



Planning and Zoning Board Meeting

Wednesday, July 28, 2021 at 6:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CONSENT AGENDA

APPROVAL OF MINUTES

- a. **Approval of Minutes of 06/23/2021**

Exhibit: Agenda Report Number 4a

Attachments:

- **Agenda Report Number 4a** (Agenda_Report_Number_4a.pdf)

5. PUBLIC COMMENTS
6. ACTION ITEMS
 - a. **2021 Capital Improvement Plan Update**

Exhibit: Agenda Report Number 6a

Attachments:

- **Agenda Report Number 6a** (Agenda_Report_Number_6a.pdf)

7. PUBLIC HEARING
8. DISCUSSION/POSSIBLE ACTION ITEMS
9. ADDITIONAL ITEMS FOR FUTURE MEETING
10. PUBLIC COMMENTS
11. OLD BUSINESS/NEW BUSINESS

- a. **Old Business**
- b. **New Business**

Board Member Comments

Next regular Meeting - August 11th, 2021

12. ADJOURNMENT

TOWN OF MALABAR
PLANNING AND ZONING

AGENDA ITEM REPORT

AGENDA ITEM NO: 4.a.
Meeting Date July 28, 2021

Prepared By: Denine M. Sherear, Planning and Zoning Board Secretary

SUBJECT: Approval of Minutes

BACKGROUND/HISTORY:

The minutes must reflect the actions taken by the Board:

- Who made the motion
- What is the motion
- Who seconded the motion
- What was the vote

Malabar has historically included discussion to provide the reader the understanding of how the Board came to their vote. These minutes not verbatim, and some editing is done to convey the thought. People do not speak the way they write.

ATTACHMENTS:

Draft minutes of P&Z Board Meeting of 6/23/2021

ACTION OPTIONS:

Secretary requests approval of the minutes.

"The following draft minutes are subject to changes and/or revisions by the Planning and Zoning Board and shall not be considered the official minutes until approved by the P&Z Board."

**MALABAR PLANNING AND ZONING BOARD REGULAR MEETING
JUNE 23, 2021, 6:00 PM**

This meeting of the Malabar Planning and Zoning was held at Town Hall at 2725 Malabar Road.

1. CALL TO ORDER, PRAYER AND PLEDGE:

Meeting called to order at 6:00 P.M. Prayer and Pledge led by Chair Wayne Abare.

2. ROLL CALL:

CHAIR: WAYNE ABARE
VICE-CHAIR: LIZ RITTER
BOARD MEMBERS: MARY HOFMEISTER
DOUG DIAL
GEORGE FOSTER
ALTERNATE: SUSAN SHORTMAN
ALTERNATE: JEFF RINEHART unexcused
BOARD SECRETARY: DENINE SHEREAR

ADDITIONAL ATTENDEES:

INTERIM TOWN MANAGER: LISA MORRELL

3. ADDITIONS/DELETIONS/CHANGE:

4. CONSENT AGENDA:1

4.a. Approval of Minutes Planning and Zoning Meeting – 3/10/2021
4.b. Approval of Minutes Planning and Zoning Meeting - 3/24/2021
4.c. Approval of Minutes Planning and Zoning Meeting – 4/28/2021
Exhibit: Agenda Report No. 4.a & 4.b. & 4.c.
Recommendation: Request Approval

For the record Vice Chair Ritter said that the 3/10/2021 Minutes had been approved, Secretary Sherear will check on this approval. Sherear mentioned for the record the three sets of minutes were emailed in advance to get feed back from PZ Board for corrections. Abare asked who suggested this, the response was Council.

Chair Abare noted that the Board is all volunteers would like to review minutes at meetings and if Council wants to overrule this so be it.

**Motion: Ritter /Hofmeister to Approve Minutes for March 10 2021 as presented, All Vote
; Aye**

**Motion: Ritter /Dial to Approve Minutes for March 24, 2021 as amended, All Vote
; Aye**

Corrections made to 3/24/2021 minutes

**Motion: Ritter /Dial to Approve Minutes for April 28, 2021 as amended, All Vote
; Aye**

Shortman made note that in minutes under header 1. On "Call to Order, Prayer and Pledge" to add by before the person leading the meeting.

Corrections documented and amended.

5. PUBLIC HEARING:0

6. ACTION 1

6.a. Amending the Land Developing Code to provide a new Recreational Vehicle Parking (RVP) Zoning District under the Future Land Use in Ordinance (2021-09)

Exhibit: Agenda Report No. 6.a.
Recommendation: Request Approval/Discussion

Chair Abare said there is an "Action" to review the draft Ordinance he would like to thank Lisa (ITM- Interim Town Manager) and staff for the Draft Ordinance on Recreational Vehicle Parking (RVP) Ord 2021-09, things are off to a great start. Abare said a lot of effort was saved on the PZ Board side of things and Ritter said she was glad to see that FL Statutes are being adopted.

