

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING Wednesday, August 20, 2025 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

### PUBLIC NOTICE AGENDA

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Proclamations/Awards**
  - A. Proclamation recognizing the month of September 2025 as National Suicide Prevention Month
6. **Presentations by Special Guests (Maximum of 5 Minutes)**
  - A. Presentation from the Environmental Advisory Board regarding the proposed tree ordinance amendments
7. **Public Comment (Non-Agenda Items)**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

**8. Consent Agenda**

- A. Approval of the Regular Town Commission minutes June 18, 2025
- B. Approval of the Town Commission Budget Workshop minutes June 23, 2025
- C. Approval of the Special Town Commission Meeting minutes July 1, 2025
- D. Approval of the Town Commission Budget Workshop minutes July 15, 2025
- E. Approval of the Regular Town Commission Meeting minutes July 16, 2025
- F. Approval of the Special Town Commission Meeting minutes July 22, 2025
- G. Approval of the Special Town Commission Meeting minutes August 4, 2025
- H. Reappointment of Jamie Guth as a board member on the Environmental Advisory Board
- I. Reappointment of Karen Fenaughty as a board member on the Environmental Advisory Board
- J. Reappointment of Laurie Simmons as a board member on the History Center Board
- K. Reappointment of Todd Albert as an alternate on the Planning and Zoning Board
- L. Notice to the Town of Melbourne Beach from the City of Melbourne regarding scheduled hearings to approve the proposed increases for water and wastewater rates

**9. Public Hearings/Special Orders**

**10. Unfinished Business**

- A. Discussion on the proposed amendments to the sign ordinance – Town Attorney Ryan Knight
- B. Discussion on the proposed Town Policy and Procedure regarding grant applications – Town Attorney Ryan Knight
- C. Discussion on the proposed parking ordinance – Town Attorney Ryan Knight
- D. Modifications to previously presented 2024 Fire Department incident response times – Fire Chief Gavin Brown

**11. New Business**

- A. Consideration on repairing the road at 410 Riverview Lane – Public Works Director Tom Davis
- B. Consideration on the proposals to replace the Old Town Hall History Center roof – Public Works Director Tom Davis
- C. Consideration on the proposals to replace the 5 leaking windows on the east side of the second floor of the Town Hall – Public Works Director Tom Davis
- D. Consideration on repairing the 3 leaking showers on the second floor of the Town Hall – Public Works Director Tom Davis
- E. Consideration on initial tasks for the Technology Advisory Board – Commissioner Tim Reed
- F. Consideration to repeal, retract, or void setback variance #VV2025-0001 at 1200 Orange St – Commissioner Tim Reed
- G. Consideration on tasking the Town Attorney to provide a monthly active lawsuit report – Commissioner Anna Butler
- H. Consideration on tasking the Town Clerk to provide a monthly report listing all public records requests from elected or appointed public officials – Commissioner Anna Butler
- I. Discussion regarding an Interim Town Manager – Mayor Alison Dennington
- J. Discussion on stormwater status – Mayor Alison Dennington

**12. Finance/Budget Report**

**13. Town Staff/Board Reports**

- A. Building Department
- B. Public Works Department
- C. Code Enforcement
- D. Fire Department
- E. Police Department
- F. Town Clerk
- G. Town Attorney
- H. Town Manager

**14. Commission Reports**

- A. Mayor Alison Dennington
- B. Vice Mayor Dawn Barlow

**15. Task List**

**16. Adjournment**

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.