LP ROOFING	05/24/202	11/22/202	\$163.39
PM23-0027	Mechanical	210 5TH AVE	Miller, Robert	05/16/202	11/12/202	\$304.27
PE23-0028	Plumbing	231 FIFTH AVE	ANN MCCLELLAN	05/31/202	11/27/202	\$79.00
PE23-0029	Electrical	319 6TH AVE	Ralph w Durham	05/19/202	11/15/202	\$79.00
PRB23-0020	Res Building	401 ANDREWS DR	GROUNDLED BUILDS BREVARD, LLC	05/03/202	11/04/202	\$1486.25
PM23-0024	Mechanical	510 ANDREWS DR	ROBERT C MARCELLE	05/08/202	11/04/202	\$317.75
PM23-0029	Mechanical	405 ATLANTIC ST	WHITLOCK, GARY	05/22/202	11/18/202	\$314.37
PRR23-0040	Reroof	1423 ATLANTIC ST	PIT CREW ROOFING AND REPAIR	05/10/202	11/06/202	\$371.89
PWS23-0053	Window, Door, & Shutter	2150 ATLANTIC ST 424	AA GLASS & WINDOWS INC	05/26/202	11/22/202	\$200.30
PAS23-0003	Accessory Structure	320 AVENUE A	CO SERVICES LLC	05/17/202	11/13/202	\$767.50
PF23-0019	Fence	321 AVENUE B	SCHMITZ, NICHOLAS J	05/15/202	11/11/202	\$276.75
PRB23-0004	Res Building	514 AVENUE B	ENGLAND, JON	05/19/202	11/15/202	\$604.25
PM23-0026	Mechanical	311 BANYAN WAY	Gregory L Vermett	05/16/202	11/14/202	\$278.29
PRR23-0038	Reroof	319 BANYAN WAY	Patrick Roofing Inc	05/08/202	11/04/202	\$631.22
PE23-0031	Plumbing	408 BANYAN WAY	Graham, Alec	05/26/202	11/22/202	\$307.50
PM23-0023	Mechanical	1904 CEDAR LN	Robert Miller	05/02/202	10/29/202	\$372.43
PRR23-0045	Reroof	207 CHERRY DR	FLORIDA ROOF BROS LLC	05/25/202	11/21/202	\$434.07
PCD23-0019	Paver, Concrete, & Deck	404 COLONY ST	LEO'S CONCRETE SPECILITIES INC	05/12/202	11/18/202	\$904.70
PWS23-0046	Window, Door, & Shutter	211 ELM AVE	window world of Central Florida Inc	05/10/202	11/06/202	\$370.75
PWS23-0050	Window, Door, & Shutter	202 FLAMINGO LN	Affordable Glass Protection Inc	05/17/202	11/13/202	\$258.92
PD23-0002	Demolition	310 HIBISCUS TRL	HIGBY CONSULTING LLC	05/10/202	11/06/202	\$154.25
PRR23-0041	Reroof	618 HIBISCUS TRL	POE ROOFING AND CONSULTING INC	05/19/202	11/15/202	\$481.75
PCD23-0020	Paver, Concrete, & Deck	416 MAGNOLIA AVE	ALLIANCE PAVERS	05/26/202	11/22/202	\$154.25
PPL23-0005	Pool	513 MAGNOLIA AVE	BRUNOSSON, CARL	05/15/202	11/12/202	\$410.00
PM23-0013	Mechanical	300 OCEAN AVE	Joseph Scales	05/16/202	11/12/202	\$0.00
PCB23-0004	Com Building	300 OCEAN AVE	CINTAS FIRE PROTECTION	05/03/202	11/12/202	\$144.16
PF23-0017	Fence	315 OCEAN AVE	VUKOVICH, MARTIN	05/10/202	11/06/202	\$154.25
PCB23-0006	Com Building	315 OCEAN AVE	ELEVATION CONTRACTORS	05/17/202	11/22/202	\$307.50
PM23-0030	Mechanical	315 OCEAN AVE	Anthony Spencer	05/23/202	11/19/202	\$202.21
PCB23-0005	Com Building	401 OCEAN AVE	Civilization Builders	05/10/202	11/20/202	\$79.00
PMC23-0002	Miscellaneous	507 OCEAN AVE	Ivy H Smith Company LLC	05/25/202		\$0.00
PTR23-0002	Tree	1203 PINE ST	Jason's Total Lawn Care Inc	05/01/202		\$0.00
PF23-0016	Fence	1203 PINE ST	BARRETT, JACKIE F	05/01/202	10/28/202	\$79.00

Permit List

101
06/01/2023
2/2

Permit	Type	Address	Applicant	Issued	Expired	Paid
PMS23-0002	Marine - Seawall	1802 PINE ST	East Coast Docks	05/09/202	11/05/202	\$829.74
PE23-0030	Electrical	703 PINE ST	SHIELDS, MARK JAMES	05/24/202	11/20/202	\$79.00
PWS23-0047	Window, Door, & Shutter	501 POINSETTIA RD	SLOAN CONSTRUCTION GROUP INC.	05/26/202	11/22/202	\$285.85
PE23-0027	Plumbing	507 POINSETTIA RD	WILLIAM HONEYCUTT	05/08/202	11/08/202	\$213.72
PWS23-0049	Window, Door, & Shutter	514 POINSETTIA RD	WINDOW WALL LLC	05/15/202	11/11/202	\$457.98
PF23-0018	Fence	100 RIVERSIDE DR	All Florida Fence	05/10/202	11/06/202	\$79.00
PE23-0009	Electrical	1905 ROSEWOOD DR	Nicholas Armstrong	05/08/202	11/04/202	\$639.54
PWS23-0043	Window, Door, & Shutter	448 SANDY KY	window world of Central Florida Inc	05/18/202	11/14/202	\$495.34
PWS23-0048	Window, Door, & Shutter	448 SANDY KY	Doors By Tim, LLC	05/17/202	11/13/202	\$403.76
PTR23-0003	Tree	204 SHANNON AVE	WALLINGER, JOHN T	05/01/202	10/28/202	\$0.00
PM23-0028	Mechanical	504 SHANNON AVE	JOHN LAZARIDIS	05/24/202	11/20/202	\$318.78
PWS23-0044	Window, Door, & Shutter	604 SHANNON AVE	ANDERSON BROTHERS INC	05/19/202	11/22/202	\$508.75
PCD23-0018	Paver, Concrete, & Deck	540 SUNSET BLVD	Surfside Pavers	05/03/202	10/30/202	\$616.64

Total Permits: 48

Total Paid: \$16061.79



Town of Melbourne Beach



Fire Department

MONTHLY REPORT - MAY 2023

Incident Response

For the month of May 2023, the Melbourne Beach Volunteer Fire Department responded to 20 calls for service. The average number of responding volunteer personnel per paged out call for the month was 10.

Breakdown:

- 6 Fire/Rescue 911 Calls (Paged out)
- 2 Assist Other Agency (MPD & MBPD)
- 1 Special Event Standby (Founders Day)
- 2 EMS Assists
- 2 False Calls
- 1 Public Service Incident
- 6 Fire Inspections

Department Membership

- 1 Fire Chief (*Full-Time*)
- 1 Maintenance Technician (*Part-Time*)
- 23 Certified Volunteer Firefighters
- 8 Support Services Volunteers
- 1 Administrative Volunteer
- 1 Volunteer Fire Chaplain
- 1 Probationary Volunteer

Notable Incidents

- 05/01/2023 – Melbourne Beach Fire-1 first on scene for vehicle vs. motorcycle accident in Melbourne. Fire-1 assisted with traffic control and patient assessment (1x Trauma Alert). Turned over to Melbourne Fire/Police upon their arrival.
- 05/01/2023 – Marine-58 assisted MBPD with unsecured derelict vessel investigation in the Indian River.
- 05/06/2023 – During Founders Day, Engine 58 & Fire-1 responded to Ocean & Orange for vehicle vs. pedestrian. 1 patient transported to hospital in stable condition.
- 05/07/2023 – Engine 58, District 58, & Fire-1 responded mutual-aid to Indian Harbour Beach for confirmed Structure Fire.

Notable Events

The Department provided standby fire & EMS coverage for the Founders Day event in Melbourne Beach. During the event, the Department responded to 2 minor medical incidents (both refusals), 1 vehicle vs. fire hydrant incident, and 1 vehicle vs. pedestrian incident.

Chief Brown along with multiple Department volunteers started teaching a Fire Prevention Merit Badge course for local Boy Scout of America Troop 330. The Merit Badge course will be taught over 3-4 evenings and will teach the scouts many valuable skills pertaining to fire safety.

The beach wheelchair was rented out multiple times during the month of May. Many residents and visitors commented on how nice it was for the Town to have this equipment available free of charge to rent for those with mobility challenges.

Fire Department leadership continues to work with the Volunteer Firefighters Association Board of Directors and multiple marine contractors to discuss potential ideas and funding options for the construction of a dock & boat lift for the Fire Department's marine rescue boat. While the community has been overwhelmingly supportive about the concept, feedback and concerns about the location are being taken into consideration and alternative solutions are being investigated.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 6/23/2023 10:35:24 AM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 05/01/2023 | End Date: 05/31/2023

