TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

MARCH 18, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
Wednesday, March 18, 2026 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE
AGENDA

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**
The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

4. **Meeting Agenda – Additions/Deletions/Changes –** Pages 2-3

5. **Proclamations/Awards/Announcements**
A. Town announcements and upcoming events – Town Clerk Amber Brown – Page 4

6. **Presentations by Special Guests (Maximum of 5 Minutes)**

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. **Town Manager Report**

9. **Town Attorney Report**

10. Consent Agenda

A. Approval of the January 7, 2026 Town Commission Workshop minutes – Pages 5-7
B. Approval of the January 9, 2026 Special Town Commission Meeting minutes – Pages 8-12
C. Approval of the January 23, 2026 Special Town Commission Meeting minutes – Pages 13-14
D. Approval of the site plan for 307 Third Ave – Pages 15-96
E. Approval of the site plan for 506 Poinsettia Rd – Pages 97-136

11. Public Hearings/Special Orders

12. Unfinished Business

13. New Business

A. Consideration on an RFP for grant writing and administrative services – Commissioner Tim Reed – Pages 137-139
B. Consideration on the proposed letter to the Governor regarding Florida State Statute 112.51: Municipal officers; suspension; removal from office – Commissioner Anna Butler – Pages 140-172
C. Consideration on replacing the Community Center doors – Public Works Director Tom Davis – Page 173
D. Consideration on auctioning off old street name signs – Public Works Director Tom Davis – Page 174

14. Finance/Budget Report - Pages 175-214

15. Town Staff/Board Reports

A. Technology Advisory Board
B. Building Department – Pages 215-223
C. Public Works Department – Pages 224-225
D. Code Enforcement
E. Fire Department – Pages 226-227
F. Police Department – Pages 228-231
G. Town Clerk – Pages 232-239

16. Commission Reports

17. Task List

18. 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.

UPCOMING EVENTS

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
March 14, 2026	11:00 AM – 3:00 PM	Spring Fest & Kids Business Fair	Ryckman Park, 509 Ocean Ave.	Shop at booths showcasing local children's entrepreneurial ventures and also enjoy live entertainment and food trucks
April 4, 2026	TBD	Egg-Stravaganza	Ryckman Park, 509 Ocean Ave.	Egg scavenger hunt, games, face painting, magic show, meet the Easter Bunny
April 6, 2026	7:00 PM	Early NASA Photography	Old Town Hall History Center 2373	Helene Milbert brings a unique perspective that bridges storytelling and the Space Coast's beginnings. Come enjoy the stories and look through many original photographs from this era.
April 11, 2026	9:00 AM – 2:00 PM	Nature Day	Ryckman Park, 509 Ocean Ave.	An educational, family-friendly event dedicated to spreading awareness and sharing progress on local environmental efforts
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1st & 3rd Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP
January 7, 2026 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Interim Town Manager Lisa Frazier
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:01 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Interim Town Manager Lisa Frazier
Finance Manager Jennifer Kerr
Police Chief Tim Zander
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

Mayor Alison Dennington led the Pledge of Allegiance, a moment of silence, and read the Civility Pledge.

4. Public Comments

5. New Business

A. Discussion on the budget – Interim Town Manager Lisa Frazier

Interim Town Manager Lisa Frazier presented a budget calendar, overview, and considerations, and the Commission discussed the information presented.

B. Discussion on priorities, strategic plan, and timelines – Interim Town Manager Lisa Frazier – 48:12
Interim Town Manager Lisa Frazier presented the Project/Program Strategic Plan.

The Commission discussed the Project/Program Strategic Plan.

Mayor Alison Dennington spoke about grants and hiring grant consultants for stormwater.

The Commission discussed getting FDOT to install a crosswalk at Cherry and Oak.

Commissioner Tim Reed spoke about adding line-item numbers to each line, adding a road improvement plan, and adding an aggressive pursuit to get our reimbursement from FEMA.

Mayor Alison Dennington spoke about breaking the inventory of assets into categories such as technology, roads, and contracts.

Vice Mayor Terry Cronin asked if there is a list of when the roads will be redone.

Public Works Director Tom Davis spoke about having a list grading current road conditions.

Interim Town Manager Lisa Frazier spoke about one of the engineering companies that can do a formal survey for roads; however, that is costly, but it could be part of the next budget.

C. Discussion on the proposed Town Policy and Procedure regarding grant applications – Commissioner Tim Reed – 1:32:46

Commissioner Tim Reed spoke about previously bringing this agenda item up to require grants with matching funds be approved by the Town Commission prior to applying, then the Town Attorney created a draft policy. Currently, the Commission only gets involved at the end when the grant is awarded, and the Commission is asked to accept it or not. Agrees with most of the changes but questioned the $25,000 threshold. The Commission should approve the application if there are any matching funds.

Mayor Alison Dennington spoke about getting on board if there are any matching amounts or a minimal amount of matching funds, or if it will require so many staff hours.

Interim Town Manager Lisa Frazier spoke about the $25,000 threshold as a starting number. Some grants are quick and small, and we would not want to burden the Commission with a special meeting for a $5,000 grant. Need to find common ground where the Commission is comfortable, but it is not too inhibitive.

Police Chief Tim Zander spoke about there are JAG grants that have come up with a quick turnaround time, where there wouldn't be time to bring it to the Commission.

Commissioner Tim Reed spoke about only addressing grants that have matching funds.

Mayor Alison Dennington spoke about being concerned with spending a lot of staff time applying for a grant if the Commission does not want it. Recommended having language for a threshold for matching funds, and language about grants taking x number of hours. If the grant is below both of those numbers, then they can apply without Commission approval.

Fire Chief Gavin Brown spoke about how the Fire Department applies for a lot of grants. Tomorrow, a grant is going to open, and they only accept the first 600 applicants, so it would be hard to call a meeting in time, and you do not know what the questions are until it opens, so there is a very fast turnaround time. Another situation is a FEMA grant with matching funds that the department applies for. You do not know what the matching is until the grant opens. That one typically is open for a couple of weeks. If the Fire Department applies for a grant that is not budgeted, it should go to the Commission. However, if 2 sets of bunker gear are budgeted, and a grant has matching funds that would be covered by the budget, but instead you get 10 sets of bunker gear through the grant, does that need to come to the Commission when the funds are already in the budget?

Commissioner Sherri Quarrie spoke about the Fire Department being well-equipped to apply for grants. Provided the Commission with a handout. The parts requiring Department Heads prepare a grant is not achievable because they do not have time to do this. Thinks the Finance Department and Town Manager should be the ones applying for the grants. The designated person should be the Town Manager, not the Mayor. Making a department head bring it to the Commission prior to, would be a hindrance, and we should not require that.

Mayor Alison Dennington spoke about how the Town Manager should be responsible for grants, and the Mayor should not be the designated person. Would not expect Department Heads to do grants. Would like to know how many grants are applied for, how much time is put into them, and add a matching fund cutoff.

Commissioner Sherri Quarrie spoke about not wanting to burden staff to get that data.

Vice Mayor Terry Cronin spoke about how the original problem was simple, but the outcome is a large policy of bureaucracy.

Commissioner Tim Reed spoke about changing the $25,000 threshold to $10,000.

Mayor Alison Dennington spoke about the threshold being between $10,000-15,000.

Commissioner Sherri Quarrie spoke about being fine with $10,000.

Commissioner Anna Butler spoke about not having a frame of reference in order to answer.

6. Adjournment

Commissioner Sherri Quarrie moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 8:01 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Amber Brown, CMC
Town Clerk

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
January 9, 2026 at 9:00 a.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Interim Town Manager Lisa Frazier
Town Clerk Amber Brown

1. **Call to Order**

   Mayor Alison Dennington called the meeting to order at 9:03 am.

2. **Roll Call**

   Deputy Town Clerk Cyd Cardwell conducted roll call.

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Attorney Ryan Knight
Deputy Clerk Cyd Cardwell

3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**

   Mayor Alison Dennington led the Pledge of Allegiance and read the Civility Pledge.

4. **Public Comments**

5. **New Business**
   A. Interviews and decision on the Town Manager applicants
      09:00 am – 10:00 am – Interview with David W. Bridle
      10:00 am – 11:00 am – Interview with Lisa L. Frazier
      11:00 am – 12:00 pm – Interview with A. Marie Smith
      12:00 pm – 01:00 pm – Lunch
      01:00 pm – 02:00 pm – Interview with Tim Thomas
      02:00 pm – 03:00 pm – Follow-up questions from the Town Commission
      03:00 pm – 04:00 pm – Vote on permanent Town Manager

The following questions were asked of each applicant.

1. Human Resources has three primary functions – hiring, evaluating, and terminating underperforming staff. Do you have any direct experience with these functions, and do you have experience in establishing employee performance metrics or addressing workplace issues that required correction?
2. In your experience, what have been the most common sources of tension between a Town manager and elected Commission, and can you walk us through a specific example where you faced that tension and what you did to resolve it?
3. Please describe your experience in (1) applying for grants, (2) preparing a municipal budget, and (3) infrastructure replacement.
4. The Town of Melbourne Beach is a beachside community that faces the risks of hurricanes each year. Please describe your experience in planning or implementing emergency preparedness and responses. What specific initiatives did you implement to reduce risk?
5. Describe a situation where public outrage over a safety-related decision threatened to derail implementation. How did you handle the community backlash and still achieve the safety objective?
6. Do you have any direct experience with implementing or revising municipal tax initiatives or bonds to fund infrastructure or services, i.e., fire or stormwater?
7. Describe a time when you had to manage a highly vocal or disruptive resident or group of residents during a public meeting or controversial project. How did you de-escalate the situation while still moving the agenda forward?
8. Please provide your definition of a “working manager” versus a “managing manager.” Which definition would best describe your professional experience thus far and why?
9. When residents are angry about infrastructure failures, fire-rescue response times, or public safety issues, how would you ensure your staff feels supported while still holding them accountable to the public?
10. Please give an example of how you have successfully balanced immediate repair needs with long-term capital planning when the budget was limited. How did you prioritize and obtain Commission and community approval?

Applicant David W. Bridle introduced himself.

The Commission interviewed applicant David W. Bridle for the Town Manager position.

Applicant Lisa L. Frazier introduced herself.

The Commission interviewed applicant Lisa L. Frazier for the Town Manager position.

Applicant A. Marie Smith introduced herself.

The Commission interviewed applicant A. Marie Smith for the Town Manager position.

Recessed for lunch from 11:56 am to 1:03 pm

Town Clerk Amber Brown conducted roll call.

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Attorney Ryan Knight
Town Clerk Amber Brown

Applicant Tim Thomas introduced himself.

The Commission interviewed applicant Tim Thomas for the Town Manager position.

Recessed from 1:52 pm – 1:59 pm

Town Clerk Amber Brown conducted roll call.

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Attorney Ryan Knight
Town Clerk Amber Brown

Jim Dinneen, executive search firm MGT, suggested having each Commissioner rank their top two candidates. If a name does not come up, then they can be allowed to leave. Then, if you have any additional questions, you ask the remaining candidates the same few questions.

Jim Dinneen, MGT representative, read the results of the ranking.

Vice Mayor Terry Cronin:
1. Lisa L. Frazier
2. Tim Thomas

Commissioner Tim Reed:
1. A. Marie Smith
2. Lisa L. Frazier

Mayor Alison Dennington:
1. A. Marie Smith
2. Lisa L. Frazier

Commissioner Anna Butler:
1. David W. Bridle
2. A. Marie Smith

Commissioner Sherri Quarrie:
1. David Bridle
2. Tim Thomas

Total votes:
David W. Bridle – 2 votes
Lisa L. Frazier – 3 votes
A. Marie Smith – 3 votes
Tim Thomas – 2 votes

Total votes ranked number 1:
A. Marie Smith – 2 votes
Lisa L. Frazier – 1 votes
David W. Bridle – 2 votes
Tim Thomas – 0 votes

The Commission discussed moving forward based on the total votes ranked number 1.

Commissioner Anna Butler made a motion that we go forward with the 2 candidates who were placed in the number 1 position by the most votes, which would be Smith and Bridle; Commissioner Sherri Quarrie seconded;

Mark McBride – 310 Second Ave *– Spoke about being really glad with both of the picks.*

Motion carried 5-0.

Commissioner Anna Butler made a motion to take a vote right now on our top pick for the Town Manager between Ms. Smith and Mr. Bridle; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Commissioner Anna Butler made a motion that we will right now vote upon deciding that if our first choice, if we are not able to execute a contract completely, that we would go to our second choice in order to execute a contract with that second choice; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Commissioner Tim Reed made a motion that we select Ms. Smith as our number 1 candidate; Vice Mayor Terry Cronin seconded; Motion carried 3-2 with Commissioner Anna Butler and Commissioner Sherri Quarrie dissenting.

Jim Dinneen from MGT suggested trying to get a 5-0 vote. Now that the vote is done, some places take another vote to see if the people in the minority will also pick that person.

Vice Mayor Terry Cronin made a motion that the Commission is happy with the results of this vote and that we support Ms. Smith as our new Town Manager; Commissioner Tim Reed seconded;

Vice Mayor Terry Cronin spoke about how, although there is a split vote on the choice, this motion is to provide our full support for the new manager.

Commissioner Anna Butler spoke about not having anything against her number 2 pick, but thinks her number 1 pick is a better choice. Does not want to backpaddle or minimize her support for the number 1. She fully supports the new manager.

Commissioner Sherri Quarrie spoke about everyone being a team player, but each person voted the way they voted. No matter the outcome, the person would have their full support.

Vice Mayor Terry Cronin withdrew his motion.

Town Attorney Ryan Knight spoke about sending the proposed Town Manager contract.

Commissioner Tim Reed spoke about having a meeting to discuss the content of the contract.

Commissioner Sherri Quarrie spoke about having the same benefits as the advertisement.

Vice Mayor Terry Cronin made a motion that we have a special meeting prior to our regularly scheduled meeting to review the terms of the proposed agreement; Commissioner Anna Butler seconded;

The Commission agreed to wait on the special meeting until they have the proposed agreement. If a Commissioner has any changes, then they will call a special meeting. Otherwise, if there are no changes the Town Attorney can proceed with negotiations.

Vice Mayor Terry Cronin withdrew his motion.

The Commission agreed that the new town manager should start as soon as possible.

Recess 3:01 – 3:08 pm

Town Clerk Amber Brown conducted roll call.

Commission Members Present	**Staff Members Present**
Mayor Alison Dennington	Town Attorney Ryan Knight
Vice Mayor Terry Cronin	Town Clerk Amber Brown
Commissioner Anna Butler	
Commissioner Tim Reed	
Commissioner Sherri Quarrie	

The Commission congratulated A. Marie Smith.

A. Marie Smith thanked the Commission and asked them to think about their priorities.

1. **Adjournment**

Commissioner Anna Butler made a motion to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Meeting adjourned at 3:10 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Amber Brown, CMC
Town Clerk

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
January 23, 2026 at 5:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. **Call to Order**

   Mayor Alison Dennington called the meeting to order at 5:35 pm.

2. **Roll Call**

   Town Clerk Amber Brown conducted roll call.

Commission Members Present
Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Attorney Ryan Knight
Town Clerk Amber Brown

3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**

   Mayor Alison Dennington led the Pledge of Allegiance, moment of silence, and read the Civility Pledge.

4. **Public Comments**

5. **New Business**
   A. Consideration on the Town Manager employment agreement

      Town Attorney Ryan Knight spoke about tonight's document, which is the final agreement. Ms. Smith did request the full 20-week severance for termination without cause.

Vice Mayor Terry Cronin made a motion to accept the new employment agreement as written; Commissioner Tim Reed seconded;

Commissioner Sherri Quarrie spoke about how she compared the previous Town Manager's contract and this contract, and really, the only differences are the starting salary and the yearly increase. The municipalities that were previously provided that have a relocation fee have a much larger budget than ours which reinforces the decision to not provide a relocation fee.

Motion carried 5-0.

Mayor Alison Dennington spoke about the Town receiving a letter from JLAC, and she spoke with them today. They have requested a conference call, a point person, and contact information for the Town Clerk and Finance Manager. While we are in the process of getting a new Town Manager, the Town Attorney should be the point person.

Commissioner Tim Reed spoke about requesting the auditors start after the new Town Manager starts on February 9th.

Town Attorney Ryan Knight spoke about how, in the meantime, he will get the new Town Manager up to speed on the JLAC audit.

The Commission discussed changing the seating arrangement.

Vice Mayor Terry Cronin made a motion that we return to the previous seating arrangement; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

6. **Adjournment**

Vice Mayor Terry Cronin made a motion to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Vice Mayor Terry Cronin dissenting.

Meeting adjourned at 5:56 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Amber Brown, CMC
Town Clerk

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: March 18, 2026

From: Building Department

RE: Site Plan Approval for 307 Third Ave. – New Home

Background Information:

The Town received plans for a new home at 307 Third Ave.

Recommendation:

Approve the site plan for 307 Third Ave. contingent upon the pending Town Engineer approval.

Attachments:

- Town Planner Letter
- Emails Between Town Planner & Town Attorney
- Development Application
- Narrative Regarding Fire
- Fire Department Report
- Original Plans and Survey
- Stormwater Calculations Report

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

Applicable Codes:
Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date:	**March 3, 2026**
Owner:	**Samuel and Katie Cox**
Owner Address:	**307 3rd Avenue, Melbourne Beach FL 32951**
Site Address:	**307 3rd Avenue, Melbourne Beach FL 32951**
Parcel ID:	**28-38-08-FY-18-7**
Zoning:	**3RS- Single- Family**
Proposed Project:	**Reconstruction/Renovation**
References:	**Town of Melbourne Beach Code of Ordinances:** **7A-33 Single-Family Residential District** **7A-51.1, Site Plan Approval For Single-Family Residential Districts**
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 3RS**

1) The project involves reconstruction / renovation of the single-family home that existed on the site prior to being destroyed by fire, and will include four (4) bedrooms, four (4) baths, living room, kitchen, 1-car attached garage and a 2-car detached garage and existing swimming pool. Total living area is approximately 1926 square feet plus 331 square feet in the attached garage, 654 square feet in the detached garage and 24 square feet for the entry porch and a total of 2937.5 square feet of space.

   The proposed building envelope includes the existing foundation of the home that was destroyed by fire, a portion of which encroaches into the side setback, along with additions to the foundation that comply with setback requirements. Town Code Section 7A-33(f)(2) states the following:

   > "Notwithstanding any provision of Article V, Chapter 7A, specifically including § 7A-83(3) to the contrary, single-family dwellings and previously permitted accessory structures located on lots that were divided before the year 2000 and/or built prior to September 26, 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster. Any such rebuilt single-family dwelling or accessory structures shall not exceed the established footprint, number of stories, or increase any nonconformity of the former single-family dwelling or accessory structures prior to the disaster. If any structure subject

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

to this section had less than a 5/12 roof pitch prior to disaster, the structure may be rebuilt with a roof pitch not to exceed a 5/12 pitch, which shall not be deemed to increase any nonconformity of the structure pursuant to § 7A-83(l). Otherwise, structures shall be rebuilt using no greater than preexisting roof pitch."

After the fire occurred, the Melbourne Beach Volunteer Fire Department generated the attached incident summary for the building fire. The report specifically describes the incident as a fire disaster, and the building was determined by the Fire and Building Department to not be habitable. Based on the incident report the language in Section 7A-33(f)(2) is applicable and the existing building encroachment on the east side of the lot is permitted to remain without approval of a variance, and other improvements are permitted subject to compliance with the Town Code.

In addition, the proposed plan includes a detached 2-car garage on the rear of the site and access is provided via a rock driveway connecting the driveway access to Third Avenue between the west side of the home and the property line to the garage. Code 7A-50(a) specifies that if the gross floor area of a principal structure is expanded or enlarged then off-street parking serving the site shall be increased to the number of additional parking spaces required. In this case, there is a 1-car garage proposed in the principal structure, however the Town Code requires "enclosed parking space must be provided for at least two vehicles", and as such the addition of the detached garage ensures compliance with this requirement.

Note that the architectural site plan does not include the rock driveway and includes slightly different configuration of walkways, so for review of pervious/impervious, the civil engineering site plan was utilized. All other items including setbacks, building locations and sizes, etc., appear to be the same, and the architectural site plan should be revised to be consistent with the civil plan at the time of permitting.

2) The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 11,250 sq. ft. (min. 10,000 sq. ft.)
Lot width is 75 ft. (min. 90 ft. measured from the front building line)
Lot depth is 150 ft. (min. 100 ft.)

3) Lot coverage has a maximum of 30% for principal structure.
Lot coverage per plan is 20.30%
Footprint of Primary Structure is 2283.3 SF.
Max allowed for Primary Structure is 3375 sq. ft. for Lot Area of 11,250 sq. ft.
Minimum pervious area per lot is 30%. Pervious area is 58%.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

4) Structure maximum height for zoning district is 28 ft.
   The proposed height provided is 20' 6 7/16" from FFE.
   Flood Zone: X per survey

Zoning District Setback requirements:

Proposed Primary Structure Front Setback: 26.6' (min. 25'.)
Proposed Primary Structure Rear Setback: 65.7' (min. 25')
Proposed Primary Structure West Side Setback: 15.3 ft. (min. 15')
Proposed Primary Structure East Side Setback 9.9 ft. (min. 15') – Note that this is an existing wall from the damaged structure.

