



TOWN OF MELBOURNE BEACH

TOWN COMMISSION REGULAR MEETING

November 20, 2019

AGENDA PACKET

TOWN COMMISSION MEETING PACKAGE

MEETING DATE: NOVEMBER 20, 2019

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING WEDNESDAY NOVEMBER 20, 2019 at 6:30 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

AGENDA

PUBLIC NOTICE

**The Town Commission will conduct a Regular Town Commission Meeting
on Wednesday November 20, 2019 in the Community Center
to address the items below.**

Commission Members:

Mayor Jim Simmons
Vice Mayor Wyatt Hoover
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Nancy Wilson
Town Attorney Clifford Repperger

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

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

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

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

I. Call to Order – Led by Mayor Simmons

II. Roll Call

III. Pledge of Allegiance and Moment of Silence

IV. Presentations

- A. Administration of Oath of Office to newly elected members of the Town Commission - Town Clerk Wilson
- B. Public recognition of Zachary Martin as Police Officer of the quarter – Police Chief Griswold
- C. Swearing in of Gavin Brown as new Fire Chief and recognition of Dave Micka as Safety Coordinator – outgoing Fire Chief Dave Micka

V. Boards and Committees

Appointment of new member to the Space Coast Transportation Planning Organization

VI. Public Comments

VII. Approval of the Agenda

VIII. Consent Agenda

- A. Special event application from Mrs. Lloyd Johnston
- B. Special event application from Leslie Maloney
- C. Special event application from Taryn Rockwell
- D. Site Plan Review for 321 Banyan
- E. Site Plan Review for 1507 Pine
- F. Site Plan Review for 222 Sixth

IX. Public Hearings

First reading of Ordinance 2019-06 amending and restating various provisions of the Land Development Code – Town Attorney Repperger

X. Old Business

- A. Consideration of MOU for the Southern Squal event on March 7, 2020 – Town Manager Mascaro
- B. Consideration of updates to the beach parking survey – Town Manager Mascaro
- C. Consideration of proposal by Thijs Stelling to adopt Town right-of-way – PW Supervisor Davis

- D. Consideration of engaging Stewart Capps for Code Enforcement Board legal counsel – Town Attorney Repperger

XI. New Business

- A. Consideration of the amended October 16, 2019 RTCM draft minutes – Town Clerk Wilson
- B. Consideration of the amended November 6, 2019 TCW draft minutes – Town Clerk Wilson
- C. Consideration of hiring fire maintenance 1099 employees to work weekends for an amount not to exceed \$20,000 annually – Town Manager Mascaro
- D. Consideration of bid for new flooring in Town Hall – Town Manager Mascaro
- E. Consideration of speed trailer purchase for the Police Department – Police Chief Griswold
- F. Consideration of Budget Resolution 2019-08 amending the year end budget – Town Manager Mascaro (backup material provided at meeting)
- G. Consideration of Resolution 2019-09 supporting SB182 giving local governments the ability to regulate the use of plastics, polystyrene, et al. – Mayor Simmons
- H. Consideration of public records policy and request form – Town Clerk Wilson
- I. Discussion regarding renewal of Safebuilt's contract – Town Manager Mascaro

XII. Staff Reports

- A. Town Attorney Report
- B. Town Manager Report (to be provided on 11/20)
- C. Town Clerk Report
- D. Departmental Reports:
 - 1. Building Department
 - 2. Public Works Department
 - 3. Code Enforcement
 - 4. Police Department
 - 5. Fire Department
 - 6. Finance Department (to be provided on 11/20)

XIII. Town Commission Comments

- A. General Comments
- B. Review of Commission Action List

XIV. Adjournment

CERTIFICATE OF COUNTY CANVASSING BOARD
STATE OF FLORIDA
Brevard County

We, the undersigned, Kenneth Friedland, County Judge, Kristine Isnardi, County Commissioner, and Lori Scott, Supervisor of Elections, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the 7th day of November, 2019, and proceeded publicly to canvass the votes given for the **Municipal & Special District Election** held on the 5th day of November, 2019, as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For City of Cape Canaveral City Council (Vote for up to Two), the whole number of votes cast was 3708, of which

Mike Brown received 1068 votes

Maria "Mickie" Kellum received 1051 votes

Raymond Osborne received 727 votes

Rocky Randels received 862 votes

For Town of Indialantic Town Council, Seat 3 (Vote for One), the whole number of votes cast was 746, of which

Stephen Baughn received 138 votes

Amanda S. Prendergast received 162 votes

Doug Wright received 446 votes

For City of Indian Harbour Beach City Council, Seat 5 (Vote for One), the whole number of votes cast was 903, of which

Hampton E. Black received 166 votes

Scott Nickle received 737 votes

For Town of Melbourne Beach Town Commissioner (Vote for up to Two), the whole number of votes cast was 1351, of which

Kim Adkinson-Cowles received 349 votes

Wyatt Royce Hoover received 453 votes

Corey Runte received 549 votes

For City of Rockledge City Council, Seat 1 (Vote for One), the whole number of votes cast was 4408, of which

Michael A. Cadore Sr received 2731 votes

Thomas Patrick "Pat" O'Neill received 1677 votes

CERTIFICATE OF COUNTY CANVASSING BOARD

STATE OF FLORIDA

Brevard County

For City of Rockledge City Council, Seat 2 (Vote for One), the whole number of votes cast was 4393, of which

Shaun Ferguson received 3100 votes

Joshua Shane Norcross received 1293 votes

For Barefoot Bay Recreation District Trustee (Vote for up to Two), the whole number of votes cast was 3088, of which

Roger Compton received 790 votes

Steven Diana received 582 votes

Michael R. Maino received 881 votes

Daniel Murphy received 272 votes

Robert Stanley Peet received 563 votes

City of Cape Canaveral Referendum

Yes For Authority to Grant Exemptions 1017 votes

No Against Authority to Grant Exemptions 1047 votes

Town of Melbourne Beach Amendment 1

Yes For Approval 682 votes

No For Rejection 79 votes

Town of Melbourne Beach Amendment 2

Yes For Approval 508 votes

No For Rejection 261 votes

City of Palm Bay Referendum 1

Yes 6385 votes

No 903 votes

City of Palm Bay Referendum 2

Yes 4349 votes

No 2914 votes

CERTIFICATE OF COUNTY CANVASSING BOARD
STATE OF FLORIDA
Brevard County

City of Palm Bay Referendum 3

Yes 2369 votes

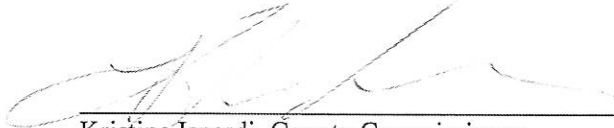
No 4897 votes

Total ballots cast in Brevard County were 17992 for a 14.6 % turnout.

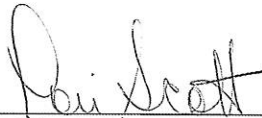
We certify that pursuant to Section 102.112, Florida Statutes, the canvassing board has compared the number of persons who voted with the number of ballots counted and that the certification includes all valid votes cast in the election.



Kenneth Friedland, County Judge



Kristine Isnardi, County Commissioner



Lori Scott, Supervisor of Elections



MELBOURNE BEACH POLICE DEPARTMENT
Melanie Griswold
Chief

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



Officer of The Quarter

Is presented to

Officer Zach Martin

We take great pleasure in recognizing Officer Zach Martin as the Melbourne Beach Police Department Employee of the Quarter. This selection was based on his demonstrated, sustained, and superior performance in the execution of his duties during this period.

Since joining our department in April of this year, he has shown a level of professionalism, proficiency, and attention to detail. He is always first to step up for shifts and to assist his fellow officers. His proactive approach and performance as a patrol officer have been exemplary. He has issued approximately 137 citations, both traffic, and parking, and has been out on nearly 268 traffic stops, and numerous business and residential patrols.

The Melbourne Beach Police Department is proud to recognize Officer Zach Martin with this award. Officer Martin has excelled in his proactive response to community policing and self-initiated patrol activities that have resulted in preventing crime and improving community relations with those we all are proud to serve and protect.

Therefore, he has been chosen to be our officer of the quarter.

Congratulations Officer Martin!

ANNOUNCEMENT

The Town of Melbourne Beach is proud to announce the appointment of a new Fire Chief to the Melbourne Beach Volunteer Fire Department.

Following the announcement of plans to step down from Chief Micka, the membership of the Melbourne Beach Vol. Fire Dept. has recommended Deputy Chief Gavin Brown for the position of Fire Chief. Deputy Chief Brown has been a member of the Melbourne Beach Volunteer Fire Department for the past 13 years and has shown exemplary leadership qualities during this time. We are pleased to announce the Town of Melbourne Beach has accepted this recommendation and Deputy Chief Brown will be appointed as the next Fire Chief for the Town of Melbourne Beach.

There will be a short Change of Command ceremony held on Wednesday, November 20th at 6:30pm. The ceremony will take place at the Melbourne Beach Community Center (507 Ocean Avenue) at the beginning of the regularly scheduled Town Commission meeting. No RSVP is necessary and all are invited to attend to help thank Chief Micka for his years of service and to congratulate Fire Chief Gavin Brown on this promotion.

Memo

To: Melbourne Beach Town Commission

From: Town Clerk Wilson

Date: October 30, 2019

Re: Space Coast Transportation Planning Organization appointment

On October 30, 2019, Lisa Hickman from SCTPO called to inform the Town that there was an opening on the SCTPO Board that needs filling. After the Commission has made an appointment, a formal letter and the minutes from the 11/20/2019 meeting need to be forwarded to SCTPO.



65:Z1W-61,90,100

TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Special Event Application

- Applications **MUST** be complete, otherwise they will be returned without further action.
- Applications must be accompanied with a \$ 75.00 non-refundable application fee.
- Application must be legible.
- Site map must accompany application.

If a question is not applicable to your event, please identify such with N/A. Do not leave any question or requested information blank. Staff is available to answer your question(s). If in doubt please call and speak to a staff person.

Title of Event: Baird Wedding

Purpose of Special Event:

☐ Procession/Parade ☐ Public Assembly ☐ Organized Competitive Event
☐ Road Festival ☐ Fair ☒ Other, please specify wedding (on street)

Date(s) of Special Event Title:

04 April 2020

Hours of Special Event, including set-up and take down:

Day 1 3pm-10pm 9pm Day 2 _____
Day 3 _____ Day 4 _____
Day 5 _____ Day 6 _____

Venue Site(s) - Please check all that apply:

☐ Ryckman Park Pavilion ☐ Community Center ☐ Ryckman House
☐ Masny Room ☐ Ocean Park ☐ Ryckman Park ☒ Other River Rd and 2nd Ave

Please submit a detailed course map and, or site plan.

Name of Applicant (This person must be on site of the event and be the responsible person)

Mrs. Lloyd Johnston

Date of Birth (must be at least 18 year old) 03 / 10 / 1952

Home Address. PO Box 114, Locustville, VA, 23410

Phone #. (757)710-5050



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Cell# . as above

Email. ruralhappiness@gmail.com

If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization:

Organization Name n/a

Organization Address n/a Phone# n/a

Authorized Responsible Heads: n/a

• _____

Is Organization 501-(c)(3) or equivalent? No ____ Yes ____

If yes please provide supporting document(s)

Please identify the ultimate use of the net proceeds: _____

• _____

Will professional service providers be utilized to support this event? No ____ Yes X

If yes, please provide the company name and contact information for each.

Note: Commercial ventures such as food vendors, sale of goods or products, etc. are not allowed.

Service Provider #1 Chairs for Affairs (to be confirmed) Contact # (321)259-8252

Service Provider #2 Green Turtle Market (tentative) Contact # 321-773-2001 ext 5

Service Provider #3 Anderson Rentals (tentative) Contact # 800-553-2213

Estimated number of persons expected to participate and attend this event. 115

If this event was held in Melbourne Beach in the past, what was the estimated number of persons who participated and attended the last event? n/a

Estimated number of vehicles requiring parking? 5 on site; others elsewhere (private)

If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars and the like? n/a

Toilet facilities will be provided by the applicant in accordance with the chart in the Special Events Manual, unless otherwise instructed by town staff. Please indicate the number of persons expected to attend and the number of hours for the event per day.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Day 1 115 people / 5 hrs Day 2 _____ / _____

Day 3 _____ / _____ Day 4 _____ / _____

Location of restroom facilities shown on your site map. Yes X No _____

Applicant MUST provide sufficient number of ADA compliant restroom facilities in accordance with ADA requirements.

Will any portion of any street be occupied by the event? Yes X No _____

These areas must be shown on your site map? Yes X No _____

Will any music or amplified sound be provided/used? Yes X No _____

If yes, what are the hours each day?

Day 1: From 5pm Until 9pm

Day 2: From _____ Until _____

Location(s) of music or amplified sound. 1111 River Rd (driveway/front yard)

Numbers and types of such amplifiers or other such devices:

two medium speakers

Location of any music or amplified sound shown on site map? Yes X No _____

Note:

You must adhere to and comply with the Town's Noise Ordinance. Are you familiar with the Town of Melbourne Beach's noise ordinance rules? Yes X No _____

You must adhere to and comply with the Amplified Sound section of this manual and any policies set by the Town. Are you familiar with this section and rules? Yes X No _____

If applicable, what is the location of assembly/start point? _____

What is the location of the disband/finish point? _____

Provisions for clean-up during and after conclusion of the event:

Town provided waste receptacles are all that is necessary for this event. Yes _____ No X (rented)

If yes, it is your responsibility to ensure all refuse is placed into receptacles. Do not allow receptacles to over flow. Excess refuse must be removed from the site.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

If additional receptacles are necessary do to nature, length or size of the event, have you made arrangements with Waste Pro? Yes X No

Security, Traffic Control and Crowd Control:

For events involving greater than 250 persons, you must establish a meeting with the Police Chief or designee to discuss security, traffic control and crowd control measures and requirements. N/A

Are security, traffic and crowd control elements shown on you site plan? Yes No

Has a meeting with the Police Chief or designee been established? Yes No

Have all security, traffic and crowd control measures been satisfied? Yes No

Emergency Medical Services

If your event involves more than 300 persons, on-site EMS may be required. N/A

Has a meeting with the Fire Chief or designee been established? Yes No

Food Rules (When allowed)

If there is intent to have food and drinks, and if food or drinks will be sold or otherwise dispersed:

Who will be supplying food and drinks? Green Turtle Market (tentative)

Note: Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Private party - no public served

Have food licenses and insurance information been submitted with application? Yes No

Electrical Service:

As the applicant it is your responsibility to identify and determine electrical service requirements for this event. It may be necessary to consult with a certified electrician.

How many total Amps of electric service do you require? n/a

Are electrical requirements specified on you site map for each area or your event. Yes No X

Note: Must be in compliance with Florida Fire Prevention and Building Code requirements.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Fees:

Will admission or entrant fees be charged? Yes _____ No X _____

If yes, how much will participants be charged. \$ _____ per person.

Will spectators be charged? Yes _____ No X _____

If yes, how much will spectators be charged. \$ _____ per person.

Will prizes be given? Yes _____ No X _____

If yes, what is the dollar amount of the prizes. \$ _____

Pamphlets, Handbills, Advertising

Will pamphlets, handbills or advertising of any kind be distributed at the event? YES ___ NO X If YES, what? _____

Will the event be advertised? YES _____ NO X If YES, where and when? _____

Event Liability Insurance

An applicant shall provide a policy of liability insurance where the special event involves more than 50 persons or vehicles, naming the Town of Melbourne as an additional insured in an amount of \$1,000,000 Public Liability Coverage and in the case of parades, shall cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

The applicant is required to hold the town and its officials, employees and agents harmless from any damages to property or injuries (including death) to any person that may occur arising directly or indirectly from the activity for which the permit is being issued.

Printed Name Lloyd Johnston

Signature  Date 10 October 2019

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 U.S.C. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Has your Certificate of Insurance(s) been filed with the town by the insurance carrier showing such insurance to be in force at all times. Yes _____ No x (not yet)

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

I have read the Town Special Events Informational Brochure.

Yes x No _____

Signature [Signature] Date 10 October 2019

FOR TOWN USE ONLY: SPECIAL EVENTS APPROVAL / DENIAL / COMMENTS

Date 10-17-19 CHIEF OF POLICE [Signature]

X Approval _____ Denial _____ Comments: I have spoken to Mrs. Johnston and she understands that they would need to hire 2 officers do to the Road being shut down + parking control.

Date _____ PARKS BOARD CHAIR _____

_____ Approval _____ Denial _____ Comments: _____

Date 10-17-19 PUBLIC WORKS [Signature]

✓ Approval _____ Denial _____ Comments: If needed PD will request cones / Barricades etc

Date _____ FIRE CHIEF/ MARSHALL _____

_____ Approval _____ Denial _____ Comments: _____

Date 10/17/19 TOWN MANAGER [Signature]

✓ Approval _____ Denial _____ Comments: _____

Date _____ TOWN COMMISSION

_____ Approval _____ Denial _____ Comments: _____

Baird Wedding

(1111) River Rd, Melbourne Beach, FL

- Legend**
- 10 banquet tables (8 ft)
 - Catering
 - Dance floor (option 1)
 - Dining area
 - Guest arrival approach
 - Path to restrooms
 - Portapotties
 - Proposed Road Closure
 - Welcome + ceremony

River Rd

2nd Ave





TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

4/14/19 PM 12:29

Special Event Application

- Applications **MUST** be complete, otherwise they will be returned without further action.
- Applications must be accompanied with a \$ 75.00 non-refundable application fee.
- Application must be legible.
- Site map must accompany application.

If a question is not applicable to your event, please identify such with N/A. Do not leave any question or requested information blank. Staff is available to answer your question(s). If in doubt please call and speak to a staff person.

Title of Event: Weekly - Wed. afternoon yoga - 4pm

Purpose of Special Event:

☐ Procession/Parade
☐ Road Festival

☐ Public Assembly
☐ Fair

☐ Organized Competitive Event

☒ Other, please specify see above

Date(s) of Special Event Title:

every wed

Hours of Special Event, including set-up and take down:

Day 1 4-5 pm Day 2 _____

Day 3 _____ Day 4 _____

Day 5 _____ Day 6 _____

Venue Site(s) - Please check all that apply:

☒ Ryckman Park Pavilion ☐ Community Center ☐ Ryckman House

☐ Masny Room ☐ Ocean Park ☐ Ryckman Park ☐ Other _____

Please submit a detailed course map and, or site plan.

Name of Applicant (This person must be on site of the event and be the responsible person)

Leslie Maloney

Date of Birth (must be at least 18 year old) 4 / 28 / 62

Home Address. 1403 Pine St, Melb Beach 32951

Phone #. 321-432-4346



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

submit your application well in advance of your proposed activity and may be submitted up to a year in advance. Applicants will be notified after the final approval or disapproval is received from either the Town Manager or Town Commission.

We hope you find this Special Event Information to be of value to you. If we can be of service or should you have any comments or questions, please feel free to contact us at 321-724-5860.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Cell# . 321 -432-4346

Email. maloneyL731@gmail.com

If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization:

Organization Name - Just me - local resident

Organization Address _____ Phone# _____

Authorized Responsible Heads: me - Leslie Maloney

Is Organization 501-(c)(3) or equivalent? No ____ Yes ____

If yes please provide supporting document(s)

Please identify the ultimate use of the net proceeds: It will be donation based yoga going to Marine Resources Council & Turtle Coast Sierra Club

Will professional service providers be utilized to support this event? No X Yes ____

If yes, please provide the company name and contact information for each.

Note: Commercial ventures such as food vendors, sale of goods or products, etc. are not allowed.

Service Provider #1 _____ Contact # _____

Service Provider #2 N/A _____ Contact # _____

Service Provider #3 _____ Contact # _____

Estimated number of persons expected to participate and attend this event. 5-10

If this event was held in Melbourne Beach in the past, what was the estimated number of persons who participated and attended the last event? N/A

Estimated number of vehicles requiring parking? 5-10

If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars and the like? N/A

Toilet facilities will be provided by the applicant in accordance with the chart in the Special Events Manual, unless otherwise instructed by town staff. Please indicate the number of persons expected to attend and the number of hours for the event per day.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Day 1 _____ / N/A Day 2 _____ / _____

Day 3 _____ / _____ Day 4 _____ / _____

Location of restroom facilities shown on your site map. Yes _____ No _____

Applicant MUST provide sufficient number of ADA compliant restroom facilities in accordance with ADA requirements.

Will any portion of any street be occupied by the event? Yes _____ No X

These areas must be shown on your site map? Yes _____ No _____

Will any music or amplified sound be provided/used? Yes _____ No X

If yes, what are the hours each day?

Day 1: From N/A Until _____

Day 2: From _____ Until _____

Location(s) of music or amplified sound. _____

Numbers and types of such amplifiers or other such devices:

Location of any music or amplified sound shown on site map? Yes _____ No _____

Note:

You must adhere to and comply with the Town's Noise Ordinance. Are you familiar with the Town of Melbourne Beach's noise ordinance rules? Yes X No _____

You must adhere to and comply with the Amplified Sound section of this manual and any policies set by the Town. Are you familiar with this section and rules? Yes X No _____

If applicable, what is the location of assembly/start point? _____

What is the location of the disband/finish point? _____

Provisions for clean-up during and after conclusion of the event:

Town provided waste receptacles are all that is necessary for this event. Yes _____ No _____

If yes, it is your responsibility to ensure all refuse is placed into receptacles. Do not allow receptacles to over flow. Excess refuse must be removed from the site.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

If additional receptacles are necessary do to nature, length or size of the event, have you made arrangements with Waste Pro? Yes _____ No _____ *N/A*

Security, Traffic Control and Crowd Control:

For events involving greater than 250 persons, you must establish a meeting with the Police Chief or designee to discuss security, traffic control and crowd control measures and requirements.

Are security, traffic and crowd control elements shown on you site plan? Yes _____ No *N/A*

Has a meeting with the Police Chief or designee been established? Yes *N/A* No _____

Have all security, traffic and crowd control measures been satisfied? Yes _____ No _____

Emergency Medical Services

If your event involves more than 300 persons, on-site EMS may be required.

Has a meeting with the Fire Chief or designee been established? Yes _____ No *X*

Food Rules (When allowed)

If there is intent to have food and drinks, and if food or drinks will be sold or otherwise dispersed:

Who will be supplying food and drinks? _____

Note: Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Have food licenses and insurance information been submitted with application? Yes ____ No ____

Electrical Service:

As the applicant it is your responsibility to identify and determine electrical service requirements for this event. It may be necessary to consult with a certified electrician.

How many total Amps of electric service do you require? *N/A*

Are electrical requirements specified on you site map for each area or your event. Yes _____ No _____

Note: Must be in compliance with Florida Fire Prevention and Building Code requirements.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Fees:

Will admission or entrant fees be charged?

Yes _____ No X

If yes, how much will participants be charged.

\$ _____ per person.

Will spectators be charged?

Yes _____ No X

If yes, how much will spectators be charged.

\$ _____ per person.

Will prizes be given?

Yes _____ No X

If yes, what is the dollar amount of the prizes.

\$ _____

Pamphlets, Handbills, Advertising

Will pamphlets, handbills or advertising of any kind be distributed at the event? YES _____ NO X If YES, what? _____

Will the event be advertised? YES X NO _____ If YES, where and when?

Facebook, library, meetup

Event Liability Insurance

An applicant shall provide a policy of liability insurance where the special event involves more than 50 persons or vehicles, naming the Town of Melbourne as an additional insured in an amount of \$1,000,000 Public Liability Coverage and in the case of parades, shall cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

The applicant is required to hold the town and its officials, employees and agents harmless from any damages to property or injuries (including death) to any person that may occur arising directly or indirectly from the activity for which the permit is being issued.

Printed Name

Leslie Maloney

Signature

Leslie Maloney

Date

11/4/19

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 U.S.C. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Has your Certificate of Insurance(s) been filed with the town by the insurance carrier showing such insurance to be in force at all times. Yes _____ No 11/4

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

I have read the Town Special Events Informational Brochure.

Yes ☒ No ☐

Signature [Signature] Date 11/4/19

FOR TOWN USE ONLY: SPECIAL EVENTS APPROVAL / DENIAL / COMMENTS

Date 11-5-19 CHIEF OF POLICE [Signature]
☒ Approval _____ Denial _____ Comments: No pets allowed in Park.
No LEO needed.

Date _____ PARKS BOARD CHAIR _____
____ Approval _____ Denial _____ Comments: _____

Date 11-5-19 PUBLIC WORKS [Signature]
☒ Approval _____ Denial _____ Comments: _____

Date 5 Nov 2019 FIRE CHIEF/ MARSHALL [Signature]
☒ Approval _____ Denial _____ Comments: _____

Date 11/8/2019 TOWN MANAGER [Signature]
☒ Approval _____ Denial _____ Comments: Should we have
an end date in brochure?

Date _____ TOWN COMMISSION
____ Approval _____ Denial _____ Comments: _____



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Special Event Application

- Applications **MUST** be complete, otherwise they will be returned without further action.
- Applications must be accompanied with a \$ 75.00 non-refundable application fee.
- Application must be legible.
- Site map must accompany application. ✓

If a question is not applicable to your event, please identify such with N/A. Do not leave any question or requested information blank. Staff is available to answer your question(s). If in doubt please call and speak to a staff person.

Title of Event: Get Up, Gather & Groove

Purpose of Special Event:

☐ Procession/Parade ☐ Public Assembly ☐ Organized Competitive Event (2mi).
☐ Road Festival ☐ Fair ☐ Other, please specify Fun Run & Food Drive

Date(s) of Special Event Title:

November 28, 2019

Hours of Special Event, including set-up and take down:

Day 1 7am Registration Day 2 N/A 8am Race Start, 2 mi ~40min
Day 3 N/A Day 4 N/A
Day 5 N/A Day 6 N/A

Venue Site(s) - Please check all that apply:

☐ Ryckman Park Pavilion ☒ Community Center ☐ Ryckman House
☐ Masny Room ☐ Ocean Park ☐ Ryckman Park ☐ Other _____

Please submit a detailed course map and, or site plan.

Name of Applicant (This person must be on site of the event and be the responsible person)

Taryn Rockwell

Date of Birth (must be at least 18 year old) May / / 1985

Home Address. 278 Pinetree Dr. Indialantic FL 32903

Phone #. (321) 501-7098



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Cell# . (321) 501-7048

Email. TarynRockwell1985@gmail.com

If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization:

Organization Name Rotary Club of Melbourne Beach

Organization Address rotary@ajg.com Phone# 1-833-3ROTARY

Authorized Responsible Heads: Taryn Rockwell

Is Organization 501-(c)(3) or equivalent? No ☒ Yes N/A

If yes please provide supporting document(s) N/A

Please identify the ultimate use of the net proceeds: Raising donations for Brevard Sharing Center

Will professional service providers be utilized to support this event? No ☒ Yes N/A

If yes, please provide the company name and contact information for each.

Note: Commercial ventures such as food vendors, sale of goods or products, etc. are not allowed.

Service Provider #1 N/A Contact # N/A

Service Provider #2 N/A Contact # N/A

Service Provider #3 N/A Contact # N/A

Estimated number of persons expected to participate and attend this event. 100

If this event was held in Melbourne Beach in the past, what was the estimated number of persons who participated and attended the last event? less than 100

Estimated number of vehicles requiring parking? maybe ~50

If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars and the like? NA

Toilet facilities will be provided by the applicant in accordance with the chart in the Special Events Manual, unless otherwise instructed by town staff. Please indicate the number of persons expected to attend and the number of hours for the event per day.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Day 1 N/A / _____ Day 2 N/A / _____

Day 3 N/A / _____ Day 4 N/A / _____

Location of restroom facilities shown on your site map. Yes N/A No N/A

Applicant MUST provide sufficient number of ADA compliant restroom facilities in accordance with ADA requirements. N/A

Will any portion of any street be occupied by the event?

Yes ☒ No _____

These areas must be shown on your site map?

Yes ☒ No _____

Will any music or amplified sound be provided/used?

Yes _____ No ☒

If yes, what are the hours each day?

Day 1: From _____ Until _____

Day 2: From _____ Until _____

Location(s) of music or amplified sound. _____

Numbers and types of such amplifiers or other such devices:

Location of any music or amplified sound shown on site map?

Yes _____ No _____

Note:

You must adhere to and comply with the Town's Noise Ordinance. Are you familiar with the Town of Melbourne Beach's noise ordinance rules?

Yes ☒ No _____

You must adhere to and comply with the Amplified Sound section of this manual and any policies set by the Town. Are you familiar with this section and rules?

Yes ☒ No _____

If applicable, what is the location of assembly/start point? Mel. Beach Community Center

What is the location of the disband/finish point? Mel. Beach Community Center

Provisions for clean-up during and after conclusion of the event:

Town provided waste receptacles are all that is necessary for this event.

Yes ☒ No N/A

If yes, it is your responsibility to ensure all refuse is placed into receptacles. Do not allow receptacles to over flow. Excess refuse must be removed from the site.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

If additional receptacles are necessary do to nature, length or size of the event, have you made arrangements with Waste Pro? Yes N/A No N/A

Security, Traffic Control and Crowd Control:

For events involving greater than 250 persons, you must establish a meeting with the Police Chief or designee to discuss security, traffic control and crowd control measures and requirements.

Are security, traffic and crowd control elements shown on you site plan? Yes _____ No _____

Has a meeting with the Police Chief or designee been established? Yes ✓ No 11-13-19 N/A

Have all security, traffic and crowd control measures been satisfied? Yes _____ No _____

Emergency Medical Services

If your event involves more than 300 persons, on-site EMS may be required.

Has a meeting with the Fire Chief or designee been established? Yes _____ No ✓

Food Rules (When allowed)

If there is intent to have food and drinks, and if food or drinks will be sold or otherwise dispersed:

Who will be supplying food and drinks? N/A

Note: Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Have food licenses and insurance information been submitted with application? Yes _____ No N/A

Electrical Service:

As the applicant it is your responsibility to identify and determine electrical service requirements for this event. It may be necessary to consult with a certified electrician.

How many total Amps of electric service do you require? _____

Are electrical requirements specified on you site map for each area or your event. Yes _____ No ✓

Note: Must be in compliance with Florida Fire Prevention and Building Code requirements.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Has your Certificate of Insurance(s) been filed with the town by the insurance carrier showing such insurance to be in force at all times. Yes _____ No _____

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

I have read the Town Special Events Informational Brochure.

Yes ___ No ___

Signature _____ Date _____

FOR TOWN USE ONLY: SPECIAL EVENTS APPROVAL / DENIAL / COMMENTS

Date 11-13-19 CHIEF OF POLICE Chief [Signature]
☒ Approval _____ ☐ Denial _____ Comments: met on 11-13-19

Date _____ PARKS BOARD CHAIR _____
____ Approval _____ ☐ Denial _____ Comments: _____

Date 11-13-19 PUBLIC WORKS Tan Davis
☒ Approval _____ ☐ Denial _____ Comments: _____

Date 11-13-19 FIRE CHIEF/ MARSHALL [Signature]
☒ Approval _____ ☐ Denial _____ Comments: _____

Date 11-13-19 TOWN MANAGER [Signature]
☒ Approval _____ ☐ Denial _____ Comments: _____

Date _____ TOWN COMMISSION
____ Approval _____ ☐ Denial _____ Comments: _____



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Fees:

Will admission or entrant fees be charged?

Yes N/A No ☒ Donations

If yes, how much will participants be charged.

\$ 10-20 per person. suggested

Will spectators be charged?

Yes N/A No ☒

If yes, how much will spectators be charged.

\$ N/A per person.

Will prizes be given?

Yes ☒ No ☐

If yes, what is the dollar amount of the prizes.

\$ Complimentary entry to 35th Annual Pineapple Man Triathlon.

Pamphlets, Handbills, Advertising

Will pamphlets, handbills or advertising of any kind be distributed at the event? YES ☐ NO ☒ If YES, what? _____

Will the event be advertised? YES ☒ NO ☐ If YES, where and when? _____

Event Liability Insurance

An applicant shall provide a policy of liability insurance where the special event involves more than 50 persons or vehicles, naming the Town of Melbourne as an additional insured in an amount of \$1,000,000 Public Liability Coverage and in the case of parades, shall cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

The applicant is required to hold the town and its officials, employees and agents harmless from any damages to property or injuries (including death) to any person that may occur arising directly or indirectly from the activity for which the permit is being issued.

Printed Name Takyn Rockwell

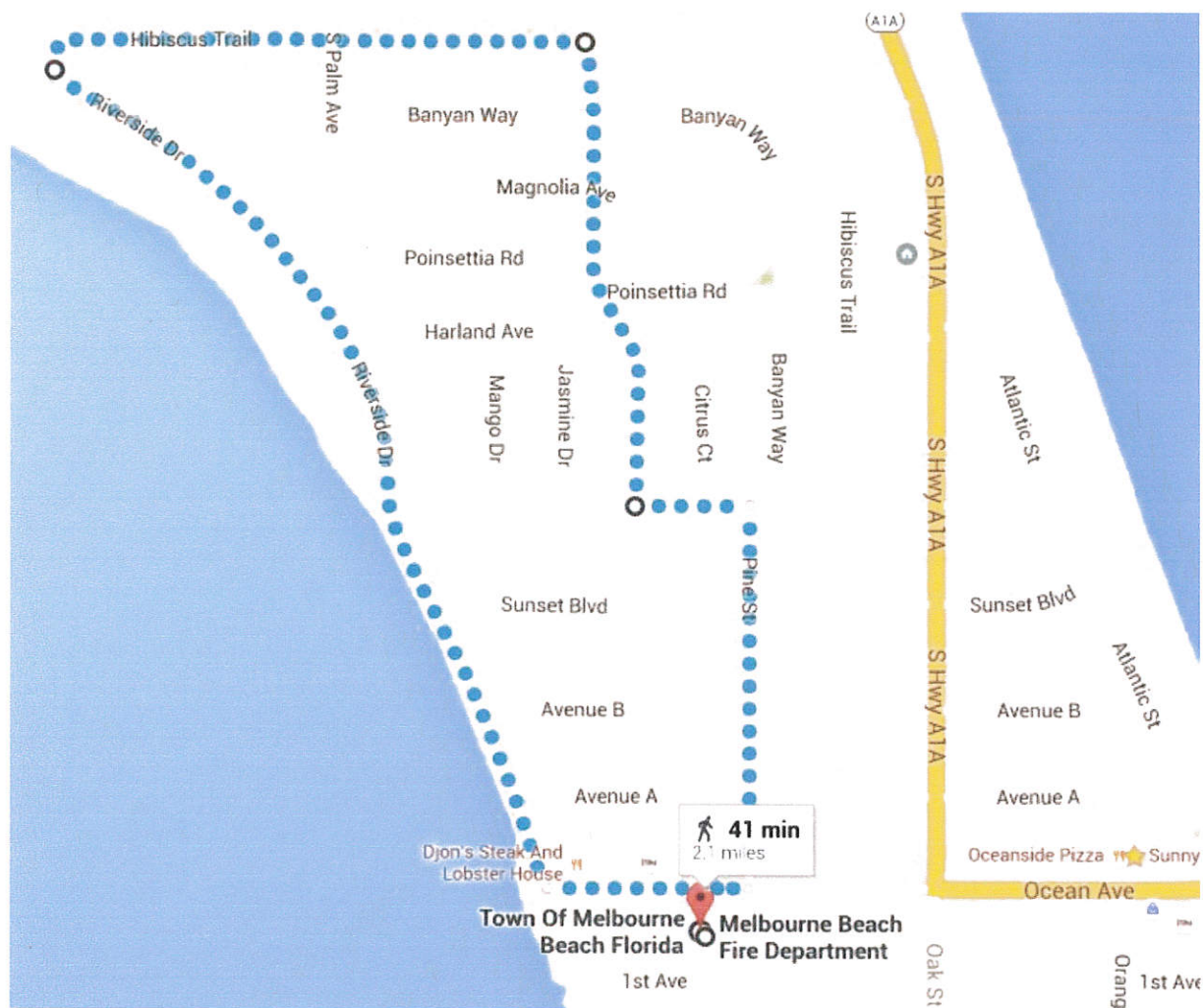
Signature [Signature]

Date Nov 13, 2019

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 U.S.C. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation.

Rotary

Club of Melbourne Beach



Course map:

1. START: Head West on Ocean Avenue – 0.1 miles
2. Turn Right (north) onto Riverside Drive – 0.8 miles
3. Veer Right onto Hibiscus Trail – 0.4 miles
4. Turn Right onto Shannon Avenue – 0.4 miles
5. Turn Left onto Andrews Drive – 500 ft
6. Turn Right onto Pine Street – 0.3 miles
7. Turn Right onto Ocean Avenue – 200 feet to FINISH

321 Banyan



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code

2017 Florida Building Code

Date: October 15, 2019

Owner: Hunter, James W; Hunter, Colleen E

Owner Address: 321 Banyan Way, Melbourne Beach

Site Address: 321 Banyan Way, Melbourne Beach

Parcel ID: 28-38-06-77-F-10

Zoning: 1RS

Proposed Project: Addition to primary structure.

References: Town of Melbourne Beach Code of Ordinances: 7A-31

Request: Approval by Planning and Zoning Board, Town Commission for construction of an addition to the rear of the primary structure. There will not be a change in trees or out building for the proposed addition.

Staff Review: The property lies in Zoning District 1RS

- 1). Project is an addition to a single family dwelling.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 12,628 sq. ft. min. 12,000 sq. ft.
Lot width is 110 ft. min. 100 ft.
Lot depth is 114.8 ft. min. 120 ft. This is an existing non-conforming lot depth.
- 3). Lot coverage has a maximum of 30% for principle structure .
Lot coverage per plan is 27 % Footprint of Primary Structure is 3,400 sq. ft.
Max allowed for Primary Structure is 3,788 sq. ft. for Lot Area of 12,628 sq. ft.
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 16 ft.
Flood Zone X
- 5). Zoning District Setback requirements
Proposed addition front setback is in the rear of the front of the primary structure.
Proposed addition North Side Setback is 28 ft. (min. 15 ft.)
Proposed addition South Side Setback is on the north side of the current pool structure and is greater than 25.2 ft. (min 15 ft.)
Proposed addition Rear Setback 25.5 ft. (min. 25 ft.)

6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and Florida Building Codes.

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and the Florida Building Codes. Topographic maps may be required. Minimum Landscaping Standards shall 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.


Marc Meyers
Building Official

OCT 16 10 59 AM '18

PROPOSED HOME RENOVATION FOR
HUNTER RESIDENCE



PROJECT SUMMARY

PROJECT NAME :	HUNTER RESIDENCE
PROJECT ADDRESS :	321 BANYAN WAY MELBOURNE BEACH, FL 32951
PROPOSED USE :	SINGLE FAMILY RESIDENTIAL
CONTRACTOR :	CK DEVELOPMENT
APPLICABLE CODES :	
FLORIDA BUILDING CODE :	8th EDITION FBC RESIDENTIAL (2017)
MECHANICAL CODE :	8th EDITION FBC EXISTING (2017)
PLUMBING CODE :	8th EDITION FBC RESIDENTIAL (2017)
ELECTRICAL CODE :	NATIONAL ELECTRIC CODE 2014
FIRE CODE :	FLORIDA FIRE PREVENTION CODE 2014
ALTERATION LEVEL :	2
AUTHORITY/JURISDICTION :	TOWN OF MELBOURNE BEACH

SCHEDULE OF DRAWINGS

SHEET	DESCRIPTION
C1	COVER SHEET
D1	DEMOLITION PLAN
D2	EXISTING ELEVATIONS
A1	FLOOR PLAN
A2	EXTERIOR ELEVATIONS
A3	EXTERIOR ELEVATIONS
A4	ROOF PLAN, TYP WALL SECTION
E1	ELECTRICAL PLANS, PLUMBING RISER
S1	STRUCTURAL NOTES
S2	PARTIAL FOUNDATION PLAN
S3	ROOF FRAMING PLAN
S4	STRUCTURAL DETAILS & SECTIONS
S5	STRUCTURAL DETAILS & SECTIONS

AREA TABULATION

EXISTING UNDER AIR LIVING (PARTIAL REMODEL)	2,238 SF TOTAL
EXISTING BACK PORCH (PARTIAL REMODEL)	800 SF TOTAL
EXISTING GARAGE	582 SF TOTAL
GRAND TOTAL	3,400 SF



MK STRUCTURAL ENGINEERING
587 WEST EAU GALIE BLVD
SUITE 201
MELBOURNE, FL 32935
P. 321.600.0672 OR 321.574.2702
www.mkstructural.com

Certificate of Authorization#:
CA 27800

project number
MK 18-125

HUNTER
RESIDENCE

321 BANYAN WAY
MELBOURNE BEACH, FLORIDA 32951

issued for date
FINAL 08/22/2018

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revisions		
item	description	date

scale

sheet title

COVER SHEET
FRONT
ELEVATION

seal/signature



Registered Engineer: Michael A. Kalajian
Registered Engineer License: PE 60133
sheet number

C1

drawn by: LFC checked by: MAK

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WHEN PLOTTED AT FULL SIZE THIS SHEET MEASURES 24" x 36"

project number
MK 18-125

HUNTER
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[illegible]

scale

Sheet title

DEMOLITION
PLAN

deal/signature



Registered Engineer: Michael A. Kalajian

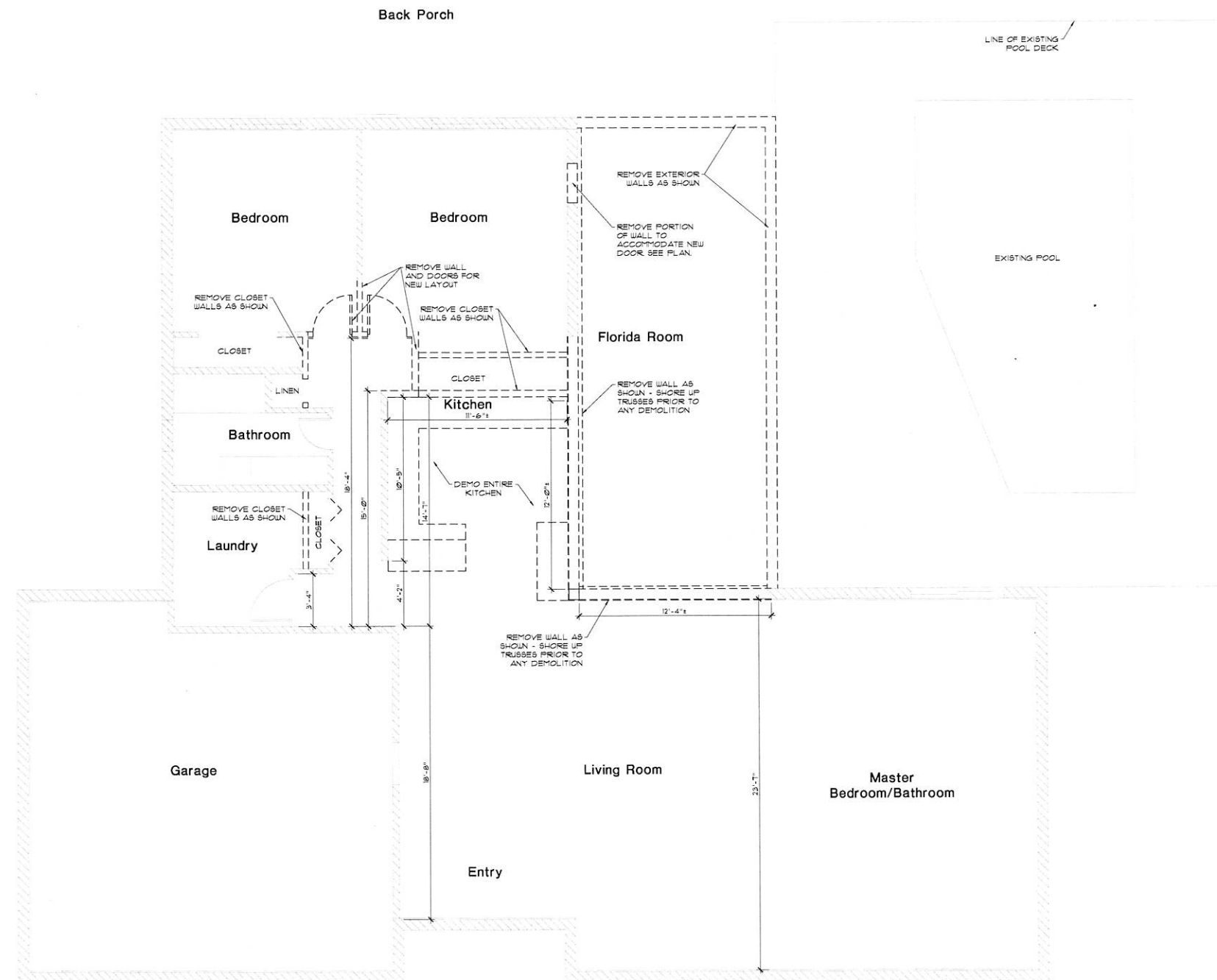
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sheet number

D1

drawn by: LFC checked by: MAK

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WALL LEGEND

EXISTING WALLS TO REMAIN

EXISTING WALLS TO REMOVE

DEMOLITION PLAN

scale: 1/4"=1'-0"

HUNTER
RESIDENCE

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item	description	date

scale

sheet title

EXISTING
ELEVATIONS

seal/signature

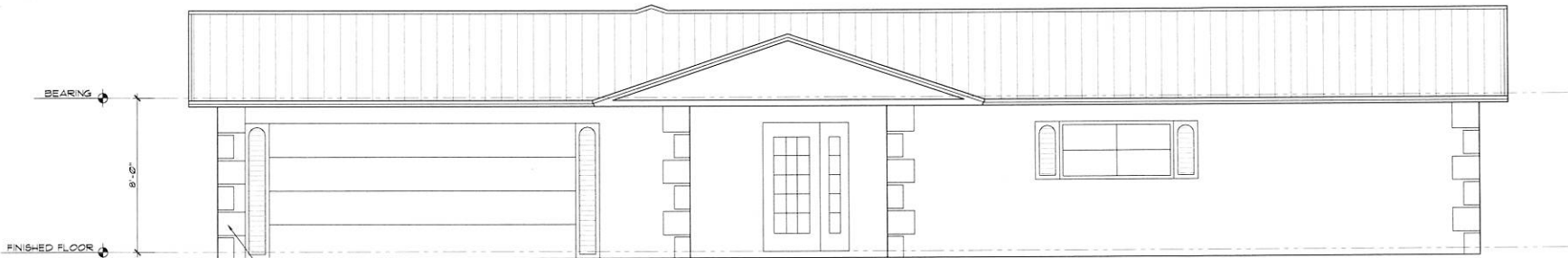


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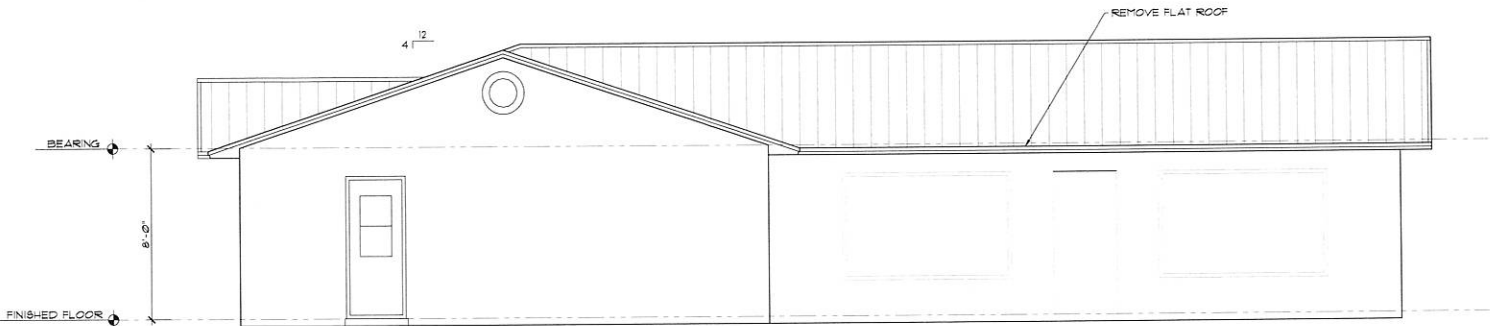
D2

drawn by: LFC checked by: MAK

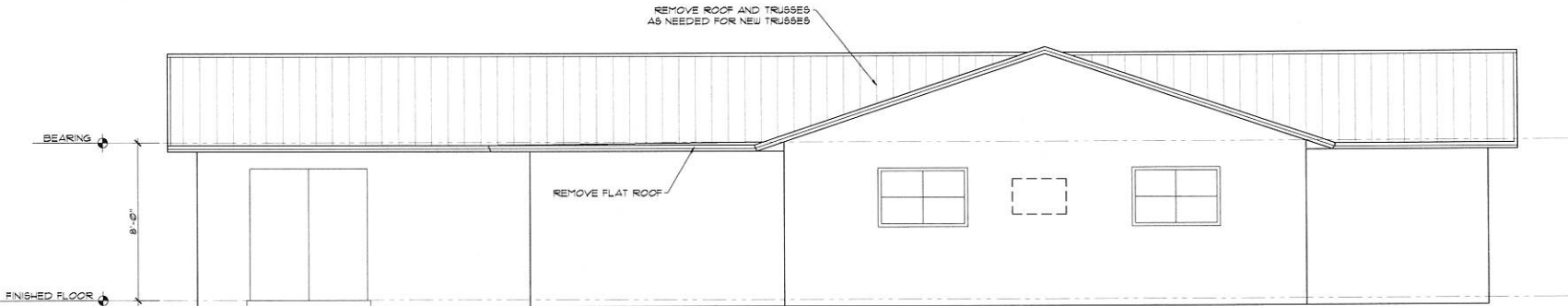
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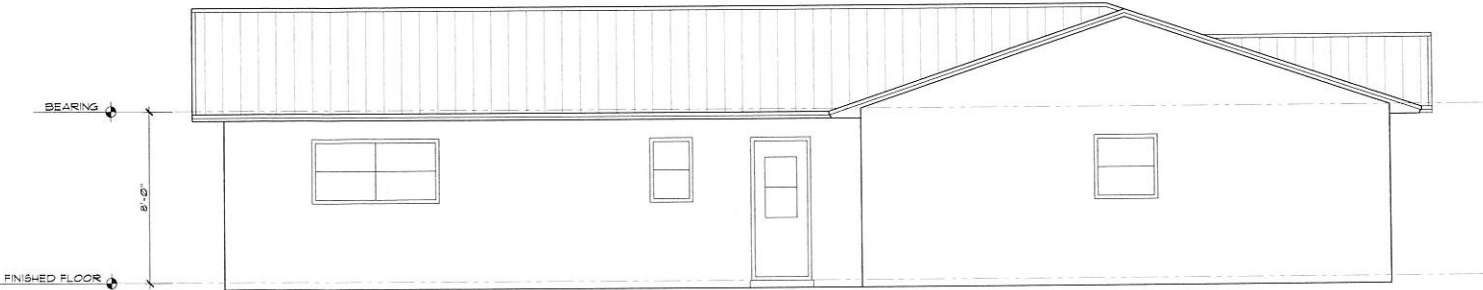
EXISTING FRONT ELEVATION
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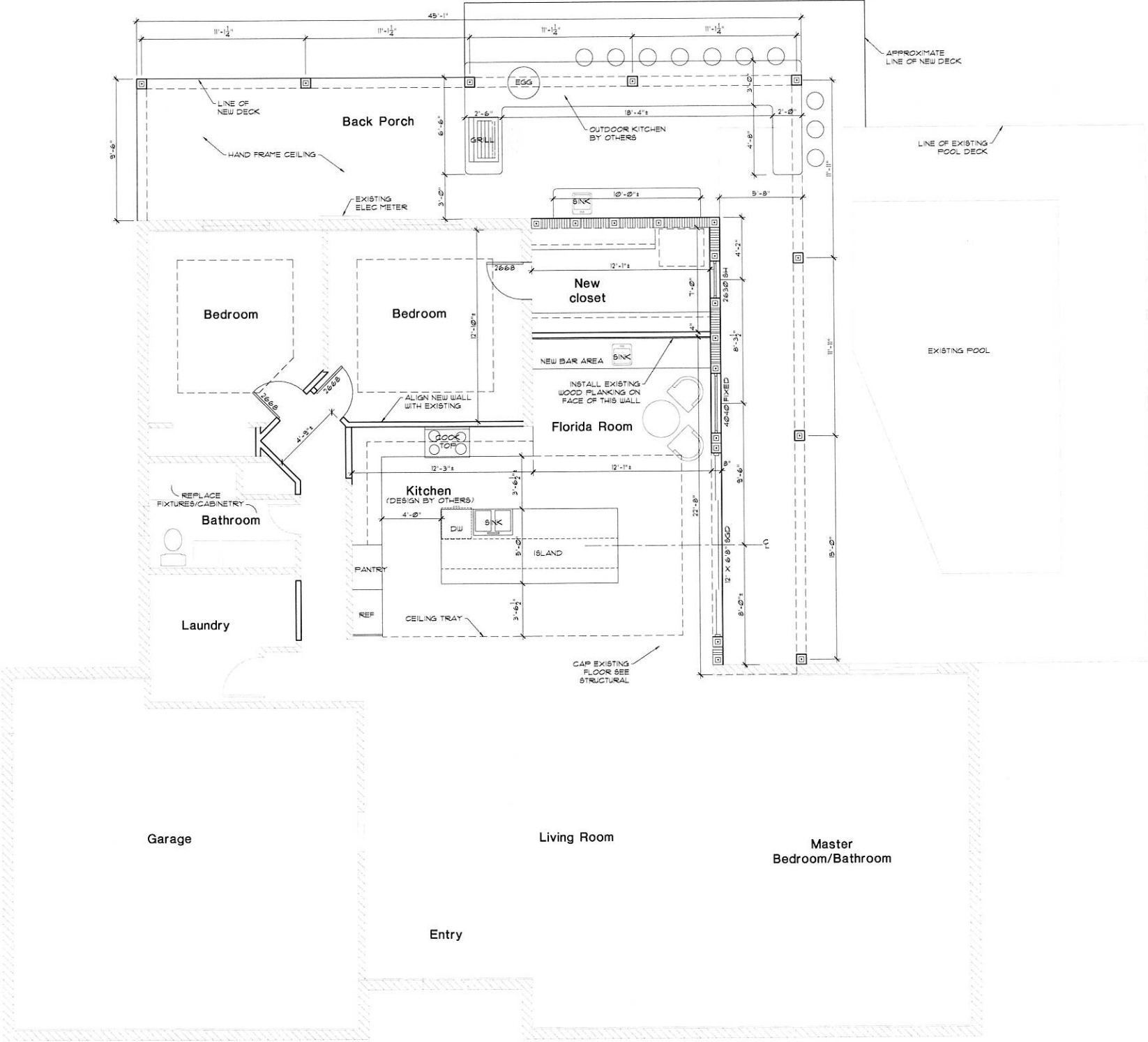
EXISTING SOUTH SIDE ELEVATION
scale: 1/4"=1'-0"



EXISTING BACK ELEVATION
scale: 1/4"=1'-0"



EXISTING NORTH SIDE ELEVATION
scale: 1/4"=1'-0"



NOTES:
CONTRACTOR TO CONFIRM ALL DIMENSIONS PRIOR TO COMMENCEMENT OF WORK.
CONTRACTOR TO VERIFY ALL DOORS AND WINDOWS PRIOR TO ORDERING.
CONTRACTOR TO VERIFY TRUSS DESIGN PRIOR TO ORDERING.