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2023-68	05/01/2023		306 2nd AVE , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	05/01/2023 10:39	05/01/2023 12:25
2023-69	05/01/2023	Intersection	S Harbor City BLVD / East New Haven Ave., Melbourne, FL, 32901	Motor vehicle accident with injuries	05/01/2023 10:45	05/01/2023 10:58
2023-70	05/01/2023		306 2nd AVE , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	05/01/2023 10:39	05/01/2023 12:25
2023-71	05/01/2023	Intersection	6th AVE / Pine St, Melbourne Beach, FL, 32951	Assist police or other governmental agency	05/01/2023 12:03	05/01/2023 12:53
2023-72	05/02/2023		405 5th AVE , Melbourne Beach, FL, 32951	Special type of incident, other	05/02/2023 13:27	05/02/2023 14:17
2023-73	05/02/2023		507 Ocean AVE , Melbourne Beach, FL, 32951	False alarm or false call, other	05/02/2023 19:16	05/02/2023 22:55
2023-74	05/06/2023		507 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	05/06/2023 08:34	05/06/2023 23:14
2023-75	05/06/2023	Intersection	Ocean AVE / Orange ST, Melbourne Beach, FL, 32951	Motor vehicle/pedestrian accident (MV Ped)	05/06/2023 20:06	05/06/2023 20:27
2023-76	05/07/2023		431 Riverview LN , Melbourne Beach, FL, 32951	Carbon monoxide incident	05/07/2023 10:52	05/07/2023 11:29
2023-77	05/07/2023		202 Waterbury LN , Indian Harbour Beach, FL, 32937	Building fire	05/07/2023 15:20	05/07/2023 17:19
2023-78	05/09/2023		2207 Atlantic ST , Melbourne Beach, FL, 32951	Removal of victim(s) from stalled elevator	05/09/2023 13:33	05/09/2023 13:48
2023-79	05/09/2023	Intersection	Avenue B / Atlantic Street, Melbourne Beach, FL, 32951	Police matter	05/09/2023 19:49	05/09/2023 20:52
2023-80	05/12/2023		2100 Oak ST , Melbourne Beach, FL, 32951	Special type of incident, other	05/12/2023 09:28	05/12/2023 10:27
2023-81	05/18/2023		1095 Highway A1A , Satellite Beach, FL, 32937	Surf rescue	05/18/2023 15:14	05/18/2023 15:25
2023-82	05/19/2023		201 Ocean AVE , Melbourne Beach, FL, 32951	Special type of incident, other	05/19/2023 09:51	05/19/2023 10:30
2023-83	05/19/2023	Intersection	Florida A1A HWY / Sea Dunes Dr, Melbourne Beach, FL, 32951	Search for person in water	05/19/2023 12:59	05/19/2023 13:29
2023-84	05/22/2023		201 Ocean Ave , Melbourne Beach, FL, 32951	Special type of incident, other	05/22/2023 12:55	05/22/2023 13:38
2023-85	05/23/2023		405 Ocean AVE , Melbourne Beach, FL, 32951	Special type of incident, other	05/23/2023 14:47	05/23/2023 17:08
2023-86	05/30/2023		418 Ocean AVE , Melbourne Beach, FL, 32951	Special type of incident, other	05/30/2023 12:47	05/30/2023 13:21
2023-87	05/31/2023		507 Ocean AVE , Melbourne Beach, FL, 32951	Emergency medical service, other	05/31/2023 14:14	05/31/2023 14:33

Location Type is only filled in when it is marked Intersection, Directions, or National Grid on Basic Info 3.



Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 6/23/2023 10:36:16 AM



Personnel Count per Incident for Date Range

Start Date: 05/01/2023 | End Date: 05/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2023-68	5/1/2023 10:39:43	445 - Arcing, shorted electrical equipment	19112	6	7	13
2023-69	5/1/2023 10:45:12	322 - Motor vehicle accident with injuries	19112	1	0	1
2023-70	5/1/2023 10:39:43	445 - Arcing, shorted electrical equipment	19112	6	7	13
2023-71	5/1/2023 12:03:40	551 - Assist police or other governmental agency	19112	2	0	2
2023-72	5/2/2023 13:27:44	900 - Special type of incident, other	19112	1	0	1
2023-73	5/2/2023 19:16:46	700 - False alarm or false call, other	19112	1	0	1
2023-74	5/6/2023 08:34:55	571 - Cover assignment, standby, moveup	19112	2	6	8
2023-75	5/6/2023 20:06:18	323 - Motor vehicle/pedestrian accident (MV Ped)	19112	4	1	5
** 2023-76	5/7/2023 10:52:27	424 - Carbon monoxide incident	19112	3	6	9
** 2023-77	5/7/2023 15:20:53	111 - Building fire	19112	9	3	12
** 2023-78	5/9/2023 13:33:35	353 - Removal of victim(s) from stalled elevator	19112	2	9	11
2023-79	5/9/2023 19:49:28	552 - Police matter	19112	2	11	13
2023-80	5/12/2023 09:28:14	900 - Special type of incident, other	19112	1	0	1
** 2023-81	5/18/2023 15:14:06	364 - Surf rescue	19112	2	5	7
2023-82	5/19/2023 09:51:49	900 - Special type of incident, other	19112	1	0	1
** 2023-83	5/19/2023 12:59:26	342 - Search for person in water	19112	6	2	8
2023-84	5/22/2023 12:55:04	900 - Special type of incident, other	19112	1	0	1
2023-85	5/23/2023 14:47:48	900 - Special type of incident, other	19112	1	0	1
2023-86	5/30/2023 12:47:44	900 - Special type of incident, other	19112	1	0	1
2023-87	5/31/2023 14:14:40	320 - Emergency medical service, other	19112	1	1	2

TOTAL # OF INCIDENTS: 20

AVERAGES:

2.7

2.9

5.6

Total # of incidents
paged out for
volunteer response: 6

** Without EMS Assist or Service Calls:
(Paged out calls only)

4.7

5.3

10.0

Only REVIEWED incidents included

Note: 900 series "Special Incidents" include fire inspections performed.





Melbourne Beach Police Department

Monthly Report

May 2023



Operations:

In May 2023, The Department responded to 1374 calls for service and 197 house checks.

Activity:

- 22 Citations / 35 Written Warnings
- 114 Traffic Stops
- 79 Traffic Enforcement
- 10 Traffic Complaint
- 44 Parking Citations

Our radar trailer continues to be placed in various locations throughout the Town.

PD News

- The Police Department has lost and found miscellaneous items that have been brought into the department, for example, keys, sunglasses, and children's toys. These items were found at our beach accesses and Rychman Park. If you believe you may have lost things, come to the Police Department during business hours Monday – Friday, 8 am to 5 pm.
- Beginning Memorial weekend, our Officers will utilize our ATV beach patrol on the weekends through the end of summer. The Melbourne Beach Officers will patrol our beach, the accesses, and the parks to remind beachgoers of Rip Currents and any parking concerns.
- Movie in the Park has been rescheduled due to severe weather. We will be notifying everyone through our Social Media on the new date.
- Founder's Day went well from the police departments side even though we had rain. We will be getting with Public Works next year to concentrate on limiting the street parking on Avenue A and Ave B.

The Melbourne Beach Police Officers and I are committed to community policing and keeping our Town safe, which is our #1 priority.

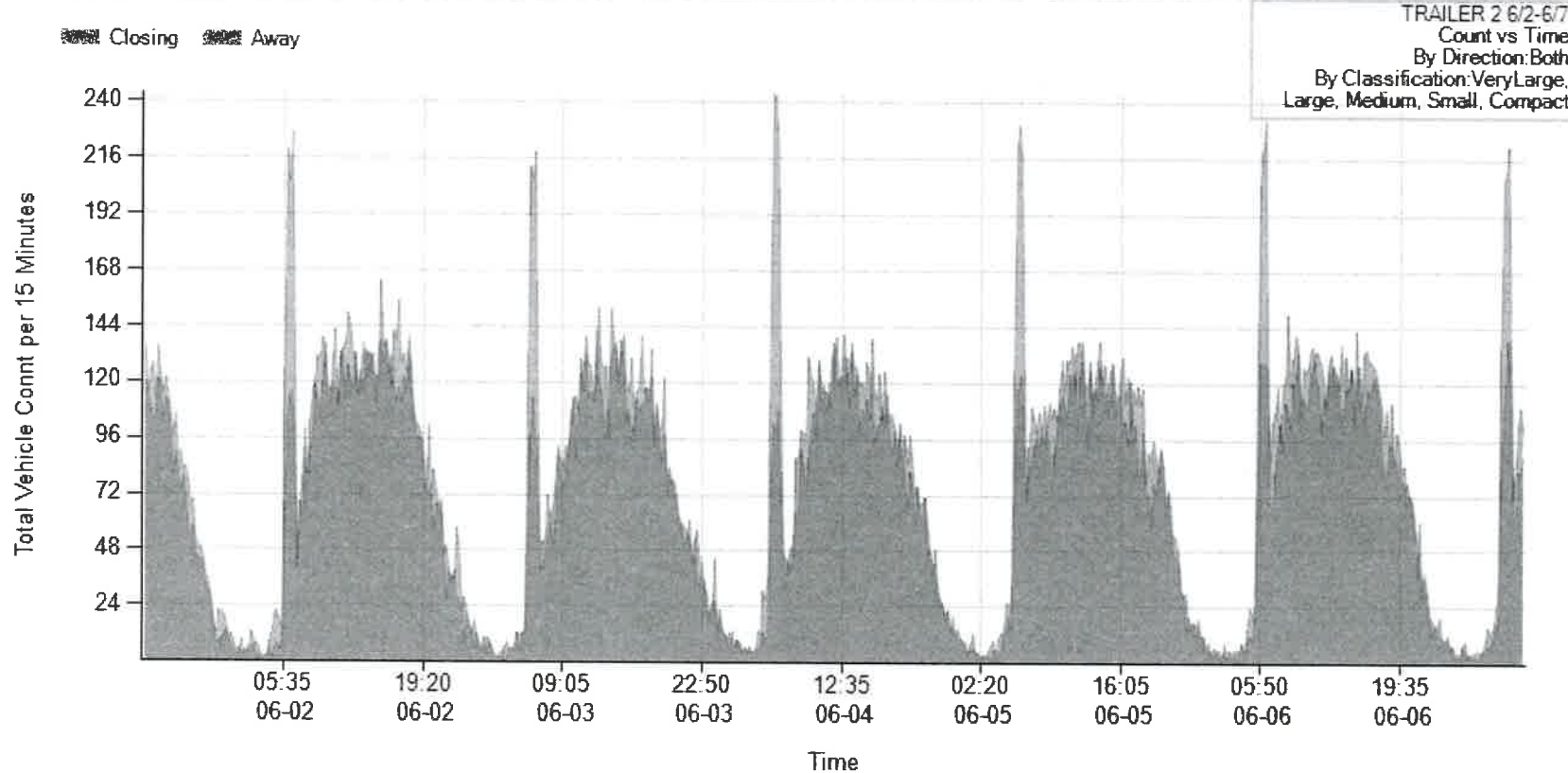
Please see the attachments:

- Speed Trailer report
- Sergeant's monthly reports

Stay Safe, Chief Melanie Griswold

During Founders Day

Survey Name	TRAILER 2 6/2-6/7	Location	COLONY STREET /OAK ST...	Speed Unit	Miles/Hour
Start	2023-05-15 15:50	Traffic Direction	Undefined	Speed Limit	40
Stop	2023-06-07 08:05	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



Under Limit Count	81449	91%	Minimum Speed	4	MPH	10 mph Pace	30 - 39	MPH
Over Limit Count	7683	9%	Maximum Speed	112	MPH	Standard Deviation	5	MPH
10 Over Limit Count	194	0%	85Speed Percentile	39	MPH	Average Speed Over Limit	43.1	MPH



MELBOURNE BEACH POLICE DEPARTMENT
Jason Hinchman
Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253



Monthly Report May 2023

House Checks: 197 (05/26/23)

- 05/06: Traffic crash hit and run in the 400 block of Banyan Way. The vehicle crashed, causing damage to several objects. After an investigation, a court date was issued to the driver.
- 05/06: Traffic crash in the 500 block of Avenue A. Driver of a vehicle hit a parked car.
- 05/06: Traffic crash in the 300 block of Ocean Avenue. (1) Vehicle involved struck a female subject crossing the roadway. The female pedestrian was transported to the hospital by BCFR. The vehicle involved was removed by the owner.
- 05/07: Verbal domestic in the 200 block of Fourth Avenue. No injuries were reported.
- 05/07: Fraud in the 400 block of Pelican Key. A male was a victim of fraud when attempting to purchase something online. The male wished to pursue charges. This case is still open for further investigation.
- 05/17: Fraud in the 300 block of Surf Road. A male had money removed from his account into other accounts. This case is still open for further investigation.
- 05/22: Trespass at the Melbourne Beach Pier. Male and female were trespassed from the pier.



