



TOWN OF MELBOURNE BEACH

TOWN COMMISSION WORKSHOP

MARCH 2, 2022

AGENDA PACKET

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Town of Melbourne Beach

PUBLIC NOTICE

AGENDA

**TOWN COMMISSION WORKSHOP
WEDNESDAY MARCH 2, 2022
Immediately following the Special Town
Commission Meeting @ 6:00 pm
MASNY ROOM – 507 OCEAN AVENUE**

Commission Members:

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

Staff Members:

Manager Elizabeth Mascaro
Town Clerk Jennifer Torres

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.

I. Call to Order**II. Roll Call****III. Pledge of Allegiance and Moment of Silence****IV. Public Comment**

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. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

VI. New Business

- A. Review of applicant and re-applicants for appointment to the Board of Adjustment and the Planning & Zoning Board

VII. Adjournment

Town Commission Workshop Agenda Item

Section: Boards & Committees

Meeting Date: March 2, 2022

Subject: Review applications for re-appointment/appointment to Planning & Zoning Board and Board of Adjustment.

Submitted By: Town Clerk

Background Information:

Currently, the Town has two seats opening up on the **Planning & Zoning Board**. The two currently seated members have submitted a new application asking to be reappointed to the Planning & Zoning Board. They are:

- Dave Campbell (current Planning & Zoning Chairman)
- April Evans (Planning & Zoning Board Member)

We have one new applicant for the Planning & Zoning Board. He is:

- Dan Harper

The Town has two members of the **Board of Adjustment** whose term is ending within the month. They have each submitted a new application asking to be reappointed to the Board of Adjustment. They are:

- Robert Schaefer (current BOA Chairman)
- Xochitl Ross (BOA member)

Recommendation:

Consider applications

.Attachments:

- Dave Campbell application & resume
- April Evans application & resume
- Dan Harper application & resume
- Robert Schafer application & resume
- Xochitl Ross application
- Planning & Zoning Voting Record for 2020-2022
- Board of Adjustment Voting Record for 2020-2022
- Attendance Record

Planning & Zoning Board

- Dave Campbell (Current member)
- April Evans (Current member)
- Dan Harper (New applicant)



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: David K Campbell Home Phone: 231-724-2838
2. Home Address: 305 First Avenue
3. Mobile Phone: _____ E-mail address: dkcamp@heartbytes.net
4. Business Name: None Business Phone: None
5. Resume or Education & Experience: BSEE MSEE
(Use additional sheets if necessary or submit resume)
6. Date of birth: 11-25-1944 (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? Planning and Zoning 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 checked="" 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? Experience on P&Z 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: David K Campbell

Date: 1/29/2022

David K. Campbell

305 First Avenue

Melbourne Beach, FL 32951

Phone: 321-724-2838

E-Mail: dkcamp@heartbytes.net

Municipal 1984-2000 Melbourne Beach Planning and Zoning Board
 2002- Melbourne Beach Planning and Zoning Board
 2010 Melbourne Beach Citizen of The Year

Experience 6/00 – 4/08 Aeronix Inc
 Systems Engineer

- Developed software to implement the Improved Data Modem (IDM) waveforms in TI DSP's. Generation 1 is a single channel based on TI 5416. Generation 2 is a dual channel based on TI 5510. Generation 3 has a USB interface and is a dual channel design based on the TI 5509A DSP.
- Developed software for an 802.16 transmitter. Design based on TI 6416 DSP. Handled full range of bit rates and coding rates at full speed.
- Developed a multi-channel Voice encoder (GSM, uLaw, Linear) and audio conferencing for a TCP/IP based tactical intercom system. The system is based on a TI 5510 DSP.
- Satellite Communications – Developed two Receive Only Satellite Receivers. These DVS-S designs used LSI Logic and SiLabs commercial chipsets. Responsible for hardware design and custom device drivers.

4/99 – 6/00 **Communications Consultant**

Independent consultant in the area of Satellite Communication Networks.