FLOOR PLAN
scale: 1/4"=1'-0"

- WALL LEGEND
- EXISTING FRAMED WALL
 - EXISTING BLOCK WALL
 - NEW WOOD FRAMED WALL
 - NEW BLOCK WALL



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Certificate of Authorization#: CA 27800

project number
MK 18-125

HUNTER RESIDENCE

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MELBOURNE BEACH, FLORIDA 32951

issued for date
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sheet title

FLOOR PLAN

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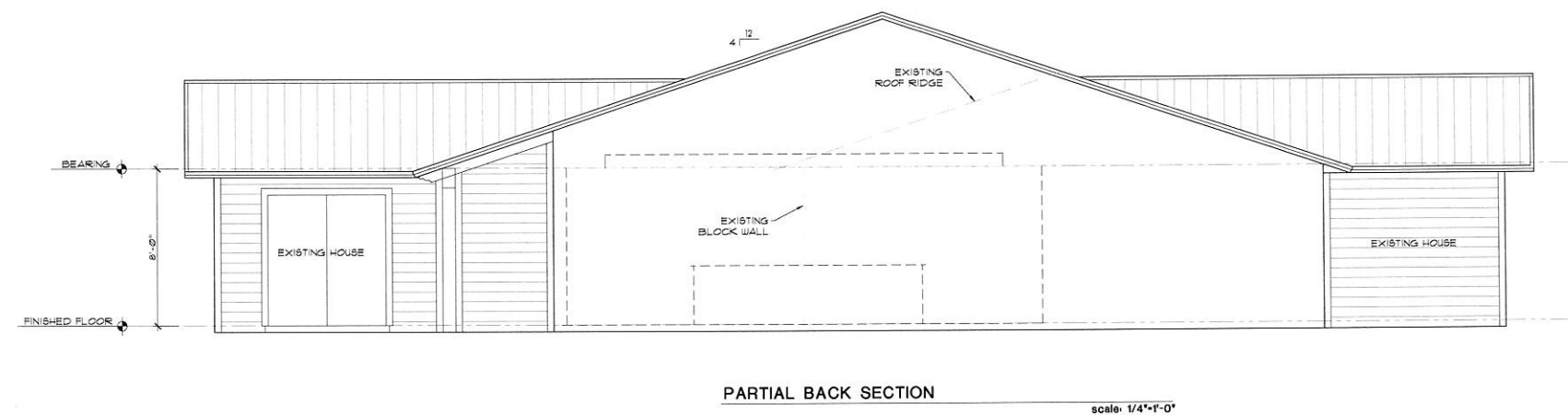
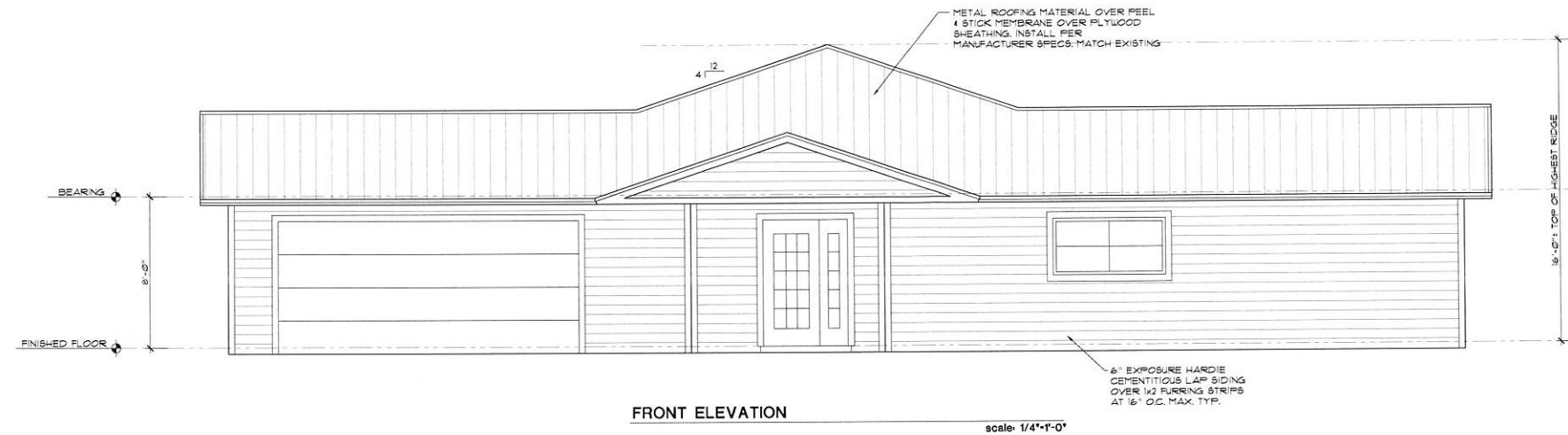


Registered Engineer: Michael A. Kalajan
Registered Engineer License: PE 60133
sheet number

A1

drawn by: LFC checked by: MAK

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HUNTER RESIDENCE

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item	description	date

scale

sheet title

FRONT AND BACK ELEVATIONS

seal/signature



Registered Engineer: Michael A. Kalajian

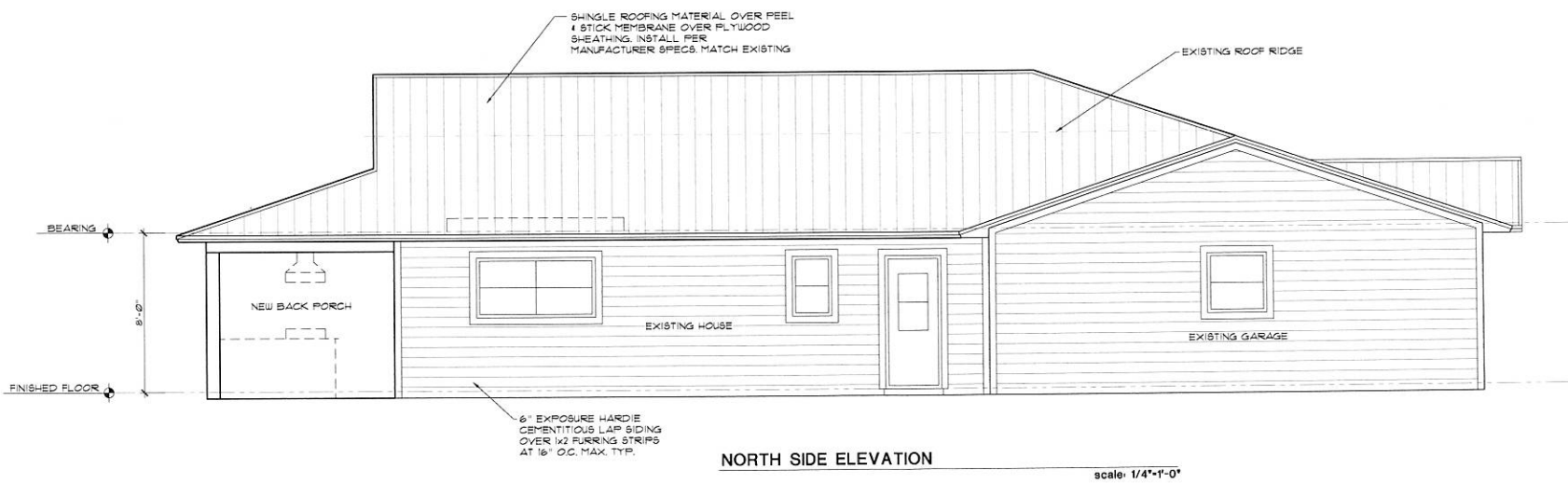
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sheet number

A2

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revisions		
item	description	date

scale

sheet title

SIDE ELEVATIONS

seal/signature



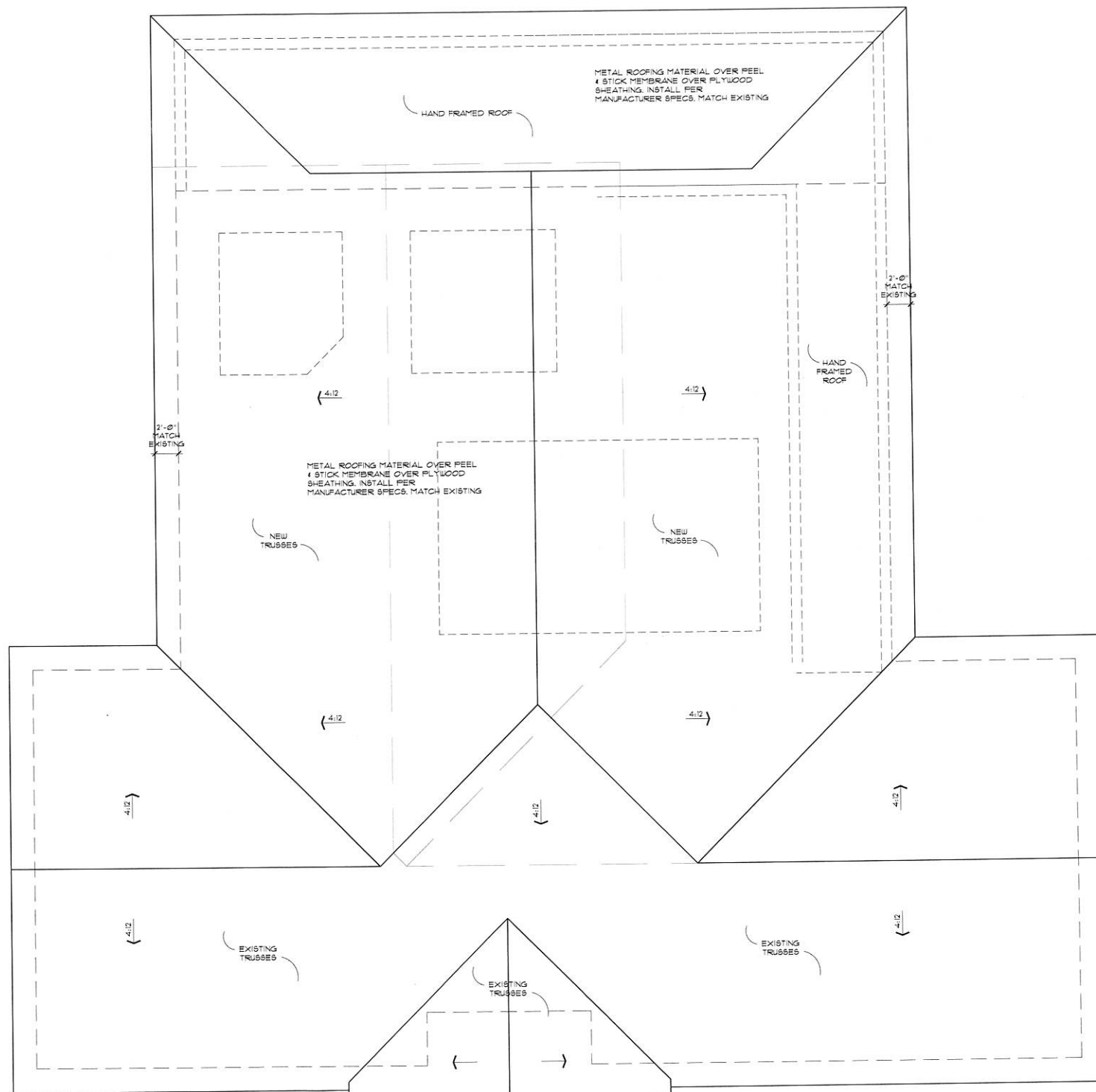
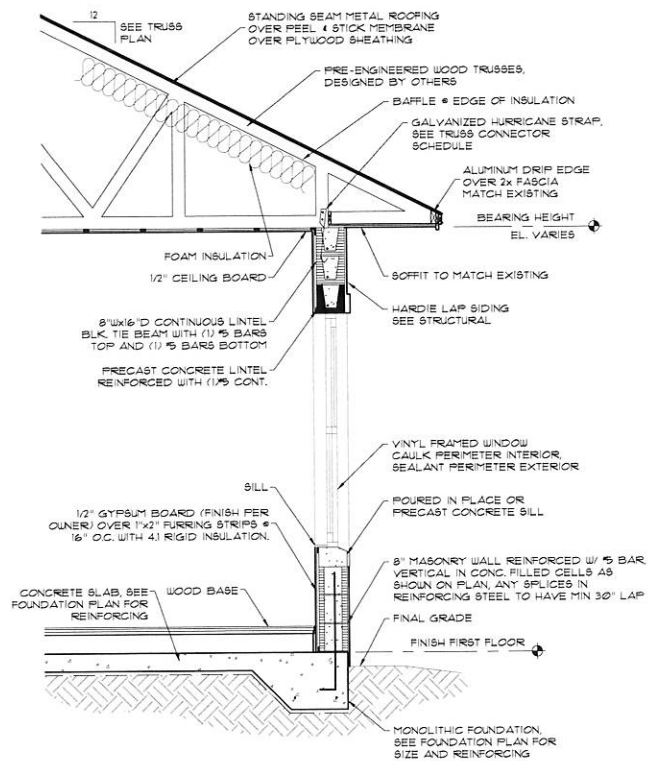
Registered Engineer: Michael A. Kalajian
Registered Engineer License: PE 60133

sheet number

A3

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revisions		
item	description	date



STRUCTURAL NOTES, SPECIFICATIONS AND GENERAL REQUIREMENTS

DESIGN CRITERIA

- D-1 CODES: - 8th EDITION FLORIDA BUILDING CODE (2017) RESIDENTIAL
- ASCE 7-10 "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES"
- D-2 DESIGN DEAD LOADS:
ROOF 20 PSF
8" MASONRY WALL 55 PSF
CONCRETE 150 PCF
- DESIGN LIVE LOADS:
ROOF 20 PSF
RESIDENTIAL AREAS 40 PSF
BALCONIES 60 PSF
- D-3 DESIGN WIND SPEED: $V_{ult} = 160$ MPH (3 SECOND GUST, PER FIGURE 1609.3.1)
 $V_{ult} = 116$ MPH PER SECTION 1609.3.1
RISK CATEGORY II (PER TABLE 1609.5)
SURFACE ROUGHNESS: B PER SECTION 1609.4
WIND EXPOSURE CATEGORY: D PER SECTION 1609.4
MEAN ROOF HEIGHT: 12.00 FT
ENCLOSED BUILDING INTERNAL PRESSURE COEFFICIENT
 $C_{pi} = +1.0$ 18
- ASSUMPTIONS:
A. BUILDING IS ASSUMED TO BE ENCLOSED AS DEFINED BY SECTION 1609.2 FBC
- B. THE BUILDING SATISFIES THE REQUIREMENTS OF SECTION 1609.6 "ALTERNATE ALL-HEIGHTS METHOD" AND ALL STRUCTURAL MEMBERS, CLADDING, FASTENERS, AND SYSTEMS PROVIDING THE STRUCTURAL INTEGRITY OF THE BUILDING HAVE BEEN DESIGNED FOR LOADS FROM TABLES LISTED IN ASCE 7-10 CHAPTER 27 - DIRECTIONAL PROCEDURE OF ASCE 7.
- C. ALL COMPONENTS AND CLADDING SUBJECT TO WIND LOADINGS, I.E. DOORS, WINDOWS, JAMBS, ROOFING, ETC. SHALL BE DESIGNED AND FASTENED TO RESIST DESIGN WIND PRESSURES FOR COMPONENTS AND CLADDING, AS SHOWN ON PLAN.
- D. ALL PRE-MANUFACTURED MAIN WIND FORCE RESISTING COMPONENTS, I.E. TRUSSES SHALL BE DESIGNED TO RESIST MAIN WIND FORCE RESISTING DESIGN FORCES, AS SPECIFIED ON PLAN AND SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS
- E. ALL GLAZING SHALL HAVE EITHER IMPACT RESISTANT GLAZING OR BE PROTECTED WITH AN IMPACT RESISTANT COVERING.
1. GLAZED OPENINGS LOCATED WITHIN 30 FT OF GRADE SHALL MEET THE REQUIREMENTS OF THE LARGE MISSILE TEST OF ASTM E 1996.
2. GLAZED OPENINGS LOCATED MORE THAN 30 FT ABOVE GRADE SHALL MEET THE REQUIREMENTS OF THE SMALL IMPACT TEST ASTM E 1996.
3. STORAGE SHEDS THAT ARE NOT DESIGNED FOR HUMAN HABITATION AND THAT HAVE A FLOOR AREA OF 700 SF OR LESS ARE NOT REQUIRED TO COMPLY WITH THE MANDATORY WINDBORNE DEBRIS IMPACT STANDARDS OF THIS CODE.
4. OPENINGS IN SUNROOMS, BALCONIES OR ENCLOSED PORCHES CONSTRUCTED UNDER EXISTING ROOFS OR DECKS ARE NOT REQUIRED TO BE PROTECTED PROVIDED THE SPACES ARE SEPARATED FROM THE BUILDING INTERIOR BY A WALL AND ALL OPENINGS IN THE SEPARATING WALL ARE PROTECTED IN ACCORDANCE WITH SECTION 1609.1.2 ABOVE. SUCH SPACES SHALL BE PERMITTED TO BE DESIGNED AS EITHER PARTIALLY ENCLOSED OR ENCLOSED STRUCTURES
- F. OWNER OR CONTRACTOR SHALL OBTAIN NECESSARY INSTALLATION SPECIFICATIONS AND INSPECTIONS REQUIRED TO COMPLY WITH MANUFACTURER'S RECOMMENDATIONS FOR INSTALLATION OF COMPONENTS AND CLADDING FOR HURRICANE PRONE REGIONS.
- D-4 SEISMIC: ZONE 0
- D-5 ASSUMED ALLOWABLE BEARING CAPACITY OF 2000 PSF; IF SITE CONDITIONS DO NOT ALLOW FOR ASSUMED ALLOWABLE BEARING CAPACITY CONTACT ENGINEER.

GENERAL NOTES

- G-1 REVIEW ALL PROJECT DOCUMENTS PRIOR TO FABRICATION AND START OF CONSTRUCTION. REPORT ANY DISCREPANCIES TO ARCHITECT OR STRUCTURAL ENGINEER PRIOR TO PROCEEDING WITH WORK.
- G-2 THE MASONRY WALLS ARE NOT DESIGNED TO WITHSTAND TEMPORARY CONSTRUCTION LOADS. IT IS THE CONTRACTOR'S RESPONSIBILITY AT ALL TIMES TO MAINTAIN WALL STABILITY DURING THE CONSTRUCTION PHASE OF THIS PROJECT.
- G-3 IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT EXISTING FACILITIES, STRUCTURES AND UTILITY LINES FROM ALL DAMAGE DURING CONSTRUCTION.
- G-4 NO STRUCTURAL MEMBER SHALL BE CUT, NOTCHED OR OTHERWISE REDUCED IN SIZE OR STRENGTH WITHOUT PRIOR APPROVAL IN WRITING FROM THE STRUCTURAL ENGINEER.
- G-5 COORDINATE STRUCTURAL AND OTHER DRAWINGS THAT ARE PART OF THE CONTRACT DOCUMENTS FOR ANCHORED, EMBEDDED OR SUPPORTED ITEMS WHICH MAY AFFECT THE STRUCTURAL DRAWINGS (I.E. MECHANICAL, ELECTRICAL, PLUMBING, DUCTWORK, ETC.)
- G-6 ALL DETAILS AND SECTIONS ON THE DRAWINGS ARE INTENDED TO BE TYPICAL AND SHALL BE CONSTRUED TO APPLY TO ANY SIMILAR SITUATION ELSEWHERE ON THE PROJECT EXCEPT WHERE A SEPARATE DETAIL IS SHOWN.
- G-7 THE INTENTION OF THE PLANS AND SPECIFICATIONS IS TO PROVIDE ALL NECESSARY DETAILS TO CONSTRUCT A COMPLETE STRUCTURE. WHEN SPECIFIC INFORMATION IS MISSING OR IS IN CONFLICT, THE CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER.
- G-8 THE ENGINEER SHALL NOT BE RESPONSIBLE FOR LAYOUT, DIMENSIONAL ERRORS OR DISCREPANCIES RESULTING FROM THE REPRODUCTION AND USE OF CONTRACT DRAWINGS FOR ERECTION AND SHOP DRAWINGS. USE OF CONTRACT DRAWINGS REPRODUCED IN WHOLE OR ANY PART IN SHOP DRAWINGS SHALL NOT RELIEVE THE CONTRACTOR NOR SUBCONTRACTORS FROM THEIR RESPONSIBILITY TO ACCURATELY LAYOUT, COORDINATE, DETAIL, FABRICATE AND INSTALL A COMPLETE STRUCTURE.
- G-9 REVIEW ALL SHOP DRAWINGS FOR CONFORMANCE WITH THE CONTRACT DOCUMENTS AND FOR COMPLETENESS AND ANSWER ALL CONTRACTOR RELATED QUESTIONS. STAMP AND INITIAL ALL SHEETS PRIOR TO SUBMITTING SHOP DRAWINGS TO ARCHITECT/ENGINEER FOR REVIEW. NON-COMPLIANCE WITH THIS REQUIREMENT WILL RESULT IN REJECTION OF SUBMITTAL.

WOOD

- WD-1 ALL WOOD CONSTRUCTION AND CONNECTIONS SHALL CONFORM TO AITC "AMERICAN INSTITUTE OF TIMBER CONSTRUCTION" MANUAL, EDITION, AND THE "NATIONAL DESIGN SPECIFICATIONS" FOR WOOD CONSTRUCTION, 1991 EDITION, AND FLORIDA BUILDING CODE, CHAPTER 23.
- WD-2 ALL WOOD IN CONTACT WITH CONCRETE OR MASONRY OR EXPOSED TO WEATHER SHALL BE PRESSURE TREATED, UNLESS NOTED OTHERWISE.
- WD-3 DIMENSIONED LUMBER SHALL BE DRESSED S4S, AND SHALL BEAR THE GRADE STAMP OF THE MANUFACTURER'S ASSOCIATION.
- WD-4 ALL LUMBER SHALL BE SOUND, SEASONED, AND FREE FROM WARP.
- WD-5 ALL CONNECTION HARDWARE IN CONTACT WITH PRESSURE TREATED WOOD SHALL BE STAINLESS STEEL OR HOT DIPPED GALVANIZED. ALL OTHER CONNECTORS SHALL BE GALVANIZED SUPPLIED BY SIMPSON STRONG-TIE CO., INC., OR USP LUMBER CONNECTORS BY APPROVED EQUIVALENT MANUFACTURER. USE EQUIVALENT MATERIALS FOR NAILS AND SCREWS AS FASTERER.
- WD-6 ALL LUMBER SHALL BE SOUTHERN PINE NO. 2 GRADE OR BETTER, WITH 19% MAXIMUM MOISTURE CONTENT, UNLESS NOTED OTHERWISE ON PLAN.
- WD-7 ALL LOAD BEARING STUD WALLS SHALL HAVE STUDS SPACED AT A MAXIMUM OF 16" OC (UNLESS NOTED OTHERWISE) WITH A DOUBLE TOP PLATE AND A SINGLE PRESSURE TREATED BOTTOM PLATE.
- WD-8 SEE TYPICAL LOAD BEARING WALL DETAIL FOR NUMBER OF STUDS AT ALL WALL OPENINGS.
- WD-9 UNLESS NOTED OTHERWISE, PROVIDE ONE ROW OF BRIDGING AT MIDSPAN FOR WALLS HIGHER THAN 8'-2" AND LESS THAN 10'-0". PROVIDE TWO ROWS OF BRIDGING AT 1/3 AND 2/3 SPAN POINTS FOR WALLS GREATER HIGHER THAN 10'-0".
- WD-10 PROVIDE A MINIMUM OF A THREE STUD COLUMN AT ALL GIRDER TRUSS BEARING LOCATIONS.
- WD-11 SHEATHING SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE:
WOOD FRAME WALLS USE APA RATED SHEATHING, EXPOSURE 1 MIN
ROOF SHEATHING SHALL BE APA RATED SHEATHING EXPOSURE 1,
SPAN RATED AS PER THE RAFTER OR TRUSS SPACING.
- WD-12 PNEUMATIC NAILING DEVICES SHALL BE CALIBRATED TO AVOID COUNTER SINKING NAILS INTO EXTERIOR WALL AND ROOF SHEATHING.
- WD-13 UNLESS NOTED OTHERWISE, HEADER BEAMS ARE TO BE PROVIDED IN ACCORDANCE WITH SECTION 2308.3 OF THE FLORIDA BUILDING CODE.
- WD-14 FRAMING MEMBERS SHALL BE FASTENED TOGETHER IN ACCORDANCE WITH SECTION 2309 OF THE FLORIDA BUILDING CODE, EXCEPT WHERE FASTENING SCHEDULES ARE MORE STRINGENT IN THESE PLANS.
- WD-15 PROVIDE ADDITIONAL UPLIFT CONNECTORS TO RESIST UPLIFT LOADS IN ACCORDANCE WITH CONNECTORS SPECIFIED ON PLAN OR ON DETAILS.

DRILL-IN BOLTS, HEADED STUDS, SCREWS AND DOWELS

- D1-1 WEDGE BOLTS SHALL BE ITW RAMSET/REDHEAD BOLTS OR APPROVED EQUIVALENT INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. DO NOT CUT EXISTING REINFORCING TO INSTALL.
- D1-2 MASONRY AND CONCRETE SCREWS SHALL BE MANUFACTURED BY RAMSET/REDHEAD "TAPCONS" OR APPROVED EQUAL INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
- D1-3 ANCHORING ADHESIVE SHALL BE A TWO-COMPONENT SOLID EPOXY-BASED DISPENSED THROUGH A STATIC MIXING NOZZLE SUPPLIED BY THE MANUFACTURER. SYSTEM SUPPLIED IN MANUFACTURER'S STANDARD SIDE-BY-SIDE CARTRIDGE AND EPOXY SHALL MEET THE MINIMUM REQUIREMENTS OF ASTM C-881 SPECIFICATION FOR TYPE I, II, IV AND V, GRADE 3, CLASS B AND C AND MUST DEVELOP A MINIMUM 10,560 PSI COMPRESSIVE YIELD STRENGTH AFTER 7-DAY CURE.
- D1-4 GROUTED ANCHORS SHALL BE SIMPSON EPOXY-TIE ADHESIVE SYSTEM OR APPROVED EQUIVALENT INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
- D1-5 DRILL-IN REBAR DOWELS AND THREADED ROD ANCHORS (A307) SHALL BE SET USING A TWO-PART EPOXY AS DESCRIBED ABOVE.
- D1-6 HEADED STUDS (H S) SHALL BE "NELSON" OR APPROVED EQUAL. INSTALL USING MANUFACTURER'S SPECIFICATIONS AND IN ACCORDANCE WITH AWS D1.1. ATTACHMENT OF STUDS SHALL BE SUFFICIENT TO DEVELOP THE FULL CAPACITY OF EACH INDIVIDUAL STUD (PER AWS D1.1).
- D1-7 EXPANSION ANCHORS MAY BE SUBSTITUTED FOR ANCHOR BOLTS ONLY WITH THE APPROVAL OF THE ENGINEER OF RECORD IN WRITING. EXPANSION ANCHORS USED SHALL BE HILTI, SIMPSON, RAMM, OR APPROVED EQUAL.

SHALLOW FOUNDATIONS

- SF-1 SOIL TO BE STRIPPED, COMPACTED AND TESTED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE SOILS ENGINEER AND PROJECT SPECIFICATIONS.
- SF-2 CENTER ALL FOOTINGS UNDER THEIR RESPECTIVE COLUMNS OR WALLS UNLESS OTHERWISE SHOWN ON PLANS. MAXIMUM MISPLACEMENT OR ECCENTRICITY - 2". TOLERANCE FOR MISLOCATION OF COLUMN DOWELS OR ANCHOR BOLTS TO BE PER ACI OR ABC STANDARDS.
- SF-3 HORIZONTAL JOINTS IN FOOTINGS WILL NOT BE PERMITTED.
- SF-4 COORDINATE PLUMBING LINES WITH FOOTING LOCATIONS FOR INTERFERENCE. INDIVIDUAL FOOTINGS CAN BE LOWERED WITH THE PRIOR APPROVAL OF THE STRUCTURAL ENGINEER. CONTINUOUS WALL FOOTINGS SHOULD BE STEPPED AS DETAILED ON THE DRAWINGS.
- SF-5 EXCAVATING UNDER OR NEAR IN-PLACE FOOTINGS/FOUNDATIONS WHICH DISTURBS THE COMPACTED SOIL BENEATH THE FOOTINGS/FOUNDATIONS WILL NOT BE PERMITTED.
- SF-6 REINFORCING SHALL BE SUPPORTED ON PRECAST CONCRETE PADS. DOWELS FOR COLUMNS AND FILLED CELLS SHALL BE SECURED IN PLACE PRIOR TO POURING CONCRETE. USE TEMPLATES FOR SETTING COLUMN DOWELS AND ANCHOR BOLTS.

WOOD TRUSSES

- WT-1 THIS SECTION DEFINES PRE-ENGINEERED, PREFABRICATED, METAL PLATE CONNECTED WOOD ROOF TRUSSES AS "WOOD TRUSSES".
- WT-2 DESIGN OF METAL CONNECTED ROOF AND FLOOR TRUSSES TO COMPLY WITH APPLICABLE BUILDING CODE (SEE NOTE D-1). NPFA'S "NATIONAL DESIGN SPECIFICATION FOR STRESS GRADED LUMBER AND ITS FASTENINGS". TRUSS PLATE INSTITUTE'S "DESIGN SPECIFICATIONS FOR LIGHT METAL PLATE CONNECTED ROOF TRUSSES".
- WT-3 WOOD TRUSSES SHALL BE DESIGNED AND FABRICATED IN ACCORDANCE WITH THE "NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION" 2015 EDITION, PUBLISHED BY THE AMERICAN FOREST AND PAPER ASSOCIATION. "DESIGN SPECIFICATION FOR METAL PLATE CONNECTED WOOD TRUSSES, ANS/ITP 1-14", PUBLISHED BY THE TRUSS PLATE INSTITUTE, AND THE APPLICABLE BUILDING CODE LISTED IN THE MISCELLANEOUS SECTION OF THESE SPECIFICATIONS.
- WT-4 SIGNED AND SEALED SHOP DRAWINGS SHOWING TRUSS CONFIGURATION WITH MEMBER SIZES AND CONNECTIONS, TRUSS LAYOUT WITH PIECE MARKS, REQUIRED TRUSS TO TRUSS CONNECTIONS, DESIGN LOADS, DURATION FACTORS AND ERECTION DETAILS MUST BE SUBMITTED FOR REVIEW PRIOR TO FABRICATION. IF REQ. SUBMIT COPIES TO THE BUILDING DEPARTMENT AT TIME OF PERMITTING.
- WT-5 WOOD TRUSS MEMBERS AND CONNECTIONS SHALL BE DESIGNED FOR ALL LOADS SHOWN ON THE CONTRACT DOCUMENTS INCLUDING: LIVE, DEAD, WIND, AND CONCENTRATED. SEE STRUCTURAL DESIGN CRITERIA SECTION FOR LIVE LOADS AND WIND LOADS.
- WT-6 MINIMUM DURATION OF LOAD FACTORS ROOF DL+LL+WL, 1.6 ROOF DL+LL, 1.0
- WT-7 NO WAJES, SKIPS OR OTHER DEFECTS SHALL OCCUR IN THE PLATE CONTACT AREA OR SCARFED AREA OF WEB MEMBERS. PLATES SHALL BE CONNECTED WITH ONE REQUIRED EACH SIDE OF TRUSS.
- WT-8 HANDLING, ERECTION AND BRACING OF WOOD TRUSSES SHALL BE IN ACCORDANCE WITH "HANDLING AND ERECTING WOOD TRUSSES" (HIB-91) AND "BRACING WOOD TRUSSES: COMMENTARY AND RECOMMENDATIONS" BY THE TRUSS PLATE INSTITUTE, LATEST EDITIONS.
- WT-9 PERMANENT TRUSS BRACING OR BRIDGING MEMBERS SHALL BE 2" X 4" MINIMUM SOUTHERN PINE WITH MINIMUM LOCATIONS AS NOTED ON PLANS. ADDITIONAL BRACING REQUIRED TO STRENGTHEN TRUSS COMPONENTS SHOULD BE NOTED ON THE ERECTION DRAWINGS IN ACCORDANCE WITH TRUSS MANUFACTURER'S RECOMMENDATIONS.
- WT-10 DEFLECTION LIMITATIONS: (UNLESS NOTED OTHERWISE)
ROOF LIVE LOAD = L260
ROOF TOTAL LOAD = L240
- WT-11 SUPPORTS: WOOD TRUSSES SHALL BE DESIGNED WITH AT LEAST ONE HORIZONTAL ROLLER CONNECTION PER SPAN SO THAT NO HORIZONTAL REACTIONS ARE INDUCED ON SUPPORTS UNDER DEAD OR LIVE LOADS.
- WT-12 CONTINUOUS BOTTOM CHORD LATERAL BRACING IS REQUIRED AT A MINIMUM SPACING OF 10' O.C. UNLESS NOTED OTHERWISE. BOTTOM CHORD BRACING IS CONTINUOUS FROM ONE END OF THE BUILDING TO OTHER END, OVERLAP CONTINUOUS BRACING AT LEAST ONE TRUSS SPACE. USE A MINIMUM OF 2 X 4 GRADE MARKED LUMBER AT LEAST 10' LONG, WITH SIMPSON H2.5 AT EACH TRUSS.
- WT-13 TRUSS ERECTOR IS RESPONSIBLE FOR ALL TEMPORARY BRACING OF TRUSS SYSTEM DURING CONSTRUCTION.
- WT-14 ALL CONNECTION HARDWARE SHALL BE STAINLESS STEEL OR HOT DIPPED GALVANIZED SUPPLIED BY SIMPSON STRONG-TIE CO., INC., OR BY APPROVED EQUIVALENT MANUFACTURER.
- WT-15 ALL CONNECTION HARDWARE IS TO BE FULLY FASTENED PER MANUFACTURER'S REQUIREMENTS UNLESS NOTED OTHERWISE.

REINFORCED CONCRETE

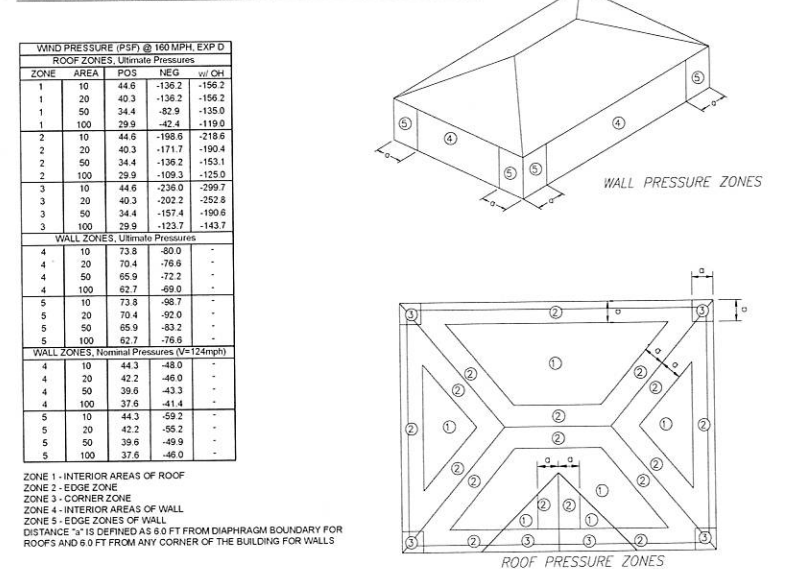
- RC-1 ALL CONCRETE DESIGN AND PLACEMENT SHALL BE IN STRICT ACCORDANCE WITH THE ACI "BUILDING CODE REQUIREMENTS FOR STRUCTURAL CONCRETE," ACI 318-14.
- RC-2 PROVIDE (4) TEST CYLINDERS FOR EACH 50 C.Y. OF CONCRETE PLACED OR FRACTION THEREOF.
- RC-3 STRUCTURAL CONCRETE SHALL CONFORM TO ACI 301 SPECIFICATIONS AND SHALL DEVELOP THE FOLLOWING MINIMUM COMPRESSIVE STRENGTH AT 28 DAYS:
SPREAD AND WALL FOOTINGS 3000 PSI
COLUMNS AND WALLS 3000 PSI
BEAMS AND SLABS 3000 PSI
ALL OTHER CONCRETE 3000 PSI
- RC-4 USE REGULAR WEIGHT CONCRETE.
- RC-5 STRUCTURAL CONCRETE SHALL CONFORM TO ACI 301 AND HAVE THE FOLLOWING SLUMPS, WATER CEMENT RATIO & AGGREGATE REQUIREMENTS:
LOCATION SLUMP W/C RATIO MAX. AGGREGATE
FOOTINGS 4"-1" 0.55 ASTM #57
SLABS ON GRADE 4"-1" 0.55 ASTM #57
COLUMNS 5"-1" 0.55 ASTM #57
BEAMS AND SLABS 5"-1" 0.51 ASTM #57
TIE BMS & TIE COL'S 5"-1" 0.51 ASTM #8 PEAROCK
- SUBMIT DESIGN MIXES FOR APPROVAL AT LEAST ONE WEEK PRIOR TO CONCRETE POUR. DESIGN MIX SUBMITTALS MUST INDICATE PROPOSED LOCATION OR TYPE OF USE, FAILURE TO DO SO WILL CAUSE DELAY AND/OR REJECTION OF SUBMITTALS.
- RC-6 MAXIMUM WATER TO CEMENT RATIO WHEN NO BACK-UP DATA IS AVAILABLE:
a) 3000 PSI, 28 DAY COMPRESSIVE STRENGTH: W/C RATIO 0.58 MAXIMUM (NON-AIR ENTRAINED), 0.47 MAXIMUM (AIR ENTRAINED).
- RC-7 FLYASH, WHEN USED, SHALL BE LIMITED TO 20% OF THE CEMENTITIOUS MATERIAL. DO NOT USE FOR EXPOSED SLABS
- RC-8 SUBMIT COPIES OF CONCRETE MIX DESIGN TO ENGINEER FOR APPROVAL. INFORMATION SHALL INCLUDE CEMENT CONTENT, WATER/CEMENT RATIO, SLUMP, ENTRAINED AIR, ADMIXTURE CONTENT AND QUANTITY.
- RC-9 ALL REINFORCEMENT SHALL BE FASTENED AND SECURED TOGETHER TO PREVENT DISPLACEMENT BY CONSTRUCTION LOADS OR THE PLACING OF CONCRETE
- RC-10 THE USE OF JITTERBUGS TO CONSOLIDATE CONCRETE WILL NOT BE PERMITTED.
- RC-11 ALL PUMPED CONCRETE WITH #57 AGGREGATE IS TO CONTAIN A HIGH RANGE WATER REDUCING AGENT. MINIMUM SIZE OF DISCHARGE TO BE 4" I.D.
- RC-12 A 2" I.D. DISCHARGE MAY BE USED WITH #5 AGGREGATE. USE PLASTICIZER ADMIXTURE IF NECESSARY TO INCREASE SLUMPS BEYOND THAT NOTED ABOVE.
- RC-14 ALL REINFORCING STEEL SHALL BE DETAILED, FABRICATED AND INSTALLED IN ACCORDANCE WITH ACI 318 AND ACI DETAILING MANUAL, ACI-315 LATEST EDITION.
- RC-15 REINFORCEMENT WITH RUST, MIL SCALE OR A COMBINATION OF BOTH SHALL BE CONSIDERED SATISFACTORY, PROVIDED THE MINIMUM DIMENSIONS (INCLUDING HEIGHT OF DEFORMATION) AND WEIGHT OF A HAND-WIRE-BRUSHED TEST SPECIMEN ARE NOT LESS THAN APPLICABLE SPECIFICATION REQUIREMENTS IN THE ASTM STANDARDS REFERENCE IN ACI 318. REINFORCING BARS SHALL CONFORM TO ASTM A-615, GRADE 60, LATEST REVISION, WITH SUPPLEMENT (S1), MARKED "S".
- RC-16 ALL SLABS ON GRADE SHALL BE REINFORCED WITH:
6"x6"-10/10 WELDED WIRE FABRIC LOCATED IN THE MIDDLE TO UPPER PORTION OF THE SLAB. WELDED WIRE FABRIC SHALL BE SUPPORTED WITH APPROVED MATERIALS OR SUPPORTS NOT EXCEEDING 3 FT OR IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS.
- RC-17 WELDED WIRE FABRIC TO COMPLY WITH ASTM A185 SHEETS ONLY, NO ROLLS. INSTALL ON BRICKS OR BOLSTERS, AT MID-DEPTH OF THE SLAB.
- RC-18 LAP CONTINUOUS REINF. AS NOTED IN LAP SPLICE SCHEDULE OR MIN 40 BAR DIA. LAP CONT. BOTTOM STEEL OVER SUPPORT AND CONT. TOP STEEL AT MIDSPAN UNLESS OTHERWISE SPECIFIED.
- RC-19 TERMINATE ALL DISCONTINUOUS TOP BARS WITH STANDARD 90 DEGREE HOOK (PLACED VERTICALLY) UNLESS NOTED OTHERWISE.
- RC-20 PROVIDE CONCRETE COVER OVER REINFORCEMENT AS FOLLOWS, UNLESS OTHERWISE NOTED:
MINIMUM COVER LOCATION AND CONDITION:
A. CONCRETE CAST AGAINST AND PERMANENTLY EXPOSED TO EARTH ALL BARS 3"
B. CONCRETE EXPOSED #6 OR GREATER 2" TO EARTH OR WEATHER
#5 OR SMALLER 1-1/2"
#11 OR SMALLER 3/4"
#14-#18 1-1/2" WEATHER OR IN CONTACT WITH GROUND
C. CONCRETE NOT EXPOSED TO 1. SLABS, WALLS, AND JOISTS ALL BARS 1-1/2"
2. BEAMS AND COLUMNS: PRIMARY REINFORCEMENT, TIES, STIRRUPS, AND SPIRALS)
D. SLABS ON GRADE: SINGLE MAT, TOP 1/2 TO 1/3 OF THICKNESS

- RC-21 SLEEVE ALL PENETRATIONS THROUGH BEAMS AND SLABS INDIVIDUALLY. CORE DRILLING WILL NOT BE PERMITTED. SUBMIT LOCATION AND SIZE OF SLEEVES THROUGH BEAMS TO ENGINEER FOR REVIEW PRIOR TO CASTING CONCRETE. WHERE PIPING PENETRATES CONCRETE BEAMS, PLACE TWO #3 STIRRUPS @ 3' O.C. EACH SIDE OF PIPE, UNLESS OTHERWISE NOTED.
- RC-22 NO REINFORCING BARS SHALL BE CUT TO ACCOMMODATE THE INSTALLATION OF ANCHORS, EMBEDS OR OTHER ITEMS.
- RC-23 USE THE STRUCTURAL DRAWINGS INCLUDING REVISIONS AND ADDENDA IN CONJUNCTION WITH REVIEWED SHOP DRAWINGS FOR PLACEMENT OF REINFORCING.
- RC-24 AT CHANGES IN DIRECTION OF CONCRETE WALLS, BEAMS & STRIP FOOTINGS, PROVIDE CORNER BARS OF SAME SIZE AND QUANTITY UNLESS NOTED OTHERWISE AS HORIZONTAL STEEL.
- RC-25 ALL EMBEDDED ITEMS SHALL BE SECURELY TIED IN PLACE PRIOR TO CONCRETE PLACEMENT.
- RC-26 THE GENERAL CONTRACTOR IS RESPONSIBLE FOR PROVIDING THE CONSTRUCTION OF ALL FORMWORK IN ACCORDANCE WITH ACI 347.
- RC-27 PLACE CONCRETE PER ACI 304. USE INTERNAL MECHANICAL VIBRATION FOR ALL CONCRETE. LIMIT MAXIMUM FREE FALL DROP OF CONCRETE TO 6'-0" FOR #57 AGGREGATE AND 8'-0" FOR #8 AGGREGATE. ALL PRECAUTIONS SHOULD BE TAKEN TO AVOID SEGREGATION OF CONCRETE DURING PLACEMENT.
- RC-28 FOOTING SIZES SHOWN ARE FOR FOOTINGS CONSTRUCTED WITH SIDE FORMS. IF SOIL MATERIAL CAN HOLD A VERTICAL SHAPE, IT CAN BE USED AS AN EARTH FORM PROVIDED FOOTING WIDTH IS INCREASED 1" IN EACH HORIZONTAL DIRECTION. ALL SLOUGHED MATERIAL SHALL BE REMOVED FROM EXCAVATION BEFORE AND DURING PLACEMENT OF CONCRETE.
- RC-29 PLACEMENT OF CONDUIT AND PIPES IN CONCRETE SHALL CONFORM TO ACI 318, SECTIONS 20.7 AND 28.8.

REINFORCED MASONRY

- M-1 MASONRY CONSTRUCTION SHALL CONFORM TO ACI "BUILDING CODE REQUIREMENTS FOR MASONRY STRUCTURES" (ACIASSE 530-13) AND "SPECIFICATIONS FOR MASONRY STRUCTURES" (ACIASSE 530-1.13), ASTM C-476, ASTM C-1019 AND NCMA TEK 107, EXCEPT AS AMENDED BELOW.
- M-2 CONTRACTOR SHALL OBTAIN COPY OF MASONRY CODE AND SPECIFICATIONS FOR REFERENCE AT THE JOBSITE.
- M-3 STRUCTURE HAS BEEN DESIGNED AS A BEARING WALL STRUCTURE. ALL MASONRY UNITS SHALL BE LAID PRIOR TO CONCRETE PLACEMENT OF COLUMNS, BEAMS AND SLABS FOR THE SAME STORY.
- M-4 USE TYPE "M" MORTAR FOR ABOVE GRADE APPLICATIONS AND TYPE "S" MORTAR FOR BELOW GRADE APPLICATIONS. MORTAR SHALL CONFORM TO ASTM C270 (PROPORTION OR PROPERTY SPECIFICATION).
- M-5 MASONRY UNITS SHALL CONFORM TO ASTM C90, NORMAL WEIGHT, TYPE II, MINIMUM NET COMPRESSIVE UNIT STRENGTH OF 2000 PSI TO PROVIDE NET AREA COMPRESSIVE STRENGTH OF MASONRY (P/M) OF 1600 PSI.
- M-6 ALL COLUMNS AND BEAMS INTEGRATED IN CMU WALLS ARE 8" AND 12" NOMINAL AND 7-5/8" AND 11-5/8" ACTUAL DIMENSIONS.
- M-7 COARSE GROUT SHALL CONFORM TO ASTM C478, LATEST REVISION:
a) 1500 PSI AT 28 DAYS
b) 1 1/4" MAXIMUM AGGREGATE SIZE
c) 8" TO 11" SLUMP
d) PROVIDE CLEANOUTS FOR LIFTS GREATER THAN 5'-0" IN HEIGHT. PUMP 4'-0" MAXIMUM GROUT LIFTS. FOR HIGH LIFT (12'-0" MAX.) GROUTING WITH 30 MINUTE DELAY BETWEEN LIFTS.
- M-8 A REINFORCED CONCRETE TIE BEAM OR MASONRY TIE BEAM SHALL BE PROVIDED IN ALL WALLS SHOWN ON THE STRUCTURAL DRAWINGS AT EACH FLOOR AND THE ROOF. USE GALVANIZED MESH TYPE CELL CAPS. PROVIDE CORNER BARS AT ALL BEAM CORNERS TO MATCH HORIZONTAL BARS.
- M-9 UNLESS NOTED OTHERWISE, THE BEAMS SHALL BE EITHER
a) 8"x16" CONCRETE TIE BEAM REINFORCED WITH (2) #5 TOP AND BOTTOM WITH #3 STIRRUPS @ 16" O.C.
b) (2) COURSES OF 8" MASONRY KNOCK-OUT BLOCK REINF WITH #5 IN EACH COURSE FULLY GROUTED
- M-10 VERTICAL REINFORCING FOR FILLED CELLS SHALL CONFORM TO ASTM 615.
- M-11 PROVIDE VERTICAL REINFORCEMENT IN GROUT FILLED CELLS:
A. AS SHOWN ON THE DRAWINGS
B. MAXIMUM 48" O.C.
C. AT ALL CORNERS AND INTERSECTIONS
D. AT ANCHORAGE OF CONNECTIONS OR BEARING OF BEAMS
- M-12 REINFORCING BARS SHALL BE LAPPED 48 BAR DIAMETERS WHERE SPLICED AND SHALL BE WIRED TOGETHER. LAP VERTICAL REINFORCEMENT ABOVE GRADE BEAM AND ABOVE EACH FLOOR UNLESS NOTED OTHERWISE.
- M-13 REINFORCE WALLS WITH LADDER-TYPE REINFORCEMENT EQUAL TO COLUMNS. OR PROVIDE DURE-O-WAL IN BED JOINTS 9-GA OR APPROVED EQUAL AT 16" O.C. MEASURED VERTICALLY U.O.N. PLACE PER MFR. RECOMMENDATIONS. EXTEND INTO COLUMNS, OR PROVIDE DOVETAIL ANCHORS TO SECURE MASONRY TO COLUMNS. PROVIDE PREFABRICATED "TEE" OR CORNER SECTIONS AT WALL INTERSECTIONS.
- M-14 PROVIDE FULL MORTAR BEDDING AROUND ALL FILLED CELLS WITH VERTICAL REINFORCING.
- M-15 PLACE ALL MASONRY IN RUNNING BOND WITH 3/8" MORTAR JOINTS.
- M-16 AT INTERSECTING WALLS FIFTY PERCENT OF THE MASONRY SHALL BE LAID IN OVERLAPPING MASONRY BONDING PATTERN.
- M-17 REFER TO TYPICAL WALL SECTIONS FOR MAXIMUM CONSTRUCTION HEIGHT OF MASONRY WALLS. PROVIDE CLEAN-OUT HOLES AT BASE OF FILLED CELL WHEN THE CONCRETE POUR EXCEEDS 5 FEET IN HEIGHT.
- M-18 GROUT FOR FILLED CELLS SHALL BE VIBRATED DURING PLACEMENT USING A "PENCL" TYPE VIBRATOR.
- M-19 VERTICAL REINFORCEMENT SHALL BE HELD IN POSITION AT THE TOP AND BOTTOM OF BAR AND AT 8'-0" OC MAXIMUM WITH A MINIMUM CLEARANCE OF 1/2" FROM MASONRY. THE CLEAR DISTANCE BETWEEN BARS SHALL NOT BE LESS THAN ONE BAR DIAMETER OR 1". CENTER BARS IN WALLS UNLESS NOTED OTHERWISE.
- M-20 ALL REINFORCED CELLS ARE TO BE CLEAN AND FREE OF ANY FOREIGN MATERIAL OR DEBRIS.
- M-21 TESTING OF GROUT TO COMPLY WITH ASTM C-1019.
- M-22 OPENINGS SHALL HAVE BLOCK CELL AT EACH JAMB FILLED WITH GROUT AND REINFORCED.

WINDS PRESSURES FOR COMPONENT AND CLADDING



MK STRUCTURAL ENGINEERING
587 WEST EAU GALLEE BLVD
SUITE 201
MELBOURNE, FL 32935
P. 321.600.0672 OR 321.574.2702
www.mkstructural.com

Certificate of Authorization:
CA 27800

project number
MK 18-125

HUNTER RESIDENCE

321 BANYAN WAY
MELBOURNE BEACH, FLORIDA 32951

issued for date
FINAL 08/22/2018

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item	description	date

scale
sheet title

STRUCTURAL NOTES

seal/signature

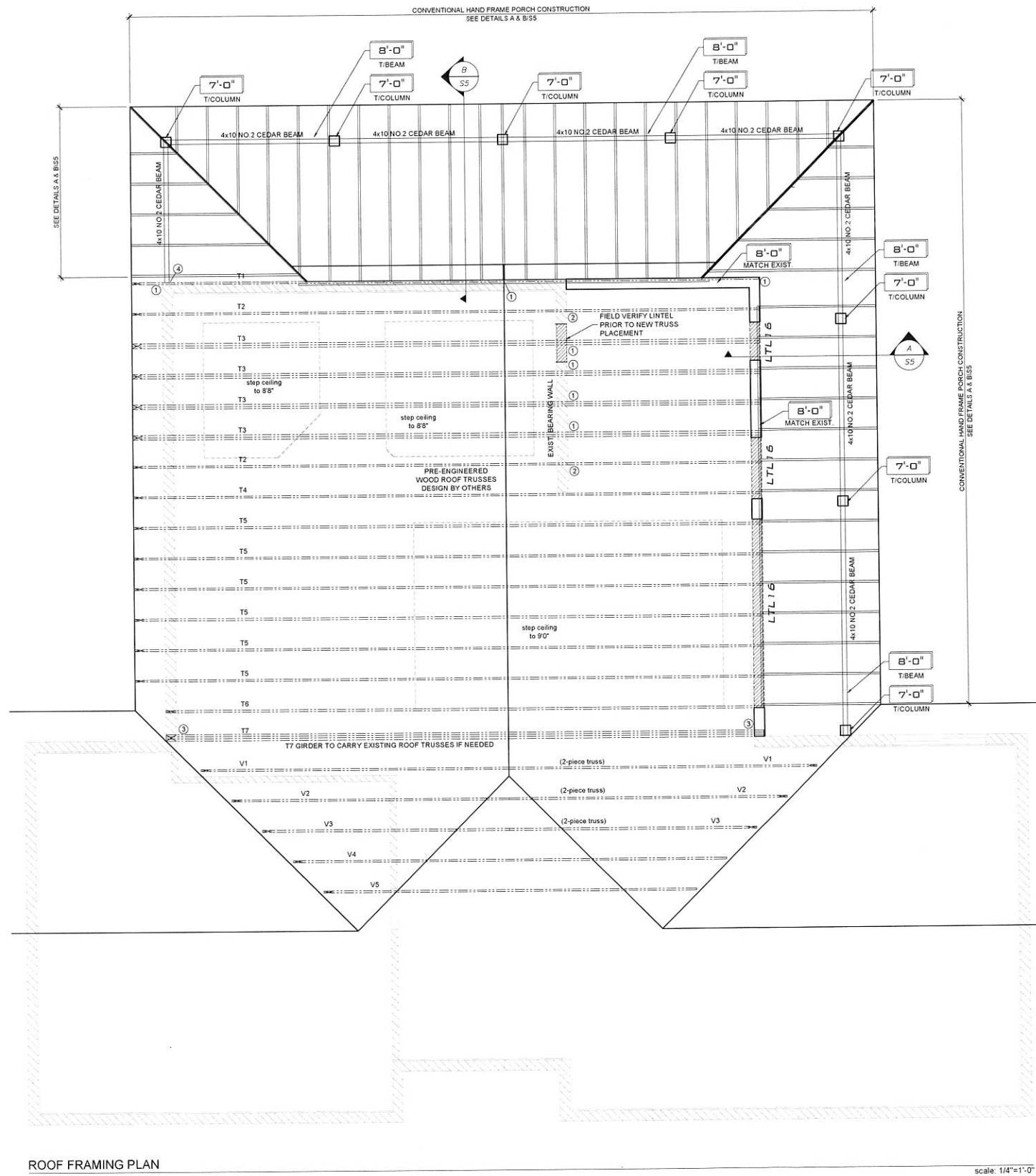


Registered Engineer: Michael A. Kaloljan
Registered Engineer License: PE 60133
sheet number

S1

drawn by: LFC checked by: MAK

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WHEN PLOTTED AT FULL SIZE THIS SHEET MEASURES 24" x 36"



ROOF FRAMING PLAN

scale: 1/4"=1'-0"

BEARING WALL NAIL PATTERN:

1. PLYWOOD AND SIDING
(FIELD) USE 8d NAILS @ 12" O.C.
(EDGE) USE 8d NAILS @ 6" O.C.

2. GYPSUM
(FIELD) USE 5d NAILS @ 10" O.C.
(EDGE) USE 5d NAILS @ 7" O.C.

ROOF NAILING SCHEDULE:

ZONE 1: 8d NAILS @ 8" O.C. EDGE
8d NAILS @ 8" O.C. FIELD

ZONE 2: 8d NAILS @ 4" O.C. ON EDGE
8d NAILS @ 4" O.C. FIELD

ZONE 3: 8d NAILS @ 3" O.C. ON EDGE
8d NAILS @ 3" O.C. IN FIELD

ALLOWABLE FASTENERS:

RING SHANK NAILS WITH MINIMUM DIMENSIONS

1. 0.113" NOMINAL DIAMETER
2. RING DIA. OF 0.015" OVER SHANK
3. 16 TO 20 RINGS
4. 0.280" FULL ROUND HEAD DIA.
5. 2" NAIL LENGTH

NOTE: REFER TO SHEET 5 COMPONENT AND CLADDING FOR PRESSURES

ROOF SHEATHING REQUIREMENTS

5/8" CDX APA RATED PLYWOOD SHEATHING

- LONG DIMENSION PERP TO TRUSSES
- END JOINTS STAGGERED
- FASTENING SCHEDULE SEE ROOF NAILING SCHEDULE

- GENERAL FRAMING NOTES**
- CONNECTORS OF EQUAL CAPACITY AND FUNCTION MAY BE SUBSTITUTED FOR THOSE SHOWN IN SCHEDULE
 - WORK THIS SCHEDULE WITH A SIGNED AND SEALED TRUSS DESIGN PACKAGE PROVIDED BY THE TRUSS MANUFACTURER.
 - ALL CONNECTION HARDWARE SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS AND RECOMMENDATIONS.
 - TRUSS TO TRUSS CONNECTIONS SHALL BE DESIGNED BY, AND SUPPLIED BY THE TRUSS MANUFACTURER.
 - 2x PLY OF BLOCKING MAY BE USED FOR SHIMMING PURPOSES WHERE REQUIRED BY CONNECTOR WIDTH.
 - CAPACITY REPRESENTS THE MANUFACTURER'S LOAD RATING FOR THE CONNECTOR. THIS VALUE HAS NOT BEEN INCREASED BY 33%.
 - ALL LVL AND GLULAM BEAMS SHALL BE DESIGNED BY THE TRUSS MANUFACTURER FOR THE LOADS SHOWN ON THIS DRAWING.

- TRUSS CONNECTOR NOTE**
- TRUSS TO MASONRY CONNECTORS WITH NO IDENTIFYING MARK ARE SIMPSON HETAL16 w/ (8) 10d (UPLIFT < 1,810 lbs.)
 - TRUSS TO WOOD FRAME CONNECTIONS WITH NO IDENTIFYING MARK ARE SIMPSON MTS12 w/ (14) 10d (UPLIFT < 990 lbs.)
- INSTALL WHERE INDICATED:
- | | |
|-------------------------------|----------------|
| ① SIMPSON HTT4 | ③ SIMPSON HD7B |
| ② SIMPSON LGT2 PER DETAIL US4 | ④ SIMPSON CJT4 |

- WOOD TRUSS BRACING NOTES**
- TEMPORARY BRACING OF PRE-ENGINEERED TRUSSES IS THE RESPONSIBILITY OF THE TRUSS ERECTOR AND SHALL BE IN U ACCORDANCE WITH HB-91 BY THE TRUSS PLATE INSTITUTE.
 - PERMANENT BRACING SHALL BE PLACED AT LOCATIONS REQUIRED ON THE TRUSS SHOP DRAWINGS, NOT TO EXCEED 20'-0" AND SHALL MEET THE FOLLOWING MINIMUM CRITERIA:
 - 1x4 CONTINUOUS LATERAL BRACING (CLB) PLACED FLAT AGAINST THE TRUSS MEMBER IT IS BRACING.
 - (3) 10d NAILS AT EACH INTERSECTION BETWEEN CLB AND TRUSS MEMBER.
 - LAP CLB WHERE REQUIRED, 2'-0" MINIMUM.
 - ALL PERMANENT BRACING MUST BE IN PLACE PRIOR TO APPLICATION OF TRUSS DESIGN LOADS.
 - PROVIDE X-BRACING AT THE ENDS OF BRACING LINES.