5) 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, Chapter 27 Stormwater, and the current Florida Building Code.

6) 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, Chapter 27 Stormwater, and the current Florida Building Code.

7) Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure. Minimum landscaping standards will be met.

   Note that, per the civil engineer, the rock driveway is designed to be pervious and is included in the "pervious" calculations on the next page and on the civil engineering plans.

8) Any required landscaping must be provided during the building permitting process.

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.

Corey W. O'Gorman
Town Planner

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

307 Third Avenue

IMPERVIOUS		PERVIOUS	
Primary Structure	2283	Open areas	6406
Pool & Deck	1419		
Driveway/Walkways	520		
Accessory Bldg	654		
Total Paved Area	4876		
Total Lot Area	11,250	Total Lot Area	11,250
% IMPERVIOUS	**42%**	**% PERVIOUS**	**58%**

permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

www.melbournebeachfl.org

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From: Corey OGorman <corey@placepnd.com>
Sent: Monday, February 9, 2026 7:41 AM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Good morning Steve,

Hope all is well and you had a great weekend!

That is correct, there is no need for a variance, and the 50% rule does not apply for nonconforming structures in 7A-83. Thanks Steve!

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Friday, February 6, 2026 4:23 PM
To: Corey OGorman <corey@placepnd.com>
Cc: Maria <maria@placepnd.com>

Subject: RE: submittals for P&Z / 307 Third Ave

Ok, so I can tell the homeowners that they will not need to go through a variance to get approval for the one wall they want to keep from the original build of the house? Also, the 50% rule doesn't apply due to this ordinance?

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

www.melbournebeachfl.org

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From: Corey OGorman <corey@placepnd.com>
Sent: Thursday, February 5, 2026 10:24 AM
To: Ryan Knight <rknight@shepardfirm.com>; Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Great, thanks Ryan!

Corey W. O'Gorman AICP

Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Ryan Knight <rknight@shepardfirm.com>
Sent: Thursday, February 5, 2026 10:23 AM
To: Corey OGorman <corey@placepnd.com>; Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Corey,

Yes, I agree that Section 7A-33(f)(2) would apply for this property.

RYAN G. KNIGHT
Attorney at Law
T: 407.622.1772 x111 | **F:** 407.326.3349
E: rknight@shepardfirm.com | shepardfirm.com
2300 Maitland Center Pkwy, Ste 100, Maitland, FL 32751

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From: Corey OGorman <corey@placepnd.com>
Sent: Wednesday, February 4, 2026 4:28 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>; Ryan Knight <rknight@shepardfirm.com>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Hey Steve,

Thanks, this is very helpful from my perspective. The Fire Report specifically describes this as a fire disaster, and the way I read this the building was determined to not be habitable by the Fire and/or Building Dept. So, based on the evidence submitted, I believe that Section 7A-33(f)(2) applies, see language below:

(2) Minimum lot width, 90 feet (at front building line). Notwithstanding any provision of Article V, Chapter 7A, specifically including § 7A-83(3) to the contrary, single-family dwellings and previously permitted accessory structures located on lots that were divided before the year 2000 and/or built prior to September 26, 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster. Any such rebuilt single-family dwelling or accessory structures shall not exceed the established footprint, number of stories, or increase any nonconformity of the former single-family dwelling or accessory structures prior to the disaster. If any structure subject to this section had less than a 5/12 roof pitch prior to disaster, the structure may be rebuilt with a roof pitch not to exceed a 5/12 pitch, which shall not be deemed to increase any nonconformity of the structure pursuant to § 7A-83(l). Otherwise, structures shall be rebuilt using no greater than preexisting roof pitch.

Ryan, can you please let us know if you agree? Thank you!

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Wednesday, February 4, 2026 2:11 PM
To: Corey OGorman <corey@placepnd.com>; Ryan Knight <rknight@shepardfirm.com>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Corey, I hope the attachment help to determine this. I have looked for the Building Official's email or report, however I do have the Fire Department report with a highlighted area indicating the B.O. deemed the property not habitable.

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

www.melbournebeachfl.org

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From: Corey OGorman <corey@placepnd.com>
Sent: Tuesday, February 3, 2026 2:24 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>; Ryan Knight <rknight@shepardfirm.com>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Hey Steve,

Based on my review of the code, I think we still need to know the answers to the other questions:

1. Do the Town records agree with the narrative that the fire caused the house to be "unsafe"?
2. Did the Town Building Official deem the structure unsafe?

I believe that if the house was determined by the town to be unsafe due to the fire, it could be considered a disaster and this section of the code would apply. Do we know the answers to these questions? THANKS!

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Tuesday, February 3, 2026 2:09 PM
To: Corey OGorman <corey@placepnd.com>; Ryan Knight <rknight@shepardfirm.com>
Cc: Maria <maria@placepnd.com>

Subject: RE: submittals for P&Z / 307 Third Ave

So we are in agreement that the current non-conforming portion of the original home is "grandfathered" into todays setbacks and can stay and be part of the rebuild? There is no requirement for the 50% rule in this instance?

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

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From: Corey OGorman <corey@placepnd.com>
Sent: Tuesday, February 3, 2026 1:38 PM
To: Ryan Knight <rknight@shepardfirm.com>; Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Thank you Ryan! I thought so, but didn't want to assume!

Corey W. O'Gorman AICP

Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Ryan Knight <rknight@shepardfirm.com>
Sent: Tuesday, February 3, 2026 1:36 PM
To: Corey OGorman <corey@placepnd.com>; Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Hi Corey,

I've reviewed the LDCs and documents submitted by the owner. My response to your question is below:

Does the language "any such rebuilt single-family dwelling or accessory structures shall not exceed the established footprint, number of stories, or increase any nonconformity of the former single-family dwelling or accessory structures prior to the disaster" allow for the proposed expansions of the existing building footprint if the expansions conform with current code requirements? Yes, this language allows for the proposed expansion of the existing building footprint as long as it conforms with current code requirements. The intent of this provision is to allow a legal nonconforming structure to be rebuilt after a disaster. If the rebuild complies with the current code requirements, then there would be no restriction on the owner from going outside the established footprint.

RYAN G. KNIGHT
Attorney at Law
T: 407.622.1772 x111 | **F:** 407.326.3349
E: rknight@shepardfirm.com | shepardfirm.com
2300 Maitland Center Pkwy, Ste 100, Maitland, FL 32751

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From: Corey OGorman <corey@placepnd.com>
Sent: Monday, February 2, 2026 8:01 AM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Ryan Knight <rknight@shepardfirm.com>; Maria <maria@placepnd.com>

Subject: FW: submittals for P&Z / 307 Third Ave

Good morning Steve,

Hope all is well!

I have reviewed the narrative (attached), the code section cited, 7A-33(f)(2), and the plans for the subject site and offer the following. I am also copying Ryan to get his input.

- Section 7A-33(f)(2) states that notwithstanding the provisions of 7A-83(3) for nonconforming structures, single-family homes on lots that "were divided before the year 2000 and/or built prior to September 26, 1972 shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster. Any such rebuilt single-family dwelling or accessory structures shall not exceed the established footprint, number of stories, or increase any nonconformity of the former single-family dwelling or accessory structures prior to the disaster."
- The property appraiser's information confirms that the structure was constructed in 1958 and the legal description of the lot includes a total of 75 feet of lot width which is nonconforming.
- The narrative from the applicant states that an interior fire in 2020 cause damage to the building and "it was deemed unsafe and has not been habitable since". The narrative goes on to say that the Building Official was engaged in the discussion and I infer from the narrative that the Town Building Official deemed the building unsafe due to the fire.
- The narrative states that although the plan proposes to expand the existing "footprint", the expansions conform with current town code, and the portion of the home that does not conform with side setbacks (the east wall) is to remain as-is.

In addition to the above, although the code does not use the term "grandfathered" anywhere except in this context, it is clear that it means legally nonconforming. Also, the code does not define the term "disaster" although it does not specify a "natural" disaster so fire might be considered a "disaster". In this regard, there are a few questions.

1. Do the Town records agree with the narrative that the fire caused the house to be "unsafe"?
2. Did the Town Building Official deem the structure unsafe?

Also, I have a question for Ryan. Does the language "any such rebuilt single-family dwelling or accessory structures shall not exceed the established footprint, number of stories, or increase any nonconformity of the former single-family dwelling or accessory structures prior to the disaster" allow for the proposed expansions of the existing building footprint if the expansions conform with current code requirements?

Thanks!

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone

561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Friday, January 30, 2026 4:23 PM
To: Corey OGorman <corey@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

And the skies opened and out pops a narrative. She just walked in.

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

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From: Corey OGorman <corey@placepnd.com>
Sent: Friday, January 30, 2026 4:07 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Subject: Re: submittals for P&Z / 307 Third Ave

Hey Steve,

Understood! With her narrative I should be able to make the determination and if need be can get Ryan's opinion.

Thanks
Corey

Sent from Samsung Galaxy smartphone.
Get Outlook for Android

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Friday, January 30, 2026 3:52:41 PM
To: Corey OGorman <corey@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

She is still working on that and the other info that was a concern (driveway going to the detached garage). They are trying to get out of having to go through a variance if at all possible. Who would be the one to make the decision to allow them to keep the non-conforming wall based on that ordinance I highlighted?

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

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From: Corey OGorman <corey@placepnd.com>
Sent: Friday, January 30, 2026 3:42 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Subject: RE: submittals for P&Z / 307 Third Ave

Hey Steve,

I think they should be OK, but I thought she was going to send a narrative for our review, or am I mistaken? The application does say there is fire damage, but the documents that I have don't say it was "destroyed" and I would think that should be documented in the application somehow. THANKS!

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Friday, January 30, 2026 3:37 PM
To: Corey OGorman <corey@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Corey, after the meeting we were talking to Katie Cox (307 Third owner) and what would be the opinion of the Ordinance 7A-33 (2). This should allow them to rebuild their property and perhaps avoid the "50% rule" that we have grown to love. Their house burnt down and I would think this would apply to keep a small portion that is currently non-confirming, however the bold part below may be an issue. They are expanding outside of the current footprint, however with the setbacks.

(2) Minimum lot width, 90 feet (at front building line). Notwithstanding any provision of Article V, Chapter 7A, specifically including § 7A-83(3) to the contrary, single-family dwellings and previously permitted accessory structures located on lots that were divided before the year 2000 and/or built prior to September 26, 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster. Any such rebuilt single-family dwelling or accessory structures shall not exceed the **established footprint**, number of stories, or increase any nonconformity of the former single-family dwelling or accessory structures prior to the disaster. If any structure subject to this section had less than a 5/12 roof pitch prior to disaster, the structure may be

rebuilt with a roof pitch not to exceed a 5/12 pitch, which shall not be deemed to increase any nonconformity of the structure pursuant to § 7A-83(l). Otherwise, structures shall be rebuilt using no greater than preexisting roof pitch.

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

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From: Corey OGorman <corey@placepnd.com>
Sent: Wednesday, January 14, 2026 3:40 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Subject: RE: submittals for P&Z / 307 Third Ave

Hey Steve,

I would like to know the attorney's opinion and would defer to the attorney if his interpretation is different.

On the driveway, all the plans need to be consistent showing the driveway including the landscaping

plan.

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Wednesday, January 14, 2026 3:08 PM
To: Corey OGorman <corey@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Thank you for the clarification, is that a definitive on the 50% issue and requirements to meet the updated setbacks or are we waiting on the Town Attorney to respond? On the driveway issue, do you need to see it drawn on the engineered drawings or can it be drawn on the drainage plans?

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

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From: Corey OGorman <corey@placepnd.com>
Sent: Wednesday, January 14, 2026 1:40 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Hey Steve,

Thanks for the follow-up!

Please see my responses inserted below.

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Wednesday, January 14, 2026 12:13 PM
To: Corey OGorman <corey@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Corey, I had a meeting with Katie Cox and we were going over the issues that arose in your initial viewing below. Questions arose about the numbers behind the 50% threshold. For my understanding, how are these numbers calculated? From their point of view, with the homeowners being in the construction business they feel that they can build this house for 180K, this keeps the threshold under the 50% based on the BCPAO value at 371,390. **The 50% is a function of the value of the existing structure as described in the code, so it isn't related to the replacement value. In this case the $371,390 no doubt includes value of the land although the property appraiser doesn't break out the land value, and since the proposal is for demolition of the entire home except for a portion of the slab and a portion of the one wall, the demolition (or destruction as described in the code) far exceeds 50% of the value of the structure itself (net the land value) and the entire structure must comply with current setback requirements.**

I have a survey that I will attach to this email. Please let me know if that will suffice. I will also have them do the narrative. Is this just a letter type of response indicating why this construction project is happening? **The survey work, yes thanks! The narrative is a "narrative description of the proposed improvements and demolition" so it should describe all the work proposed.**

On the driveway issue, there is a gravel driveway on the grading and drainage plan. This was not put on the engineering plans because they say a driveway isn't a requirement per Melbourne

Beach Town Ordinance (I am trying to verify this). **Section 7A-50 requires "enclosed parking space must be provided for at least two vehicles", and although the code does not specify design standards for a driveway one must be provided in order to ensure accessibility of the vehicles to the two required parking spaces. On the grading and drainage plan that was attached to your email there is a drainage swale on the west side of the property, and I see no gravel driveway, so as designed the detached garage is not accessible by a vehicle and cannot be approved.**

Thank you,

Steve Freeman
Building Assistant
Town of Melbourne Beach
permitting@melbournebeachfl.org
507 Ocean Ave., Melbourne Beach, FL 32951-2523
(321) 724-5860 Fax (321) 984-8994
Direct: (321) 396-5059

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From: Corey OGorman <corey@placepnd.com>
Sent: Monday, January 12, 2026 5:02 PM
To: Melbourne Beach Building Department <building@melbournebeachfl.org>
Cc: Maria <maria@placepnd.com>
Subject: RE: submittals for P&Z / 307 Third Ave

Hey Steve,

Yes a narrative is required. A survey and site plan is also required and the site plan is required to include the information in the screenshot below from the checklist.

Also, the application says it is a renovation but there is nothing in the plans to indicate what is existing and what is proposed except for the “demo” plan on sheet C-1 that appears to show that most of the structure is being demolished. If so, since the code defines structures as “a combination of materials that form a construction for use, occupancy, or ornamentation whether installed on, above, or below the surface of land or water. Included are buildings, roads, walkways, paths, swimming pools, tennis courts, pipelines, underground transmission lines, sheds and the like” it is possible that the following code language would apply because the structure is nonconforming with regard to the side interior setback:

> Section 7A-83(3) Should such structure be destroyed by any means to an extent of more than 50% of the appraised value of the structure as determined by the Brevard County Property Appraiser at the time of destruction, it shall not be reconstructed except in conformity with the provisions of this Land Development Code.

If so, the entire structure will need to comply with the side setback. Also, they show a detached garage but show no driveway to access the garage.

I would like to have the Town Attorney opine on the nonconformity of the structure and their ability to reconstruct when they leave only the wall and a portion of the slab. Then once we have the legal opinion, follow-up with the applicant on the items that they need to provide since this application appears to be incomplete. Please let me know how you would like me to proceed. THANKS!

Site Plan Checklist

a. Name, location, owner, and designer of the proposed development and the intended use
b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
e. All existing and/or proposed structures, 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
f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
    i. Proposed principal use and/or any proposed accessory uses
    ii. Lot size and dimensions
    iii. Lot coverage to include square footage of primary structure, pool, decks, driveways, accessory buildings, walkways, patios, paver areas, concrete (must demonstrate all impervious areas).
    iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
    v. Number of enclosed parking spaces
    vi. Setbacks from all property lines
    vii. Number of stories
    viii. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
    ix. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
    x. Landscaping & irrigation plan

Corey W. O'Gorman AICP
Place Planning
700 US Highway One, Suite C
North Palm Beach, FL 33408
561-863-2722 Phone
561-801-2461 cell
www.placepnd.com

From: Melbourne Beach Building Department <building@melbournebeachfl.org>
Sent: Monday, January 12, 2026 1:34 PM
To: Corey OGorman <corey@placepnd.com>
Subject: RE: submittals for P&Z

Yes, attached is the app and plans. I do not see any narrative that was submitted. Is that necessary for this project?

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

✓ 1. Fees per current schedule.
✓ 2. Deed to property.
✓ 3. Pre-Application meeting is mandatory. Contact the Building Official or Building Clerk to submit information required and to schedule a pre-application meeting.
✓ 4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
✓ 5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

II. REQUEST:

- ☐ Land Use Plan Amendment
- ☐ Special Exception
- ☐ Variance
- ☑ Site Plan Review Single Family (1RS, 2RS, 3RS)
- ☐ Site Plan Review Commercial (6B, 7C, 8B, 9I)
- ☐ Rezoning
- ☐ Coastal Construction Variance
- ☐ Appeal (Application must be filed within 30 days)
- ☐ Site Plan Review Multifamily (4RM, 5RMO)
- ☐ Amendment to the Land Development Code
- ☐ Other (specify)_____

III. PROPERTY INFORMATION:

General Location: 307 3rd Ave (Middle Block)

Address: 307 3rd Ave Melbourne Beach, FL 32951

Parcel Number(s): 28-38-08-FY-18-7

Area (in acreage): 0.26 Area (in square feet): 1,570

Current Zoning: 3RS - SINGLE FAMILY Proposed Zoning: Same

Current Future Land Use: Residential Proposed Future Land Use: Same

Brief Description of Application: Renovation to existing structure

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): Jan 2025 & Jan 2026

IV. APPLICANT INFORMATION:

Property Owner

Name: Samuel & Katie Cox
Phone: 321-417-6743
Address: 307 3rd Ave
Melbourne Beach, FL 32951
Fax: —
Email: 2katie.cox@gmail.com

Applicant (if other than property owner) N/A

Name: _____
Phone: _____
Address: _____
Fax: _____
_____
Email: _____

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

1. That I/we are the fee simple title owner/contract purchaser (circle one) of the property described in this application.
2. That I/we have read and understands the entire application and concurs with the request.
3. That I/we have appointed the Applicant to represent the application, and empowers the Applicant to accept any and all conditions of approval imposed by the Town of Melbourne Beach.

Signature: _____
Date: 1/6/2026
Print Name: Katie Cox
Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 6th day of January, 2026, by Katie Cox,
who is/are personally known to me, or who has/have produced _____
as identification.

Notary Public State of Florida
Cydnee Cardwell
My Commission HH 619652
Expires 12/9/2028

Cydnee Cardwell
Signature of Notary Public, State of Florida

VI. APPLICANT CERTIFICATION:*

I/we affirm and certify that I/we understand and will comply with the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the application and support documents are fully complete and comply with the requirements of the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the statements and/or diagrams made on any paper or plans submitted here with are true to the best of my/our knowledge and belief that this application, attachments and application filing fees become part of the official public record of the Town of Melbourne Beach, Florida and are not returnable or refundable.

Under penalties of perjury, I/we declare that I/we have read the foregoing application and that to the best of my/our knowledge and belief the facts stated in the application are true.

Signature: _____ Date: 1/6/2026

Print Name: Katie Cox Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 6th day of January, 2026, by Katie Cox,
who is/are personally known to me, or who has/have produced _____
as identification.

Notary Public State of Florida
Cydnee Cardwell
My Commission HH 619652
Expires 12/9/2028

Cydnee Cardwell
Signature of Notary Public, State of Florida

VII. PROJECT DESCRIPTION:

Describe Application: Renovation to existing structure to make liveable & more compliant.

Provide attachment if more space is needed.

Describe Existing Conditions: Single family structure with fire damage

Provide attachment if more space is needed.

Site Plan for Single Family Development

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

1. **Narrative description of proposed improvements and demolitions.**
2. **Two (2) Sealed Surveys of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/DAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)**
    a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees 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.
3. **Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:**
    a. Name, location, owner, and designer of the proposed development and the intended use
    b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
    c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
    d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
    e. All existing and/or proposed structures, 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
    f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
        i. Proposed principal use and/or any proposed accessory uses
        ii. Lot size and dimensions
        iii. Lot coverage
        iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
        v. Number of enclosed parking spaces
        vi. Setbacks from all property lines
        vii. Number of stories
        viii. Height of structure
        ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
        x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
        xi. Landscaping & irrigation plan
4. **Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)**
5. **Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.**

Narrative for Melbourne Beach Town Planner Regarding Renovation on 307 Third Ave

Updated: 1/29/2026

Greetings, Mr. O'Gorman,

I wanted to address the narrative as requested in the email. A one story plan was designed as a remodel using the existing structure where we could and presented to the Town of Melbourne Beach's Building Department and approved per the code.