Specialty is system network analysis and design with emphasis in TCP/IP based voice and data communications.

7/90 – 4/99 Skydata Inc

Founder, Director of Engineering, Chief Scientist

- Led the development of satellite communications equipment. Significant developments included MSK Modulators, MSK Receivers, bit synchronous Multiplexers-Demultiplexers, Burst Modulators, Burst Demodulators, Monitor-Control Equipment, L Band Up/Down Converters, Ku Band SSPA's, and Ku Band LNB's. All product developments stressed reliability, superior performance, and flexibility.
- Developed "time critical" embedded software for the above products. All embedded systems used x86 microprocessors and were programmed in C/C++.
- Customized the general-purpose MSK Modulator and MSK Receiver designs to address the unique needs of the Paging industry. These enhancements allowed Skydata to become the dominant equipment supplier to the Paging market.
- Technically responsible for all TCP/IP based activity in Melbourne. Responsible for the demonstration and deployment of Skysurfer 1, a PC based 2 Mbit/sec receive only satellite terminal. This TCP/IP based system can be used for a replacement for "business TV" as well access to Internet,
- Developed "Web Sat", a PC based satellite terminal enhancement which allows standard TCP/IP protocols to perform efficiently over satellite links,
- Responsible for tracking the ever-evolving Internet Communications Standards including TCP/IP, TCP/IP over satellite, multicast, routing protocols, etc.
- Member of the Internet task force reviewing proposed improvements for TCP/IP over Satellite.

4/87 – 7/90 Harris Corporation, Electronic Systems Division
Senior Principal Engineer

- Technical member of a team that developed a new market for Harris: the deployment of “Commercially Available Off The Shelf Equipment “ for Local, State and (unclassified) Federal Government communications systems. Successfully bid and won private telephone systems, Trunked Mobile Radio, as well as satellite systems.
- System engineer for a leased (10 year) Intelsat based satellite network to replace a Military Tactical Satellite Network. To significantly reduce the Life Cycle costs, Intelsat “B” stations in Panama, Honduras and Clarksburg, Maryland had to be designed which could be installed, operated and maintained by local contractors.

Experience 9/76 – 4/87 Harris Corporation, Satellite Communications Division
Senior Scientist

- Developed microprocessor based Telephone Signaling Converters to utilize analog signaling techniques over satellite links. This was a key component in the DAMA FM SCPC systems fielded in the Sudan and in Argentina.
- Designed and implemented a microprocessor based control system for NBC. The 600+ node network controlled the distribution of all television feeds for NBC, and the control architecture is still used to control NBC’s video distribution.
- Led the development of a compact communication system to control the operation of “Sports News Gathering” mobile satellite terminals.

6/67 – 9/76 Bell Telephone Labs Homdel, NJ and Greensboro, NC
Member of Technical Staff

- Developed ancillary equipment for the T3 digital transmission network, including the ability to use multiple T3’s to transmit uncompressed NTSC video signal.
- Developed an embedded microprocessor based control system for a classified US Military Surveillance System

Education BSEE Auburn University 1967 GPA 2.6/3.0
 MSEE Massachusetts Institute of Technology 1968 GPA 4.5/5.0

Patents “An Automatic Alignment System for a Digital Modem” – US Patent 4332039
 “Digitally-Controlled Analog Encryption” - US Patent 4389671
 “Digital Spectrum Translator” – US Patent 4423488

References On request



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: April Evans Home Phone: 321 722-1000
2. Home Address: 213 First Avenue
3. Mobile Phone: 321 412-600 E-mail address: aevans59@cfl.rr.com
4. Business Name: _____ Business Phone: _____
5. Resume or Education & Experience: Board member since 2012
(Use additional sheets if necessary or submit resume)
6. Date of birth: 05/07/1947 (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? P&Z
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 checked="" 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? _____
Board member since 2012
14. Would you consider serving on another board other than the one(s) you have selected above?
☐ YES ☒ NO