BEAM SCHEDULE :		
X'-X'	INDICATES TRUSS BEARING HEIGHT (TOP OF BEAM) RELATIVE TO THE MAIN HOUSE FIRST FLOOR FINISH FLOOR.	
SYMBOL	BEAM SIZE	REBAR
	LINTEL BOND BEAM	SEE DETAIL C/S4
	DBL 8"x8" LINTEL BOND BEAM	(1) #5 TOP (1) #5 BOTTOM

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Registered Engineer: Michael A. Kataljan
Registered Engineer License: PE 80133

sheet number

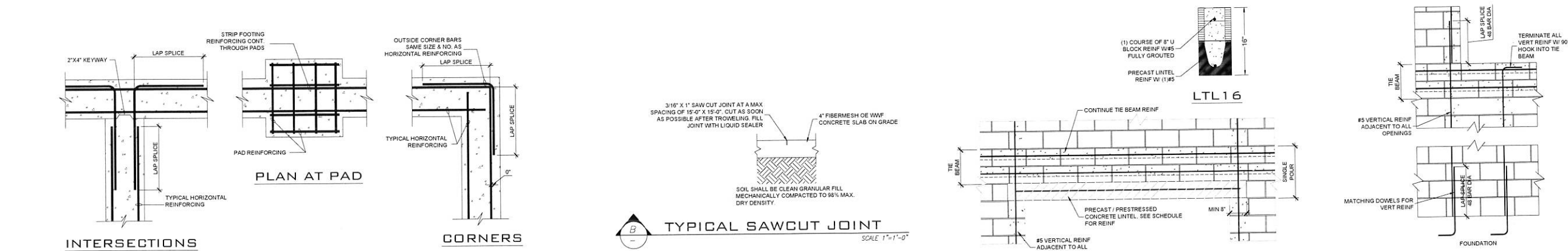
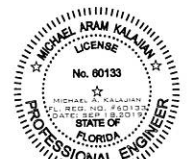
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drawn by: LFC checked by: MAK

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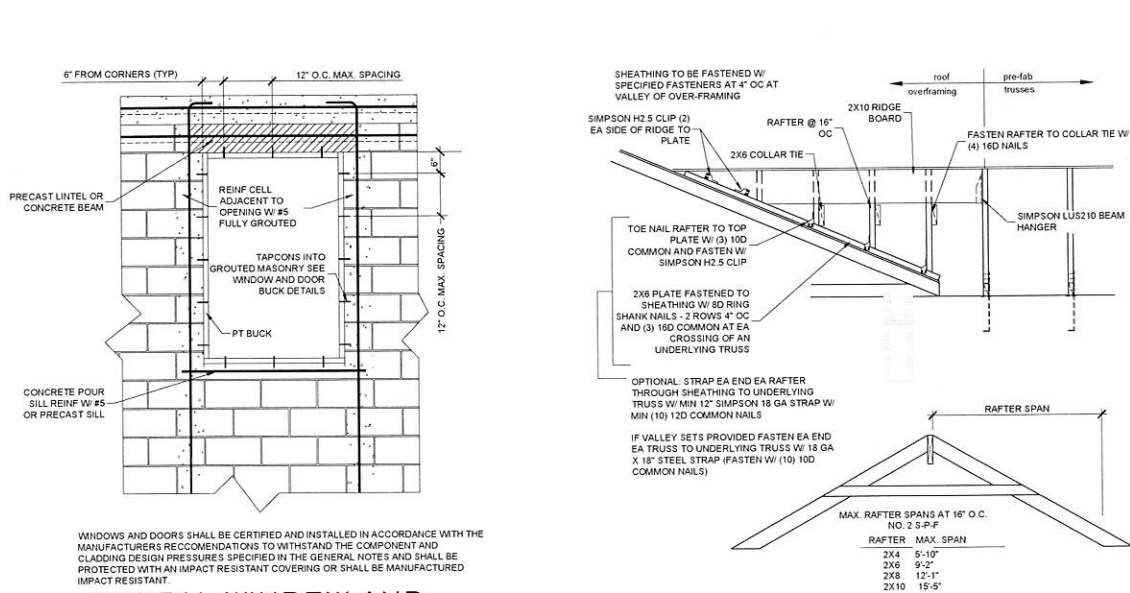
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STRUCTURAL
DETAILS AND
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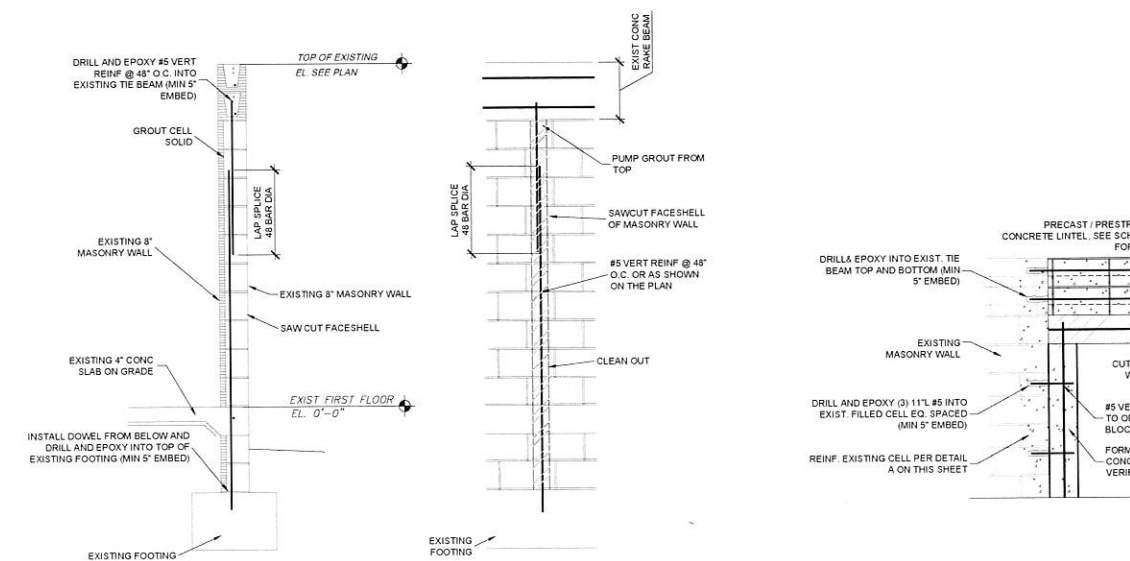
TYP. HORIZONTAL REINF-CONCRETE BEAMS AND FOOTINGS

SCALE 1/2"=1'-0"



TYPICAL WINDOW AND DOOR BUCK FASTENING

SCALE 1/2"=1'-0"

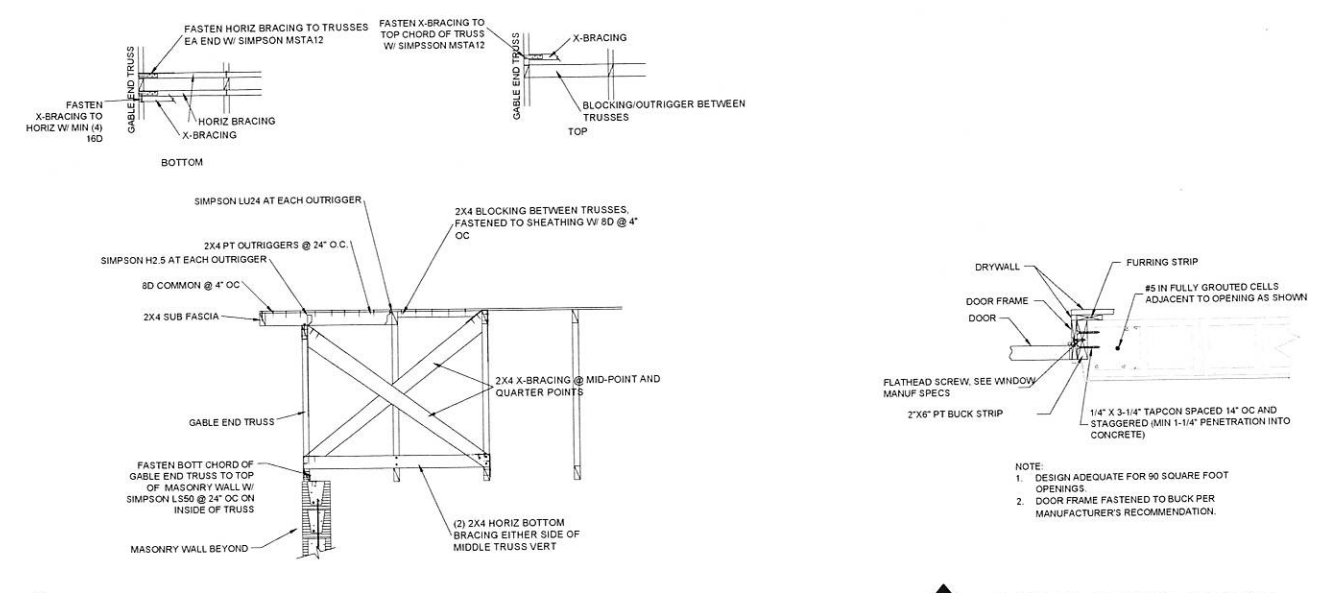


MASONRY REINFORCING FOR EXISTING WALLS

SCALE 1/2"=1'-0"

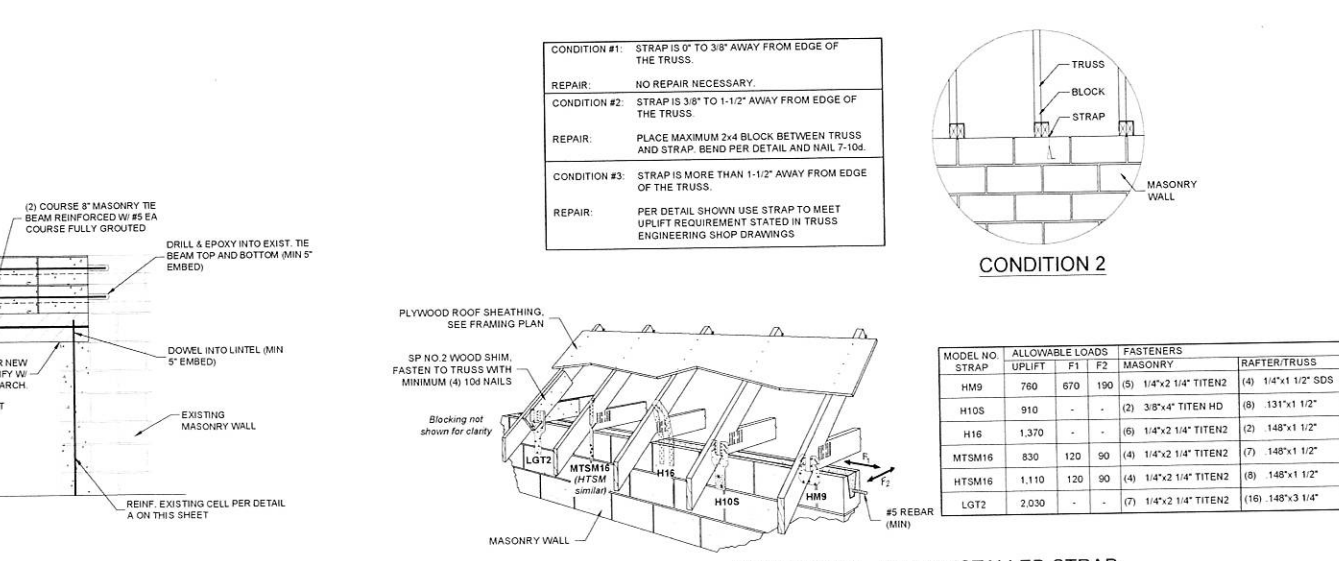
NEW LINTEL BEAM IN EXISTING MASONRY WALL

SCALE 1/2"=1'-0"



TYPICAL GABLE END BRACING DETAIL

SCALE 1/2"=1'-0"



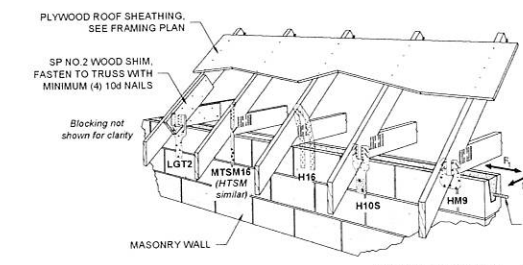
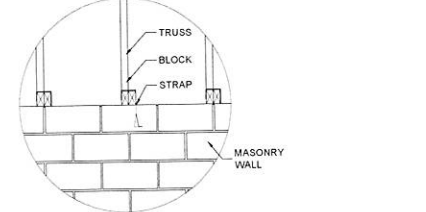
STANDARD REPAIRS FOR STRAP MISALIGNMENT

SCALE 1/2"=1'-0"

CONDITION 3 - POST INSTALLED STRAP

APPLIES TO MULTIPLES AND CONSECUTIVE TRUSSES, AND MAY BE USED ON EITHER SIDE OF WALL

CONDITION #1:	STRAP IS 0" TO 3/8" AWAY FROM EDGE OF THE TRUSS.
REPAIR:	NO REPAIR NECESSARY.
CONDITION #2:	STRAP IS 3/8" TO 1-1/2" AWAY FROM EDGE OF THE TRUSS.
REPAIR:	PLACE MAXIMUM 2x4 BLOCK BETWEEN TRUSS AND STRAP. BEND PER DETAIL AND NAIL 7-10s.
CONDITION #3:	STRAP IS MORE THAN 1-1/2" AWAY FROM EDGE OF THE TRUSS.
REPAIR:	PER DETAIL SHOWN USE STRAP TO MEET UPLIFT REQUIREMENT STATED IN TRUSS ENGINEERING SHOP DRAWINGS.



MODEL NO. STRAP	ALLOWABLE LOADS			FASTENERS		RAFTER/TRUSS	
	UPLIFT	F1	F2	MASONRY			
HM9	760	670	190	(5)	1/4"x2 1/4" TITEN2	(4)	1/4"x1 1/2" SDS
H10S	910	-	-	(2)	3/8"x4" TITEN HD	(8)	1/31"x1 1/2"
H16	1,370	-	-	(6)	1/4"x2 1/4" TITEN2	(2)	1/48"x1 1/2"
MTSM16	830	120	90	(4)	1/4"x2 1/4" TITEN2	(7)	1/48"x1 1/2"
HTSM16	1,110	120	90	(4)	1/4"x2 1/4" TITEN2	(8)	1/48"x1 1/2"
LG2	2,030	-	-	(7)	1/4"x2 1/4" TITEN2	(16)	1/48"x3 1/4"

HUNTER RESIDENCE

321 BANYAN WAY
MELBOURNE BEACH, FLORIDA 32951

issued for date
FINAL 08/22/2018

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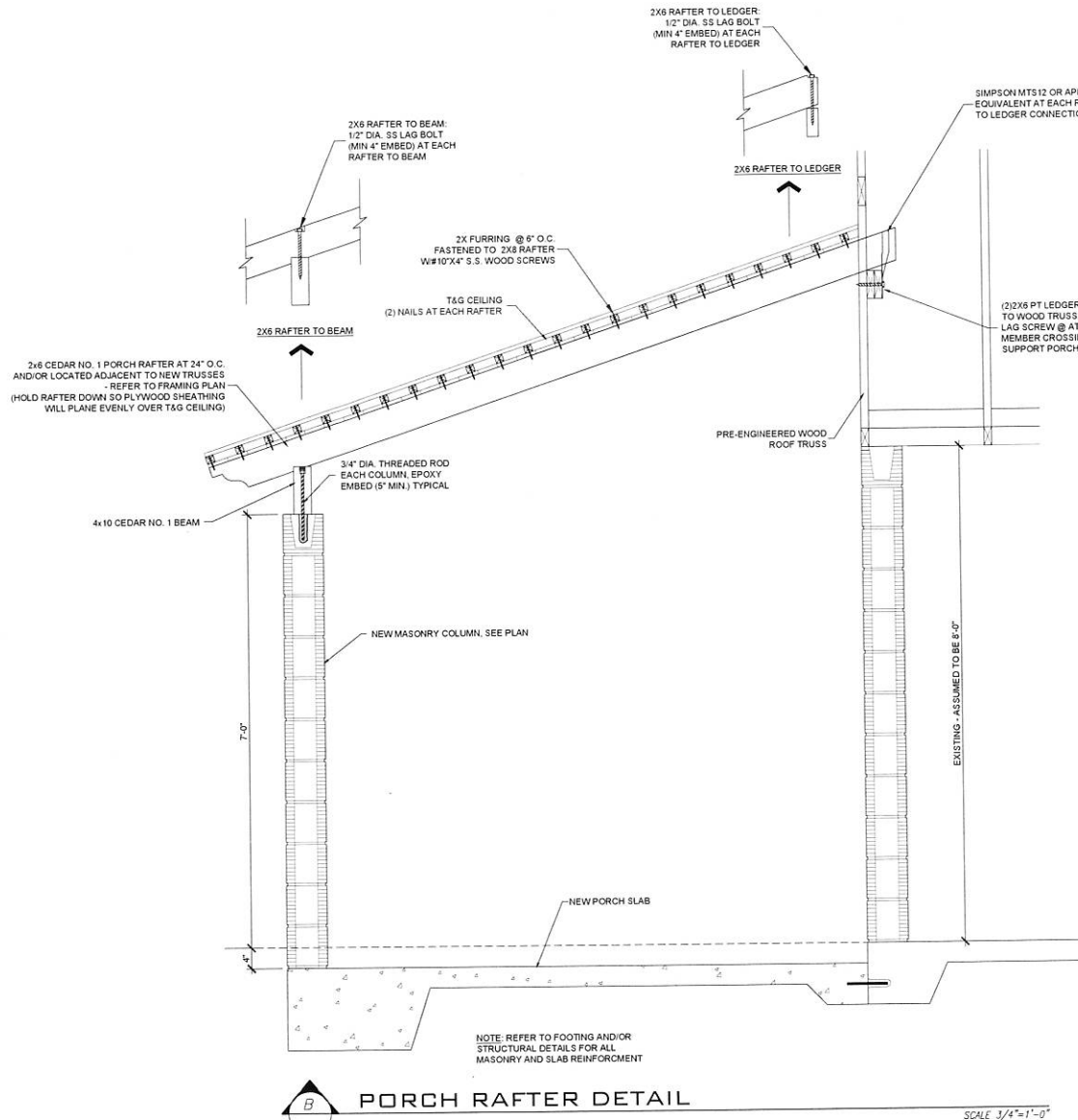
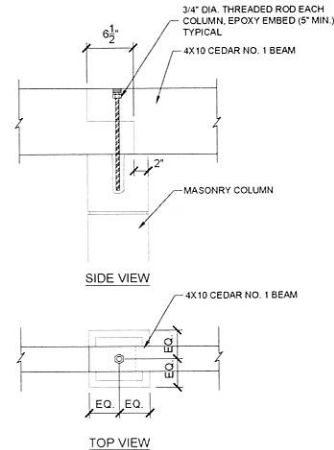
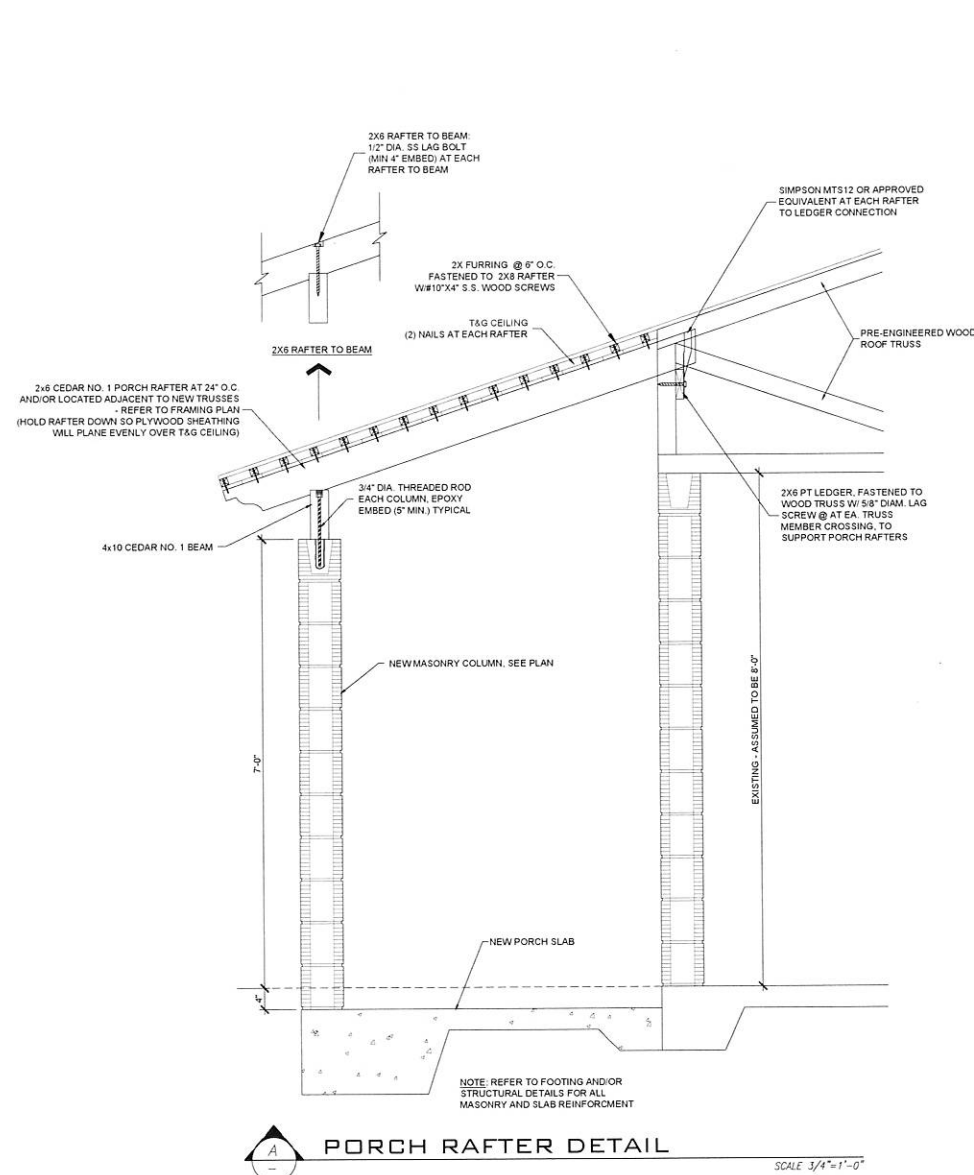
Registered Engineer: Michael A. Kalajian
Registered Engineer License: PE 60133

sheet number

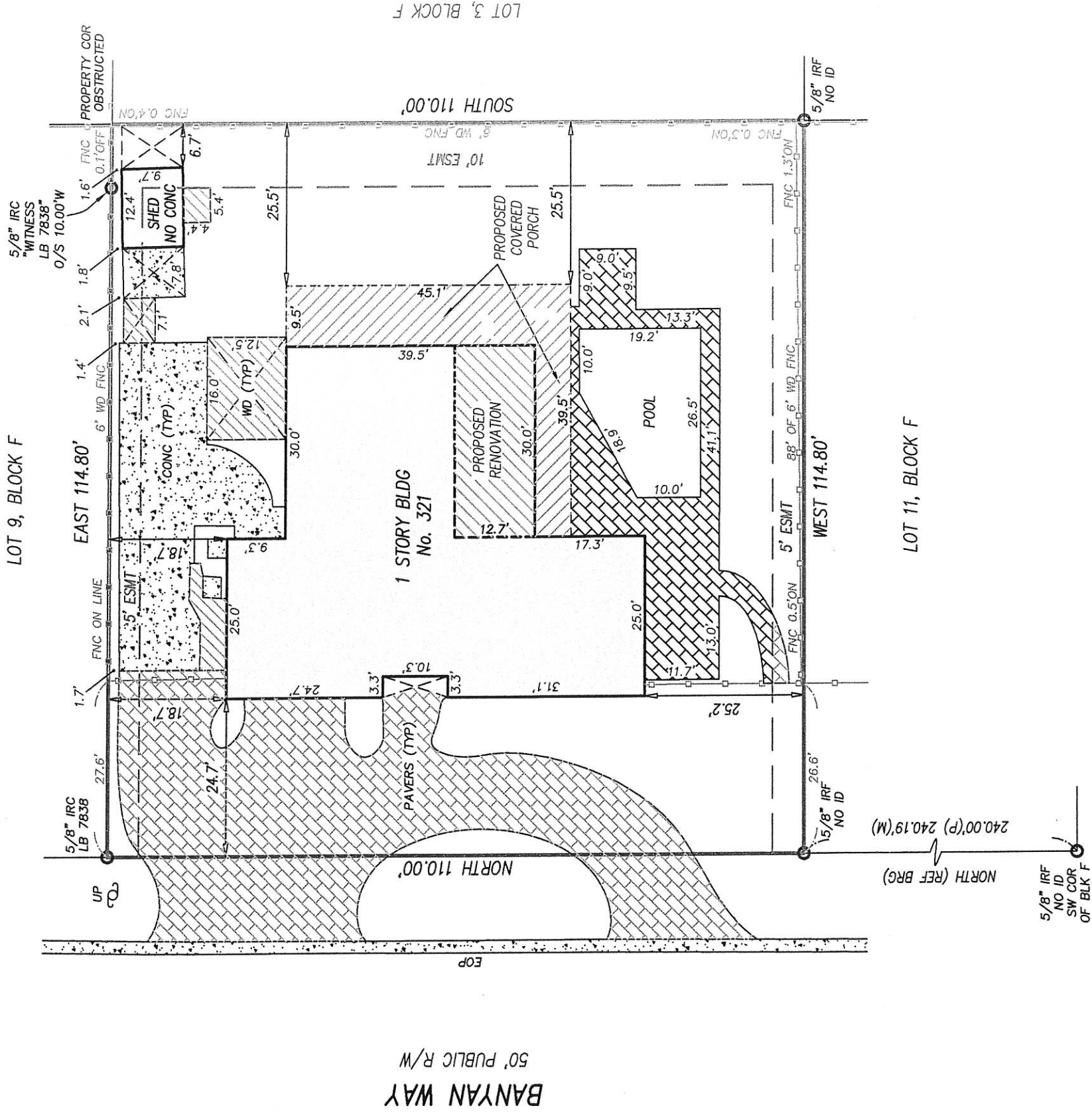
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drawn by: LFC checked by: MAK

by MK Structural Engineering, LLC d/b/a MK Structural Engineering
NOT ENLARGED AT FULL SIZE 1/8"=1'-0" MEASURES 24" x 36"



MAP OF BOUNDARY SURVEY



LEGEND

- A = ARC
A/C = AIR CONDITIONER
BFE = BASE FLOOD ELEVATION
BLDG = BUILDING
BLK = BLOCK
BM = BENCHMARK
BRG = BEARING
(C) = CALCULATED
CATV = CABLE TELEVISION
CBS = CONCRETE BLOCK STRUCTURE
CHD = CHORD
C/L = CENTERLINE
CLF = CHAIN LINK FENCE
CMP = CONCRETE MONUMENT FOUND
CMPF = CORRUGATED METAL PIPE
CONC = CONCRETE
COR = CORNER
(D) = DEED BOOK
DB = DEED BOOK
DA = DELTA ANGLE
ELEC = ELECTRIC
ELEV = ELEVATION
ENG = ENGINE
ENG OF PAVEMENT
ESMT = EASEMENT
FB = FIELD BOOK
- FEMA = FEDERAL EMERGENCY MANAGEMENT AGENCY
FF = FINISHED FLOOR
FNC = FENCE
FND = FOUND
FP&L = FLORIDA POWER & LIGHT COMPANY
ID = IDENTIFICATION
IPF = IRON PIPE FOUND
IRC = IRON ROD & CAP FOUND
IRF = IRON ROD FOUND
IRS = 5/8\"/>

LEGAL DESCRIPTION:

LOT 10, BLOCK F, THE RIVER COLONY OF MELBOURNE BEACH, EAST SECTION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 17, PAGE 54, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

BOUNDARY	DATE: 9/25/19	JOB No. 39296
		FB 19-12-34
		RIVCOLON/L10BF

CERTIFIED TO:

CK DEVELOPMENT
JAMES HUNTER AND COLLEEN HUNTER

CERTIFICATION:

I HEREBY CERTIFY THAT THE ATTACHED SURVEY WAS DONE UNDER MY DIRECTION AND MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER SJ-17 FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

JOEL A. SEYMOUR PROFESSIONAL LAND SURVEYOR AND MAPPER
STATE OF FLORIDA No. LS 6133
DATE: 9/30/19

DRAWN BY: JIL

SCALE 1 INCH = 20 FEET

NOTES:

1. BEARINGS BASED ON THE E. R/W LINE BEING NORTH AS PER PLAT (SEE SKETCH)
2. ELEVATIONS BASED ON 12009C0604G COMMUNITY No. 125128, FLOOD ZONE "X", FLOOD ZONE INFORMATION DEPICTED HEREON IS APPROXIMATE. FEMA RETAINS SOLE AUTHORITY REGARDING BOUNDARY AND EXTENT OF SFHA.
3. HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE SJ-17-6.003
4. BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
5. NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY.
6. IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY.
7. THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
8. ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
9. UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

Kane Surveying, Inc.
FLORIDA LICENSED BUSINESS No. LB 7838
505 DISTRIBUTION DRIVE
MELBOURNE, FLORIDA 32904
(321) 676-0427 FAX (321) 984-1443

1507 Pine



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code

2017 Florida Building Code

Date: October 31, 2019

Owner: Larson, Bruce M
Owner Address: 1547 Davis Rd Campbellsville KY
Site Address: 1507 Pine, Melbourne Beach, FL
Parcel ID: 28-38-07-FY-29-22
Zoning: 3RS

Proposed Project: Addition to a single family dwelling.

References: Town of Melbourne Beach Code of Ordinances: 7A-33

Request: Approval by Planning and Zoning Board, Town Commission for construction of an addition to a single family dwelling.

Staff Review: The property lies in Zoning District 3RS

- 1). Project is an addition to a single family residence as a principle use.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 15,170 sq. ft. min. 10,000 sq. ft. This lot is "L" shaped. The lot with the primary structure is 12,075 and the "L" lot is 3,095.
Lot width is 75 ft. min. 90 ft. This is an existing non-conforming lot.
Lot depth is 161 ft. min. 100 ft.
- 3). Lot coverage has a maximum of 30% for principle structure .
Lot coverage per plan is 17 % Footprint of Primary Structure is 2,540 sq. ft.
Max allowed for Primary Structure is 4,551 sq. ft. for Lot Area of 15,170 sq. ft.
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is 26.1 ft.
Flood Zone X
- 5). Zoning District Setback requirements
Proposed addition Front Setback 25 ft. (min. 25 ft.)
Proposed addition North Side Setback 15' 1" (min. 15 ft.)
Proposed addition South Side Setback 16' 7" (min. 15 ft.)
Proposed addition Rear Setback 74' 10" (min. 25 ft.)

6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and Florida Building Codes.

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and the Florida Building Codes. Topographic maps may be required. Minimum Landscaping Standards shall 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.


Marc Meyers
Building Official

220 INTERSTATE COURT SE
SUITE B
PALM BAY, FLORIDA 32909



OFFICE ~ (321) 952-1199
FAX ~ (321) 952-5430
WWW.CLARYFL.COM

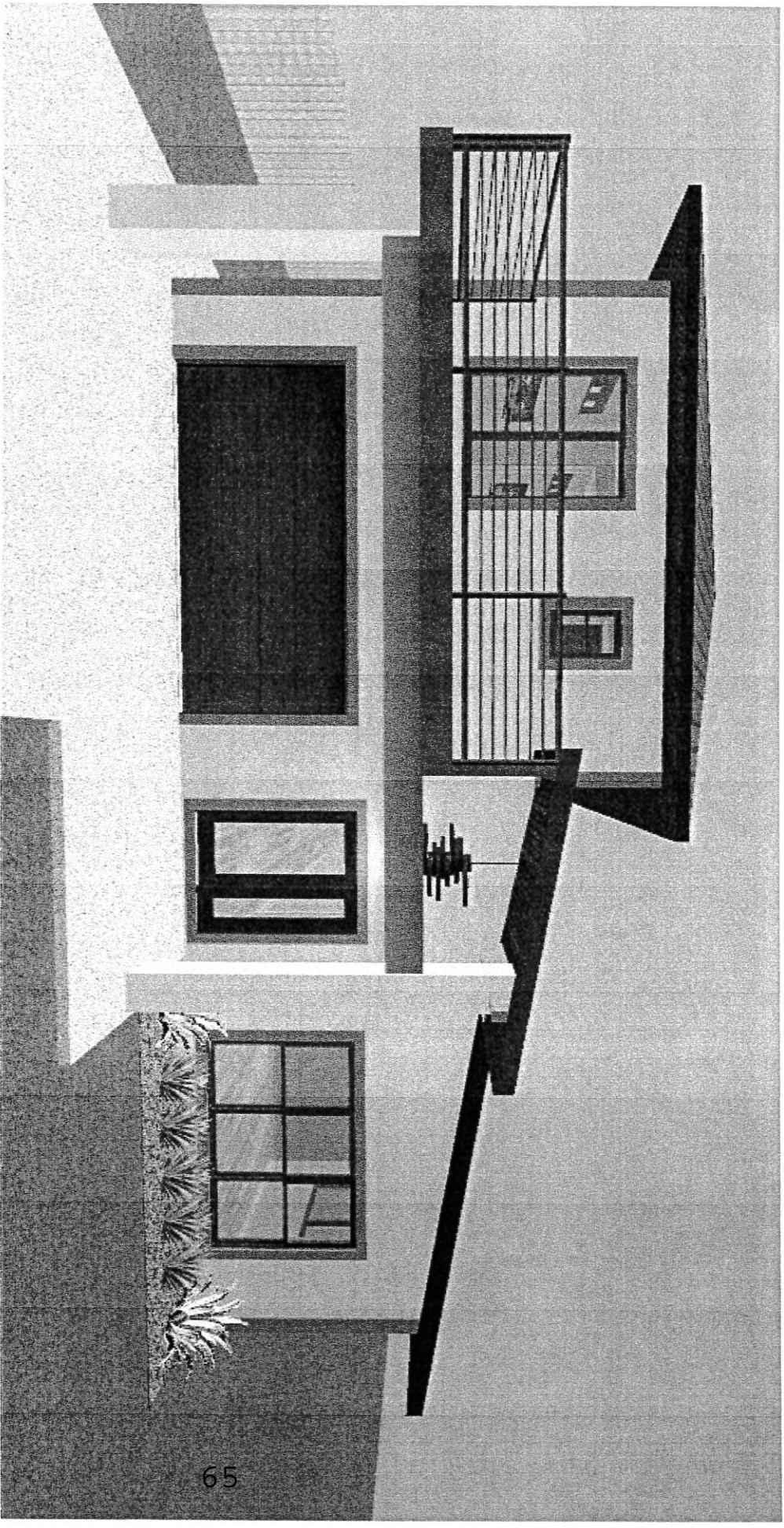
PROJECT NOTES FOR LARSON RESIDENCE – 1507 PINE STREET

PROPOSED IMPROVEMENTS BY:
CCC HOLDING COMPANY, INC.
220 INTERSTATE CT SE B
PALM BAY, FL 32909

CHARLES W. CLARY
CBC050732
321-952-1199

SITE DATA:

- PRINCIPAL USE - SINGLE FAMILY RESIDENCE WITH 3 BEDROOM AND 2 BATH
- (USE OF PROPERTY DOES NOT CHANGE WITH PROPOSED IMPROVEMENTS)
- LOTS SIZE: 90X161 - 14,490SQFT
- LOT COVERAGE: ACTUAL HARD SURFACE COVERAGE INCREASES BY 414 SQFT LIVING SPACE AND 180 SQFT COVERED PORCH AND APPROX 600 SQFT DRIVE AND POOL DECK.
- THE PROPOSED SQUARE FOOTAGE IS AS FOLLOWS:
 - EXISTING A/C - 1236
 - 1ST FLOOR ADDED A/C - 414
 - 2ND FLOOR ADDED A/C - 627
 - TOTAL PROPOSED A/C - 2277
 - EXISTING AND NEW GARAGE - 400
 - EXISTING AND ADDED REAR PORCHES - 390
 - TOTAL PROPOSED UNDER ROOF - 3067
- PARKING SPACES ENCLOSED: EXISTING IS 1 - PROPOSED IS 2 TOTAL
- SETBACKS FROM PROPERTY LINES: CURRENTLY THE STRUCTURE IS ENCROACHING ON THE NORTH SIDE BY 0.6'. THE PROPOSED IMPROVEMENTS INCLUDE REMOVING THE ENCROACHING STRUCTURE ENTIRELY AND CONSTRUCTING NEW STRUCTURE ON THE NORTH SIDE TO COMPLY WITH THE 15-0 SETBACKS. THE SOUTH SIDE SETBACK WILL REMAIN AT 16'-6". THE REAR SETBACK WILL REMAIN AT 74'-10". THE FRONT SETBACK IS CURRENTLY 30'-0" AND THE PROPOSED ADDITION WILL COMPLY TO THE 25'-0" SETBACK.
- NUMBER OF STORIES: CURRENTLY THE HOME IS ONE STORY. THE PROPOSED ADDITION MAKES THE HOME TWO STORIES.
- THE EXISTING OVERALL HEIGHT OF THE STRUCTURE IS 11'-10" AFF. THE PROPOSED OVERALL HEIGHT AFTER THE IMPROVEMENTS IS < 26'-1" AFF. THUS THIS ADDITION PROPOSES TO ADD 14'-2" TO THE OVERALL HEIGHT OF THE EXISTING HOME.
- CROWN OF ROAD IS 4.38. EXISTING FFE IS 6.04. PROPOSED ADDED GROUND LEVEL LIVING SPACE WILL MATCH EXISTING FFE. FFE IS 19.92" ABOVE CROWN OF ROAD. OVERALL HEIGHT OF PROPOSED STRUCTURE IS < 27.75' ABOVE CROWN OF ROAD.
- DRAINAGE OF THE LOT IS EXISTING AND WILL REMAIN AS IS. STORM WATER FLOWS TO FRONT SWALE. NO PROPOSED CHANGES. LANDSCAPING AND IRRIGATION ARE EXISTING AND WILL REMAIN AS IS. NO PROPOSED CHANGES.



BRUCE & KRISTI LARSON
1507 PINE STREET
2-Story Addition & Remodel

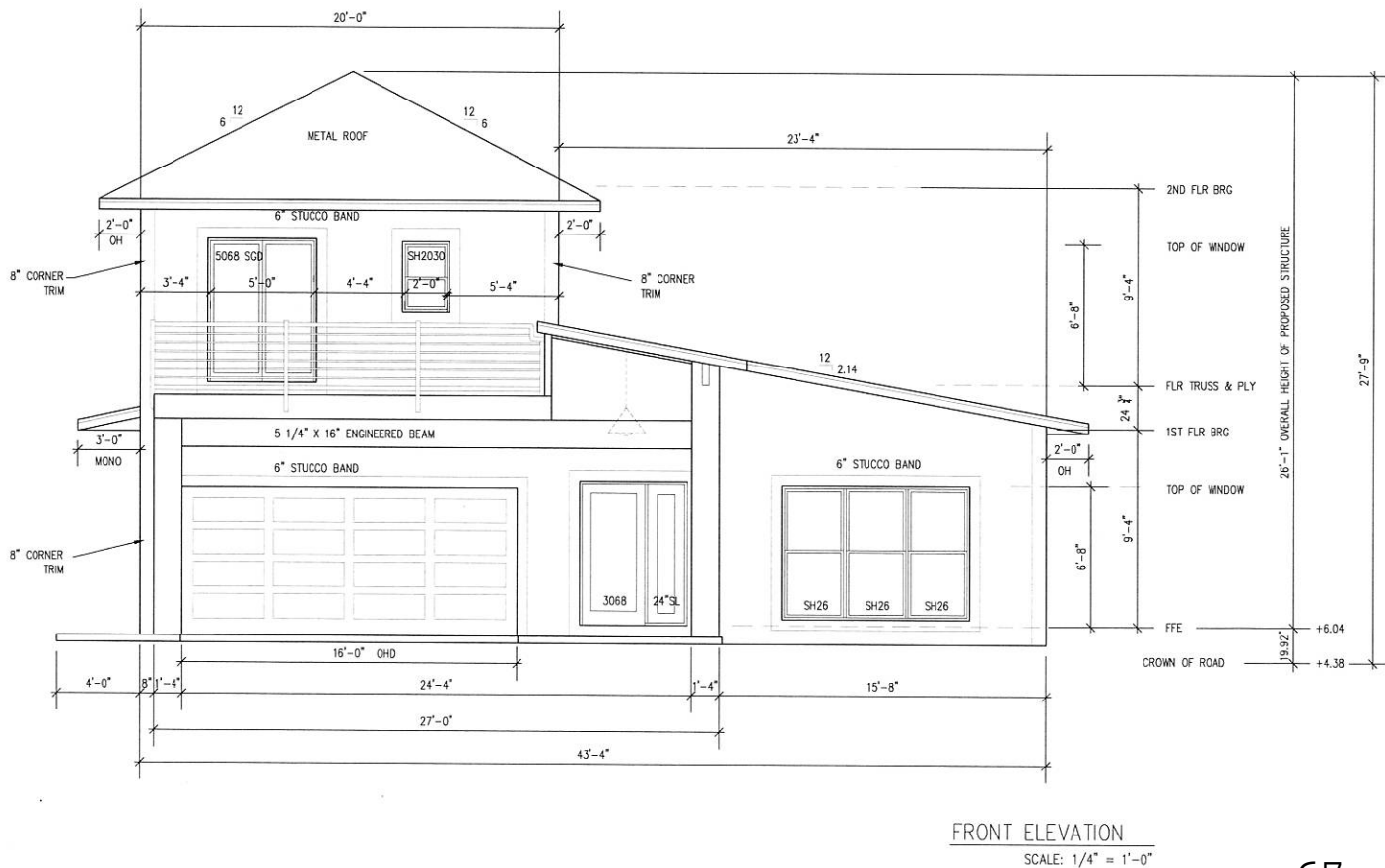
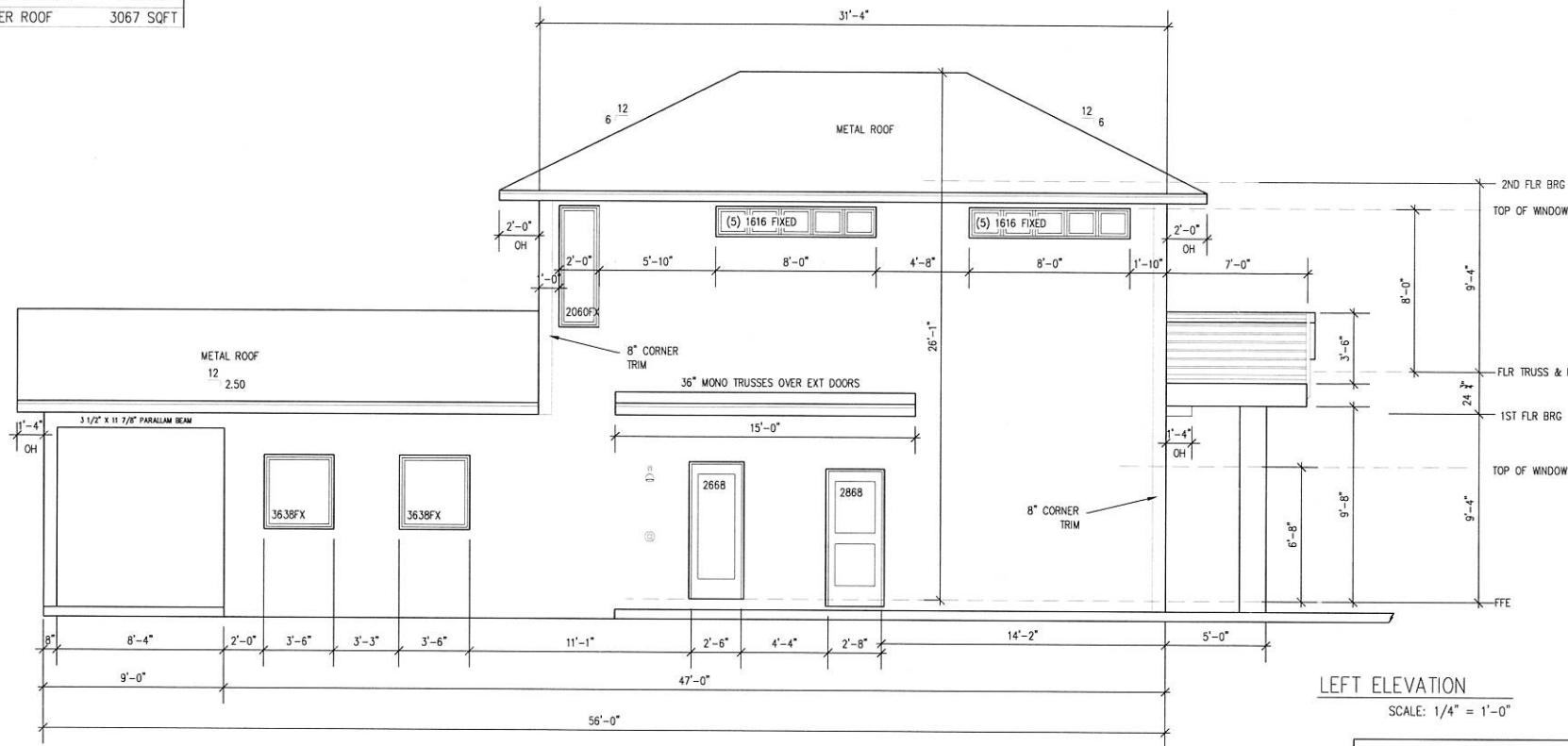


BRUCE & KRISTI LARSON
1507 PINE STREET

EXISTING HOME

OCT 21 10 PM '05

SQUARE FOOTAGE	
EXISTING A/C	1236 SQFT
1ST FLR ADDITION A/C	414 SQFT
2ND FLR ADDITION A/C	627 SQFT
TOTAL UNDER A/C	2277 SQFT
EXISTING GARAGE	400 SQFT
EXISTING REAR PORCH	180 SQFT
REAR PORCH ADDITION	210 SQFT
TOTAL UNDER ROOF	3067 SQFT



DO NOT SCALE DRAWINGS FOR DIMENSIONS PURPOSES. ALL DIMENSIONS THAT ARE DEPENDENT ON EXISTING CONDITIONS MUST BE VERIFIED PRIOR TO ORDERING MATERIALS OR STARTING CONSTRUCTION.

PROJECT NOTES

PROPOSED IMPROVEMENTS BY:
CCC HOLDING COMPANY, INC.
220 INTERSTATE CT SE B
PALM BAY, FL 32909
CHARLES W. CLARY
CBC050732
321-952-1199

SITE DATA:

PRINCIPAL USE - SINGLE FAMILY RESIDENCE WITH 3 BEDROOM AND 2 BATH
(USE OF PROPERTY DOES NOT CHANGE WITH PROPOSED IMPROVEMENTS)
LOTS SIZE: 90X161 - 14,490SQFT
LOT COVERAGE: ACTUAL HARD SURFACE COVERAGE INCREASES BY 414 SQFT LIVING SPACE AND 180 SQFT COVERED PORCH AND APPROX 600 SQFT DRIVE AND POOL DECK.
THE PROPOSED SQUARE FOOTAGE IS AS FOLLOWS:

- * EXISTING A/C - 1236
- * 1ST FLOOR ADDED A/C - 414
- * 2ND FLOOR ADDED A/C - 627
- * TOTAL PROPOSED A/C - 2277
- * EXISTING AND NEW GARAGE - 400
- * EXISTING AND ADDED REAR PORCHES - 390
- * TOTAL PROPOSED UNDER ROOF - 3067

PARKING SPACES ENCLOSED: EXISTING 1 - PROPOSED IS NOW 2
SETBACKS FROM PROPERTY LINES: CURRENTLY THE STRUCTURE IS ENCRoACHING ON THE NORTH SIDE BY 0.6'. THE PROPOSED IMPROVEMENTS INCLUDE REMOVING THE ENCRoACHING STRUCTURE ENTIRELY AND CONSTRUCTING NEW STRUCTURE ON THE NORTH SIDE TO COMPLY WITH THE 15'-0" SETBACKS. THE SOUTH SIDE SETBACK WILL REMAIN AT 16'-6". THE REAR SETBACK WILL REMAIN AT 74'-10". THE FRONT SETBACK IS CURRENTLY 30'-0" AND THE PROPOSED ADDITION WILL COMPLY TO THE 25'-0" SETBACK.
NUMBER OF STORIES: CURRENTLY THE HOME IS ONE STORY. THE PROPOSED ADDITION MAKES THE HOME TWO STORIES.
THE EXISTING OVERALL HEIGHT OF THE STRUCTURE IS 11'-10" AFF. THE PROPOSED OVERALL HEIGHT AFTER THE IMPROVEMENTS IS < 26'-1" AFF. THUS THIS ADDITION PROPOSES TO ADD 14'-2" TO THE OVERALL HEIGHT OF THE EXISTING HOME. CROWN OF ROAD IS 4.38. EXISTING FFE IS 6.04. PROPOSED ADDED GROUND LEVEL LIVING SPACE WILL MATCH EXISTING FFE. FFE IS 19.92' ABOVE CROWN OF ROAD. OVERALL HEIGHT OF PROPOSED STRUCTURE IS < 27.75' ABOVE CROWN OF ROAD. DRAINAGE OF THE LOT IS EXISTING AND WILL REMAIN AS IS. STORM WATER FLOWS TO FRONT SWALE. NO PROPOSED CHANGES.
LANDSCAPING AND IRRIGATION ARE EXISTING AND WILL REMAIN AS IS. NO PROPOSED CHANGES.

BUILDING CODE DATA

2017 SIXTH EDITION FLORIDA BUILDING CODE
ACCESSIBILITY
BUILDING
RESIDENTIAL
PLUMBING
MECHANICAL

FLORIDA FIRE PREVENTION CODE SIXTH EDITION
FLORIDA LIFE SAFETY CODE SIXTH EDITION
2017 FL BUILDING CODE-ENERGY CONSERVATION
2014 NATIONAL ELECTRICAL CODE

WIND PROTECTION NOTE

ALL EXTERIOR OPENINGS ARE TO BE PROTECTED FROM WIND BORNE DEBRIS.
ALL NEW WINDOWS & DOORS SHALL BE IMPACT RESISTANT GLAZING. (OR)
WINDOWS AND DOORS SHALL BE PROTECTED WITH AN EXTERNAL PROTECTION DEVICE THAT MEETS THE IMPACT TEST CRITERIA PER SECTION 1609 OF THE FLORIDA BUILDING CODE 2017, SIXTH EDITION.

GENERAL NOTES:

*ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE DRAWINGS AND SPECIFICATIONS LISTED.
*THE GENERAL CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION SHOWN ON THE DRAWINGS. ANY QUESTIONS OR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE STARTING CONSTRUCTION.
*THE STRUCTURE HAS BEEN DESIGNED TO MEET THE REQUIREMENTS OF THE FLORIDA BUILDING CODE 2017 SIXTH EDITION, 150 MPH WINDS.
*FOUNDATION AND SLAB ARE TO BE FORMED UPON SOIL WITH A MINIMUM SAFE BEARING CAPACITY OF 2000 PSF.
*IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO UNIFORMLY PROVIDE THE BEARING CAPACITY UNDER ALL FOUNDATIONS.

GENERAL NOTES: CONCRETE

*ALL CONCRETE CONSTRUCTION WORKMANSHIP AND MATERIALS SHALL COMPLY WITH THE REQUIREMENTS OF ACI 301-89 "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS."
*ALL CONCRETE SHALL BE TYPE I OR II PORTLAND CEMENT COMPLYING WITH ASTM A 615-87 GRADE 40 BARS SHALL BE FREE OF RUST, MILL SCALE, PAINT, OR OTHER COATINGS THAT WILL REDUCE CONCRETE BOND.
*ALL CONCRETE REINFORCEMENT SHALL BE DETAILED, FABRICATED, LABELED, SUPPORTED, AND SPACED IN FORMS AND SECURED IN PLACE IN ACCORDANCE WITH ACT 315-80 (REV 1986) "DETAILS AND DETAILING OF CONCRETE REINFORCEMENT."
*ALL BAR SPLICES, DOWELS, AND CONCRETE COVERAGE SHALL HAVE CONTINUOUS TOP AND BOTTOM REINFORCEMENT. LAP SPLICES IN BOTTOM BARS SHALL OCCUR OVER SUPPORTS. TOP BARS SHALL LAP AT MID SPAN.
*CONCRETE BEAMS AND SLABS SHALL BE FINISHED LEVEL AND TO THE ELEVATIONS SHOWN ON THE DRAWINGS.
*CALCIUM CHLORIDE SHALL NOT BE USED IN ANY FORM.
*UNLESS OTHERWISE PERMITTED OR SPECIFIED, CONCRETE SHALL BE PROPORTIONED AND PRODUCED TO HAVE A SLUMP OF 4 INCHES +/- 1 INCH.

GENERAL NOTES: WOOD

*ALL WOOD FRAMING CONSTRUCTION, WORKMANSHIP, AND MATERIALS (INC TRUSSES) SHALL CONFORM WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE REFERENCES LISTED BELOW:
"AMERICAN INSTITUTE OF TIMBER CONSTRUCTION" THIRD ED 1985
"NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION" 1991 AND SUP.
"US PRODUCT STANDARD PST" OR "APA PRP-108 PERFORMANCE STDs" MANUAL FOR HOUSE FRAMING, WOOD CONSTRUCTION DATA NO.1, NATIONAL FOREST PRODUCTS ASSOCIATION.
*ALL TRUSS, BEAM, AND COLUMN MEMBERS SHALL BE SPECIES AND GRADES OF LUMBER WHICH WILL PRODUCE DESIGN VALUES EQUAL TO OR GREATER THAN VALUES FOR SOUTHERN YELLOW PINE NO. 2, 19% MC.
*GALVANIZED METAL HANGERS AND FRAMING ANCHORS SHOWN ON THE PLANS SHALL BE USED AND FASTENED IN ACCORDANCE WITH THE MANUFACTURERS SPECIFICATIONS. SUBSTITUTIONS REQUIRE ENGINEER'S APPROVAL.
*ANCHORING AND NAILING NOT IDENTIFIED SHALL COMPLY WITH THE NAILING SCHEDULE GIVEN WITH "MANUAL FOR HOUSE FRAMING", AND 2001 FBC TABLE 2306.1.
*A MINIMUM OF TWO STUDS SHALL BE INSTALLED ADJACENT TO ALL OPENINGS IN EXTERIOR AND LOAD BEARING WALLS AND BENEATH ALL BEAM AND GIRDER BEARING POINTS.
*TRUSSES SHALL BE SIZED AND DETAILED IN ACCORDANCE WITH THE DIMENSIONS AND LOADS INDICATED.
*TRUSS SHOP DRAWINGS AND CALCULATIONS SHALL BE SUBMITTED BY A FLORIDA LICENSED ENGINEER FOR REVIEW PRIOR TO FABRICATION.
*AS A MINIMUM, ROOF SHEATHING SHALL CONSIST OF 1/2" (NOMINAL) APA SPAN RATED, EXPOSURE 1 PLYWOOD OR OSB, NAILED TO SUPPORT WITH 8D NAILS AT 4" OC AT PERIMETER AND 6" OC IN FIELD, 4" O.C. AT GABLE ENDS AND TWO ADJACENT TRUSSES.
*ALL EXTERIOR WALLS SHALL BE SHEATHED WITH 1/2" APA SPAN RATED, EXPOSURE 1 PLYWOOD OR OSB. THE SHEATHING SHALL BE ATTACHED TO FRAMING MEMBERS WITH 8D NAILS AT 6" OC PERIMETER AND 12" OC FIELD.
*EXTERIOR AND INTERIOR LOAD BEARING WALLS SHALL BE FRAMED WITH 2X4 MEMBERS AT 16" OC MAXIMUM SPACING. STUDS SHALL BE SYP #2.
*ALL PRESSURE TREATED LUMBER SHALL BE SYP #2, 19% MAX MC, PRESSURE TREATED IN ACCORDANCE WITH ANPA STANDARDS C1, C2, AND C3 LATEST EDITIONS, WITH A WATERBORNE PRESERVATIVE IN ACCORDANCE WITH STANDARD P5. ALL NAILS AND SCREWS SHALL BE STAINLESS STEEL OR GALVANIZED.

GENERAL NOTES: MASONRY

*ALL CONSTRUCTION WORKMANSHIP AND MATERIALS SHALL CONFORM TO "SPECIFICATIONS FOR MASONRY STRUCTURES (ACI 530-92/ASCE 5-92/ TMS 402-92).
*COURSE GROUT (SEE 8) SHALL BE USED CONFORMING TO THE REQUIREMENTS OF ASTM C476-83 "STANDARD SPECIFICATIONS FOR GROUT FOR REINFORCED AND NON-REINFORCED MASONRY."
*CONCRETE MASONRY SHALL BE NORMAL WEIGHT, GRADE N, TYPE I OR II, CONFORMING WITH ASTM C90-85 "STANDARD SPECIFICATIONS FOR HOLLOW LOAD BEARING CONCRETE MASONRY UNITS."
*THE NET AREA COMPRESSIVE STRENGTH OF MASONRY UNITS (fm) SHALL BE 1900 PSI USING TYPE M OR S MORTAR.
*THICKNESS OF MORTAR BED SHALL NOT EXCEED 5/8".
*HORIZONTAL JOINT REINFORCING SHALL CONFORM WITH ASTM A82-85.
*MASONRY REINFORCING STEEL BARS SHALL BE CONTINUOUS WITH LAP SPLICES OF 36 BAR DIAMETERS MINIMUM.
*THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ALL MASONRY STRUCTURAL ELEMENTS ARE ADEQUATELY BRACED TO RESIST WIND, BACKFILLING, SOIL COMPACTION, AND OTHER NATURAL AND CONSTRUCTION FORCES OCCURRING DURING CONSTRUCTION. BRACING SHALL REMAIN IN PLACE UNTIL THE STRUCTURE IS COMPLETE.
*MASONRY GROUT SHALL BE PROPORTIONED AND PRODUCED TO HAVE A SLUMP BETWEEN 8 AND 11 INCHES.
*WHEN GROUT POURS EXCEED 5 FEET IN HEIGHT, PROVIDE A CLEAN-OUT HOLE AT THE BOTTOM CELL. CLEAN THE CELL BY REMOVING ALL MORTAR, DEBRIS, LOOSE AGGREGATES, AND ANY MATERIAL DELETERIOUS TO MASONRY GROUT. INSTALL AND SECURELY TIE THE VERTICAL STEEL REINFORCEMENT TOGETHER. CLOSE THE OPENING AFTER INSPECTION.

THE GENERAL CONTRACTOR SHALL VERIFY AND COORDINATE ALL DIMENSIONS WITH SHOP, ELECTRICAL, MECHANICAL, PLUMBING, STRUCTURAL AND/OR SITE PLAN DRAWINGS AS APPLICABLE PRIOR TO START OF CONSTRUCTION.

DO NOT SCALE DRAWINGS FOR DIMENSIONS PURPOSES. ALL DIMENSIONS THAT ARE DEPENDENT ON EXISTING CONDITIONS MUST BE VERIFIED PRIOR TO ORDERING MATERIALS OR STARTING CONSTRUCTION.

THE DESIGN INTENT OF THIS DRAWING IS TO FULLY COMPLY WITH ALL APPLICABLE LOCAL CODES AND ORDINANCES.

THIS PROJECT IS DESIGNED WITH THE ASSUMPTION THAT GENERAL CONTRACTOR, AS WELL AS ALL LICENSED TRADES ARE FULLY KNOWLEDGEABLE OF ALL APPLICABLE CODES, REQUIREMENTS, AND GENERALLY ACCEPTED CONSTRUCTION PRACTICES.

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN 5-8-2019	RC
FRONT ENTRY ROOF/BALCONY REV 8-27-2019	RC
FFE NOTES 10-15-2019	RC

AN ADDITION AND REMODEL PROJECT FOR:

LARSON RESIDENCE

1507 PINE STREET
MELBOURNE BEACH, FLORIDA

ENGINEER OF RECORD

EDWARD F. SHINSKIE, P.E.
4707 WILD TURKEY ROAD
MIMS, FLORIDA 32754
321-863-3223

I HEREBY CERTIFY THAT ALL CONSTRUCTION FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE SIXTH EDITION 2017 FLORIDA BUILDING CODE FOR A WIND SPEED OF 150 MPH.

FL LICENSE NO. 47515

CLARY

RESIDENTIAL & COMMERCIAL CONTRACTOR

CCC HOLDING COMPANY, INC.