MELBOURNE BEACH POLICE DEPARTMENT
Jason Sadler
Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951
 Phone: (321) 723-4343 Fax: (321)725-3253



Sgt. Sadler Monthly Report May 2023

5/3- Baker Act in the 500 blk of Andrews Drive. Female transported to Circles of Care under a Baker Act.

5/4- Baker Act in the 100 blk of Riverside Drive. Female transported to Circles of Care under a Baker Act.

5/10- Fraud in the 300 blk of Riverview Lane. Money was taken from a cashapp account. Case pending investigation.

5/11- Traffic crash in the area of S. Palm Avenue and Poinsettia Road. No injuries or major damage.

5/11- Criminal mischief in the 1700 blk of Atlantic Street. Case suspended to file.

5/11- Trespass warning issued to a male in the 500 blk of Ocean Avenue.

5/11- Trespass warning issued to a male in the 100 blk of Ocean Avenue.

5/13- Baker Act in the 700 blk of Riverside Drive. Female transported to Circles of Care as a voluntary Baker Act.

5/19- Criminal mischief in the 500 blk of Ocean Avenue. Graffiti on the pier. Case pending further investigation.

5/26- Grand theft in the 1000 blk of Atlantic Street. Case pending further investigation.

5/26- Petit theft of a bicycle in the 800 blk of Pine Street. Case pending further investigation.

5/26- Single vehicle traffic crash in the area of Ocean Avenue and Riverside Drive. Vehicle towed from scene with property damage. No injuries.

- Total House Checks - 185



Town of Melbourne Beach

Town Clerk Report

Business Tax Receipts – Starting the renewal process for the first time through the BS&A software. The letters and emails will be going out next month.

Conference – Attended the Florida Association of City Clerks 2023 Summer Conference & Academy from June 17th - 21st. Classes included 2023 Legislative Updates, Municipal Fraud Awareness, First Amendment Audits, Roberts Rules of Order, and Qualifying & Campaign Finance.

Newsletter – The April through June newsletter has been finished and sent out for printing and mailing.

Election – Election packets have been completed. However, due to legislative updates, there are several changes that take effect on 7/1/2023, so the packets will be changing.

Form 1 Financial Disclosures – Form 1 Financial Disclosures were sent out and are due 7/1/2023. All elected officials will be required to start filling out Form 6 effective 7/1/2023.

Community Center Sound System – Received a quote to replace the entire sound system in the Community Center from B&H Photo/Video/Audio in the amount of \$32,822.59. Waiting on other quotes.

Town Commission Meeting

Section: Old Business
Meeting Date: June 28, 2023
From: Elizabeth Mascaro, Town Manager
Subject: Boat Ramp Concept Plans

Background Information:

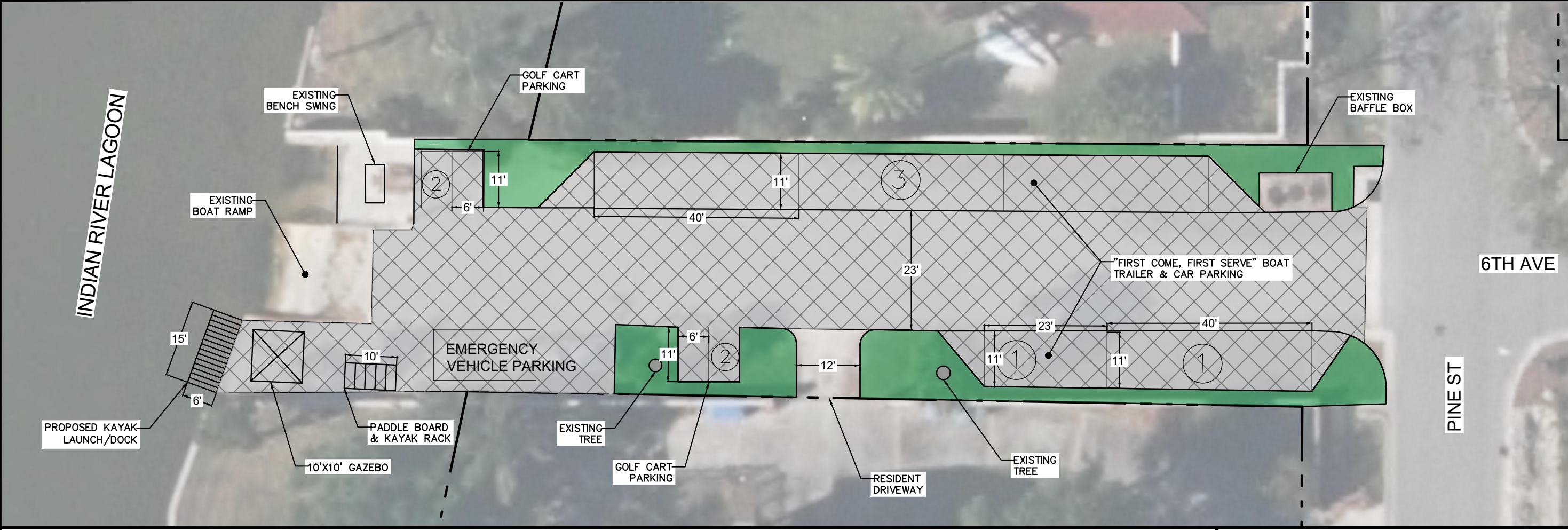
The Town Commission requested Bowman Engineering draw a concept plan for site improvement at the boat ramp.

Recommendation:

Review the attached drawing. Recommend revisions.

Attachments:

Bowman Engineering's concept drawing for the boat ramp.

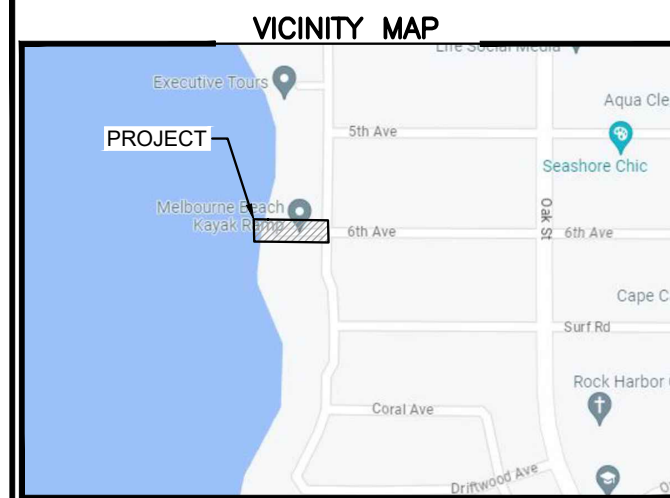


GENERAL SITE NOTES:

1. CONDITIONS MAY EXIST THAT COULD RESTRICT THE DEVELOPMENT OF THIS SITE AS SHOWN. THIS DRAWING IS INTENDED TO BE CONCEPTUAL ONLY AND ADDITIONAL RESEARCH AND DESIGN WOULD BE REQUIRED FOR THE PREPARATION OF A SITE PLAN THAT MEETS LOCAL JURISDICTIONAL CODES.
2. STORMWATER MANAGEMENT FACILITY SHOWN ON THIS PLAN ARE PURELY CONCEPTUAL AND IS SUBJECT TO CHANGE UPON FINAL CIVIL DESIGN. BCG DOES NOT PURPORT THAT WHAT IS SHOWN IS ADEQUATE TO MEET ALL JURISDICTIONAL REQUIREMENTS.
3. THIS EXHIBIT IS NOT INTENDED TO BE USED AS A CONSTRUCTION DOCUMENT, AND SHOULD NOT BE CONSTRUED IN ANYWAY TO BE USED FOR CONSTRUCTION PURPOSES.

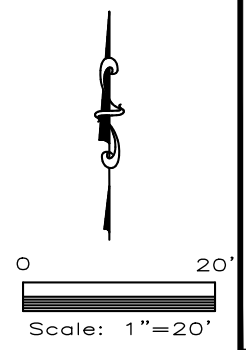
SITE DATA TABLE

PROJECT NAME	6TH AVE BOAT RAMP IMPROVEMENTS
PROJECT ADDRESS	--
PROJECT DESCRIPTION	PARKING LOT & BOAT DOCKING IMPROVEMENTS
TOTAL PARCEL/SITE AREA	+/- 11,555 SF (0.27 AC)
EXISTING ZONING	RIGHT-OF-WAY
JURISDICTION	TOWN OF MELBOURNE BEACH
TRAILER SPACES (10'x40')	4
PARALLEL SPACES (10'x23')	1
EMER. VEH. PARKING (10'x20')	1
GOLF CART PARKING (6'x11')	4
TOTAL PROPOSED SPACES	9



PROPOSED LEGEND

- PROPERTY LINE
- PARKING COUNT
- NATIVE DROUGHT-TOLERANT LANDSCAPING
- PROPOSED GEO-GRID GRAVEL PARKING LOT



Bowman Consulting Group, Ltd.
 4450 W. Eau Gallie Blvd
 Suite 144
 Melbourne, FL 32934
 Phone: (321) 255-5434
 Fax: (321) 255-7751
 bowman.com
 © Bowman Consulting Group, Ltd.

CONCEPTUAL DESIGN
6TH AVE BOAT RAMP IMPROVEMENTS
 6TH AVENUE
 MELBOURNE BEACH, FLORIDA

Bowman
 Certificate of Authorization License No. 30462

KAS DSGN	VMB DRAWN	ZDK CHKD
011373-0-001 PROJECT NUMBER		
SCALE 1" = 20'		
VERSION		1A

Town Commission Meeting

Section: New Business
Meeting Date: June 28, 2018
From: Elizabeth Mascaro, Town Manager
Subject: Renewal of Fire-Rescue Dispatch Services Interlocal Agreement

Information:

The Dispatch Services Agreement renews annually on October 1st, through September 31st. The agreement provides the Town of Melbourne Beach's Fire Department with dispatching radio emergency and non-emergency requests for assistance from the Town of Indialantic.