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Signature: 

Date: January 28, 2022

Municipal Government History

Planning and Zoning, Melbourne Beach, FL Board Member

February 2016 – Present

Acting/Interim Town Manager, Melbourne Beach, FL

October 2015 – February 2016

Planning and Zoning, Melbourne Beach, FL Board Member

May 2014 – October 2015

Acting/Interim Town Manager, Melbourne Beach, FL

May 2014

Planning and Zoning, Melbourne Beach, FL Board Member

2013

Town Commissioner, Melbourne Beach, FL

November 2006 – November 2012

Education

Mercer University School of Law; 1975-1976

B.A., Political Science; Mercer University; 1972 -1975

B.A., History; Mercer University; 1972-1975

Work History

Millennium Engineering and Integration (formerly Infoware Systems), Satellite Beach FL Technical Writer/Facilities Security Officer

September 2009 – May 2014

Technical writing for the Range Safety software development section of this company.

Developed and maintained the online user manuals for DOD, 45th Space Wing and 30th Space

Wing. Unit and integration testing. Responsible for maintaining security integrity for employee clearances' and classified materials.

April Evans, Atlanta, Georgia and Melbourne Beach, Florida - Computer training and accounting

October 1993 - 2014

Computer software training and accounting with a client base of individuals and small

businesses. Former member of the QuickBooks Professional Advisors Program specializing in training and data corruption diagnostics.

Infoware Systems, Satellite Beach, FL - Bookkeeper

February 2004 – March 2008

Full charge bookkeeping including A/R, A/P, payroll through bank reconciliation. Prepared financial reports and assisted in assuring DCA compliance for this software development company.

B&B Air Conditioning, West Melbourne, FL - Office Manager/Bookkeeper

October 1998 – March 2000

Responsible for all administrative tasks, bookkeeping, payroll, job purchasing, dispatch, human resources and inside sales.

Cunningham's of Georgia, Lawrenceville, Georgia - Management

June 1992 - October 1993

16 Implemented marketing strategies, influenced policies and established procedures to increase profits and efficiency in sales, operations and administration.

Promotional Sales Consultants, Coventry, Connecticut - Management

1990 - 1992

Independent contractor with this retail management company. Specific functions included re-training existing employees in all areas of the operation; inventory forecast and control as well as establishment of accounting procedures for accounts payable, receivable, and payroll.

A Evans Trucking, Atlanta, Georgia - Owner

1988 - 1990

Business concerned with the hauling of construction products, sod and other miscellaneous materials. Total responsibility for developing and securing accounts, supervising and scheduling drivers, accounting, etc.

A & W Brick, Atlanta, Georgia - Owner

1981 - 1988

Shared responsibilities for daily operations, management, sales and accounting in this construction product distributorship.

April, Washington, D.C. - Owner

1977 - 1981

Performed all levels of business for this women's clothing and accessories store, including purchasing, receiving, sales, accounting and personnel.



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: Dan Harper Home Phone: 509-954-4488
2. Home Address: 418 Ave B, Melbourne Beach Fl 32951
3. Mobile Phone: _____ E-mail address: danharper@comcast.net
4. Business Name: _____ Business Phone: _____
5. Resume or Education & Experience: See attached
(Use additional sheets if necessary or submit resume)
6. Date of birth: 11/01/1950 (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 checked="" 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? 30 yrs experience with complex regulations
See attached
14. Would you consider serving on another board other than the one(s) you have selected above?
☐ YES ☒ NO

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Signature: _____

Date: 11/01/2021

Curriculum Vitae – Dan Harper

- Undergraduate degrees from Washington State University; BA Business Administration 1974, BA Accounting 1975.
- Staff accountant – advancing to managing partner; McFarland & Alton, CPA's 1976-1995.
- Harper Inc. – Forensic accounting and economic experts, 1996-2012. Provided economic expert testimony on numerous construction claims, business damages and personal injury cases.
- University of Washington; Masters of Business Administration 2003.
- Principally retired from practice in 2012.