This is a single story, single garage house built to code in 1958. This property had an interior fire in it on Dec 2nd, 2020. See pictures attached. It was deemed unsafe and has not been habitable since. Per an inspection by the building official, the exterior brick walls and roof trusses were deemed safe for remodel. All interior walls and insulation had smoke damage and were removed per Interior Demo permit. Please note that the current wall on the west side of the property is made of wood and is rotting.

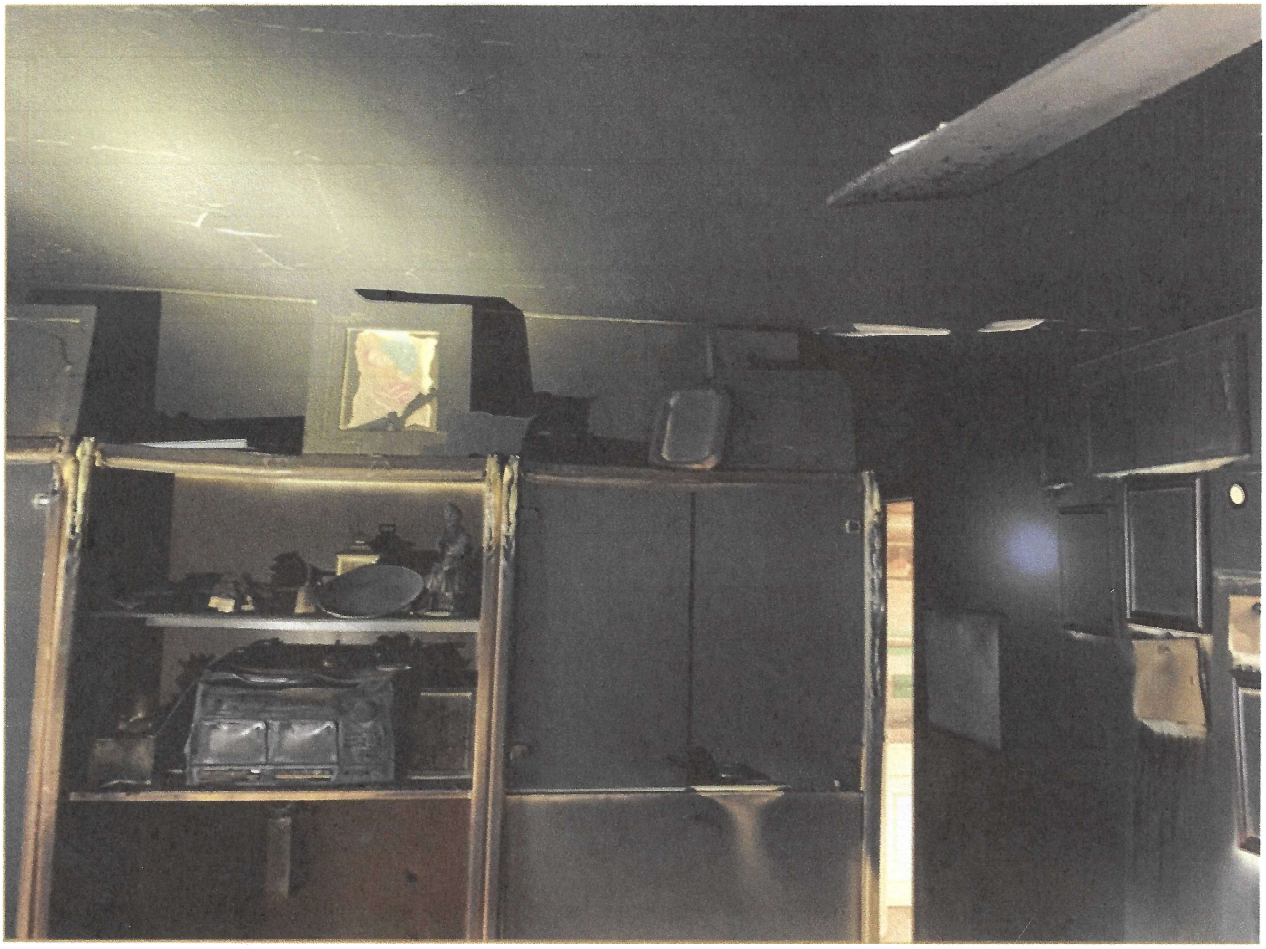
We had the footings inspected to see if they could support going up using the existing walls to create a two story structure. They will not. We met with the building official to present a concept drawing. The design was made in compliance with the parameters of that meeting. Once plans were drawn, we met again with the Building Department and were told again that the plan was in compliance with the Town Building Code as a remodel and we could move forward with engineering. Engineering, roof trusses, and the stormwater engineering were designed and paid for according to the submitted design to be in compliance with the Town Code on the premise of the remodel permit being issued.

Town code 7A-33 states a minimum lot width for that zone (3-RS) is 90'. The property is 75' wide. It also states "single-family dwellings located on lots…built prior to 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster." We are dealing with a lot that is narrower than minimum. This plan for remodel brings the west wall into more compliance by moving it into the current 15' setback. Both front and back extensions are within the 15' setbacks despite the width we are working with being 15 feet less than minimum lot size. We cannot go any further back due to the existing pool. The footings do not support a second story. Keeping the existing east wall is imperative to our design and is in keeping with a one story renovation per the Town Code.

I would also like to add that all the neighbors, especially the direct neighbor to the east which borders the property of the east wall prefers a one story renovation using the current existing wall over a two story (even if it is within the 15' setbacks). This property has been in disrepair and an eyesore in town for years and the neighbors are begging us to get it remodeled quickly.

Respectfully,

Samuel & Katie Cox
321-417-6743
307 Third Ave



(From Property Appraiser website)

SKETCH/AREA TABLE ADDENDUM

SUBJECT INFO

: :

RE#: 2847914

: : : :

:

: :

DRAWN BY: AEK DATE: 12/08/2021

SKETCH

EXTENSIVE FIRE DAMAGE TO HOUSE

Sketch by Apex Sketch

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
ALSCN	All Screen	1	1680	164	1680
B01	B1	1	1050	134	1050
CRPTL	Carport	1	276	70	276
EPF	Enclosed Porch	1	160	52	160
GAF	Garage	1	330	82	330
OPF	Open Porch	1	30	22	30

COMMENT TABLE 1

COMMENT TABLE 2

COMMENT TABLE 3

© iLOOKABOUT (US) Inc. dba Apex Software

Melbourne Beach, FL

...In addition a *minimum* of 200 square feet of open space shall be provided in the interior of the parking *lot* for each ten parking spaces, or fraction thereof. These open spaces shall be distributed throughout the parking *lot* in a manner that no more than ten parking spaces in a row shall be allowed without an intervening landscaped area. (5) *Minimum* specifications for trees and hedge material shall be as follows: a.

2. **§ 7A-54. REDIVISION OF LOTS.**

Melbourne Beach, FL

...REDIVISION OF *LOTS*. No *lot* or group of *lots* shall be redivided in a manner to leave a *lot* or *lots* of a *size* which cannot be used because of the inability to meet the remaining requirements of the Land Development Code. ('75 Code, Appendix A, Art. VII, 6) (Ord. passed 9-26-72; Am. Ord. 2017-05, adopted 12-20-17)

3. **ARTICLE III. LOT CLEARANCE**

Melbourne Beach, FL

...*LOT* CLEARANCE

4. **§ 7A-33. 3-RS SINGLE-FAMILY RESIDENTIAL DISTRICT.**

Melbourne Beach, FL

...(f) *Lot* and principal structures, *sizes*, and setbacks: (1) *Minimum lot* area, 10,000 square feet. (2) *Minimum lot* width, 90 feet (at front building line). Notwithstanding any provision of Article V, Chapter 7A, specifically including § 7A-83 (3) to the contrary, single-family dwellings and previously permitted accessory structures located on *lots* that were divided before the year 2000 and/or built prior to September 26, 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster.

5. **§ 7A-32. 2-RS SINGLE-FAMILY RESIDENTIAL DISTRICT.**

Melbourne Beach, FL

...(f) *Lot* and principal structures, *sizes*, and setbacks: (1) *Minimum lot* area, 11,250 square feet. (2) *Minimum lot* width, 90 feet (at front building line). Notwithstanding any provision of Article V, Chapter 7A , specifically including § 7A-83 (3) to the contrary, existing single-family dwellings and previously permitted accessory structures built prior to September 26, 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster.

6. **§ 7A-31. 1-RS SINGLE-FAMILY RESIDENTIAL DISTRICT.**

Melbourne Beach, FL

...(f) *Lot* and principal structures, *sizes*, and setbacks: (1) *Minimum lot* area, 12,000 square feet. (2) *Minimum lot* width, 100 feet (at front building line). Notwithstanding any provision of Article V, Chapter 7A , specifically including § 7A-83 (3) to the contrary, existing single-family dwellings and previously permitted accessory structures built prior to September 26, 1972, shall be grandfathered in and shall be allowed to be rebuilt in the event of a disaster.

7. **§ 7A-34. 4-RM MULTI-FAMILY RESIDENTIAL DISTRICT.**

Melbourne Beach, FL

...(f) *Lot* and principal structures, *sizes*, and setbacks: (1) *Minimum lot* area, 12,000 square feet. (2) Maximum density, six dwelling units per acre. (3) *Minimum lot* width, 100 feet. (4) *Minimum lot* depth, 120 feet. (5) Maximum *lot* coverage, 40%. (6) *Minimum* living area, 1,300 square feet per dwelling unit. (7) Maximum height of building.

8. **§ 74-36. MINIMUM LIFE/SAFETY AND OPERATIONAL REQUIREMENTS.**

Melbourne Beach, FL

...*MINIMUM* LIFE/SAFETY AND OPERATIONAL REQUIREMENTS. Vacation rentals in the Town of Melbourne Beach shall meet all applicable standards under the Florida Statutes, the Florida Building Code, the Florida Administrative Code, the Florida Swimming Pool Safety Act, and the Florida Fire Code and Life Safety Code.

9. **§ 7A-38. 8-B RESIDENTIAL-BUSINESS ZONE.**

Melbourne Beach, FL

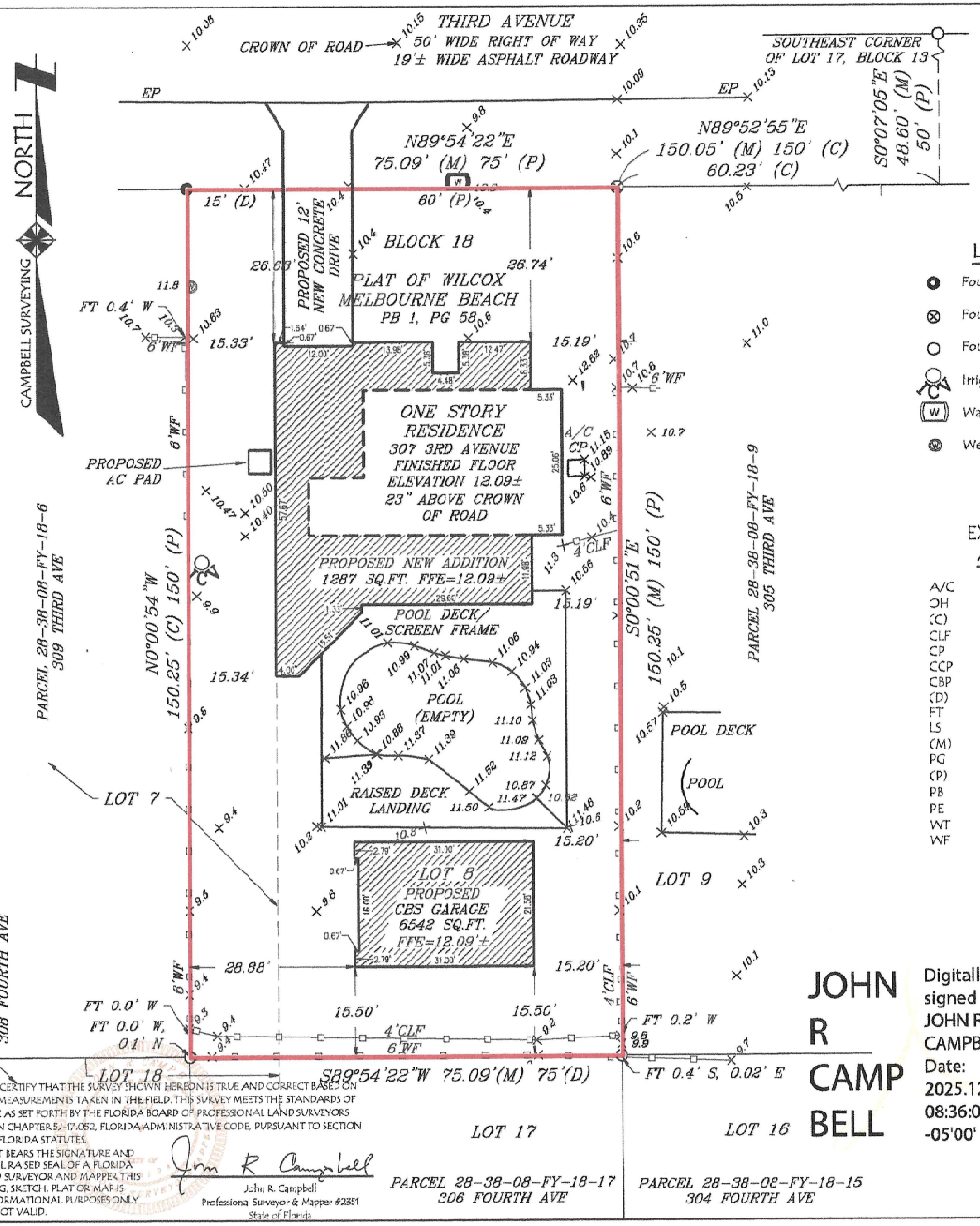
...(f) *Lot* and principal structures, *sizes*, and setbacks, all uses except single-family residences: (1) *Minimum lot* area, 9,000 square feet. (2) *Minimum lot* width, 60 feet (at building setback line). (3) *Minimum lot* depth, 150 feet. (4) Maximum *lot* coverage, 40%. (5) *Minimum* floor area. a. Single-family structures, 1,400 square feet including one-half of the garage area not to exceed 200 square feet, excluding porches. b.

10. **§ 7A-35. 5-RMO OCEANFRONT MULTI-FAMILY DISTRICT.**

Melbourne Beach, FL

...(f) *Lot* and principal structures, *sizes*, and setbacks: Gross *lot* area shall be determined by using the bluff line as the easterly boundary line. (1) *Minimum lot* area, 12,000 square feet. (2) Maximum density, six dwelling units per acre. (3) *Minimum lot* width, 100 feet. (4) *Minimum lot* depth, 120 feet (from front *lot* line to ocean bluff line). (5) Maximum *lot* coverage, 40%. (6) Maximum building length, 150 feet. (7) *Minimum* living area, 1,300 square feet per dwelling unit. (8) Maximum height of the building.

BOUNDARY AND TOPOGRAPHIC SURVEY



LEGEND

- Found 1/2" Iron Rod and Cap, LS6263
- Found 5/8" Iron Rod, No ID
- Found 1/2" Iron Rod, No ID
- Irrigation Control Valve
- Water Meter
- Well

EXPLANATION OF ABBREVIATIONS

A/C	Air Conditioner
OH	Building Overhang
(C)	Calculated Distance
CLF	Chain Link Fence
CP	Concrete Pad
CCP	Covered Concrete Pad
CBP	Covered Paver Pad
(D)	Described Distance
FT	Fence Tie
LS	Licensed Surveyor
(M)	Measured Information
PG	Page or Pages
(P)	Plat Information
PB	Plat Book
PE	Pool Equipment
WT	Wall Tie
WF	Wood Fence

DESCRIPTION:

Lot 8 and the East 15 feet of Lot 7, Block 18, Plat of Wilcox Melbourne Beach, according to the map or plat thereof as recorded in Plat Book 1, Page 58, Public Records of Brevard County, Florida.

SURVEY REPORT:

1. This Boundary and Topographic Survey is intended to show existing conditions of yard areas as specified by the client and to address related drainage runoff issues.
2. The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible that there are documents of record unrecorded deeds, easements or other instruments that could affect the boundaries to the subject property.
3. This survey does not reflect or determine ownership.
4. This survey meets or exceeds the minimal horizontal control accuracy of 1:7500 for a suburban survey.
5. Measurements shown hereon are expressed in feet and decimal parts thereof.
6. Dimensions shown are taken at the exposed areas of improvements, underground footers, foundations, utilities or other subsurface structures are not located for the purpose of this survey.
7. Bearings shown hereon are based on the South right of way line of the Third Avenue, having a bearing of N89°54'22"E, between monuments as located using Global Positioning Systems.
8. This drawing is not valid unless bearing an original signature and embossed land surveyors seal.
9. Elevations shown hereon are based on Brevard County Benchmark G 648 having an elevation of 11.23 as located using Global Positioning Systems.
10. NOTE: As of the date of survey, 3-26-2021, only hookups exist near Pool Equipment Concrete Pad (PE CP), Pool Screen Frame has no screens, Pool was mostly drained.
11. FEMA FLOOD FOR INFORMATION ONLY: The surveyor no longer certifies the FEMA Flood Zones. This certification is made by an independent contractor of the Federal Government. FIRM Zone "X" per Community Panel No. 12009C0608H dated 1-29-2021.

I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON IS TRUE AND CORRECT BASED ON ACTUAL MEASUREMENTS TAKEN IN THE FIELD. THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS FOUND IN CHAPTER 5J-17.052, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.
UNLESS IT BEARS THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

John R. Campbell
Professional Surveyor & Mapper #2351
State of Florida

JOHN R CAMPBELL
Digitally signed by JOHN R CAMPBELL
Date: 2025.12.02 08:36:01 -05'00'

20' 0 20' 40' 60'
Scale: 1" = 20'

Site Address :
307 3RD AVENUE, MELBOURNE BEACH, FL 32951

John R. Campbell Surveying LLC
115 Alma Blvd, Suite 102
Mailing Address: PO Box 541866, Merritt Island, FL 32954
Phone: 321-507-4811
LICENSED BUSINESS #7978

BOUNDARY AND TOPOGRAPHIC SURVEY	FIELD: KRIS MELARAM	CHECKED BY: J.R. Campbell	SECTION 8
PREPARED FOR AND CERTIFIED TO:	PROJECT NO.: 2021-063	DRAWN BY: DASH	TOWNSHIP 28 SOUTH
SAMUEL R. & KATIE M. COX		DATE: 3-26-2021	RANGE 38 EAST

REVISIONS	DATE	DESCRIPTION
1	12/01/2025	PLOT PLAN

Melbourne Beach VFD

Station: 58
Shift Or Platoon: Administration

Incident Type: 111 - Building fire			
Incident #:	**2020-150**	Exposure #:	**0**
Incident Date:	**12/02/2020**	ER Exposure ID:	**53256904**
FDID:	**19112**		
Dispatch Run #:			
Location:		Lat/Long:	**28.06541 -80.558586**
307 3rd AVE Melbourne Beach, FL 32951			
Cross Street, Directions or National Grid:		Map Page:	
Location Type:	**1 - Street address**	Population Density:	**Urban**
Zone:	**Town of Melbourne Beach - MBVFD & MBPD Jurisdiction**	Census Tract:	**01-661.**

Incident Summary			
Report Completed By:	**Gavin G Brown**	ID: **119534**	Date: **01/07/2021**
Report Reviewed By:	**Gavin G Brown**	ID: **119534**	Date: **02/11/2021**
Report Printed By:	**Dave C. Micka**	ID: **6373**	Date: **02/04/2026 13:42:25**
Total # of Apparatus on call:	**5**	Total # of Personnel on call:	**17**
Aid Given or Received:	**Automatic aid received**	Primary Action Taken:	**11 - Extinguishment by fire service personnel**
Type of Service Requested:		Mass Casualty Incident:	**No**
Suspected Intentional or Unintentional Disaster:		Complaint Reported By Dispatch:	**Fire**
Emergency Medical Dispatch Performed:	**No**	Emergency Dispatch Performed Card Number:	
Disaster Classification:	**Fire**		
Additional Actions:	**31 - Provide first aid & check for injuries, 12 - Salvage & overhaul**		

Special Studies	
COVID 19 was a factor in this incident.	**No, COVID 19 was not a factor.**

Neighboring Agency(s)	
Neighboring Agency Involved:	**Brevard County Fire Rescue (EMS)**
Neighboring Agency Involved ID:	**0501**
Neighboring Agency Involved Type of Service:	**EMS Mutual Aid**
Neighboring Agency Involved:	**Brevard County Fire Rescue (FIRE)**
Neighboring Agency Involved ID:	**19182**
Neighboring Agency Involved Type of Service:	**Fire**
Neighboring Agency Involved:	**Indialantic Fire Department**
Neighboring Agency Involved ID:	**19012**
Neighboring Agency Involved Type of Service:	**Fire**

Team 1 assigned to start overhaul process and look for extension. 2 Firefighters from E-258 assigned to assigned to assist with exterior overhaul and ventilation.