The Ninth Amendment to the Interlocal Agreement is in the amount is \$5,600.00, an increase of \$200 from FY2023.

The FY2023 Agreement is \$5,400.00

Recommendation:

Approve FY2023-2024 Fire Rescue Dispatch Service Interlocal Agreement at the cost of \$5,600 annually.

Attachments:

FY2023-2024 Contract

THIS INSTRUMENT RETURN TO:
 Town Clerk
 Town of Indialantic 216 Fifth Avenue
 Indialantic, FL 32903

**NINTH AMENDMENT TO
 FIRE-RESCUE DISPATCH SERVICES INTERLOCAL
 AGREEMENT**

THIS AGREEMENT is made this _____, day of _____, 2023, by the Town of Indialantic, Florida, a Florida Municipal Corporation (herein: "Indialantic"), whose address is 216 Fifth Avenue, Indialantic, Florida 32903; and the Town of Melbourne Beach, Florida, a Florida Municipal Corporation (herein: "Melbourne Beach"), whose address is 507 Ocean Avenue, Melbourne Beach, Florida 32951.

RECITALS:

WHEREAS, Indialantic has agreed to provide fire-rescue dispatch services for Melbourne Beach in consideration of funding to be paid by Melbourne Beach; and

WHEREAS, the agreement between Indialantic and Melbourne Beach is set forth in the Fire-Rescue Dispatch Services Interlocal Agreement which was recorded on January 27, 2015, in Official Records Book 7290, Page 198, Public Records of Brevard County, Florida (herein: the "Original Agreement"); and

WHEREAS, the Original Agreement terminated September 30, 2015, and the parties extended the effective period of the Original Agreement through approval of the First and Second Amendments; and

WHEREAS, the Ninth Amendment to the Original Agreement terminates September 30, 2023, and the parties are desirous of extending the effective period of the Original Agreement as amended and

WHEREAS, Section 4. of the Agreement requires that any proposal to renew the Agreement must be received by both parties no later than June 1st of the year of renewal, and the parties have complied with all requirements of the Agreement for renewal and amendment of the Agreement; and

WHERE AS, the Melbourne Beach Town Commission approved this Ninth Amendment to the Fire-Rescue Services Interlocal Agreement on the ____ day of _____, 2023; and

WHERE AS, the Indialantic Town Council approved this Ninth Amendment to Fire-Rescue Dispatch Services interlocal Agreement on the 14th day of June, 2023.

NOW, THEREFORE, in consideration of Ten and 00/100 DOLLARS (\$10.00) and certain other good and diverse consideration rations, each to the other paid in hand, the sufficiency and receipt all of which be and the same is hereby acknowledged, the parties desiring to be legally bound do hereby agree as follows:

1. Recitals. Each and all the foregoing recitals be and the same are hereby incorporated herein and acknowledged to be true and correct. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement. Certain of the terms used herein are as defined in the Original Agreement.

2. Amendment of Agreement. Section 3 and Section 7 of the Agreement shall be amended as set forth below. In interpreting this Amendment to Fire-Rescue Dispatch Services Interlocal Agreement, underlined language is new text, and ~~stricken through~~ language is deleted text from the Agreement.

SECTION 3. TERM: This Agreement and any amendments hereto will be in force and become effective upon recording in the Public Records of Brevard. Florida (after approval and signature by both elected governing bodies). The term of this Agreement will be from January 27, 2015, the date of recording in the Public Records of Brevard County, Florida, of this fully executed Agreement until September 30, 2024. The Agreement may be renewed annually.

SECTION 7. COMPENSATION/PAYMENT: Melbourne Beach agrees to pay Indialantic the sum of Five Thousand six hundred Dollars, (\$5,600) per year for the services provided under Section 5 of this agreement. Payment of services shall be made on a quarterly (three (3) month) basis with payment being due no later than the first day of January, April, July and October for services provided during the previous three (3) months. Payment which arrives at Indialantic ten (10) Indialantic working days late shall be subject to interest charges as provided by Section 218.335, Florida Statutes. In the event this Agreement is terminated by either party and terminates prior to the completion of a quarter, Melbourne Beach agrees to pay Indialantic a pro-rated amount for all whole and partial months dispatching services were provided. For example, if Indialantic gives notice to Melbourne Beach on July 10th that it is terminating the Agreement effective forty-five (45) days later on August 24th (as provided for by Section 10. of this Agreement), the \$1,400 quarterly payment due to Indialantic shall be prorated based on a formula: \$1,400 shall be multiplied by the following fraction, the numerator of which is fifty-five (55) which is the number of days during the quarter that service was provided and the denominator of which is ninety-two (92) which is the number of days constituting the entire quarter.

3. Effective Date: Recordation. Melbourne Beach hereby agrees to pay for any costs of recordation of this Ninth Agreement to Fire-Rescue Dispatch Services Interlocal Agreement in the Public Records of Brevard County, Florida. The recorded original hereof shall be returned to Indialantic for filing in its records. This Amendment to Fire-Rescue Dispatch Services Interlocal Agreement shall become effective on the date of recording of this Ninth Amendment to Fire-Rescue Dispatch Services Interlocal Agreement in the Public Records of Brevard County, Florida.

Executed as of the date first above written.

Signed, sealed, and delivered in
The presence of:

TOWN OF INDIALANTIC, FLORIDA
a Florida Municipal Corporation

By: _____
Michael Casey, Town Manager
216 Fifth Ave.,
Indialantic FL 32903

ATTEST: _____
Mollie Carr, Town Clerk

(TOWN SEAL)

TOWN OF MELBOURNE BEACH, Florida
a Florida Municipal Corporation

By: _____
Elizabeth Mascaro, Town Manager
507 Ocean Ave.,
Melbourne Beach FL 32951

ATTEST: _____
Amber Brown, Town Clerk

(TOWN SEAL)

Regular Town Commission Meeting Agenda

Section: New Business
Meeting Date: June 28, 2023
Subject: Chief of Police Job Description
Submitted By: Jennifer Kerr, Finance Manager

Background Information

Update the Chief of Police Job Description to coincide with the requirements held to hire Police Chief Daniel Duncan and Police Chief Melanie Griswold.

Recommendation:

Approval of the Chief of Police Job Description.

Attachments:

Chief of Police Job Description

Ad for Chief of Police when Daniel Duncan was hired

TOWN OF MELBOURNE BEACH**JOB TITLE:** CHIEF OF POLICE**DEPARTMENT:** Police Department**JOB SUMMARY:** This position is responsible for directing the operations of the department.**MAJOR DUTIES:**

- Plans, coordinates and supervises departmental operations.
- Directs the personnel functions of the department, including employee recruitment, personnel records maintenance, disciplinary and promotional action implementation, employee training, and performance evaluation.
- Prepares reports on departmental activities to the Town Manager; coordinates departmental operations with those of other departments.
- Meets with local citizens and business owners to resolve problems, plan special events, and improve the delivery of police services.
- Advises the Town Manager and governing authority on issues pertaining to law enforcement operations.
- Reviews departmental operations for risk management concerns; amends departmental policies to reduce potential liabilities.
- Evaluates personnel, equipment and training requirements for ongoing departmental operations and special events.
- Approves media releases and conducts media presentations.
- Prepares the annual departmental operating budget; monitors expenditures under the current budget.
- Oversees the investigation of criminal offenses committed within the jurisdiction of the town.
- Establishes the departmental mission, goals and objectives; develops and implements operating policies and procedures.
- Establishes policy and direction for community crime prevention programs.
- Attends professional meetings, hearings and conferences.
- Receives, evaluates and approves external requests for departmental records, reports and files.
- Be an active police officer as required.
- Perform other duties as assigned by the Town Manager.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the theories, principles and practices of police administration.
- Knowledge of management and supervisory techniques and principles.

Approved by Town Commission:

- Knowledge of personnel management practices and related laws.
- Knowledge of budgetary planning and execution procedures.
- Knowledge of federal, state and local criminal and civil law.
- Knowledge of the criminal justice system.
- Knowledge of criminal investigation techniques.
- Knowledge of the geography, boundaries and streets of the town.
- Skill in planning, organizing, analyzing, decision making and problem solving.
- Skill in the use of police equipment.
- Skill in oral and written communication.
- Skill in public relations.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of departmental goals and objectives. Completed work is reviewed through conferences, reports, and observation of departmental activities.

GUIDELINES: Guidelines include federal and state laws and regulations, departmental policies and operating procedures, and town codes, policies and procedures. These guidelines require judgment, selection and interpretation in application. The employee develops and interprets guidelines.

COMPLEXITY: The work consists of varied managerial and technical duties.

SCOPE AND EFFECT: The purpose of this position, is to manage and direct the provision of police services for the town. Successful performance helps ensure the maintenance of good order and protection of life and property for the community and affects the public image of the town.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, news media representatives, members of civic and business groups, representatives of the judicial system, members of other law enforcement agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, motivate personnel, settle matters and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee is exposed to inclement weather, infectious diseases, and life-threatening situations. The work may require the use of masks, gloves, bulletproof vests, and other protective equipment.

Approved by Town Commission:

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES: The position has direct supervision over Administrative Specialist, Sergeants, Patrol Officers, and School Crossing Guard.

MINIMUM QUALIFICATIONS:

- Must meet the minimum employment standards of the Florida Criminal Justice Standards & Training Commission.
- Must be a currently State Certified Florida Law Enforcement Officer, or obtain certification within six (6) months of employment.
- Bachelor's Degree from an accredited college or university with major course work in Criminal Justice, Public Administration, or a related field.
- Possess a minimum of fifteen (15) years of experience in the field of law enforcement, with progressive supervisory experience, to include, at least five (5) years of experience at a command level in a law enforcement agency.
- Completion of F.B.I. National Academy, Southern Police Institute, or a similar institute or academy is desirable.
- Have formal training in contemporary police administration methodologies & procedures.
- Have a strong commitment to Community-Oriented Policing.
- Possession of a valid driver's license issued by the State of Florida.

Approved by Town Commission:

Police Chief---The Town of Melbourne Beach, FL (population 3,300) located on the southern coast of Brevard County is seeking candidates for the position of Police Chief. Salary range is \$48,787.48-\$66,230.21; starting salary commensurate with education, qualifications, & experience. This position reports directly to the Town Manager. The Department consists of 8 sworn personnel & 1 full-time civilian.