Professional designations prior to retirement:

- Certified Public Accountant.
- Accredited Senior Appraiser with the American Society of Appraisers.
- Accredited in Business Valuation with the American Institute of CPA's.

Planning & Zoning 2020

Date	Agenda	Dave Campbell	April Evans
1/7/2020	<ul style="list-style-type: none"> 407 Riverview 522 Avenue A 	Approve Approve	Approve Approve
2/4/2020	Review Town Code 7A-67 (RVs)		
3/3/2020	<ul style="list-style-type: none"> 1904 Rosewood Review Town Code 7A-67	Approve See notes	Approve See notes
6/2/2020	<ul style="list-style-type: none"> 221 Surf Road 451 Riverview Lane 409 2nd Avenue 	Approve Approve Approve	Approve Approve Approve
7/7/2020	Ordinance 2020-03, amending Section 7A-67, Appendix A (RVs) <ul style="list-style-type: none"> 509 Sunset 408 Fifth Avenue 	Recommend Approval Approve Approve	Recommend Denial Approve Approve
8/4/2020	Ordinance No. 2020-04 amending Section 7A-102, Appendix A (Binding Development Agreements) <ul style="list-style-type: none"> 310 4th Avenue 222 Surf 	Recommend Approval Approve Approve	Recommend Approval Approve Approve
9/1/2020	<ul style="list-style-type: none"> 304 1st Avenue 309 Hibiscus 316 Avenue A 	Approve Approve Deny - The board found several issues of concern with the site plan including the drawing, the scale, a lack of proper elevations, and a sealed survey	Approve Approve Deny - Member Evans moved to send the site plan back to the Town Building Official to obtain the proper documentation
10/6/2020	<ul style="list-style-type: none"> 316 Avenue A 	Approve	Approve
11/10/2020	Review Comprehensive Plan <ul style="list-style-type: none"> 447 Riverview 505 Ave B Review and make recommendations related to modifying the requirements for Utility sheds -On Corner Lots	Need further review Approve Approve Recommend no changes	Absent

2/4/2020

Meeting Notes

Chairman Campbell said he wants language from the Town Planner prior to making recommendations to the Town Commission regarding the matters discussed. They also want more data about allowed lengths from other entities. In summary:

- recreational vehicles and sheds on corner lots
Opinion is that a fence is all that's needed on corner lots and that they should be treated like inside lots.
- length restrictions
More research requested prior to making suggestion.
- height restriction of garages
The Code should remain intact regarding height restrictions. As a side note, a garage can be taller than the primary structure if it is attached to it.
No Action.
- recreational vehicles connected to utilities
Opinion is that RV's need to be connected to electric for maintenance reasons not just for battery charging. There was no support for allowing people to live in an RV, thus sewer and water hookups shouldn't be allowed since it would be hard to determine if an RV is inhabited
- time allowed for active loading and unloading of recreational vehicles
Opinion is that the time is not long enough for loading and unloading; most said 3 days was fair.
- during time of disaster allowing exceptions for trailers, temporary housing
This matter is addressed in 16-3 of the Code.
No Action.

Chairman Campbell said that the Planning & Zoning Board only makes recommendations to the Town Commission; they then make the final decisions. The Chairman doesn't want to leave length unrestricted, somebody will abuse it. Maybe 40-45 feet should be the limit. He also said the restriction that recreational vehicles must be completely obscured on side lots is stupid; a fence should be adequate. Finally, being hooked up to electric only should be OK as should allowing more time for loading/unloading.

Member Evans said one issue she heard is the situation where an RV is not owned by the property owner. Nothing was said about renting side lots for

RV parking though zoning would most likely prohibit it. Maybe there could be a requirement that it had to be registered to the owner of the house. Chairman Campbell said tackling this subject might open a can of worms.