Chair Abare the FL Statutes is going to be 95% of this Ordinance. Abare said the Town has the right to have short list of what the Town can control.

Chair Abare is going to walk through the Ordinance 2021-09 it is for Recreation Vehicle Parking (RVP) and HDR (High Density Residential)

(note: the page numbers referenced below are that of the entire 6/23/2021 PZ Packet)

Page 17- verbiage only,

Page 18- Adding to Table the RVP under HD

Page 18 & 19 Table 1-3.2 Land by Districts RMH.

Morrell, ITM explained to the Board that text was used to describe RVP verses using the Table 1-3.2 & 1.3.3 Anything referring to the RVP would go to Section 3 & Section 4

Abare asked if Morrell liked page 19 in Agenda Packet & Morrell responded "yes" not a fan of 20 & 21 referring to the Tables.

Ritter said RMH (Residential Mobile Home) Park is generally governed by FL Statutes & blends together they can't have RVs in MH Parks. Morrell explained that she was more focused on Land Use and three types that allow

Ritter asked why it is under Commercial activities? Morrell explained it is more like a hotel/motel per FL ST (Florida Statutes)

Page 19- The consensus is Board is happy

Page 20- The consensus is Board is happy

Page 21- The Board discussed that Temporary living quarters and Ritter said would rather it say Residential Living quarters, Morrell said it is up to the FL ST.

Morrell noted that different Municipalities have different rules. Ritter comments on second sentence in "G" page 21 PZ Board Packet Agenda. The sentence Referencing recreation vehicle activities Ritter added for the record under G (1) (b) Recreational Vehicles: Motorhomes, Fifth-Wheel, Travel Trailers, Truck Campers, Pop Ups, as well as tents.

Ritter suggests removing sections on "G". Morrell said that she will take all comments/suggestions to Council/staff or Attorney for review and advisement.

Page 22-

Ritter added

(2) b.) metered

e. or f.) public or private utilities

ITM Morrell discussed public utility easement or private part of the site plan.

ITM Morrell explained this Amendment to the Board that the Town sent out letters to those property

3.) conditional use permit (may or may not be approved)

4.) 5 acres minimum size

Abare said this is not being wrote for anyone specific, this is to establish RVP as ITM, Morrell explained this is different & it will depend on maximum of 15 units per acre or 5 units per acre

Shortman asked how many acres typically does it take for developing water, septic, etc Chair Abare responded 15%. Interim Morrell said it depends on site and land use area. Morrell explained that it could be a maximum of 15 per acre but not necessarily.

Foster said there are hurdles to go through. Shortman commented if you take 1 acre out of the 5 you could put approx. 60 units. Abare said you count gross acreage of 5 times 15. Abare discussed the 15 % for water retention and 10% for recreational areas.

ITM Morrell explained this Ordinance will layout the framework, paved roads, buffers, turn lanes, setback, etc, anything else would-be Conditional Use

Chair Abare gets consensus of the Board:

Abare said 10 acres for 15 RVP

Foster min of 15 acres give opportunity

Dial 15 units

Ritter 15 units

Hofmeister 15 units

Shortman 15 units

Page 23

Ritter talked about removing fence or evergreen hedge for boundaries. ITM said she will bring comments to Council for security for gated community type.

Abare asked for consensus of the Board concerning the "wall" around Recreation Vehicle area:

Hofmeister, like walls future land development

Dial, 3 out of 4 walls; leave 1 side open

Foster, no walls

Shortman, walls

Abare, no walls

Ritter, no walls

Ritter/Abare discussed back in parking & drive through, Ritter said it should be like FL Statutes Back in 1,200 & Drive through is 1,500.

Board discussed and did consensus to go with the FL Statutes of back -in & Drive-Through RV sites.

Page 24

Ritter commented on setbacks for sides and rear, ITM Morrell explained it is in the Ordinance for fire safety purposes.

Board discussed through document and discussed lightening for safety & security, as described in in site plan. ITM Morrell explained Site lightening Code and adheres to Code adopted for lightening FDOT. Ritter asked what the intensity of lightening is?

Ritter said under that on Page 25 of packet a lot is redundant about travel trailers and RV and to strike travel trailers. ITM Morrell said she would review and strike travel trailers.