Requirements:

- Must meet the minimum employment standards of the Florida Criminal Justice Standards & Training Commission.
- Have a strong commitment to Community-Oriented Policing.
- Must be a currently State Certified Florida Law Enforcement Officer, or obtain certification within 6 months of employment.
- Have formal training in contemporary police administration methodologies & procedures.
- Possess a minimum of 15 years of experience in the field of law enforcement, with progressive supervisory experience to include at least 5 years experience at a command level in a law enforcement agency.
- A Bachelors Degree from an accredited college or university with major course work in Criminal Justice or Public Administration preferred.
- Completion of F.B.I. National Academy, Southern Police Institute, or similar institute or academy desirable.
- Possess a valid Florida driver's license.

The Town of Melbourne Beach is an Equal Opportunity Employer and a Drug Free Workplace. Successful candidate must complete employment physical, and pass polygraph and psychological tests prior to employment. Submit a completed employment application for the Town of Melbourne Beach along with a detailed resume, including salary history with the names and contact information of three work-related and three personal references to:

Town of Melbourne Beach
James D. Bursick, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951
jbursick@melbournebeachfl.org

Employment applications may be obtained at: www.melbournebeachfl.org or by calling (321) 724-5860.

This position posting is open until filled.

Town Commission Meeting

Section: New Business
Meeting Date: June 28, 2023
From: Robert Bitgood, Building Official
Subject: Limiting Plan Review Submissions to Planning & Zoning Board

Background Information:

Currently the Planning and Zoning Board convenes monthly to review site plans for compliance with the Town Code of Ordinances. The Building Official knows our Town Codes, as well as, the State of Florida Building Codes. The Building Official has years of experience working in the building trades, reading blueprints, examining plans, calculating setbacks, height requirements and Pervious to impervious ratios.

The Town Code of Ordinances states in 7A-1379(g) “

The Planning and Zoning Board shall review site plans for all multi-family residential and commercial construction as provided by § [7A-51](#) to determine compliance with the Land Development Code, compliance with all height and setback regulations and § [7A-59](#) of the Town of Melbourne Beach Code of Ordinances, and to prepare written recommendations for the Town Commission. If the Town Commission has directed from time to time that the Planning and Zoning Board undertake review of site plans for development within the 1-RS, 2-RS, and 3-RS zoning districts as provided by § [7A-51.1](#), the Planning and Zoning Board will review site plans for single-family residential and other development as provided by § [7A-51.1](#) to determine compliance with the Land Development Code and to prepare written recommendations for the Town Commission”

The Building Official would like to bring commercial, multi-family, new single family construction and exterior remodels exceeding 50% of the home value to Planning and Zoning. Limiting the site plans brought before P&Z would reduce the staff time spent on preparing documents by the Building Administrative Assistant, Town Clerk and Police Department (9 hours) and the 4.5 hours expended by the Building Official, Town Manager and Town Clerk for the actual meeting.

Allowing the Building Official to decision the site plans would allow the residents and their contractors to receive approvals more quickly. This would also help the residents get on a contractors schedule timelier since there wouldn't be a 45 day wait for a decision.

Recommendation:

Approve the Building Official signing off on all site plans, except for commercial, multi-family, new single family construction and exterior remodels exceeding 50% of the home value.

Attachments:

Melbourne Beach Town Code of Ordinances 7A-137 Powers and Duties.

§ 7A-137. POWERS AND DUTIES.

(a) The Planning and Zoning Board shall have the powers and duties set forth herein.

(b) The Planning and Zoning Board shall study the resources, possibilities and needs of the Town, land development regulations, and the comprehensive plan, and prepare plans and maps for the systematic future development and betterment of the Town and from time to time make such recommended changes as are deemed advisable.

(c) Any building construction that differs from single-family inclusive of accessory buildings, is by definition to be identified as a commercial structure. A commercial structure is further differentiated from residential construction by stricter building codes (reference Standard Building Code) and a higher state rated contractors' licensing. (See § 489.105, Fla. Stat.)

(d) A member of the Planning and Zoning Board selected by the Planning and Zoning Board may attend all meetings of the Board of Adjustment for the purpose of providing input to the Board of Adjustment with regard to applicable provisions of the Land Development Code. However, if said Planning and Zoning Board member fails to attend a meeting of the Board of Adjustment any action taken by the Board of Adjustment in the absence of said Planning and Zoning Board member shall not be invalid or void by reason of said absence. Said member of the Planning and Zoning Board will have no vote and will not be considered to be a member of the Board of Adjustment, ex officio or otherwise.

(e) The Planning and Zoning Board at public hearings is expected to advise the Town Commission on all matters relating to proposed changes in this Land Development Code.

(f) The Planning and Zoning Board will at all times also operate as the Town's land development regulation commission and the Town's Local Planning Agency, all in accordance with and as provided for by the Community Planning Act (§§ 163.3161 et seq., Fla. Stat.) and § 2A-17 of this code.

(g) The Planning and Zoning Board shall review site plans for all multi-family residential and commercial construction as provided by § 7A-51 to determine compliance with the Land Development Code, compliance with all height and setback regulations and § 7A-59 of the Town of Melbourne Beach Code of Ordinances, and to prepare written recommendations for the Town Commission. If the Town Commission has directed from time to time that the Planning and Zoning Board undertake review of site plans for development within the 1-RS, 2-RS, and 3-RS zoning districts as provided by § 7A-51.1, the Planning and Zoning Board will review site plans for single-family residential and other development as provided by § 7A-51.1 to determine compliance with the Land Development Code and to prepare written recommendations for the Town Commission.

(h) No permit for building, remodeling, or building expansion shall be issued on any multi-family residential or commercial structure until a site plan required to be reviewed pursuant to § 7A-51 is reviewed and approved by the Zoning Official for compliance with all provisions of the Town of Melbourne Beach Code of Ordinances.

(75 Code, Appendix A, Art. IX) (Ord., passed 9-26-72; Am. Ord. 85-7, passed 11-12-85; Am. Ord. 87-01, passed 1-20-87; Am. Ord. 2004-01, adopted 9-15-04; Am. Ord. 2006-06, passed 5-17-06; Am. Ord. 2010-01, adopted 3-17-10; Am. Ord. 2017-05, adopted 12-20-17)

Town Commission Meeting

Section: New Business
Meeting Date: June 28, 2023
From: Amber Brown, Town Clerk
Subject: Memorandum of Understanding for posting legal notices on Brevard County's publicly accessible website

Background Information:

House Bill 7049 provides county and municipal government agencies with the ability to post certain legal notices and ads on the county's website, as opposed to being published in the local newspaper.

The County has obtained a platform to publish legal notices that meet the legal requirements set by HB7049.

Brevard County has been publishing its legal notices on the platform since the beginning of this year and has now approved a memorandum of understanding for other agencies and municipalities to start posting on the website.

Recommendation:

Consideration and approval of the Memorandum of Understanding for posting legal notices on Brevard County's publicly accessible website.

Attachments:

Memorandum of Understand

MEMORANDUM OF UNDERSTANDING
BETWEEN BREVARD COUNTY, FLORIDA, AND

POSTING OF LEGAL NOTICES ON PUBLICLY ACCESSIBLE WEBSITE

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into the date of last signature below, by and between BREVARD COUNTY, FLORIDA, a political subdivision of the State of Florida (the “County”) and _____

_____ (the
“Governmental Agency”).

RECITALS:

WHEREAS, Governor DeSantis signed into law Chapter 2022-103, Laws of Florida, which, among other things, allows certain legal notices to be published on a “publicly accessible website”; and

WHEREAS, in order for such notices to be published online, a “publicly accessible website” either means the County’s official website or other private website designated by the County for the publication of legal notices that is accessible via the internet; and

WHEREAS, the County has determined that a designated private website is the most effective and efficient way of allowing such notices to be posted in accordance with Chapter 50, Florida Statutes (the “Website”); and

WHEREAS, the Governmental Agency understands that it is solely responsible for determining which legal notices must legally be published and what timeframes apply to such postings; and

WHEREAS, the parties find that entering into this agreement serves a public purpose and will allow citizens to more easily search for legal notices, while providing a wider range of readership to the public thereby allowing for greater public participation.

NOW, THEREFORE, the parties hereto mutually agree to the following terms and conditions:

1. **RECITALS.** The above recitals are true and correct, and incorporated herein by this reference.

2. **TERM.** The term of this MOU shall run from the date of last signature below through January 1st, 2024 (the "Initial Term"). Following the Initial Term, this MOU shall automatically renew for consecutive one (1) year periods, unless either party provides the other with a termination notice in writing at least thirty (30) days in advance.

3. **OBLIGATIONS OF GOVERNMENTAL AGENCY.**

- A. The Governmental Agency is responsible for ensuring its legal notices are received by the County at least two (2) business days in advance of the time needed for publication. For example, if the notice must be published on Friday, then the notice must be received by the County by 9:00 am on Wednesday.
- B. The Governmental Agency has determined that posting notices on the Website is a cost-effective alternative to posting notices in the newspaper.
- C. Ensure the appropriate link to the Website is available on the Governmental Agency's webpage.
- D. Designate a liaison to monitor user access management. The Governmental Agency will need to identify personnel that are authorized to submit notices onto the Website. It is the Governmental Agency's sole responsibility to ensure this list is up-to-date to ensure no unauthorized notices are published.
- E. The Governmental Agency is responsible for all issues relating to first-class mail, including, but not limited to, mailing requested notices and maintaining any applicable mailing registry.
- F. Include any necessary link(s) on the Governmental Agency's homepage to ensure the Website is accessible.

4. **OBLIGATIONS OF THE COUNTY.**

- A. Once the Governmental Agency has prepared and submitted the notice for posting, the County will post the notice on the Website.

5. **COSTS.** The Governmental Agency shall be responsible for making the following payments:

- A. A flat fee of \$125.00 shall be assessed for **each** notice that is posted on the Website during the Initial Term. This amount is subject to change for each additional renewal year. The County will provide the Governmental Agency written notice at least fifteen (15) days in advance of such price adjustment, which shall take effect on the anniversary of each renewal period.
- B. Affidavits are included in the \$125.00 fee. The Website host will provide any necessary affidavits.
- C. Updates to any notice prior to publication can be made by the Governmental Agency at no additional charge. However, once posted, any updates to a published notice will be considered a new notice and will cost \$125.00. If a posting error is caused by the County, then the cost to publish shall be waived.
- D. Invoices will be sent by the County every three (3) months and must be paid within 45 days.
- E. The flat fee of \$125.00 will be reviewed by the County prior to January 1st of each renewal year. The County shall provide notice of any cost adjustments in writing to the Governmental Agency.