In conclusion, Chairman Campbell wants to come back next month after getting input from the Town Planner and then send recommendations to the Town Commission. Somebody from the audience asked what the people with citations should do to which the Chairman answered that the Planning Board can't do anything enforcing ordinances. There is a moratorium on enforcement of RV's parked on corner lots but there is not a moratorium on enforcement of length violations.

March 3, 2020
Meeting Notes

The discussion concluded with the following proposed changes to Ordinance 7A-67:

- RVs parked on a corner lot must be shielded with fence or vegetative cover but the words “shelter from view” should be stricken.
- The board agreed to a maximum length for boats with trailers or RVs – or a combination of both - should be 45-feet.
- RVs should be connected to electric for purposes of maintenance only.
- Time allowed for loading and unloading boats and RVs is 48 hours.
- A new three-foot setback from the lot line for parking.
- Corner lots fence or vegetative cover must substantially shield from view – but not required to totally shelter from view.
- RVs should be stored in a collapsed state.

Planning & Zoning 2021

Date	Agenda	Dave Campbell	April Evans
1/5/21	Review Comprehensive Plan	See notes	See notes
2/2/2021	Ordinance 2021-01; Future Land Use Amendment	Recommend Denial	Recommend Denial
	Ordinance 2021-02; Rezoning	Recommend Denial	Recommend Denial
	Binding Development Agreement	Recommend Denial	Recommend Denial
3/2/2021	408 Riverview 404 Avenue B 307 Avenue B	Approve Approve Approve	Approve Approve Approve
4/6/2021	204 Dogwood 405 Riverside 203 Riverside	Approve Approve Approve	Absent
	Review parking code	Recommend no changes	
5/4/2021	204 Riverside 221 5 th	Approve Approve	Approve Approve
6/1/2021	606 Hibiscus	Approve	Approve
8/3/2021	902 Oak 312 Oak	Approve Vote to table pending final drawings and clarification of multi-family	Approve Move to Table pending final drawings and clarification of multi-family
9/7/2021	308 Oak 312 Oak 208 3 rd	Approve Approve Approve	Approve Approve Approve
	Resolution 2021-10 (Comp Plan) Ordinance 2021-04 (Comp Plan)	Approve Approve with edits/see notes	Approve Approve with edits/see notes
10/5/2021	405 3 rd 509 3 rd Discuss Food Trucks	Approve Approve See notes	Approve Approve See notes
11/9/2021	303 Riverside Discuss multi-family homes/code	Approve See notes	Approve See notes
12/7/2021	402 Riverview 406 1 st Avenue	Approve Continuance	Approve Continuance

9/7/2021
Meeting Notes

Corrections to the Evaluation and Appraisal Report include:

- Page 7, changing Policy 2.5 to 2.4
- Page 12, deleting the repeat paragraph
- Page 44, correcting “seal” level to “sea” level

Corrections to the Goals Objectives and Policies include:

- Page 2-5, to change “in” to “is”
- Page 5-5, to change “25-year” to “10-year” in Policy 8.1
- Page 5-5, delete Policy 8.2
- Page 5-5, change “25-year” to “10-year”
- Page 9-3, change Policy 1.4 to 1.3
- Page 9-7, change Policy 3.7 to 3.6

10/5/2021

Meeting Notes

The Board liked the idea of food trucks. They concurred that food trucks should operate until 10 p.m. for residential use and 2 a.m. for commercial use. Under certain hours and frequency – on commercial property and with the permission of the owner – they may have different operating hours. They also agreed that there should be no loud music and vendors must take care of all trash removal.