E-64 canceled from hitting hydrant & assigned to stand-by at hydrant location at Orange & 3rd.

E-58 assigned to relocate it's apparatus to in front of the house to replace T-57 as primary apparatus and transfer hose line.

D-58 relayed enroute status for manpower and assigned to level 1 staging.

Pt. care turned over to R64 upon their arrival on scene and 1 Pt. transported non-emergent to HRMC for evaluation.

S-58 available and assigned to stage at Station 58 to cover any additional calls in the Town.

SAF58 assigned to come up to scene and use remainder of E-258 crew to set up for decontamination.

Interior & exterior crew reported overhaul & ventilation complete and reported to decontamination.

Preliminary local investigation completed by Command, SAF58, and MBPD Officer. (See Local Investigation Report) Command requested fire investigator from the State Fire Marshall's Office to respond to assist with investigation due to victim injury.

T-57, IFD-Fire1, D-58, E-258, D-60 and E-64 released by Command.

Fire line tape barrier put in place across the front of the house to assist in securing scene. E-58 then released by Command.

MB-Fire1 terminated command and remained on scene with MBPD and SAF58 to secure the property until the state investigator could arrive. Scene turned over to State Investigator upon their arrival on scene. MB-Fire1 and SAF58 supported the State Investigator as directed. A sample of debris was collected by the State from the suspected area of origin (under the chair in the Livingroom) to be analyzed for possible accelerants. Preliminary State investigation pointed towards accidental ignition.

Homeowner (victim) returned to scene after being discharged by hospital. Homeowner was interviewed and Red Cross was contacted and referred to victim for post-incident assistance.

The building was determined to not be habitable and Town of Melbourne Beach Building Official posted the notice. The front door was closed and locked and the back slider was closed. The fire line tape remained in place to assist in securing the scene until the property owner could reassess and make the necessary repairs.

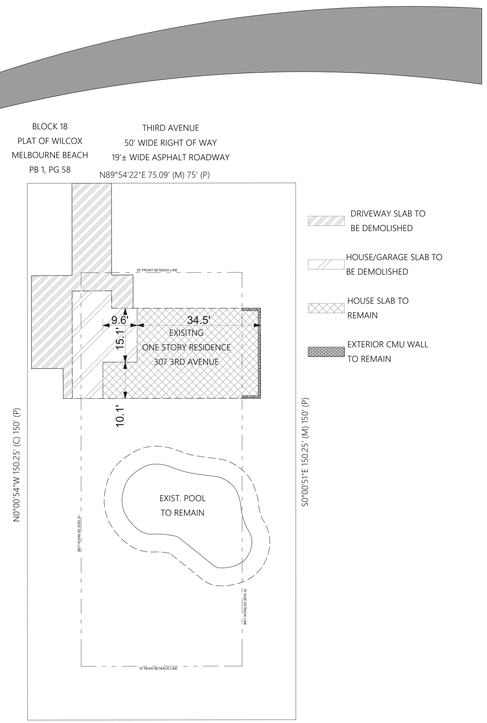
MB-Fire1 and SAF58 assignment complete, in service, and returned to the station.

Incident Narrative
Title: Local Investigation Report
Author: Brown, Gavin
Date: 02/11/2021 16:26:45
Apparatus ID: MBF1
Narrative:

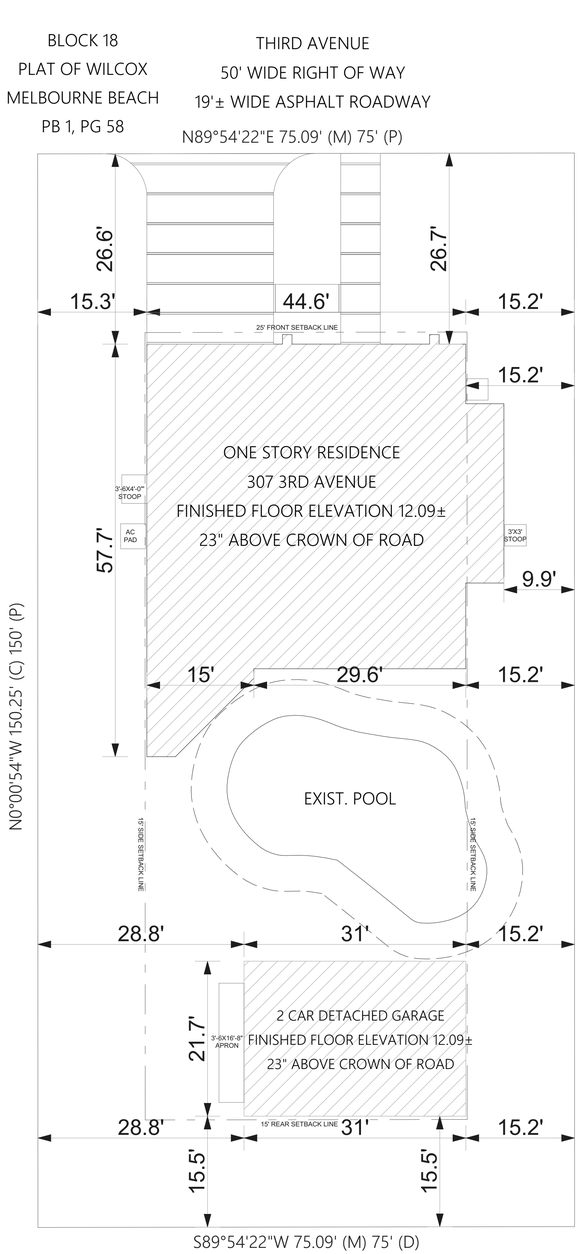
COX RESIDENCE

307 Third Ave, Melbourne Beach

3D STREET VIEW



DEMO PLAN 1" = 20'



LOT LAYOUT PLAN 1" = 10'

GENERAL NOTES:
1. THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTIONTHE CONTRACTER/ OWNER BUILDER IS KNOWLEDGABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR/OWNER- BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/ OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMESNIONS SHALL TAKE PRECEDENCE OVER SCALE.
5. DIMENSIONS AND LOCATIONS OF ALL ITEMS SHOWN ON THIS PLAN ARE SUBJECT TO CHANGE WITH WRITTEN PRIOR APPROVAL OF ENGINEER OF RECORD.
DO NOT SCALE DRAWINGS

TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

REVISIONS | BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY EDWARD F. SHINSKIE, PE AT THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPY.

ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

PROJECT NAME

DRAWN
TC
CHECKED
TC
DATE
9/20/2025
SCALE
SHEET

C-01

THE DESIGNS IN THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF PROFILE LIGHT GAUGE STRUCTURES LLC, THE COMPANY EXPRESSLY RESERVES THE COPYRIGHT AND ANY OTHER PROPERTY RIGHTS IN THESE PLANS AND ELEVATIONS. ANY REPRODUCTIONS, REVISIONS OR MODIFICATIONS OF THESE DOCUMENTS WITHOUT THE EXPRESSED WRITTEN CONSENT OF PROFILE LIGHT GAUGE STRUCTURES LLC, IS PROHIBITED BY LAW.

PLAN INDEX:

C-01	COVER SHEET
A-01	FLOOR PLAN
A-02	ELEVATIONS
S-01	FOUNDATION PLAN
	FOUNDATION DETAILS
S-03	FRAMING
S-04	TRUSS LAYOUT
E-01	ELECTRIC LAYOUT
P-01	PLUMBING LAYOUT
M-01	HVAC LAYOUT

AREA TABULATION

TOTAL UNDER AIR	1926.4 SQFT
GARAGE	331.3 SQFT
ENTRY PORCH	23.9 SQFT
TOTAL UNDER ROOF	2283.3 SQFT
DETACHED GARAGE STORAGE	654.2 SQFT

DESIGN CRITERIA

FBC 2023; 8th EDITION	
ENCLOSED	FULLY
WIND SPEED	160 mph
EXPOSURE	D
ENCLOSURE CLASS.	ENCLOSED
WIND IMPORTANCE FACTOR	ONE (1)
RISK CATEGORY	II
INTERNAL PRESSURE COEFFICIENT	min + / - 0.18

COMPONENTS & CLADDING DESIGN PRESSURE: +68.4 psf, -74.2 psf

PROTECTION OF OPENINGS IS REQUIRED BY OWNER BUILDER

ROOF LIVE & DEAD LOADS

ROOF LIVE LOADS	20 PSF
TOP CHORD DEAD LOAD	12 PSF
BOT CHORD DEAD LOAD	8 PSF
ROOF TOTAL LOADS	40 PSF

GENERAL NOTES:
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2. THE CONTRACTOR/OWNER- BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/ OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.
5. DIMENSIONS AND LOCATIONS OF ALL ITEMS SHOWN ON THIS PLAN ARE SUBJECT TO CHANGE WITH WRITTEN PRIOR APPROVAL OF ENGINEER OF RECORD.
DO NOT SCALE DRAWINGS

EMERGENCY ESCAPE AND RESCUE OPENINGS (MIN OPENINGS) PER 2020 FBCR R310.2.1. REQUIRED

NOTE:
COORDINATE ALL ROUGH OPENINGS, HEADER HEIGHTS FOR EXTERIOR DOORS AND WINDOWS WITH OWNER/BUILDER AND MANUFACTURERS SPEC.

SHOWER NOTE:
ADJOINING WALLS AND FLOORS ENCLOSING BUILT-UP SHOWER RECEPTORS SHALL BE LINED WITH PLASTIC LINER MATERIAL THAT COMPLIES WITH ASTM D 4068 OR ASTM D 4551

CABINETRY NOTE:
CABINET LAYOUT SHOWN IN KITCHEN, BATHROOMS AND ANY OTHER LOCATION ARE DIAGRAMMATIC ONLY. COORDINATE FINAL CABINET DESIGN W/ OWNER / BUILDER PRIOR TO ANY FABRICATION/ INSTALLATION

HOUSE ATTIC VENTILATION CALCULATIONS

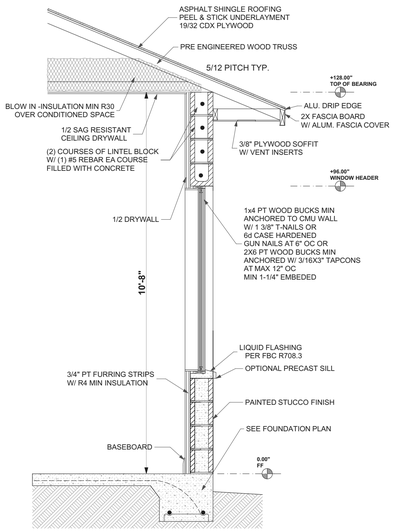
MAXIMUM TOTAL OF NON INSULATED SQUARE FOOTAGE:	2283 sqft
MAXIMUM REQUIRED ATTIC VENTING (1/300): 2283 sqft x 144 / 300 =	1095 sq inches
MINIMUM PROVIDED VENTED SOFFIT: 80 linear ft @ 10" square inch / ft =	800 sq inches (73%)
MINIMUM PROVIDED RIDGE VENTS: 0 linear ft @ 10" square inch / ft =	0 sq inches
MINIMUM PROVIDED OFF-RIDGE VENTS: 3 UNITS @ 140 square inch / UNIT =	420 sq inches (38%)
TOTAL MINIMUM PROVIDED VENT AREA:	1220 sq inches (111%)

DET. GARAGE ATTIC VENTILATION CALCULATIONS

MAXIMUM TOTAL OF NON INSULATED SQUARE FOOTAGE:	653 sqft
MAXIMUM REQUIRED ATTIC VENTING (1/300): 653 sqft x 144 / 300 =	313 sq inches
MINIMUM PROVIDED VENTED SOFFIT: 30 linear ft @ 10" square inch / ft =	300 sq inches (96%)
MINIMUM PROVIDED RIDGE VENTS: 0 linear ft @ 10" square inch / ft =	0 sq inches
MINIMUM PROVIDED OFF-RIDGE VENTS: 2 UNITS @ 140 square inch / UNIT =	280 sq inches (89%)
TOTAL MINIMUM PROVIDED VENT AREA:	580 sq inches (185%)

EXTERIOR WALLS
AT AIRCONDITIONED SPACE

EXTERIOR WALLS
AT NON-AIRCONDITIONED SPACE



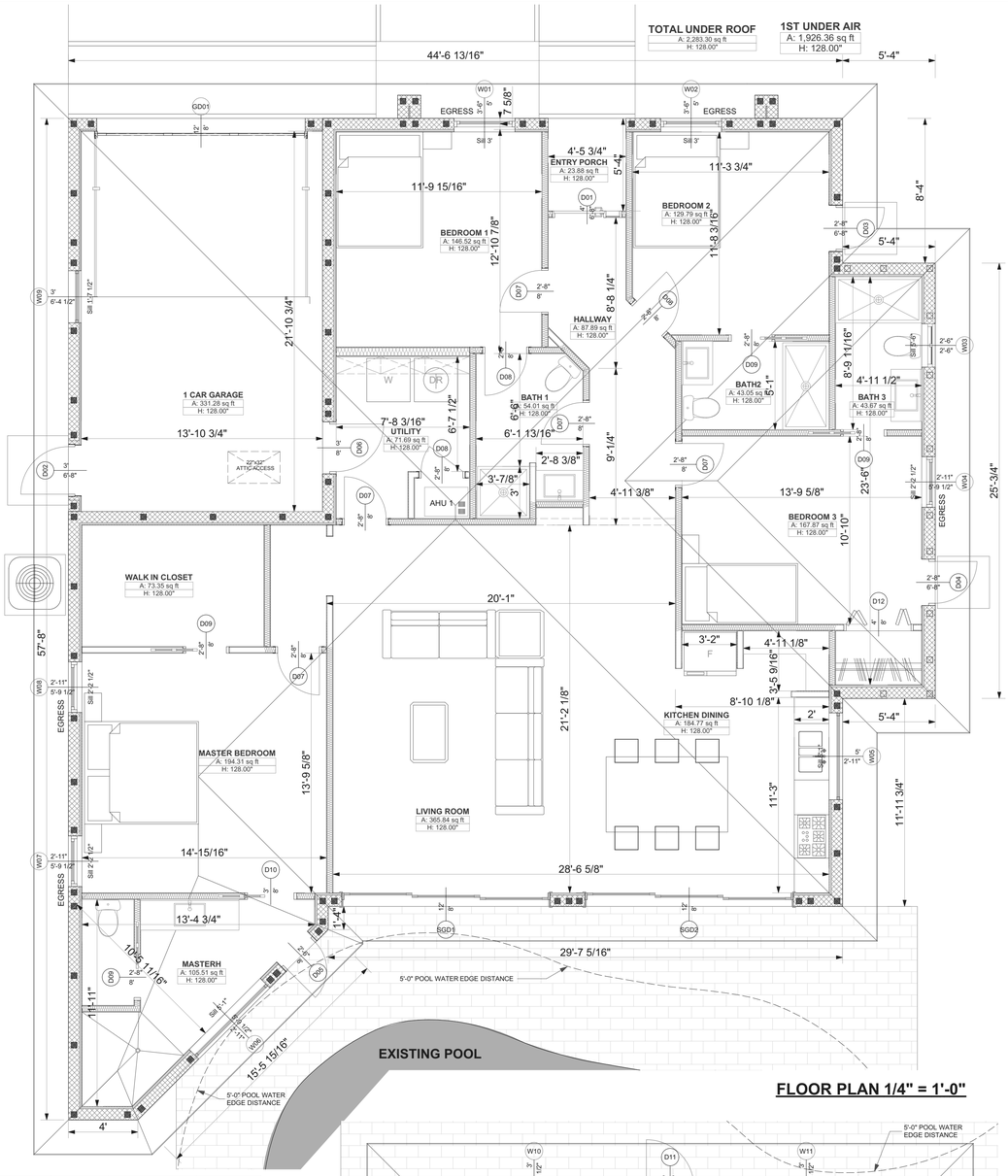
TYP. WALL SECTION 1/2" = 1'-0"

NOTE:
WINDOW AND DOOR OPENING FLASHING PER 2023 FBC-R 8th EDITION SECTION 703.4 LIQUID APPLIED FLASHING SHALL COMPLY WITH AAMA 714

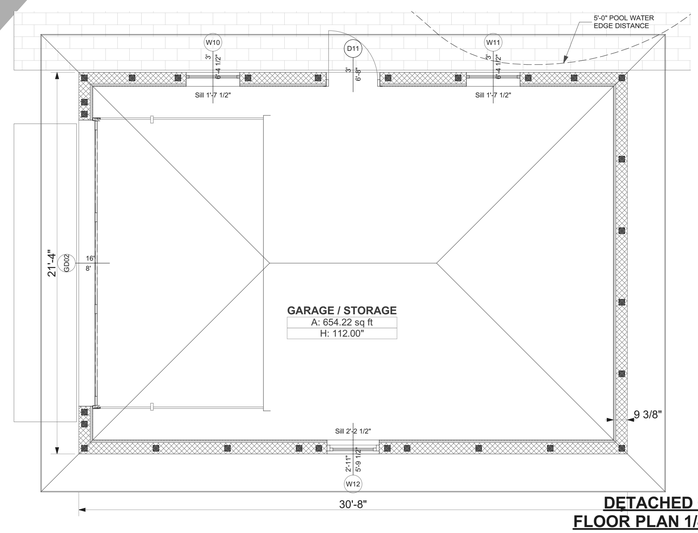
CODE INFORMATION

FBC = Florida Building Code 2023 8th Edition
FBC EC = Florida Building Code Energy Conservation 2023 8th Edition
FBC EX = Florida Building Code Existing Building 2023 8th Edition
FBC RE = Florida Residential Code 2023 8th Edition
FBC ME = Florida Building Code Mechanical 2023 8th Edition
NEC = NFPA 70 2020 Edition, National Electrical Code
FS = Florida Statutes

Energy Code Path utilized for compliance per FBCEC-R401.2



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



DETACHED GARAGE FLOOR PLAN 1/4" = 1'-0"

WINDLOAD SOLUTIONS

ASCE 7-22

General Information

Design Wind Speed	Ultimate	
Wind Speed, V (mph)	160	Click Here to find the right wind speed
Exposure Category	D	(ASCE 7-22, Sect. 26.7)
Enclosure Classification	Enclosed	(ASCE 7-22, Section 26.12 & Figure 26.13-1)

Building Information

Height above ground, z (ft.)		Elevation of raised structure (i.e. house floor on piles)
Building Width, B (ft)	57.00	-
Building Length, L (ft)	49.00	-

Frequency Information

Damping Ratio, β	0.0700	(Suggested Range = 0.012-0.070)
Period Coef., C_t	0.0200	(Suggested Range = 0.020-0.035), (T = $Ct*(h)^x$, and $f = 1/T$)

Roof Information

Roof Type	Hip w/Overhang	
Ridge Height, h_r (ft)	21.00	($h_r \geq h_e$), Roof Peak Height
Eave Height, h_e (ft.)	10.00	($h_e \leq h_r$), Roof Edge @ Wall
Overhang, h_o (ft.)	2.00	
Parapet Along Roof Perimeter (ft.)	0.00	
Roof Slope (x:12)	5.00	
Mean Roof Height (ft) - (ft.)	15.50	($h_r+(h_r-h_e)/2$, for roof angle >10 deg.)

Topographic Information

Hill Shape	Flat - No Hill
H_c (ft.)	
L_h, (ft.)	
x_t (ft.)	
z_t (ft.)	