6. **LIABILITY; INSURANCE.**

- A. Neither party, nor its respective officers, employees, or agents, shall assume any liability for the acts, omissions, or negligence of the other party, or the other party's officers, employees, or agents.
- B. The parties agree that nothing contained herein shall be construed or interpreted as a waiver of sovereign immunity or statutory limitations of liability under Section 768.28, Florida Statutes, by either party.
- C. Each party shall acquire and maintain throughout the term of this MOU such liability insurance as required to respond to its obligations under this MOU and Section 768.28, Florida Statutes.

7. **ASSIGNMENT.** Neither party shall enter into any agreement with third parties to delegate any or all of the rights or responsibilities in this MOU without the prior written approval of the other party.

8. **ATTORNEY'S FEES; GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL.**

The parties agree:

A. In the event of any legal action between the parties arising out of this MOU, each party shall bear its own attorney's fees and costs.

B. This MOU, regardless of where executed, shall be governed by and construed according to the laws of the State of Florida.

C. Venue for any legal action brought by either party to interpret, construe, or enforce this MOU shall be in a court of competent jurisdiction in and for Brevard County, Florida.

D. EACH PARTY AGREES TO WAIVE ITS RIGHT TO A JURY TRIAL AND ANY TRIAL SHALL BE NON-JURY.

9. **ENTIRETY OF AGREEMENT.** This MOU, including any attached exhibits, riders, and/or addenda, sets forth the entire agreement between the parties. This MOU shall not be modified unless it is in writing and executed by the authorized representative of each respective party.

10. **TERMINATION.** This MOU may be terminated at any time with at least thirty (30) days advanced written notice ("Termination Period"). The existing notices that have been paid for shall remain available on the Website for public viewing.

11. **NOTICE.** Notice under this MOU shall be by written notice and sent via certified mail to the following representatives:

FOR THE COUNTY

Brevard County Manager
2725 Judge Fran Jamieson Way
Suite C-301
Viera, FL 32940

FOR THE GOVERNMENTAL AGENCY

[INSERT CONTACT AND ADDRESS]

12. **INTERPRETATION.** Both Parties have had the opportunity to consult with legal counsel and to participate in the drafting of this MOU. Consequently, this MOU

shall not be more strictly or more harshly construed against either party as the drafter.

13. **SEVERABILITY.** If a court of competent jurisdiction finds any sentence, provision, paragraph, or section of this MOU void or unenforceable, the remaining parts of this MOU shall continue to full force and effect as though such sentence, provision, paragraph, section had been omitted from this MOU. The Parties shall use their best efforts to rehabilitate and replace the unenforceable provision or provisions of this MOU with lawful terms and conditions approximating the original intent of the Parties.
14. **FURTHER ASSURANCES.** Each Party, without further consideration, shall take such action, execute and deliver such documents as the other may reasonably request to correct or effectuate the purpose of this MOU.
15. **HEADINGS AND CAPTIONS.** All headings and captions herein contained are for the convenience of the parties, and may not be used to define, interpret, or construe any provision of this MOU.
16. **AUDIT RIGHTS AND PUBLIC RECORDS.** Both parties agree and understand to comply with the requirements of Chapter 119, Florida Statutes, pertaining to public records.
17. **COUNTERPARTS AND AUTHORITY.** This MOU may be executed in counterparts all of which, taken together, shall constitute one and the same MOU. Each party represents that the person signing on its behalf has been fully authorized by all required action to sign on behalf of and to bind that party to the obligations stated herein.

IN WITNESS WHEREOF, the parties, through their authorized representatives, have hereunto set their hands and seals on the day and year last written below.

WITNESS

BREVARD COUNTY, FLORIDA

By: _____
Frank Abbate, County Manager

WITNESS

GOVERNMENTAL AGENCY

By: _____
Name, Title

Town Commission Meeting

Section: New Business
Meeting Date: June 28, 2023
From: Elizabeth Mascaro, Town Manager
Subject: 2023-2024 SRO MOU

Background Information:

The 2023-2024 school year will be the sixth year the Town of Melbourne Beach has participated in the SRO program. The School Resource Officer's compensation from the Brevard County School District will be \$68,500 for the upcoming year.

The first SRO MOU was for the 2018-2019 school year.

Recommendation:

Approve the 2023-2024 School Resource Officer's MOU for \$68,500.

Attachments:

MOU

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”), is entered into and made effective this 1st day of July, 2023, irrespective of when signed, by and between **THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA**, hereinafter called the “**BOARD**,” and the **TOWN OF MELBOURNE BEACH, FLORIDA**, hereinafter called the “**TOWN**,” each individually a “Party,” collectively “Parties.”

WITNESSETH:

WHEREAS, the BOARD and the TOWN desire to assign School Resource Officers (“SROs”) to school campus(es) within the TOWN for a period of not more than 190 days during the school year; and

WHEREAS, in accordance with the Marjory Stoneman Douglas High School Public Safety Act, the BOARD and the TOWN believe that this partnership will improve communication among local law enforcement entities, the Florida Department of Juvenile Justice, the Florida Department of Children and Families, the Florida Department of Law Enforcement, community behavioral health providers, and the Brevard Public School District, to increase school and district security efforts and services, provide prevention/intervention strategies, and provide/expand opportunities for safety and security training and awareness for the BOARD’s staff members, as well as the faculty and students attending the schools under the jurisdiction of the BOARD and the parents of such students;

NOW, THEREFORE, in consideration of the covenants and promises made below, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The recitals set forth above are true and correct and are hereby incorporated into this MOU.
2. This MOU shall be effective commencing July 1, 2023, and terminate on June 30, 2024, unless otherwise terminated earlier as provided herein. After the expiration of the term ending on June 30, 2024, this Agreement may be renewed by the Parties for successive one-year periods (commencing on July 1st and ending on June 30th of each successive year) upon the written agreement of the Parties. Thus, the Agreement will not automatically renew and any renewal can only occur upon the written agreement of the Parties.

Either Party may terminate this MOU upon ninety (90) days' written notice to the other Party. Any termination of this MOU that results in overpayment to the TOWN will result in the return of funds to the BOARD equal to the proportionate amount of time remaining in the MOU.

3. The TOWN shall assign up to one (1) SRO(s), each a sworn law enforcement officer(s), to work at least a total of One Hundred Ninety (190) days, concurrent to the School Board of Brevard County's teacher work calendar and inclusive of student attendance days. Each SRO shall be assigned to designated Brevard Public School campuses to provide security, preparation drills, safety training, and safety awareness related programs to the respective school campus, students, employees, volunteers, and visitors of the Brevard Public School District. The TOWN will provide a minimum of one (1) SRO(s) for the start of the 2023-24 school year. Assignments of SRO(s) to school campuses shall be coordinated with *Major Robert Cline, Director of District and School Security at 2700 Judge Fran Jamieson Way, Viera, FL 32940*. Assignments will be made to support the following schools: Gemini Elementary School.
4. **Consideration Clause FY 2023-2024:** With respect to the term commencing on July 1, 2023, and terminating on June 30, 2024, the BOARD agrees to reimburse the TOWN a flat-fee of Sixty-Eight Thousand Five Hundred and 00/100 Dollars (\$68,500.00) per SRO for law enforcement services, which includes a portion of the salary, benefits, and associated costs of the TOWN as agreed upon for up to the assigned one (1) SRO(s), for a total not to exceed amount of Sixty-Eight Thousand Five Hundred and 00/100 Dollars (\$68,500.00). If an SRO position remains vacant or becomes vacant, payment will only be made on prorated basis based on the number of days remaining in a school year once the SRO is assigned to a school (or based on days SRO services are provided).
5. **FY 2023-2024:** The TOWN shall be responsible for making salary payments and providing benefits to the SRO(s). The BOARD shall reimburse the TOWN in four (4) equivalent installments calculated to include the following: the quarterly cost of each assigned SRO contemplated in Paragraph 3 and 4 above due on or before August 1, 2023 (covering the period beginning July 1, 2023, through September 30, 2023); November 1, 2023 (covering the period beginning October 1, 2023, through December 31, 2023); February 1, 2024 (covering the period beginning January 1, 2024, through March 31, 2024);

and April 1, 2024 (covering the period beginning April 1, 2024, through June 30, 2024). *All invoices should be submitted to **Major Robert Clinel**, Director of District and School Security at 2700 Judge Fran Jamieson Way, Viera, FL 32940.*

6. The TOWN shall provide the law enforcement equipment and training related to the services provided by the SRO(s).
7. The Parties understand and agree that the SRO(s), in rendering services provided for by this MOU, is/are doing so as an employee of the TOWN and not as an officer, agent, or employee of the BOARD.
8. BOARD members or any employee under the jurisdiction of the BOARD shall not conduct an internal or administrative investigation or inquiry of alleged improper conduct on the part of any employee of the TOWN. All concerns or allegations of improper conduct shall be forwarded immediately upon receipt by the Superintendent or designee to the Chief of Police or designee.
9. The SRO(s) shall comply with the provisions specified in Section 1006.12, Florida Statutes (the School Resource Officer Program).
10. At any time during the school year when students are not in school, or at the conclusion of the regular school year, the SRO(s) may be assigned other law enforcement duties by the Chief of Police. At the request of the Board and with the approval of the Chief of Police or designee, the Chief of Police may provide SROs for school activities after the conclusion of the regular school year until the beginning of the next school year as safe-school security services for summer school activities. These services do not financially impact this MOU or the agreed upon financial consideration.
11. During critical incidents, such as, but not limited to, natural disasters or declared emergencies by the federal government, Governor of Florida, Brevard County Commission, Brevard County Emergency Operations Center Policy Group, or TOWN, the Parties shall discuss the specific role and activities of the SROs to accomplish the needs of the BOARD and the TOWN throughout the time period of the critical incident, but at no time can either Party fail to fulfill the respective obligations by each Party as contained in this MOU, and Exhibit I and Exhibit II, to include funding, without mutually

agreed written agreement. However, if the TOWN is unable due to the nature of the critical incident, not due to any action or directive from the BOARD or employees, representatives or agents of the BOARD, to provide the services for which the TOWN is obligated to provide pursuant to this MOU, the BOARD shall not be obligated to pay for services that are not being rendered or offered to be rendered by the TOWN.

