



# Town of Melbourne Beach

## **JOINT TOWN COMMISSION AND PLANNING & ZONING BOARD WORKSHOP MONDAY, JANUARY 9, 2017**

### **MINUTES**

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#### **Town Commission**

Mayor Jim Simmons

Vice Mayor Tom Davis

Commissioner Wyatt Hoover

Commissioner Sherri Quarrie

Commissioner Steve Walters

#### **Planning & Zoning Board**

David Campbell, Chair

Kurt Belsten

April Evans

Christian Lindbaek, School Board Representative/Alternate

Town Manager Timothy Day

Town Clerk Gwen Peirce

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The Town Commission and Planning & Zoning Board  
conducted a Joint Workshop  
at 6:30 p.m. on Monday, January 9, 2017  
at the Town Hall – 507 Ocean Avenue  
to address the items below.

**I. Call to Order**

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

**II. Roll Call**

Town Clerk Peirce led the roll call:

Commissioners Present:

Mayor Jim Simmons  
Vice Mayor Tom Davis  
Commissioner Wyatt Hoover  
Commissioner Sherri Quarrie

Staff Present:

Town Manager Timothy Day  
Town Clerk Gwen Peirce

Commissioners Absent:

Commissioner Steve Walters

Planning & Zoning Board Members Present:

Chairman David Campbell  
Member April Evans

Planning & Zoning Board Members Absent:

Member Kurt Belsten  
Alternate Member Christian Lindbaek

**III. Pledge of Allegiance and Moment of Silence**

The Pledge of Allegiance and Moment of Silence were led by Mayor Simmons.

**IV. Public Comment**

No members of the public were present.

**VI. Old Business**

**A. Final review of the Land Development Code**

Mayor Simmons explained that this workshop is being held due to the fact that there were several revisions that had been approved by the Town Commission that had not been provided to the Planning & Zoning Board for their review of the Land Development Code and therefore, were not incorporated into the current version. The following future action items and revisions were approved by consensus of the Town Commission and Planning & Zoning Board members present:

1. Page 12: Planning & Zoning Board Action Item – determine “Fill height standards”.
2. Page 20: *PARKING SPACE, OFF-STREET*. Add “or right-of-way” after “public street.”
3. Page 24: Reinstate “*SAND DUNES*” Definition.
4. Page 35 and 36: Add Commas under (c)(3)(B) and (h).
5. Page 35: Town Attorney Action Item – Section (d) under Town Official – ask whether or not the Town Commission needs to disclose discussions with Town staff on quasi-judicial matters.
6. Page 50: Planning & Zoning Board Action Item – 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.
7. Multiple pages: Find and replace each “Appendix A” and “Appendix D” and add “of this code” if necessary.
8. Page 96: Town Attorney Action Item – 4A-178(6) – ask if we should have a caveat exempting the Town from liability if the Town fails to notify that federal flood insurance is not available.
9. Page 106: Town Attorney Action Item – 4A-205(4) – ask if we should have another caveat.
10. Page 110: delete “section 13.170(4)”
11. Page 116: Planning & Zoning Board Action Item – 4A-238(1) – define minor grading and minor fill (in the future).
12. Page 118: 5A-4(a) – shall be “constructed” rather than “construed”.
13. Page 121: Planning & Zoning Board Action Item – 5A-6(f) and (g) – work with Board of Adjustment to determine what language should be contained in these subsections.
14. Page 134: Delete (2) in Table, renumber and change (2) and (3) in the table.
15. Page 141: 7A-35(a): change “mete-family” to “multi-family”.
16. Page 148: (4) and (5) need to be moved to page 149.
17. Page 153: (4) and (5) should replace (4) and (5) on page 155.
18. Page 156: Table – delete (2) and delete reference to (2) in the table and renumber (3) to (2).
19. Page 163: Planning & Zoning Board Action Item – (7) – Single-family dwelling units – do we need to address driveways, minimum measurements for individual parking spaces and define how they are constructed?
20. Page 166: Section (d)(2) – Add “as determined by the Town Planner” after “alley”.
21. Page 171: (c)(2) paragraph spacing is off.



22. Page 173 – 175 – Action Item – renumber paragraphs (a) through (d) to match remainder of document style
23. Page 178: 7A-53 – Delete “Use of the word...” sentence and add “and walls” after fences in the second sentence.
24. Page 182 and 183: (1)(h) and (2)(f) – change 150 to 160 miles per hour.
25. Page 201: Planning & Zoning Board Action Item – 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.
26. Page 227: 9A-8(a)(2): Should be “soil” rather than “sail”.
27. Page 228: 9A-10(d) add “and” before “Exotic”
28. Page 232: 11A-1: Add comma after “protect.”
29. Insert language from Ordinance Nos. 2016-01 and 2016-02 into the Land Development Code (not in tracked changes).

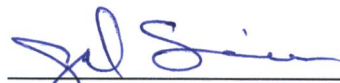
There was consensus for the Town Clerk to make all of the approved changes and bring back to Planning & Zoning Board at the February meeting.

## VII. Adjournment

**Vice Mayor Davis moved to adjourn; seconded by Commissioner Hoover. Motion carried 5-0.**

Meeting adjourned at 8:07 p.m.

ATTEST:



James D. Simmons  
Mayor



Gwen Peirce, CMC  
Town Clerk