Click to view Topographic Diagram

Project Information

Client	Cox
Address	307 Third Ave, Melbourne Beach, FL 32951
Company	Profile LGS
Job Number	
Preparer	

Determinations

Internal Pressure	0.18
Roof Angle, θ (degrees)	22.62
Edge Strip, a (ft.)	4.90
Directionality Factor, K_d	0.85
Topo. Factor, K_{zt}	1.00
Gust Factor, G	0.85
Building Type	Rigid

Components & Cladding (C&C)

WALL OPENINGS - user entry							WIND LOAD PRESSURES		NOA INFORMATION		VENDOR INFORMATION	
							Ultimate Wind Load Pressures					
PHYS.	Mark ID	DESCRIPTION	ZONE	OPENING ELEVATION (ft.)	WIDTH (in.)	LENGTH (in.)	EFFECTIVE WIND AREA (sq.ft.)	MAXIMUM POSITIVE PRESSURE (psf)	MAXIMUM NEGATIVE PRESSURE (psf)	NOA Approval Number	Max Pressure Per NOA	Manufacturer	Model Number
WALL OPENING INFORMATION	W01	SINGLE HUNG	4	5	38.0	72.0	19.0	65.6	-71.4				
	W02	SINGLE HUNG	4	5	38.0	72.0	19.0	65.6	-71.4				
	W03	SINGLE HUNG	4	5	30.0	30.0	6.3	68.4	-74.2				
	W04	SINGLE HUNG	4	4.8	35.0	69.5	16.9	66.1	-71.9				
	W05	FIXED WINDOW	4	6.6	60.0	52.0	21.7	65.0	-70.8				
	W06	FIXED WINDOW	4	6.6	69.5	35.0	16.9	66.1	-71.9				
	W07	SINGLE HUNG	4	4.8	35.0	69.5	16.9	66.1	-71.9				
	W08	SINGLE HUNG	4	4.8	35.0	69.5	16.9	66.1	-71.9				
	W09	FIXED WINDOW	4	4.6	36.0	76.5	19.1	65.5	-71.3				
	W10	FIXED WINDOW	4	4.6	36.0	76.5	19.1	65.5	-71.3				
	W11	FIXED WINDOW	4	4.6	36.0	76.5	19.1	65.5	-71.3				
	W12	SINGLE HUNG	4	4.8	35.0	69.5	16.9	66.1	-71.9				
	D01	MAIN ENTRY DOOR	4	3.5	48.0	82.0	27.3	64.0	-69.8				
	D02	SIDE ENTRY DOOR	4	3.5	36.0	82.0	20.5	65.2	-71.0				
	D03	SIDE ENTRY DOOR	4	3.5	32.0	82.0	18.2	65.8	-71.6				
	D04	SIDE ENTRY DOOR	4	3.5	32.0	82.0	18.2	65.8	-71.6				
	D05	SIDE ENTRY DOOR	4	4	30.0	96.0	20.0	65.3	-71.1				
	D11	SIDE ENTRY DOOR	4	3.5	36.0	82.0	20.5	65.2	-71.0				
	SGD1	SLIDING GLASS DOOR	5	4	144.0	96.0	96.0	58.4	-71.5				
	SGD2	SLIDING GLASS DOOR	4	4	144.0	96.0	96.0	58.4	-64.2				
	GD01	GARAGE OVERHEAD DOOR	5	4	144.0	96.0	96.0	58.4	-71.5				
	GD02	GARAGE OVERHEAD DOOR	5	4	192.0	96.0	128.0	57.1	-68.9				

DOOR SCHEDULE		DIMENSIONS					
ID	NO	LOCATION	W.	HT.	SWING	MAT.	LINTEL
D01	1	EXT	4'-0"	6'-8"	RIGHT IN SWING	SOLID FIBER GLASS W/ STS LITE IMPACT GLASS LOW E	
D02	1	EXT	3'-0"	6'-8"	LEFT OUT SWING	SOLID FIBER GLASS W/ STS LITE IMPACT GLASS LOW E	8F8-18/1T
D03	1	EXT	2'-8"	6'-8"	RIGHT OUT SWING	SOLID FIBER GLASS W/ STS LITE IMPACT GLASS LOW E	8F8-18/1T
D04	1	EXT	2'-8"	6'-8"	LEFT OUT SWING	SOLID FIBER GLASS W/ STS LITE IMPACT GLASS LOW E	8F8-18/1T
D05	1	EXT	2'-6"	6'-0"	RIGHT OUT SWING	SOLID FIBER GLASS W/ STS LITE IMPACT GLASS LOW E	8F8-18/1T
D06	1	INT	3'-0"	8'-0"	LEFT IN SWING	SOLID FIBER GLASS	
D07	5	INT	2'-8"	8'-0"	LEFT	HOLLOW CORE WOOD RAISED PANEL	
D08	3	INT	2'-8"	8'-0"	RIGHT	HOLLOW CORE WOOD RAISED PANEL	
D09	4	INT	2'-8"	8'-0"	POCKET DOOR	HOLLOW CORE WOOD RAISED PANEL	
D10	1	INT	3'-0"	8'-0"	POCKET DOOR	HOLLOW CORE WOOD RAISED PANEL	
D11	1	EXT	3'-0"	8'-0"	LEFT OUT SWING	SOLID FIBER GLASS W/ STS LITE IMPACT GLASS LOW E	8F8-18/1T
D12	1	INT	4'-0"	8'-0"	BI-FOLD DOOR	HOLLOW CORE WOOD RAISED PANEL	
SGD1	1	EXT	12'-0"	8'-0"	SLIDING GLASS DOOR	VINYL, IMPACT DBL GLAZED, INSULATED	8F16-18/1T
SGD2	1	EXT	12'-0"	8'-0"	SLIDING GLASS DOOR	VINYL, IMPACT DBL GLAZED, INSULATED	8F16-18/1T
GD01	1	EXT	12'-0"	8'-0"	OVERHEAD GARAGE DOOR	METAL - RAISED PANEL	8F16-18/1T
GD02	1	EXT	16'-0"	8'-0"	OVERHEAD GARAGE DOOR	METAL - RAISED PANEL	8F16-18/1T

WINDOW SCHEDULE		DIMENSIONS					
ID	NO	WIDTH	HEIGHT	DLO	TYPE	GLAZING	LINTEL
W01	1	3'-6"	5'-0"		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W02	1	3'-6"	5'-0"		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W03	1	2'-6"	2'-6"		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W04	1	2'-11"	5'-9"1/2		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W05	1	5'-0"	2'-11"		VINYL FIXED	DBL. GLAZED, INSULATED IMPACT	8F16-18/1T
W06	1	5'-9"1/2	2'-11"		VINYL FIXED	DBL. GLAZED, INSULATED IMPACT	8F16-18/1T
W07	1	2'-11"	5'-9"1/2		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W08	1	2'-11"	5'-9"1/2		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W09	1	3'-0"	6'-4"1/2		VINYL FIXED	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W10	1	3'-0"	6'-4"1/2		VINYL FIXED	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W11	1	3'-0"	6'-4"1/2		VINYL FIXED	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T
W12	1	2'-11"	5'-9"1/2		VINYL SINGLE HUNG	DBL. GLAZED, INSULATED IMPACT	8F8-18/1T

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TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

REVISIONS	BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

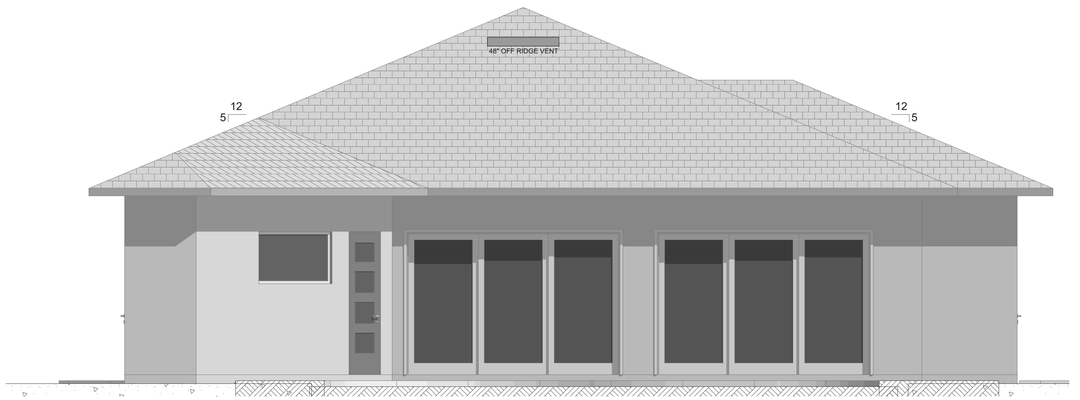
COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

PROJECT NAME

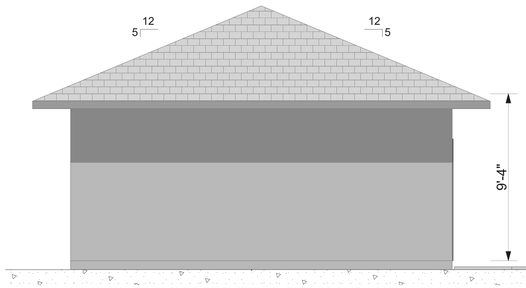
DRAWN
TC
CHECKED
TC
DATE
9/20/2025
SCALE

SHEET
A-01

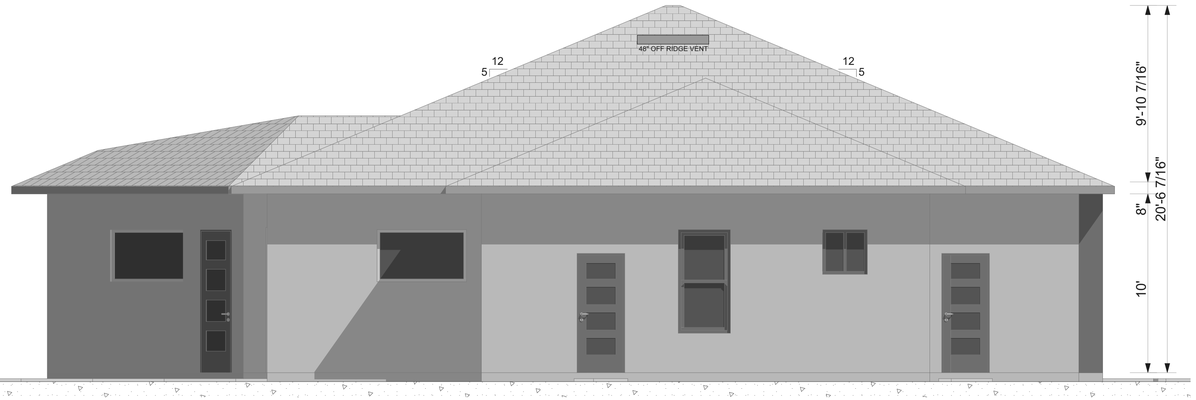
FRONT ELEVATION 1/4" = 1'-0"

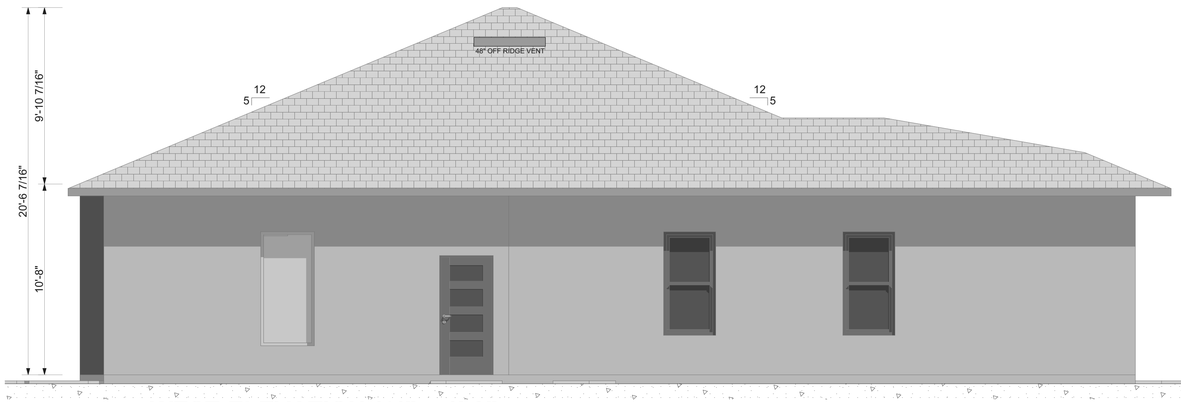


SOUTH ELEVATION 1/4" = 1'-0"



EAST ELEVATION 1/4" = 1'-0"





WEST ELEVATION 1/4" = 1'-0"

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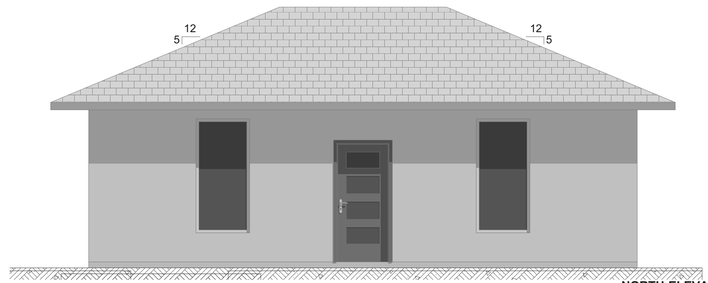
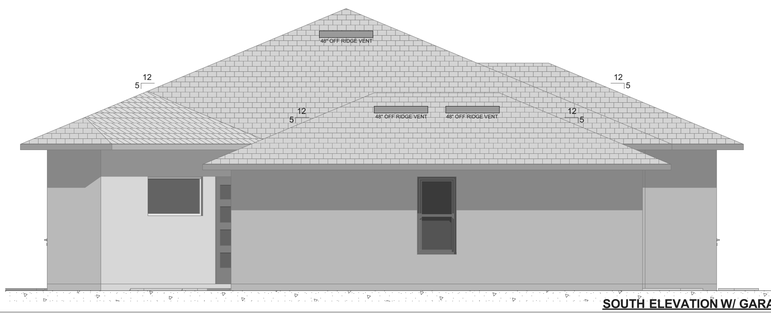
DO NOT SCALE DRAWINGS



NORTH ELEVATION GARAGE 1/4" = 1'-0"



SOUTH ELEVATION W/ GARAGE 3/16" = 1'-0"

REVISIONS	BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

PROJECT NAME

DRAWN	TC
CHECKED	TC
DATE	9/20/2025
SCALE	
SHEET	A-02

TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

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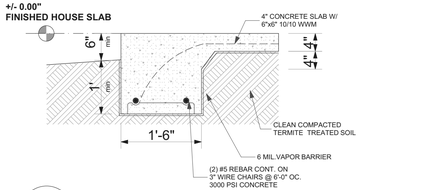
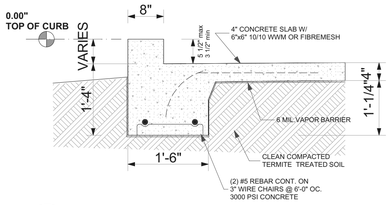
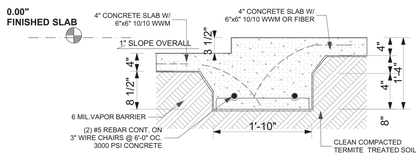
ALL EXTERIOR FOOTINGS SHALL CONFORM WITH 2023 FBC R403.1.4 AND BE PLACED AT LEAST MIN. 12" BELOW UNDISDURBED GROUND SURFACE WITH A MIN 6" REVEAL ABOVE GROUND AT PERMIETER OF BUILDING EXCEPT OPENINGS AT GARAGE FOOR OPENING AND COVERED PORCHES



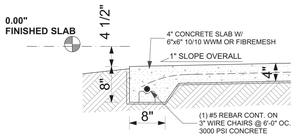
D1 TYP. FOUNDATION



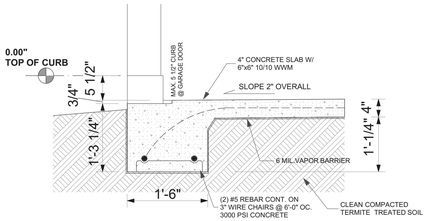
D2 TYP. FOUNDATION @ GARAGE CURB



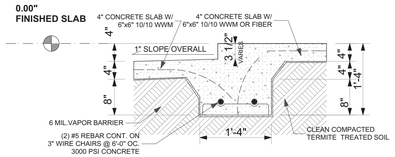
D3 SLAB STEP DOWN @ PORCHES



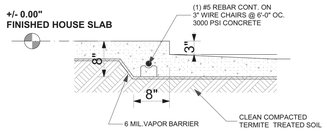
D4 THICKENED EDGE



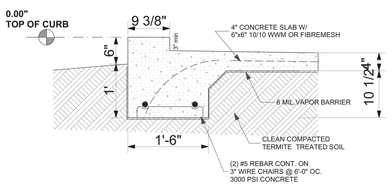
D5 TYP. FOUNDATION @ GARAGE DOOR



D6 SLAB STEP DOWN @ GARAGE



D7 THICKENED EDGE @ SHOWER RECESS



D8 TYP. FOUNDATION @ GARAGE CURB

TYP. FOUNDATION DETAILS 3/4"=1'-0"

GENERAL NOTES:
1. THESE DRASINGS WERE PREPARED WITH THE ASSUMPTIONTHE CONTRACTER/ OWNER BUILDER IS KNOWLEDGABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR/OWNER- BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/ OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMESNIONS SHALL TAKE PRECEDENCE OVER SCALE.
5. DIMENSIONS AND LOCATIONS OF ALL ITEMS SHOWN ON THIS PLAN ARE SUBJECT TO CHANGE WITH WRITTEN PRIOR APPROVAL OF ENGINEER OF RECORD.
DO NOT SCALE DRAWINGS

FOUNDATION NOTES:
(1) A TERMITE CHEMICAL BARRIER IS TO BE APPLIED. IT SHALL BE PER FBCR 2023 SECTIONS 1503.6, R320 & 2403 AND A CERTIFICATE OF COMPLIANCE SHALL BE ISSUED TO THE BUILDING DEPT. BY A LICENCESED PEST CONTROL COMPANY PER SECTION 105.1
(2) USE A MIN. OF 0-3/4lbs FIBERMESH PER YARD IN SLAB
(3) CONCRETE COMPRESSIVE STRENGTH SHALL BE 3000psi
(4) MIN COVERAGE OF REBAR IN SLAB IS 3" AND 1 1/2" IN CMU WALLS
(5) REBAR OVERLAB SHALL BE 40 BAR DIAMETERS (25" FOR #5 BARS)
(6) FOR INSIDE CORNER OF SLAB ADD (2) #4 X 36" BARS DIAGONALLY 12" APART 2" FROM CORNER AND WITHIN UPPER THIRD OF SLAB.

SOIL

1. SOIL CLASSIFIED AS SILTY SAND WITH A DESIGN LOAD-BEARING CAPACITY (ALLOWABLE FOUNDATION PRESSURE) OF 2,000 PSF.

2. SOIL BELOW NEW FOUNDATIONS SHALL BE COMPACTED TO A MINIMUM OF 95% OF MAXIMUM DENSITY PER ASTM D-1557.

CONCRETE & MASONRY

1. CONCRETE SHALL CONFORM TO THE REQUIREMENTS OF ACI 318 AND HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3,000 PSI AT 28 DAYS.

2. REINFORCEMENT STEEL SHALL BE NO. 5 BARS CONFORMING TO ASTM A615, GR. 40. CONCRETE COVER FOR REINFORCEMENT SHALL BE A MINIMUM OF 3" IN FOOTINGS AND 1-1/2" IN BEAMS & COLUMNS.

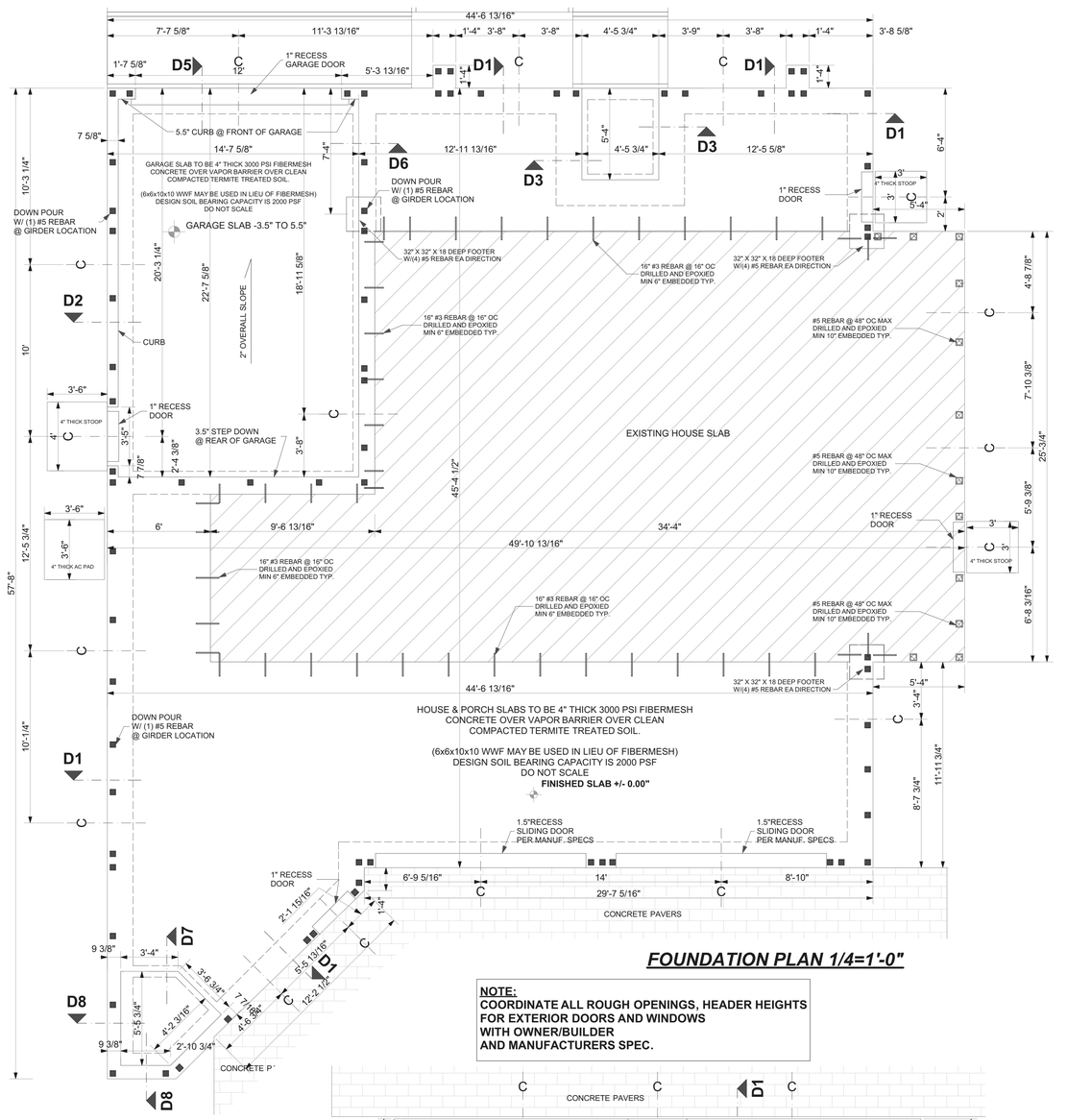
3. REINFORCEMENT SHALL BE BENT COLD. THE MINIMUM DIAMETER OF THE BEND FOR NO. 5 REBAR MEASURED ON THE INSIDE OF THE BAR SHALL BE 3-3/4". SPLICES SHALL BE LAP SPLICES WITH A MINIMUM OVERLAP OF 25" FOR NO. 5 REBAR.