12. At all material times, the SRO(s) shall wear the TOWN's Police Department uniform or other attire as authorized by the Chief of Police.
13. The Parties agree that each Party shall be responsible for any economic damages that result from the negligence or intentional acts of such Party or such Party's employees, officers, agents, or attorneys.
14. The BOARD and TOWN acknowledge that each entity is an agency or subdivision of the State of Florida. To the extent permitted in Section 768.28(19), Florida Statutes, each Party shall indemnify, defend, and hold harmless, and free from the liability, the other Party, its officers, agents, or employees while acting as such from all damages, costs, and expenses, including attorney's fees, which any of them may become obligated to pay by reason of the services contemplated hereunder except to the extent caused by the sole negligence of a Party.
15. The provisions of this MOU are in no event intended to constitute a waiver of, or in any way affect or impinge, the rights, privileges and immunities of any Party provided or arising pursuant to the provisions of Section 768.28, Florida Statutes, as amended from time to time, or any corresponding provisions of law.
16. The TOWN agrees to the goals and guidelines stipulated in the attached Exhibits I and II, which are incorporated by reference herein and made a part hereof.
17. This MOU and respective Exhibits I and II, constitute the entire agreement between the Parties and contains all of the agreements described herein between the Parties with respect to the subject matter contained herein. This MOU supersedes all other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter of this MOU and respective Exhibits I and II.

18. No provision of this MOU may be changed or modified except by written agreement signed by the Parties.
19. This MOU is for the benefit of BOARD and the TOWN. No other person is intended to be a beneficiary under this MOU. No employee of the TOWN shall derive any property right in his/her employment not otherwise enjoyed by such employee, by virtue of this MOU. Furthermore, neither the TOWN nor the BOARD assumes any duties to any individual, including foreseeable victims of crime, not otherwise imposed by common law, by virtue of the execution of this MOU.
20. The Parties acknowledge that, by the signing of this MOU, they have the right, power, legal capacity, and authority to enter into, and perform their respective obligations under this MOU, and no approvals or consents of any persons other than the Parties are necessary in connection with this MOU.
21. The Parties shall not assign nor transfer their respective obligations under this MOU, but this MOU shall continue in full force and effect notwithstanding the election or appointment of a Chief of Police who succeeds the TOWN in office. This MOU shall be binding on the Parties' respective successors.
22. Notwithstanding any provisions in this MOU to the contrary, if the BOARD does not provide funding to the TOWN to provide services pursuant to this MOU or any appendix contained or referenced, the TOWN may terminate this MOU without incurring any further liability or obligations to the BOARD.
23. The BOARD has designated the Major and the TOWN has designated the Chief of Police for the purpose of implementing the terms of this MOU.
24. To the extent that any provision of this MOU shall be determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall be deleted from this MOU, and the validity and enforceability of the remainder of such provision, if any, and of this MOU shall be unaffected.
25. This MOU shall be subject to and governed by the laws of the State of Florida, without regard to that state's conflict of laws principles. Venue for any action to interpret or enforce this MOU or that otherwise arises out of this MOU, shall lie exclusively in the appropriate state court in and for Brevard County, Florida.

26. This MOU may be executed simultaneously in two or more counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.
27. The Parties acknowledge that many of their communications and documentation pertaining to this MOU may contain sensitive security information that is confidential and exempt from public records disclosure requirements in accordance with Section 281.301, Florida Statutes, and Section 119.071(3), Florida Statutes. Each Party acknowledges and agrees that it will comply with all aspects of Florida law relative to this MOU, including, but not limited to, the provisions of Chapters 119 and 281, Florida Statutes, pertaining to security systems / features, personnel schedules, duties, assignments, security personnel numbers, plans, records, and meetings that may be exempt from public access or disclosure.
28. **IF THE BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119 and 281, FLORIDA STATUTES, TO THE BOARD'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS MOU, THE BOARD SHALL CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS (CURRENTLY _____) AT 321- 724-5860 _____ OR AT EMAIL: townclerk@melbournebeachfl.org _____ OR AT ADDRESS: 507 Ocean Avenue, Melbourne Beach, FL 32951 , (ATTENTION: RECORDS).**
29. **IF THE TOWN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119 and 281, FLORIDA STATUTES, TO THE TOWN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS MOU, THE TOWN SHALL CONTACT THE BOARD'S CUSTODIAN OF PUBLIC RECORDS AT 321-633-1000, EXT. 11453, OR AT SCHOOL BOARD OF BREVARD COUNTY, ATTENTION: RECORDS, 2700 JUDGE FRAN JAMIESON WAY, VIERA, FLORIDA 32940.**

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the authorized representatives of the each of the Parties hereto sign this MOU below on the date specified below, but in all events effective July 1, 2023.

**TOWN OF MELBOURNE BEACH,
FLORIDA**

**THE SCHOOL BOARD OF
BREVARD COUNTY, FLORIDA**

BY _____

BY _____
Matthew J. Susin, Chairman

Dated: _____, 2023

Dated: _____, 2023

BY _____
Mark J. Rendell, Ed.D.
Superintendent

Dated: _____, 2023

Approved as to form:

Approved as to form:

Paul Gibbs, General Counsel
School Board of Brevard County, Florida

Dated: _____, 2023

Dated: _____, 2023

Attachments: Exhibit I
 Exhibit II

Exhibit I

SCHOOL RESOURCE OFFICER PROGRAM GOALS

1. To enhance student safety and improve the security of school campuses;
2. To develop and promote positive relationships between students and law enforcement officers;
3. To foster a better understanding of law enforcement officers in the community;
4. To develop positive concepts of law enforcement;
5. To identify and prevent delinquent behavior through counseling and referral;
6. To provide assistance and support for victims of crime identified within the school setting, including abused children;
7. To develop a better appreciation of citizenship, citizens' rights, obligations, and responsibilities;
8. To provide information about crime prevention;
9. To enhance knowledge of the fundamental concepts and structure of the law;
10. To provide materials and consultative assistance to teachers and parents on various law education topics.

Exhibit II

SCHOOL RESOURCE OFFICER PROGRAM GUIDELINES

1. The School Resource Officer (SRO) is a CITY police officer and shall remain exclusively an employee of the CITY and responsible to the police department chain of command.
2. Prior to the first day of school, the SRO will present to the Principal a written plan of action for the school year. The plan should include the SRO's work and activities schedule, and if appropriate, his/her work schedule and duties for District pre-planning and post-planning activities. This plan should also include an outline of classroom presentations that may be conducted by the SRO, as well as the number of instructional hours that the SRO may provide.
3. Not less than one (1) time per semester, the SRO and Principal will meet to review the SRO's plan of action and verbally discuss the SRO's progress. As necessary, additional meetings may be requested by either the Principal or the SRO to review the progress of the plan of action.
4. The SRO may be asked to provide supplemental instruction at the discretion of the Principal, as qualified. The Attorney General's (SRO Basic and Advanced Training) philosophy with regard to in-class SRO presentations will be used as a guide.
5. The SRO will engage with students in the following ways: before school during student arrival, between class breaks and during lunch periods, and after school during student dismissal.
6. The SRO shall report to his/her assigned school Principal daily. The SRO shall be assigned specifically to the school during all regular school days. If the SRO is called away from the school for a portion of the school day, the SRO shall notify the Principal and Melbourne Beach Police Department supervision. The Melbourne Beach Police Department, in conjunction with the BPS Office of District and School Security, will work to ensure appropriate coverage at the school is provided.

7. If the SRO witnesses inappropriate or unacceptable activity on campus, he/she shall report the incident to the school administration and, as appropriate, take law enforcement action. Both police department and school administrative procedures shall be followed. In the event of a policy conflict, police department policy and procedure shall prevail. The SRO shall avoid making arrests on school grounds except under exigent circumstances. If arrest is necessary, the SRO will be called to execute proper law enforcement procedure. If at all possible, the SRO should coordinate arrest and other operational strategies with the Principal.
8. Should it become necessary for the SRO to conduct a formal law enforcement interview with a student, the interview should be coordinated with the Principal, parents shall be notified by school staff, and police department policy will be followed.
9. The SRO is encouraged to attend parent, faculty, and staff meetings, as a part of the school administrative team, and to develop support and cultivate an understanding of the SRO program.
10. After consultation and approval of the Chief of Police or his/her designee, the Principal may request an SRO adjust his/her schedule and, as appropriate, may assign the SRO to duties after regular school hours, such as sponsoring extracurricular events, chaperoning field trips, or other after school activities. Any such request shall not conflict with police department policy, the officer's collective bargaining agreement, or result in overtime expenses to either the police department or the District. These after-school activities will be under the supervision of school personnel. The District will not compensate the SRO in an overtime capacity. (This does not include activities such as football games, basketball games, and school dances for which a separate contract of service is required).
11. All overtime shall be approved in advance by the SRO's law enforcement supervisor. Overtime expenses shall be borne by the CITY and not the District.
12. As determined by the police department, the SRO shall submit activity reports to be reviewed by the Principal and the Director of District and School Security.

13. The SRO has the authority to request a review of contract provisions after reasonable review and conferencing between the SRO and the Principal has occurred. The following procedures should be followed:
- A. The SRO will request that a review of the contract provisions be completed stating the reasons for the request in writing. The request will be directed to the SRO's law enforcement supervisor, with a copy being provided to the Principal. A copy of that request must also be provided to the Chief of Police or his/her designee and the Director of the Office of District and School Security.
 - B. Within a reasonable period of time after receiving the request for review from the SRO, the Director of the Office of District and School Security will meet with the Chief of Police, or his/her designee, to mediate or resolve any contract provision concerns that may exist between the SRO and the staff at his/her assigned school.
 - 1. With the approval of the Chief of Police or his/her designee, and the Director of the Office of District and School Security, the SRO, and specified members of the school staff, may be required to be present at a mediation meeting.
 - 2. If, within a reasonable amount of time after commencement of mediation, the contract provision concerns cannot be resolved or mediated, in the opinion of both the Chief of Police, and the Director of the Office of District and School Security, or designees thereof, a reasonable alternative action will be identified and agreed upon in writing.
14. If, in the opinion of the Principal, the SRO is no longer effective in his or her role as an SRO, the Principal may request the reassignment of the SRO from his/her duties at school. In such cases, the following procedure should be followed:
- A. The Principal will meet with the SRO, and the SRO's law enforcement supervisor and express the concerns and needs of the school. The Principal will work collaboratively with the SRO and SRO's law enforcement supervisor to clearly identify in writing their expectations, as well as the SRO's agreed upon school related duties

- and responsibilities. As appropriate, the SRO's law enforcement supervisor may implement a written action plan.
- B. If, after reasonable review and discussion between the SRO, the SRO law enforcement supervisor and the Principal has occurred, in the opinion of the Principal the SRO's effectiveness remains questionable, the Principal may request the SRO be reassigned from their position at their assigned school.
 - C. The Principal shall contact the Director of District and School Security and request that the SRO be removed from the program at his/her school.
15. School Board employees shall not conduct an internal investigation of alleged improper conduct on the part of the SRO. The Principal or any other BOARD employee shall report all allegations of improper conduct to either the SRO's law enforcement supervisor or to the police department Internal Affairs function.
16. At any time during the school year when students are not in school, or at the conclusion of the regular school year, the SRO shall be assigned other duties by the Chief of Police.