Ritter said she would like to see document in finish form. ITM Morrell explained it will be reviewed by the Attorney and go to Council for two readings and this Board is welcome to attend the Council meetings for the reviews.

Abare said there is no one pushing to get this done. ITM Morrell said she would like to move off table and it is up to this Board to make a motion to Council.

Board discussed to make a motion with suggested changes and to get a complimentary copy after Attorney reviews suggestions.

Motion: Dial /Hofmeister Recommended to Town Council to Amending the Land Developing Code to Provide new Recreational Vehicle Parking (RVP) Zoning District under the Future Land Use in Ordinance (2021-09) as amended /changes With changes from Attorney for an effective date. All Vote, Roll Call Vote:

Roll Call: Foster; Aye, Abare; Aye, Ritter; Aye, Dial; Aye, Hofmeister; Aye.

Motion Approved 5 to 0

The board thanked ITM Morrell for all her hard work.

7. DISCUSSION:0

7.a. *Intentionally left Blank*

8. *Intentionally left Blank*

9. ADDITIONAL ITEMS FOR FUTURE MEETING

10. PUBLIC

11. OLD BUSINESS/NEW BUSINESS:

Old Business:

New Business:

Reminder: Next Meeting – August 10, 2021

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K. ADJOURN

There being no further business to discuss, MOTION: Hofmeister / Foster to adjourn this meeting.
Vote: All Ayes. The meeting adjourned 7:34 P.M.

BY:

Wayne Abare, Chair

Denine Sherear, Board Secretary

Date Approved: as presented/corrected

TOWN OF MALABAR

PLANNING & ZONING ADVISORY BOARD

AGENDA ITEM NO: 6.a
Meeting Date: July 28, 2021

Prepared By: Lisa Morrell, Interim Town Manager

SUBJECT: P&Z Capital Improvement Project Advisement to Town Council

BACKGROUND/HISTORY:

Per the Town Council Budget Workshop held on June 28, 2021, Town Council directed staff for all Town advisory boards to review and provide input in the 5 Year Capital Improvement Planning (CIP) for the annual budget process and pursuant to Malabar, Florida - Code of Ordinances, PART II - CODE OF ORDINANCES, Chapter 2 – ADMINISTRATION, ARTICLE VIII. - BOARDS, COMMITTEES, COMMISSIONS, ETC. DIVISION 5. - PLANNING AND ZONING BOARD, Section. 2-250. - Establishment and purpose of the planning and zoning board, Item a...."They shall annually prepare a capital improvement projects list to submit to council."

Government Finance Officers Association (GFOA) provides guidance to local governments for best practices and standards for compliance with Florida State Statutes. GFOA advises:

"Many governments establish long-range strategies focused on community development and sustainability through the use of Master Plans. As blueprints for the future, these plans identify economic, land use, and infrastructure development and/or redevelopment, which may include transportation, housing, and public facilities. Master Plans, most frequently coordinated by the local governments planning department with broad community participation, identify jurisdictional needs ten to twenty-five years into the future. Regular updates to these plans are imperative to ascertain development or infrastructure needs as local conditions change.

Master Plans are the foundation for:

- the development of physical plans for sub-areas of the jurisdiction;
- the study of subdivision regulations, zoning standards and maps;
- the location and design of thoroughfares and other major transportation facilities;
- the identification of areas in need of utility development or extensions;
- the acquisition and development of community facility sites;
- the acquisition and protection of open space;
- the identification of economic development areas;
- the incorporation of environmental conservation;
- the evaluation of short-range plans (zoning requests, subdivision review, site plan analysis) and day-to-day decisions with regard to long-range jurisdictional benefit; and
- the alignment of local jurisdictional plans with regional plans.

In addition to a long-range Master Plan, governments utilize Capital Improvement Plans (CIP) to identify present and future needs requiring capital infrastructure. Such plans operate for a shorter duration, often three-to-five years, and list the projects and capital programs planned for the community with corresponding revenues and financing sources. Paying attention to financial factors during the development of master plans allows for a smoother transition of long-range plans to implementation and lessens the impact on the CIP and future operating budgets. Subsequently, to adequately guide the fiscal, operating, and land use needs of the community,

finance officers should use Master Plans as a framework for capital project requests that go into the CIP.

Jurisdictions may refer to Master Plans by various names, including Comprehensive Plans or General Plans. This Recommended Practice utilizes the title Master Plans to denote the long-range plans (10 - 25 years) that act as a framework for capital project requests that direct the Capital Improvement Plan

ATTACHMENTS:

Memo 2021-TC/T-039 From Town Clerk Debby Franklin
Town of Malabar 5 Year Capital Improvement Plan (CIP) 2018-2022

ACTION OPTIONS:

Review the CIP plan, discuss, and provide an advisory to Town Council.