4. LOAD BEARING CONCRETE MASONRY UNITS SHALL CONFORM TO ASTM C90. MORTAR SHALL COMPLY WITH ASTM C270, TYPE M, N, OR S CONFORMING TO ASTM A270.

5. THE MINIMUM NET AREA COMPRESSIVE STRENGTH OF MASONRY SHALL BE 1,900 PSI WHEN USING TYPE M OR S MORTAR AND 2,150 PSI WHEN USING TYPE N MORTAR AS DETERMINED BY THE PRISM TEST METHOD IN ACCORDANCE WITH ASTM C1314.

6. ALL EXTERIOR WALLS ARE SHEAR WALLS

7. TRUSS STRAP TOLERANCE IS 1-1/2" MAX BETWEEN TRUSS & STRAP. IF NOT, USE TWIST TIES W/ 6 - 6d NAILS @ EACH TRUSS & 3 - 0.145Ø TAPCONS DRILLED INTO CONCRETE, WHERE APPLICABLE.



FOUNDATION PLAN 1/4=1'-0"

NOTE:
COORDINATE ALL ROUGH OPENINGS, HEADER HEIGHTS FOR EXTERIOR DOORS AND WINDOWS WITH OWNER/BUILDER AND MANUFACTURERS SPEC.

DETACHED GARAGE FOUNDATION PLAN 1/4=1'-0"

REVISIONS	BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

BUILDER

PROJECT NAME

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

DRAWN	TC
CHECKED	TC
DATE	9/20/2025
SCALE	
SHEET	S-01

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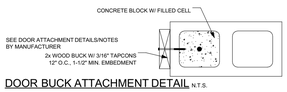
DOOR ATTACHMENT NOTES

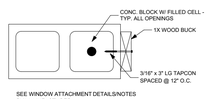
1. WOOD BUCKS BY OTHERS. MUST BE ANCHORED PROPERLY TO TRANSFER LOADS TO STRUCTURE.
2. THE PRECEDING DRAWINGS ARE INTENDED TO QUALIFY THE FOLLOWING INSTALLATIONS.
A. WOOD FRAME CONSTRUCTION WHERE DOOR SYSTEM IS ANCHORED TO A MINIMUM TWO BY WOOD OPENING.
B. MASONRY OR CONCRETE CONSTRUCTION WHERE DOOR SYSTEM IS ANCHORED TO A MINIMUM TWO BY STRUCTURAL WOOD BUCK.
C. MASONRY OR CONCRETE CONSTRUCTION WHERE DOOR SYSTEM IS ANCHORED DIRECTLY TO CONCRETE OR MASONRY WITH OR WITHOUT A NON-STRUCTURAL ONE BY WOOD BUCK.
3. ALL ANCHORING SCREWS TO BE #10 WITH MINIMUM 1-1/2" EMBEDMENT INTO WOOD SUBSTRATE OR 3/16" PFH TAPCONS WITH 1-1/2" MINIMUM EMBEDMENT INTO MASONRY.
4. THREE STAPLES PER SIDE JAMB INTO HEADER ON SIDELITES AND DOOR, THREE STAPLES PER JAMB INTO THRESHOLD ON SIDELITES AND DOOR.
5. LATEX SEALANT TO BE APPLIED AT JAMB & SILL CORNERS.
6. DOOR/SIDELITE HEADER, DOOR/SIDELITE JAMBS, AND SIDELITE BASE CORNERS ARE COPED AND BUTT JOINED.
7. DOORS SHALL BE PRE-PAINTED WITH A WATER BASED EPOXY RUST INHIBITIVE PRIMER PAINT WITH A DRY FILM THICKNESS OF 0.8 TO 1.2 MIL.
8. FRAMES SHALL BE PRE-PAINTED WITH AN ACRYLIC LATEX WATER-BASED/WATER-REDUCIBLE WHITE PRIMER WITH A DRY FILM THICKNESS OF 0.8 TO 1.2 MIL.
9. THREE WEEPHOLES MEASURING 1/4" X 1", ALONG THE VERTICAL SILL HOLLOW OF INSWING THRESHOLD LOCATED AT 5-1/2", 20-1/2" & AT MIDSPAN.



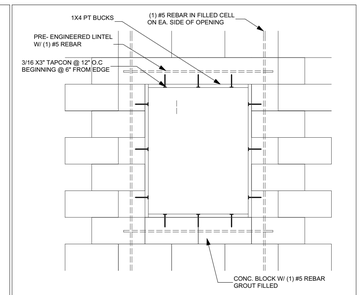
DOOR BUCK ATTACHMENT DETAIL N.T.S.

WINDOW ATTACHMENT NOTES

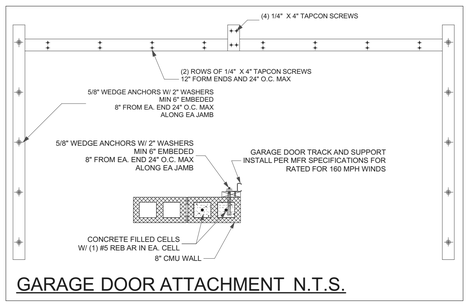
A. PRODUCT HAS BEEN DESIGNED TO MEET THE REQUIREMENTS OF THE FLORIDA BUILDING CODE.
B. PRODUCT HAS BEEN TESTED TO MEET DADE COUNTY PROTOCOLS (TAS-202) AND ANSI/AAMA 101, AS REQUIRED BY SECTION 241 1.3.2 OF THE FLORIDA BUILDING CODE.
C. GLAZING THICKNESS AND TEMPERING TO BE DEFINED BY THE REQUIREMENTS OF THE DESIGN PRESSURE IN ACCORDANCE WITH ASTM E-1300 AND SECTION 2405.3, UNLESS SPECIFIED OTHERWISE. NOTE: SPECIFICATION OF GLASS THISKNESS AND TEMPERING IS NOT LESS THAN THE REQUIREMENTS OF ASTM E-1300 AND SECTION 2405.3.
D. THE U-FACTOR FOR THIS PRODUCT, 1.30, IS BASED ON THE DEFAULT TABLE 4B-1, CHAPTER 13, OF THE FLORIDA BUILDING CODE.
E. ALL ALUMINUM EXTRUSIONS SHALL BE 6063-T5 OR 6061-T6, UNLESS NOTED OTHERWISE.
F. UNDER SECTIONS 1005.4.4 THE REQUIREMENTS FOR EGRESS ARE: 24" MINIMUM NET CLEAR OPENING HEIGHT, 20" NET CLEAR OPENING WIDTH, 5.7 SQUARE FEET AREA EXCEPT FOR GROUND FLOOR AREA WITH PERMITS 5.0 SQUARE FEET FOR THIS PRODUCT. THE MINIMUM SIZE FOR GROUND FLOOR REQUIREMENTS IS 37" X 57" (48 / 49 VENT) FOR INSTALLATIONS GREATER THAN GROUND FLOOR, THE MINIMUM SIZE IS 37"X56$^{1}/_{2}$"(EQ.LT.)
G. FASTENER SPACING SHALL START 6" MAXIMUM FROM CORNERS AND 24" ON CENTERS MAXIMUM. MINIMUM SUBSTRATE EMBEDMENT FOR ALL FASTENERS SHALL BE 1"/$_{4}$" MINIMUM, UNLESS OTHERWISE SPECIFIED.



WINDOW BUCK ATTACHMENT DETAIL



WINDOW / DOOR BUCK DETAIL N.T.S.



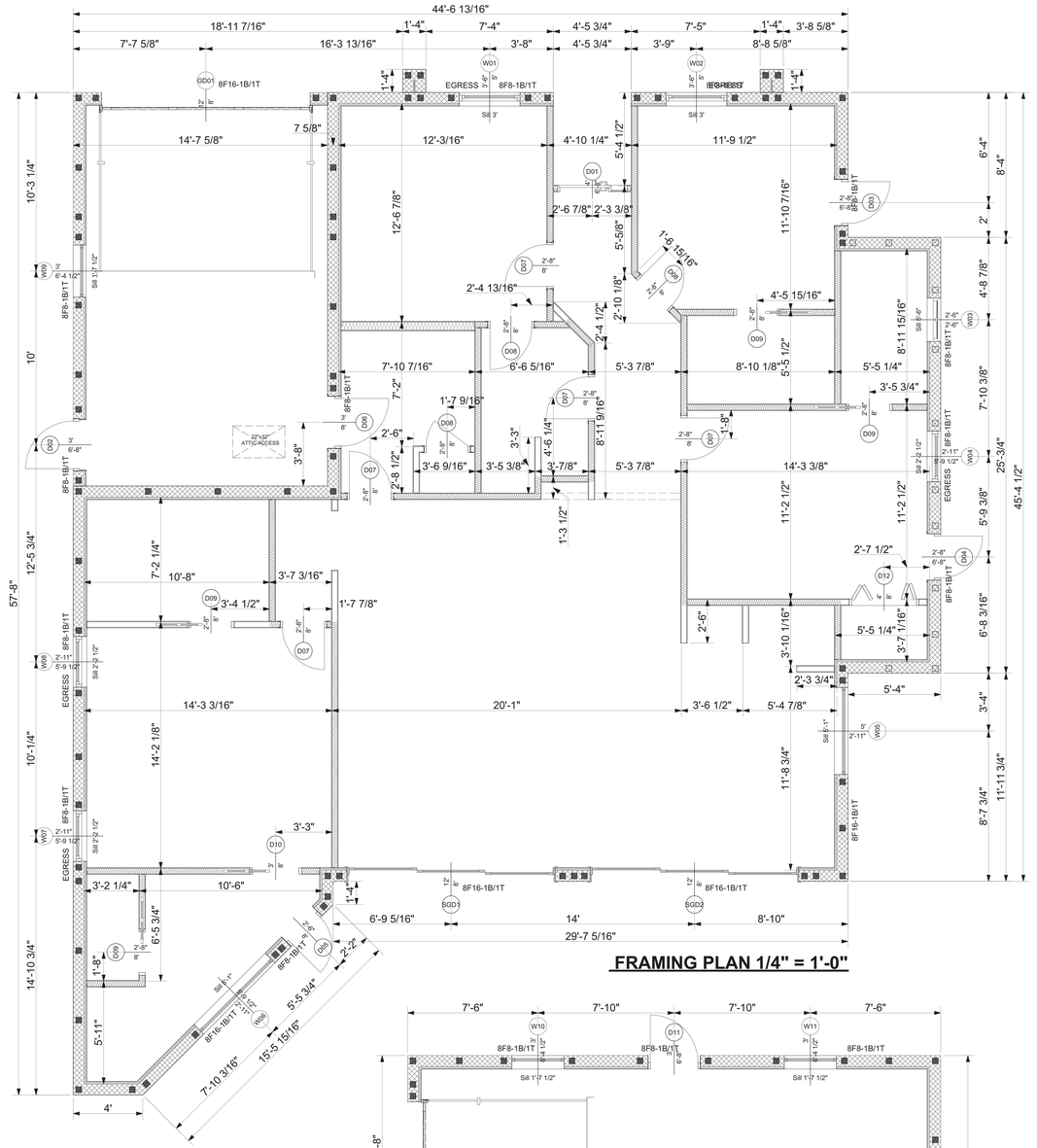
GARAGE DOOR ATTACHMENT N.T.S.

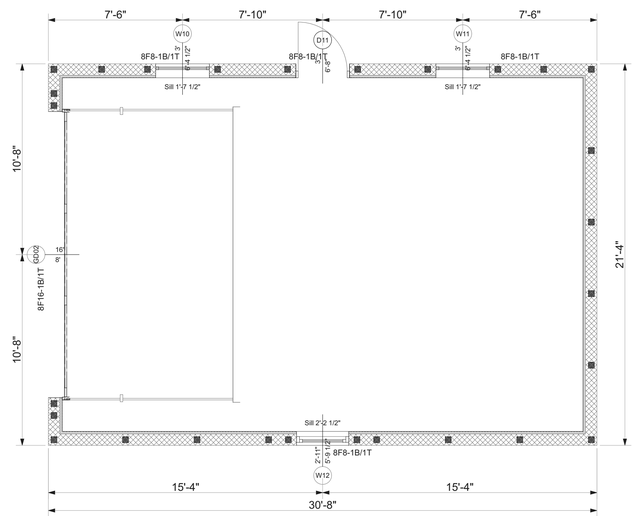
NOTE:
WINDOW AND DOOR OPENING FLASHING PER 2023 FBC-R 8th EDITION SECTION 703.4 LIQUID APPLIED FLASHING SHALL COMPLY WITH AAMA 714

FRAMING NOTE
FRAMING DIMENSIONS REFLECT DISTANCE FROM INSIDE CMU WALL TO STUD WALL.
DO NOT SCALE DRAWING.

CMU NOTE:
COORDINATE ALL ROUGH OPENINGS FOR EXTERIOR DOORS AND WINDOWS, BEAM HEIGHTS WITH MANUFACTURERS SPEC. AND/OR OWNER BUILDER

CABINETRY NOTE:
CABINET LAYOUT SHOWN IN KITCHEN, BATHROOMS AND ANY OTHER LOCATION ARE DIAGRAMMATIC ONLY. COORDINATE FINAL CABINET DESIGN W/ OWNER / BUILDER PRIOR TO ANY FABRICATION/ INSTALLATION



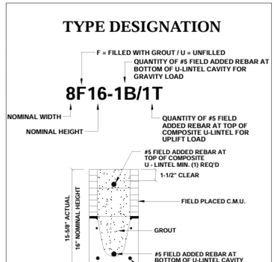


DETACHED GARAGE FRAMING PLAN 1/4" = 1'-0"

CAST-CRETE	UPLIFT							LATERAL		
OVERALL LINTEL LENGTH / TYPE OF LINTEL	8F8-1T / 8F8-2T	8F12-1T / 8F12-2T	8F16-1T / 8F16-2T	8F20-1T / 8F20-2T	8F24-1T / 8F24-2T	8F28-1T / 8F28-2T	8F32-1T / 8F32-2T	BUB	8F8	RCMU
2'-8" TO 3'-6" PRECAST	1569	2655	3524	4394	5263	6132	7001	1025	1024	1598
	1568	2655	3524	4394	5263	6132	7001			
3'-7" TO 4'-0" PRECAST	1363	2305	3060	3815	4570	5325	6079	765	763	1309
	1363	2305	3060	3815	4570	5325	6079			
4'-1" TO 4'-6" PRECAST	1207	2040	2707	3375	4043	4711	5379	592	591	1073
	1307	2040	2707	3375	4043	4711	5379			
4'-7" TO 5'-4" PRECAST	1016	1715 in	2276 in	2838	3399	3961	4522	411	411	745
	1016	1715	2276	2838	3399	3961	4522			
5'-5" TO 5'-10" PRECAST	909	1567 in	2080 in	2593 in	3107 in	3620 in	4133 in	340	339	616
	929	1567	2080	2593	3107	3620	4133			
5'-11" TO 6'-6" PRECAST	835 in	1407 in	1868 in	2329 in	2790 in	3251 in	3712 in	507	721	490
	835	1407	1868	2329	2790	3251	3712			
6'-7" TO 7'-6" PRECAST	727 in	1065 in	1624 in	2025 in	2426 in	2827 in	3228 in	424	534	363
	727	1224	1624	2025	2426	2827	3228			
7'-7" TO 9'-4" PRECAST	591	708 in	1136 in	1474 in	1815 in	2157 in	2500 in	326	512	230
	591	862	1318	1643	1969	2294	2619			
9'-5" TO 10'-6" PRECAST	530	575 in	916 in	1188 in	1461 in	1736 in	2311 in	284	401	180
	530	695	1180 in	1472 in	1763 in	2055	2346			
10'-7" TO 11'-4" PRECAST	474	504 in	800 in	1037 in	1274 in	1513 in	1753 in	260	452	154
	494	607	1042 in	1372 in	1643 in	1915 in	2187 in			
11'-5" TO 12'-0" PRECAST	470 in	458 in	724 in	938 in	1153 in	1369 in	1585 in	244	402	137
	470	550	940 in	1302 in	1560 in	1818 in	2075 in			
12'-1" TO 13'-4" PRECAST	418 in	386 in	607 in	785 in	964 in	1143 in	1323 in	217	324	110
	428	460	780 in	1159 in	1418 in	1853 in	1887 in			
13'-5" TO 14'-0" PRECAST	384 in	358 in	560 in	724 in	889 in	1054 in	1220 in	205	293	100
	410	425	717 in	1063 in	1358 in	1582 in	1807 in			
14'-1" TO 14'-8" PRESTRESSED	239	334 in	520 in	672 in	825 in	978 in	1131 in	NR	284	91
	246	395	663 in	980 in	1303 in	1518 in	1734 in			
14'-9" TO 15'-4" PRESTRESSED	224	313 in	486 in	627 in	769 in	911 in	1054 in	NR	259	83
	230	368	616 in	908 in	1240 in	1460 in	1566 in			
15'-5" TO 17'-4" PRESTRESSED	187	263 in	405 in	521 in	638 in	756 in	873 in	NR	194	64
	192	306	506 in	740 in	1005 in	1271 in	1473 in			
17'-5" TO 19'-4" PRESTRESSED	162	229 in	348 in	447 in	547 in	647 in	747 in	NR	148	52
	166	263	429 in	623 in	841 in	1059 in	1227 in			
19'-5" TO 21'-4" PRESTRESSED	142	204 in	307 in	393 in	480 in	568 in	655 in	NR	125	42
	142	232	373 in	537 in	721 in	905 in	1048 in			
21'-5" TO 22'-0" PRESTRESSED	137	197 in	295 in	379 in	462 in	546 in	630 in	NR	116	40
	137	223	358 in	513 in	688 in	863 in	999 in			
22'-1" TO 24'-0" PRESTRESSED	124	179 in	267 in	342 in	416 in	492 in	567 in	NR	91	33
	124	202	319 in	455 in	606 in	757 in	876 in			

CAST-CRETE	GRAVITY								
OVERALL LINTEL LENGTH / TYPE OF LINTEL	BUB	8F8-0B / 8F8-1B	8F12-0B / 8F12-1B	8F16-0B / 8F16-1B	8F20-0B / 8F20-1B	8F24-0B / 8F24-1B	8F28-0B / 8F28-1B	8F32-0B / 8F32-1B
2'-8" TO 3'-6" PRECAST	2231	3069	3719	5163	6607	8054	9502	10951
		3069	4605	6113	7547	8974	10394	11809
3'-7" TO 4'-0" PRECAST	1966	2561	2751	3820	4890	5961	7034	8107
		2693	4605	6113	7547	8974	10394	11809
4'-1" TO 4'-6" PRECAST	1599	1969	2110	2931	3753	4576	5400	6224
		2189	4375	6113	7547 in	8872	10294	11809
4'-7" TO 5'-4" PRECAST	1217	1349	1438	1999	2560	3123	3686	4249
		1663	3090	5365	7547 in	7342 in	8733 in	10127 in
5'-5" TO 5'-10" PRECAST	1062	1105	1173	1631	2090	2549	3009	3470
		1451	2822	4360	7168 in	6036 in	7181 in	8328 in
5'-11" TO 6'-6" PRECAST	908	1238	2177	3480	3031	3707	4383	5061
		1238	2177	3480	5381	8360	10394 in	8825 in
6'-7" TO 7'-6" PRECAST	743	1011	1729	2632	2205	2698	3191	3685
		1011	1729	2661	3898	5681	8467 in	6472 in
7'-7" TO 9'-4" PRECAST	554	699	1160	1625	2564	3486	2818	3302
		752	1245	1843	2564	3486	4705 in	6390 in
9'-5" TO 10'-6" PRECAST	475	535	890	1247	2093	2777	2163	2536
		643	1052	1533	2093	2781	3643 in	4754 in
10'-7" TO 11'-4" PRECAST	362	582	945	1366	1846	2423	3127	4006
		582	945	1366	1846	2423	3127	4006
11'-5" TO 12'-0" PRECAST	337	540	873	1254	1684	2193	2805	3552
		540	873	1254	1684	2193	2805	3552
12'-1" TO 13'-4" PRECAST	296	471	755	1075	1428	1838	2316	2883
		471	755	1075	1428	1838	2316	2883
13'-5" TO 14'-0" PRECAST	279	424	706	1002	1326	1697	2127	2630
		442	706	1002	1326	1697	2127	2630
14'-1" TO 14'-8" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		458	783	1370	1902	2245	2517	2712
14'-9" TO 15'-4" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		412	710	1250	1733	2058	2320	2513
15'-5" TO 17'-4" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		300	548	950	1326	1609	1849	2047
17'-5" TO 19'-4" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		235	420	750	1037	1282	1515	1716
19'-5" TO 21'-4" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		180	340	598	845	1114	1359	1468
21'-5" TO 22'-0" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		165	315	550	784	1047	1285	1399
22'-1" TO 24'-0" PRESTRESSED	NR	NR	NR	NR	NR	NR	NR	NR
		129	250	450	654	884	1092	1222