Town Commission Meeting

Section: New Business
Meeting Date: June 28, 2023
From: Elizabeth Mascaro, Town Manager
Subject: Suggested Changes to the LDC, Code of Ordinances

Background Information:

In an effort to allow our local business's an opportunities to "do" more business and to help eliminate vacant land and vacant buildings on Ocean Avenue, I have been consulting with Kelly Hyvonen of Land Development Stradegies, on how to achieve these goals. The result of streamlining zones 6B, 7C and 8B and allowing more permitted uses, should be an increase in retail, dining and educational activities for our residents. These changes also encourage more LSV parking and bike racks at business locations. To achieve these results I recommend the following for your consideration and review.

1. Remove the parking requirements for businesses. Require 5 space minimum, 1 handicap, 1 LSV, and 1 bike rack to promote a walkable, LSV community.
2. Reduce the width of parking spaces from 10' to 9'.
3. Approved Outdoor seating, with 3 open sides and roof attachment. The roof attachment for outdoor seating will not require setback compliance.
4. Allow restaurants as a permitted use in zone 6B, 7C and 8B
5. Remove setback requirements for 6B, 7C and 8B and use the Florida Building Code setback requirements.
6. Allow microbrewery/micro distillery by special exception in zone 6B, 7C and 8B.
7. Allow non-academic instruction (ballet, karate, pottery class, art class etc.) in 6B, 7C and 8B
8. Allow personal services, professional offices, studios, clinics, health clubs and fitness studios in 6B and 7C.
9. Allow duplexes and townhouses in 8B.
10. In zone 6B, increase the maximum height from 35 to 36 feet to allow for 12 foot ceilings.

11. To allow for roof pitch variations and not just flat roofs in the commercial area:
HEIGHT OF BUILDING. The distance measured from the highest of the minimum land elevations or structural member elevations, for construction, that are required by federal, state, or local government regulations based on flood protection, proximity to the coast, or other standards required to protect the health, safety, and welfare, to:

(1) -For single-family residential: the highest point of the roof or building facade, whichever is higher, excluding attachments, and architectural features, that are specifically allowed by the Land Development Code.

(2) For all other uses:

a. The highest point of a flat roof;

b. The deck line of a mansard roof; or

a-c. The average height between the eaves and ridge for gable, hip, and gambrel roofs.

Recommendation:

Review the suggested changes. Request changes be developed into an Ordinance to be presented to the Commission during a public meeting. Include updated definitions.

Attachments:

None



Town Manager Report for June 2023

1. In May, Florida Power & Light Company (FPL) filed an additional fuel reduction request due to lower-than-expected fuel costs for 2023. Today/On June 13, the Florida Public Service Commission (PSC) unanimously approved this rate decrease, which will take effect in July. Typical business customer bills will decrease by 3% - 5%, depending on rate class.
2. Attended the Florida City, County Managers Association Meetings in Orlando. Meeting with several of the business represented at the event-Veritas (Building Dept.) FL. Palm, FL Class, (Finance) Polco – Community Engagement
3. Attended Vision Zero meeting, discussed road safety measures being installed through Brevard and Orange County.
5. Attended Brevard County Managers Meeting discussed lifeguard cost sharing with Brevard County.
6. Attended Impact Fee Vote for Brevard County Library. Requested an accounting of funds available to Melbourne Beach. Met with Director of Libraries, Wendi Jo Bost about landscaping the Library in town.
7. Attended meeting of City/Town island managers to discuss proposed lifeguard expenses proposed by Brevard County.
8. Tom Davis and I meet with 2 residents to discuss intersection flooding at Cherry and Cedar. Will contact Universal to have intersection scoped.
9. Met with Frank Abate, County Manager; Morris Richardson, County Attorney; Cliff Repperger, Town Attorney; Law Clerk, Karly Smith; and Finance Manager, Jennifer Kerr to discuss proposed cost participation between the Town and County for lifeguard services. The County should make a proposal for FY2024-2025 lifeguard cost no earlier than August 2023.
10. Met with Kelly Hyvonen for continued LDC changes.
11. Received \$3,000 donation from Alan Ross of Rotary for soil and sod installation in the fall.

JUNE 2023 TASK LIST

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Lifeguard coverage</i>	3/15/2023	6/28/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
5/17/2023	Town Manager – Fire Chief Gavin Brown is the liaison for this. Right now the Brevard County Commission is looking into it				
3/15/2023	Added to Action Items – Fact finding related to funding from other municipalities, open a dialogue with Indialantic, reach out to US Lifesaving Association and Florida Beach Patrol to see what other heavy-traffic beaches are doing, make sure flag signs are up to date, options and costs to get a lifeguard at our beach year round.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Evaluate street ends for suitability for kayak and paddleboard launch</i>	4/5/2023	6/28/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
5/17/2023	Public Works Director – Provided photos and spoke about the street ends First through Sixth which has large coquina rocks. Fifth Ave is the best option.				
4/5/2023	Added to Action Items – Have Town Staff look at and evaluate the remaining street end accesses for suitability to add resources for kayaks and paddleboards				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
<i>Parking Stickers</i>	3/15/2023	6/28/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
4/19/2023	Town Manager – When people come in they are being told that the sticker is switching to a yearly sticker; the new sticker will be smaller and have a solid color with the year. Bring a draft of the sticker in June.				
3/15/2023	Added to Action Items – Timing for when residents can start requesting the new sticker, look at alternate vendors for the sticker for higher quality, and how to differentiate the sticker from year to year.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO

JUNE 2023 TASK LIST

Sixth Ave boat ramp improvements	8/17/2022	6/28/2023		Commissioner Runte	Town Manager/ PW Director
DATE	DIRECTION/NOTES				
3/15/2023	Put on the Town Commission Workshop				
2/15/2023	Tom Davis- met with Bowman Engineering at Sixth Ave boat ramp to get them to draw something up				
1/18/2023	Tom Davis – installed the geogrid and painted the wall, considering installing a kayak rack Commissioner Corey Runte – come up with future vision plans and get concept drawings/proposals to beautify it and address parking				
11/16/2022	Joyce Barton – Spoke about possible grant options Corey Runte – Research funding options Mayor Hoover – Start with fixing the seawall				
9/21/2022	Discussed under new business agenda item D.				
8/17/2022	Research what the exact issue is with parking that prevents the Town from getting grant money				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
S.E.A. PROJECT	2/17/2021	7/19/2023		Mayor Hoover	Town Manager
Date	Directions/Notes				
3/15/2023	Put on the Town Commission Workshop				
1/18/2023	Town Manager – Waiting on the concept drawings from Bowman.				
11/16/2022	TM – Next step is the concept drawings and sidewalks Corey Runte – Get a quote from the Town’s secondary civil engineering company				
9/21/2022	Waiting to hear back from BSE				
7/20/2022	TM – The workshop is scheduled for August 24 th at 6:30 pm.				
6/15/2022	Town Manager – Spoke with Neal, 2 proposed dates in August, bring final date next month				
5/18/2022	Town Manager – additional parking spots are done, planting in Bicentennial Park was done, new poles along Ocean Ave are in the works. The next big-ticket item is underground retention for stormwater Mayor Hoover – FDOT will be doing their portion of A1A fiscal year 2026. Schedule a public workshop in July.				
04/20/2022	Town will have a tent during Founders Day to discuss the S.E.A. Vision and get feedback from the residents. Waiting on estimates for new Town signs from Fast Signs. Flowers planted at the very north end of Bi-Centennial. Flowers also planted around Ryckman House. Established 4 more spaces for golf cart parking.				

JUNE 2023 TASK LIST

2/16/2022	Town Manager Mascaro has met with the resident volunteer and they are currently working on the plan – she will provide another update again in March. Mayor Hoover suggested researching FDOT funding for Bicentennial Park and making it an entrance to the Town with a more impressive sign.				
1/17/2022	Vision statement was approved. An update will be given at February RTCM.				
12/15/2021	Update at January RTCM with Dix Height information.				
10/20/2021	Discussed during meeting in depth. Update at Nov. RTCM				
9/15/21	Currently working on RFP for gardening services and will present it at next RTCM as an agenda item. TM has not been able to make contact with Susan Hall				
8/18/2021	Added landscaping of Parks to Action item – and discussed RFP for landscaping services				
7/21/2021	Check in with Susan (include VM Barton) and update at August RTCM				
6/16/2021	Commission will no longer pursue FDOT grant but will continue research of other funding and grants.				
4/21/2021	Commission approved increasing payment. Grant will be awarded in June. Update July RTCM				
3/17/2021	VM Barton researched FDOT landscape grant. Commission approved \$5,000 to begin landscape design process with an architectural designer. Discuss at April TCW and April RTCM.				
2/17/2021	Explore grants, etc. Discuss at TCW on March 3, 2021				
12/2/2020	<i>Mayor Hoover suggested they do the necessary research and reach out to landlords and business owners, starting with the area east of the traffic light on both sides of the road north and south – and then meet again to discuss in February. Plan for workshops with business owners and PNZ involvement</i>				
12/16/2020	<i>Commissioner Walters requested the Town research a better microphone system, including the option of wireless microphones. He feels the sound quality of the current microphones is very poor. Dual timers were also requested by the Commission (we have one and need one more).</i>				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Options and costs for live streaming	9/21/2022	7/19/2023		Joyce Barton	Town Clerk
DATE	DIRECTION/NOTES				
5/17/2023	Town Clerk – Working with a company that assists with RFPs and finding companies that do the work.				
3/15/2023	Town Clerk – Spoke with an individual who is familiar with audio/visual equipment and wanted to get a feel for the price range prior to spending time looking into products. Commission decided to send this out for RFP.				

JUNE 2023 TASK LIST

<i>1/18/2023</i>	Town Clerk – Contacted several companies who advised not interested, cannot get the products, or didn't respond. Will start contacting individuals that use audio visual equipment rather than companies.
<i>11/16/2022</i>	Town Clerk - contacted other municipalities to see how they stream and what they use and also reaching out to private companies. This item ties into the upgrades to the audio system that was approved, but not done yet to make sure the systems are compatible.
<i>9/21/2022</i>	Added to Action Items