11/9/2021
Meeting Notes

After some discussion, the Board agreed:

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

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

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

Planning & Zoning 2022

Date	Agenda	Dave Campbell	April Evans
1/11/2022	419 Avenue B 407 3rd	Approve Approve	Approve Approve
2/1/2022	208 2 nd 406 1 st Avenue	Approve Approve	Absent

Board of Adjustment

- Robert Schaefer (current member)
- Xochitl Ross (current member)



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: Robert C. Schaefer Home Phone: 321-984-8313
2. Home Address: 411 Avenue A Melbourne Beach FL 32951
3. Mobile Phone: 321-215-1721 E-mail address: rkschaefer@bellsouth.net
4. Business Name: Town of Melbourne Beach Business Phone: 321-724-5860
5. Resume or Education & Experience: BSAC, Associa Air Transportation, Lic. FL building Contractor. Recently reelected to Chairman of the board.
(Use additional sheets if necessary or submit resume)
6. Date of birth: 03/16/46 (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? Board of Adjustment
12. Please check the board(s) you are interested in serving on:

<input type="checkbox"/> Audit Committee	<input type="checkbox"/> History Center Board
<input checked="" 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? _____
BSAC, Associa Air Transportation, Lic. FL building Contractor. Recently reelected to Chairman of the 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: Robert C. Schaefer

Date: 01/28/22

ROBERT C. SCHAEFER

411 Avenue A • Melbourne Beach, Florida 32951
 (321) 984-8313 • Cell (321) 215-1721 • email: rcschaefer@bellsouth.net

- SUMMARY** A highly skilled construction management professional with over 25 years of commercial and residential Construction Management experience:
- Residential experience includes high end luxury homes & condos to mid-range production projects
 - Commercial construction includes office buildings & buildouts; renovations & remodeling
 - Very knowledgeable in all building components, internal systems operation and construction trades (interior & exterior walls, roof, heating, air conditioning, ventilation, electrical and plumbing systems, doors, windows, sewer, road & parking drainage, etc.)
 - Very familiar with the International Building Code, and Federal, state & local codes; current on all license required continuing education
 - Efficient sub-contractor scheduling for on-time & on-budget completion
 - Create and maintain estimates, schedules and project logbooks
 - Manage financial documents such as purchase orders and subcontracts
 - Exceptional troubleshooting & problem solving skills
 - Effective manager of people of all skills levels; willing teacher
 - Regulatory & safety compliance: OSHA 10 Certified; SWEPP regulations
 - Permitting, site development, roads & underground utilities; single and multi-story
 - High level of customer satisfaction; high schedule loads
 - Excellent sub-contractor, inspector & customer relations
 - Critical Path Methods, Microsoft Project, Build Pro, Word & Excel
 - Certified fork lift operator; knowledgeable operator of heavy equipment, power and hand tools
 - Skilled in code interpretation and inspection requirements

LICENSE **Certified Building Contractor** - Florida License (CB C056753)

EXPERIENCE/PROJECTS


- 2014 - 2016 **Asset Preservation Pros, Inc.,** Monument, Colorado
 Position: **Project Manager**
 Company refurbishes and rehabilitates foreclosed houses in preparation for the bank/mortgage holder to release for sale in the market. Process flows from surveying and documenting the property's needs, bidding the scope of work and scheduling the subcontractors to complete the approved repairs in a timely manner in compliance with the applicable safety and building codes.
 Territory includes Brevard, Indian River & St. Lucie Counties. *Company relocated to Colorado ending Florida operations.*
- 2011 - Present Position: **Construction Management Consultant**
 Consultant to homeowners, municipalities and building officials for construction techniques, subcontractors, zoning and building and land development code compliance
- 2011 **Town of Melbourne Beach, Florida**
 Position: **Construction Manager**
 Construction of a free standing public rest room facility at Ocean Avenue Park ahead of schedule and over 40% under budget. *Project completed.*
- 2010-2010 **Insulated Concrete Walls, Port St. Lucie, Florida**
 Position: **Construction Superintendent, Kissimmee, Florida**
 Supervised construction of insulated foam concrete walls for several ancillary buildings at the Orlando VA Medical Center campus. *Project completed.*
- 2009-2010 **Sterling Silver Scape & Sod, Inc., Kissimmee, Florida**
 Position: **Construction Manager, Kissimmee, Florida**
 Managed construction of a 9,000 square foot, insulated concrete foam multi-million dollar custom home. *Project completed.*