TOWN OF MALABAR

MEMORANDUM

Date: June 30, 2021 2021-TC/T-039
To: Denine Sherear, P&Z Board Secretary
From: Debby K. Franklin, C.M.C., Town Clerk/Treasurer
Ref: Council Action on June 21, 2021 regarding the Capital Improvement Projects

Council discussed the Capital Improvement Plan that is required to be updated annually at their last RTCM on June 21, 2021. They would like to receive input on the recommendations from the Planning and Zoning Board before finalizing the proposed budget for FY 2021/2022.

Please discuss this at your next meeting and forward the Board's recommendation to me for Council.

Attachment: 2020 CIP

CAPITAL IMPROVEMENT PLAN - 5 YR SCHEDULE 2018 - 2022

CAPITAL IMPROVEMENT	YR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	Projected Cost	NOTES / PROPOSED FUNDING SOURCES
	2017	FY2018	FY2019	FY2020	FY2021	FY2022		
COMMUNITY CENTER					X			2725 Malabar bldg
SHARED TOWN HALL w/ EEL		X	X					EEL education Ctr \$, FEMA EOC \$ - continue plan
RIVER FRONT ACCESS			X					No public land
BASEBALL FIELD DUGOUTS AND CONCESSION STAND			X					Park & Rec Board to explore grant funding
COREY RIGHT TURN LANE			X	X	X			Will it improve safety - not part of FDOT project
WEBER RIGHT TURN LANE			X	X	X			Will it improve safety - not part of FDOT project
FIRE DEPT FLASHING LIGHT			X					TIFT \$ - Will FDOT permit?
RESURFACE WEST HALL				X				ANNUAL BUDGET
RESURFACE WEST ATZ			X					ANNUAL BUDGET
RESURFACE OLD MISSION			X					ANNUAL BUDGET
SW PROJECTS FROM 2014	X	X	X	X	X			In order or priority
NEW SLOPEMOWER	X	X						Purchased
Maintain existing SW Infrastructure	X	X	X	X	X		\$56,300.00	Ongoing work, Storm water funding
S/E Rocky Pt. Rd. repairs to ROW	X	X					\$10,000.00	Out for bid, SW funds or FEMA assistance

CAPITAL IMPROVEMENT PLAN - 5 YR SCHEDULE 2018 - 2022

Replace steel culverts under roads	X	X	X	X	X	X	\$30,000.00	Ongoing, culverts failing after 23-30 years SWW
Ditch on southside of Atz Rd, Smith to Jordan Blvd/Twin Lakes	X	X		X			\$85,000.00	Engineering complete, out for bid, SW Revenue
Cason Lane, west side to Atz.	X		X		X		\$2,500.00	Re-contour ditch to Atz Rd. SW Revenue
Eva Ln paving		X	X				\$65,000.00	Done - used TIFT funds
Quarterman Ln retrofit	X		X		X		\$15,000.00	Done
Sandy Creek to SR-514 east side.	X		X		X		\$17,000.00	Ditch, culvert elevations to SR-514. SW Revenue
Ditch north side Hall, Flashy In. to Tillman canal	X		X		X		\$10,000.00	
Ditch, north side Hall, Weber to Flashy Ln		X		X			\$60,000.00	Re-contour ditch, install culverts. SW Revenue
Ditch on north side of Hall Rd, Duncil to Weber,	X		X		X		\$25,000.00	Ongoing with stormwater revenue
1A: Ditch on northside of Atz Rd, Candy to Corey Rd;		X		X			\$60,000.00	Re-contour & install ditch to Corey Rd. SW Revenue

CAPITAL IMPROVEMENT PLAN - 5 YR SCHEDULE 2018 - 2022

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5		
CAPITAL IMPROVEMENT	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	COST Est.	FUNDING SOURCE / notes
	FY2017	FY2018	FY2019	FY2020	FY2021		
FIRE DEPARTMENT							
New Fire Apparatus (Engine 99)		X	X	X	X		LEASE PURCHASE AGREEMENT
SCOTT Air Packs 5 per yr	X						Trade fire 1 school for 15 Scott Air Packs
Extraction Tools		X					get estimate
Combo Squad/tanker		X					will replace Sq 99 & B99 tanker - get estimate
Refurb Tanker 99							holds 3500 get estimate
ARTESIAN HYDRANT		X		X			BUDGET - explore pond drafting kits