220 Interstate Ct #8 SE Palm Bay, FL 32909

(321) 952-1199 CBC050732

DATE:

OCT26,2018

SCALE:

SHOWN

DRAWN BY:

RCLARY

JOB NO.:

18-1507

SHEET:

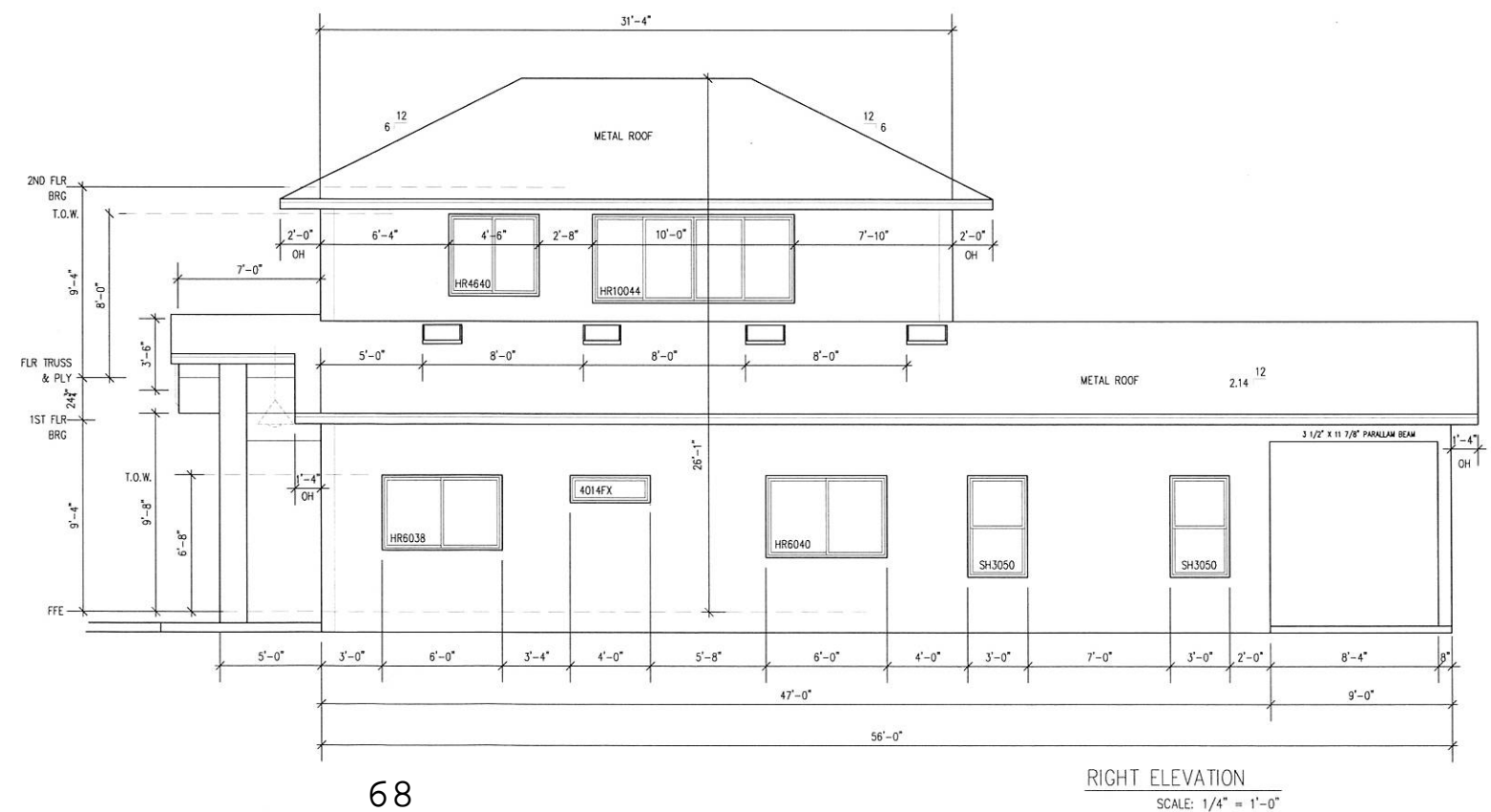
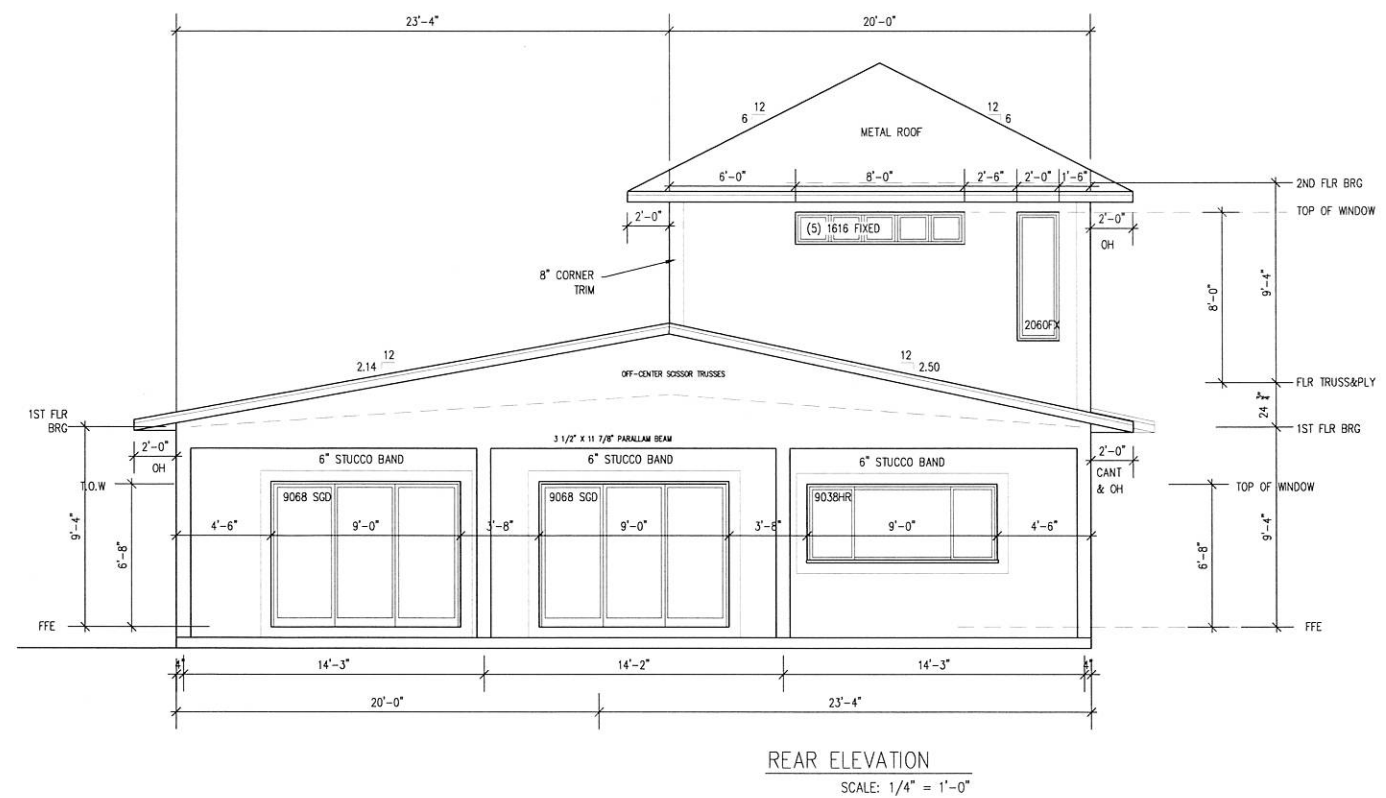
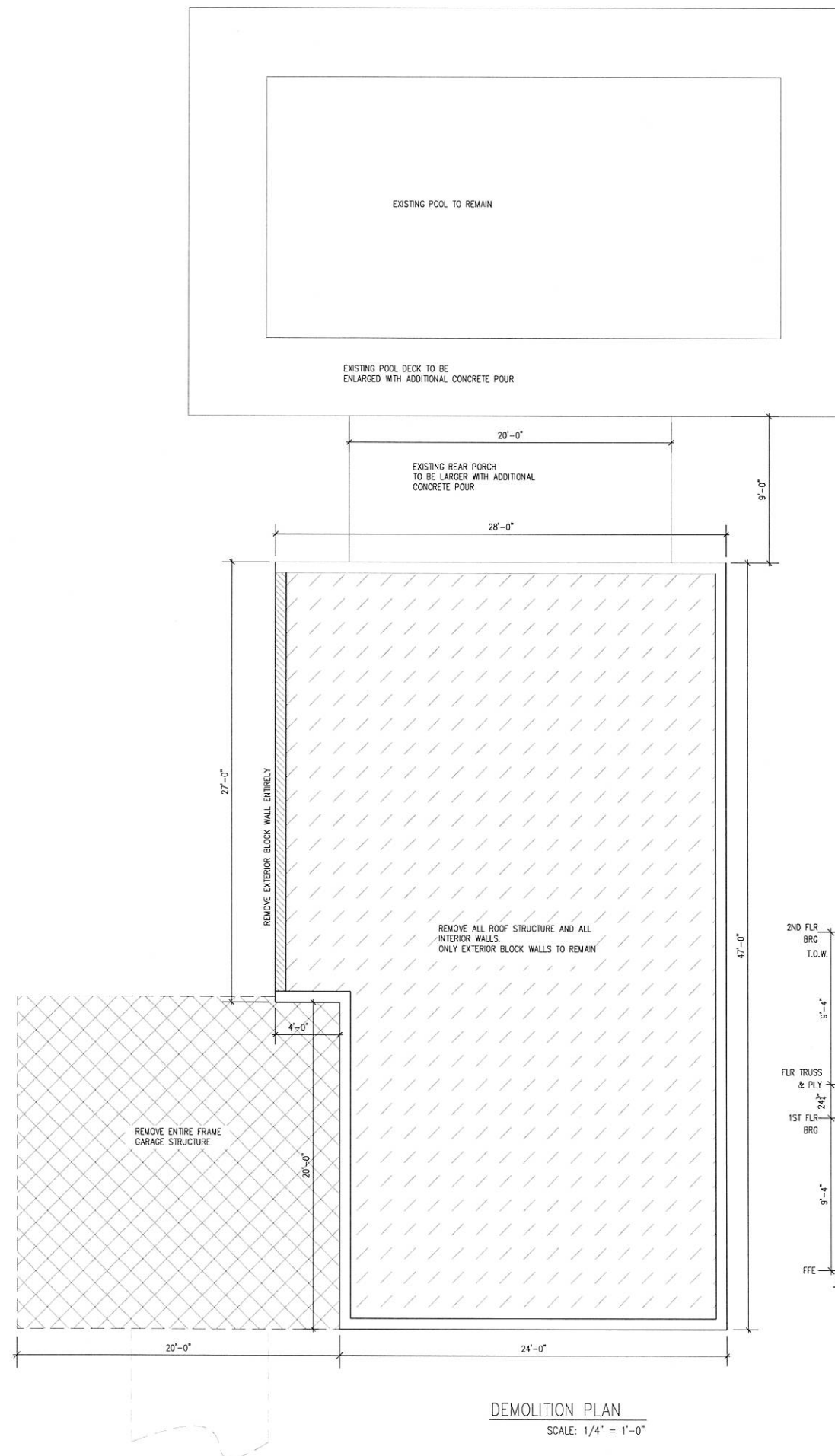
ELEVATIONS

PROJECT NOTES

SQUARE FOOTAGE

SHEET 1 OF 9

002119-014



68

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN 5-8-2019	RC
FRONT ENTRY ROOF/BALCONY REV 8-27-2019	RC
FFE NOTES 10-15-2019	RC

AN ADDITION AND REMODEL PROJECT FOR:
LARSON RESIDENCE
1507 PINE STREET
MELBOURNE BEACH, FLORIDA

ENGINEER OF RECORD	EDWARD F. SHINSKIE, P.E. 4707 WILD TURKEY ROAD MIMS, FLORIDA 32754 321-863-3223	I HEREBY CERTIFY THAT ALL CONSTRUCTION FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE SIXTH EDITION 2017 FLORIDA BUILDING CODE FOR A WIND SPEED OF 160 MPH.	FL LICENSE NO 47515
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CLARY
RESIDENTIAL & COMMERCIAL CONTRACTOR
CCC HOLDING COMPANY INC.
220 Interstate Ct #B SE Palm Bay, FL 32909
(321) 952-1199 CBC050732

DATE:
OCT26,2018

SCALE:
SHOWN

DRAWN BY:
RCLARY

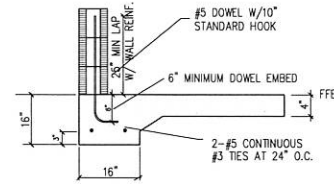
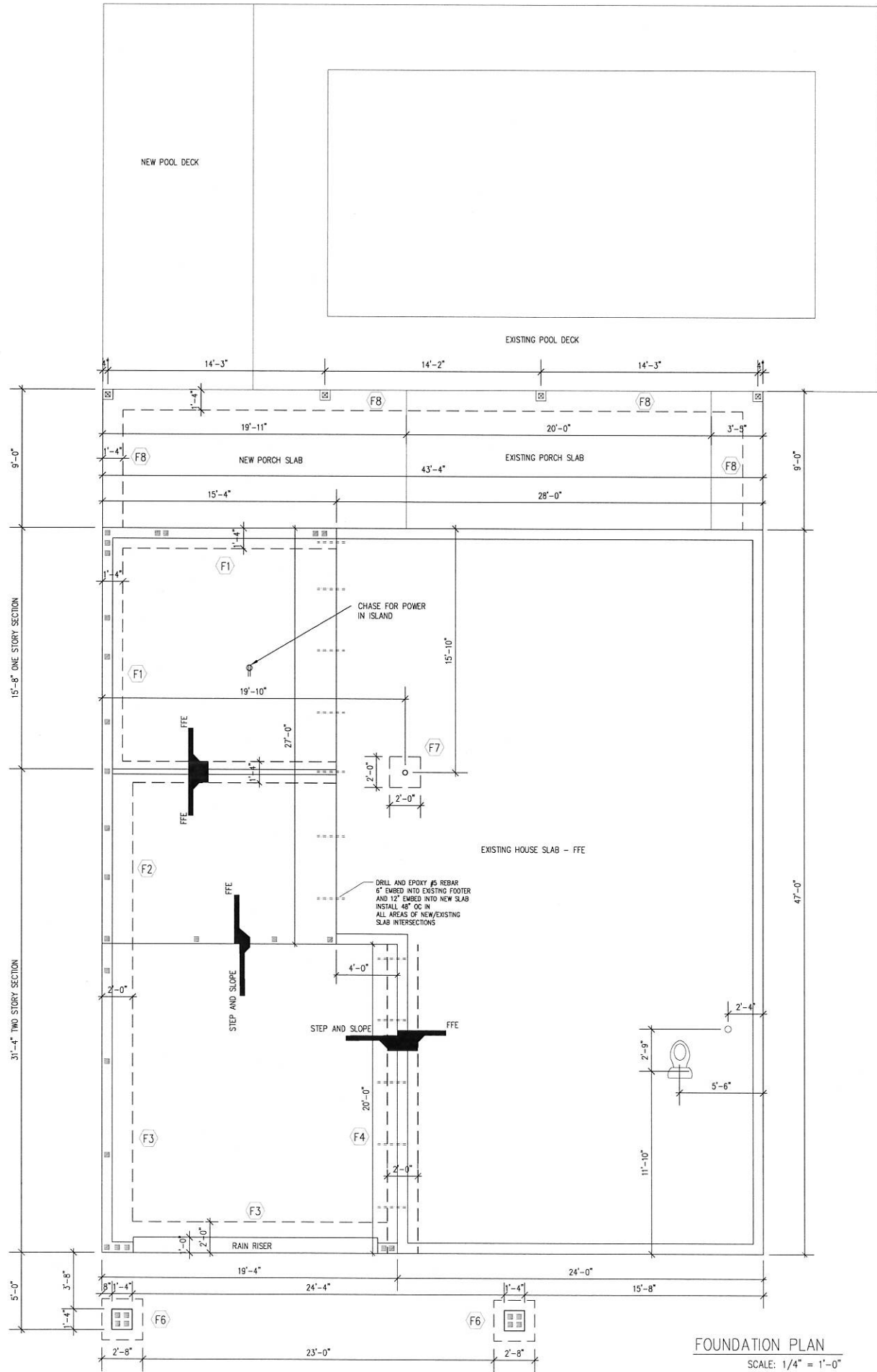
JOB NO.:
18-1507

SHEET:

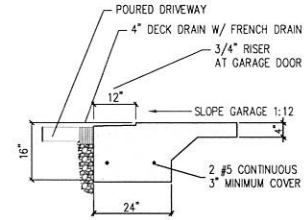
ELEVATIONS
DEMO PLAN

SHEET 2 OF 9

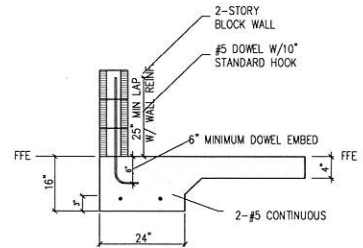
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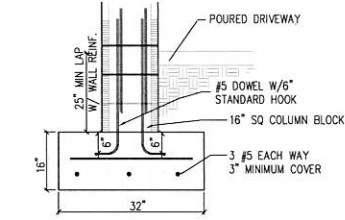
FOOTING TYPE F1
ONE-STORY SECTION - ADDITION



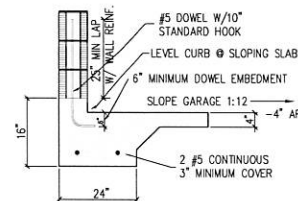
GARAGE DOOR RISER



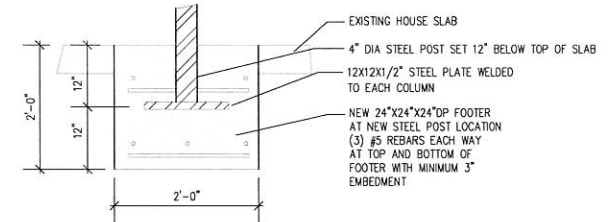
FOOTING TYPE F2
TWO-STORY SECTION - ADDITION



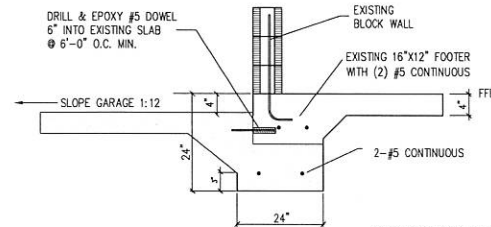
FOOTING TYPE F6
BALCONY COLUMN FOOTER



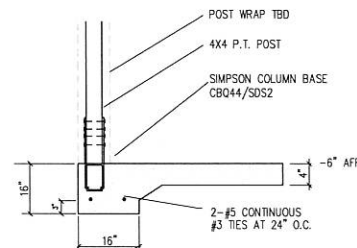
FOOTING TYPE F3
TWO-STORY SECTION - ADDITION @ GARAGE



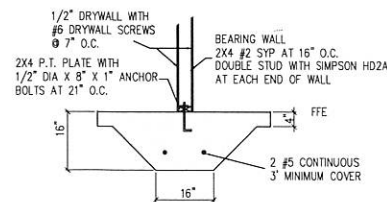
FOOTING TYPE F7
INTERIOR BEARING POST AT STAIRS



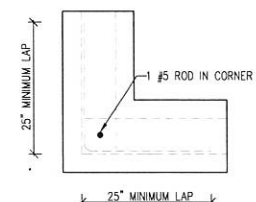
FOOTING TYPE F4
TWO-STORY SECTION AT EXISTING WALL



FOOTING TYPE F8
REAR PORCH FOOTER



FOOTING TYPE F5
INTERIOR FRAME BEARING AT STAIRS



CORNER FOOTING REINFORCING DETAIL

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN 5-8-2019	RC
FRONT ENTRY ROOF/BALCONY REV 8-27-2019	RC
FFE NOTES 10-15-2019	RC

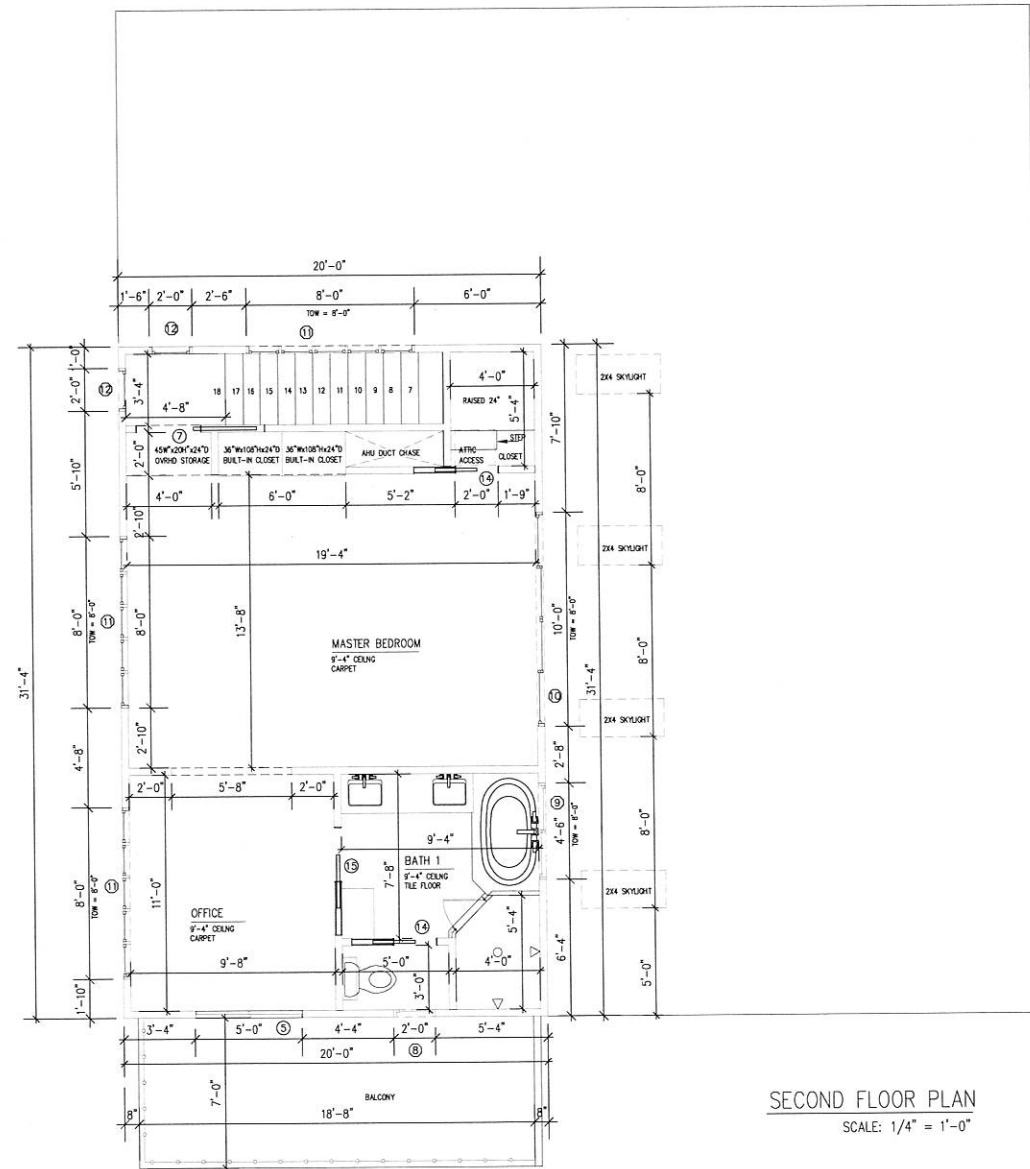
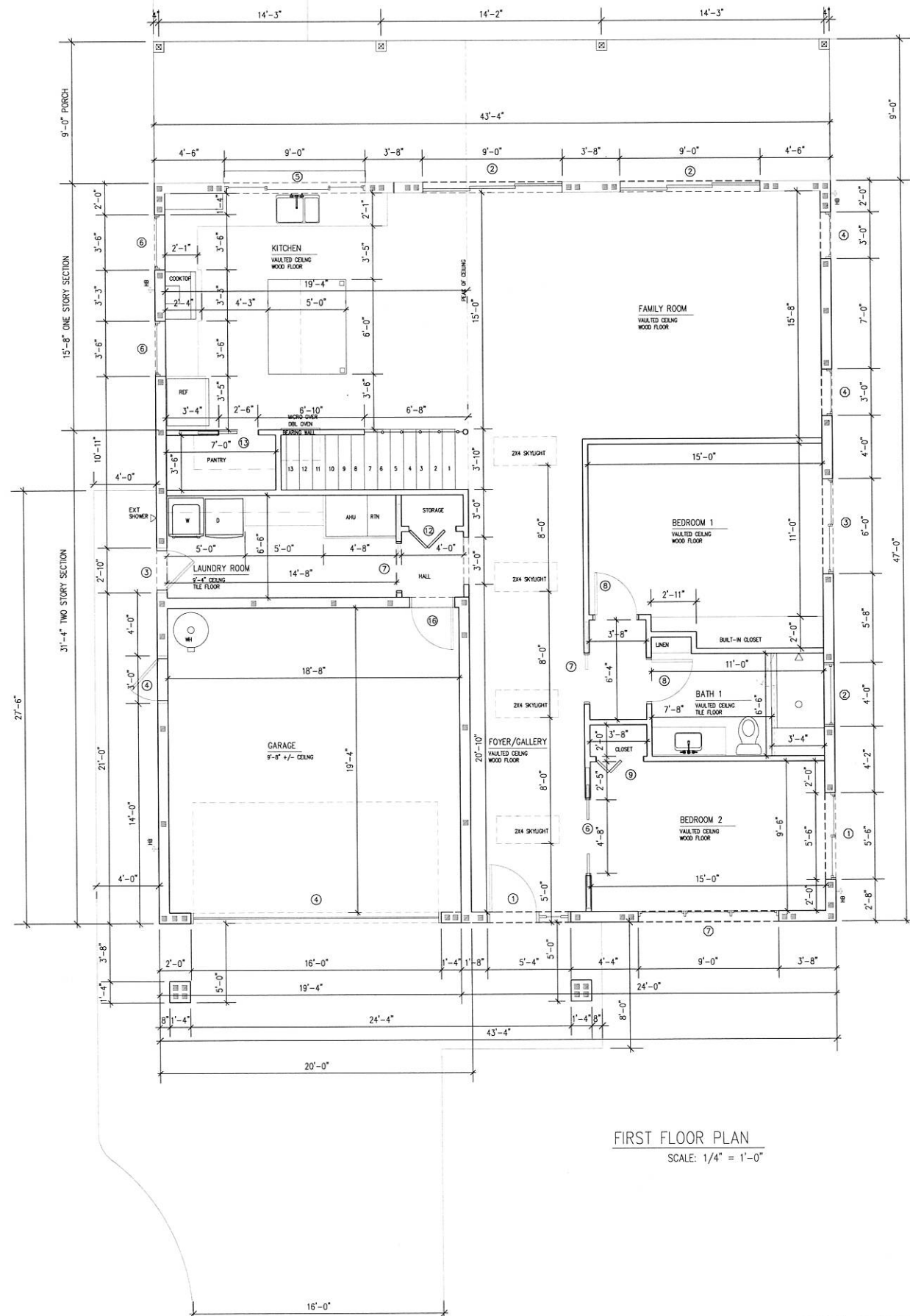
AN ADDITION AND REMODEL PROJECT FOR:

LARSON RESIDENCE

1507 PINE STREET
MELBOURNE BEACH, FLORIDA

EDWARD F. SHINSKIE, P.E. 4707 WILD TURKEY ROAD MIMS, FLORIDA 32754 321-863-3223	
ENGINEER OF RECORD I HEREBY CERTIFY THAT ALL CONSTRUCTION FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE SIXTH EDITION 2017 FLORIDA BUILDING CODE FOR A WIND SPEED OF 160 MPH.	FL LICENSE NO 47515

CLARY RESIDENTIAL & COMMERCIAL CONTRACTOR CCC HOLDING COMPANY, INC. 220 Interstate Ct #B SE Palm Bay, FL 32909 (321) 952-1199 CBO050732	
DATE:	OCT26,2018
SCALE:	SHOWN
DRAWN BY:	RCLARY
JOB NO.:	18-1507
SHEET:	
FOUNDATION PLAN FOOTER DETAILS	3
SHEET 3 OF 9	



Door Schedule				
Mark	Size	Description	Location	Count
1	3'-0" X 6'-8" + 24" SL	Hinged Entry Door w/ 24" Sidelite	Exterior	1
2	9'-0" X 6'-8"	3-Panel Sliding Glass Door	Exterior	2
3	2'-6" X 6'-8"	French Door	Exterior	2
4	2'-8" X 6'-8"	Hinged Door - Garage service	Exterior	1
5	5'-0" X 6'-8"	Sliding Glass Door	Exterior	1
6	(2) 2'-4" X 6'-8"	Decorative Double Pocket	Interior	1
7	3'-0" X 6'-8"	Pocket Door	Interior	3
8	2'-8" X 6'-8"	Hinged Door - Bedroom/Bathroom	Interior	2
9	4'-0" X 6'-8"	Bi-Fold Door	Interior	1
10	6'-0" X 6'-8"	Bi-Fold Door	Interior	1
11	2'-6" X 6'-8"	Bi-Fold Door	Interior	1
12	3'-0" X 6'-8"	Bi-Fold Door	Interior	1
13	2'-4" X 6'-8"	Decorative Pocket Pantry Door	Interior	1
14	2'-0" X 6'-8"	Pocket Door	Interior	2
15	2'-6" X 6'-8"	Pocket Door	Interior	1
16	2'-8" X 6'-8"	Hinged Door - Fire Rated Garage Entry	Interior	1
Total Exterior Doors				7
Total Interior Doors				15

Window Schedule			
Mark	Size	Description	Count
1	6'-0" X 3'-8"	Horizontal Roller Window	1
2	4'-0" X 1'-4"	Fixed Glass	1
3	6'-0" X 4'-0"	Horizontal Roller Window	1
4	3'-0" X 5'-0"	Single Hung Window	2
5	9'-0" X 3'-8"	Horizontal Roller Window - Pass Thru	1
6	3'-6" X 3'-8"	Fixed Glass	2
7	3'-0" X 6'-0"	Single Hung Window	3
8	2'-0" X 3'-0"	Single Hung Window	1
9	4'-6" X 4'-0"	Horizontal Roller Window	1
10	10'-0" X 4'-0"	Horizontal Roller Window	1
11	(5) 1'-4" X 1'-4"	Fixed Glass	3
12	2'-0" X 6'-0"	Fixed Glass	1
Total Windows			18

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN	RC
5-8-2019	
FRONT ENTRY ROOF/BALCONY REV	RC
8-27-2019	
FFE NOTES	RC
10-15-2019	

AN ADDITION AND REMODEL PROJECT FOR:
LARSON RESIDENCE
1507 PINE STREET
MELBOURNE BEACH, FLORIDA

ENGINEER
OF
RECORD
EDWARD F. SHINSKIE, P.E.
4707 WILD TURKEY ROAD
MMMS, FLORIDA 32754
321-863-3223

I HEREBY CERTIFY THAT ALL
CONSTRUCTION FOR THIS STRUCTURE
HAS BEEN DESIGNED IN ACCORDANCE
WITH THE SIXTH EDITION 2017
FLORIDA BUILDING CODE
FOR A WIND SPEED OF 160 MPH.

FL LICENSE NO 47515

CLARY
RESIDENTIAL & COMMERCIAL CONTRACTOR
CFC HOLDING COMPANY, INC.

220 Interstate Ct #B SE Palm Bay, FL 32909
(321) 952-1199 CFC050732

DATE:
OCT26,2018

SCALE:
SHOWN

DRAWN BY:
RCLARY

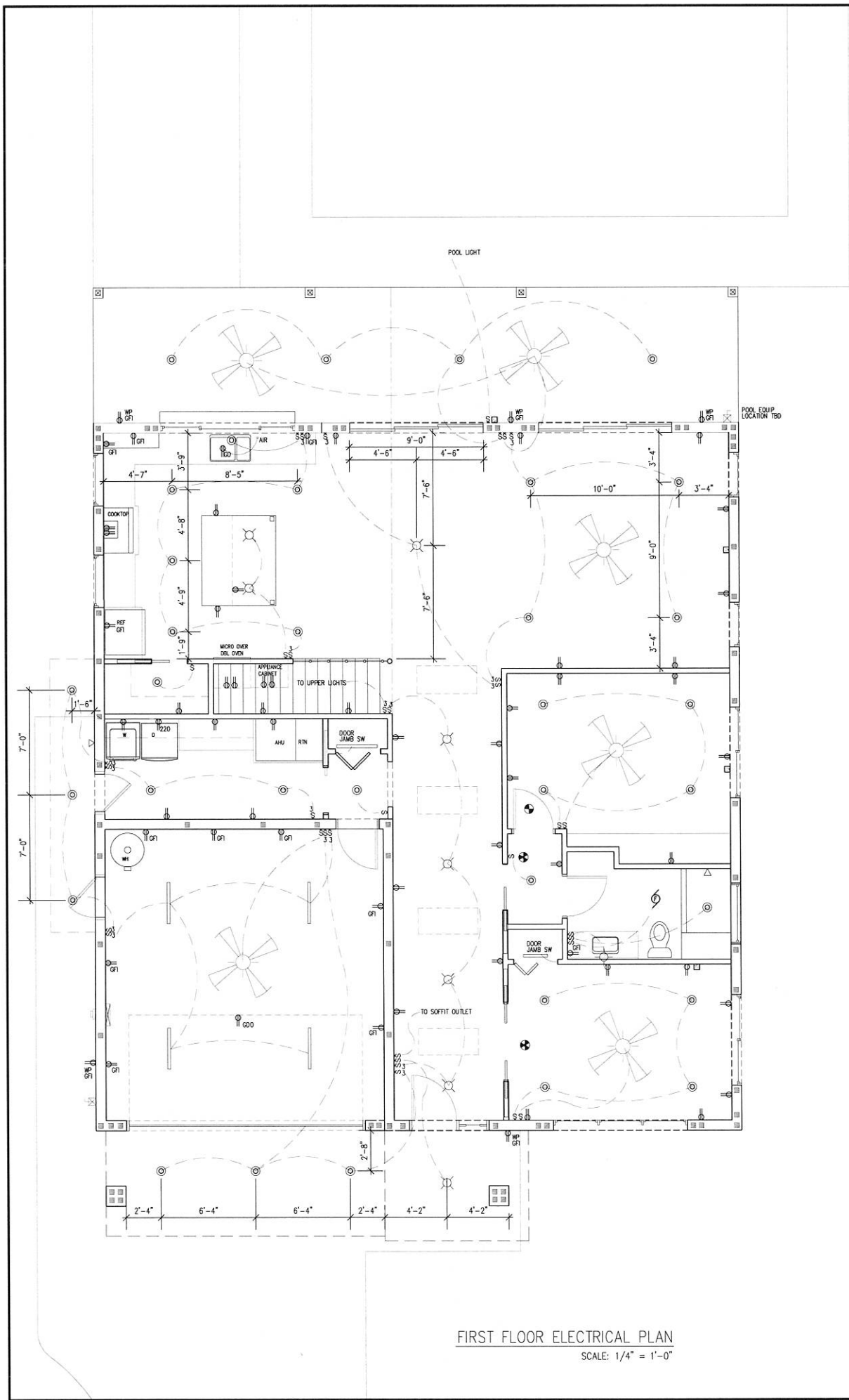
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18-1507

SHEET:

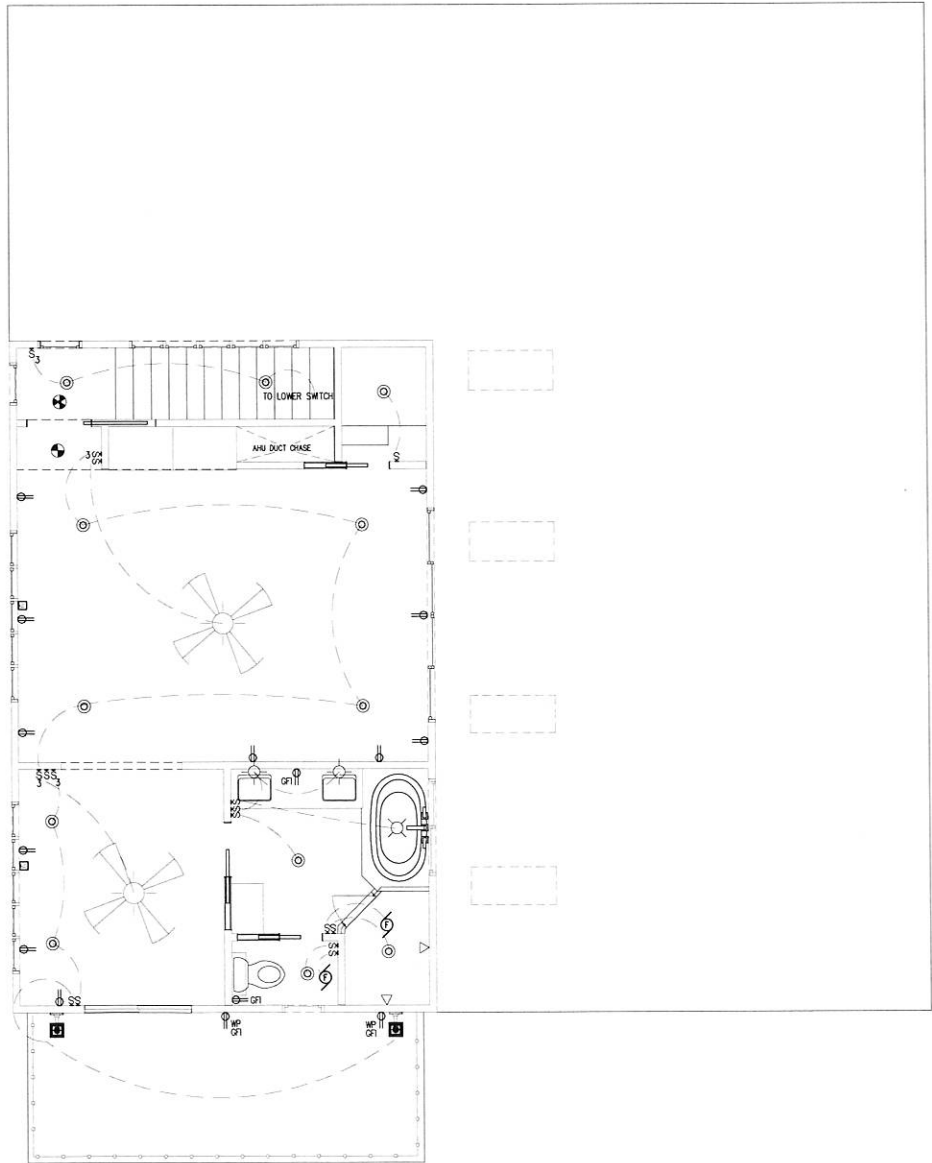
FLOOR PLANS
WINDOW SCHEDULE
DOOR SCHEDULE

SHEET 4 OF 9

4

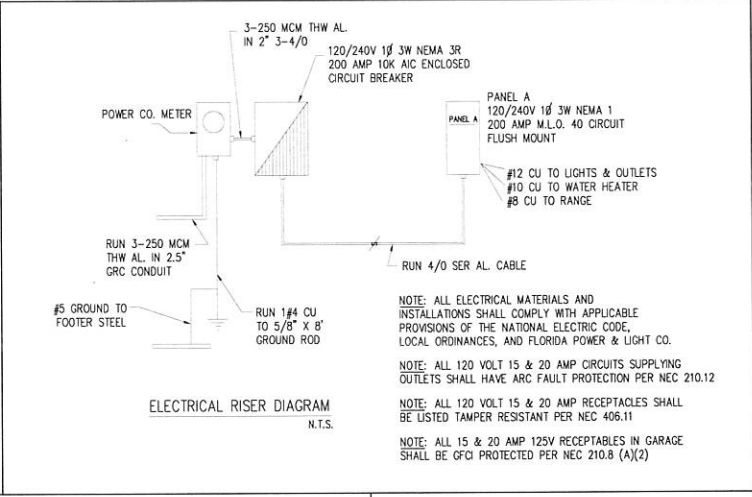


FIRST FLOOR ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"



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

ELECTRICAL SYMBOLS	
DUPLEX OUTLET	DIMMER SWITCH
SWITCHED DUPLEX	CEILING LIGHT
INDICATES WATERPROOF	LIGHT WITH PULL CHAIN
INDICATES GROUND FAULT INTERRUPT	SMOKE DETECTOR
220 OUTLET	SMOKE/CARBON MONOXIDE DETECTOR
QUAD OUTLET	EXHAUST FAN
TELEVISION	GARAGE DOOR OPENER
TELEPHONE	EMERGENCY LIGHT
SINGLE POLE SWITCH	ELECTRIC METER
DISCONNECT	ELECTRICAL PANEL
INTERSYSTEM BONDING TERMINATION INSTALL AT LEAST 3 GROUNDING CONNECTORS FOR COMMUNICATIONS SYSTEMS PER 2008 NEC 250.94	LED TUBE FIXTURE
	RECESSED CAN



LOAD SUMMARY	
2277 SQFT LA X 3	6831
KITCHEN SMALL APPLIANCE X 5	7500
RANGE	10200
WATER HEATER	4500
DISPOSAL	1200
MICROWAVE	1500
LAUNDRY	1500
DRYER	5000
IRRIGATION PUMP	1500
DISHWASHER	1200
GARAGE WB GFI	3600
GOLF CART CHARGER	3000
GARAGE REF/FRZ	1200
POOL HOUSE 300 SQFT X 3	900
SUBTOTAL	49631
1ST 10000 @ 100%	10000
REMAINDER @ 40%	15852
ADD HEAT & A/C @ 100% LOAD	20000
TOTAL	45852
SERVICE SIZE LOAD (VA) / 240V	=192 AMPS
SERVICE TO BE 200 AMPS	

ELECTRICAL NOTES:

ALL 120V 15A/20A BRANCH CIRCUITS SUPPLYING OUTLETS INSTALLED IN THE DWELLING IN ROOMS INCLUDING FAMILY ROOM, DINING ROOM, LIVING ROOM, OFFICE, BEDROOMS, CLOSETS, HALLWAYS OR SIMILAR AREAS SHALL BE ARC FAULT CIRCUIT INTERRUPTER PROTECTED PER 2014 FBC RESIDENTIAL (FIFTH EDITION) SECTION E-3902.12. THIS INCLUDES ALL DEVICES IN SLEEPING ROOMS INCLUDING SWITCHES, LIGHTING, RECEPTACLES, AND SMOKE DETECTORS.

ALL OUTLETS SHALL BE TAMPER RESISTANT PER 2014 FBC RESIDENTIAL FIFTH EDITION SECTION E-4002.14

ALL SMOKE DETECTORS MUST BE LINKED TOGETHER SO AS TO SOUND SIMULTANEOUSLY WHEN ONE IS TRIGGERED.

ALL 15A AND 20AMP 125 OR 230 RECEPTACLES SHALL HAVE A WEATHER PROOF COVER INSTALLED IN WET LOCATIONS WITH AN ENCLOSURE THAT IS WEATHERPROOF WHETHER OR NOT AN ATTACHMENT PLUG CAP IS INSERTED.

REVISIONS:

BY:

MINOR REVISIONS THROUGHOUT PLAN	RC
5-8-2019	
FRONT ENTRY ROOF/BALCONY REV	RC
8-27-2019	
FFE NOTES	RC
10-15-2019	

AN ADDITION AND REMODEL PROJECT FOR:

LARSON RESIDENCE

1507 PINE STREET

MELBOURNE BEACH, FLORIDA

EDWARD F. SHINSKIE, P.E.

4707 WILD TURKEY ROAD

MIMS, FLORIDA 32754

321-863-3223

FL LICENSE NO 47515

ENGINEER OF RECORD

I HEREBY CERTIFY THAT ALL CONSTRUCTION FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE SIXTH EDITION 2017 FLORIDA BUILDING CODE FOR A WIND SPEED OF 180 MPH.

CLARY

RESIDENTIAL & COMMERCIAL CONTRACTOR

CCC HOLDING COMPANY INC

220 Interstate Ct #B SE Palm Bay, FL 32909

(321) 952-1199

CBC050732

DATE:

OCT26,2018

SCALE:

SHOWN

DRAWN BY:

RCLARY

JOB NO.:

18-1507

SHEET:

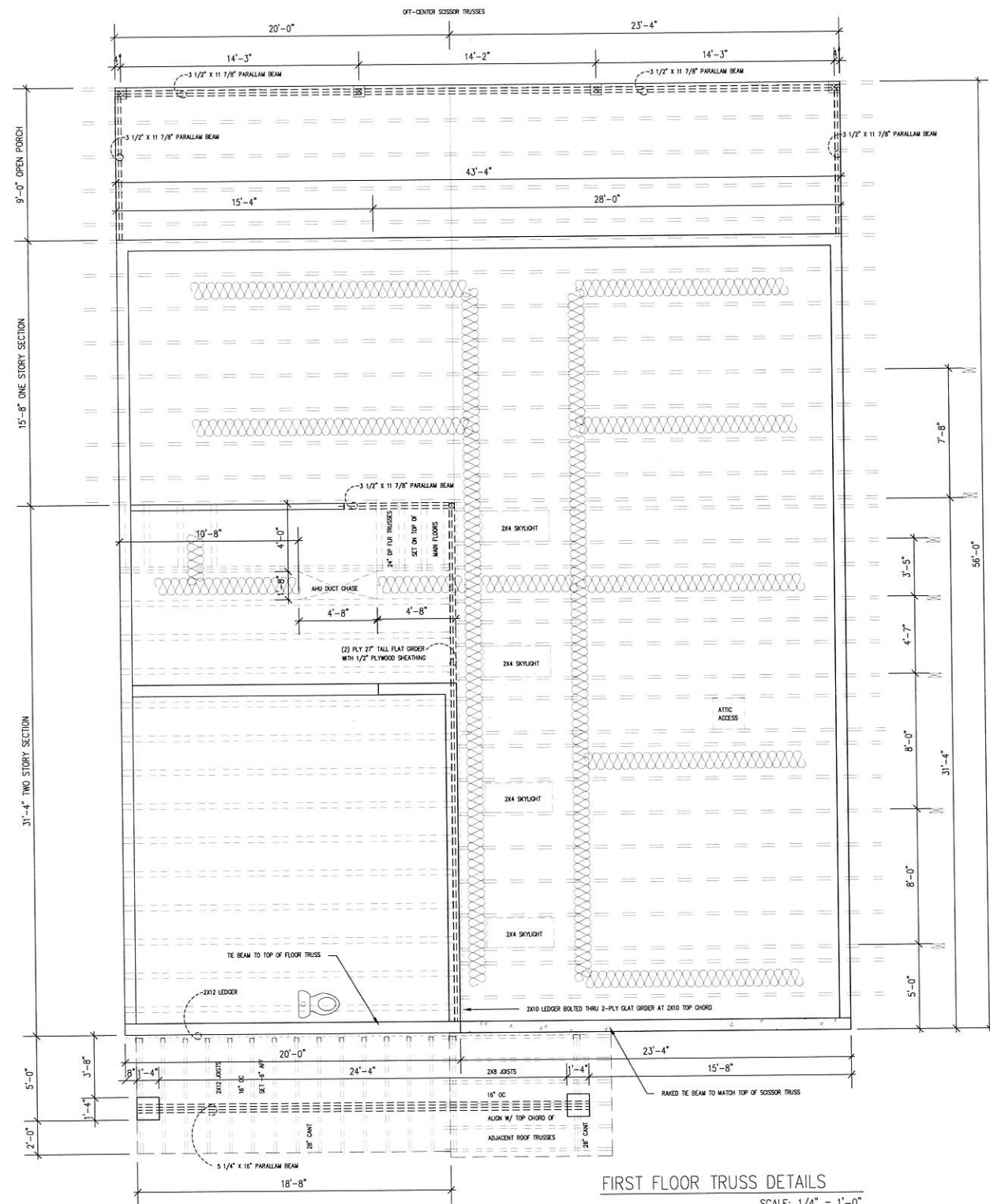
ELECTRICAL PLANS

RISER DIAGRAM

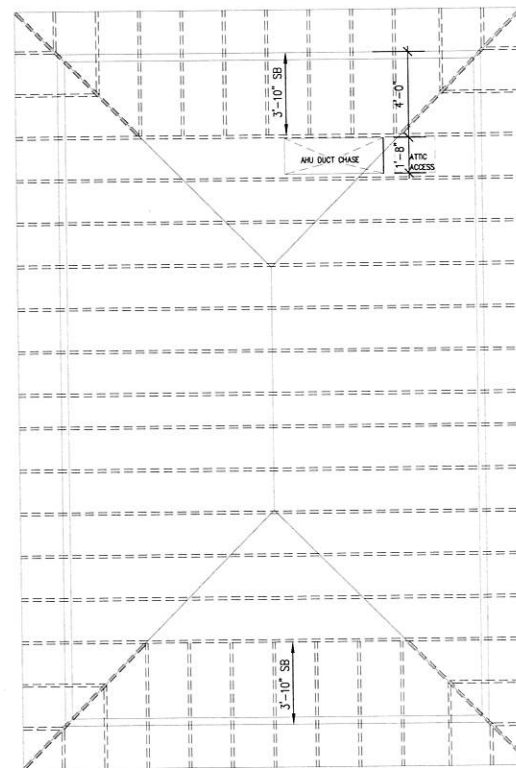
ELECTRICAL NOTES

5

SHEET 5 OF 9



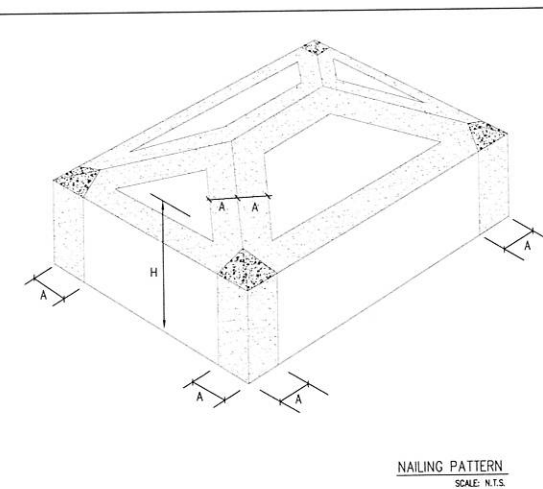
FIRST FLOOR TRUSS DETAILS
SCALE: 1/4" = 1'-0"



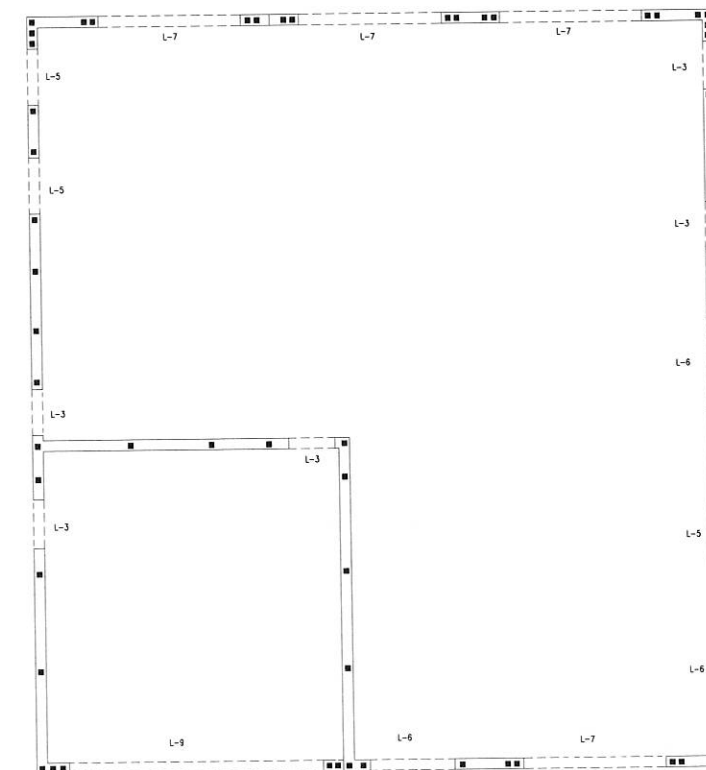
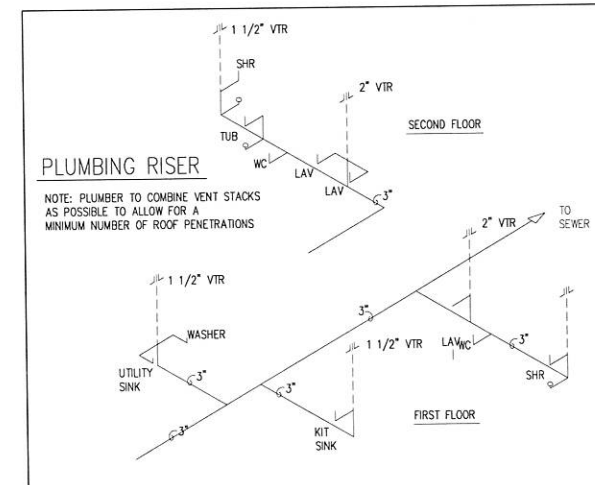
UPPER ROOF TRUSS DETAILS
SCALE: 1/4" = 1'-0"

LABEL	CLR OPNG	LINTEL LENGTH	TYPE	REBAR
L-1	1-4	2-8	PRECAST	1-#5 EA COURSE
L-2	2-4	3-8	PRECAST	1-#5 EA COURSE
L-3	3-0	4-4	PRECAST	1-#5 EA COURSE
L-4	3-2	4-6	PRECAST	1-#5 EA COURSE
L-5	5-0	6-4	PRECAST	1-#5 EA COURSE
L-6	6-0	7-4	PRECAST	1-#5 EA COURSE
L-7	9-8	11-0	PRECAST	1-#5 EA COURSE
L-8	10-0	11-4	PRECAST	1-#5 EA COURSE
L-9	16-0	17-4	PRESTRESSED	2-#5 EA COURSE

ALL LINTELS ARE CAST CRETE OR EQUAL
FLORIDA PRODUCT APPROVAL #FL-158-R5 DATED 4/16/2012
ALL LINTELS TO BE GROUTED SOLID WITH 3000 PSI CONCRETE



- ZONE 1 - 8D RING SHANK NAILS @ 6" OC EDGES AND 6" OC FIELD
 - ZONE 2 - 8D RING SHANK NAILS @ 4" OC EDGES AND 6" OC FIELD
 - ZONE 3 - 8D RING SHANK NAILS @ 4" OC EDGES AND 4" OC FIELD
- THE WIDTH OF STRIP "A" AS SHOWN IN THE FIGURE SHALL BE 10% OF THE LEAST HORIZONTAL DIMENSION OR 40% OF THE HEIGHT(H), WHICHEVER IS LESS BUT NOT LESS THAN 3'-0". END ZONES SHALL BE TWICE THE WIDTH OF THE EDGE STRIP (A)
HEIGHT (H) SHALL BE THE MEAN ROOF HEIGHT IN FEET, EXCEPT WHERE ROOF ANGLES <10 DEGREES, THEN H= EAVE HEIGHT



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

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN 5-8-2019	RC
FRONT ENTRY ROOF/BALCONY REV 8-27-2019	RC
FFE NOTES 10-15-2019	RC

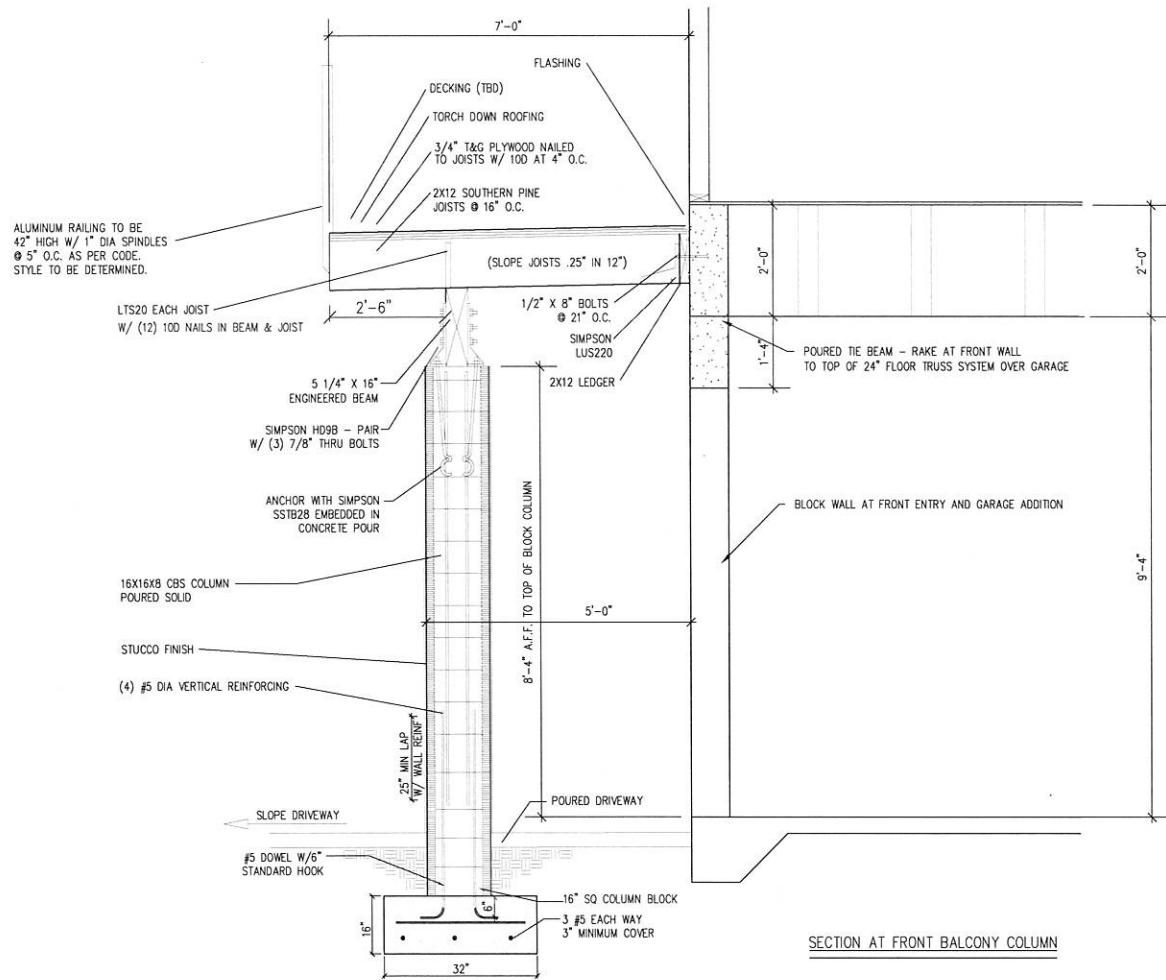
AN ADDITION AND REMODEL PROJECT FOR:
LARSON RESIDENCE
1507 PINE STREET
MELBOURNE BEACH, FLORIDA

EDWARD F. SHINSKIE, P.E.
4707 WILD TURKEY ROAD
MIMS, FLORIDA 32754
321-863-3223
FL LICENSE NO. 47515

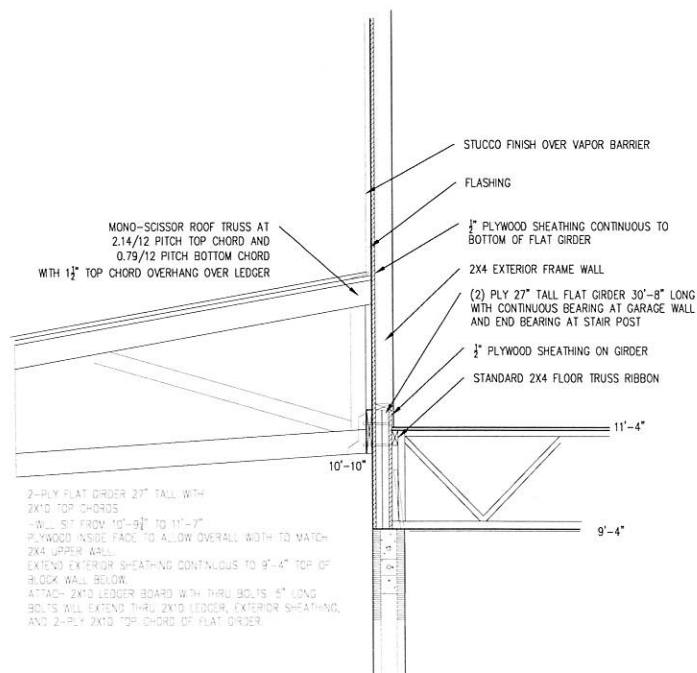
ENGINEER OF RECORD
I HEREBY CERTIFY THAT ALL CONSTRUCTION FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE SIXTH EDITION 2017 FLORIDA BUILDING CODE FOR A WIND SPEED OF 160 MPH.

CLARY
RESIDENTIAL & COMMERCIAL CONTRACTOR
CCC HOLDING COMPANY, INC.
220 Interstate Ct #B SE Palm Bay, FL 32909
(321) 952-1199 CBC050732

DATE: OCT26,2018
SCALE: SHOWN
DRAWN BY: RCLARY
JOB NO.: 18-1507
SHEET: 6 OF 9
TRUSS DETAILS
LINTEL PLAN
PLUMBING RISER

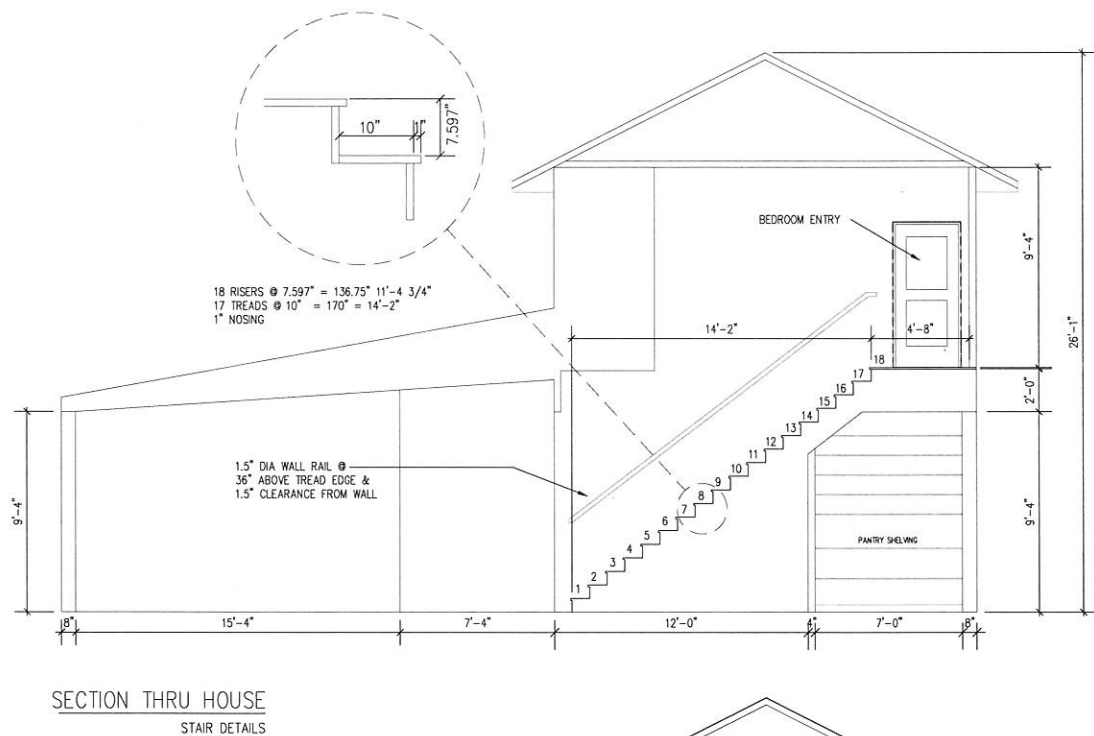


SECTION AT FRONT BALCONY COLUMN

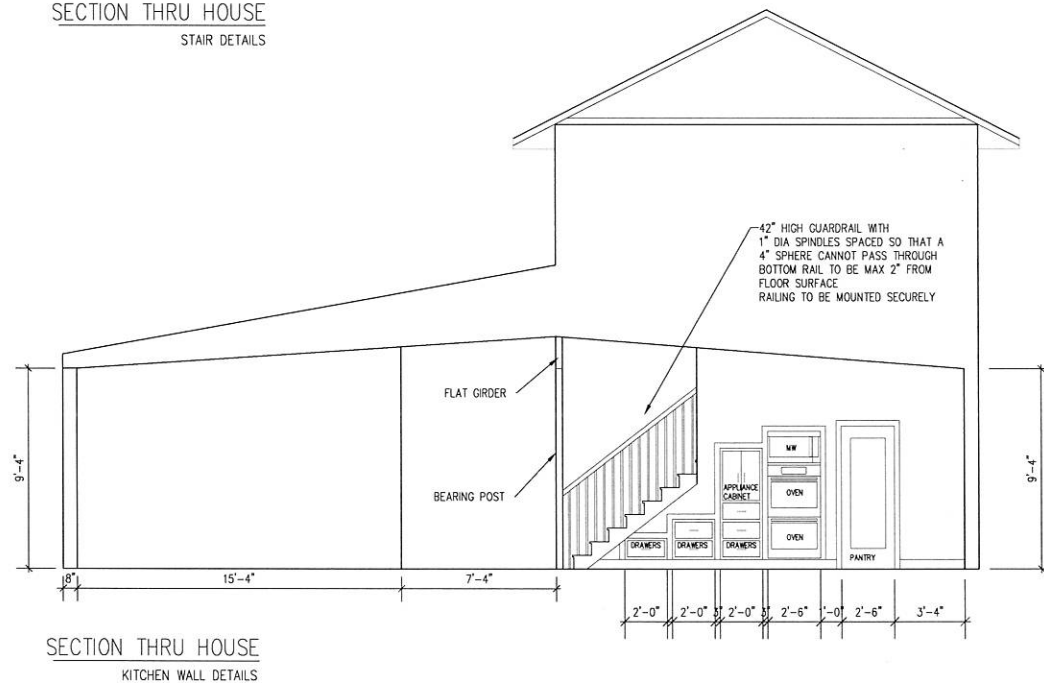


DETAIL AT INTERSECTION OF MONO SCISSOR AND 2ND STORY WALL

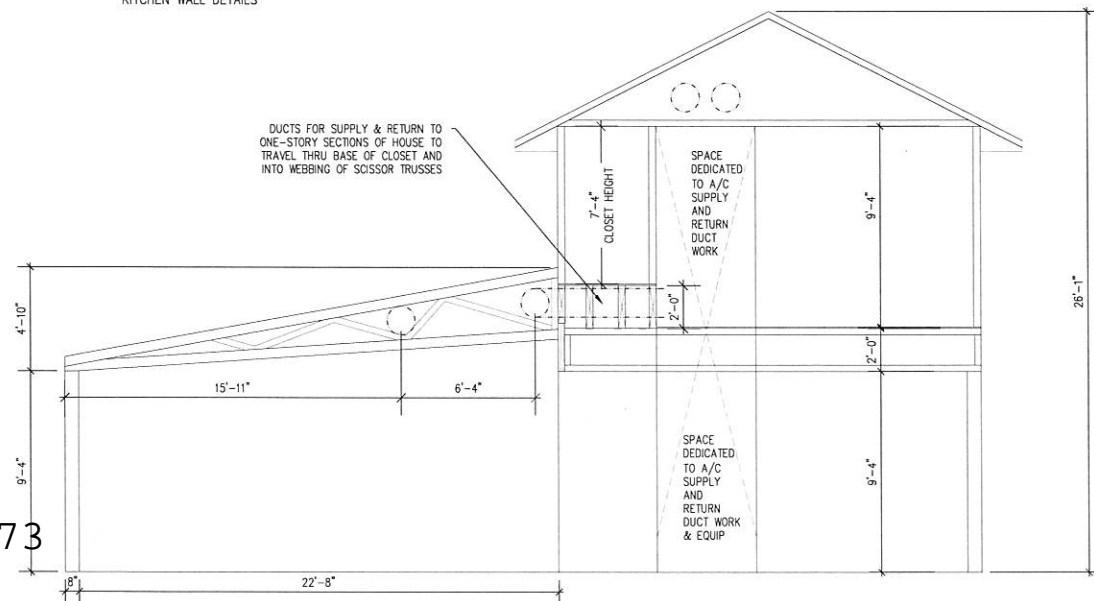
SECTION THRU HOUSE
DUCTWORK DETAILS



SECTION THRU HOUSE
STAIR DETAILS



SECTION THRU HOUSE
KITCHEN WALL DETAILS



73

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN 5-8-2019	RC
FRONT ENTRY ROOF/BALCONY REV 8-27-2019	RC
FFE NOTES 10-15-2019	RC

AN ADDITION AND REMODEL PROJECT FOR:

LARSON RESIDENCE

1507 PINE STREET
MELBOURNE BEACH, FLORIDA

EDWARD F. SHINSKIE, P.E.