TYPE DESIGNATION



For a 5'-10" overall length U-lintel Type 8F16-1B/1T:
Safe superimposed gravity load = 4360 PLF
Safe superimposed uplift load = 2080 PLF
Safe superimposed lateral load = 339 PLF

GENERAL NOTES:
1. THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTIONTHE CONTRACTER/ OWNER BUILDER IS KNOWLEDGABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR/OWNER- BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
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DO NOT SCALE DRAWINGS

REVISIONS	BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile
light gauge structures, LLC
321.288.4668

DESIGN

BUILDER

PROJECT NAME

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

DRAWN
TC
CHECKED
TC
DATE
9/20/2025
SCALE
SHEET

S-02

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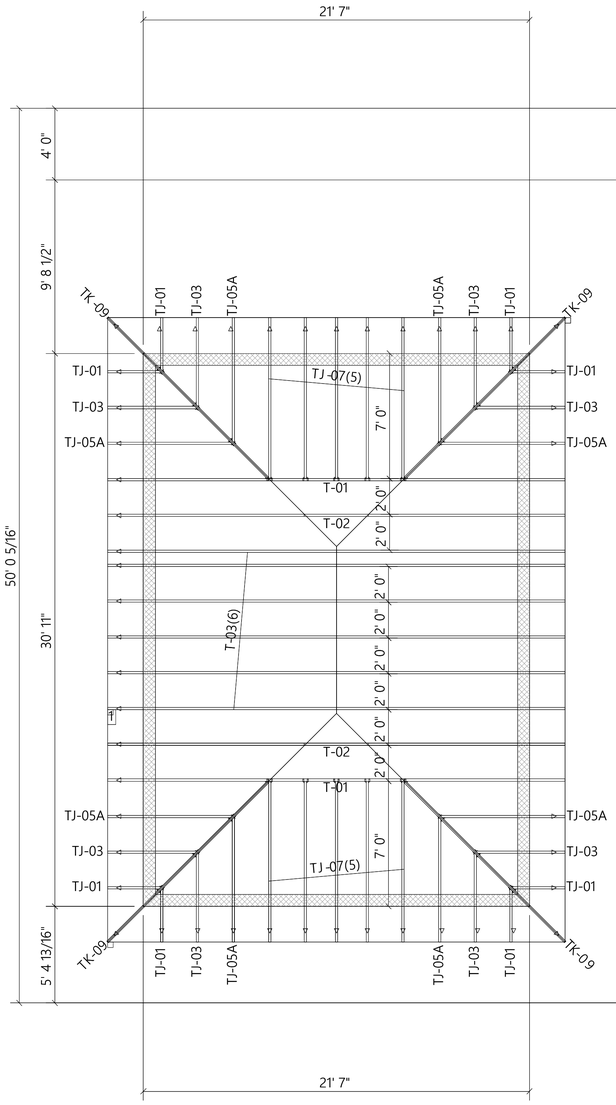

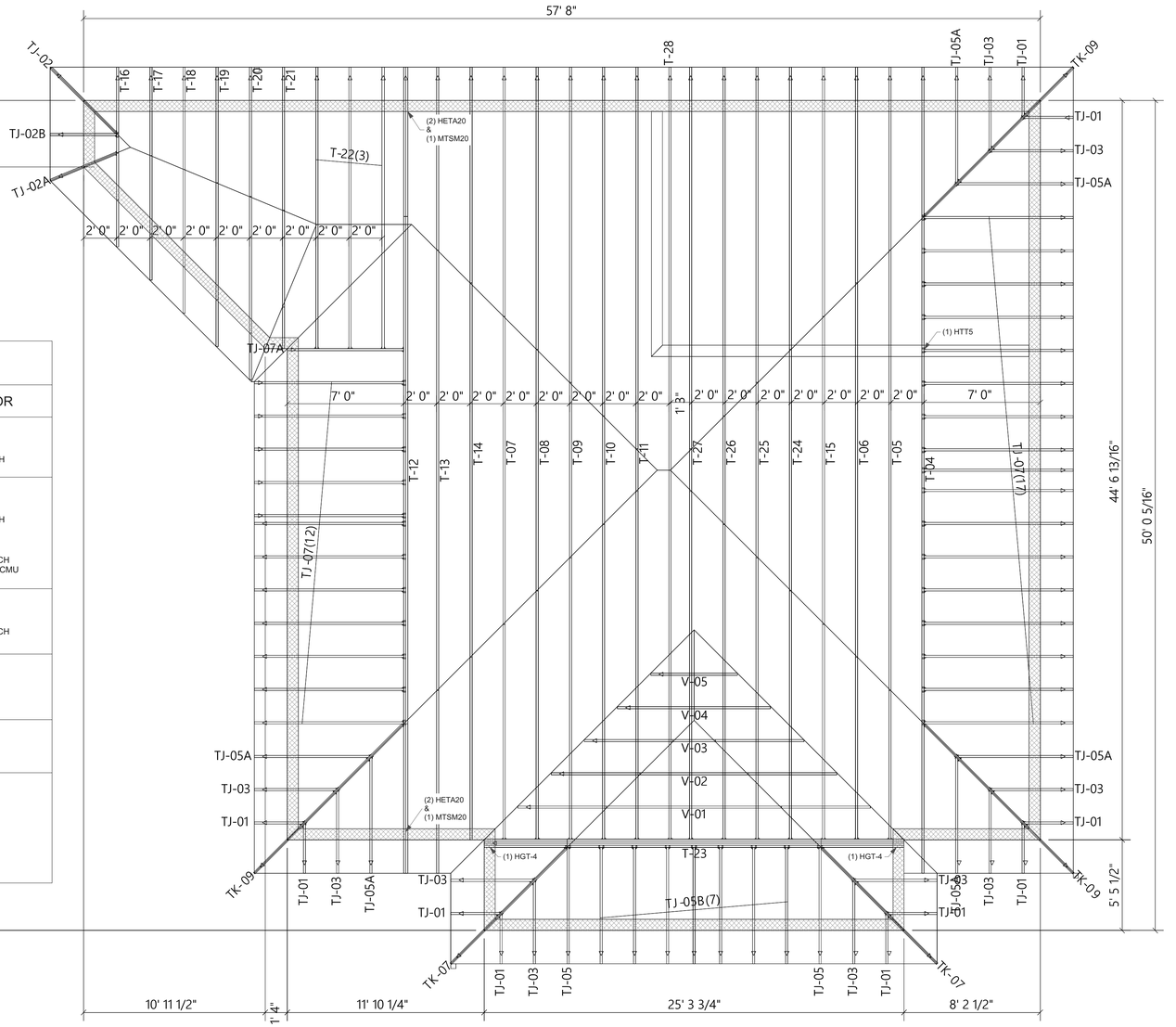

CONNECTOR SCHEDULE

TRUSS ID	CONNECTOR
ALL TRUSSES UNLESS NOTED DIFFERENT	AT CMU WALL: (1) HETA20 STRAP AT EACH TRUSS W/(9) 10dX1 1/2" MAILS EACH 1,810 lbs MAX UPLIFT
T12	AT CMU WALL: (2) HETA20 STRAP AT EACH TRUSS W/(9) 10dX1 1/2" MAILS EACH 2,365 lbs MAX UPLIFT & (1) MTSM20 STRAP W/(10) 10dX1 1/2" MAILS EACH (4) 1/4" X 2 1/2" TAPCON TO CMU 900 lbs MAX UPLIFT
T04	AT CMU WALL: (1) HTT5 HOLD DOWN EACH TRUSS W/(26) 10dX1 1/2" MAILS EACH 4,455 lbs MAX UPLIFT
T23	AT CMU WALL: (1) MGT-4 HOLD DOWN 9,370 lbs MAX UPLIFT

ROOF TRUSS LAYOUT 1/4"=1'-0"

NOTE:
TRUSS LAYOUT DESIGN AND CERTIFICATION BY STATE OF FLORIDA LICENSED SPECIALITY TRUSS ENGINEER. ENGINEER OF RECORD DOES NOT CERTIFY TRUSS DESIGN / LAYOUT AS DEPICTED ON THESE DRAWINGS
ALL TRUSS TO TRUSS CONNECTIONS, INCLUDING TRUSSES TO GIRDERS (HANGERS) SHALL BE PROVIDED BY TRUSS COMPANY.

PLYWOOD / OSB TO TRUSS CONNECTION:
W/ 8d RINGSHANK
4" O.C. @ SEAMS & 4" O.C. IN THE FIELD FRIST
4" O.C. @ SEAMS & 6" O.C. IN THE FIELD ZONE B

GENERAL NOTES:
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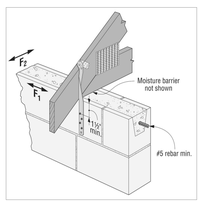
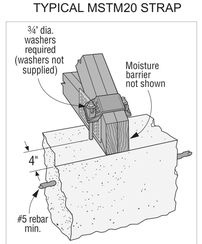
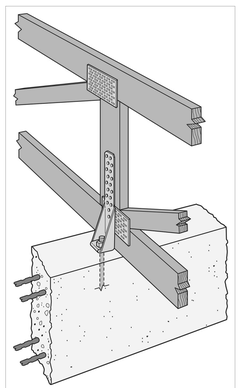
2. THE CONTRACTOR/OWNER- BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/ OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMESNIONS SHALL TAKE PRECEDENCE OVER SCALE.
5. DIMENSIONS AND LOCATIONS OF ALL ITEMS SHOWN ON THIS PLAN ARE SUBJECT TO CHANGE WITH WRITTEN PRIOR APPROVAL OF ENGINEER OF RECORD.
DO NOT SCALE DRAWINGS

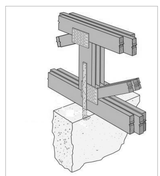


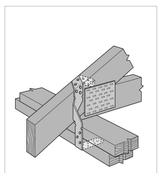
TYPICAL MSTM20 STRAP

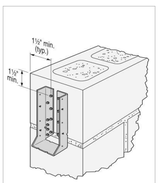


TYPICAL MGT HOLD DOWN

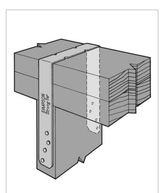

TYPICAL HTT4 @ GIRDERS
UPLIFT >2500LBS

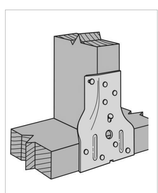

TYPICAL HETA20 STRAP

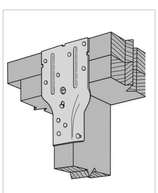

TYPICAL HTS20 STRAP

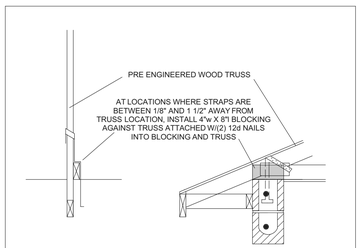


TYPICAL HUC HANGER


TYPICAL SP4/6/8 STRAP


TYPICAL SP1 STRAP

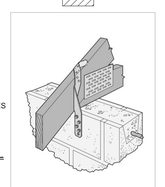

TYPICAL SP2 STRAP



NOTE:
IF SPACE BETWEEN STRAP AND TRUSS EXCEEDS 1 1/2", ABANDON STRAP AND INSTALL (1) SIMPSON HTSM20 STRAP WITH (4) 1/4"dia. X 2 1/4" TITEN FASTENERS AND (10) 10D NAILS EACH

NOTE:
THIS REPAIR IS EXCEPTABLE FOR ALL TRUSSES WITH A MAX UPLIFT OF 1175# UPLIFT

MISSED STRAP REPAIR DETAIL
N.T.S.


TYPICAL HTSM20 STRAP

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TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

REVISIONS	BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

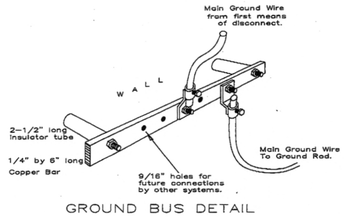
PROJECT NAME
COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

DRAWN	TC
CHECKED	TC
DATE	9/20/2025
SCALE	
SHEET	**S-03**

All service supplying dwelling units shall be provided with a surge-protector device (SPD), an SPD integral shall be part of the service equipment. NEC 2020 230.67

All 125 -volt, through 250-volt receptacles installed in the locations specified in 210.8 (A)(1) through (A)(11) and
supplied by a single- phase branch circuits rated 150 volts or less to ground shall have ground-fault circuit-interrupter protection for personnel. NEC 210.8(A)

Per 2023 FBC EC (8th ED0 SECTION r 404.1 all permanently installed luminaires, excluding those in kitchen appliances, shall have an efficacy of at least 45 lumens per watt or shall utilize lamps with an efficacy of not less than 65 lumens per Watt.



GROUND BUS DETAIL

ELECTRICAL NOTES

1. ALL FAN JUNCTION BOXES SHALL BE CENTERED & BRACED IN ROOM / SPACE U.N.O.
2. ALL WALL MOUNTED INTERIOR LIGHTS ARE CENTERED AS INDICATED ON ELEVATIONS @ 7'-6" A.F.F.
3. IAW NEC 2020-210.12 - ALL 15A OR 20A, 120V BRANCH CIRCUITS SUPPLYING OUTLETS IN DWELLING UNITS - FAMILY ROOMS, KITCHEN, LAUNDRY, DINING ROOMS, LIVING ROOMS, PARLORS, LIBRARIES, DENS, BEDROOMS, SUNROOMS, RECREATION ROOMS, CLOSETS, HALLWAYS, OR SIMILAR SHALL BE PROTECTED BY A LISTED AFCI DEVICE OF THE COMBINATION TYPE
4. IAW NEC 2020-406.12: ALL 15A AND 20A, 125V RECEPTACLES SHALL BE LISTED AS TAMPER RESISTANT.
5. ALL 15A AND 20A, 125V RECEPTACLES INSTALLED IN A DWELLING UNIT GARAGE MUST HAVE GFCI PROTECTION
6. SMOKE DETECTORS SHALL BE IN ALL SLEEPING AREAS, SHALL BE INTERCONNECTED, SHALL BE WITHIN 1'-3' OF PEAK, AND SHALL BE 3' FROM THE SUPPLY OR RETURN AIR STREAM AND EQUIPPED WITH A BATTERY BACK-UP.
7. RANGE & DRYER SHALL BE WIRED TO HANDLE BOTH GAS AND 220V ELECTRIC APPLIANCE IN GAS COMMUNITIES
8. REFRIGERATOR AND MICROWAVE CIRCUITS SHALL BE GFI PROTECTED WHEN WITHIN 6' OF SINKS (NEC 2020-210.8)
9. DISHWASHER AND DISPOSAL CIRCUITS WILL BE GFI PROTECTED (NEC 2020-210.8)
10. LOW VOLTAGE PANEL TO BE SUPPLIED WITH 120V RECEPTACLE
11. DOOR CHIMES TO BE LOCATED 12 " FROM CEILING AS INDICATED ON PLANS
12. ALL EXTERIOR WP RECEPTACLES TO BE RATED WEATHER RESISTANT (NEC 2020-406.9)
13. IF INSTALLED, PORTABLE GENERATOR RECEPTACLE PRE-WIRE MUST BE LABELED WITH WARNING SIGN (NEC 2020-702.7)
14. DRYER TO BE VENTED OUTSIDE EITHER THROUGH THE ROOF (VTR) OR THROUGH THE WALL (VTW) AS INDICATED ON PLAN
15. DRYER EXHAUST TO BE INSTALLED PER 8th EDITION, FBC-M504
16. ALL STOVE EXHAUSTS TO BE VENTED TO OUTSIDE (VTW OR VTR) AS INDICATED ON PLANS
17. ALL STOVE EXHAUSTS TO BE INSTALLED PER 8th EDITION, FBC-M505
18. ANCHOR CONDENSER UNIT TO SLAB PER M1307.2
19. HEATING AND COOLING DESIGN LOADS SHALL BE BASED ON THE 8th EDITION, FBC-ENERGY CONSERVATION SECTION R403.7.1
20. DUCT INSULATION SHALL BE DESIGNED BASED ON THE 8th EDITION FBC-ENERGY CONSERVATION SECTION R403.3.1
21. AIR CONDITIONING SYSTEM SHALL BE COMPLETELY BALANCED. ALL ROOMS ISOLATED FROM THE RETURN AIR SHALL BE PROVIDED WITH MEANS TO COMPLY WITH SECTION M1602, FBC-R, 8th EDITION
22. SUFFICIENT SPACE SHALL BE PROVIDED ADJACENT TO THE MECHANICAL COMPONENTS TO ASSURE ADEQUATE ACCESS FOR:
    a. CONSTRUCTION AND SEALING, AND
    b. SECTION M1601 PER FBC, 8th EDITION
23. "ON-Q" PANEL TO BE SUPPLIED WITH 120V RECEPTACLE
24. SPACING FOR ALL RECEPTACLES NOT SPECIFIED ON PLAN SHALL BE INSTALLED PER NEC 210.52 - 210.64 REQUIREMENTS

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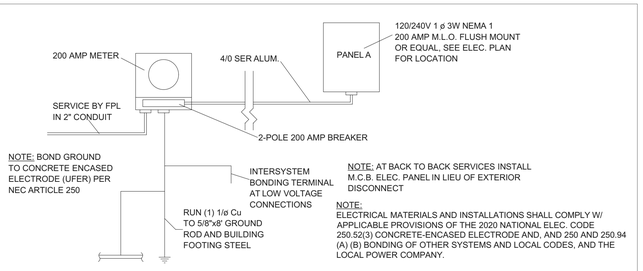