- 2008-2008 **Condev Homes**, Titusville, Florida
 Position: **Construction Manager**
 Managed construction of green and Energy Star single family homes and townhomes in 3 projects.
Laid-off due to construction downturn.
- 2007-2008 **W & J Construction, Inc.**, Rockledge, Florida
 Position: **Construction Superintendent**
 Construction of multi-story, multi-unit luxury condominium permitted as a commercial project. *Project completed.*
- 2005-2007 **Lennar Homes**, Rockledge, Florida
 Position: **Construction Manager**
 Managed construction of company's single family luxury homes (\$800,000+), primarily in Viera. *Laid-off due to housing downturn.*
- 2003-2005 **DiPrima Construction Corporation**, Satellite Beach, Florida
 Position: **Project Manager**
 Project management of commercial office buildings, single family luxury homes (\$1 million+), multi-unit town homes. *Recruited by Lennar Homes.*
- 2002-2003 **Mead Construction**, Melbourne, Florida
 Position: **Construction Superintendent**
 Completion of \$1 million+ custom single family home. *Project completed.*
- 2001-2002 **Ameritrend Homes**, Melbourne, Florida
 Position: **Brevard County Division Manager/Construction Superintendent**
 Project management of single family homes in 3 developments; handled a construction load up to 40 homes. *Company reorganized.*
- 1999-2001 **Legendary Construction**, Grand Harbor and Oak Harbor, Vero Beach, Florida
 Position: **Construction Superintendent**
 Construction of single family custom homes, duplex town homes and 4 story commercial condominium. *Company sold.*
- 1995 - 1999 **Arthur Rutenberg Homes**, Melbourne, Florida
 Position: **Construction Superintendent and License Qualifier**
 Construction of custom homes ranging from \$300,000 to \$1.3 million in upscale developments; commercial office buildout; construction load of up to 20 homes; built 3 model centers of products/models new to the company. *Franchise sold*

EDUCATION **Bachelor of Science**, Florida Institute of Technology, Melbourne, Florida

MILITARY United States Air Force
 Position: Crew Chief and Flight Chief of numerous types of jet aircraft; Honorable Discharge with rank of E-5 (Staff Sergeant)

VOLUNTEER/ Chairman, Melbourne Beach Board of Adjustment, 1996 - present
COMMUNITY Tim Wakefield Celebrity Golf Classic Committee, 1993 - present
 Jingle Jet, Zazza Community Foundation, 2016 - present
 St. Jude's Children's Hospital Radiothon, March 2017

	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: Xochitl Ross Home Phone: (321) 729-0816
2. Home Address: 1106 ATLANTIC ST M.B., FL 32951
3. Mobile Phone: _____ E-mail address: XOCHITLROSS@earthlink.net
4. Business Name: _____ Business Phone: _____
5. Resume or Education & Experience: AA
(Use additional sheets if necessary or submit resume)
6. Date of birth: _____ (optional) (to verify voter registration)
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? BOA
12. Please check the board(s) you are interested in serving on:

<input type="checkbox"/> Audit Committee	<input type="checkbox"/> History Center Board
<input checked="" 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? Continuity of town knowledge and extensive familiarity with our codes.
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: Xochitl Ross Date: Feb 1, 2022

BOA 2020

Date	Agenda	Robert Schaefer	Xochitl Ross
6/17/2020	Variance Application #2020-01-V 509 Ocean Avenue	Approve	Absent

BOA 2021

Date	Agenda	Robert Schaefer	Xochitl Ross
2/18/2021	Variance Application #2021-02-V 308 Oak Street	Approve - with the stipulation that the variance goes away if the structure is 50- percent or more destroyed based on the value of the structure	Absent
3/18/2021	Coastal Construction Variance Application 2021-03-V 313 Oak Street	Approve - subject to the removal of the old pool, deck, and re-sodding of the area	Approve - subject to the removal of the old pool, deck, and re-sodding of the area

*No Meetings in 2022