4707 WILD TURKEY ROAD
MIMS, FLORIDA 32754

321-863-3223

ENGINEER
OF
RECORD

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HAS BEEN DESIGNED IN ACCORDANCE
WITH THE SIXTH EDITION 2017
FLORIDA BUILDING CODE
FOR A WIND SPEED OF 160 MPH.

FL LICENSE NO 47515

CLARY

RESIDENTIAL & COMMERCIAL CONTRACTOR

CLARY BUILDING COMPANY, INC.

230 Interstate Ct #B SE Palm Bay, FL 32909

(321) 855-1199 CBCB00732

DATE:

OCT26,2018

SCALE:

SHOWN

DRAWN BY:

RCLARY

JOB NO.:

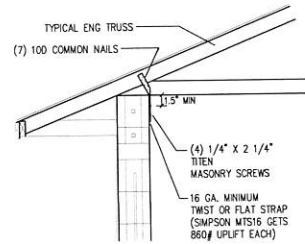
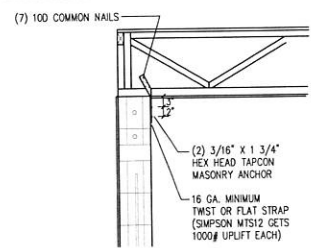
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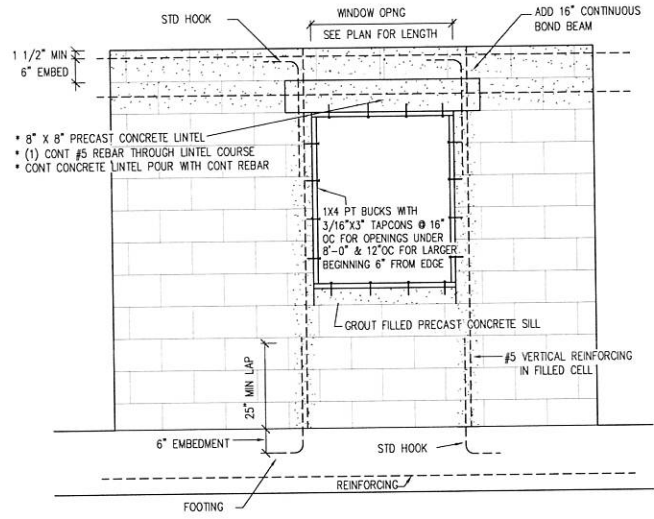
STAIR DETAILS
WALL SECTIONS
BALCONY BEAM

SHEET 7 OF 9

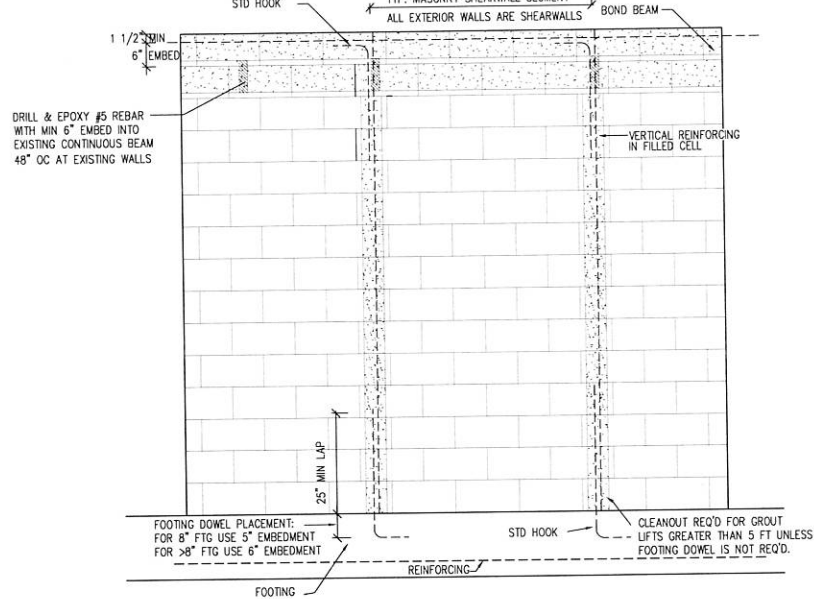
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FIX FOR MISPLACED TRUSS STRAPS

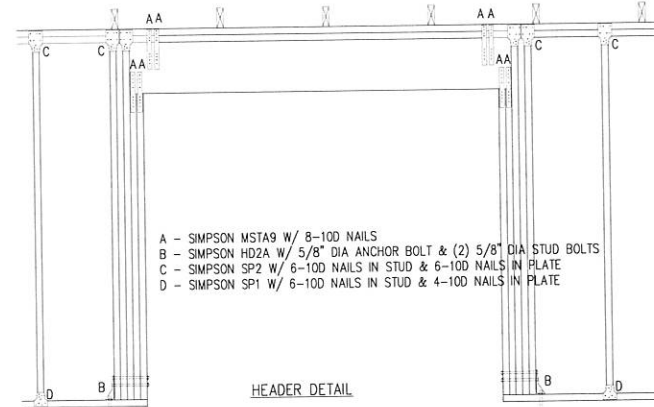


WINDOW/DOOR OPENING DETAIL

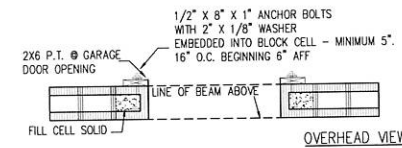


ONE STORY CBS WALL

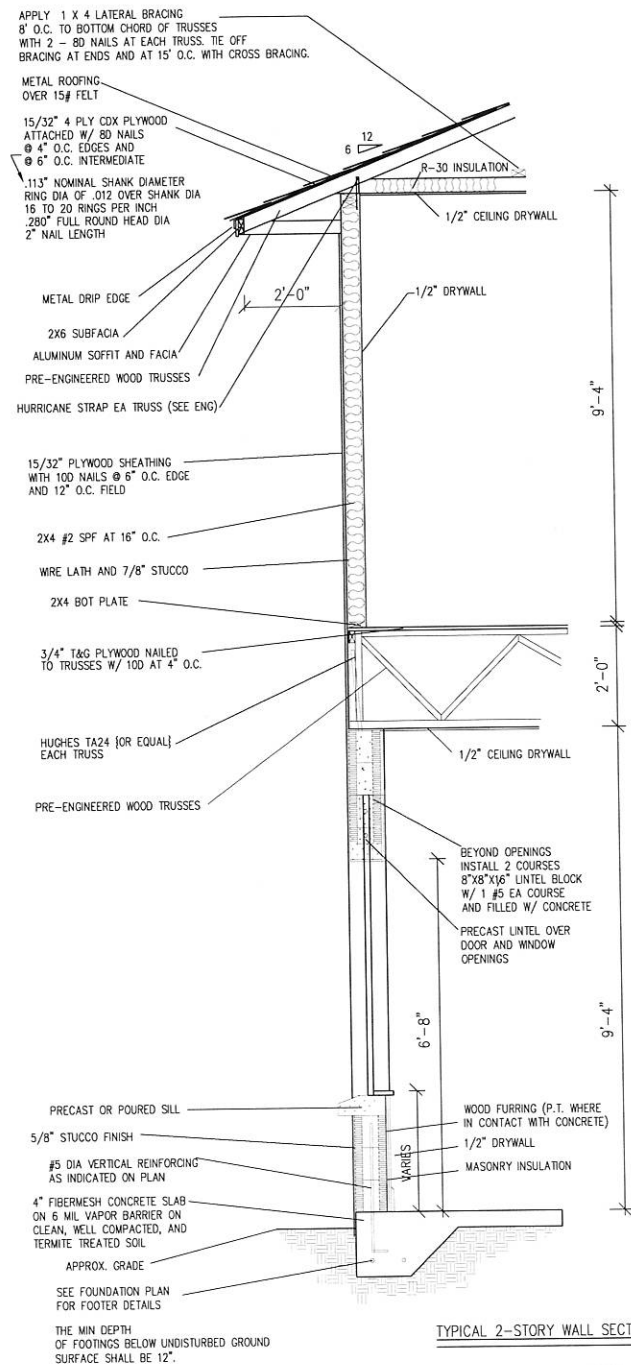
NEW WALLS TO BE 14 COURSES - 9'-4" HIGH
EXISTING BLOCK WALLS ARE 12 COURSES - ADD 2 COURSES



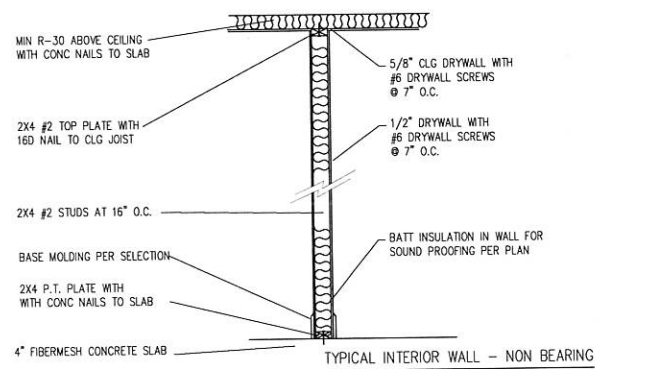
HEADER DETAIL



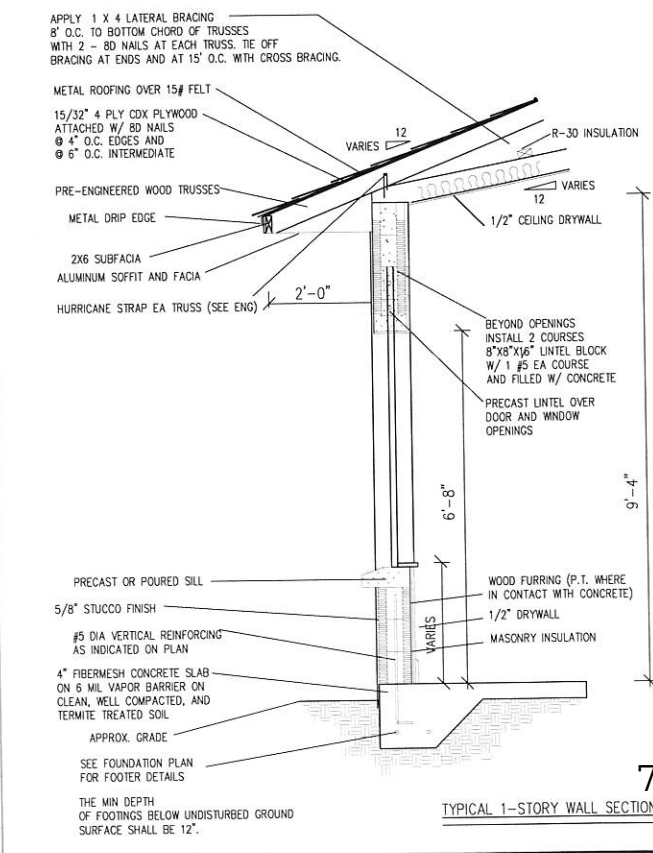
GARAGE DOOR TO MASONRY CONNECTION DETAIL
NOTE: FASTEN ALL HARDWARE ACCORDING TO MANUFACTURERS SPECIFICATIONS.



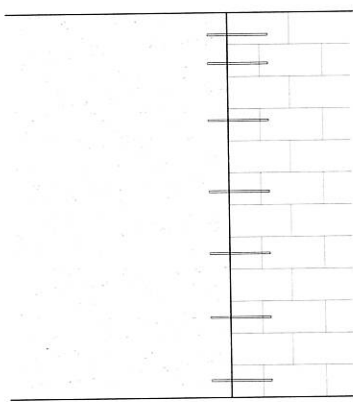
TYPICAL 2-STORY WALL SECTION



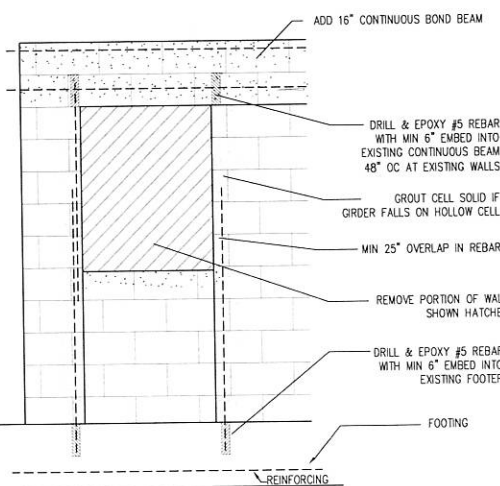
TYPICAL INTERIOR WALL - NON BEARING



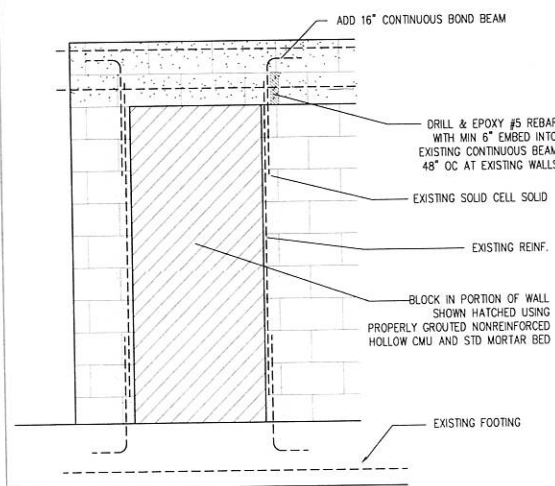
TYPICAL 1-STORY WALL SECTION



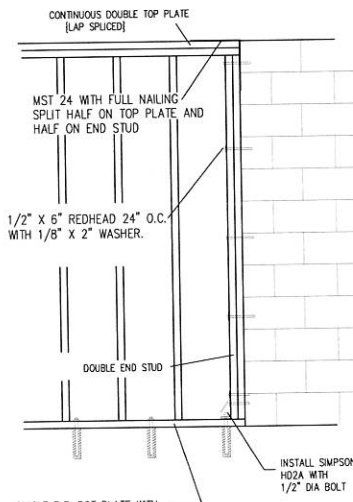
NEW BLOCK TO EXISTING BLOCK WALL CONNECTION



BLOCK WALL REPAIR UPGRADE TO POURED CELL AT NEW WINDOW OPENING



BLOCK WALL REPAIR BLOCK IN EXISTING OPENING



FRAME WALL TO BLOCK WALL CONNECTION

REVISIONS:	BY:
MINOR REVISIONS THROUGHOUT PLAN 5-8-2019	RC
FRONT ENTRY ROOF/BALCONY REV 8-27-2019	RC
FFE NOTES 10-15-2019	RC

AN ADDITION AND REMODEL PROJECT FOR:

LARSON RESIDENCE

1507 PINE STREET
MELBOURNE BEACH, FLORIDA

ENGINEER
OF
RECORD

EDWARD F. SHINSKIE, P.E.
4707 WILD TURKEY ROAD
MIMS, FLORIDA 32754
321-863-3223

I HEREBY CERTIFY THAT ALL CONSTRUCTION FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE SIXTH EDITION 2017 FLORIDA BUILDING CODE FOR A WIND SPEED OF 160 MPH.

FL LICENSE NO. 47515

CLARY

RESIDENTIAL & COMMERCIAL CONTRACTOR

CCC HOLDING COMPANY, INC.

230 Interstate Ct #B SE Palm Bay, FL 32909

(321) 952-1199 CBO650732

DATE:

OCT26,2018

SCALE:

SHOWN

DRAWN BY:

RCLARY

JOB NO.:

18-1507

SHEET:

WALL SECTIONS

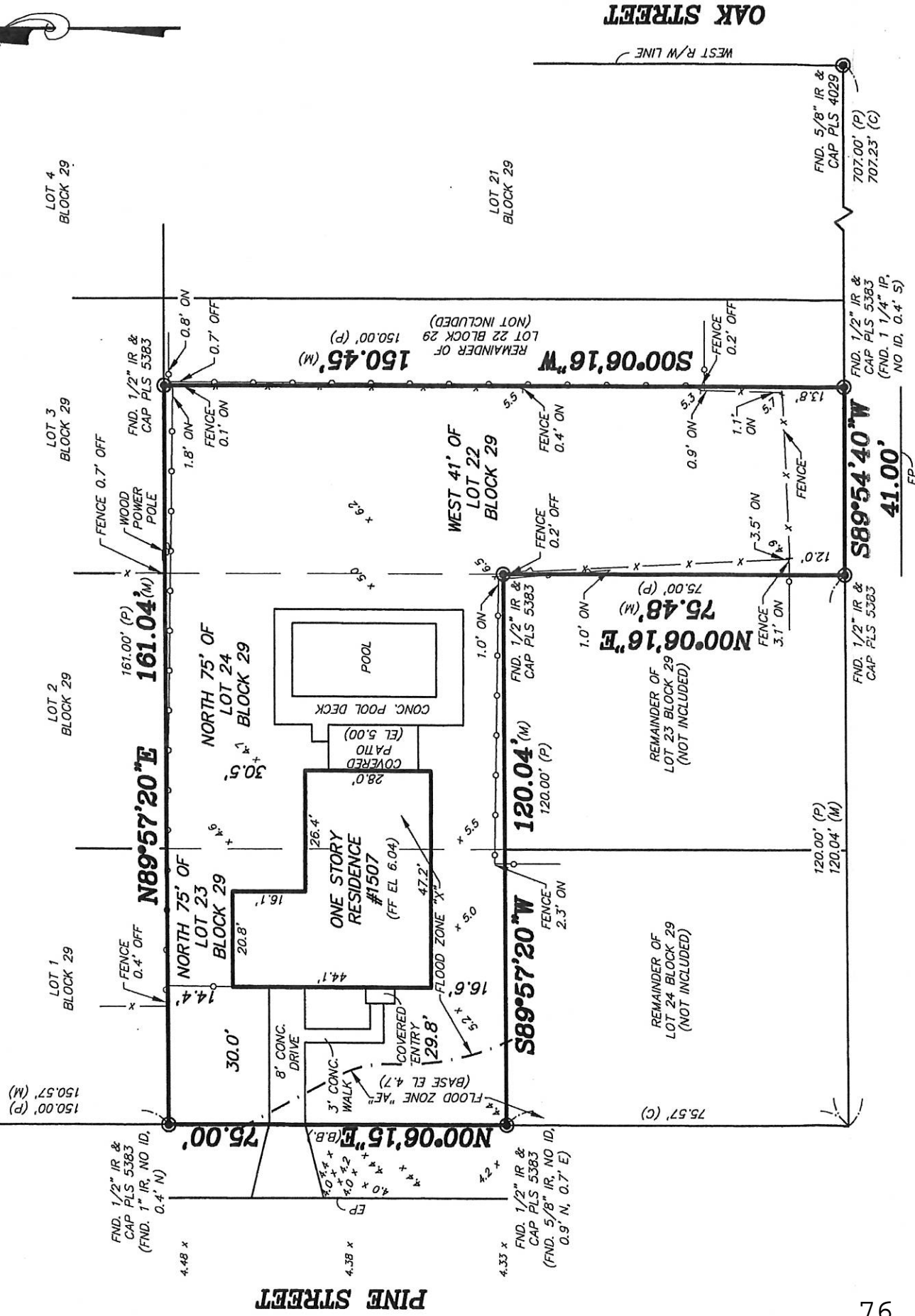
BLOCK DETAILS

SHEET 8 OF 9

8

FIFTH AVENUE

SOUTH R/W LINE



SIXTH AVENUE

SURVEY PREPARED FOR:
BRUCE M. LARSON

DESCRIPTION: THE WEST 41 FEET OF LOT 22 AND THE NORTH 75 FEET OF LOTS 23 AND 24, BLOCK 29, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M.
#12009C 0604 G, DATED
MARCH 17, 2014 THIS
PROPERTY IS LOCATED
WITHIN FLOOD ZONES
X & AE.

TYPE OF SURVEY:
BOUNDARY

SCALE: 1" = 30'

UPDATE/TOPOGRAPHIC: 10-01-19
FIELD DATE: 12-29-05

SECTION 7,
TOWNSHIP 28 SOUTH,
RANGE 38 EAST

PROJECT #19331

GENERAL NOTES:
1. THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARDS 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 SURVEYOR, AND ANY 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@alsurvey.com

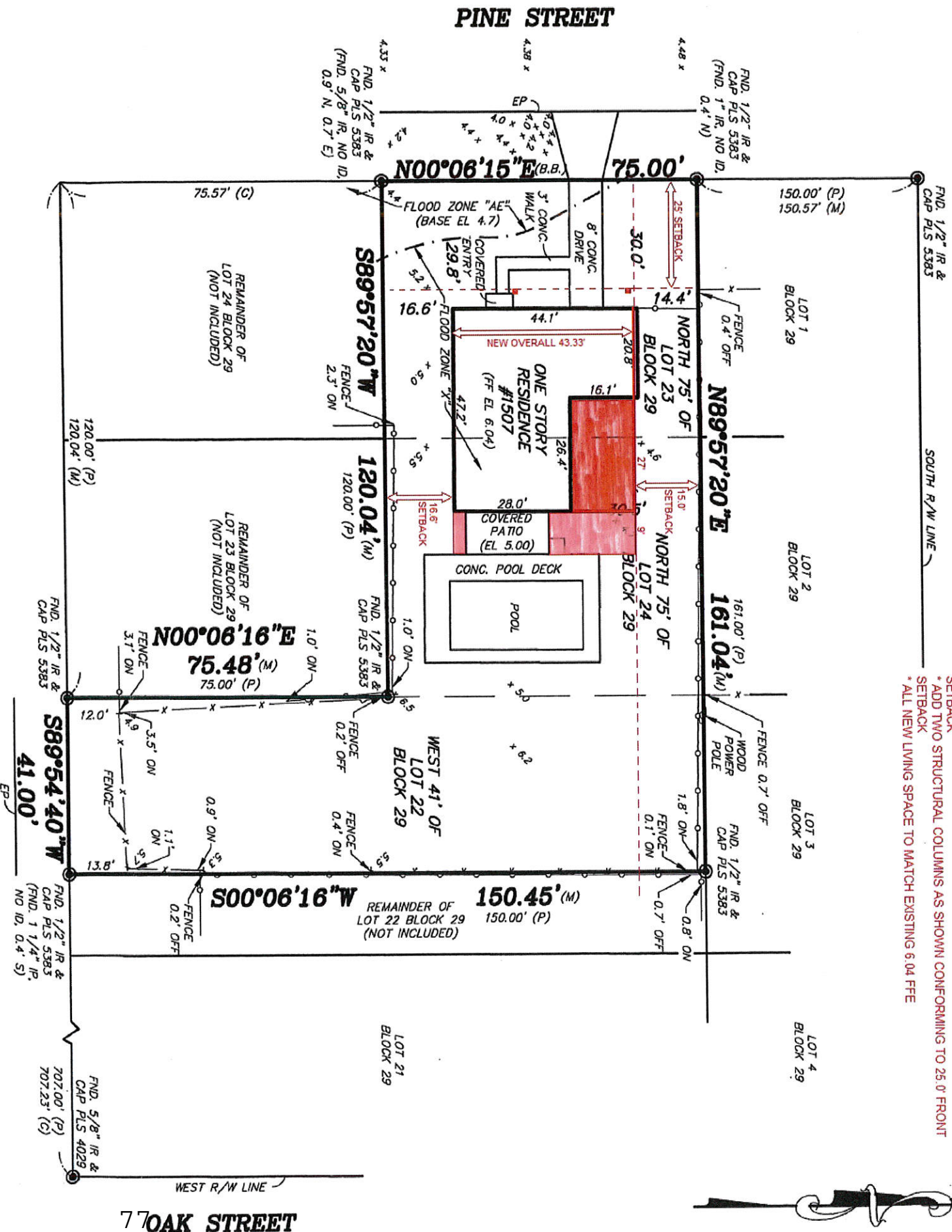
ANDREW W. POWISHOK
P.L.S. No. 5383

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

LEGEND	
(B.B.)	BEARING BASIS
B.S.L.	BUILDING SETBACK LINE
CB	CHORD BEARING
CH	CHORD LENGTH
C	CENTERLINE
C.M.	CONCRETE MONUMENT
C.M.P.	CORRUGATED METAL PIPE
CONC.	CONCRETE
(D)	DEED
D	DELTA
D.E.	DRAINAGE EASEMENT
EL	ELEVATION
EP	EDGE OF PAVEMENT
FF	FINISH FLOOR
FND	FOUND
IP	IRON PIPE
IR	IRON ROD
L	ARC LENGTH
LB	LICENSE BUSINESS
(M)	MEASURED
N&D	NAIL AND DISK
N&T	NAIL AND TIN TAB
OHW	OVERHEAD WIRE
(P)	PLAT
PC	POINT OF CURVATURE
PLS	PROFESSIONAL LAND SURVEYOR
P.O.L.	POINT ON LINE
PP	POWER POLE
PT	POINT OF TANGENCY
P.U.	PUBLIC UTILITY
R	RADIUS
R.C.P.	REINFORCED CONCRETE PIPE
R/W	RIGHT OF WAY
XX.XX	PROPOSED GRADE

FIFTH AVENUE

- PROPOSED IMPROVEMENTS:**
- * REMOVE NORTH SECTION OF STRUCTURE CURRENTLY ENCRoACHING
 - * CONSTRUCT NEW LIVING SPACE ADDITION OF 47' X 15.33' CONFORMING TO 15' SIDE SETBACK
 - * CONSTRUCT REAR PORCH ADDITION AS SHOWN CONFORMING TO 15' SIDE SETBACK
 - * ADD TWO STRUCTURAL COLUMNS AS SHOWN CONFORMING TO 25' FRONT SETBACK
 - * ALL NEW LIVING SPACE TO MATCH EXISTING 6.04 FFE



SURVEY PREPARED FOR:
BRUCE M. LARSON

DESCRIPTION: THE WEST 41 FEET OF LOT 22 AND THE NORTH 75 FEET OF LOTS 23 AND 24, BLOCK 29, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M.
 #12009C 0604 G, DATED
 MARCH 17, 2014 THIS
 PROPERTY IS LOCATED
 WITHIN FLOOD ZONES
 X & AE.

TYPE OF SURVEY:
 BOUNDARY

SCALE: 1" = 30'

UPDATE/TOPOGRAHIC: 10-01-19

FIELD DATE: 12-29-05

SECTION 7,
 TOWNSHIP 28 SOUTH,
 RANGE 38 EAST

PROJECT #19331

GENERAL NOTES:

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3970 MINTON ROAD, WEST MELBOURNE, FL 32904 L.B. #6623

PHONE: (321)768-8110 FAX: (321)952-9771 EMAIL: frontdesk@adsurvey.com

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

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

LEGEND
(B.B.) - BEARING BASIS
B.S.L. - BUILDING SETBACK LINE
CB - CHORD BEARING
C.M.P. - CONCRETE MONUMENT
C.M.P. - CORRUGATED METAL PIPE
CONC. - CONCRETE
DEED - DEED
DELTA - DELTA
D.E. - DRAINAGE EASEMENT
EL. - ELEVATION
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FF - FINISH FLOOR
FND - FOUND
IR - IRON PIPE
IR - IRON ROD
LB - LICENSE BUSINESS
MEASURED - MEASURED
NAIL AND DISK - NAIL AND DISK
N&T - NAIL AND TIN TAB
OHV - OVERHEAD WIRE
PLAT - PLAT
PC - POINT OF CURVATURE
PLS - PROFESSIONAL LAND SURVEYOR
P.O.L. - POINT ON LINE
PP - POWER POLE
PT - POINT OF TANGENCY
P.U. - PUBLIC UTILITY
R - RADII
R.C.P. - REINFORCED CONCRETE PIPE
R/W - RIGHT OF WAY
XXX - PROPOSED GRADE

222 Sixth



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
2017 Florida Building Code

Date: October 31, 2019

Owner: Drake, Edward D; Drake, Maria E
Owner Address: 222 Sixth Ave., Melbourne Beach, FL
Site Address: 222 Sixth Ave., Melbourne Beach, FL
Parcel ID: 28-38-08-FY-27-31
Zoning: 3RS

Proposed Project: Patio roof addition to single family dwelling.

References: Town of Melbourne Beach Code of Ordinances: 7A-33

Request: Approval by Planning and Zoning Board, Town Commission for construction of a patio roof addition to a single family dwelling.

Staff Review: The property lies in Zoning District 3RS

- 1). Project is a patio roof addition to a single family dwelling as the primary structure.
There will not be any out-buildings or trees changed for this addition.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 10,125 sq. ft. min. 10,000 sq. ft.
Lot width is 67.5 ft. min. 90 ft. This is an existing non-conforming lot.
Lot depth is 150 ft. min. 100 ft.
- 3). Lot coverage has a maximum of 30% for principle structure .
Lot coverage per plan is 24 % Footprint of Primary Structure is 2,405 sq. ft.
Max allowed for Primary Structure is 3,037 sq. ft. for Lot Area of 10,125 sq. ft.
- 4). Structure maximum height for zoning district is 28 ft.
The proposed height provided is under the height of the current primary structure.
Flood Zone X
- 5). Zoning District Setback requirements
Proposed addition front set-back is in the rear of the current primary structure.
Proposed addition West Side Setback 27.5 ft. (min. 15 ft.)
Proposed addition East Side Setback 21.9 ft. (min. 15 ft.)
Proposed addition Rear Setback 43.4 ft. (min. 25 ft.)

6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and Florida Building Codes.

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances and the Florida Building Codes. Topographic maps may be required. Minimum Landscaping Standards shall 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.


Marc Meyers
Building Official

- LEGEND:**
- B.M. ----- BLANCH MARK
 - CONC. ----- CONCRETE
 - C.B. ----- CONCRETE BLOCK
 - C.B.S. ----- CONCRETE BLOCK AND STUCCO
 - CM ----- CONCRETE MONUMENT
 - C/L ----- CENTERLINE
 - EL. ----- ELEVATION (VERTICAL CONTROL)
 - EASMT ----- EASEMENT
 - E.O.P. ----- EDGE OF PAVEMENT
 - FND ----- FOUND
 - IP ----- IRON PIPE
 - IR ----- IRON ROD
 - I.D. ----- IDENTIFICATION
 - PLS# RLS# ----- SURVEYOR'S NUMBER
 - LB# ----- CORPORATE I.D. NUMBER
 - L ----- LENGTH OF ARC
 - M ----- MEASURED
 - NGVD ----- NATIONAL GEODETIC VERTICAL DATUM OF 1929
 - N/D ----- NAIL AND DISK
 - PCP ----- PERMANENT CONTROL POINT
 - PC ----- POINT OF CURVE
 - PT ----- POINT OF TANGENT
 - PRC ----- POINT OF REVERSE CURVE
 - PCC ----- POINT OF COMPOUND CURVE
 - P.I. ----- POINT OF INTERSECTION
 - PVMT ----- PAVEMENT
 - R/W ----- RIGHT OF WAY
 - R ----- RADIUS OF CURVE
 - R ----- RECORD
 - Δ ----- CENTRAL ANGLE OF CURVE
 - SWK ----- SIDE WALK
 - OP ----- OVERHEAD WIRE
 - OW ----- OVERHEAD WIRES
 - O ----- CORNER MARKER RECOVERED
 - O ----- CORNER MARKER SET, CAP PLS 1908

DESCRIPTION

THE WEST 30 FEET OF LOT 31 AND THE EAST 37.5 FEET OF LOT 32, "WILCOX MELBOURNE BEACH", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 1, PAGE 58, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NOTES:

1. THE LANDS SURVEYED LIE WITHIN FLOOD ZONE X, PER FLOOD INSURANCE RATE MAP NO.12008C, COMMUNITY 125128 PANEL 0533 E DATED APRIL 3, 1988.
2. BEARINGS REFER TO THE CENTERLINE OF SIXTH AVENUE, AS SHOWN ON THE PLAT OF WILCOX MELBOURNE BEACH: N 89°56'00"E
3. THIS SURVEY WAS MADE BY AVAILABLE DATA BASED ON THE DESCRIPTION AND ADDRESS PROVIDED BY THE CLIENT. THE UNDERSIGNED SURVEYOR DID NOT CONDUCT A TITLE SEARCH AND DID NOT RECEIVE AN ATTORNEY'S TITLE OPINION. LANDS DESCRIBED AND GRAPHICALLY SHOWN ON THIS SURVEY WERE NOT ABSTRACTED FOR ANY ENCUMBRANCES WHATSOEVER.
4. THERE MAY OR MAY NOT BE RECORDED OR UNRECORDED RIGHTS OF WAY, EASEMENTS, RESERVATIONS OR RESTRICTIONS AFFECTING THE LANDS SURVEYED.
5. THERE ARE NO VISIBLE OR DETECTABLE ENCROACHMENTS THEREFROM OR INCROACHMENTS ONTO THE LANDS SURVEYED, OTHERS THAN SHOWN.
6. UNLESS SHOWN OTHERWISE, DIRECTIONS AND DIMENSIONS COMPUTED AND FIELD MEASURED ARE THE SAME AS CALLED FOR IN THE DESCRIPTION.
7. THIS SURVEY IS VALID ONLY WITH THE EMBOSSED SEAL OF THE SURVEYOR.

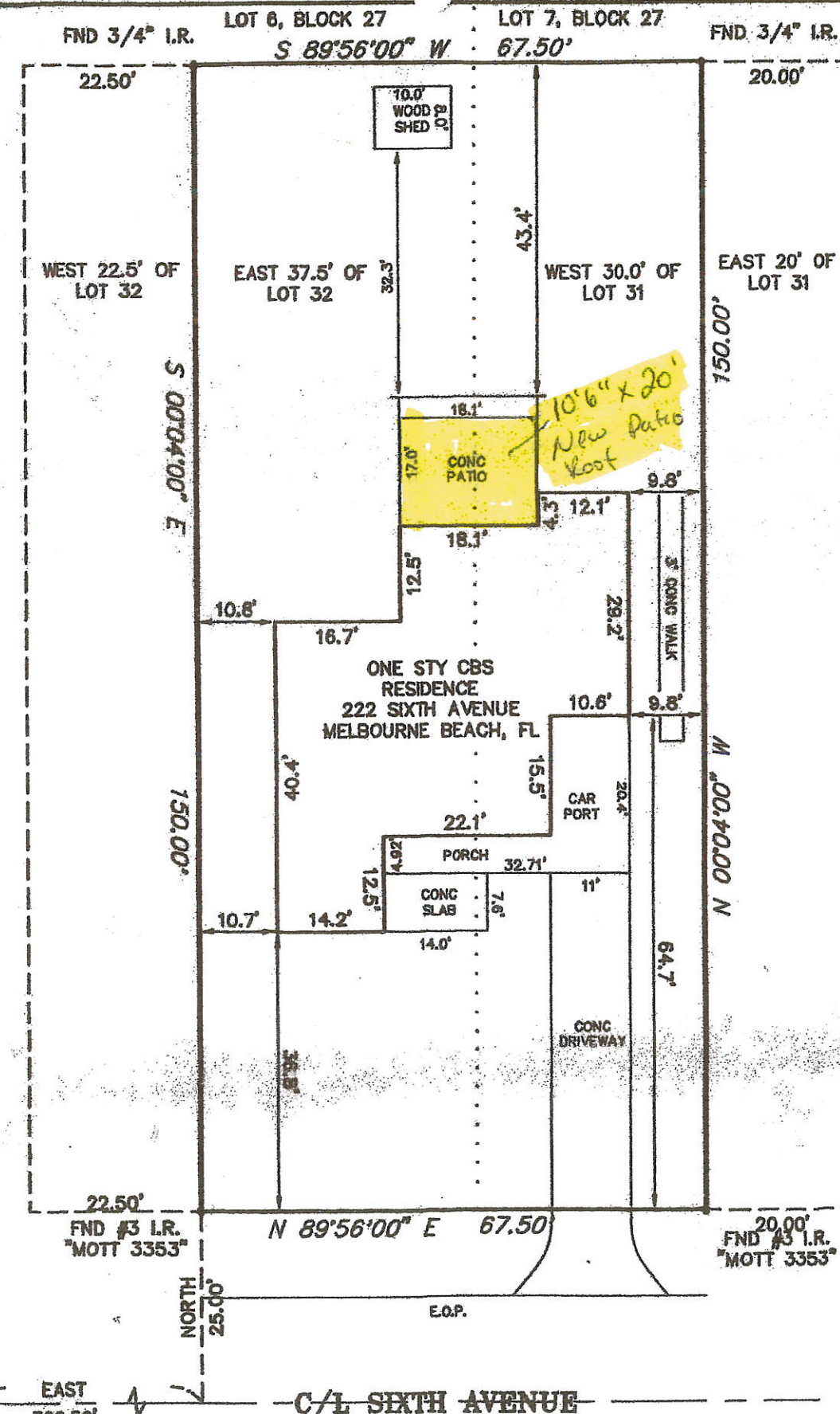
SURVEYOR'S CERTIFICATION: I HEREBY CERTIFY TO:

EDWARD D. DRAKE
MARIA E. DRAKE
ATLANTIC MORTGAGE SERVICES, INC.
T M C MORTGAGE COMPANY
EXPRESS TITLE OF BREVARD, INC.
STEWART TITLE AND GUARANTY CO.

THAT THIS SURVEY WAS MADE AND PLOTTED UNDER MY DIRECTION AND IT MEETS THE MINIMUM TECHNICAL STANDARDS FOR SURVEYS IN FLORIDA, PER RULE 61G17-6 OF THE FLORIDA ADMINISTRATIVE CODE.

DATE OF FIELD SURVEY: MARCH 24, 1994

GABRIEL L. DENES, PLS 1908
STATE OF FLORIDA



F.B/P.	144/22	DATE	3-26-94
DRAWN BY:	RKH	SCALE:	1"=20'
CHECKED BY:	GLD	D.N.	94-0287.DWG

DENES LAND SURVEYS	82
SURVEYORS AND PLANNERS	
1900 SOUTH HARBOR CITY BLVD. SUITE 221, MELBOURNE, FL. 32901	
phone (407)726-8600	fax (407)726-8010

BOUNDARY SURVEY FOR
EDWARD D. DRAKE
MARIA E. DRAKE

PROJECT NO:	94-0287
PAGE	1 OF 1

CONTRACTOR: HOUGH ROOFING, INC.
DESIGN CRITERIA:

Applicable Codes, Regulations, and Standards

1. The 6th Edition (2017) Florida Building Code, specifically Chapter 16 Structural Design, Chapter 20 Aluminum, and Chapter 23 Wood.
2. AA ASM 35 and AA ADM1 Specifications for Aluminum Structures, Part 1-A of the Aluminum Design Manual prepared by The Aluminum Association. and the AAF Guide to Aluminum Construction in High Wind Areas.
3. ASCE 7-10.

Loading Criteria

1. Live Load: 10 PSF per 6th Edition (2017) Florida Building Code, Appendix I Section 105.1
2. Dead Load: 2 PSF
3. Wind Load:
 - 3.1. Building Occupancy Category, Section 1604.5 and Table 1604.5: **Risk Category 2.**
 - 3.2. Ultimate Design Wind Speed: $V_{ULT} = 160$ MPH, Nominal Design Wind Speed: $V_{ASD} = 124$ MPH, per **Brevard County Wind Speed Maps**
 - 3.3. Exposure Category, Section 1609.4.3: **Exposure B**
 - 3.4. Screen Enclosure Section 2002.4
4. Building Category for Aluminum Structures, Section 2002.6: **Category Type 1 - Patio Cover: Non-Habitable, Unconditioned**

Roof Type

1. Roof Type: **MONOSLOPE**
2. Roof Material: **3" x 48" x 0.024" composite panel Elite 2000, 1.0# density foam, Florida Product Approval Number FL 7561-R4.**

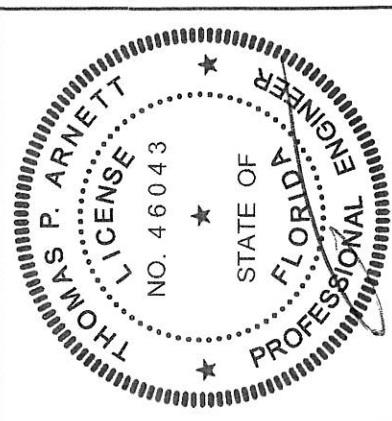
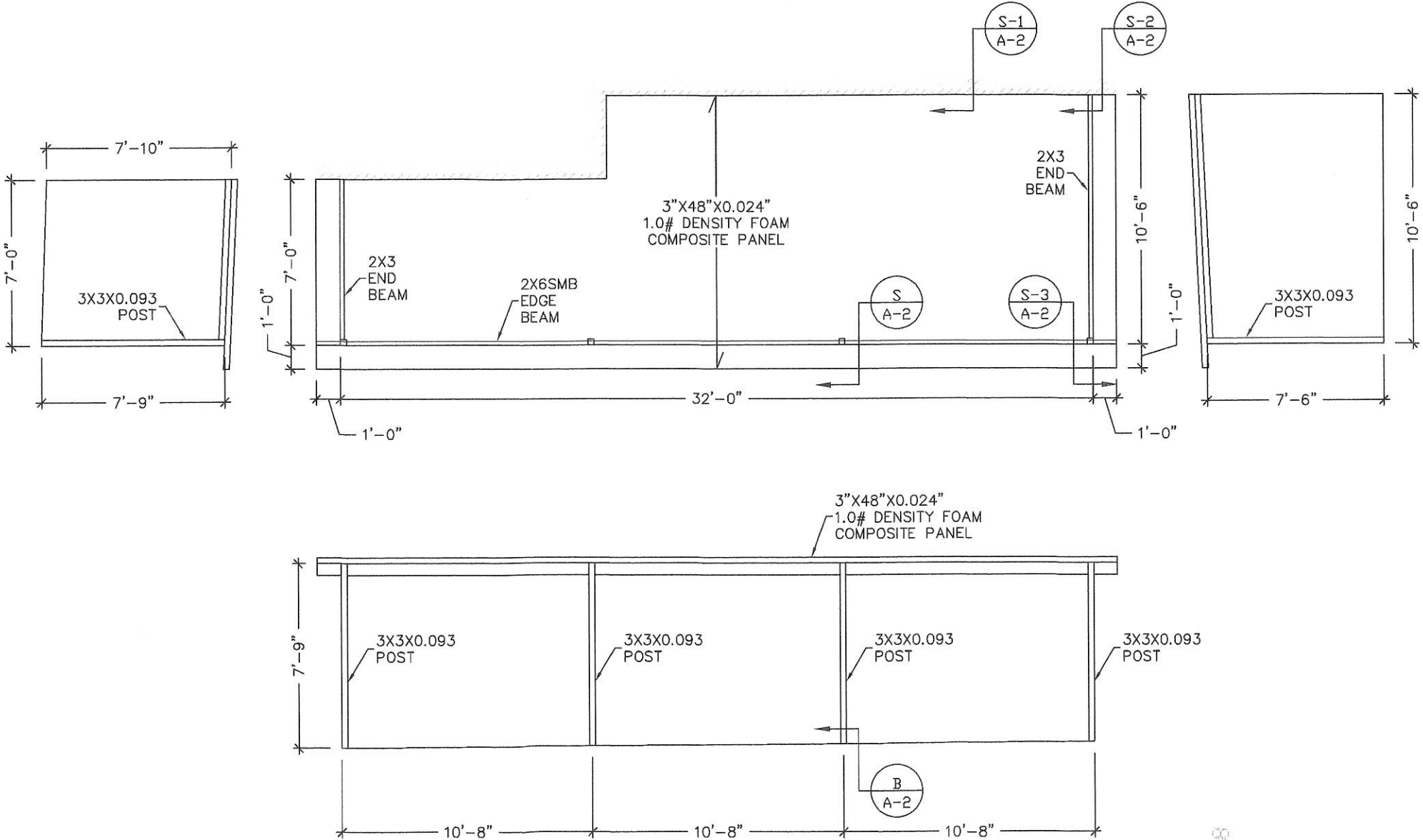
Foundation Design

Existing concrete. No additional concrete footing or slab is required to resist the loads imposed by the proposed construction if the existing slab is a minimum 4" thick with an 8" x 8" thickened slab edge and in sound condition, free from structural cracking, spalling, or other deterioration.

Specifications

The following specifications are applicable to this project:

1. All work shall be in accordance with the 6th Edition (2017) Florida Building Code, and any other applicable local codes and regulations.
2. Aluminum extrusions shall be 6005 T5 Alloy. Due to quality control issues, no manufacturer substitution is acceptable without the specific written, signed and sealed authorization of Florida Aluminum Engineering, Inc.
3. Fasteners are required to be corrosion resistant, minimum SAE Grade 2 or better zinc plated to ASTM B633, or coated stainless steel series "300", or uncoated stainless steel series "400".
4. All Self Mating Beam Sections are to be stitched with either #14 screws 6" from ends and 24" center to center or #12 screws 6" from ends and 12" center to center.
5. Where concrete specifications are required, whether in the screen enclosure scope or not, by one or more regulatory agency, the following specifications are applicable:
 - a. Concrete shall conform to ASTM C94 for the following components:
 - i. Portland Cement Type 1, - ASTM C 150
 - ii. Aggregates - Large Aggregate 3/4" max - ASTM C 33
 - iii. Air entraining +/- 1% - ASTM C 260
 - iv. Water reducing agent - ASTM C 494
 - v. Clean Potable water
 - vi. Other admixtures not permitted
 - b. Metal accessories shall conform to:
 - i. Reinforcing Bars - ASTM A615, grade 60
 - ii. Welded wire fabric - ASTM A185
 - c. Concrete slump at discharge chute not less than 3" or more than 5". Water added after batching is not permitted.
 - d. Prepare and place concrete per American Concrete Institute Manual of Standard Practice, Parts 1, 2, and 3 including hot weather recommendations.
 - e. Moist cure or polyethylene curing permitted.
 - f. Prior to placing concrete, treat the entire subsurface area for termites in compliance with the FBC.
 - g. Concrete shall be placed over a polyethylene vapor barrier.
 - h. All aluminum components embedded within concrete shall be coated with a bituminous paint or epoxy.
6. All flashing and weatherproofing shall be provided by the contractor.
7. Use of these plans acknowledges and accepts a limit of liability not to exceed design and engineering fee.



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9-25-19

PROFESSIONAL ENGINEER
THOMAS P. ARNETT, P.E.
LICENSE NO. #46043

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ENGINEERING, INC.
5440 MARINER STREET SUITE 110
TAMPA FL 33609
TEL: (813) 374-2403
FAX: (813) 374-4516
FLORIDA LICENSE: CA LIC. NO. 32807

PROJECT ADDRESS:
DRAKE
222 6TH AVENUE
MELBOURNE BEACH
FL 32951

DRAWN BY
TP

DATE DRAWN
09/25/19

REVISION

△	-
△	-
△	-
△	-

SHEET NO:

A-1

ORDINANCE NO. 2019-06

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING VARIOUS PROVISIONS OF APPENDIX "A" OF THE CODE OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 3A-80 (b), AMENDING THE MINIMUM LEVEL OF SERVICE STANDARD FOR STORMWATER RETENTION; CREATING SECTION 3A-80 (d), WAIVING APPLICABLE EXEMPTION FROM DRAINAGE CONCURRENCY FOR SINGLE FAMILY RESIDENTIAL LOTS WHERE MODIFICATIONS OR RENOVATIONS EXCEEDING A FIFTY PERCENT APPRAISED VALUE THRESHOLD ARE MADE TO EXISTING RESIDENTIAL STRUCTURES; AMENDING SECTION 4A-238 (1), REMOVING REGULATIONS PERMITTING MINOR NONSTRUCTURAL FILL IN COASTAL HIGH HAZARD AREAS; AMENDING SECTION 7A-50 (e), PROHIBITING MARL AS A PERMITTED SURFACE FOR PARKING AREAS AND DRIVEWAYS; AMENDING SECTION 7A-51, PROVIDING FOR CIVIL ENGINEERING REVIEW OF SITE PLANS, ADDING STORMWATER RETENTION AND DRAINAGE FROM PROPERTY TO SITE PLAN REVIEW, AMENDING SITE PLAN REQUIREMENTS TO INCLUDE ALL EXISTING TREES, OUTBUILDINGS, AND ACCESSORY STRUCTURES, REQUIRING PROFESSIONALLY PREPARED DRAINAGE PLANS, AND PROVIDING FOR CIVIL ENGINEER CONSIDERATION OF SUBSTANTIAL DEVIATIONS; AMENDING SECTION 7A-51.1, PROVIDING FOR CIVIL ENGINEERING REVIEW OF SITE PLANS, ADDING STORMWATER RETENTION TO SITE PLAN REVIEW, AMENDING SITE PLAN REQUIREMENTS TO INCLUDE MAJOR FEATURES AND FENCES, INCLUDING ALL EXISTING OUTBUILDINGS, ACCESSORY STRUCTURES, AND TREES, REQUIRING PROFESSIONALLY PREPARED DRAINAGE PLANS, AND PROVIDING FOR CONSIDERATION OF SUBSTANTIAL DEVIATIONS; AMENDING SECTION 7A-87, AMENDING USES UNDER SPECIAL EXCEPTION PROVISIONS; PROVIDING FOR SEVERABILITY AND INTERPRETATION; PROVIDING FOR THE REPEAL OF INCONSISTENT RESOLUTIONS AND ORDINANCES; PROVIDING FOR TRANSITION; PROVIDING FOR ENFORCEMENT; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR AN

EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, the Town of Melbourne Beach has previously adopted a Land Development Code as “Appendix ‘A’” to the Town Code of the Town of Melbourne Beach; and,

WHEREAS, the Town’s Land Development Code includes Chapter 3A Concurrency; Chapter 4A Buildings; Flood Protection; Coastal Construction; and Chapter 7A Zoning; and,

WHEREAS, the Town Commission and Planning and Zoning Board/Local Planning Agency (collectively the “LPA”) have initiated efforts to consider, review, and propose amendments to the existing Land Development Code for the Town of Melbourne Beach to address stormwater retention and site plan requirements for commercial and residential use properties in the Town of Melbourne Beach; and,

WHEREAS, the Town Commission and LPA assert that the proposed amendments to the Land Development Code will have the effect of improving stormwater management in the Town of Melbourne Beach; and,

WHEREAS, the Town of Melbourne Beach Planning and Zoning Board, sitting as the LPA at a duly noticed public hearing, has reviewed the proposed amendments to the Land Development Code and has received input from Town Staff and the public regarding the proposed amendments to the Land Development Code; and,

WHEREAS, the LPA has reviewed the proposed amendments to the Land Development Code for consistency with the adopted Comprehensive Plan and elements thereof and has found that the proposed amendments to the Land Development Code are consistent with the Comprehensive Plan; and,

WHEREAS, the Town Commission at a duly noticed public hearing, has reviewed the proposed amendments to the Land Development Code, has received input from Town Staff, has received a recommendation for approval from the LPA, and has heard public comment regarding the proposed amendments to the Land Development Code; and,

WHEREAS, the Town Commission finds that the proposed amendments to the Land Development Code are consistent with the adopted Comprehensive Plan of the Town of Melbourne Beach, Florida, and

WHEREAS, the Town Commission finds that adoption of the proposed amendments to the Land Development Code is in the best interest of the public health, safety, welfare, economic order, public interest, and aesthetics of the Town of Melbourne Beach;

NOW, THEREFORE, BE IT ENACTED BY THE TOWN COMMISSION FOR THE TOWN OF MELBOURNE BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. Recitals. That the recitals and findings contained in the preamble to this Ordinance are adopted by reference and incorporated as if fully set forth in this Section.

SECTION 2. That Section 3A-80, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§ 3A-80. DRAINAGE CONCURRENCY.

(a) The Town shall require all applicants to obtain a permit or an exemption letter from the St. Johns River Water Management District prior to the issuance of a final development permit approval. The Town shall maintain a copy of this certificate on file.

(b) Stormwater management facilities shall meet the adopted minimum level of service standard of retention of the first ~~½ inch of runoff from a 25-year, 24 hour storm event~~ 8 inches of runoff from a 10-year/24 hour storm event; that the additional runoff generated by

this storm event in excess of the predeveloped runoff is retained on site and that the discharge rate shall not exceed the pre-developed rate with the overflow treated prior to disposal into the drainage system.

(c) Single family residential lots within a subdivision which was platted prior to January 1, 1990 are exempt from this requirement.

(d) Notwithstanding the exemption provided for in subsection 3A-80(c), any new construction on any residential lot, any modification or renovation to any existing residential structure on any residential lot of greater than fifty percent (50%) of its appraised value and any regrading of any residential lot shall require compliance with subsection 3A-80 (a) and (b).

SECTION 3. That Section 4A-238, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§4A-238. OTHER FORMS OF DEVELOPMENT; NONSTRUCTURAL FILL IN COASTAL HIGH HAZARD AREAS (ZONE V).

In coastal high hazard areas:

~~(1) Minor grading and the placement of minor quantities of nonstructural fill will be permitted for landscaping and for drainage purposes under and around buildings.~~

(21) Nonstructural fill with finished slopes that are steeper than one unit vertical to five units horizontal will be permitted only if an analysis prepared by a qualified registered design professional demonstrates no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures.

(32) Where authorized by the Florida Department of Environmental Protection or applicable local approval, sand dune construction and restoration of sand dunes under or around elevated buildings are permitted without additional engineering analysis or certification of the diversion of floodwater or wave runup and wave reflection if the scale and location of the dune work is consistent with local beach-dune morphology, and the vertical clearance is maintained between the top of the sand dune and the lowest horizontal structural member of the building.

SECTION 4. That Section 7A-50, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§ 7A-50. OFF-STREET PARKING.

* * *

(e) No off-street parking of vehicles is allowed except on hard surfaced areas. Hard surface shall include asphalt, concrete, ~~marl~~ or other similar stabilizing material. Pervious surfacing material considered by the Planning and Zoning Board may be approved by the Town Commission as part of the site plan review and approval process where circumstances of use are conducive to this type of pavement. Marl is specifically prohibited for use in parking areas and driveways.

* * *

SECTION 5. That Section 7A-51, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

§ 7A-51. SITE PLAN APPROVAL FOR MULTI-FAMILY DISTRICTS 4-RM AND 5-RMO, 8-B RESIDENTIAL-BUSINESS DISTRICT, 6-B DOWNTOWN

BUSINESS DISTRICT, AND 7-C COMMERCIAL DISTRICT AND ALL USES AND STRUCTURES APPROVED BY SPECIAL EXCEPTION.

(a) Purpose. The purpose of these provisions is to provide a harmonious and compatible relationship between business uses in the Town and in neighboring residential areas and, in the case of multi-family development, to encourage a harmonious linkage with the surrounding developments. These provisions are also provided so that the approval of any special exception may be conditioned on an applicable site plan. This is provided with a review and evaluation of all site plans by the Civil Engineer, Building Official and/or Planning Official, Planning and Zoning Board, and the Town Commission.

(b) Site plan approval required. A site plan must be reviewed and evaluated by the Civil Engineer, Building Official and/or Planning Official and Planning and Zoning Board and approved by the Town Commission prior to issuance of a permit for development of any of the following:

* * *

(c) General consideration and site plan review.

(1) The Planning and Zoning Board, Civil Engineer, Building Official and/or the Planning Official shall ascertain that proposed lot sizes, lot coverage, building heights, yard requirements, stormwater retention, loading provisions, off-street parking provisions and other provisions that are regulated by the Land Development Code are adequate to meet the requirements of this Land Development Code and that proposed uses are harmonious with the adjacent uses and with the area.

(2) In addition to the above general consideration, the Civil Engineer, Building Official and/or the Planning Official, Planning and Zoning Board and the Town Commission, in the exercise of their authority, shall also consider the following standards and factors and shall show in the record that each factor was considered.

a. Ingress and egress to property and proposed structures, with reference to automotive and pedestrian safety, traffic flow and control, provision of services and access in case of fire or catastrophe.

b. Manner of drainage to and from the property.

c. Utilities, with reference to hook-in locations and availability and capability for the use projected.

d. Off-street parking areas and loading areas with attention to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, and convenience to the units it is designed to serve.

e. Landscaping in conjunction with parking areas and open spaces (see Chapter 9A).

f. Density of development, within the framework of the permitted density in the case of multi-family uses.

g. In multi-family development, consideration shall be given to recreation and open spaces, with attention to the location, size and development

of the areas in regard to their adequacy, their effect on privacy of adjacent living areas and their relationship to community-wide open spaces and recreation facilities.

h. General character and compatibility with reference to ensuring the proposed plan will be designed so as not to cause substantial depreciation of property values or reduce the safety, light, air and general convenience of neighboring developments.

i. Setbacks, distances between structures, required screening for adjoining areas, lighting and signs.

* * *

(e) Site plan requirements. Site plans shall include:

(1) Name, location, owner and designer of the proposed development and the intended use(s).

(2) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties and any screening or buffers on such properties.

(3) Date, north arrow and graphic scale (not less than one inch equals 20 feet).

(4) Location of all property lines, existing streets, easements, utilities, as well as proposed drainage structures and culverts and proposed streets, driveways

and general lot layout.

(5) Location of all trash and litter receptacles.

(6) Location and design of landscape areas, including all existing trees (whether to be affected by the construction or not).

(7) All structures, major features and fences, including all existing outbuildings and accessory structures (whether to be affected by the construction or not), shall be fully dimensioned, including the distance between structures and the distance between driveways, parking areas and property or lot lines.

(8) Sign locations.

(9) Off-street parking and loading provisions in detail.

(10) A professionally prepared drainage plan drawn to scale showing flow paths and retention areas and certifying retention requirements are met.

~~(4011)~~ A professionally prepared plan drawn to scale and depicting the exterior appearance of proposed construction including landscaping, parking lots, and general layout. An elevation sketch of the front building facade indicating height dimension.

~~(4112)~~ A performance bond. After the site plan for a commercial structure has been approved but prior to the issuance of a building permit, the owner and/or developer shall present to the Building Official proof that he (the owner

and/or developer) has secured a performance bond in favor of the Town in an amount equal to 1½ times the value of the construction for which a building permit is requested. This performance bond is required to restore the site to its preconstruction condition or completion of building should construction be abandoned at any stage for any reason.

(f) Final approval to site plan.

(1) Upon the site plan being approved and a building permit being issued, the development shall be built substantially in accordance with the site plan and the plans and specifications. Deviations from the approved site plan being made are subject to the approval of the Town Manager, Civil Engineer, and Building Official. Substantial deviations as defined by the Town Manager or Civil Engineer or Building Official require approval of the Town Commission and will follow the initial site plan approval process.

(2) Approval of a site plan shall become a binding condition on the use of the land encompassed by the approved site plan under the applicable land use classification. Upon any conveyance of any portion of such land encompassed by the approved site plan, the grantee or transferee shall also be bound by the approved site plan. All changes will be recorded with the original site plan and retained at the Town Hall.

(3) Site plans are approved for six months only. During that time a building permit must be applied for. In the event a permit is not applied for within that six-month period, application must be made for a new site plan approval. Any

change in the zoning code that occurs during that period will be applicable to the new site plan approval. Site plans approved as a condition of a special exception shall be valid for six months after the exception is granted; provided that any change in the zoning code that occurs during that period will be applicable to the new site plan approval.

SECTION 6. That Section 7A-51.1, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

(a) Purpose. The purpose of this section is to assure that all development of principal permitted uses within the 1-RS, 2-RS, and 3-RS meets the requirements of this chapter 7A. This review shall be applicable for all principal uses, certain accessory uses, and special exceptions within the 1-RS, 2-RS, and the 3-RS zoning districts, except for churches, museums, places of worship, temples, libraries, or schools in the 1-RS, 2-RS, or 3-RS zoning districts, which shall be reviewed pursuant to section 7A-51. At a minimum, all site plans subject to this section shall be reviewed and evaluated by the Civil Engineer, Building Official and the Town Commission. As provided in subsection (b), the Planning and Zoning Board and the Zoning Official may from time to time also be required to review and evaluate site plans pursuant to this section.

(b) Site plan approval required.

