CITY OF COCOA BEACH – PLANNING BOARD
MEETING MINUTES

Monday, December 4, 2023 @ 5:30 P.M.

A. CALL TO ORDER AND ROLL CALL: Mr. Arnold called the meeting to order at 5:30 PM.

Pledge of Allegiance:

Members Present: Lennie Arnold, Chair; Lisa Colloredo, Vice-Chair; Margaret Schneider; Charles Mason; Alexandra Bobo, Lori McKinley

Alternate Members: Alt 1: Matt Tschaar

School District Board Representative Alternate Present: None

Members Absent: 0

Staff Present: Tanja McCoy, Development Services Director, Loren Wiltse, Principal Planner, Devan Taly, Senior Planner

Commission Members Present: None

Visitors Present: 3

Approval of Agenda: Ms. Schneider motioned to approve the agenda as presented. (1) Ms. Colloredo seconded; the motion was approved 5:0.

Approval of Meeting Minutes: Ms. Schneider motioned to approve the July 10, 2023, meeting minutes, as presented. Ms. Colloredo seconded; the motion was approved 5:0.

B. UNFINISHED BUSINESS: None

C. NEW BUSINESS:

1. Planning Board Members Orientation:
    i. ITEM C1: SunShine Law/Public Records Law - The City Attorney presented a PowerPoint presentation on Sunshine Law/Public Records Law. The City Attorney goes through requirements of the boards/commission/committees as it relates to the laws. Ms. Colloredo answers the city attorney's examples of possible issues/questions and discussion follows. Ms. Schneider inquiries about exemptions. The city attorney states it is coming up on the next slides. City attorney states exemptions to public record law follow protecting information such as law enforcement, police addresses, attorney privileges, and more discussion follows. Garett moves on to voting conflicts on boards and who else it (appointed officers) can apply to. Ms. Bobo asks questions regarding conflict among all members involving a quorum, the city attorney answers that it has not occurred with this type of board and that if it did, it would be difficult. The city Attorney states planning board will email out the presentations presented. Presentation concludes. The City Attorney presented a PowerPoint presentation on Parliamentary procedures. The City Attorney asks if there are any questions. Ms. Schneider asks if the postpone motions are new, and the city attorney explains the process of information. Presentation ends. The City Attorney presented a PowerPoint presentation on Quasi-Judicial hearings. City attorney asks what is procedural due process? No answer. The city attorney answers and clarifies on adequate notice. The City Attorney asks questions regarding decisions and evidence examples, Ms. Schneider answers and a discussion follows. Presentation continues. The City Attorney asks for example of ex parte communications, Ms. Schneider, and Mr. Arnold both answer, and discussion follows. Ms. Schneider inquires on evaluating how plans have merit, and if she can call the applicant. The City Attorney explains that it does count and must be disclosed prior to the meeting, those questions should be asked at the meeting directly, not externally. Presentation follows. Ms. Schneider inquires if you do a site visit on your own, do you disclose? The city attorney states it does not count as communication outside of the board. It is not required. Presentation follows. Presentation ends.
    ii. ITEM C1: Standard Procedures & Policies – Director Tanja McCoy presents section 4.03 of the planning board on PowerPoint presentation slide. Discusses what the planning board is about and what city staff provides and or evaluates. Discusses the other departments that oversee and

work with planning staff before items are brought forward to the planning board. Ms. Schneider asks about the density cut off, Director Tanja McCoy answers 3 acres or 30,000 square feet. Director Tanja McCoy further explains the level of detailed review by planning staff. Discussion follows.

2. ITEM C2: Comprehensive Plan 2024 Process Introduction: The Principal Planner presents PowerPoint presentation on the Comprehensive Plan. Discusses history of the plan and why the plan is updated. Discusses the general planning system and community vision, along with the required elements of the plan and how they apply to the overall process. Discusses key points on general planning system consistencies. Discusses how State law requires the city to amend 2025 plan. Discusses the roll of planning agencies and state codes as it relates to the update of the plan. Discusses how the planning board participates in the plan updates through future scheduled workshops and encourages public participation. Presentation ends.
3. ITEM C3: 2024 meeting dates- Staff asks for future workshop sessions be the first hour of regular scheduled Planning Board meetings. Ms. Schneider asks if the 2012 design standards and 2014 master gateway plans can be provided at the next meeting. The Director states we can provide the documents requested and post to website. Ms. Schneider states that another box should be added as who are we as a city currently before the process begins. Ms. Colloredo inquires on the work session processes. The Director states a consultant will be involved and are familiar with the process. Discussion follows. Mr. Arnold states at the next meeting to bring an outline of the work session process plan. Ms. Bobo asks who will be leading the meetings. The Director states the staff and third-party consultants. Discussion follows. Director concludes with outlining the next steps of the process and how public participation is open.

D. STAFF AND ATTORNEY REPORTS:

1. ITEM D1: Senior Planner presents building permits and vacation rental registration activity for the months of July through September 2023. Mr. Arnold inquiries about the on-going audit of Vacation Rentals. Director Tanja McCoy states staff is reviewing, and letters will be sent in January of 2024. Discussion follows.

E. GENERAL PUBLIC COMMENTS: Comp View Plan at the planning board meeting is a good idea. Workshops are more flexible for the public to provide comments.

F. BOARD FINAL COMMENTS: Ms. Schneider asks about new crosswalks throughout the city. Ms. Colloredo asks if comprehensive plan updates will have advertisements to the public. Director confirms multiple advertisements of mails, signs, online postings. Mr. Arnold discusses previous comment from July 10th meeting about the sidewalk improvement program plan. Director states to discuss with public works and provide an update at next meeting.

G. ADJOURNMENT: No other items were discussed. The meeting adjourned at 7:21p.m.

_____Date_____ _____Date_____

Devan Taly, Senior Planner Lennie Arnold, Chair