(1) A site plan must be reviewed and evaluated by the Civil Engineer, Building Official and approved by the Town Commission prior to issuance of a permit for development and construction of a principal use, an accessory use developed simultaneous with a principal use, or special exception in the 1-RS,

2-RS, or 3-RS zoning district, as provided in subsection (c).

(2) From time to time, the Town Commission may by voice vote direct that all or certain of the site plans subject to review pursuant to this section shall also be reviewed and evaluated by the Zoning Official and/or the Planning and Zoning Board. The review and evaluation authority of site plans pursuant to this section by the Zoning Official and/or the Planning and Zoning Board may also be withdrawn from time to time by voice vote of the Town Commission.

(3) Review and evaluation of site plans by the Planning and Zoning Board pursuant to this section, if provided for by the Town Commission, shall occur after review by the Civil Engineer and Building Official and prior to review and approval by the Town Commission. Upon completion of review by the Planning and Zoning Board, the Planning and Zoning Board shall make a recommendation to the Town Commission with regard to appropriate action to be taken by the Town Commission relating to a site plan reviewed pursuant to this section.

(4) Review and evaluation of site plans by the Zoning Official, if provided for by the Town Commission, shall occur prior to review and evaluation by the Planning and Zoning Board and the Town Commission. Upon completion of review by the Zoning Official, the Zoning Official shall make a recommendation with regard to appropriate action to be taken relating to a site plan reviewed pursuant to this section.

*

*

*

(d) General consideration and site plan review for development. The Civil Engineer, Building Official and, if so directed, the Zoning Official and the Planning and Zoning Board shall ascertain that proposed lot area, lot width, lot depth, lot coverage, minimum living area, building or structure height, yard requirements, applicable ocean setback, number of stories, stormwater retention, and use of a principal structure are consistent with and adequate to meet the requirements of this Land Development Code and other applicable provisions of the Land Development Code or are or will be subject to a variance permitting the varying of applicable provisions of the Land Development Code.

(e) Procedure for obtaining site plan approval shall be as follows:

(1) Preapplication conference. The applicant shall meet with the Building Official to discuss basic site plan requirements, consider preliminary features of the site and the proposed development, and determine if the proposed use conforms to the zoning requirements of the district.

(2) Site plan checklist. The applicant shall properly fill out a checklist provided by the Building Official. This checklist will summarize the site plan, and it will be used as a guide for site plan evaluation.

(3) Preliminary site plan. Following the preapplication conference, seven copies of a preliminary site plan prepared and sealed by a civil engineer or architect, registered and licensed by the state, showing the proposed general layout and a vicinity map showing the location of abutting streets, existing and proposed use of the site, and all the factors required by subsections (d) and (f) shall be submitted to the Building Department.

(4) Review and recommendations. Applications for site plan approval shall be submitted to the Civil Engineer and Building Official, who shall review and evaluate the site plan to assure compliance with the requirements of this section, making recommendations to the Town Commission and, if applicable, the Planning and Zoning Board. If the Town Commission has directed that site plans of the type submitted are to be evaluated by the Zoning Official and/or the Planning and Zoning Board, a copy of the site plan shall be forwarded by the Building Department to the Zoning Official and/or the Planning and Zoning Board for review and evaluation to assure compliance with the requirements of this section. The Zoning Official and/or the Planning and Zoning Board shall make recommendations to the Town Commission and, if applicable, the Planning and Zoning Board.

(5) Upon completion of the review and evaluation of the Civil Engineer, Building Official and, if applicable, the Zoning Official, the recommendations with regard to approval of the site plan shall be forwarded to the Planning and Zoning Board, if review has been directed by this board. Otherwise, the site plan and recommendations shall be forwarded directly to the Town Commission and placed on the Commission's consent agenda. If directed by the Town Commission, the Planning and Zoning Board shall review and evaluate the site plan as provided by this section. Upon completion of review and evaluation, the site plan shall be forwarded to the Town Commission, together with the comments and recommendation of the Planning and Zoning Board and other staff reviewing authorities. If review has not been directed by

the Town Commission to be conducted by the Planning and Zoning Board, the applicable Town staff report and recommendations shall be forwarded directly to the Town Commission and placed on the Commission's consent agenda. The Town Commission then shall review all comments and recommendations and take appropriate action with regard to the proposed site plan.

(f) Site plan requirements. Site plans shall include:

- (1) Name, location, owner, and designer of the proposed development and the intended use;
- (2) Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties;
- (3) Date, north arrow, and graphic scale (not less than one inch equals 20 feet);
- (4) Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout;
- (5) All proposed structures, major features and fences including all existing outbuildings, accessory structures and trees (whether to be affected by the construction or not), ~~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.

(6) A professionally prepared drainage plan drawn to scale showing flow paths and retention areas and certifying retention requirements are met.

(67) A professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.

(g) Final approval to site plan.

(1) Upon the site plan being approved and a building permit being issued, the development shall be built substantially in accordance with the site plan and the plans and specifications and in such a manner that no requirements of the Land Development Code are violated. Deviations from the approved site plan being made are subject to the approval of the Town Manager, Civil Engineer and Building Official. Substantial deviations as defined by the Town Manager or Civil Engineer or Building Official require approval of the Town Commission and will follow the initial site plan approval process.

(2) Approval of a site plan shall become a binding condition on the use of the land encompassed by the approved site plan under the applicable land use classification. Upon any conveyance of any portion of such land encompassed by the approved site plan, the grantee or transferee shall also be bound by the approved site plan. All changes will be recorded with the original site plan and retained at the Town Hall.

(3) Site plans for the 1-RS, 2-RS, and 3-RS zoning districts are approved for

365 days. During that time a building permit must be applied for. In the event a permit is not applied for within that 365-day period, application must be made for a new site plan approval. Any change in the Land Development Code that occurs during that period will be applicable to the new site plan approval.

SECTION 7. That Section 7A-87, Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida is hereby amended to read as follows:

~~Any use for which a special exception has been approved by the Board of Adjustment as provided in this Land Development Code shall not be deemed a nonconforming use for so long as the special exception use is permitted to be issued in the applicable zoning district within the Land Development Code. Special exceptions which have been approved by the Board of Adjustment for only so long as the special exception use is permitted to be issued in the applicable zoning district within the Land Development Code shall without further action be deemed a conforming use on the subject premises. Upon elimination of the special exception use from the list of special exception uses allowed in the applicable zoning district within the Land Development Code, said previously issued special exception shall be deemed to be a non-conforming use. No special exception shall be expanded or enlarged beyond the boundaries of the tract or parcel of land upon which the special exception was approved, or in existence prior to October 31, 1990, without town approval. No structure constituting a part of any special exception approved by the Town, or in existence prior to October 31, 1990, may be expanded or enlarged without the approval of the Town. For any special exception approved on or after October 31, 1990, no special exception shall be expanded or enlarged beyond the boundaries of the special exception approved and specifically defined in the approval. For any special exception approved on or after October 31, 1990, no structure to be~~

~~used as a part of any special exception approved by the Board of Adjustment may be expanded or enlarged without approval by the Board of Adjustment and site plan review by the Planning and Zoning Board. After January 1, 2015, all special exceptions approved by the Board of Adjustment shall be conditioned upon development and use consistent with an accompanying site plan which shall be made a part of any special exception approved.~~

(a) Any use for which a special exception has been approved by the Board of Adjustment shall be deemed to be a conforming use on the subject premises so long as the special exception is allowed in the zoning district as per this Code;

(b) If a special exception use is eliminated from this Code for the applicable zoning district, a previously granted special exception shall no longer be deemed to be a conforming use, but will henceforth be deemed to be a non-conforming use;

(c) Boundaries.

1. No special exception shall be expanded or enlarged beyond the boundaries of the tract or parcel of land as specifically defined in the special exception without Board of Adjustment approval;

2. Non-conforming uses in existence prior to October 31, 1990 (with or without an approved special exception) shall not be expanded or enlarged beyond the boundaries of the tract or parcel of land without Board of Adjustment approval.

(d) Structures.

1. No structure constituting any part of any Board of Adjustment-approved special exception may be expanded or enlarged without Board of Adjustment approval;

2. No non-conforming structure which has been in existence prior to October 31, 1990 (with or without an approved special exception) may be expanded or enlarged without Board of Adjustment approval;

3. Structures associated with special exceptions approved by the Board of Adjustment on or after October 31, 1990 shall not be expanded or enlarged without Board of Adjustment approval of the site plan.

(e) After January 1, 2015, all special exceptions approved by the Board of Adjustment shall be conditioned upon development and use consistent with the site plan accompanying the approved special exception.

SECTION 8. Severability and Interpretation. If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by a Court to be wholly or partially unenforceable or invalid for any reason whatsoever, any such invalidity, illegality, or unenforceability shall not affect any of the other or remaining sections, provisions, sentences, clauses, phrases or words of this Ordinance.

SECTION 9. Ordinances and Resolutions in Conflict. All ordinances or resolutions or parts thereof that may be determined to be in conflict herewith, except for portions of the Comprehensive Plan, are hereby repealed.

SECTION 10. Transition.

(1) Any use of land, structure, or other condition which violated any portion of the Town's Land Development Code prior to the effective date of this Ordinance, and which is a violation of the amended Land Development Code adopted by this Ordinance, shall be continue to be deemed a violation, and shall not be deemed grandfathered unless such use, structure, or other condition is recognized as a grandfathered use pursuant to the amended Land Development Code.

(2) Any use of land, structure, or other condition which violated any provision of the Town's Land Development Code prior to the effective date of this Ordinance, but which is

not in violation of the amended Land Development Code shall be deemed conforming with the amended Land Development Code.

(3) Any use of land, structure, or other condition which was lawful before the effective date of this Ordinance, but which is rendered nonconforming by the adoption of this Ordinance, shall be governed by the provisions of the amended Land Development Code applicable to nonconforming uses and structures.

4) Nothing herein shall be deemed to impair or affect any order of the Town's code enforcement board, or of any court, entered prior to the effective date of this Ordinance.

(5) Nothing in this Ordinance shall be deemed to conflict with any easements, covenants, and other agreements which have been previously adopted pursuant to any provision of the Land Development Code prior to the effective date of this Ordinance.

SECTION 11. Enforcement. All rights, actions, proceedings and/or agreements of the Town, including the Town Commission, the Town Manager, or any of the Town's departments, boards or officers approved, adopted, and/or undertaken pursuant the Land Development Code prior to the adoption of this Ordinance, shall be enforced, continued, or completed, in all respects, regardless of any conflict with this Ordinance.

SECTION 12. Inclusion in Code. It is the intention of the Town Commission of the Town of Melbourne Beach, Florida that the provisions of this Ordinance shall become and be made a part of the Town of Melbourne Beach's Code of Ordinances and that the sections may be re-numbered or re-lettered and that the word "ordinance" may be changed to "section", "article", or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 13. Effective Date. This Ordinance shall become effective upon adoption by the Town Commission and shall apply prospectively unless otherwise specifically indicated.

SECTION 14. Adoption Schedule.

PASSED by the Town Commission of the Town of Melbourne Beach, Florida, on the first reading on November 20, 2019 and DONE AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Florida on the final reading on the Town of Melbourne Beach, Florida on the second reading on December 18, 2019.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
JAMES D. SIMMONS, Mayor

ATTEST:
Clerk
First Reading: _____
Dated Posted: _____
Date Published: _____

Attachments:	Updated application, Minutes excerpts, MOU,PD extra duty form
Date Prepared:	November 4, 2019
Prepared By:	Town Manager Mascaro
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input checked="" type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Southern Squall Music Festival special event
Recommended Action:	Consideration of additional requests from Alan Ross
Background Information:	<p>On May 15, 2019, a Special Event application for the Southern Squall Music Festival was presented to the Commission by Alan Ross from the Rotary Club - it was approved. Subsequent to that meeting, Mr. Ross submitted other requests regarding the event for Commission consideration and after the November 6th Workshop, the Commission requested that an MOU be drafted and approved by both the Town and the Alan Ross.</p> <p><i>11/13 – After further discussion, the MOU will be signed by the president of the Rotary Club.</i></p>



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Special Event Application

- Applications **MUST** be complete, otherwise they will be returned without further action.
- Applications must be accompanied with a \$ 75.00 non-refundable application fee.
- Application must be legible.
- Site map must accompany application. (WILL USE LAST KNOWN SITE MAP)

If a question is not applicable to your event, please identify such with N/A. Do not leave any question or requested information blank. Staff is available to answer your question(s). If in doubt please call and speak to a staff person.

Title of Event: THIRD ANNUAL SOUTHERN SQUALL MUSIC FESTIVAL

Purpose of Special Event:

☐ Procession/Parade ☐ Public Assembly ☐ Organized Competitive Event
☐ Road Festival ☐ Fair ☒ Other, please specify MUSIC

Date(s) of Special Event Title:

FESTIVAL FOR 3 CHARITIES

SATURDAY MARCH 7TH 2020

Hours of Special Event, including set-up and take down:

Day 1 9:00 AM TO 11:00 PM Day 2 _____

Day 3 _____ Day 4 _____

Day 5 _____ Day 6 _____

Venue Site(s) - Please check all that apply:

☒ Ryckman Park Pavilion ☐ Community Center ☐ Ryckman House
☐ Masny Room ☐ Ocean Park ☒ Ryckman Park ☐ Other _____

Please submit a detailed course map and, or site plan.

Name of Applicant (This person must be on site of the event and be the responsible person)

MELBOURNE BEACH ROTARY IN CO-OPERATION WITH THE TOWN OF MELBOURNE BEACH

Date of Birth (must be at least 18 year old) _____ / _____ / _____

Home Address. _____

Phone #. 404-439-1060 321-693-7003

ALAN ROSS

JOE WATTS
ROTARY PRESIDENT



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Cell# . SEE ABOVE

Email. ALANW155@AOL.COM

If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization:

Organization Name MELBOURNE BEACH ROTARY

Organization Address _____ Phone# SEE ABOVE

Authorized Responsible Heads: JOE WATTS - PRESIDENT

Is Organization 501-(c)(3) or equivalent? No _____ Yes ✓

If yes please provide supporting document(s)

Please identify the ultimate use of the net proceeds: NET PROCEEDS TO GO TO 3

LOCAL CHARITIES 25% ^{TOWN} CHARITY 37.5% GENESIS HOUSE 37.5%

Will professional service providers be utilized to support this event? No _____ Yes _____

If yes, please provide the company name and contact information for each.

Note: Commercial ventures such as food vendors, sale of goods or products, etc. are not allowed.

Service Provider #1 MELBOURNE BEACH ROTARY Contact # 401-439-1060

Service Provider #2 _____ Contact # _____

Service Provider #3 _____ Contact # _____

Estimated number of persons expected to participate and attend this event. 750-800 - (LAST YEAR 500)

If this event was held in Melbourne Beach in the past, what was the estimated number of persons who participated and attended the last event? 500 PEOPLE

Estimated number of vehicles requiring parking? 300

If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars and the like? N/A

Toilet facilities will be provided by the applicant in accordance with the chart in the Special Events Manual, unless otherwise instructed by town staff. Please indicate the number of persons expected to attend and the number of hours for the event per day.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Day 1 750-800 / (A) Day 2 _____ / _____

(A) - 500
LAST YEAR

Day 3 _____ / _____ Day 4 _____ / _____

Location of restroom facilities shown on your site map. Yes ☒ No _____

Applicant MUST provide sufficient number of ADA compliant restroom facilities in accordance with ADA requirements.

Will any portion of any street be occupied by the event? Yes _____ No ☒

These areas must be shown on your site map? Yes _____ No _____

Will any music or amplified sound be provided/used? Yes ☒ No _____

If yes, what are the hours each day?

Day 1: From 12 pm Until 9 pm

Day 2: From _____ Until _____

Location(s) of music or amplified sound. PARK & PAVILION

Numbers and types of such amplifiers or other such devices:

TO BE DETERMINED - PROFESSIONAL SOUND COMPANY
TO PROVIDE FOR 3 BANDS (SAME AS SQUALL THIS YEAR)

Location of any music or amplified sound shown on site map? Yes ☒ No _____

Note:

You must adhere to and comply with the Town's Noise Ordinance. Are you familiar with the Town of Melbourne Beach's noise ordinance rules? Yes ☒ No _____

You must adhere to and comply with the Amplified Sound section of this manual and any policies set by the Town. Are you familiar with this section and rules? Yes ☒ No _____

If applicable, what is the location of assembly/start point? GAZEBO

What is the location of the disband/finish point? GAZEBO

Provisions for clean-up during and after conclusion of the event:

Town provided waste receptacles are all that is necessary for this event. Yes _____ No ☒

If yes, it is your responsibility to ensure all refuse is placed into receptacles. Do not allow receptacles to over flow. Excess refuse must be removed from the site.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

If additional receptacles are necessary do to nature, length or size of the event, have you made arrangements with Waste Pro? Yes ☐ No ☒

Security, Traffic Control and Crowd Control:

BUT WE WILL - TRY TO HELP AS IN PAST.

For events involving greater than 250 persons, you must establish a meeting with the Police Chief or designee to discuss security, traffic control and crowd control measures and requirements.

Are security, traffic and crowd control elements shown on you site plan?

Yes ☒ No ☐ *SAME AS 2017*

Has a meeting with the Police Chief or designee been established?

Yes ☐ No ☒ *NOTE (B)*

Have all security, traffic and crowd control measures been satisfied?

Yes ☒ No ☐

Emergency Medical Services

If your event involves more than 300 persons, on-site EMS may be required.

Has a meeting with the Fire Chief or designee been established?

Yes ☐ No ☒ *NOTE (B)*

Food Rules (When allowed)

If there is intent to have food and drinks, and if food or drinks will be sold or otherwise dispersed:

Who will be supplying food and drinks? MELBOURNE BEACH ROTARY
AND PROFESSIONAL LICENSED FOOD VENDORS (SAME AS THE 2019 EVENT)

Note: Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Have food licenses and insurance information been submitted with application? Yes ☐ No ☒

Electrical Service:

TBD - IN CO-OPERATION WITH THE TOWN

As the applicant it is your responsibility to identify and determine electrical service requirements for this event. It may be necessary to consult with a certified electrician.

How many total Amps of electric service do you require? 100 AMP *POWER OK SAME AS LAST EVENT*

Are electrical requirements specified on you site map for each area or your event. Yes ☒ No ☐

Note: Must be in compliance with Florida Fire Prevention and Building Code requirements.

(B) WILL MEET WITH THE CHIEFS IN OCTOBER OF 2019. (WE HAD NO PROBLEMS THIS YEAR)



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Fees:

Will admission or entrant fees be charged?

Yes ☒ No ☐

If yes, how much will participants be charged.

\$ \$25 FOR ENTRANTS 16 AND UP per person.

Will spectators be charged?

Yes ☐ No ☐

CHILDREN UNDER 16
FREE

If yes, how much will spectators be charged.

\$ _____ per person.

Will prizes be given?

Yes ☐ No ☐

If yes, what is the dollar amount of the prizes.

\$ _____

Pamphlets, Handbills, Advertising

Will pamphlets, handbills or advertising of any kind be distributed at the event? YES ☒ NO ☐ If YES, what? FOR CHARITIES AND EVENT SPONSORS

Will the event be advertised? YES ☒ NO ☐ If YES, where and when?

IN ALL FORMS OF LOCAL MEDIA

Event Liability Insurance

An applicant shall provide a policy of liability insurance where the special event involves more than 50 persons or vehicles, naming the Town of Melbourne as an additional insured in an amount of \$1,000,000 Public Liability Coverage and in the case of parades, shall cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

The applicant is required to hold the town and its officials, employees and agents harmless from any damages to property or injuries (including death) to any person that may occur arising directly or indirectly from the activity for which the permit is being issued.

Printed Name JOSEPH WATTS

Signature Joe Watts Date 5-1-19 Nov. 13, 2019

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 U.S.C. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation.



Taryn Rockwell 1985@gmail.com
TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Has your Certificate of Insurance(s) been filed with the town by the insurance carrier showing such insurance to be in force at all times. Yes ☒ No ☐ *NOTE (C)*

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

I have read the Town Special Events Informational Brochure.

Yes ☒ No ☐

Signature *Joe Watt* Date *5-1-19* *Nov 13, 2019*

FOR TOWN USE ONLY: SPECIAL EVENTS APPROVAL / DENIAL / COMMENTS

Date _____ CHIEF OF POLICE _____
___ Approval ___ Denial Comments: _____

Date _____ PARKS BOARD CHAIR _____
___ Approval ___ Denial Comments: _____

Date _____ PUBLIC WORKS _____
___ Approval ___ Denial Comments: _____

Date _____ FIRE CHIEF/ MARSHALL _____
___ Approval ___ Denial Comments: _____

Date _____ TOWN MANAGER _____
___ Approval ___ Denial Comments: _____

Date _____ TOWN COMMISSION _____
___ Approval ___ Denial Comments: _____

*NOTE C - FORM ON FILE FROM FOUNDERS DAY,
PINEAPPLE 113 AND LAST YEARS
SQUALLY - NEW CERTIFICATE WILL
BE PRESENTED 60 DAYS PRIOR TO EVENT DATE*

Melbourne Beach Rotary Club

Alan and Kathleen Ross
7437 South Highway A1A
Melbourne Beach, FL 32951
401-439-1060

alanw155@aol.com

Town of Melbourne Beach Commissioners

Dear Commissioners,

On behalf of the Melbourne Beach Rotary Club, we are pleased to submit this Special Event Permit for the Third Annual Southern Squall Music Festival to be held on Saturday March 7th, 2020 from 12:00 PM to 9:00 PM. We appreciate all the support the Town gave us for this year's event. Again our purpose is to raise funds for local charities. This year our designated charities will be Genesis House, The Gemini PTO and the Town of Melbourne Beach. We would ask you to help us determine a specific town need this concert could help. Certainly Ryckman Park could be designated again but if there is another pressing need please let us know your thoughts.

As you know we netted approximately 17,000 for our charities with 450 attendees and this year our goal is to raise 35,000 with 800 attendees. We took your advice to heart and this year's date avoids the Grant Seafood Festival. We are also committed to finding a better parking solution with an appropriate shuttle service to and from the event. We are also changing our ticket structure to make it even more family friendly in that anyone under the age of 16 will be admitted to the venue free. We will again have a great band line up this year with 2 of the three bands returning.

We are asking you to quickly approve this permit. We intend that our site plan will be the same as it was last year. We are hoping that by approving our request we can make the needed financial commitments earlier so we can have a better and more financially productive event. If any commissioner or if the mayor or the town manager has any questions for me or about our Special Event Permit Application they can contact me at 401-439-1060.

Thank you all for helping us help three great charities in our area!



Warmest regards,



Alan Ross
Melbourne Beach Rotarian

EXCERPTS FROM NOVEMBER 6, 2019 MINUTES

Alan Ross

7437 South Highway A1A

Mr. Ross wanted to talk about the Southern Squall special event sponsored by the Rotary Club that was approved for March 7, 2020. After hosting a meeting at his house where the event was discussed, he had some requests to make prior to compiling sponsorship packages. He would like to:

- 1) Replace previous beneficiaries with Gemini PTO
- 2) Change the Town beneficiary from Ryckman Park (playground equipment) to MBVFD
- 3) Allow signage to promote the event - yard signs and a banner similar to what is posted for Founder's Day

Mr. Ross said he'd like to have a good understanding what the deal is with the Town. Last year, the Rotary Club paid for police services; they didn't pay for Public Works staff time or for the porta-potties. They are willing to pay for the police again and will be involved in meetings with Town staff. Mayor Simmons said there was a misunderstanding last year in the amount the Town was paid, the expenses were supposed to be paid before the money was divided. Mr. Ross said the Town was paid the 40% that was agreed to; he can prove it by providing a report to the Commission. The Mayor added that a Memorandum of Understanding would clear up any misunderstandings and everybody would be on the same page.

Regarding one of the beneficiaries being MBVFD, Inc., the Mayor said that the corporation could spend the money however they wanted and it doesn't necessarily get spent on equipment, stipends, etc.; it's their money and the Town doesn't get to decide how it is spent. However, if it was added to the Fire Department budget the Town could ensure that it is spent on something the Commission and Fire Department feel is worthwhile. Mr. Ross said he agreed but when he is engaging potential sponsors, they want to know specifically where the money will be spent instead of it just going into the General Fund. Vice Mayor Hoover said the money could be given to the Town with the stipulation that it be dedicated to the Fire Department.

Town Manager Mascaro added that this is not a Town sponsored event. The Town made an exception last year for the Southern Squall event so we're setting a precedent by allowing events sponsored by outside entities to monopolize the Park. There was then some discussion about what criteria allows for the exclusive use of our parks other than by the Town. Also discussed was that there shouldn't be any expense to the Town for the event such as for porta-potties and staff time; special events not hosted by the Town aren't a good use of taxpayer money. At the end of the discussion, it was decided that

the Town Manager would draft a formal agreement (MoU) so that there wouldn't be any misunderstandings about the Southern Squall event including that the Town will not expend any money. The MoU will be voted on at the November 20th RTCM.

EXCERPT FROM MAY 15, 2019 MINUTES

Consideration of the Southern Squall Festival Special Event permit application - Interim Town Manager Mascaro

Interim Town Manager Mascaro said she received a special event application from Alan Ross about holding the 3rd Annual Southern Squall Music Festival next year in Ryckman Park. Vice Mayor Hoover said if we do this again he'd like the Town's expenses to come out of the gross proceeds prior to splitting the money among the recipients. He's in favor of the event other than that. Mayor Simmons said he'd like to see more coordination with our Police Department. Vice Mayor Hoover suggested we draft a Memorandum of Understanding so all participants are on the same page.

Commissioner Runte made a motion to approve the Special Event application for the Southern Squall Festival in 2020 subject to an approved MOU being in place within the next 30 days; Vice Mayor Hoover seconded. Motion carried 5-0.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this “MOU”), is entered into and made effective this 12th day of November, 2019 , irrespective of when signed, by and between **TARYN ROCKWELL (president of the Rotary Club)**, hereinafter called the “EVENT HOLDER,” and the **TOWN OF MELBOURNE BEACH, FLORIDA**, hereinafter called the “TOWN,” each individually a “Party,” collectively “Parties.”

WITNESSETH:

WHEREAS, the EVENT HOLDER and the TOWN desire to hold a musical event known as Southern Squall in Ryckman Park on March 7, 2020; and

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 November 12, 2019. Either Party may terminate this MOU upon thirty (30) days’ written notice to the other Party.
3. The TOWN shall assign up to FOUR (4) POLICE OFFICERS, to work the Southern Squall event on March 7, 2020 for a total of ten hours at \$400.00 per Officer. The Police Officers will provide traffic control and keeping the peace. The Police Officers will not act as Security Guards for the event perimeter. The EVENT HOLDER AGREES TO PAY AN AMOUNT NOT TO EXCEED \$1,600.00 FOR FOUR (4) POLICE OFFICERS.
4. The TOWN shall assign up to THREE (3) PUBLIC WORKS employees to work the Southern Squall event on March 7, 2020 from Noon until 10:00PM for a total of ten hours. Public works will provide trash pickup and removal and assist with other issues within their purview. The EVENT HOLDER AGREES TO PAY AN AMOUNT NOT TO EXCEED \$905.00 FOR THREE (3) PUBLIC WORKS EMPLOYEES.

5. The TOWN shall provide spot-a-pots upon the request of Alan Ross. The cost of the rental shall be paid by the EVENT HOLDER.
6. 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.
7. The TOWN agrees to the goals and guidelines stipulated in the attached Exhibit I, which are incorporated by reference herein and made a part hereof.
8. This MOU and respective Exhibit I 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 Exhibit I.
9. No provision of this MOU may be changed or modified except by written agreement signed by the Parties.
10. 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.
11. The EVENT HOLDER has designated Alan Ross and the TOWN has designated the Town Manager, Elizabeth Mascaro for the purpose of implementing the terms of this MOU.
12. 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.
13. 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.

14 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.

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 November 12, 2019.

TOWN OF MELBOURNE BEACH,

**TARYN ROCKWELL/ROTARY,
Event Holder**

BY _____
Elizabeth Mascaro, Town Manager

BY _____
Taryn Rockwell

Dated: _____, 2019

Dated: _____, 2019

Witness:

Witness:

Dated: _____, 2019

Dated: _____, 2019

Attachments:	Survey
Date Prepared:	November 12, 2019
Prepared By:	Town Manager Mascaro
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input checked="" type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Beach parking
Recommended Action:	Consideration of survey to mail to residents
Background Information:	In August 2019, beach access parking was first addressed. After discussing the matter at meetings and workshops, input from those meetings was digested and a draft survey was created



Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

PRSRT STD
ECRWSS
U.S. POSTAGE

LOCAL
POSTAL CUSTOMER

Would you be willing to answer questions on additional surveys related to any of the following?

Stormwater Repairs and Maintenance Funding our deficiencies, prioritizing sites, IRL runoff	YES	NO
Volunteer Fire Department Volunteer, paid, or a combination department, Fire Surcharge	YES	NO
Town Improvements Upgrade parks, install bike paths, provide more greenways	YES	NO
Town Sustainability Projects Solar lighting, composting, sea level rise, permeable surfaces	YES	NO

Other ideas for discussion: _____



Town of Melbourne Beach

Town of Melbourne Beach Parking Proposals

Purpose of the Survey

Parking at the beach accesses has been an issue for several years and with the explosive growth that is occurring in the municipalities and counties to our west, it will certainly continue to become worse. We are the first beach with free parking south of US-192 and we are one of the few municipalities that allow alcohol on the beach, both of which attract many visitors. With a limited number of parking spaces at the crossovers and in Ocean Park, parking has become increasingly difficult for some residents. Ocean Park continues to experience vandalism of our bathrooms, showers and picnic tables. Trash is dumped out of the containers at the crossovers and Ocean Park or isn't placed in the cans at all. There has also been an increase in confrontations between residents and beachgoers in some access areas. A few months ago, a proposal was brought to the Commission to address these parking issues.

The Commission recognizes that these parking proposals are emotional issues for many residents. Melbourne Beach has always welcomed visitors to enjoy our sand, surf, restaurants and stores. There are many regulars who have come to our beaches for years who do not live in town. The intent is not to limit beach parking for our visitors; the issues are financial. Ocean Park and the crossovers are free because the residents pay, through their taxes, to maintain these areas. The Commission would like to help ensure residents have the opportunity to park at the access points and defray the cost to the taxpayers for the upkeep and maintenance of Ocean Park.

The Commissioners want to know your thoughts about the proposed parking. There is no rush to judgment. Please make comments-attach additional comment pages as needed. These proposals should be considered individually. The intent is not all or nothing.

Don't hesitate to contact me or your Commissioners if you have any questions. Thank you for your participation!

Elizabeth Mascaro, Town Manager

Parking options explained

Parking Issue #1 Resident Only Street Parking

Why is the Town Considering Resident Only Parking- North of Ocean Ave and East of A1A and South of Ocean Ave and East of Orange?

- Increase in the number of people visiting the beach area north of Ocean Ave/east of A1A and south of Ocean Ave/east of Orange**
- Increase in damage to residents' lawns, plants and sprinklers.**
- Increase in public urination on residents' lawns and on the street.**
- Increase in displays of public intoxication, including vomiting on the street and on residents' lawns.**
- Increased confrontations between beachgoers and resident's**

Street parking would be restricted to residents only with Town issued parking permits or Guest Parking Permits. Parking will be restricted to one side of the street only. This will allow places to park while allowing safe passage for emergency vehicles and reducing issues for the residents who live nearer the beach. The intent of the resident only parking is to help eliminate the confrontations that have been occurring.

Parking Issue #2 Resident Only Parking on Crossovers

Why is the Town Considering Resident Parking Only at the Crossovers?

To reserve parking for residents with permits who drive to the beach.

To allow residents who live outside of walking distance a place to park.

To prevent overflow parking for non-residents from Ocean Park

Parking Issue #3 Paid Parking in Ocean Park

Why is the Town Considering Paid Parking at Ocean Park?

The Town of Melbourne Beach and the State of Florida have a Lease Agreement which leases Ocean Park to the Town. The Agreement stipulates that any revenue generated in Ocean Park must only be used to maintain or make improvements to Ocean park.

The Town has considerable annual expense maintaining the Ocean Park facilities. Presently the expenses are paid for out of the property taxes paid by the residents. Over the next few years the Town has several upgrades to be completed in the park. The revenue generated from the paid parking would help offset the use of resident tax dollars to make repairs and upgrades.

Financials

The annual expenses for Ocean Park FY2019 are as follows:

\$ 3,602	water
\$ 448	electric
\$ 150	solid waste
\$ 1,500	cleaning company
\$ 1,425	janitorial supplies
\$ 2,434	equipment parts
\$ 3,000	landscaping
<u>\$18,000</u>	lifeguard contract
30,567	Annual Expenses

Upcoming projects:

\$ 8,000	picnic tables-repair/replace
\$ 7,000	outdoor shower upgrades (2)
\$12,000	access crossovers upgrades/repairs
\$ 8,000	invasive plant removal/replacement in dune area
\$20,000	bathroom upgrades
<u>\$50,000-\$100,000</u>	parking lot resurface (looking for grant opportunities)
\$105,000	Upcoming Project Expenditures

Ocean Park Kiosk Suggested Details:

Hours for Paid Parking:	9:00am to 6:00pm (9hours)
Parking Space Cost Per Hour:	\$1.25
Parking Spaces Available:	48
Maximum Daily Revenue Potential	\$ 540.00
Maximum Annual Revenue Potential	\$197,100.00

Conservative Probable Income \$ 27,594.00 (14%) - \$39,420.00 (20%)

Parking Enforcement:

Parking enforcement will be provided by the Melbourne Beach Police Department. The monitoring of unpaid or expired parking will be accomplished using a hand held device by our Patrol Officers, as they drive through the parking lot. Officers currently patrol the parking lot on a regular basis; having metered parking to monitor will create a minimal increase in their patrol work.

Name:

Address:

Email:

SURVEY

Please return this page to Town Hall

The parking issues listed below should be considered individually, however, if there is paid parking in Ocean Park, then Resident Only Street Parking should also be mandatory.

The annual cost of a resident permit will be minimal, only enough to cover the cost of production and minimal administrative costs. Residents will need to provide their driver's license and car registration (and proof of residency if the car is registered elsewhere) to receive a permit. Guest Day Permits will be issued to residents for guest parking. The Day Permit will hang on the rear view mirror with the date of use written in black magic marker. The cost of Guest Day Permits, if any, is to be determined.

Please circle yes or no to each parking issue and drop off at Town Hall or mail to 507 Ocean Ave, Melbourne Beach, FL 32951, Attention Town Manager. If you wish to make additional comments, then please use the back of this form.

Parking Issue # 1 Resident Only Street Parking

Resident only street parking would include the area north of Ocean Ave and east of A1A, and south of Ocean Ave and east of Orange.

Resident Only Street Parking by Permit (areas noted above)	Resident 1		Resident 2	
	Yes	No	Yes	No

Comments:

Parking Issue #2 Resident Only Parking on Crossovers

Resident Only Parking on Crossovers by Permit

Resident 1		Resident 2	
Yes	No	Yes	No
Yes	No	Yes	No

Parking Split Between Resident and non-Resident

Yes No Yes No

Comments:

Parking Issue #3 Paid Park in Ocean Park

The Town of Melbourne Beach and the State of Florida have a Lease Agreement, which leases Ocean Park to the Town. The Agreement stipulates that any revenue generated in Ocean Park must only be used to maintain or make improvements to the park. (Resident's with permits would pay to park in Ocean Park).

There will be one central kiosk. The cost per hour will be \$1.25 from 9:00AM to 6:00PM

Paid Parking in Ocean Park

Resident 1		Resident 2	
Yes	No	Yes	No

Comments:

Attachments:	Memo from PW Supervisor, Minutes excerpt from October 16 th meeting, Original proposal from Exxon
Date Prepared:	November 13, 2019
Prepared By:	PW Supervisor Davis
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input checked="" type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Right-of-way parking at Exxon station
Recommended Action:	Approve proposal allowing right-of-way parking
Background Information:	Thijs Stelling, owner of Melbourne Beach Exxon, submitted a request regarding parking in the right-of-way on the Ocean Avenue side of his business. The Commission asked that FDOT be contacted to make sure we weren't encroaching on their property. The Commission also wanted to know if the Planning and Zoning Board needed to review the proposed improvements.

MEMO

Date: November 14, 2019

To: Town Commission

From: Public Works Supervisor Davis

Re: Right-of-way parking request at Ocean Avenue and A1A

In October, the Town received a request from Mr. Thijs Stelling, owner of the Melbourne Beach Exxon, asking if he could adopt the landscaped area on the north side of Ocean Avenue between his business exit and the FDOT right of way to the east. The area is in the Town's right of way; it is poorly landscaped and unsightly.

The Commission requested staff to contact FDOT to ensure that area falls outside their boundaries; FDOT assured us that it did, thus, they have no jurisdiction over that area. Town Planner O'Gorman was also contacted and after reviewing the Code, he said that because the area fell within the Town's right of way he did not see any issue with Exxon moving forward with the project. Mr. O'Gorman said that he reviewed the code to determine if there are any requirements for the Planning and Zoning Board to review proposed improvements in the Town's rights-of-way and no language was found that would require such review.

After receiving input from FDOT and our Town Planner, I met with Mr. Stelling to discuss details. The adoption of the right-of-way and utilization of the area is outlined below:

1. Mr. Stelling will employ a professional landscaper to remove the existing plants. A portion of those plants will be relocated to Bicentennial Park.
2. There will be one parallel parking spot created. The spot will be 12 ft. wide and 50 ft. in length. Pervious material will be used to build the base for the one parking spot.
3. Signage will be posted stating: Parallel Parking Only, 10 Minute Limit, No Overnight Parking
4. The three existing Palm Trees will remain as will the roughly 5 feet of landscaping along the north side of the parking spot.
5. The parking spot will not be utilized by Melbourne Beach Exxon employees or for vehicles being serviced.
6. Melbourne Beach Exxon will pay for all signage
7. A 15 ft. area on the west end of the parking spot will be maintained, which may include the removal of 3 palm trees, but no type of plant or signage will be placed there. This is in order to maintain a clear field of vision for vehicles that exit the Melbourne Beach Exxon onto Ocean Avenue.

If the Commission approves this request, Melbourne Beach Exxon will maintain the entire area. No modifications will be made without the expressed consent of the Town of Melbourne Beach.

EXCERPT FROM OCTOBER 16, 2019 MINUTES

- A. Thijs Stelling (Melbourne Beach Exxon) request to adopt the Town right-of-way on Ocean Avenue (01:22:21)

*Thijs Stelling – Melbourne Beach Exxon
904 Oak Street*

Mr. Stelling provided a copy of his right-of-way adoption proposal which included the area between the sidewalk and the road. This is the portion of land where the *Welcome to Melbourne Beach* sign is located so it will be relocated to the corner of the property. His plan is to remove the weeds and ratty looking plants in the area and replace them with permeable gravel for short term parking during busy times of the day. The parking will be for large trucks that cause congestion in the parking and fueling areas. The balance of the area will be planted with native plants giving the area a clean look. Funding of the project and ongoing maintenance will be provided by Melbourne Beach Exxon.

The Commission members said that the proposal would need to be sent to the Planning & Zoning Board and possibly the Board of Adjustment before going back to the Commission for a decision. It was also thought that FDOT would need to weigh in on anything done in that location and that a survey or a site plan from a civil engineer would most likely be required. Commissioner Quarrie asked for the Public Works Supervisor to write a letter to Planning & Zoning explaining the issue prior to their review of it. She also suggested waiving Town application fees since Mr. Stelling is paying for the improvements.

The Commission consented to having the Town Manager and the Public Works Supervisor contact FDOT to get their blessing prior to sending the issue to the Planning & Zoning Board and to absorb any B.S.E. Consulting and application fees related to the project.
5-0.

Attachments:	Draft agreement for legal services
Date Prepared:	November 15, 2019
Prepared By:	Town Attorney Repperger
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input checked="" type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Town of Melbourne Beach Code Enforcement Board Legal Counsel
Recommended Action:	Approve draft agreement
Background Information:	<p>At the October 2019 RTCM, Town Manager Mascaro said <i>the process for code enforcement is sometimes confusing to the Board members. They need the counsel of an attorney since Mr. Repperger represents the Town but not the Board. If we could get a Code Board attorney, it would help streamline the process. Town Attorney Repperger recommended Stewart Capps for the position given his extensive experience and reputation.</i></p> <p><u>Vice Mayor Hoover made a motion to approve up to 6 hours for Stewart Capps to represent the Melbourne Beach Code Enforcement Board at \$125/hour at the next Code Enforcement Board meeting; Commissioner Runte seconded. Motion carried 5-0.</u></p>

**INDEPENDENT CONTRACTOR AGREEMENT
CODE ENFORCEMENT BOARD LEGAL COUNSEL**

THIS INDEPENDENT CONTRACTOR AGREEMENT (“Agreement”) is made and entered into this ____ day of _____, 2019, by and between TOWN OF MELBOURNE BEACH, (hereafter referred to as “TOWN”), whose address is: 507 Ocean Ave., Melbourne Beach 32951 and STEWART B. CAPPS, P.A. (hereafter referred to as “Contractor”) whose address is 325 5th Ave., Suite 208, Indialantic, FL 32903-4270.

RECITALS

WHEREAS, TOWN is a municipal corporation organized under the laws of Florida; and

WHEREAS, Contractor is a licensed attorney providing legal services in the State of Florida; and

WHEREAS, Section 11-17, Code of Melbourne Beach provides that the TOWN shall appoint legal counsel for the Code Enforcement Board; and

WHEREAS, TOWN is desirous of engaging Contractor to serve as legal counsel for the Code Enforcement Board; and

WHEREAS, it is determined to be in the mutual advantage of TOWN and Contractor to enter into this Agreement set forth herein.

NOW, THEREFORE, in consideration of the covenants and agreements herein contained, Contractor’s specific agreement to the terms hereof, and the monies to be paid hereunder, TOWN agrees to hire Contractor and Contractor agrees to perform the Scope of Services for TOWN upon the following terms and conditions:

AGREEMENT

1. **Recitals.** The above recitals are true and correct, form a material part of, and are incorporated into this Agreement.
2. **Scope of Services.** Contractor hereby agrees to serve as legal counsel for the TOWN Code Enforcement Board pursuant to Section 11-17, Code of Melbourne Beach.
3. **Compensation.** TOWN will pay Contractor the sum of **\$125.00** per hour for services rendered to the TOWN as legal counsel for the TOWN Code Enforcement Board. Compensation shall be paid for all pre and post Code Enforcement Board meeting preparation and proceedings, attendance at Code Enforcement Board meetings, and consultation with TOWN Staff or the TOWN Attorney regarding TOWN Code Enforcement matters. Compensation shall not be paid for travel time. Contractor shall be entitled to bill a minimum of 1 hour of time for any Code Enforcement Board meeting attended regardless of meeting duration.

4. **Term.** The initial term of this Agreement shall be for three (3) years from the date of the last execution of a party below unless terminated by either party for any reason upon thirty (30) days' notice to the other party. The initial term of this Agreement may be renewed by mutual agreement of the parties for unlimited successive three (3) year periods.
5. **Relationship of Parties/Insurance.** The parties hereby agree and intend that the relationship of Contractor to TOWN is that of an independent contractor.
6. **Permits, Approvals, and Licenses.** Contractor agrees to maintain a valid Florida Bar License in Good Standing during the term of this Agreement.
7. **Waiver.** No waiver is enforceable unless in writing and signed by such waiving party, and any waiver shall not be construed as a waiver by any other party or as a waiver of any other or subsequent breach.
8. **Amendments.** This Agreement may not be amended or modified unless by the mutual consent of all of the parties hereto in writing. All amendments or modifications shall be attached to this Agreement and made a part thereof.
9. **Governing Law, Venue, and Attorney's Fees.** This Agreement shall be governed by the laws of the State of Florida. Any action or legal proceedings to enforce this Agreement or any of its terms, or for indemnification, shall be exclusively brought and prosecuted in an appropriate court of jurisdiction in and for Brevard County, Florida, and the parties to this Agreement consent to the personal jurisdiction and venue of such courts and to the service of process by any manner provided by Florida law. In the event that any legal or equitable action is brought by either party to enforce the terms of this Agreement and/or regarding any work performed pursuant to the Scope of Services provided in Paragraph 2 of this Agreement, the prevailing party shall be entitled to recover all attorney's fees and costs associated with the bringing such action.
10. **Assignment and Binding Effect.** The rights and obligations of the Contractor under this Agreement are personal. This Agreement may not be assigned or transferred in whole, or in part, by either party without the prior written consent of the other party. This Agreement shall be binding upon and inure for the benefit of the parties hereto and their respective heirs and permitted successors and/or assigns.
11. **Severability.** This Agreement shall be construed to be valid and enforceable to the fullest extent allowed by applicable law. The invalidity or unenforceability of any term, sentence, or provision of this Agreement shall not affect the validity or enforceability of any other term, sentence or provision of this Agreement, which shall remain in full force and effect.
12. **Notices.** All notices, requests, demands or other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given when delivered by hand or mailed registered or certified mail, return receipt requested, and postage prepaid:

If to TOWN: TOWN OF MELBOURNE BEACH
C/O Elizabeth Mascaro, Town Manager
507 Ocean Ave.
Melbourne Beach, FL 32951

If to Contractor: STEWART B. CAPPS, P.A.
PO Box 34021
Indialantic, FL 32903-0921
United States

or to such other addresses as either party may have furnished to the other in writing in accordance herewith, except that notices of change of address shall only be effective on receipt.

13. **Consents and Authorizations.** By the execution of this Agreement, each party acknowledges and agrees that each such party has the full right, power, legal capacity and authority to enter into this Agreement, has had the opportunity to consult with legal counsel in advance of executing the same. The parties expressly agree that this Agreement constitutes a valid and legally binding agreement of each such party in accordance with the terms, conditions, and other provisions contained herein.
14. **Entire Agreement.** This Agreement contains the entire agreement between the parties. This Agreement replaces any and all prior or other agreements or understandings, oral or written, between the parties hereto with respect to the subject matter hereof. The captions are for convenience of reference only and shall not control the interpretation of this Agreement. Contractor agrees that no other promises or inducements have been made to him unless contained in writing, attached hereto or incorporated herein by reference.
15. **Cooperation.** The parties agree to execute such reasonable necessary documents upon advice of legal counsel in order to carry out the intent and purpose of this Agreement as set forth herein.
16. **Gender and Number.** Unless the context otherwise requires, references in this Agreement to any gender shall be construed to include all other genders, references in the singular shall be construed to include the plural, and references in the plural shall be construed to include the singular.
17. **Public Records.** All documents, maps, drawings, data and worksheets prepared by Contractor for TOWN under this Agreement shall be deemed public records pursuant to Chapter 119, Florida Statutes and shall be maintained as public records by Contractor. Contractor agrees to provide access to such public records on the same terms and conditions that TOWN provides such public records and at a cost that does not exceed that provided for pursuant to Chapter 119, Florida Statutes or otherwise provided by law. Contractor agrees to ensure that public records that are confidential and exempt from disclosure are not disclosed except as authorized by law. Contractor

agrees that upon termination of this Agreement, all proprietary interest of TOWN in its business assets, tangible or intangible, including records, files, lists and information which Contractor deals with or develops during the course of this Agreement shall remain the sole and exclusive property of TOWN, and in no event shall Contractor acquire any interest therein. TOWN agrees that in the event of termination of this Agreement, Contractor shall promptly return at no cost to TOWN all public records documents in Contractor's possession at the time of termination. Duplicate public records that are exempt or confidential shall be destroyed by Contractor at the time of termination. Public records maintained by Contractor in an electronic format, shall be provided to TOWN in a format that is compatible with the information technology systems of TOWN at the time of termination.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT NANCY WILSON, THE CUSTODIAN OF PUBLIC RECORDS AT:

**NANCY WILSON
TOWN CLERK
507 OCEAN AVE.
MELBOURNE BEACH, FL 32951
(321)724-5860
TOWNCLERK@MELBOURNEBEACHFL.ORG**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

TOWN OF MELBOURNE BEACH

STEWART B. CAPPS, P.A.

By: _____
Printed Name: JAMES D. SIMMONS
As its: MAYOR

By: _____
Printed Name: STEWART B. CAPPS, ESQ.
As its: OWNER/MANAGER

Date: _____

Date: _____

Attachments:	October 16, 2019 RTCM draft minutes
Date Prepared:	October 29, 2019
Prepared By:	Town Clerk Nancy Wilson
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	October 16, 2019 Regular Town Commission Meeting minutes
Recommended Action:	Consider approving the draft minutes from the October 16, 2019 Town Commission Meeting as amended
Background Information:	Mayor Simmons submitted minor revisions (in the attached track changes document)

Town of Melbourne Beach

**REGULAR TOWN COMMISSION MEETING
WEDNESDAY OCTOBER 16, 2019 at 6:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE**

DRAFT MINUTES

PUBLIC NOTICE

**The Town Commission conducted a Regular Town Commission Meeting
on Wednesday October 16, 2019 in the Community Center
to address the items below.**

Commission Members:

Mayor Jim Simmons
Vice Mayor Wyatt Hoover
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Nancy Wilson
Town Attorney Clifford Repperger

I. Call to Order – Led by Mayor Simmons

Mayor Simmons called the meeting to order at 6:30 p.m.

II. Roll Call

Town Clerk Wilson conducted the roll call.

Commissioners Present:

Mayor Jim Simmons

Vice Mayor Wyatt Hoover

Commissioner Steve Walters

Commissioner Sherri Quarrie

Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro

Town Clerk Nancy Wilson

Town Attorney Clifford Repperger

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Presentations

- A. Florida's Space Coast Tourism and Tourism + Lagoon Grant Program,
Deborah Webster

Deborah Webster

Research & Analytics Director, Visit Space Coast

Ms. Webster described the FY 2019-2020 Tourism and Lagoon Grant Program which is monitored by the Tourist Development Council Beach Committee. She also provided a pie chart indicating the sources of revenue from tourist taxes: hotel/motel, vacation rentals, condos, RV parks and management companies. The primary purpose of the Program is to develop projects that benefit the Indian River Lagoon and have a positive effect on tourism. Examples of projects include creating living shorelines, restoring fishing/wildlife habitats, restocking/recovering fish and wildlife, improving recreational waterways and controlling litter. Funds may also be used for feasibility studies and volunteer labor can be counted as a match at the rate of \$22.14 per hour. Ms. Webster said that the previous required match was 3:1 but has been reduced to .75:1 which has improved the quality of project submissions. There's \$1,000,000 available each year and what is not distributed is rolled back into the beach renourishment fund. Ms. Webster

said that they have not had any applications from municipalities so they are eager to have one apply adding that their grant could be piggybacked on other grants.

In conclusion, Ms. Webster said that the application will be available in April and the new Beach Committee Board will meet around that time; they meet about 5-6 times per year.

- B. Thijs Stelling (Melbourne Beach Exxon) request to adopt the Town right-of-way on Ocean Avenue (01:22:21)

*Thijs Stelling – Melbourne Beach Exxon
904 Oak Street*

Mr. Stelling provided a copy of his right-of-way adoption proposal which included the area between the sidewalk and the road. This is the portion of land where the *Welcome to Melbourne Beach* sign is located so it will be relocated to the corner of the property. His plan is to remove the weeds and ratty looking plants in the area and replace them with permeable gravel for short term parking during busy times of the day. The parking will be for large trucks that cause congestion in the parking and fueling areas. The balance of the area will be planted with native plants giving the area a clean look. Funding of the project and ongoing maintenance will be provided by Melbourne Beach Exxon.

The Commission members said that the proposal would need to be sent to the Planning & Zoning Board and possibly the Board of Adjustment before going back to the Commission for a decision. It was also thought that FDOT would need to weigh in on anything done in that location and that a survey or a site plan from a civil engineer would most likely be required. Commissioner Quarrie asked for the Public Works Supervisor to write a letter to Planning & Zoning explaining the issue prior to their review of it. She also suggested waiving Town application fees since Mr. Stelling is paying for the improvements.

The Commission consented to having the Town Manager and the Public Works Supervisor contact FDOT to get their blessing prior to sending the issue to the Planning & Zoning Board and to absorb any B.S.E. Consulting and application fees related to the project.
5-0.

- C. Quarterly Departmental updates – Police Department (00:37:29)

Chief Griswold, Police Chief

Melbourne Beach Police Department

The Chief presented the Commission with a yearly update regarding goals and accomplishments in the Police Department. She outlined what the department has accomplished, what training has been completed and community relations activities. The department goals include continuing personnel development and reducing exposure to liability. On the last page of the Chief's report was a graph showing how speeds in different areas at different times can be measured. In response to a question about worker vehicles parking on Riverside, the Chief said as long as the parking is temporary and emergency vehicles aren't impeded, there's nothing they can do about it. However, if a hazard exists, an officer will address the issue. Commissioner Walters commended Sergeant Kino and Officer Sadler for their quick response and professionalism when responding to a call he had made. The Commissioner was calling about a neighbor's house he was watching and they handled the entire matter professionally and responsibly. He also complimented Officer Martin for his dedication and service.

V. Boards and Committees

No Board or Committee member reports

VI. Public Comments (00:58:54)

Neal Tompkins

2004 Neptune Drive

Mr. Tompkins said the sustainability plan presented by Curtis Byrd at the previous meeting was great and he volunteered to help with stormwater activities in the future. He met with Duane DeFreese, Executive Director of the Indian River Lagoon Council, -who is an amazing resource. He said there are opportunities for Melbourne Beach and he has grant writers on staff who will write grants for us. He feels more positive now about what we can do to improve the lagoon without causing the Town financial burden.

Mr. Tompkins said he's not a social media guy but recently some comments on Nextdoor have been brought to his attention. He thinks what Commissioner Walters has said on Nextdoor about Vice Mayor Hoover regarding the MPA program is not appropriate and that the proper forum for that discussion is at a Commission meeting.

Allison and William Stephens

1508 Pine Street

Mr. Williams said his family recently purchased the house on the corner of Pine and 6th Avenue next to the park. He and his neighbors have heard a lot of

conversation about a dock being constructed in the park and they are concerned about having a public dock next door for safety, privacy and property value reasons. The Town Manager said the Parks Board has brought up this issue but they only provided a rough sketch; a lot more information would have to be provided before the Commission would even consider anything at that location. The water is very shallow so that limits the boats that can utilize the ramp. The Parks Board wants an area for standing to make disembarking easier; there wouldn't be any dredging or docks constructed.

[VM Hoover's Response to Neal Tompkins Public Comment \(above\)](#)

Vice Mayor Hoover said he was going to address the issue of his master's program that was brought up by Neal Tompkins. The Vice Mayor said that Commissioner Walters has accused him of being a liar and a scammer on social media. Regarding the master's program, Mr. Walters has made no attempt to bring this before the Commission for discussion in the 2.5 years since the Commission unanimously passed his motion to approve it. He said Mr. Walters has constructed fiction about him; his reputation in the community doesn't reflect Mr. Walters' lies. He's been honored by several associations and Mr. Walters joined the Commission in twice electing him as Vice Mayor. Now, several weeks before the election, he'd have you believe that he has some special insight into Mr. Hoovers' character when his only interaction with him has been at Town meetings.

Vice Mayor Hoover gave a timeline of the Town's support of the MPA program, how an MPA directly relates to his job as Commissioner and how this cohort program has been supported in many other communities. He paid tuition out of his own pocket and there was no financial impact to the Town. Both times the matter was brought before the Commission, Commissioner Walters voted in favor of it. The attorney fees incurred were unexpected and there was no attempt in the 2.5 years to address the issue until right before the election. Mr. Walters' behavioral trend is attacking people and just this week he accused the other Commissioners of conspiracy when they fired the previous Town Manager who wasn't doing his job. Vice Mayor Hoover said he is getting attacked but this isn't an isolated incident; it has happened over and over again and it's not acceptable. He's an honest person and he is committed to doing what's in the best interest of the community. It's disappointing that the community has had to deal with this for more than 20 years.

Commissioner Walters said he has not accused anybody of conspiracy. He said that if what he was told was true, the public would be shocked. Several years ago, Vice Mayor Hoover had Mr. Day put on the agenda the item to approve the cohort for beachside officials who wanted to attend the MPA program. He said

he did vote for it but the Commission was never told that Mr. Hoover was going to participate in the cohort program, get a huge reduction of fees and that the Town would incur legal fees. He said on October 4, 2018, Mr. Hoover made false and malicious statements against him by saying he told the Town Manager to add \$40,000 to his contract. Now, the Vice Mayor has the gall to call himself a fine, upstanding Commissioner. The law says no public official should vote in an official capacity on any measure which would inure his or her special private gain or loss.

VI. Approval of the Agenda

Mayor Simmons asked that Consent Agenda, item C: *Engagement of a Code Enforcement Board attorney* be moved to *Old Business, Item C*.

Vice Mayor Hoover made a motion to approve the agenda as modified; Commissioner Runte seconded. Motion carried 5-0.

VIII. Consent Agenda

- A. September 14, 2019 Special Town Commission Meeting draft minutes
- B. September 30, 2019 Special Town Commission Meeting draft minutes
- C. ~~Engagement of a Code Enforcement Board attorney~~ Moved to *Old Business, Item C*

Commissioner Runte made a motion to approve the Consent Agenda as modified; Commissioner Quarrie seconded. Motion carried 5-0.

IX. Public Hearings

No public hearings

X. Old Business (00:01:23)

- A. Consideration of the *Oaks 4 Oak Street* third round of tree planting – Town Manager Mascaro

Town Manager Mascaro said the Global Sustainability Group (GSG) would like to plant 15 more Live Oak trees utilizing the donations left over from their second planting in August.

Luke Marzano
442 Riverview Lane

Mr. Marzano explained that GSG wants to plant 15 more trees - 10 in front of St. ~~an~~ Sebastian Church and 5 in front of Advent Lutheran. He said the trees

are planted 45 feet apart. Volunteers will plant and water the trees and Public Works will ensure there are no underlying infrastructure issues. Mr. Marzano said if there are ever any problems to let them know.

Commissioner Runte made a motion to approve the planting of 15 additional trees along Oak Street as proposed; Commissioner Quarrie seconded. Motion carried 5-0.

- B. Consideration of material to disseminate to residents for feedback relating to parking options in Town – Town Manager Mascaro (01:27:32)

The Town Manager said that since this is such a large issue with many considerations, she is not presenting a mailer but is providing an overview of the project and related expenses. She said the annual expenses at Ocean Park amount to \$30,567 which she itemized. The Public Works Supervisor informed her that the water bill had recently tripled because, once again, the showers were vandalized. She also listed upcoming project expenses over the next few years that total \$105,000. Ms. Mascaro talked to Indialantic to find out if they are experiencing the same level of vandalism at Nance Park. They aren't. They have an employee who cleans up in and around the bathrooms and monitors them. This activity is paid for by the substantial revenue they receive from their parking kiosks. The Town Manager said that if the Town had a kiosk that charged \$1.25 per hour between 9-6 for the 48 parking spaces available, possible income would be between \$22,464 to 31,536. That amount would almost cover our annual expenses. All proceeds can only be spent for Park maintenance since we lease the land from the state and we must follow their dictates. Town Manager Mascaro will be meeting with a representative from a company that provides kiosks and she has discussed with the Police Chief different methods of enforcement.

Commissioner Walters said Indialantic's water bill never exceeds \$100 so why is vandalism causing our water bill to be \$738 which is 145,000 gallons of water. He added that it should have been evident to patrol officers or public works when there's that amount of water usage. Next, Commissioner Walters said that Indialantic has 500 meters that generate \$203,000 a year. He doesn't see how we are going to generate much with our 49 spaces when the cost of enforcement and staff time is factored in. He would like more in-depth, professional input on how much we could realistically make. What will happen is that beach goers will be driven south and our business owners will miss out on revenue from them.

Mayor Simmons said that they are only talking about the survey and how they want to handle it. Do we send a survey [to](#) every registered voter? To every

house? To every property owner? His thought was that surveys should be sent to all registered voters. In cases where there aren't registered voters at an address, at least one survey would be sent to that residence. He also wanted to suggest options different from what was in the agenda package:

- Ocean Park paid parking
- Crossovers – resident parking only
- Resident parking only on streets in the areas primarily impacted by beach crowds: north of Ocean Avenue, East of A1A, South of Ocean, East of Orange.

Commissioner Quarrie suggested sending the survey to every address in Town and ask questions about the makeup of their family and if they use our beaches. She compiled a list of additional questions for the survey that could be asked. The Commissioner wants the residents to understand that it's their money that's being discussed so they could also be asked where they want the savings to go. Commissioner Runte thinks another option should allow for a write-in answer and he also wants to get a better feel for what the additional enforcement costs would be. He suggested that feedback be obtained from business owners and tenants on Ocean Avenue and that there be a test period for the kiosks. Melbourne is conducting a test period for a kiosk so the Town Manager may want to talk to the person who is in charge of that project, Kelly Hyvonen.

Mayor Simmons summarized what the Commission is expecting: a detailed explanation of each of the options, why the Town is considering kiosks/resident only parking, pros and cons of each option plus getting input from businesses, talking to Kelly Hyvonen and incorporating some of the questions presented by Commissioner Quarrie into the survey. He cautioned that the survey shouldn't be too long or complicated. He asked that the Town Manager present at the November workshop a template of what the survey would look like. Vice Mayor Hoover said that a lot of people are against losing access to beaches because of restricted parking so he suggested offering 100-200 guest passes per year for individuals who come to our beaches from elsewhere.

Leslie Green
200 5th Avenue

Ms. Green said that Spessard Holland used to charge for parking many years ago and then they stopped. She asked about them bringing back paid parking to that park but she was told that it's a County park so that would be handled by Brevard County. She also wanted to know the options for the end of street parking to which the Mayor responded: wide open parking, resident only

parking or resident only with a certain number of spots being available first come, first served.

Karen Chapman

504 Avenue A

Ms. Chapman asked why we don't let anybody, not just residents, buy a parking pass to which the Mayor responded that don't have enough spaces. He's seen comments that say beaches should be free but with all the building going on in our region coupled with Melbourne Beach being the first free parking that allows alcohol south of 192, there isn't enough parking for residents. She wants them to consider maybe charging more for non-resident parking.

Jennifer Ottomanelli

510 Avenue A

Ms. Ottomanelli said that since the maximum we can get is around \$20,000, she doesn't think that amount will offset expenses. She thinks a feasibility study should be done before we spend the money on a survey and suggested that the area could be patrolled more often to prevent vandalism. The Mayor commented that the point of paid parking was to reserve parking for residents.

Nancy Hainey

181 Ocean Ridge Drive

Ms. Hainey asked what spurred this conversation; she's lived here for 23 years and didn't realize it was a problem. The Mayor answered that he brought it up because beach parking is becoming more and more limited for resident use.

Greg Romano

710 Atlantic

Mr. Romano said the overflow parking keeps getting worse with cars parking everywhere. He likes the beach access but the street parking is getting out of control.

Commissioner Quarrie asked Chief Griswold to discuss what's going on at Ocean Park regarding vandalism. The Chief said she can provide information she had with her:

- Between May 2017- May 2018 76 parking citations were issued
- Between June 2018–June 2019, 128 parking citations were issued

Commissioner Quarrie then asked about public disturbances and the Chief gave some examples but said often by the time the police arrive, the offender has left the area.

There was Commission consensus to have the Town Manager present a draft of the survey at the November Workshop.

- C. Consideration of engaging the services of a Code Enforcement Board attorney – Town Manager Mascaro (moved from Consent Agenda, item C.) (02:18:37)

Town Manager Mascaro said the process for code enforcement is sometimes confusing to the Board members. They need the counsel of an attorney since Mr. Repperger represents the Town but not the Board. If we could get a Code Board attorney, it would help streamline the process. Town Attorney Repperger recommended Stuart Capp for the position given his extensive experience and reputation. Commissioner Runte asked if we could use fees charged to the violator to offset costs and the answer was “yes”.

Commissioner Walters asked how the billable hours are calculated. Town Attorney Repperger answered that the Board attorney would not have any prep time since he would be seeing the cases at the same time the Board members would. Vice Mayor Hoover suggested coming up with rules of engagement so it will be made clear what is and isn’t billable allowing the Commission to determine costs associated with a Code Board attorney.

Vice Mayor Hoover made a motion to approve up to 6 hours for Stuart Capp to represent the Melbourne Beach Code Enforcement Board at \$125/hour at the next Code Enforcement Board meeting; Commissioner Runte seconded. Motion carried 5-0.

XI. New Business (02:32:32)

- A. Consideration of September 11, 2019 Town Commission Workshop draft minutes – Town Clerk Wilson
B. Consideration of September 18, 2019 Regular Town Commission Meeting minutes – Town Clerk Wilson

Vice Mayor Hoover made a motion to approve the Town Commission Workshop minutes from September 11, 2019 and the Regular Town Commission minutes from September 18, 2019; Commissioner Quarrie seconded. Motion carried 5-0.

- C. Discussion and possible action regarding ethics training – Town Clerk Wilson

Town Clerk Wilson stated the options available for complying with the requirement that elected officials (and recommendation that Board members) attend ethics training annually.

- Direct Commissioners/Board members to watch the most current video recommended by Florida League of Cities
- Playing that same video to groups of people in the Community Center
- ~~Find another method of training at a cost of \$79 per person~~ (eliminated)

There was Commission consensus for the Town Clerk to survey the Board and Commission members to see how they would like to receive ethics training. 5-0.

XII. Staff Reports (02:41:31)

- A. Town Attorney Report – Mr. Repperger reported that previous Town Manager Daniels signed the separation agreement and was given his severance. He is continuing the dialogue with FRS about the shortfall in payments for previous Town Manager Day.
- B. Town Manager Report – She had a meeting with the Central Florida Planning Council and she'll inform the Commission when they will have their next public meeting. Ms. Mascaro attended the Parks Board meeting and they've asked to be more involved in the Christmas tree lighting event and have the following requests:
- put lights in the trees in Ryckman Park for which we would have to rent a lift. (The Public Works Supervisor is looking into running permanent power to eliminate the need for extension cords.)
 - show a movie after the tree lighting (asked the Town to absorb the cost of the lift and the movie.)
 - give choir director Mr. Meisenberg \$200 for his participation in the event.
 - have the Citizen of the Year flip the switch for the Christmas tree.
 - have Gemini sell hotdogs and hamburgers.

The Commission said the lights in Ryckman Parks trees should be revisited next year after actual costs are determined. There won't be a movie on Friday night after the tree lighting. They were fine with giving Mr. Meisenberg \$200 but said a child has always flipped the switch to light the Christmas tree and they don't want to take revenue away from the Fire Department by allowing Gemini to sell hot dogs and hamburgers. Finally, they were OK with funding a banner to advertise the event.

The Town Manager received a 39 page collective bargaining agreement; the meeting with Andy Hament and the PBA will be rescheduled.

Commissioner Walters asked about exit interviews saying it's a policy and we should be conducting them. Commissioner Runte said anybody who has left since Ms. Mascaro became Interim Town Manager should be mailed exit interview questionnaires. Mr. Walters also stressed how important it is to time stamp and initial time sensitive documents and said the Town should implement a public records policy so we won't be subjected to fines.

Commissioner Walters asked who was driving the new patrol car and the Chief responded that the officers are driving it. Finally, he said there are always patrol cars available so why are we paying to put fuel in the lieutenant's personal car. Police Chief Griswold responded that Lieutenant Epling purchased a vehicle to use as a patrol car; he is being reimbursed for his fuel. She said that he purchased a vehicle to use as a patrol car around Town and outfitted it with some spare equipment. He pays his own insurance, the car payments and all he does is patrol in it. Commissioner Walters then asked if the Town is liable if he hits somebody since he is paying for his own insurance? The Chief said she will make sure his insurance covers him while he's on duty.

C. Town Clerk Report – no report

D. Departmental Reports:

1. Building Department – no comments
2. Public Works Department – no comments
3. Code Enforcement – Commissioner Walters received a complaint indirectly from Bob Schaefer that we didn't follow Town Policy when hiring a new Code Enforcement Officer.
4. Police Department – no comments
5. Fire Department – Commissioner Walters thanked the Volunteer Fire Department for litter patrol. Commissioner Quarrie asked that the MBVFD provide the Commission with a financial breakdown each month that would show the breakdown of stipend payments. Fire Chief Micka said he will provide the stipend amounts currently being paid alongside what would be paid under the old plan. He and the Town Manager will provide that information on a quarterly basis.
6. Finance Department – The Finance Department is still receiving bills for FY18/19. We received \$5,000 from FEMA for hurricane preparation.

Commissioner Quarrie made a motion to accept the finance report; Vice Mayor Hoover seconded. Motion carried 4-1 with Commissioner Walters casting the dissenting vote.

XIII. Town Commission Comments (03:26:31)

- A. General Comments – Commissioner Walters reminded the Town Manager that we don't hire anybody who smokes cigarettes to which she responded that the Lieutenant doesn't have our insurance. Mayor Simmons asked the Town Attorney if there is anything in our policies and procedures that authorizes an individual Commissioner to conduct an investigation without the majority approval by the Commission. Town Attorney Repperger said the only thing he found that addresses the issue is in the Town Charter, Section 3.03 Office of the Town Manager: *Except for the purposes of inquiries and investigations, the Town Commission or its members shall not give orders or direction to any officer or employee of the Town who is under the direction and supervision of the Town Manager, and shall deal with such officers and employees only through the Town Manager.* He said that the section above, however, doesn't clarify what an inquiry or investigation is. His interpretation of that section is that it authorizes members of the Commission to speak to staff about anything they have questions about but it doesn't authorize any type of a formal investigation independently. Mayor Simmons said a Commissioner has declared an investigation and expects to be able to speak to Town staff on a myriad of topics in order to find possible wrong doings without any indication of what that wrong-doing is. This is something that should come to the Commission for them to take action on. The Town Attorney said again that the section does not authorize investigations but Commission members can talk to Town staff but they can't provide direction to staff; the Code is very vague on this topic. Vice Mayor Hoover asked the Town Attorney what requirement would Town staff have to subject themselves to inquiries from a Commissioner. Town Attorney Repperger said the Charter doesn't say that Town staff has any obligation to answer any particular question. If they don't want to speak, they don't have to.

In response to an email that was sent to the Town Manager from Commissioner Walters titled, "management complaints", Commissioner Quarrie put together a response to present at the meeting since they can't respond to social media posts. She suggested he read the minutes that address some of the things he has said on social media that she said weren't true. Commissioner Quarrie then proceeded to cite examples of contradictory statements made on social media and in Town Commission meetings by Commissioner Walters. She said he is blemishing the Town Commission. Mr. Walters said none of what Commissioner Quarrie read is true and he refuted some of her statements. He added that if they don't like what he writes on social media, don't read it. Commissioner Quarrie then requested that all his social media posts be presented to the Town for review and

retention. Mr. Walters said he will provide all posts to the Town Clerk that are related to Town business.

B. Review of Commission Action List (03:46:40)

3 new items were added to the action list

- Harden Ocean Park showers against vandalism
- Public records request policy
- Fire Department stipends

No items were closed

XIV. Adjournment

Vice Mayor Hoover made a motion to adjourn; Commissioner Runte seconded. Motion carried 5-0

The meeting adjourned at 10:38 pm

ATTEST:

James D. Simmons, Mayor

Nancy Wilson, Town Clerk

Attachments:	November 6, 2019 TCW draft minutes
Date Prepared:	November 12, 2019
Prepared By:	Town Clerk Nancy Wilson
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	November 6, 2019 Town Commission Workshop minutes
Recommended Action:	Consider approving the draft minutes from the November 6, 2019 Town Commission Workshop as amended
Background Information:	Mayor Simmons submitted minor revisions (in the attached track changes document)

Town of Melbourne Beach

**TOWN COMMISSION WORKSHOP
WEDNESDAY NOVEMBER 6, 2019 at 6:00 p.m.
MASNY ROOM – 507 OCEAN AVENUE**

DRAFT MINUTES

PUBLIC NOTICE

**The Town Commission conducted a Town Commission Workshop
on Wednesday November 6, 2019 in the Masny Room
to address the items below.**

Commission Members:

Mayor Jim Simmons
Vice Mayor Wyatt Hoover
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Nancy Wilson

I. Call to Order – Led by Mayor Simmons

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

II. Roll Call

Town Clerk Wilson conducted the roll call.

Commissioners Present:

Mayor Jim Simmons

Vice Mayor Wyatt Hoover

Commissioner Steve Walters

Commissioner Sherri Quarrie

Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro

Town Clerk Nancy Wilson

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Public Comment

Alan Ross

7437 South Highway A1A

Mr. Ross wanted to talk about the Southern Squall special event sponsored by the Rotary Club that was approved for March 7, 2020. After hosting a meeting at his house where the event was discussed, he had some requests to make prior to compiling sponsorship packages. He would like to:

- 1) Replace previous beneficiaries with Gemini PTO
- 2) Change the Town beneficiary from Ryckman Park (playground equipment) to MBVFD
- 3) Allow signage to promote the event - yard signs and a banner similar to what is posted for Founder's Day

Mr. Ross said he'd like to have a good understanding what the deal is with Town. Last year, the Rotary Club paid for police services; they didn't pay for Public Works staff time or for the porta-potties. They are willing to pay for the police again and will be involved in meetings with Town staff. Mayor Simmons said there was a misunderstanding last year in the amount the Town was paid, the expenses were supposed to be paid before the money was divided.

Mr. Ross said the Town was paid the 40% that was agreed to; he can prove it by providing a report to the Commission. The Mayor added that a Memorandum of Understanding would clear up any misunderstandings and everybody would be on the same page.

Regarding one of the beneficiaries being MBVFD, Inc., the Mayor said that the corporation could spend the money however they wanted and it doesn't necessarily get spent on equipment, stipends, etc.; it's their money and the Town doesn't get to decide how it is spent. However, if it was added to the Fire Department budget the Town could ensure that it is spent on something the Commission and Fire Department feel is worthwhile. Mr. Ross said he agreed but when he is engaging potential sponsors, they want to know specifically where the money will be spent instead of it just going into the General Fund. Vice Mayor Hoover

said the money could be given to the Town with the stipulation that it be dedicated to the Fire Department.

Town Manager Mascaro added that this is not a Town sponsored event. The Town made an exception last year for the Southern Squall event so we're setting a precedent by allowing events sponsored by outside entities to monopolize the Park. There was then some discussion about what criteria allows for the exclusive use of our parks other than by the Town. Also discussed was that there shouldn't be any expense to the Town for the event such as for porta-potties and staff time; special events not hosted by the Town aren't a good use of taxpayer money. At the end of the discussion, it was decided that the Town Manager would draft a formal agreement (MoU) so that there wouldn't be any misunderstandings about the Southern Squall event including that the Town will not expend any money. The MoU will be voted on at the November 20th RTCM.

V. New Business

A. Discussion about the Town taking over the "Citizen of the Year" award program – Town Clerk (00:28:05)

In March 2019, the Rotary Club asked the Town to take over the "Citizen of the Year" nomination and award program and the Commission decided to discuss the matter later in the year. Some research was conducted and it was found that in 2013, a resolution was passed that repealed both the "Citizen of the Year" and "Junior Citizen of the Year" programs in favor of periodic notice on an as needed basis for individual citizens of the community. As a result of the repeal, there were no awards granted in 2014 and 2015 but Rotary decided in 2016 to reinstitute the program.

Commissioner Quarrie said the program should be called the "Citizen of Special Recognition" for whatever time period is decided upon. Vice Mayor Hoover and Commissioner Runte both want a timeline and structure and not random selections. Mayor Simmons added that Commissioners, Board members and staff can nominate people so there shouldn't be a shortage of candidates.

Frank Thomas
606 Atlantic

Mr. Thomas said the program was started by Chaplain Terry in 1983 on the first Founders Day. Both Mr. Thomas and Curtis Byrd were part of the group who selected nominees. Those nominees could be Town volunteers, firemen or people who had past accomplishments who were not previously recognized. During the last few years there has been a lack of interest but he'd like to see the program continue and have the Town be in charge of it, not the Rotary Club.

Mayor Simmons said the Commission, each Board and staff should nominate one person which will give them an ample pool of candidates from which to choose. A timeline and procedure should be drafted and given to the Commission, Board members and staff. Nominations will be due by February and the winner will be announced on Founders Day by Chairman of the Parks Board.

B. Discussion regarding beach access parking survey– Town Manager Mascaro (00:47:25)

Town Manager Mascaro presented the Commission with an example of a possible survey to mail to the citizens and commented that the parking scenarios listed can be standalone issues. Included on the survey will be an explanation about why the Town is considering various parking options:

- Why is the Town considering paid parking at Ocean Park?
- Why is the Town considering limiting on-street parking in areas closest to crossover lots? (north of Ocean/east of A1A and south of Ocean/east of Orange)
- Why is the Town considering limiting parking to residents only at the crossovers?

Mayor Simmons said there should be a caveat about the parking options being considered individually such that if there is paid parking at Ocean Park, then resident only, permitted street parking should be mandatory. He wants residents to know how important the on-street parking issue is because there have been too many instances of non-residents parking on and trashing residents' lawns.

Many options for street, Ocean Park and crossover lot parking were discussed and included utilizing decals, a kiosk and permits/passes for guest and resident parking. Commissioner Walters said the administrative and enforcement costs will outweigh the amount the Town is likely to collect and he doesn't think the residents or business owners will be happy.

The Commission decided to address resident on-street parking first followed by crossover parking then Ocean Park kiosk parking. Commissioner Quarrie asked why parking at Ryckman Park is being addressed to which the Mayor answered that a private business is utilizing all the parking along the west end of Ocean Avenue. The Commissioner Quarrie added that finances weren't included in the survey which is the most important factor. The Town needs to present to the residents what it costs to maintain Ocean Park and how the revenue from decals and parking fees could offset those expenses which would leave funds to address other issues in the Town. The Mayor commented that if the survey gets too complicated, they could just restrict on-street parking to residents only and forget about the other parking issues. There is no perfect solution because the number of cars can't be controlled. The business owners need to be surveyed and the questions on the survey need to be more comprehensive, not simply "yes" or "no". The survey needs work.

Comment [J1]: Who said this? Commissioner Quarrie? Please specify

David Wilkey
504 Shannon

Mr. Wilkey said the survey is skewed and the costs associated with implementation need to be explained. The cost of a kiosk, enforcement costs and administrative costs should be juxtaposed to potential income. He also asked if other solutions have been considered and what problems are going to be solved if the proposed parking options are implemented. The survey needs to be very clear before it's presented to the residents.

Mr. Wilkey added that where he resides in the summer, the signage for parking is overwhelming and he hopes Melbourne Beach wouldn't make the same mistake.

The Commissioners all agreed that on-street parking should be addressed first and the next draft should include a breakdown of expenses and potential income. The updated draft survey will be presented at the November 20th meeting.

[Other Items \(Not on Agenda\)](#)

The Town Manager announced that Fire Chief Dave Micka is resigning and Gavin Brown will be the new Chief.

VI. Adjournment

Commissioner Walters made a motion to adjourn; Commissioner Runte seconded. Motion carried 5-0.

The meeting adjourned at 7:35 pm

ATTEST:

James D. Simmons, Mayor

Nancy Wilson, Town Clerk

Attachments:	Proposal for fire maintenance contractors
Date Prepared:	November 12, 2019
Prepared By:	Fire Chief Gavin Brown
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	1099 contractors for weekend coverage in the Fire Department
Recommended Action:	Approval of 3-4 part-time employees to work weekends at a NTE cost of \$15,000/year
Background Information:	During budget discussions for FY19/20, the Fire Department discussed, as part of their stipend plan, allocating \$15,000 for weekend coverage. The best way to accomplish this is to hire contract workers who would perform time sensitive maintenance and administrative tasks.

INTEROFFICE MEMORANDUM

TO: TOWN CLERK WILSON

FROM: FIRE CHIEF BROWN

SUBJECT: PROPOSAL FOR PART TIME CONTRACTORS FOR FIRE STATION
MAINTENANCE WORK

DATE: 11/13/2019

CC: TOWN MANAGER MASCARO

As part of the revised Stipend Program, it was originally requested that \$15,000 of the Stipend Plan funds be re-allocated towards a part-time weekend employee. The purpose of this employee would have been to assist with time sensitive maintenance and administrative tasks over the weekend.

After further consideration, we are requesting that the position be designated a 1099 contractor role. By doing this, it will allow us to split the workload over 3-4 individuals (as we believe it will be difficult to find a person that is willing to give up every weekend). It will also help minimize the administrative burden on the Town that employee payroll can cause.

Proposal:

The 1099 Contractor will fill in available day(s) that they are available to work. All Contractor scheduling will be pre-coordinated with the Fire Chief.

Outside of special circumstances, Contractors will generally not be permitted to work more than 36 hours per month.

The Fire Chief will provide a list of pre-determined work tasks that may be accomplished during the Contractor's work shift (typically 8am-5pm).

All Contractors would be responsible to submit their own invoice to the Fire Chief with the activities they accomplished during their work shift. The Fire Chief will verify the work has been satisfactorily completed before submitting the invoice to the Finance Department for payment.

We are proposing a pay rate of \$15.00 per hour for the Contractors. As a 1099 Contractor, benefits will not be made available to these individuals.

The Contractors would not be hired to perform any emergency service functions as part of their job duties. If a Contractor is also a volunteer firefighter with the MBVFD, they would have the option to respond to emergency calls for service during their work shift, but they would do so acting as a volunteer, not as a Contractor for the Town.

Attachments:	Town Manager Mascaro memo, bid proposal
Date Prepared:	November 15, 2019
Prepared By:	Town Manager Mascaro
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Town Hall flooring
Recommended Action:	Approve bid from Classic Flooring
Background Information:	The FY 19/20 budget was approved on 9/30/2019; included in the budget was \$16,800 for new flooring in Town Hall. Bids were solicited and 3 people came to Town Hall to measure but only one company responded with a bid.

MEMO

Date: November 15, 2019

To: Town Commission

From: Town Manager Mascaro

Re: Flooring in Town Hall

The FY 19/20 budget included \$16,800 for new flooring in Town Hall. Several companies showed interest in bidding on the project but only one has submitted a bid to date in the amount of \$9,785. Unless the other companies provide bids that are significantly lower, we feel confident that *Classic Floors* would provide the best product with the best final outcome. They have been in business in Melbourne for 40+ years and have a solid reputation. VP of Sales, Steve Taylor, said that he can start and finish the project over the Thanksgiving holiday.

Since the bid for Town Hall was lower than we had anticipated, the remaining funds in the budget could be used to install similar flooring in the reception and common areas of the Police Department. Those floors are quite aged and could use a facelift. Alternatively, we can just roll the unspent dollars back into the budget.

CLASSIC FLOORS

725 Silver Palm Avenue
Melbourne, FL 32901
Phone (321) 288.6208

PROPOSAL

Estimate Date: 11.4.19

Submitted To: Town of Melbourne Beach	Attn: Davis
Phone:	Fax:
Job Name: Corporate Offices FLOORING	Job Location: MelbourneBeach FL 32951

We hereby submit an estimate to furnish and install VINYL PLANK materials as per my measurements of the common – entire space except toilet rooms.

*Remove the old direct glued carpet and base and transitions.
Install new Vinyl Plank and Cove Base*

Weekend only. We move furniture, scrape-skim-prep, glue and install in overall sections we can do at 1 given weekend. This will need to be a two weekend job. You need to be boxed-labeled ahead of time of desk items/shelved items from personal or business, and leave them in each room

@\$ 9,785.00. [REDACTED] for a Tandus -Venue 20 mil; color #/name _____,
with a Johnsonite 4" standard Vinyl Cove Base; color #/name _____,
(book sale now through December 26, 2019) or it goes priced higher.

(I have a few more options of the preferred colorway, if I knew what that was. Our office library of 200 commercial brands-qualities' and colors(thousands) is 'just across-the-bridge by the IceHouse')

All carpet, vinyl, tile, wood and grout sold subject to variations in shade. Classic Floors will guarantee all installations for one full year from date of installation unless otherwise noted. Floor preparation work not specified on the contract will be an additional charge. 1-1/2% interest per month over 30 days. Classic Floors is not responsible for failure of floors due to sub floor moisture. All canceled orders will be charged a 20% restocking fee.

Note: We may withdraw this proposal if not accepted within 50 days.

Authorized Signature: **Steve Taylor**

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature:

Date:

Send to 'Tom' for certificate back
or have ready copy. I will deliver
a 'Venue' book + 'Cove Base' soon.

Attachments:	Speed trailer quotes
Date Prepared:	November 12, 2019
Prepared By:	Police Chief Griswold
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Speed trailer
Recommended Action:	Approve purchase of speed trailer
Background Information:	A message board for the PD was approved in the FY19/20 budget for an amount not to exceed \$5,000. After researching the available products on the market, the least expensive one cost \$15,000. Considering the cost, the Police Chief looked into purchasing another speed trailer in lieu of a message board. The "Stalker" (\$7,894) is the same model we currently have which has worked well for the PD and utilizes the same software.



MELBOURNE BEACH POLICE DEPARTMENT
Chief
Melanie Griswold
507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253



MEMORANDUM

TO: Elizabeth Mascaro Town Manager

FROM: Chief Griswold

RE: Quotes for Speed Trailer

DATE: 11/15/2019

The following are three quotes I received for speed trailers to include shipping:

- 1) Stalker Quote # 2033848 \$7,379.00
- 2) MPH Industries Quote # 22605 \$6,962.00
- 3) Monitor System Quote # 11/7/2019 \$7,300.00

Our preference would be Stalker for \$7,379.00. It is the same speed trailer we currently have as well as the identical software that we purchased last year. If we were to choose one of the other two, we would now have two different programs and data. We have had success with Stalker over the years, and I would like to stay with this trusted company.

Attachments:	Memo asking for support of resolution, Resolution 2019-09, State Bill 182
Date Prepared:	November 4, 2019
Prepared By:	Mayor Jim Simmons (nw)
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Resolution 2019-09
Recommended Action:	Adoption of Resolution 2019-09 in support of SB 182
Background Information:	The Town passed resolution 2018-01 on July 18, 2018 “supporting an initiative to recognize businesses that formally commit to voluntary reductions in the use of single use plastics and EPS products”. The attached, proposed resolution goes steps further by “supporting efforts to remove state statute preemptions of local law relating to regulation of auxiliary containers, wrappings or plastic bags or use or sale of polystyrene” by adoption of SB182.

THOMAS G. BRADFORD
44 CHESTNUT TRAIL
TEQUESTA, FL 33469
(561) 744-7640 | tgbradford3@gmail.com

October 20, 2019

To the Attention of Elected Florida Municipal Officials

Re: Consideration of Adoption of a Resolution Supporting Efforts to Remove State Statute Preemptions of Local Law Relating to Regulation of Auxiliary Containers, Wrappings or Plastic Bags or Use or Sale of Polystyrene

Dear Elected Municipal Official:

By way of introduction, I am the former manager of Tequesta and Palm Beach. Today, I serve as a volunteer on the Tequesta Environmental Advisory Committee. However, I am writing to you today as a private citizen and not in any official capacity.

As a native Floridian, I have witnessed the growth of this state and its transition from an agricultural economy to a primarily service sector economy with ever expanding urbanization and a decreasing interconnectedness between man and the environment in which we live, work and play. This results in many environmental problems for the air, the land and our waters. All one has to do is walk the tideline and you will see that our oceans have become a human dumping ground, particularly for plastics that either do not breakdown or are slow in doing so. Single-use and other plastic products create unique problems for landfill management and marine life. It is time Florida localities, particularly Florida coastal communities, have the right to regulate these materials that create these problems should they so choose. Our new Governor has stated he is of this same opinion.

The content of the attached resolution was approved by the Palm Beach Town Council on October 10 and is being distributed around the state and can easily be amended to fit the resolution format of your community. It enumerates many of the problems of various plastic products. The resolution urges our Florida legislators to support the adoption of SB 182, which, if adopted, will give local government the ability to regulate these materials to help begin the process of restoring the integrity of our waters and help protect the marine life affected by said materials. If SB 182 is signed into law each community can decide to do so or not. The following link will take you to SB 182 for your review: <http://www.flsenate.gov/Session/Bill/2020/182/BillText/Filed/PDF>

Will you consider pursuing adoption of a similar resolution by your governing board? If you do so, could you also send a copy to the Governor, the state legislators serving your municipality, the other municipalities in your area and a copy to me for tracking purposes in order to help build momentum for this important cause? If your community has already issued a resolution on this matter, a reminder letter to your local legislative delegation of your position on preemption of local law in regard to plastics detrimental to our environment and marine life may prove to be important in the 2020 Legislative Session. Your time and efforts in this regard are greatly appreciated.

Sincerely,



Thomas G. Bradford

Enclosures:

TPB Res. No. 122-2019

RESOLUTION NO. 2019-09

A RESOLUTION OF THE MAYOR AND TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, STRONGLY ENCOURAGING THE STATE LEGISLATURE TO APPROVE SENATE BILL 182, AND ANY COMPANION HOUSE BILLS RELATING TO THE PREEMPTION OF RECYCLABLE AND POLYSTYRENE MATERIALS BY AMENDING SECTION 403.7033 AND SECTION 500.90, FLORIDA STATUTES, REPEALING THE PREEMPTION OF LOCAL LAWS REGARDING THE USE OR SALE OF SINGLE-USE PLASTIC BAGS AND POLYSTYRENE MATERIALS.

WHEREAS, the Town Commission of the Town of Melbourne Beach is diligent in its efforts to preserve the beautiful environment that supports the tourism industry which is vital to the economy of the Town of Melbourne Beach and the State of Florida; and

WHEREAS, plastic bags and polystyrene are detrimental because they do not fully degrade in our oceans or land environment and they introduce unsafe chemicals into our environment; and

WHEREAS, plastic bags and polystyrene create the potential for death of land and marine animals through entanglement and ingestion; and

WHEREAS, the expansive usage of single-use shopping bags and polystyrene containers and their typical disposal rates creates an impediment to the Town's waste reduction and recycling goals while creating unsightly litter; and

WHEREAS, single-use plastic bags and polystyrene containers are difficult to recycle and frequently contaminate material that is processed through the Town's curbside recycling and composting programs; and

WHEREAS, reusable bags and biodegradable containers are considered to be the best option to reduce waste and litter, protect wildlife and conserve resources; and

WHEREAS, Council acknowledges that some businesses have taken affirmative steps to accomplish this goal and recognizes their proactive efforts; and

WHEREAS, it is in the public interest for the Commission to encourage and enable the location of a viable reusable bag manufacturing operation in the State of Florida; and

WHEREAS, it is in the public interest for the Florida Legislature to provide statewide deregulation of the proliferation of single-use shopping bags and polystyrene containers; and

WHEREAS, the Florida Legislature under "The Energy, Climate Change, and Economic Security Act of 2008", enacted House Bill 7135, creating Sections 403.7033 and 500.90, Florida Statutes; and

WHEREAS, Section 403.7033 requires the Florida Department of Environmental Protection (DEP) to perform an analysis and submit a report to the Legislature by February 1, 2010, regarding the necessity and efficacy of both statewide and local regulation of bags used by consumers to carry products from retail establishments; and

WHEREAS, the statute also provides that until such time that the Legislature adopts the recommendations of DEP, no local or state government may enact any regulation or tax on the use of such retail bags; and

WHEREAS, the DEP analysis determined a need for new or different regulations of bags used by customers to carry products from retail establishments and recommends the implementation of new standards requiring the prohibition of plastic carryout bags encourages the use of reusable bags to the benefit of the State's environment; and

WHEREAS, Section 500.90 preempts local regulation of the use or sale of polystyrene products; and

WHEREAS, the Town Commission supports the efforts to repeal Sections 403.7033 and 500.90, Florida Statutes, so that local government can enact appropriate legislation relating to the regulation of plastic bags and polystyrene containers.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA:

Section 1. The Mayor and Town Commission support efforts to repeal Sections 403.7033 and 500.90, Florida Statutes, so that local governments are no longer preempted from enacting appropriate legislation relating to the regulation of plastic bags and polystyrene containers.

Section 2. The Mayor and Town Commission encourage approval of Senate Bill 182 and all companion House Bills eliminating preemption language in Sections 403.7033 and 500.90, Florida State Statutes.

Section 3. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED in a regular, adjourned session of the Town Commission of the Town of Melbourne Beach assembled this 20th day of November 2019.

ATTEST:

James D. Simmons, Mayor

Nancy Wilson, Town Clerk

By Senator Stewart

13-00378-20

2020182__

A bill to be entitled

An act relating to the preemption of recyclable and polystyrene materials; amending s. 403.7033, F.S.; deleting preemptions of local law relating to the regulation of auxiliary containers, wrappings, or disposable plastic bags; amending s. 500.90, F.S.; repealing the preemption of local laws regarding the use or sale of polystyrene products to the Department of Agriculture and Consumer Services; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 403.7033, Florida Statutes, is amended to read:

403.7033 Departmental analysis of particular recyclable materials.—The Legislature finds that prudent regulation of recyclable materials is crucial to the ongoing welfare of Florida's ecology and economy. As such, the Department of Environmental Protection shall undertake an analysis of the need for new or different regulation of auxiliary containers, wrappings, or disposable plastic bags used by consumers to carry products from retail establishments. The analysis shall include input from state and local government agencies, stakeholders, private businesses, and citizens, and shall evaluate the efficacy and necessity of both statewide and local regulation of these materials. To ensure consistent and effective implementation, the department shall submit a report with conclusions and recommendations to the Legislature no later than

13-00378-20

2020182__

February 1, 2010. ~~Until such time that the Legislature adopts the recommendations of the department, no local government, local governmental agency, or state government agency may enact any rule, regulation, or ordinance regarding use, disposition, sale, prohibition, restriction, or tax of such auxiliary containers, wrappings, or disposable plastic bags.~~

Section 2. Section 500.90, Florida Statutes, is amended to read:

~~500.90 Regulation of polystyrene products preempted to department. The regulation of the use or sale of polystyrene products by entities regulated under this chapter is preempted to the department. This preemption does not apply to local ordinances or provisions thereof enacted before January 1, 2016, and does not limit the authority of a local government to restrict the use of polystyrene by individuals on public property, temporary vendors on public property, or entities engaged in a contractual relationship with the local government for the provision of goods or services, unless such use is otherwise preempted by law.~~

Section 3. This act shall take effect July 1, 2020.

Attachments:	Marked up policy, old request form, new request form
Date Prepared:	October 29, 2019
Requested By:	Town Clerk
Meeting Date:	November 20, 2019

Agenda Category: (check all that apply)

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other: Workshop

Subject:	Public Records policy and procedure
Recommended Action:	Approve new policy and request form
Background Information:	<p>The Town does not have a policy regarding public records though one was proposed about 15 years ago (never approved). Also, a charge for extensive assistance (time spent to fulfill a request exceeding 15 minutes) is not included on our request form. Recently, a municipality was sued because the public records requestor said they didn't know that they would have to pay for "extensive assistance". The case was thrown out because the request form included the following: <i>"A special service charge attributable to the extensive use of information technology resources and/or labor cost of the personnel providing the service, including redaction services, will be collected as permitted by State law and pursuant to the City's Public Records Policy."</i> Our request form is being updated to include similar verbiage.</p>

CHAPTER 23
TOWN OF MELBOURNE BEACH
PUBLIC RECORDS POLICY AND PROCEDURES

23.01 SECTION 1. REFERENCE ~~Reference~~

~~1.1~~ Florida Statutes, Chapter 119, Section 07, (~~§119.07 F.S.~~)

The statutory obligation of the ~~City~~ Town is to provide access to or copies of the public records being requested.

23.02 SECTION 2. PURPOSE ~~Purpose~~

~~2.1~~ To set forth consistent policy and procedure, in compliance with public records laws, to safeguard the integrity of records and to provide public access to non-exempt public records. This policy designates the Town Clerk as the official Records Management Liaison Officer (RMLO). “Custodian” shall refer to the RMLO (Town Clerk).

23.03 SECTION 3. POLICIES & PROCEDURES ~~Policies and Procedures~~

~~3.1~~ A. The State of Florida has determined that providing access to public records is a statutory duty imposed by the Legislature upon all record custodians and should not be considered a profit-making or revenue-generating operation. The supervision and safekeeping of records is one of the prime duties custodians assume when they take office and the law fixes no compensation for such duties.

~~3.2~~ B. ~~Every person who has custody of~~ The Custodian of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any (1) reasonable time, (2) under reasonable conditions, and (3) under supervision by the custodian(s) ~~of the public record~~ or their designee.

- 1) A waiting period may not be imposed before allowing access to public records. “Reasonable time” is that time allowed the custodian to retrieve the record and delete those portions of the record the custodian asserts are exempt.
 - a. If satisfying the request immediately would unduly interfere with the operation of the department, the custodian will arrange a mutually satisfactory time for fulfilling the request. This will vary according to the number of records requested, the number of years being reviewed, the department’s filing system, storage of the records, etc.
- 2) “Reasonable conditions” do not refer to conditions that must be fulfilled before review is permitted, but to reasonable regulations that would permit the custodian of the records to protect them from alteration, damage, or destruction.

- 3) The RMLO, or designee, must acknowledge receipt of a request promptly and respond to such request in good faith.

3.3 C. When a request is made to inspect or duplicate a record:

- 1) Individuals are not required to identify themselves or make the request in person, in writing or in any other particular format, nor give a reason for such request.
- 2) Individuals may not be denied access to records due to the lack of specifics of the record they wish to inspect or copy.
- 3) While written requests are not required, the Town Clerk has developed an internal instructions requiring procedure for maintaining written requests for inspection or duplication of public records.
 - a. Public Records Request Forms are available in the Town Clerk's Office for the convenience of the public and to ensure that a record of the request is maintained in the Town's files.
 - b. Requests received by telephone or other verbal communication will be recorded on the Public Records Request Form by the clerical staff member receiving the verbal request.
- 4) The Town is not required to produce a record that does not exist.
- 5) Records custodians or clerical staff members are not required to verbally provide information from records. The statutory obligation of the Town is to provide access to or copies of the public records being requested
- 6) Records custodians or clerical staff members are not required to produce records in a particular form or format as demanded by the requestor, nor tailored to the requestor's specific needs, if the records are not ordinarily created, filed, produced, maintained, or used in that form by the Town.
- 7) If any attorney requests the examination or duplication of records or information on which a lawsuit is pending with the Town, the Town Attorney shall be contacted and advised of same. The Town Attorney will determine the Town's response to the request.
- 8) A fee may not be imposed for the mere inspection and examination of public records by the general public unless the nature or volume of the public records to be inspected is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance.

23.04 SECTION 4. FEES Fees

~~4.1~~ A. Uniform fees for copies, per page, are as follows:

- 1) 14" x 8 1/2" or less, one-sided \$0.15
- 2) 14" x 8 1/2" or less, two-sided \$0.20
- 3) 11" X 17" \$0.25
- 4) Green bar, computer \$0.25
- 5) Diskette or CD when appropriate \$1.00

4.2 B. Certified copies, per page, in addition to copy fee ..\$1.00 + duplication fee

~~4.3~~ C. Audio Cassette Tapes, 90-minute, per tape \$2.81 (tapes provided by the Town)

4.4 D. Outside Reproduction ~~\$10.00 Admin Fee~~ Cost of Duplication
~~plus the actual cost incurred by the Town for the reproduction.~~ Outside production is required for duplication of larger, specialty records, such as construction plans, photographs, etc. Time for duplication of records sent for outside production cannot be guaranteed or estimated.

~~4.5~~ E. Extensive Clerical or Supervisory Assistance.

1) There shall be no charge for the first 15 minutes, as the word "extensive" has been defined by the RMLO to mean longer than 15 minutes.

2) A custodian must produce the records requested regardless of the number of documents involved or possible inconvenience. If the nature of the volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the department or division involved, in addition to the actual cost of duplication, a special service charge may be imposed. The charge shall be reasonable and based upon the labor costs actually incurred or attributable to the Town for the clerical or supervisory assistance required of such personnel providing the service. ~~The amount to be charged shall reflect the actual hourly rate of the individual (Town Clerk or Deputy Town Clerk) providing the service.~~ The amount to be charged shall equal the hourly rate, including benefits, of the lowest paid individual with skills to perform the job multiplied by the time needed to perform the services.

3) Costs shall be calculated in 15-minute increments. There shall be no charge for the first fifteen minutes as the "extensive" has been defined by the RMLO to mean longer than 15 minutes. This shall include time spent for researching,

supervising, and/or copying, but shall not include time spent retrieving records from an off-site storage facility. If extensive time is a result of an individual department's system, then extensive fees shall not be incurred. The RMLO shall make final decisions regarding appropriate charges.

4) ~~These costs are in addition to actual costs of duplication.~~

54) The estimated costs of extensive research and copying must be paid in advance. Any difference will be collected or refunded when materials are picked up by the requestor.

4.6 F. Exceptions

1) Educational Requests. Reasonable exceptions will be made for local students, Boy Scouts, Girl Scouts, or any other youth program that promotes citizenship and community involvement.

23.05 SECTION 5. ELECTRONIC TRANSMITTAL ~~Electronic Transmittal~~

5.1 ~~Electronic transmittal shall not be utilized to fulfill public records requests received from the general public. Copies should be provided in accordance with the above.~~

If possible, electronic transmittal may be used to fulfill public records requests. This is an alternative procedure that may be utilized at the discretion of the RMLO. Electronically transmitted documents will comply with all appropriate policies and procedures, providing that exempt or confidential information is not disclosed.

EFFECTIVE	IMMEDIATELY
ADOPTED BY:	TOWN COMMISSION
DATE:	<u>OCTOBER 19, 2005</u>
AMENDED:	_____



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

PUBLIC RECORDS REQUEST FLORIDA STATE STATUTE 119.07

DATE OF REQUEST: _____

REQUESTED BY: ☐ TELEPHONE ☐ IN PERSON ☐ EMAIL ☐ MAIL ☐ OTHER _____

RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:

☐ HOLD FOR PICK-UP – if call requested when records are ready, list phone: _____

☐ MAIL TO THIS NAME & ADDRESS: _____

☐ EMAIL TO THIS ADDRESS: _____

PUBLIC RECORDS REQUESTED (please be specific and include as much detail as possible):

OFFICE USE ONLY

TOTAL # OF PAGES @ \$0.15 PER PAGE SINGLE SIDED: _____ COST \$ _____

TOTAL # OF PAGES @ \$0.20 PER PAGE DOUBLE SIDED: _____ COST \$ _____

TOTAL # OF PAGES @ \$1.00 PER PAGE CERTIFIED: _____ COST \$ _____

TOTAL # OF TAPES @ \$2.81 PER TAPE: _____ COST \$ _____

TOTAL # OF CD'S/DISKS @ \$1.00 PER CD/DISK: _____ COST \$ _____

TOTAL COST: \$ _____

TOWN OFFICIAL: _____ DATE: _____

DEPARTMENT: _____

☐ No public records were found; ☐ Requestor notified on (date): _____

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071 _____

☐ Some information on the record released was redacted. Statute Citation: 119.071 _____

Records were found, and delivered by: ☐ MAIL ☐ EMAIL ☐ PICKED UP DATE: _____



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

PUBLIC RECORDS REQUEST FROM (NAME: _____)

(FLORIDA STATE STATUTE 119.07)

DATE OF REQUEST: _____

METHOD OF REQUEST

By Telephone	(Check here) <input type="checkbox"/>
In Person	(Check here) <input type="checkbox"/>
By Email	(Check here) <input type="checkbox"/>
By Mail	(Check here) <input type="checkbox"/>
Other (please describe)	(Check here) <input type="checkbox"/>

RECORDS TO BE RELEASED IN THE FOLLOWING MANNER:

Hold for Pick-Up at Town Hall (Requestor's Telephone#: _____)	(Check here) <input type="checkbox"/>
Email to This Address: _____	
Mail to This Address: _____	

PUBLIC RECORD REQUESTED (please be specific and include as much detail as possible):

OFFICE USE ONLY

Total number of pages @ \$0.15 per page, one sided: _____ Cost: \$ _____

Total number of pages @ \$0.20 per page, double sided: _____ Cost: \$ _____

Total number of pages @ \$1.00 per page, Certified: _____ Cost: \$ _____

Total number of CD/Disks: _____ Cost: \$ _____

Staff time (if more than 15 minutes) Total time: _____ Cost per 15 minutes: \$ _____ Total Time Cost: \$ _____

Service charge for extensive use of technology resources and/or labor cost of personnel providing the service, including redactions, are applied as permitted by State law and pursuant to the Town's Public Records Policy

TOTAL COST FOR ALL ITEMS: \$ _____

Town Official: _____ Date: _____ Department: _____

☐ No public records were found: ☐ Requestor notified on (date): _____

☐ Records requested are confidential and cannot be released. Statute Citation: 119.071

☐ Some information on the record released was redacted. Statute Citation: 119.071

Records were found and delivered by: ☐ Mail ☐ Email ☐ Picked up Date: _____

507 OCEAN AVENUE, MELBOURNE BEACH, FL 32951-2523

321-724-5860

Facsimile: 321-724-8994 www.melbournebeachfl.org

Attachments:	2019 renewal contract with M.T. Causley (aka Safebuilt)
Date Prepared:	October 31, 2019
Prepared By:	Town Manager Mascaro (nw)
Meeting Date:	November 20, 2019

Agenda Category:

<input type="checkbox"/>	Proclamations & Awards	<input type="checkbox"/>	Public Hearings
<input type="checkbox"/>	Presentations	<input type="checkbox"/>	Old Business
<input type="checkbox"/>	Boards & Committees	<input checked="" type="checkbox"/>	New Business
<input type="checkbox"/>	Consent	<input type="checkbox"/>	Other:

Subject:	Building Official
Recommended Action:	Renew contract with Safebuilt and/or advertise for a Building Official
Background Information:	The Town renewed the contract with Safebuilt in February 2019 and it is up for renewal in several months. Currently, Mr. Meyers works 16 hours per week as our Building Official at a rate of \$85 per hour. In addition, the Town has a Building Inspector who also works 16 hours a week at a rate of \$68 per hour. Both contractors are interested in staying on; they have done a good job for the Town.

RENEWAL OF CONTRACT FOR SERVICES

THIS RENEWAL is made between **THE TOWN OF MELBOURNE BEACH** (hereinafter referred to as "TOWN") and **M.T. CAUSLEY, LLC**, hereinafter referred to as "MTC".

WHEREAS, the TOWN and MTC entered into an Agreement on December 1, 2016 for building department services; and

WHEREAS, the Agreement was for a period of one (1) year; and

WHEREAS, the Agreement provides the Town the option to renew the Agreement for two (2) additional one (1) year periods; and

WHEREAS, the TOWN and MTC exhausted one (1) of the one (1) year renewal periods effective December 1, 2017; and

WHEREAS, the TOWN and MTC desire to exhaust the second (2nd) of the one (1) year renewal periods; and


NOW, THEREFORE, the parties agree that the Agreement is hereby amended as follows:

1. The term of the Agreement is renewed, effective March 1, 2019 and will continue in effect until February 29, 2020.
2. Town will compensate MTC for services rendered based on the revised Rate Sheet, Exhibit A.
3. All other provisions of the Agreement to the extent not modified herein shall remain in full force and effect.

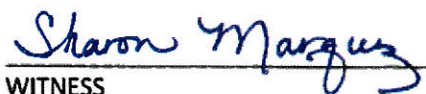
IN WITNESS WHEREOF, TOWN and MTC have executed this Amendment as of the last day and year written below.

ATTEST:

TOWN OF MELBOURNE BEACH

By: 
TOWN Clerk
Date: 2/27/2019

By: 
TOWN Manager
Date: 2/27/19


WITNESS
Date: February 13, 2019

M.T. CAUSLEY, LLC



By: Thomas P. Wilkas, CFO
Date: February 13, 2019

EXHIBIT A

REVISED RATE SHEET TOWN OF MELBOURNE BEACH

SERVICE	STANDARD HOURLY RATE*
Building Official (16 hours per week), excluding natural disaster events	\$85.00 per hour, 4-hour minimum
Inspector (16 hours per week), excluding natural disaster events	\$68.00 per hour, 4-hour minimum
Natural Disaster Events/Emergency Services**	\$115.00 per hour
*Services requested for Saturdays and beyond business hours, Monday through Friday will be invoiced at one and half (1.5) times the standard hourly rate, with a four (4) hour minimum	
Services requested for US Federal Recognized Holidays and Sundays will be provided a two (2) times the standard hourly rate, with a four (4) hour minimum	
**MTC reserves the right to negotiate lodging expenses with the Town in the event staff is required to relocate.	



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Building Department Report OCTOBER 2019

- 63 permits issued
- 227 inspections completed
- 73 plans reviewed
- 3 Site Plan reviews for P&Z
- 2 BTR reviews
- 2 new homes

Permit	Description	Issue	Company	Value	Fee	Address
MB19_478	DEMOLITION SFD					
		10/15/2019	Lifestyle Homes Builders	\$6,000.00	\$71.00	225 FOURTH AVE
MB19_479	MECHANICAL HVAC NO DUCT					
		10/1/2019	Extreme Air & Electric Inc.	\$6,763.00	\$71.00	412 FIFTH AVE
MB19_495	EXTERIOR BACK DOOR, REPLACE					
		10/2/2019	Doors By Tim, LLC	\$1,555.00	\$71.00	320 SECOND AVE
MB19_500	MECHANICAL, HVAC NO DUCT					
		10/1/2019	Extreme Air & Electric Inc.	\$13,500.00	\$71.00	321 BANYAN WAY
MB19_507	Shed					
		10/9/2019		\$2,400.00	\$71.00	504 COLONY ST
MB19_511	NEW HOME					
		10/15/2019	Lifestyle Homes Builders	\$389,365.00	\$2,501.78	225 FOURTH AVE
MB19_514	INTERIOR REMODEL					
		10/8/2019	TSC Construction LLC	\$60,000.00	\$700.00	300 OCEAN AVE
MB19_519	EXTERIOR DOORS, REPLACE					
		10/2/2019	Doors By Tim, LLC	\$3,577.00	\$71.00	325 ATLANTIC ST
MB19_521	SCREEN ENCLOSURE, INSTALL					
		10/25/2019	Palm Bay Aluminum Corp	\$1,815.00	\$71.00	807 RIVERSIDE DR
MB19_547	ELECTRICAL, INSTALL					
		10/30/2019	ADVANCE ELECTRIC	\$400.00	\$71.00	218 BIRCH AVE
MB19_555	POOL RESURFACE					
		10/8/2019	Brevard Pools Inc	\$5,800.00	\$71.00	609 ALDEN PL
MB19_557	RE ROOF NO FLAT					
		10/15/2019	CHRIS WILLER ROOFING INC	\$14,800.00	\$259.02	506 BANYAN WAY

MB19_561	MECHANICAL, HVAC	NO DUCT			
			10/5/2019 American Residential Servicesdba A	\$6,100.00	\$71.00 1423 ATLANTIC ST
MB19_565	KITCHEN AND BATH, REMODEL				
			10/4/2019 Seagall Construction Services Inc	\$20,000.00	\$309.76 1408 ATLANTIC ST C
MB19_566	Shed, Install				
			10/10/2019	\$2,000.00	\$71.00 203 SURF RD
MB19_575	PLUMBING, TUB				
			10/30/2019 All State Plumbing Services Inc	\$800.00	\$71.00 218 BIRCH AVE
MB19_576	ELECTRIC, RISER SERVICE				
			10/10/2019 STINGRAY ELECTRIC & CONTROL	\$1,500.00	\$71.00 403 BANYAN WAY
MB19_578	PROPANE TANK, INSTALL				
			10/8/2019 COMO OIL & PROPANE	\$2,599.00	\$71.00 400 RIVERSIDE DR
MB19_584	NEW HOME				
			10/2/2019 Lifestyle Homes Builders	\$306,800.00	\$2,099.02 403 Poinsettia
MB19_588	FENCE AND GATE, INSTALL				
			10/1/2019 Professional Grade Fence	\$4,700.00	\$108.25 511 HIBISCUS TRL
MB19_589	DRIVEWAY/WALKWAY, REPLACE	PAVERS			
			10/2/2019 MELBOURNE LAWN & LANDSCAP	\$2,400.00	\$71.00 423 SIXTH AVE
MB19_590	GARAGE DOOR, REPLACE				
			10/3/2019 HOWARD GARAGE DOORS	\$1,870.00	\$71.00 1703 ORANGE ST
MB19_591	MECHANICAL HVAC	NO DUCT			
			10/2/2019 WEATHER ENGINEERS	\$7,028.00	\$71.00 406 COLONY ST
MB19_592	MECHANICAL HVAC	NO DUCT			
			10/17/2019 One Hour Air Conditioning & Heating	\$5,644.00	\$71.00 336 AVENUE B

MB19_593	MECHANICAL, HVAC	10/2/2019	WEATHER ENGINEERS	\$7,432.00	\$71.00	404 RIVER VIEW LN
MB19_594	DRIVEWAY AND WALKWAY REPLACE	10/2/2019	MELBOURNE LAWN & LANDSCAP	\$2,400.00	\$71.00	404 SIXTH AVE
MB19_595	HELICAL PIERS INSTALL	10/3/2019	Groundworks Florida LLC	\$6,875.00	\$151.22	415 HIBISCUS TRL
MB19_599	DUCTWORK, CHANGE OUT	10/3/2019	ABLE AIR, INC	\$6,260.00	\$139.22	303 SHANNON AVE
MB19_600	FENCE INSTALL	10/21/2019		\$1,000.00	\$71.00	216 ELM AVE
MB19_601	REROOF NO FLAT	10/9/2019	Florida Native Roofing Inc	\$9,200.00	\$196.59	304 AVENUE A
MB19_602	MECHANICAL, HVAC	10/11/2019	ABLE AIR, INC	\$6,150.00	\$71.00	103 OAK ST
MB19_603	REROOF	10/9/2019	MB ENTERPRISES ROOFING & SH	\$34,000.00	\$446.34	1402 OAK ST
MB19_604	WINDOWS, DOORS	10/8/2019	George Construction	\$10,200.00	\$216.10	449 SANDY KEY
MB19_606	MECHANICAL HVAC (2)	10/10/2019	WEATHER ENGINEERS	\$14,104.00	\$142.00	1200 ATLANTIC ST
MB19_607	Propane Tank, Install	10/15/2019	SAMS LP GAS COMPANY INC	\$1,795.00	\$71.00	404 ATLANTIC ST
MB19_608	FENCE, INSTALL	10/15/2019	American Fence of Brevard	\$10,000.00	\$212.20	219 ASH AVE
MB19_610	RE ROOF W/FLAT					

		10/31/2019 ARMADILLO ROOFING INC	\$19,175.00	\$301.71 305 SIXTH AVE
MB19_611	WINDOW AND DOOR REPLACEMENT			
		10/23/2019	\$5,000.00	\$114.63 2102 NEPTUNE DR
MB19_612	MECHANICAL, HVAC			
		10/11/2019 ABLE AIR, INC	\$2,650.00	\$71.00 1805 ATLANTIC ST 132
MB19_613	RE ROOF NO FLAT			
		10/11/2019 SALAZAR ROOFING CORPORATIC	\$10,910.00	\$229.95 308 SURF RD
MB19_614	WINDOWS AND DOORS, INSTALL			
		10/11/2019 NEWSOUTH WINDOW SOLUTIONS	\$16,356.00	\$274.20 1202 PINE ST
MB19_615	RE ROOF W/FLAT			
		10/25/2019 Florida Top Shield Roofing Inc	\$20,860.00	\$318.15 397 RIVER VIEW LN
MB19_616	FENCE/GATE, INSTALL			
		10/15/2019 Carrie's Fence of Palm Bay	\$3,512.00	\$71.00 305 SECOND AVE
MB19_618	Pavers			
		10/17/2019 Surfside Pavers Inc.	\$22,290.00	\$142.00 444 SANDY KEY
MB19_620	WATER HEATER, REPLACE			
		10/17/2019 Tucker's Cutrate Plumbing & Service	\$950.00	\$71.00 424 AVENUE A
MB19_622	IN GROUND POOL			
		10/31/2019 LEGACY POOLS	\$24,900.00	\$357.56 807 RIVERSIDE DR
MB19_623	DOOR, REPLACE			
		10/29/2019 Tropical Dreams Renovations	\$755.00	\$71.00 501 OAK ST
MB19_625	ELECTRIC PANEL, REPLACE			
		10/17/2019 Durham & Sons Inc	\$1,225.00	\$71.00 505 RIVERSIDE CIR
MB19_626	REROOF NO FLAT			

			10/30/2019	RAPID RESPONSE TEAM LLC	\$16,482.00	\$275.43	209 SECOND AVE
MB19_627	FRONT DOOR, REPLACE						
			10/22/2019	Lowe's Home Centers	\$2,232.00	\$71.00	1706 ORANGE ST
MB19_628	SHUTTERS, INSTALL	13					
			10/22/2019	Atlantic Storm Protection	\$3,565.00	\$86.21	302 FOURTH AVE
MB19_629	CATV CABLE REPLACE						
			10/23/2019	Youngs Communications Co. Inc.	\$0.00	\$0.00	507 OCEAN AVE T.H&PD
MB19_630	SOLAR, INSTALL						
			10/23/2019	Solar Energy Systems of Brevard, In	\$18,700.00	\$297.07	1101 RIVER RD
MB19_631	SHED, INSTALL						
			10/22/2019		\$0.00	\$71.00	412 BANYAN WAY
MB19_632	DOOR, REPLACE						
			10/24/2019	THE HOME DEPOT AT HOME SER	\$4,814.00	\$71.00	320 SIXTH AVE
MB19_633	MECHANICAL, HVAC						
			10/24/2019	ABLE AIR, INC	\$6,315.00	\$71.00	2105 ATLANTIC ST 621
MB19_634	DOOR, INSTALL						
			10/25/2019	ANDERSON BROTHERS INC	\$1,540.00	\$71.00	1805 ATLANTIC ST 121
MB19_636	REROOF AND SKYLIGHT						
			10/25/2019	TOTAL HOME ROOFING AND CON	\$19,980.00	\$309.56	207 BIRCH AVE
MB19_638	SHUTTERS, INSTALL						
			10/31/2019	Mark Farnham Construction LLC	\$9,725.00	\$206.83	1804 PINE ST
MB19_639	WINDOW, REPLACE						
			10/30/2019	NEWSOUTH WINDOW SOLUTIONS	\$15,890.00	\$269.66	526 AVENUE B
MB19_640	WINDOWS, INSTALL						

<i>MB19_641</i>	FENCE , INSTALL	10/31/2019 Window World of Central Florida Inc	\$9,102.00	\$194.67 408 FIFTH AVE
		10/24/2019	\$1,750.00	\$71.00 515 POINSETTIA RD
<i>MB19_649</i>	REROOF	10/31/2019 WINDANSEA INC	\$17,000.00	\$280.49 217 DOGWOOD AVE
			<i>\$1,232,510.00</i>	<i>\$13,553.62</i>

PUBLIC WORKS ACTIVITIES

OCTOBER 2019

Prepared site for Connex storage unit

Searched water system at Ocean Park restroom area for leaks ref. high water bill

Installed another auto shut off shower OP restroom area – broken after 4 days removed shower there

Moved large amount of items from PW to storage unit

Repaired irrigation system breaks Ryckman and Ocean Parks

Installed steel caged vandal resistant lights in the Pavilions

Prepared movie equipment for use by PD

Installed 8 foot wood fence around complete storage yard

Made and installed a new sign for OTH History Center hours

Moved Ditch Witch unit inside of PW building from elements

Repaired handrail at OTH

Installed more of the markers on stormwater inlets “water goes to lagoon”

Researched FDOT right of way for area of Ocean Ave. and SR-A-1-A

Began Town Hall flooring search

Replaced boards and cleaned the Old Post office

Patched pot holes various areas of Town

Trimmed Ocean Park around restrooms and fence

Discussed use of right of way Ocean and A-1-A with Town Planner

Replaced sink faucet women’s restroom Ocean Park

Researched sand material for volleyball courts

Assembled new desk for finance

Repaired pavement edge on 5th

Cleaned and trimmed crossover at 6th

Obtained LED lights and installed in various *locations*

Put storm shutters back under OTH for storage

Arranged locate service worked with Oaks on Oak team to place trees

Placed new shutoff valve on well boardwalk shower at Ocean Park

Met with Brevard County locate services to confirm locations of sewage lines on east side of Oak St.

Completed the painting of the rubber coating on playground decking

Painted white stripe on sides of Ocean Ave. west of A-1-A

Public Works Overview

October 2019

The definite highlight for us this month was the arrival of our Connex storage unit. We knew it was large but as we began to fill it we realized it is REALLY big. After removing items from our then crowded Public Works bays we still have room. Our shop looks much better and our new space allows for a more organized area.

By having the open space in our PW bays we now store the new Ditch Witch inside. As you know by removing it from constant exposure to the elements will extend its life.

Once we were completed with the storage box we moved on to improving the aesthetics of our storage area.

We removed the old fencing surrounding the area. Not only was it old but in a very poor condition. Once that had been removed we constructed a completely new 8 foot high fence. This spares our neighbors having to see an area that was not very eye pleasing. We did not buy pre-made light panels but actually constructed our own fence with heavier material. This was accomplished at about \$2000 and very hard work by our Public Works crew. In fact we were functioning with only two workers and one supervisor. Our third member was out due to an injury.

During this month we did trim some in the Ocean Park area. The second annual "heavy" trim will take place in November and December. Our permit to trim is still valid and allowed for two trimmings this year.

With the new fiscal year in place we began searching for the flooring for Town Hall. The process for getting proposals has been ongoing and nearing an end. At this time it is possible to have the floors done by the end of November or early December.

Attention was given to the Old Post Office this month. The exterior was washed down and damaged boards were replaced. The new boards must age to blend in with the old wood but the structure should remain dry inside. Several attempts were made to "weather" the new wood but did not meet our expectations.

As noted in our activities list the shower located at the Ocean Park restrooms were damaged again. The automatic shutoff was damaged within four days of installation. Given this situation we have removed the shower there but the shower located at the boardwalk exit is working. That shower uses well water and hopefully will prevent another huge water bill.

Assistance was provided to the Oaks on Oak project. We arranged for locate services to mark the area. This measure is to prevent any damage to any underground utilities that may be in the area.

Our routine task of course are always taken care of. One of those being the dumping of trash from the crossovers and parks. Our use of Waste Pro containers at the crossovers has proven successful. Our plan lessens manpower use and remove the need for us to provide and maintain trash receptacles.

Again as supported by the attached activities list our month was productive.

MONTHLY REPORT: OCTOBER 2019					
NEW CASES FOR THE MONTH OF OCTOBER					
Case Number	Date	Address	Code Violation	Date Closed	Active
2019-CE-114	10/2/2019	306 Second Ave	Horse Trailer in Driveway	10/8/2019	
2019-CE-115	10/3/2019	400 Coral Ave	Boat in Driveway	10/24/2019	
2019-CE-116	10/7/2019	213 Third Ave	Overgrowth and Debris	referred to CE-119	
2019-CE-117	10/8/2019	401 Fourth Ave	Pod in Driveway		X
2019-CE-118	10/15/2019	415 Sixth Ave	Refrigerator/Trailer in Driveway	10/24/2019	
2019-CE-119	10/15/2019	213 Third Ave	Overgrowth and Debris		X
2019-CE-120	10/17/2019	205 Flamingo Lane	Garage Sales	11/12/2019	
2019-CE-121	10/30/2019	219 Ash Ave	Construction w/o permit	10/30/2019	
2019-CE-122	10/30/2019	304 Orange St	Overgrowth	11/12/2019	
OPEN / ACTIVE CASES FROM PRIOR MONTHS					
Case Number	Date	Address	Code Violation	Action	
2019-CE-014	2/12/2019	408 Avenue A	Trees/Overgrowth	Continued cooperation	
2019-CE-050	4/10/2019	200 Thrid Ave Unit 4	Renting unit less than 30 days	X	
2019-CE-051	4/10/2019	200 Third Ave Unit 5	Renting unit less than 30 days	X	
2019-CE-054	5/8/2019	419 Ocean Ave Unit 203	Fence w/o permit	Hearing 12/5/2019	
2019-CE-078	7/13/2019	514 Hibiscus Trail	RV over 26 feet	Monitor for code change	
2019-CE-082	7/6/2019	206 Fir Ave	Fence w/o permit	Hearing date 2/6/2020	
2019-CE-086	7/21/2019	216 Elm Ave	Cargo trailer	Permit in progress	
2019-CE-097	8/21/2019	1805 Oak St	Cargo trailer	Permit in progress	
2019-CE-106	9/24/2019	514 Poinsettia	Dumpster in drive	Permit on hold	
2019-CE-109	9/25/2019	308 Avenue A	Light shining in house	X	
2019-CE-117	10/8/2019	401 Fourth Ave	Pod in driveway	X	
2019-CE-119	10/15/2019	213 Third Ave	Overgrowth and debris	X	
PRIOR CASES CLOSED IN OCTOBER 2019					
Case Number	Date	Address	Code Violation	Date Closed	
2019-CE-040	3/21/2019	606 Shannon Ave	Commercial vehicle	10/15/2019	
2019-CE-043	4/1/2019	317 Hibiscus Trail	Cargo Trailer	10/15/2019	
2019-CE-053	5/8/2019	419 Ocean Ave Unit 103	Work w/o permit	10/7/2019	
2019-CE-055	5/8/2019	419 Ocean Ave Unit 302	Work w/o permit	10/7/2019	
2019-CE-057	5/8/2019	201 Cherry Drive	Work w/o permit	10/1/2019	
2019-CE-071	6/17/2019	600 Jasmine Drive	Business from home	10/30/2019	
2019-CE-081	7/13/2019	202 Shannon Dr	Boat in front yard	10/3/2019	
2019-CE-083	7/16/2019	310 Surf Rd	Dumpster	10/3/2019	

2019-CE-084	7/16/2019	509 Sunset	Overgrowth	10/2/2019		
2019-CE-089	7/27/2019	320 First Ave	Boat in front yard	10/3/2019		
2019-CE-093	8/6/2019	507 Hibiscus Trail	Trash and debris in yard	10/3/2019		
2019-CE-094	8/10/2019	1500 Orange St	Utility trailer	10/3/2019		
2019-CE-098	8/24/2019	400 Sixth Ave	RV in yard	10/15/2019		
2019-CE-099	8/15/2019	514 Avenue B	Boat	10/8/2019		
2019-CE-100	8/15/2019	518 Avenue B	Boat	10/8/2019		
2019-CE-101	8/15/2019	523 Avenue B	Boat	10/8/2019		
2019-CE-102	8/15/2019	510 Avenue A	Boat	10/8/2019		
2019-CE-104	8/15/2019	206 Chery St	Overgrowth	10/3/2019		
2019-CE-105	8/18/2019	902 Oak St	RV in yard	10/8/2019		
2019-CE-107	9/24/2019	2005 Redwood	RV in yard	10/1/2019		
2019-CE-111	9/26/2019	228 Fifth Ave	Contractor trucks	10/15/2019		
2019-CE-112	9/1/2019	315 Sunset	Trailer	10/8/2019		
2019-CE-113	9/1/2019	311 Sunset	Boat	10/8/2019		
Number of Cases Opened this Month: 9						
Number of Cases Closed This Month: 23						
Number of Cases Opened and Closed in the Same Month: 4						
Total Number of Open Cases: 12						
Number of Cases went to Code Board: 0						
Prepared by Jim O'Byrne, Code Enforcement Officer, November 15, 2019						



Melbourne Beach Police Department

Monthly Report

October 2019



In the month of October, we had a total of 14 criminal charges and 6 arrests. 5 Felony and 9 Misdemeanors that ranged from Driving Under the Influence, Burglary, Criminal Mischief, Theft, and Domestic Battery.

House checks/residential and business checks are continued daily. The officers and I continue to be proactive as they conducted several "directed traffic enforcement details" throughout the town. Our radar trailer is also placed in various locations throughout the city to assist in deterring speeders.

We had 4 animal complaints/calls this month consisting of;

1 Loose dog

2 Dogs on the beach

1 Barking Dog

One of our areas of high volume calls consists of Injured/Ill persons. These calls are unpredictable, and each of the officers is First Responder/CPR/AED certified and is first on the scene to provide medical treatment as necessary.

All reports and calls for service are checked each day by either myself or a supervisor.

On October 29th we had our Community Coffee with a Cop at Sunnyside Café. We had a fantastic turnout with good conversations with residents and vacationers.

Our next event will be Movie with a Cop "The Grinch" on December 14th at 6 pm in Ryckman Park.

I have been awarded a 2020 Chiefs Scholarship Award for the Mid-Winter Conference located in Orlando, FL. This conference will take place in January, and the scholarship will cover hotel, food, and the conference itself. I am honored to have been chosen for this scholarship as they only award up to five scholarships for these conferences through Publix Super Markets Charities, Inc.

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

Attached you will see a brief overview of the Sergeants monthly report that highlights some of our calls for service.

Stay Safe, Chief Melanie Griswold



MELBOURNE BEACH POLICE DEPARTMENT
Steven Kino
Detective/Sergeant
507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253



MEMORANDUM

TO: Chief Griswold

FROM: Sgt. Kino

RE: October Monthly Call Report

DATE: 10/31/2019

10/3-Domestic Disturbance in the 300 block of South Palm Ave. resulting in the arrest of a w/m.

10/3-Domestic Disturbance in the 1300 block of Atlantic St. The involved parties were separated for the remainder of the evening.

10/4-AOA assisted IPD with an individual with a warrant in the area of Wave crest and Miramar.

10/5-AOA for BCSO in the 400 block of Dolphin St. Medical call with CPR in progress.

10/10-Domestic disturbance in the 200 block of First Ave. Girlfriend and boyfriend in a verbal argument because she wanted him to leave the residence. Both parties were separated for the evening.

10/12-Burglary to a residence in the 400 block of Sixth Ave. The home owner is out of town and a neighbor, who is watching the residence observed an extension cord that was plugged into an outside outlet, which ran into the neighbor's yard. The victim did not wish to pursue any charges.

10/20-Traffic crash in the 200 block of Surf Rd. A driver's exchange was completed on scene. No injuries and no roadblocks.

10/26-Traffic arrest at the intersection of Atlantic St. / Ocean Ave. Driver was pulled over for speeding and then was discovered that he did not have a valid license. He was driving while his license was suspended with knowledge.

10/28-Domestic disturbance in the 400 block of Ocean Ave. Husband and wife that are currently going through a divorce had a verbal altercation. They agreed to stay separated in the same apartment for the remainder of the evening.



MELBOURNE BEACH POLICE DEPARTMENT
Matthew Smith
Sergeant

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



Monthly Report October 2019

- 10/01- Baker Act of a male in the 1300 block of Atlantic Street
- 10/15- Burglary, grand theft from a vehicle, Atlantic Street and Avenue A. Unknown suspect(s) broke into a vehicle and stole a purse and all of its contents. Credit cards in the purse were also used at (2) different stores. Still under investigation
- 10/15- Arrested a male with a felony warrant- Violation of Probation, in the 300 block of Fourth Avenue. The warrant was out of Brevard County.
- 10/17- Hit and run crash in the 300 block of Avenue B. An unknown vehicle hit an unattended parked car and a mail box. No suspect information
- 10/23- Arrested a female for driving under the influence of alcohol at Neptune Drive and Anchor Key. The female had been reported as suspicious in the area and when officers arrived, she was driving away.
- 10/25- Arrested a male for driving under the influence of alcohol, in the 2200 block of Atlantic Street. Male was stopped for careless driving.
- 10/25- Marchman Act of a male in the 1300 block of Atlantic Street.
- 10/27- Arrested a male for driving under the influence of alcohol, at Miramar and Fourteenth Avenue. The vehicle ran the red light at Oak Street and Ocean Avenue.

[illegible]



Melbourne Beach Police Department



	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN			YTD
Fire	7	12	2	4	5	4	1	2	5	2			44
Fireworks	0	0	0	0	2	3	0	0	1	1			7
Fraud/Forgery	1	2	2	0	0	0	1	1	1	0			8
Grand Theft	1	2	1	1	0	1	1	0	0	0			7
House Checks	177	292	355	523	557	291	73	39	57	28			2392
Illegal Parking	14	25	39	46	48	18	26	4	5	0			225
Indecent/Lewd Act	1	0	0	0	0	0	0	0	0	0			1
Information	6	9	10	11	14	17	14	15	18	20			134
Injured/Ill Person	15	17	13	24	12	14	20	18	14	15			162
Intoxicated Driver	3	1	0	1	0	0	0	1	0	0			6
Intoxicated Person	0	0	0	0	0	0	0	0	2	0			2
Investigation	5	1	0	5	3	3	2	0	1	3			23
Leaving Scene with Damage	0	0	1	0	0	0	0	0	0	0			1
Loitering & Prowling	0	0	0	0	0	0	0	0	0	1			1
Marchman Act	1	0	1	0	0	1	0	0	0	0			3
Missing Person	1	0	0	0	1	1	0	0	0	0			3
Missing Person Recovered	1	0	0	0	1	0	0	0	0	0			2
Narcotics	0	0	0	1	0	1	0	1	1	0			4
Open Container	1	0	0	0	0	0	0	0	0	0			1
Open Door	1	3	1	2	2	0	2	0	1	0			12
Ordinance Violation	0	0	1	1	0	0	0	0	0	0			2
Overdose	0	0	0	0	0	0	0	0	0	1			1
Parking Citations	8	12	39	44	34	20	33	10	3	2			205
Patrol Area AgMarine	0	0	0	2	4	0	2	1	2	1			12
Patrol Area Beach	14	34	37	40	35	41	22	30	27	29			309
Patrol Area Business	169	209	200	256	218	214	200	200	149	138			1953
Patrol Area Foot	5	71	93	107	85	122	104	97	85	91			860
Patrol Area Park	52	35	44	36	40	32	6	0	0	0			245
Patrol Area Residential	348	448	376	439	481	236	213	202	139	137			3019
Patrol Area School	15	18	25	13	16	22	21	10	12	10			162
Phone Call - Obscene/Threat	0	0	0	0	1	0	0	0	0	0			1
Possession of Stolen DL or ID	0	0	0	0	1	0	0	1	0	0			2
Prisoner Transport	0	0	0	0	0	0	0	0	1	0			1
Property Found	6	0	0	5	23	5	2	4	3	1	6		30
Property Lost	0	2	0	2	0	0	0	1	1	1			7
Reckless Driving	6	5	1	4	2	5	4	2	6	4			39



Melbourne Beach Police Department



	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN			YTD
Recovered Stolen Vehicle	0	0	0	1	0	0	0	0	0	0			1
School Zone	12	12	2	0	0	2	6	6	3	5			48
Soliciting	0	0	0	1	0	0	0	0	0	0			1
Special Detail	1	0	0	1	1	2	0	1	1	0			7
Standby	1	0	0	0	0	1	2	1	2	0			7
Suspicious Incident	6	10	8	5	8	9	11	5	4	6			72
Suspicious Person	13	11	4	14	7	4	8	6	7	6			80
Suspicious Vehicle	10	17	10	12	9	5	22	6	4	3			98
Tag Lost	0	0	0	0	0	0	0	0	1	0			1
Theft	2	3	0	0	4	0	1	1	1	0			12
Traffic Arrest	2	3	0	0	0	1	0	0	0	0			6
Traffic Complaint	1	0	0	10	2	8	4	1	2	3			31
Traffic Enforcement	66	77	100	99	104	69	63	52	49	115			794
Traffic Obstruction	1	3	0	0	1	0	0	0	0	0			5
Traffic Stop	74	101	106	159	151	89	105	38	21	16			860
Trespassing	0	3	0	1	0	1	0	1	0	1			7
Vehicle Inspection	2	0	0	0	1	3	0	0	0	0			6
Vehicle Repo/Tow	0	1	2	1	0	1	1	0	1	1			8
Vehicle Stolen	0	1	0	0	0	0	0	0	0	0			1
Violation of Probation	0	0	0	0	1	0	0	0	0	0			1
Walk In Desk	1	1	0	0	0	0	0	0	0	0			2
Wanted Peron	1	0	1	0	0	0	0	0	0	0			2



Melbourne Beach Police Department



	OCT	SEPT	AUG	JULY	JUNE	MAY	APRIL	MARCH	FEB	JAN			YTD
Car 358	0	0	0	0	0	0	0	0	785	969			1754
Car 359	116	88	70	9	0	84	142	59	136	662			1366
Car 360	787	917	664	914	1102	939	1289	775	360	14			7761
Car 361	566	683	1369	1369	1327	881	1218	1064	1045	1024			10546
Car 363	771	854	912	792	614	796	986	743	0	0			6468
Car 364	1230	1254	1484	1613	1746	1344	1406	1307	999	890			13273
Car 366	747	757	575	600	633	582	122	509	504	506			5535
BCSO Car	0	0	0	0	0	0	0	0	0	146			146



**Melbourne Beach
Vol. Fire Department**
507 Ocean Avenue
Melbourne Beach, FL 32951
(321)724-1736
FireStation@MelbourneBeachFL.org

FIRE DEPARTMENT MONTHLY REPORT

October 2019

Incident Response

For the month of October 2019, the Melbourne Beach Volunteer Fire Department responded to 15 calls for service. The average number of responding volunteer personnel per paged out call for the month of October was 6.

Breakdown:

- 10 Fire/Rescue Calls (paged out)
- 3 EMS Assists **
- 1 Fire Drill Standby at Gemini Elementary
- 1 Public Service Call

** The EMS Assist calls provide initial patient assessment & care prior to the arrival of BCFR's Ambulance. Patients are turned over to BCFR upon their arrival for further evaluation, treatment, and possible transport.

Notable Events

The Fire Department partnered with the Melbourne Beach Vol. Firefighters Association to hold two Stop-the-Bleed / Hands-Only CPR training events for Gemini Elementary teachers and staff. A total of 35 staff were trained and the course was well received. Since the program began in August 2019, 85 community members have trained in these lifesaving skills, making our community better prepared to respond in an emergency. There are currently 2 additional course dates scheduled for November. The Melbourne Beach Public Library is hosting Stop-the-Bleed courses on Saturday, Nov. 23rd from 10:30am-noon, and on Tuesday, Nov. 26th from 5:30pm-7:00pm. These courses are open to the public and free to attendees, with all costs being covered by the MBVFA.

Fire Department volunteers conducted annual Fire Prevention Week presentations at Grace Lutheran Preschool, As We Grow, the Melbourne Beach Library, and four separate days at Gemini Elementary School. We pride ourselves in our proactive approach to community fire safety and for being one of the few municipalities that can say every single classroom in our jurisdiction is visited during Fire Prevention Week to help teach our community children about fire safety.

The MBVFA held their annual Haunted House event again this year at the Fire Department. The event was a very big success again this year with lots of positive comments from those that attended. This was the first this year the event was held on 2 consecutive days, and both days well attended. The event is free to the community and all costs associated are covered by the MBVFA.

Fire Chief Micka attended the monthly fire drill at Gemini Elementary School. As part of our observation of the drills we continue to provide recommendations on ways to improve the effectiveness of the drills. We plan to continue to attend these drills when appropriate to work with the school staff and the Resource Officer to continue to observe the new security measures, make recommendations for possible improvements from a fire safety prospective and integrate these into the fire response planning. We continue to receive very positive feedback from the school staff and the Resource Officer for our participation in the drills.

Several multi-agency training events were again conducted at a donated structure at 225 Fourth Ave. One final full up training, with actions such as roof ventilation, breaching walls, etc., was conducted the day before the house demolition. Again, our thanks to the homeowner for being gracious enough to contact us and allow us to use the house for training while waiting for the demolition company to determine the actual date of demolition.

Deputy Chief Brown attended FEMA G400 & G557 Training. The G400 course covers advanced incident command system for complex incidents and the G557 training covers rapid needs assessments after a disaster.

The coolant leak on Squad 58 was repaired at the Ford Dealership with the vehicle only being out of service a few days. Both Engines and S-58 are due for their annual periodic maintenance, and will be scheduled for appointments as soon as Palm Bay Fleet Services can fit our vehicles in their schedule. At this point, all Fire Department apparatus are considered in-service and operational.

We were notified late in the month that the 2018 FEMA Assistance to Firefighter Grant that we submitted in October of 2018 to obtain P-25 compliant mobile radios for the vehicles and handhelds for personnel was not approved for funding. It was an extremely competitive process this year due to the large number of applicants (8,439) and the limited funding available. The purpose of the grant was to aid in replacement of radios that were obtained in 2005 on a FEMA Grant. All but three of the current radios are well past their service life and will not be supported at all once the County switches over to the P-25 System Phase 2. That switch over has already started in a phased approach, slowly reducing available service with the older radios.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 11/13/2019 7:41:13 AM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 10/01/2019 | End Date: 10/31/2019

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2019-128	10/01/2019		210 5th AVE , Melbourne Beach, FL, 32951	Power line down	10/01/2019 08:52	10/01/2019 09:10
2019-129	10/03/2019		2100 Oak ST , Melbourne Beach, FL, 329513295	Special type of incident, other	10/03/2019 09:45	10/03/2019 10:35
2019-130	10/04/2019		444 Riverview LN , Melbourne Beach, FL, 32951	Dispatched & cancelled en route	10/04/2019 12:06	10/04/2019 12:10
2019-131	10/07/2019		300 Ocean AVE , Melbourne Beach, FL, 32951	Power line down	10/07/2019 17:38	10/07/2019 17:54
2019-132	10/08/2019		1905 Atlantic ST , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	10/08/2019 13:59	10/08/2019 14:14
2019-133	10/10/2019		903 Riverside DR , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	10/10/2019 11:32	10/10/2019 11:51
2019-134	10/11/2019		703 Atlantic ST , Melbourne Beach, FL, 32951	Smoke detector activation due to malfunction	10/11/2019 07:58	10/11/2019 08:13
2019-135	10/21/2019		502 Sunset BLVD , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	10/21/2019 07:45	10/21/2019 07:57
2019-136	10/21/2019		502 Sunset BLVD , Melbourne Beach, FL, 32951	Public service	10/21/2019 10:36	10/21/2019 10:51
2019-137	10/23/2019		1441 S. Miramar , Indialantic, FL, 32903	Dispatched & cancelled en route	10/23/2019 02:35	10/23/2019 02:43
2019-138	10/23/2019		522 Ocean AVE , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	10/23/2019 11:02	10/23/2019 11:22
2019-139	10/23/2019		1611 Atlantic ST , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	10/23/2019 19:25	10/23/2019 20:29
2019-140	10/24/2019		304 S Palm AVE , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	10/24/2019 19:10	10/24/2019 19:32
2019-141	10/27/2019		514 Ocean AVE , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	10/27/2019 00:23	10/27/2019 00:49
2019-142	10/31/2019		703 Atlantic ST , Melbourne Beach, FL, 32951	Smoke detector activation due to malfunction	10/31/2019 13:33	10/31/2019 13:45

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 11/13/2019 7:42:34 AM



Personnel Count per Incident for Date Range

Start Date: 10/01/2019 | End Date: 10/31/2019

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2019-128	10/1/2019 08:52:00	444 - Power line down	19112	2	2	4
2019-129	10/3/2019 09:45:00	900 - Special type of incident, other	19112	1	0	1
** 2019-130	10/4/2019 12:06:00	611 - Dispatched & cancelled en route	19112	1	2	3
** 2019-131	10/7/2019 17:38:00	444 - Power line down	19112	7	2	9
** 2019-132	10/8/2019 13:59:00	735 - Alarm system sounded due to malfunction	19112	2	0	2
2019-133	10/10/2019 11:32:00	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2019-134	10/11/2019 07:58:00	733 - Smoke detector activation due to malfunction	19112	5	1	6
2019-135	10/21/2019 07:45:00	311 - Medical assist, assist EMS crew	19112	1	0	1
2019-136	10/21/2019 10:36:00	553 - Public service	19112	1	0	1
** 2019-137	10/23/2019 02:35:00	611 - Dispatched & cancelled en route	19112	2	0	2
2019-138	10/23/2019 11:02:00	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2019-139	10/23/2019 19:25:00	445 - Arcing, shorted electrical equipment	19112	7	2	9
** 2019-140	10/24/2019 19:10:00	445 - Arcing, shorted electrical equipment	19112	9	3	12
** 2019-141	10/27/2019 00:23:00	735 - Alarm system sounded due to malfunction	19112	6	1	7
** 2019-142	10/31/2019 13:33:00	733 - Smoke detector activation due to malfunction	19112	3	2	5

AVERAGES:

3.3

1.0

4.3

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

4.4

1.5

5.9



Action Items

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
Beach access parking	8/7/2019	11/20/2019		Mayor Simmons	Town Manager	8/7/2019: After considerable discussion, the Commission tasked the Town Manager with contacting the State of Florida to determine if we can charge for parking at Ocean Park, research parking kiosks, ask Indialantic how their meters affect businesses, develop a plan to designate resident only parking at beach accesses. Parking passes for street parking (one side only) will be revisited at the 8/21/2019 meeting.
						8/21/2019: The Town Manager reported what she had found out about parking kiosks. She talked to 3 vendors and 1 of them gave her a price of between \$6,800 - \$7,000 per kiosk. Payment can be made using several methods, upgrades are easy, fee amounts can be changed and there are a couple methods of enforcement. Bottom line, the kiosk can be tailored to our needs. Mayor Simmons said the project would have to be done concurrently with the resident only, end of street/street parking plan. The funds generated from kiosk parking must go back into improvements and maintenance of Ocean Park. The Town Manager will gather more information and this topic will be readdressed at the September 4th Workshop.
						9/18/2019: This was discussed at the 9/4 Workshop. Mayor Simmons provided a compilation of the comments he received regarding this matter and they were varied. We need to spell out to the residents why we are considering paid parking in different sections of Town. A survey should be developed that outlines the 3 options under consideration and why each one is being considered. Resident, end of street and Ocean Park parking should be presented as separate issues and presented to the residents in some fashion starting with identifying potential challenges. It's important for residents to know that the funds raised from the kiosks can only be used for OP maintenance. Public input is essential.
						10/16/2019: The Commission consented to having the Town Manager present a draft of the proposed survey at the November Workshop

						11/6/2019: At the November Workshop, the Commission discussed further what the survey should accomplish and how it should be structured (similar in format to the Beachcomber). The Commission agreed that on-street parking should be addressed first followed by a breakdown of expenses and potential income. An updated draft survey will be presented at the November 20th RTCM.
Town taking over the selection of "Citizen of the Year" from Rotary	3/20/2019	11/20/2019		Town Manager	Staff	3/20/2019: The Commission said that Rotary should continue this activity for 2019 but after Founder's Day, they will decide if the Town wants to take it over for 2020 and beyond.
						6/26/2019: The Town Clerk has not received a response from Rotary about who won "Citizen of the Year" from 2013-2019. We do know, however, that Mayor Simmons was "Citizen of the Year" in 2016 and Aaron Simonton was "Citizen of the Year" in 2019. There is a new president of Rotary who the Clerk will contact.
						7/2/2019: The new president, Taryn Rockwell, also does not know who the past citizens of the year are. Still investigating.
						7/17/2019: Town Clerk to contact Frank Thomas to find out if he knows who the winners were for 5 of the years. Commission to have a Workshop to discuss a process for conducting this activity.
						10/16/2019: To be placed as the last item on the November workshop agenda.
						11/6/2019: At the November Workshop, the Commission decided that they would assume the responsibility of the "Citizen of the Year" program. The Commission, each Board and staff will pick a candidate. A timeline and procedure will be drafted and sent to all nominators. The nomination deadline will be February 1st and the winner will be announced on Founder's Day by Chairman of the Parks Board.
Harden Ocean Park showers	10/16/2019	11/20/2019		Commission	Public Works Supervisor	10/16/2019: PW Supervisor to present options to harden showers at Ocean Park to reduce vandalism and/or utilize well water to lessen impact of vandalism.

Public Records Request policy	10/16/2019	11/20/2019		Commission	Town Clerk	10/16/2019: In 2005, a public records policy was drafted but never presented to the Commission for adoption. Also, we have a public records request form that should be modified to include a statement that staff time in excess of 15 minutes can be charged to the requestor at the rate of the lowest compensated employee who can fulfill the request. There is state law allowing for the special service charge but it should also be on the request form.
Investigate grant opportunities for water retention along Oak and county roads	3/6/2019	11/20/2019		Vice Mayor Hoover	Town Manager	3/6/2019: The Vice Mayor wants the Town to explore grant opportunities and funding/workshare/siting coordination with Brevard County to develop retention areas. These areas would help lessen the amount water flowing into the Harbor East canals.
						3/20/2019: VM Hoover said that the 2 best resources for possible grants are SJRWMD and SOIRL. Comm. Runte will resend grant opportunity information.
						4/18/2019: Further research required to determine what structural issue is creating the excess runoff. TM to meet with a representative from the Department of Natural Resources to discuss further.
						5/15/2019: Town Manager is meeting with rep from Department of Natural Resources
						6/26/2019: Neither the Interim Town Manager nor the Public Works Supervisor has been able to get in touch with Bach McClure, Stormwater Program Administrator - Brevard County. They will continue their efforts.
						7/17/2019: The Mayor said what the Town desired is for the County create a retention area along Oak to prevent water from draining to Harbor East. The PW Supervisor said the trenches at Ocean Park and on 2nd/Pine have been very successful in redirecting water and he thinks the same process could work along Oak. Vice Mayor Hoover said he'd like to know what the County would be willing to do to prevent runoff to MB. Commissioner Walters said that the County has control of Oak Street. Bottom line: What can Brevard County do to dissipate water before it reaches MB. TM to contact Sara Krum.
						8/21/2019: No progress on this item. Move discussion to September RTCM.

						9/18/2019: TM did not bring notes on this subject to the meeting. Move discussion to October RTCM.
						10/16/2019: TM said there is a grant opportunity for which we can make a submission that is due November 5th. It is with the Indian River Lagoon for stormwater and planted shoreline. There's also a portion of funding used for the removal of septic systems, we still have some in Town.
Vacation Rental Ordinance	8/2/2017	11/20/2019		Commission	Town Attorney	8/2/2017: At the Town Commission Workshop on 8/2/2017, the Commission agreed by consensus to direct the Town Attorney to draft an ordinance modeled after Flagler County Ordinance 2016-01 and to identify which items may require further study and/or justification.
						11/16/2017: Town Attorney to present proposed ordinance at February RTCM.
						2/21/2017: Town Attorney to present proposed ordinance at the April RTCM depending on State legislation under consideration.
						8/15/2018: Town Attorney to present a draft ordinance at the September RTCM. He will be providing a lot of information about Flagler County's vacation rental issues that should be reviewed carefully before the meeting.
						9/19/2018: TA Repperger stated that he would provide a proposal at the October RTCM. He also stated that Indian Harbour Beach had developed an ordinance that would provide a better template for our ordinance. (He will contact the IHB TA to discuss this.)
						10/17/2018: Town Attorney to model our ordinance after Indian Harbour Beach. Will conduct more research and present findings at the November 14th meeting.
						11/14/2018: Town Attorney will present ordinance at December RTCM.
						12/19/2019: The Town Attorney will present wording for the ordinance at the January RTCM
						1/16/2019: Town Attorney was bogged down dealing with FRS issue and will present wording for ordinance at the February RTCM.
						3/6/2019: The Town Attorney has been busy handling other more pressing Town matters so the ordinance will be ready for 1st read at May's regular meeting

						4/17/2019: TA to present ordinance at June RTCM for first reading.
						6/26/2019: The Town Attorney will present a draft copy of the ordinance to the Commission in July. The first reading of the Ordinance will be on August 21st.
						7/17/2019: The TA will have a draft copy of the ordinance at the August RTCM for the Commission to review. First reading will be in September.
						8/21/2019: Town Attorney Repperger will have a draft of the ordinance for the Commission to review at the September RTCM and it will be presented for the first reading at the October RTCM.
						9/18/2019: TA will present ordinance at the October RTCM.
						10/16/2019: TA needed to push this out another month.
B.S.E. to review site plans for drainage **	3/6/2019	11/20/2019		Town Commission	Town Attorney	3/6/2019: The Commission voted to accept the BSE proposal for civil engineering services to evaluate site plans respective to stormwater retention, flow and direction. The added cost is to be paid by the homeowner as part of the building permit. Changes to sections 7A-51 and 7A-51.1 will be made to the LDC and to the Town's fee schedule.
						4/18/2019: TA is including this with other LDC updates. **Added to the changes noted above, is an item that was closed on 4/18/2019 entitled: "Building permit process change for commercial delivery of fill" While it was decided that requiring a process for fill was not feasible, a requirement for before and after topographical surveys upon any drainage plan modification will be required.
						6/26/2019: The Town Attorney, Town Planner and Town Engineer will meet to develop verbiage for LDC changes.
						8/21/2019: The Town Attorney will have a draft version of the ordinance to present at the September RTCM and it will be presented for the first reading at the October RTCM.
						9/18/2019: TA will present ordinance at the October RTCM.
						10/16/2019: TA will present ordinance to the Planning & Zoning Board at their November 12th meeting (delayed because of elections) and subsequently presented to the Town Commission at the November RTCM.

Update to LDC requiring that surveys show outbuildings that will be installed, removed or modified and tree locations for single family residences.	8/15/2018	11/20/2019		Commission	Town Attorney	8/16/2018: This requirement is included in the Town's Site Plan for Single Family Development application but not in our Code.
						9/13/2018: The internal process has been changed to complete these additional tasks and this has been placed on the list for LDC updates.
						12/12/2018: This documentation will be included in the LDC updates which are being developed.
						1/11/19: This has been completed and is awaiting any other changes to be incorporated to the ordinance changing the LDC.
						1/16/2019: Town Attorney will present to P&Z in March
						4/18/2019: Town Attorney will present to P&Z in June.
						6/26/2019: The Town Attorney, Town Planner and Town Engineer will meet to develop verbiage for LDC changes.
						8/21/2019: The Town Attorney will have a draft version of the ordinance to present at the September RTCM and it will be presented for the first reading at the October RTCM.
						9/18/2019: TA will present ordinance at the October RTCM.
						10/16/2019: TA will present ordinance to the Planning & Zoning Board at their November 12th meeting (delayed because of elections) and subsequently presented to the Town Commission at the November RTCM.

P& Z Board Land Development Code Action Items	1/18/2017	11/20/2019		Commission Consensus	Planning & Zoning Board	<p>1/18/17 - Town Commission requested that the P&Z Board review and take action on the following items in the new Land Development Code (Reference the January 9, 2017 Town Commission Meeting):</p> <p>1.) Page 12: Planning & Zoning Board Action Item – determine “Fill height standards”.</p> <p>2.) Sect. 3A-40(b) – check with City of Melbourne to see if the minimum level of service standard is still 92 gallons per person per day.</p> <p>3.) Sect. 4A-238(1) – define minor grading and minor fill (in the future).</p> <p>4.) Sect. 7A-50 (7) – Single-family dwelling units – do we need to address driveways, minimum measurements for individual parking spaces and define how they are constructed?</p> <p>5.) Sect. 7A-86 – look into increasing the percentage for the current replacement value of the building; and 7A-87: have Planning & Zoning Board look at clarified language for that section.</p>
						3/15/2017 - P & Z Board to begin addressing items at 4/4/17 meeting.
						4/19/17 - Workshop to be held with P&Z Board on June 7th to address outstanding LDC questions.
						6/21/2017: Joint Workshop was held on 6/8/2017. Mayor suggested giving P&Z a couple months to work on the findings from that meeting and provide recommendations.
						8/1/2017: The P&Z Board discussed issues that came out of the joint meeting held on 6/8/17 ; draft minutes of the meeting follow this Action List.
						9/28/2017: Our Town Planner has been engaged to define minor grading/ minor fill and accessory structure size. His report should be available at the October meeting.
						11/16/2017: Per Interim TM Mascaro, P&Z has provided recommendations on action items and Land Planner has provided options to define minor grading/minor fill. Town Clerk to forward items to Commissioners for discussion at January workshop
						12/20/2017: Moved to workshop in March 7th, because of other matters to be addressed at January and February workshops.
						3/7/2018 The Joint Workshop Meeting was held and the P & Z Board has to address fill height standards, define minor grading and minor fill, and the P&Z will not consider 75 foot lots and to allow the aggregation of lots.

					8/15/2018: Outstanding LDC issues will be discussed at the September meeting after which an update to the LDC will be submitted for codification.
					9/13/2018: Reviewing LDC for further changes
					10/11/2018: The Building Department has been following the specified protocols and the Town Attorney will work on the ordinance change with the other issues for LDC.
					10/17/2018: B.S.E. will attend workshop on December 5th to discuss stormwater retention on property; minor grading and fill. B.S.E. to review max slope options (to achieve minimum floor elevation) and Grady Stewarts's opinions (no gutters, berms around property, etc.) Commission agreed to publish the LDC and to continue working these items for the next revision.
					1/11/2019: BSE is developing information relayed to the Commission at the RTCW in December.
					<p>2/13/2019: At the Workshop on February 6th with Scott Glaubitz weighing in, the following was agreed upon:</p> <ul style="list-style-type: none"> • Minor fill, minor grading <p>On page 184J, paragraph (1) will be removed: Minor grading and the placement of minor quantities of nonstructural fill will be permitted for landscaping and for drainage purposes under and around buildings. Also, a requirement will be added to provide a civil engineer stamped retention plan and a civil engineer stamped as-built (plans created after construction of the building is completed) with a topographic survey.</p> <ul style="list-style-type: none"> • Determine standard maximum lot slope to achieve minimum floor elevation <p>Mr. Glaubitz said the slope doesn't make any difference as long as the slope is directing the runoff to a retention area on site that complies with the 10-year/24 hour storm event. Existing homes are going to be exempt from this requirement. It was decided that this issue would not be addressed in the LDC because it is mitigated by the topographic survey and the retention of water on the property</p> <ul style="list-style-type: none"> • Retention of water on one's own property <p>On page 159, 3A-80 under paragraph (b), the following change will be made: Stormwater management facilities shall meet the adopted minimum level of service standard of retention of the first ½ inch of runoff from a 25- year/24-hour 8 inches of runoff from a 10-year/24 hour storm event; that the additional runoff generated by this storm event in excess of the predeveloped runoff is retained on site and that the discharge rate shall not exceed the pre-developed rate with the overflow treated prior to disposal into the drainage system.</p> <p>Regarding the wording on page 159, 3A-80 paragraph (c) Single family residential lots within a subdivision which was platted prior to January 1, 1990, are exempt from this requirement, Mr. Glaubitz recommended that we get a legal interpretation from our Town Attorney.</p>

						2/20/2019: The Commission agreed to address the LDC changes, listed above, at the March 6th Workshop and Special Meeting. Added to the changes is a proposed change to 3a-80(c). The Town Attorney will work on the appropriate wording.
						3/6/2019: The Commission agreed to add 3a-80(d), as proposed by the Town Attorney, and remove section 4a-238-1 in addition to the other previously agreed upon changes to the LDC.
						3/20/2019: Mayor is meeting with Town Clerk on March 27th to ensure all updates to the LDC, including this one, have been included for the next revision.
						4/11/2019: Lot coverage changes need to be made to LDC draft copy.
						4/18/2019: Will be presented to the Commission at the June RTCM for first reading.
						6/26/2019: The Town Attorney, Town Planner and Town Engineer will meet to develop verbiage for LDC changes.
						8/21/2019: The Town Attorney will have a draft version of the ordinance to present at the September RTCM and it will be presented for the first reading at the October RTCM.
						9/18/2019: TA will present ordinance at the October RTCM.
						10/16/2019: TA will present ordinance to the Planning & Zoning Board at their November 12th meeting (delayed because of elections) and subsequently presented to the Town Commission at the November RTCM.
Town Commission approval of fund transfers	4/17/2019	11/20/2019		Commission	Town Attorney and Finance Mgr.	4/18/2019: Town Attorney to provide revision of Ordinance 2003-04 defining how Commission reviews and approves fund transfers.
						5/15/2019: Town Attorney has addressed this issue with our auditors. He'll present something to the Commission at the August RTCM.
						6/26/19: Commission agreed to repeal ordinance and develop policy. Town Attorney to develop repeal ordinance; Town Manager to develop Commission policy
						8/21/2019: Town Manager and Town Attorney need to discuss. Move to September RTCM.

						9/18/2019: New policy is being drafted. The 3 major components of the policy include: intradepartmental transfers, interdepartmental transfers and interfund transfers.
						10/16/2019: TM said she and the TA didn't have a chance to discuss this issue. Will be discussed at November RTCM.
Stormwater issue at 2nd & Pine	10/3/2018	11/20/2019		Vice Mayor Hoover	Town Manager	10/3/2018: Commissioner Hoover suggested some possibilities for water flow issues on 2nd/Pine: 1) check if the pipes in front of the property are clogged 2) check if expanding the drain will help 3) check to see if some type of resurfacing of that intersection would improve drainage 4) discuss other possibilities
						10/9/2018: Sent questions 2,3,4, to BSE and verifying question 1 response.
						11/9/2018: There are no blockages in the pipe or structures. The engineer has recommended previously to enlarge the drainage structure and survey the location for elevations. Can be addressed with BSE at December 5, 2018 workshop.
						12/10/2018: BSE made the presentation at the December Workshop and developed 2 options, both involve using First Avenue to remove some of the water off of Pine Street. B.S.E. to provide recommendations (financial, technical)
						12/19/2018: Awaiting input from B.S.E.
						1/11/2019: BSE had some issues in their analysis and the TM will report at the RTCM in January.
						1/23/2019: Scott Glaubitz will attend the workshop on February 6th to update the Commission on his findings.
						2/12/2019: BSE advised the initial plans to divert water to First Avenue was eliminated as a possibility since a cost effective design would not work. The proposal now is to increase the pipe size on Second Ave. and have a secondary pipe to handle the overflow to the river outfall. This issue will be on the agenda for the RTCM in February. No funding source exists at this time.
						2/20/2019: The Town does not have the funds to pay \$180,000 to fix the problem at 2nd/Pine. The issue will be readdressed once any FEMA money comes in or if other sources of funding dollars become available.
						3/6/2019: To be discussed during budget meetings.

						4/10/2019: At a meeting with BSE, they said digging a swale on the north side of 1st Avenue will reduce some of the water flow to 2nd Avenue. Public Works to price out equipment to do the digging.
						6/26/2019: The Public Works Supervisor explained the swale and french drain they installed at the NW corner of Pine/2nd to help mitigate the flow of water onto 2nd Avenue. It has helped but will not be enough help in a heavy downpour. To be discussed further at the August RTCM.
						8/21/2019: The Town Manager reported that after the swale was installed by Public Works, there has not been any water in the Wilborn's driveway after heavy rains. The standing water in the Wilborn's backyard is coming from a neighboring property. PW will continue to monitor and will improve the swale that's already installed.
						9/18/2019: No problems reported in this area during Dorian. No standing water or flooding seen. Public Works to continue monitoring. PW Supervisor to keep a log of observations at that location.
						10/16/2019: Public Works Supervisor Davis said he is still monitoring the area and it has remained dry. He said he'll continue to monitor though we are going into the dry season. The Mayor suggested after hurricane season that the issue be revisited every several months instead of monthly. The Town Manager met with Kate Wilborn who had gone to the open house at the corner of 1st and Pine; it is a total teardown due to water damage and mold. She thinks the value is about \$150,000 (she previously thought the Town should purchase the property for a retention area). Moving forward on a grant would be a good idea in case the property is still available if/when awarded. Revisit at November RTCM.
Comp Plan Upgrade	2/21/2018	11/20/2019		Commission Consensus	Town Manager	2/21/2018: Commission approved having the Town Manager submit grant application
						3/30/2018: We were notified that we were sixth in their funding schedule and they had hoped they would fund 7 projects. An inquiry was made on 4/17/2018 but no response was given as yet.
						5/10/2018: Update this date that NOAA is still evaluating applications.
						6/14/2018: Still awaiting word on our acceptance.

					7/18/2018: Still awaiting word on our acceptance.
					7/18/2018: Grant approved - \$37,000
					9/13/2018: The agreement has been executed and the Town Planner is working with the Eastern Florida Regional Planning Council on the <u>Comp Plan Ammendments</u> .
					10/11/2018: A meeting is scheduled with the East Florida Planning Council and the additional funding needed for the remaining Comp Plan Updates is on the Commission agenda for 10/17/2018.
					11/9/2018: The first public meeting to obtain citizen input will be held on 11/13/2018 at 6 p.m. in the Community Center.
					11/14/2018: Town Manager to provide state "due dates"
					12/19/2019: The Town Manager will work with ECFRPC, Corey O'Gorman and Jim Fleischmann to nail down dates.
					1/11/2019: The updates are progressing and the deliverables for the grant start on February 15, 2019 and extend through May 2019.
					2/13/2019: The deliverables for this month are scheduled for 2/15/2019. The next set of deliverables are scheduled in May with a Public Information Workshop on April 24, 2019. Request an update for May, 2019.
					3/6/2019: A quarterly report was sent on March 6th.
					3/20/2019: A workshop will be held on 4/24 hosted by East Central Florida Regional Planning Council Contact: Fred Milch - fmilch@ecfrpc.org Completion date of Comp Plan updates is in 2020.
					5/15/2019: Interim Town Manager said that we are on schedule for all deliverables. According to our Town Planner, this project will run into next year so we'll be able to spread out costs into 2021.
					7/2/2019: Interim Town Manager submitting reimbursement request to the East Central Florida Regional Planning Council grant.

						8/21/2019: Town Manager Mascaro said the edits for step 1 are completed which is the evaluation and appraisal portion of the current plan. The Commission will review the plan at a Workshop and make recommendations after which the plan will be amended with information gathered during evaluation, appraisal and Commission input. The final step is to forward the Plan to the State for final approval.
						9/18/2019: TM reported that Corey O'Gorman will present a review of the comp plan updates on September 30th in the Community Center.
						10/16/2019: TM will distribute the first phase of the report to the Commission electronically after which the will discuss at the November RTCM.
Space Coast TPO's Annual CALL FOR PROJECTS	3/6/2019	11/20/2019		Vice Mayor Hoover	Town Manager	3/6/2019 - The Space Coast TPO is accepting applications for projects to be added to their list of priority projects. The applications will be used by TPO to qualify and prioritize proposed transportation-related projects using federal and/or state transportation funding. The deadline for submitting project applications is 2:00 p.m. on Tuesday, April 16, 2019. Vice Mayor Hoover suggested 2 projects and asked that applications be filled out for both. Project 1) one our section of A1A, install curbed sidewalk and bike path on east side of street. Project 2) change flow of traffic in/out of the plaza on Ocean Avenue and adding a turn lane, crosswalk and median strip.
						3/20/2019 - TM will investigate further to determine if previous TM submitted any paperwork for this grant. Contacts: Georganna Gillette - Georganna.Gillette@brevardfl.gov Sarah Kraum - sarah.kraum@brevardfl.gov (321) 690-6890
						3/25/2019: TM talked to Sarah Kraum regarding the 2 projects mentioned above; no paperwork has been sent to SCTPO for either. We don't necessarily need a match of funds but it is looked upon favorably when the projects are prioritized. Ms. Kraum said that regarding the project on A1A, we would partner with someone from FDOT and they would perform the engineering and project administration. After the deadline of April 16th, the subcommittee will meet to prioritize all projects.

						4/18/2019: TM talked to Georganna Gillette from Brevard County. She said a study is being performed....Until that study is completed, it would be premature to submit for this grant. Moved to October RTCM in order to submit in 2020.
						7/2/2019: Grant study has been completed and the TM is reviewing the results.
						10/16/2019: TM said according to the study, we have not had an increase in traffic. She doesn't know when the study was performed but doesn't think it's accurate based on data from the PD. VM Hoover said not enough data points are collected so there's no statistical relevance. The Commission asked the TM to find out if their findings could be disputed utilizing our own data.
Ocean Park, end of street & golf cart parking options	7/18/2018	11/20/2019		Commissioner Quarrie	Town Manager	7/18/2018: Commissioner Quarrie requested that the subject of golf carts and low speed vehicle parking be discussed further at a workshop.
						8/8/2018: At the August 1st Workshop, the Town Manager was tasked with having a proposal to present at a future Commission meeting showing locations for golf cart parking and bicycle racks at beach access areas.
						8/9/2018: Arial photographs have been taken but site research must be completed. Target date for presentation will be the October RTCM, 2018.
						8/16/2018: To be addressed at October Workshop along with LED lights.
						9/13/2018: Working on research of beach crossover parking.
						10/11/2018: This issue will be subject of a workshop in December, 2018.
						11/9/2018: The Workshop was rescheduled to January 2, 2019
						1/11/2019: The parking for LSV-Golf Carts at the crossovers was discussed at the TCW on January 9, 2019. The direction received was to install at least one space for such parking at each crossover parking area provided that regular vehicles will be able to back out of their spaces safely. Public Works will start this project in 60-90 days. Suggest a review date of March 20, 2019.
						2/12/2019: Public Works has the signs to install which should be completed towards March 1, 2019.

						3/6/2019: This project should be completed by the March regular meeting.
						3/20/2019: Commission consensus to close. PW has placed signs at all prescribed locations.
						4/18/2019: Commission consensus to reopen. Commissioner Quarrie would like 2 LSV parking spaces per crossover where possible. Additional parking to be discussed at September RTCM.
						9/16/2019: Signs for additional parking spots for LSV's will be ordered in October. Most crossovers will then have 2 LSV spaces.
Code Enforcement Magistrate	8/21/2019	11/20/2019		Mayor Simmons	Town Manager Mascaro & Town Attorney	8/21/2019: Town Attorney Repperger and Town Manager Mascaro weighed in on the efficiency of having a Special Magistrate instead of a Code Board; a Magistrate would streamline the process. The cost could be assessed to the resident and the Code would have to be changed. The cost runs between \$125 and \$150 per hour. The Town Manager was tasked with presenting options to the Commission about the handling of code hearings.
						9/18/2019: TA Repperger said a code change will be required to change from Code Board to Special Magistrate enforcement. The Commission consented to having the TA move forward with writing an ordinance. The Mayor asked the TM to get in touch with the Code Board members, as a courtesy, to let them know the Commission is thinking about a Special Magistrate.
Fire Department stipends	10/16/2019	12/4/2019		Mayor Simmons	Town Manager	(previously under Fire Tax briefings action item) 9/18/2019: After the 9/4 Workshop, the Commission tasked the Town Manager with talking to the appropriate person in Monroe County (upon which the MBVFD plan was based) to find out how they structured their stipend program to avoid the added expense of having to treat the volunteers as employees. Also, find out how the program worked at inception and how it works now - 15 years later. An in person meeting with HR attorney Hament was requested by the Commission. Contact in Monroe: Nina Stuart, 305-289-6322.

						<p>10/16/2019: The issue of FD stipends was made a new action item at the October RTCM - it was separated from the Fire Tax briefings item. Town Manager Mascaro has not received a call back from Nina Stuart in Monroe County. Fire Chief Micka got a copy of Monroe County's program upon it's inception and we already have a copy of the original plan. Andy Hament will be contacted to find out if he can attend the December 4th Workshop to discuss the Fire Department stipend program. Updated information will be provided to him prior to the meeting.</p>
Fire Tax briefings	6/26/2019	12/4/2019		Commission	Town Manager	<p>6/26/2019: Town Manager to get information regarding fire taxes in order for the Town Commission to make an educated decision on how best to fund the Fire Department. Commission to decide whether to develop separate fund and how to gather citizen input (referendum or public meetings or commission action only)</p>
						<p>8/21/2019: Fire department to present options to the Commission at the September Workshop. Commission to also discuss fire tax/dedicated department fund.</p>
						<p>10/21/2019: A survey regarding fire services and a possible referendum on the 2020 ballot to be discussed at the December workshop</p>
Presentation scheduled for Duane DeFreese to discuss the lagoon	8/21/2019	12/18/2019		Commissioner Runte	Town Manager Mascaro	<p>8/21/2019: Commissioner Runte met with Duane DeFreese, Executive Director at Indian River Lagoon Council, who said their organization has dedicated funds for grant writing assistance and those funds have never been fully granted. The Town would just need to give them the information and they pay a grant writing service to write our grant. He'd like to bring the Commission up to date on the lagoon and related issues at a Workshop. Town Manager Mascaro will talk to Mr. DeFreese to get his schedule and set a meeting date.</p>
						<p>9/18/2019: TM Mascaro was unable to get in touch with Mr. DeFreese to talk about muck removal but she did talk to Kathy Hill, Chief Communications Officer of IRL Council, about grant opportunities. There is still money available in this grant cycle (ending October 1st) and TM was told that we just need to tell them what grant we are interested in and they do the rest. Possibilities include funding for the OP parking lot, invasive removal and mangroves along the river. VM Hoover suggested funding for compost from Green Earth Composting. Commissioner Runte will provide TM with contact for car charging stations.</p>

						10/16/2019: The Town Manager has not talked to Mr. DeFreese about making a presentation to the Commission but she has talked to him about grant opportunities. He will be asked to attend the November workshop - his presentation will be first on the agenda.
						11/15/2019: Duane DeFreese is available to meet with the Commission at the December RTCM.
ADA Compliance	3/20/2019	12/18/2019		Commission	Town Clerk	3/20/2019: The TC reported that many counties and municipalities have been sued because their sites aren't ADA compliant. She disabled a lot of the files on our website and is researching what will be needed for us to be 100% compliant as we add content and as we republish older content.
						4/18/2019: Town Clerk is working with other municipalities to determine the best way to deal with compliance. There isn't a clear understanding of a protocol to follow and many entities that thought they are compliant are not. If the information is available to non-disabled people on a website but not available to disabled people, a lawsuit can be filed. If the information is not posted at all, we stand a better chance of not being targeted.
						6/26/2019: Estimates received for closed captioning would cost about \$16,000/year. Town Commission meeting audio is available online at Soundcloud.com. The problem still lies with the uncertainty involved in being 100% compliant; nobody quite knows how to determine compliance. Town Clerk is staying abreast of available information and possible solutions.
Stormwater management master plan & implementation	9/27/2017	1/15/2020		Commissioner Hoover	Staff	9/27/2017: In tandem with Commissioner Hoover's comprehensive plan for safe pedestrian and bike routes, a stormwater plan needs to be implemented. The Commission agreed by consensus to place this on the Action List.
						10/18/2017: The Commission agreed by consensus to discuss stormwater management at the November 1, 2017 Workshop.
						11/15/2017: At the December 6th Workshop, our engineering consultant, B.S.E., will be present to discuss the Town's stormwater issues.
						12/20/2017: B.S.E. is modifying the quote presented at the 12/6/17 meeting based on new material received from the Town that needs to be reviewed. Will present new findings at 1/10/18 Workshop.

					1/10/2018: B.S.E. reviewed boxes of new material and requested material from our last engineering firm. It was to be voted on at the 1/17/18 meeting how many hours we would grant B.S.E. to work on the three hotspots in Town
					1/17/2018: A vote (3-0) at this meeting granted B.S.E. up to 10 hours to evaluate the three hot spots located at Rosewood/Dogwood, Oak/Cherry and Andrews in order for them to develop a remediation plan.
					1/24/2018: BSE Inspected the three priority sites, two additional priority sites that developed (508 Riverside, Ave A & Riverside) both outfall lines, and two second tier sites (2nd & Pine, Poinsettia). BSE report was received on January 29, 2018.
					2/21/2018: Commission approved \$28,800 for engineering services to BSE for the 5 priority locations. The Commission also authorized up to 18 hours of engineering fees to BSE to review new material and documents from the former engineer.
					2/22/2018 communication to BSE relaying the approval and requesting a time-line.
					4/12/2018: Received communication on Andrews Drive project that the surface drainage solution would not work due to the amount of water that needed draining. The existing pipe will be video taped and forwarded to BSE. The remaining Tier one projects are progressing and we should have some answers week of 4/16. The baffle boxes are scheduled for cleaning on April 25 and 26. Public Works will be repairing a surface outflow on Third Avenue at the River.
					4/25/2018: Video equipment could not be utilized due to severe blockage in pipe on Andrews Drive. The Vacuum truck worked for six hours and was not able to remove all of the blockage. BSE will meet with the Town during week of May 14th to discuss options.
					5/9/2018: RFP was advertised for two projects, Oak south of Cherry and Rosewood at Dogwood with scheduled bid opening for May 24th.
					5/10/2018: Public Works crew completed surface trench work on Third Ave at the River for the storm water sewer.
					6/14/2018 - Two project bids are on the agenda for the June RTCM as well as the approval for Andrews.
					7/13/2018: The project started this week on Rosewood at Dogwood and the project on Oak south of Cherry will start on July 19, 2018.
					7/18/2018: Town Manager was tasked with getting a Master Stormwater Plan from B.S.E. with associated cost.

						8/9/2018: The original project at Rosewood and Dogwood is complete. Three underground drains are being installed because of the high water table at the location.
						9/12/2018: A new roadway collapse happened at Rosewood and Elm which will start repairs on Monday 9/17/2018.
						10/11/2018: BSE will start on the updates to the master plan once the current projects are completed and Cherry at Rosewood is analyzed.
						10/17/2018: BSE to discuss at November 7th Workshop
						11/9/2018: Meeting moved to December 5, 2018
						12/10/2018: The master plan will be worked on at a later date after current projects have been completed.
						12/19/2018: Commission decided to move this out until April 2019
						2/12/2019: The engineer, Finance, and the TM have recommended not to move forward for financial reasons until FEMA reimbursements have been received. Request review in June, 2019.
						6/26/2019: The FEMA money has not been received. Commission consent to revisit at August RTCM.
						8/21/2019: Town Manager Mascaro said we haven't received enough of the FEMA reimbursement funds to give B.S.E. the go ahead to work on a master plan. Vice Mayor Hoover said he'd like to wait until we receive the study results from ECFRPC (funded by a grant we received from DEP) and then have them collaborate with B.S.E.
						9/18/2019: TM is hoping to receive more FEMA reimbursement money in the next 90 days. The study that Vice Mayor would like to wait for before readdressing this subject won't be completed until June 2020. To be "touched" in January 2020 to ensure forward movement of ECFRPC study.
Establish salary ranges	7/17/2019	1/15/2020		Commission	Town Manager	7/17/2019: Town Manager to conduct research and provide a salary range for each job in the Town.
HR policy for social media retention.	7/17/2019	1/15/2020		Commission	Town Manager & Staff	7/17/2019: Town Manager to develop policy for social media retention

Street paving and repaving plan	6/20/2018	1/15/2020		Commission	Town Manager	6/20/2018: RFP bids to be presented at 7/18/2018 meeting
						7/18/2018: Decide on one mile of paving or two miles of paving in FY 19/20
						10/11/2018: Research is starting on replacement and preservation of our roadways.
						10/17/2018: TM suggested working with our other approved engineering firm, Bowman Consulting, since they have expertise on this topic.
						1/11/2019: BSE is scheduled to meet with the TM the week of 1/14/2019.
						1/16/2019: Town Manager is working with BSE to determine the order in which the roads should be paved based on condition.
						2/13/2019: Request delay until April 2019.
						4/10/2019: BSE to review past paving plan. They will see if we can piggyback onto Brevard County's contract with VA Paving.
						4/18/2019: TM said cost for one mile of paving will be approximately \$66,000 but it will depend on depth and if millings will be needed.
						5/15/2019: Interim Town Manager and the PW Supervisor are breaking the roads into contiguous zones and putting those zones in order of condition. Looking to pave 3-5 miles of roads during FY 19/20.
						6/26/2019: The PW Supervisor developed a map for the north, central and south sections of Town and is working on giving the roads grades determined by their condition. The budget has enough for 3 miles of paving and the areas paved should be contiguous. PW Supervisor to report back in July.
						7/17/2019: PW Supervisor showed on a map where the next block of paving will take place. It's on the north end of Town and spans 2.84 miles, is contiguous and is in an area where there are no upcoming stormwater projects. More preventive maintenance should be performed such as sealing cracks to stop water intrusion and sealing the roads. Mayor Simmons suggested working with Indialantic when repaving contiguous areas.

Fire Department stipend comparison between old and new programs.	10/16/2019	1/15/2020		Commissioner Quarrie	Fire Chief Micka	10/16/2019: Commissioner Quarrie asked that the Commission be provided a quarterly comparison between the stipends paid utilizing the new program rules and what those stipends would be utilizing criteria from the old program.
Infrastructure/Capital Items Spreadsheet	8/14/2019	1/15/2020		Mayor Simmons	Town Manager	8/14/2019: Each budget year, the capital items list is developed from scratch. The TM was instructed to develop a spreadsheet with long term maintenance/capital/infrastructure items to ensure consistency and visibility each budget term.
Comprehensive, long-term plan for safe pedestrian and bike routes	9/27/2017	3/18/2020		Commissioner Hoover	Town Manager	9/27/2017: In lieu of moving forward with the <i>Safe Routes to School</i> grant program, Commissioner Hoover recommended that the Town focus their energy on a more comprehensive plan with emphasis placed on stormwater management. The Commission agreed by consensus to his suggestion and to add this item to the Action List.
						12/20/2017: Town Manager Daniels will meet with DOT after the holiday.
						1/17/2018: Town Manager Daniels is meeting with FDOT during the week of January 21.
						2/21/2018: Commissioner Hoover and TM Daniels have been told a meeting with FDOT will be scheduled towards the end of this week.
						3/30/2018: Bicycle safety was addressed as it relates to safe routes to school and A-1-A at a meeting with FDOT and SCTPO. Unfortunately without funding from DOT, the money necessary for sidewalks puts this project in the future. Hearing that FDOT does not expect any grant opportunities in the future, one option is to include sidewalks/bicycle paths in any stormwater sewer project.
						5/7/2018: Currently there are no grant programs for this project. Some possibilities are to install sidewalks in conjunction with some stormwater replacement in some areas like Andrews Drive.
						6/20/2018: Commissioner Hoover asked the Town Manager to join in a conference call on June 22nd with SCTPO where they will discuss the concept of a bike route that will connect MB and Indialantic and potentially over the bridge to downtown. They might be willing to do a pilot project with us regarding stormwater/pedestrian solutions. The Town Manager is also exploring grant opportunities.

					7/13/2018: TM Daniels is attending a meeting on Bike trails on July 18, 2018.
					8/9/2018: This will be a long-term project as funding and development of a trailway must be completed. Request review in January, 2019.
					1/11/2019: There is a planning grant on the January RTCM agenda.
					2/12/2019: Town applied for a Florida DEP resiliency planning grant on January 31, 2019 in partnership with the Eastern Central Florida Planning Council and are awaiting word as to our acceptance.
					3/20/2019: TM will research to determine if previous TM submitted paperwork for this grant.
					4/11/2019: Paperwork was submitted for this grant on 1/31/2019. If granted, funds (\$39,500) will be used to develop a plan as to how MB could improve stormwater management, improve water quality and provide recreational/aesthetic amenities in light of future climate conditions such as sea level rise. Work would begin on July 1, 2019 if we are awarded the grant.
					4/18/2019: Waiting for grant award notification
					7/1/2019: The <i>Opportunity for Green Infrastructure Adaptation Planning</i> grant was awarded in the amount of \$39,500
					7/17/2019: The awarded grant funds a study that will be completed by June 2020. To be revisited at the March RTCM.