ELECTRICAL RISER DIAGRAM
200 AMP - UNDER GROUND - NOT TO SCALE

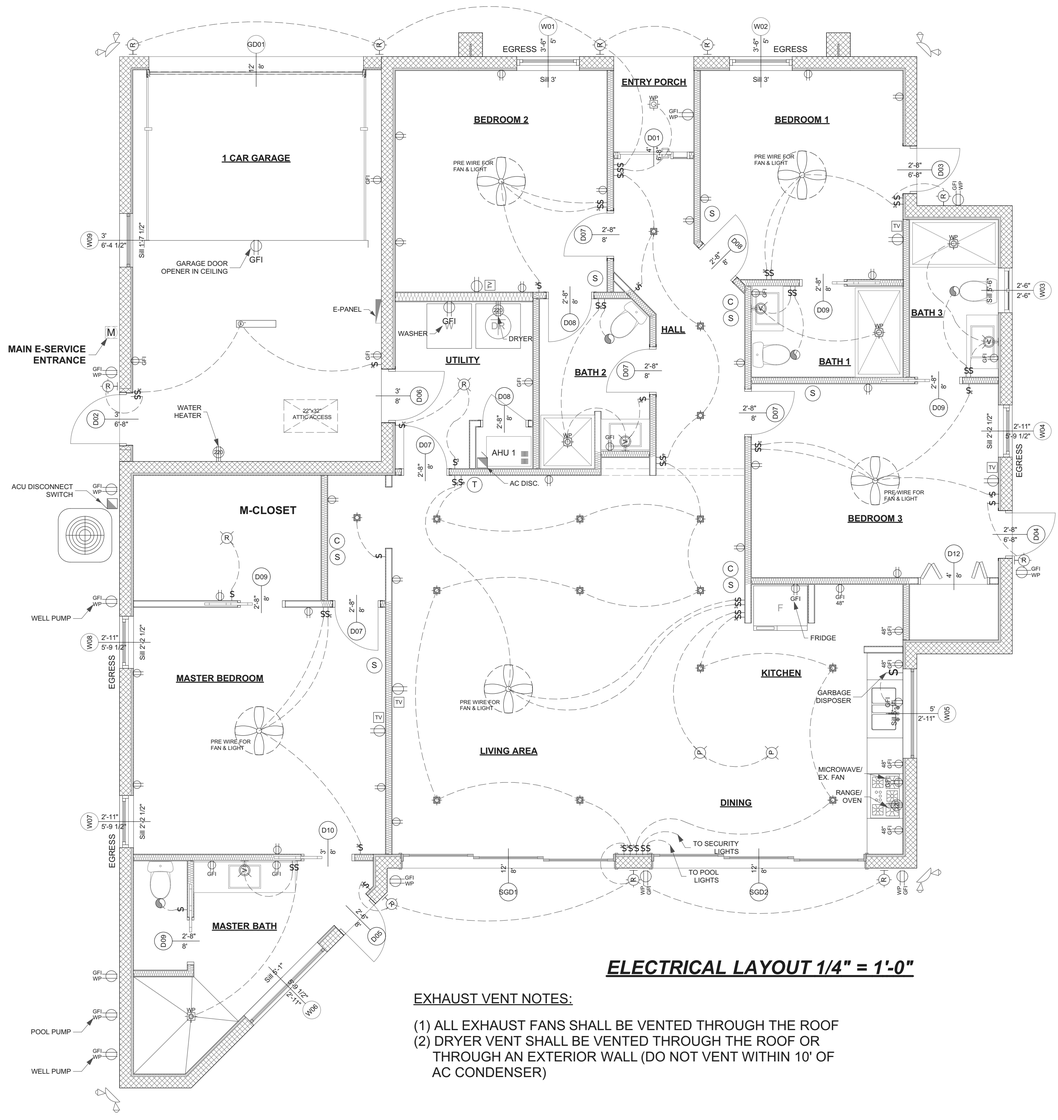
PANEL A 120/240 VOLTS, 1 PHASE 3 WIRE, SOLID NEUTRAL, SQUARE D 30/40 PANEL

CKT	SERVING	BREAKER POLE	BREAKER TRIP	WIRE SIZE	WIRE SIZE	BREAKER TRIP	BREAKER POLE	SERVING	CKT
1	CONDENSING UNIT 1	2	40	8	8	40	2	50 AMP SUB PANEL	2
3									4
5	AIR HANDLING UNIT 1	2	40	8					6
7									8
9	RANGE	2	50	8					10
11									12
13	DRYER	2	30	10	10	30	2	IRRIGATION PUMP	14
15									16
17	WATER HEATER	2	30	10	10	30	2	POOL PUMP	18
19									20
21	DISHWASHER	1	20	12	14	15	1	ENTRY/BED 1/BATH 1 LIGHTS	22
23	DISPOSAL				14	15	1	BED 2/BATH 2/HALL LIGHTS	24
25	MICRO WAVE	1	20	12	14	15	1	EXTERIOR LIGHTING	26
27	REFRIGERATOR	1	20	12	14	15	1	1 CAR GARAGE/UTILITY/M-CLOSET LIGHTS	28
29	CLOTH WASHER	1	20	12	14	15	1	BED 3/BATH 3/KITCHEN LIGHTS	30
31	1 CAR GARAGE GFI	1	20	12	14	15	1	LIVING AREA/DINING LIGHTS	32
33	STORAGE/GARAGE GFI	1	20	12	14	15	1	M-BED/M-BATH LIGHTS	34
35	MASTER BATHROOM GFI	1	20	12	14	15	1	STORAGE/GARAGE LIGHTS	36
37	BATH 2/LAUNDRY GFI	1	20	12					38
39	BATH 3/BATH 1/KITCHEN GFI	1	20	12					40
41	EXTERIOR WP GFI OUTLETS	1	20	12					42

50 AMP SUB PANEL 120/240 VOLTS, 1 PHASE 3 WIRE, SOLID NEUTRAL, SQUARE D 30/40 PANEL

CKT	SERVING	BREAKER POLE	BREAKER TRIP	WIRE SIZE	WIRE SIZE	BREAKER TRIP	BREAKER POLE	SERVING	CKT
1									2
3	EXTERIOR WP GFI OUTLETS	1	20	12					4
5	CAR GARAGE GFI	1	20	12	14	15	1	INTERIOR LIGHTING	6
7	CAR GARAGE GFI	1	20	12	14	15	1	EXTERIOR LIGHTING	8
9	GARAGE DOOR OPENER	1	20	12					10
11									12
13									14
15									16
17									18
19									20

Electrical load calcs	Qty	va each	va ext.
General Lighting	1927	3	5781
Small Appl.	3	1500	4500
Laundry	1	1500	1500
Range	1	10000	10000
Oven	1	5000	5000
Microwave	1	1500	1500
Refrigerator	1	1000	1000
Freezer			0
Dishwasher	1	1500	1500
Disposal	1	800	800
Dryer	1	5000	5000
Pool	1	5000	5000
Water Heater #1	1	4500	4500
Irrigation Pump	1	3000	3000
Subtotal			49081
39081 @ 40%			15632
10000 @ 100%			10000
Demand for above per NEC 220-82		25632	
A/C-Heat #1	1	10000	10000
Total va			35632
Total amps			148.5

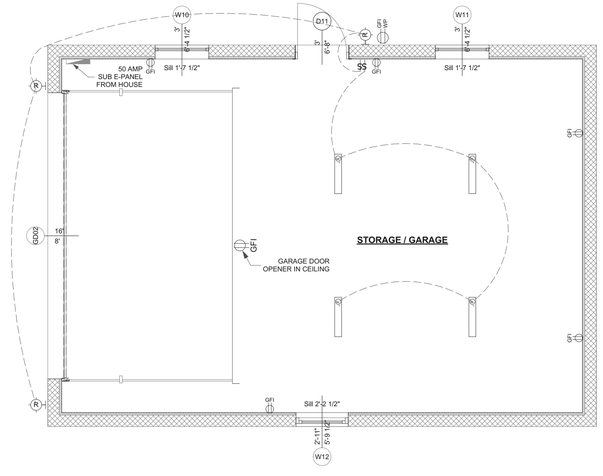


ELECTRICAL LAYOUT 1/4" = 1'-0"

EXHAUST VENT NOTES:

(1) ALL EXHAUST FANS SHALL BE VENTED THROUGH THE ROOF
(2) DRYER VENT SHALL BE VENTED THROUGH THE ROOF OR THROUGH AN EXTERIOR WALL (DO NOT VENT WITHIN 10' OF AC CONDENSER)

	DUPLEX OUTLET
GFI	DUPLEX OUTLET - W/ GROUND FAULT INTERRUPTER
WP	DUPLEX OUTLET - W/ GROUND FAULT INTERRUPTER WEATHER PROOF
	SWITCHED OUTLET
	220 V OUTLET
	DIRECT WIRE
S	SINGLE SWITCH
S3	3-WAY SWITCH
S4	4-WAY SWITCH
	220V DISCONNECT SWITCH
	SIGNAL PUSH BUTTON
S	SMOKE DETECTOR
C	CARBON MONOXIDE DETECTOR
T	THERMOSTAT
	TELEPHONE / INTERNET
TV	TELEVISION CABLE
R	CEILING MOUNTED LIGHT FIXTURE
P	PENDANT LIGHT FIXTURE
R	WALL MOUNTED LIGHT FIXTURE
V	VANITY LIGHT FIXTURE
	CEILING FAN WITH LIGHT
	CEILING EXHAUST FAN WITH LIGHT FIXTURE
	RECESSED LIGHT FIXTURE
	RECESSED 4" LED FIXTURE
	FLUORESCENT LIGHT FIXTURE
	FLOOD LIGHT -W/ MOTION SENSOR
	ELECTRICAL SERVICE PANEL
M	MAIN ELECTRICAL METER



DETACHED GARAGE ELECTRICAL LAYOUT 1/4" = 1'-0"

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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REVISIONS BY

ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

PROJECT NAME

DRAWN
TC
CHECKED
TC
DATE
9/20/2025
SCALE
SHEET
E-01

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FIELD NOTES:

1. SEE SITE PLAN SHOWING THE LOCATION OF SEWER AND WATER MAINS.
2. SITE CONTRACTOR TO SUPPLY AND INSTALL ALL SITE REQUIRED PLUMBING AND MAKE FIELD JOINT CONNECTIONS TO PLUMBING AT LOCATIONS SHOWN ON CIVIL, ARCHITECTURAL, AND PLUMBING DRAWINGS.
3. DRAINAGE AND VENT SYSTEM SHALL BE TESTED WITH A 10' HEAD OF WATER AFTER INSTALLATION.
4. WATER SUPPLY SYSTEM SHALL BE TESTED WITH NOT LESS THAN 25 PSI ABOVE WORKING PRESSURE.

CONSTRUCTION NOTES:

1. ALL PLUMBING TO BE COMPLETED PER FBC CODE.
2. SEE THIS DRAWINGS FOR ALL PLUMBING SCHEMATICS.
3. ALL PLUMBING VENTS TO BE REVENTED AND POSITIONED AS NECESSARY TO MAINTAIN 10'-0" CLEARANCE BETWEEN VENT AND MAKE UP AIR.
4. ALL 1-1/4" DIA. AND SMALLER COPPER VERTICAL PIPING INSIDE BUILDING TO BE SUPPORTED BY HANGERS AT 6'-0" O.C.
5. ALL PLASTIC VERTICAL PIPINGINSIDE BUILDING SHALL BE ANCHORED BETWEEN FLOORS AND CEILING AND ALLOW FOR THERMAL WXPANSION.
6. ALL 1-1/4" DIA. OR LESS - COPPER HORIZONTAL PIPING INSIDE BUILDING TO BE SUPPORTED BY HANGERS AT 6'-0" O.C.
7. ALL PLASTIC HORIZONTAL PIPING INSIDE BUILDING TO BE SUPPORTED AT MAXIMUM DISTANCE OF 4'-0".
8. REFERENCE FOUNDATION DRAWING AND PLUMBING DRAWING.
9. ALL VENTS TROUGH ROOF SHALL BE A MINIMUM OF 2" DIA.
10. ALL SANITARY SEWER CONNECTIONS TO LOCATIONS INDIACATED ON DRAWINGS ARE BY G.C. AND SHOULD MEET CODE.
11. ALL EXPOSED WARM WATER AND HOT WATER PIPES AND P-TRAPS AT LAVATORIES ARE TO BE WRAPPED WITH INSULATION.
12. ALL VENT AND DRAIN PIPING IN BUILDING IS TO BE SCH. 40 PVC.
13. INSULATE HOT WATER LINES UNDER LAVATORIES PER CODE.

GENERAL NOTES:

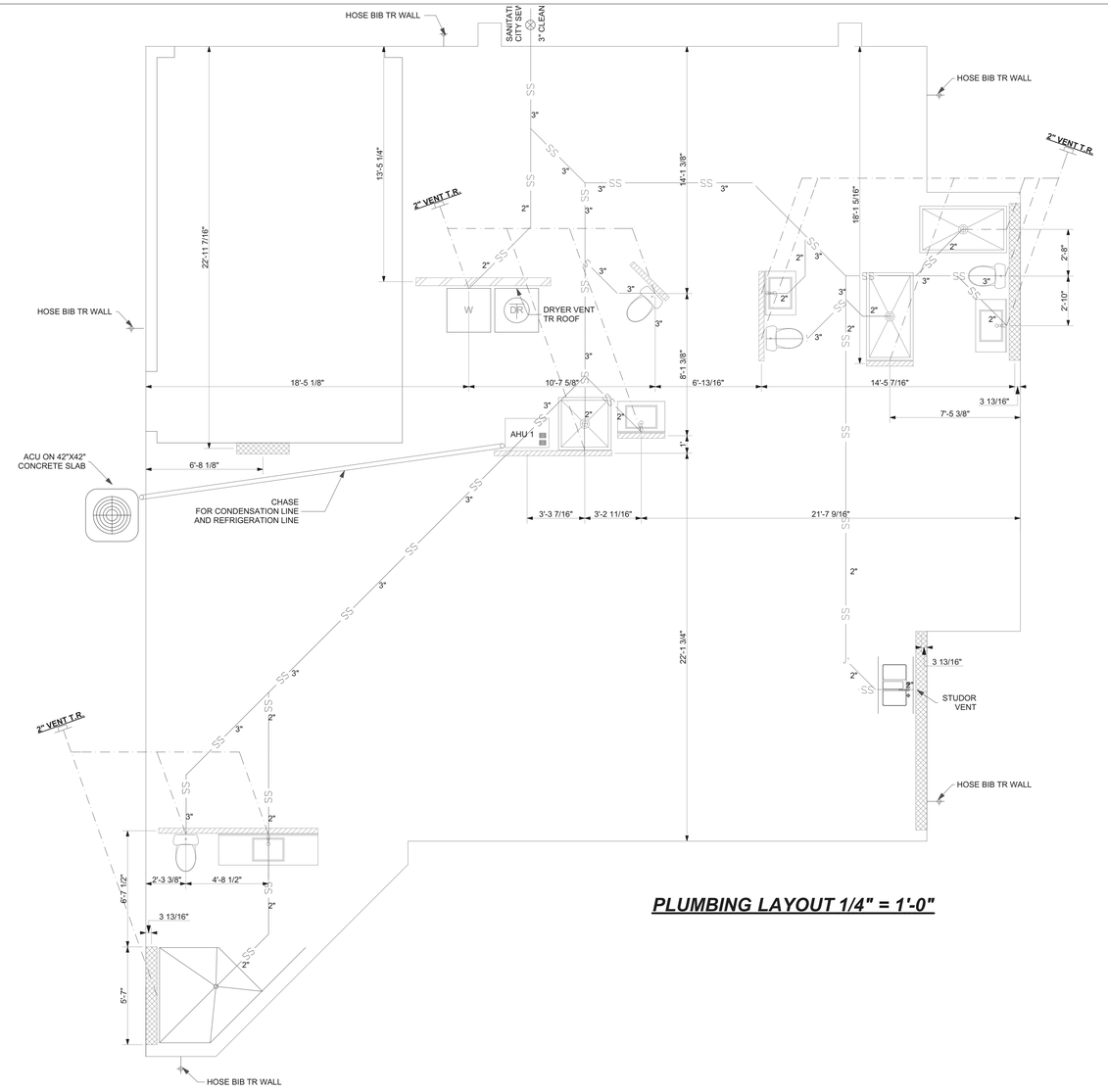
1. PRIOR TO START OF CONSTRUCTION, CONTRACTOR SHALL VERIFY EXACT LOCATION OF UTILITIES IN FILED.
2. PRIOR TO START OF CONSTRUCTION, CONTRACTOR SHALL VERIFY ALL BUILDING CONDITIONS.
3. COORDINATE WORK WITH ALL OTHER TRADES TO AVOID INTERFERENCES.
4. INSTALL ALL WATER, SEWER AND VENT PIPING IN ACCORDANCE WITH ALL APPLICABLE FBC, COUNTY AND CITY CODES.
5. SOIL, WASTE AND VENT PIPING SHALL BE CAST IRON WITH "NO-HUB" CONNECTIONS OR PVC WITH DMW FITTINGS WHERE ALLOWED BY CODE.
6. REFER TO ARCHITECTURAL AND PLUMBING DRAWINGS FOR EXACT LOCATIONS AND MOUNTING HIGHTS OF ALL PLUMBING FIXTURES.
7. ALL PIPING SHALL BE CONCEALED WITHIN THE CEILING SPACE, WALLS AND CHASES AS SHOWN ON PLANS.
8. ALL EXPOSED PIPING AT PLUMBING FIXTURES SHALL BE CHROME PLATED BRASS WITH ESCUTCHEON PLATES AT THE WALL, FLOOR OR CEILING PENETRATIONS WHERE APPLICABLE.
9. COLD WATER AND HOT WATER PIPING SHALL BE TYPE "L" HARD COPPER OR APPROVED CPVC PIPING WHERE ACCEPTED BY LOCAL PLUMBING OFFICIALS AND INSPECTORS.
10. INSULATE ALL CONCEALED HOT WATER PIPING AND ALL HOT WATER PIPING AND WASTE PIPING BELOW HANDICAPPED LAVATORIES.
11. ALL PIPING SHALL BE FIRMLY ANCHORED AND SUPPORTED TO PREVENT SWAY AND VIBRATION THE ENTIRE LENGTH.
12. CONTRACTOR SHALL FURNISH AND INSTALL WATER SHOCK ARRESTORS EQUAL MANUFACTURER'S RECOMMENDATIONS. AIR CHAMBERS SHALL NOT BE SUBSTITUTED FOR FACTORY FABRICATED WATER SHOCK ARRESTORS.
13. ALL FLOOR DRAINS SHALL HAVE TRAP PRIMER CONNECTIONS AND SHALL BE SUPPLIED FROM AUTOMATIC TRAP PRIMERS CONNECT TO THE NEAREST SINK. RUN 1/2" SOFT COPPER TUBING FROM TRAP PRIMERS TO FLOOR DRAIN TRIP PRIMER CONNECTION. TRAP PRIMERS SHALL BE EQUAL TO ZURN "SANI-GUARD" MODEL Z-1022.
14. FURNISH AND INSTALL A TIME CLOCK FOR THE HOT WATER HEATER.
15. ALL WATER PIPING SHALL BE SLOPED TO DRAIN.
16. ALL SOIL, WASTE AND VENT PIPING SHALL BE SLOPED 1/8" PER FOOT MINIMUM.
17. PROVIDE DIELECTRIC UNIONS AT ALL CONNECTIONS OF DISSIMILAR METALS.
18. ROOF DRAIN LINES SHALL DROP DOWN ON THE EXTERIOR OF THE BUILDING FACE AS SHOWN ON THE PLANS, WHERE APPLICABLE.

EXHAUST VENT NOTES:

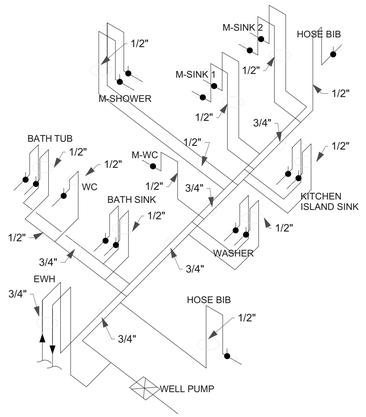
(1) ALL EXHAST FANS SHALL BE VENTED THROUGH THE ROOF
(2) DRYER VENT SHALL BE VENTED THROUGH THE ROOF OR THROUGH AN EXTERIOR WALL (DO NOT VENT WITHIN 10' OF AC CONDENSER)

NOTES TO PLUMBER:
(1) PLUMBING SHALL COMPLY WITH FBC-R 2020 PLUMBING CAHPTER 25 THROUGH 33
(2) WATER HEATER SHALL HAVE PAN AS REQUIRED AND RELIEF VALVE PIPED OUTSIDE W/O TRAPPING.
(3) CLEANOUTS SHALL BE PROVIDED AT BASE OF STACK AND @ 4'-0" AFF OF IN LAUNDRY ROOMS

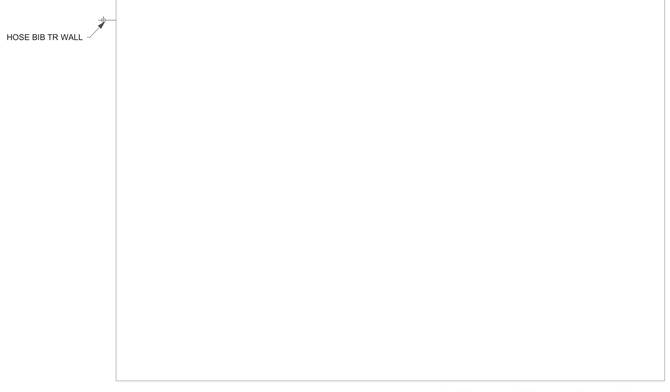
GENERAL NOTES:
1. THESE DRASINGS WERE PREPARED WITH THE ASSUMPTIONTHE CONTRACTER/ OWNER BUILDER IS KNOWLEDGABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR/OWNER- BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/ OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMESNIONS SHALL TAKE PRECEDENCE OVER SCALE.
5. DIMENSIONS AND LOCATIONS OF ALL ITEMS SHOWN ON THIS PLAN ARE SUBJECT TO CHANGE WITH WRITTEN PRIOR APPROVAL OF ENGINEER OF RECORD.
DO NOT SCALE DRAWINGS



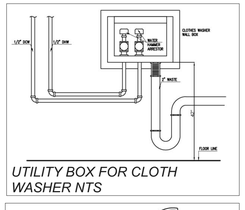
PLUMBING LAYOUT 1/4" = 1'-0"



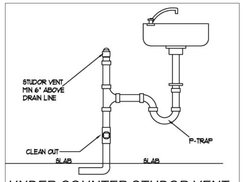
WATER RISER DIAGRAM
N.T.S



DETACHED GARAGE
PLUMBING LAYOUT 1/4" = 1'-0"



UTILITY BOX FOR CLOTH WASHER NTS



UNDER COUNTER STUDOR VENT DIAGRAM NTS

REVISIONS BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

PROJECT NAME

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

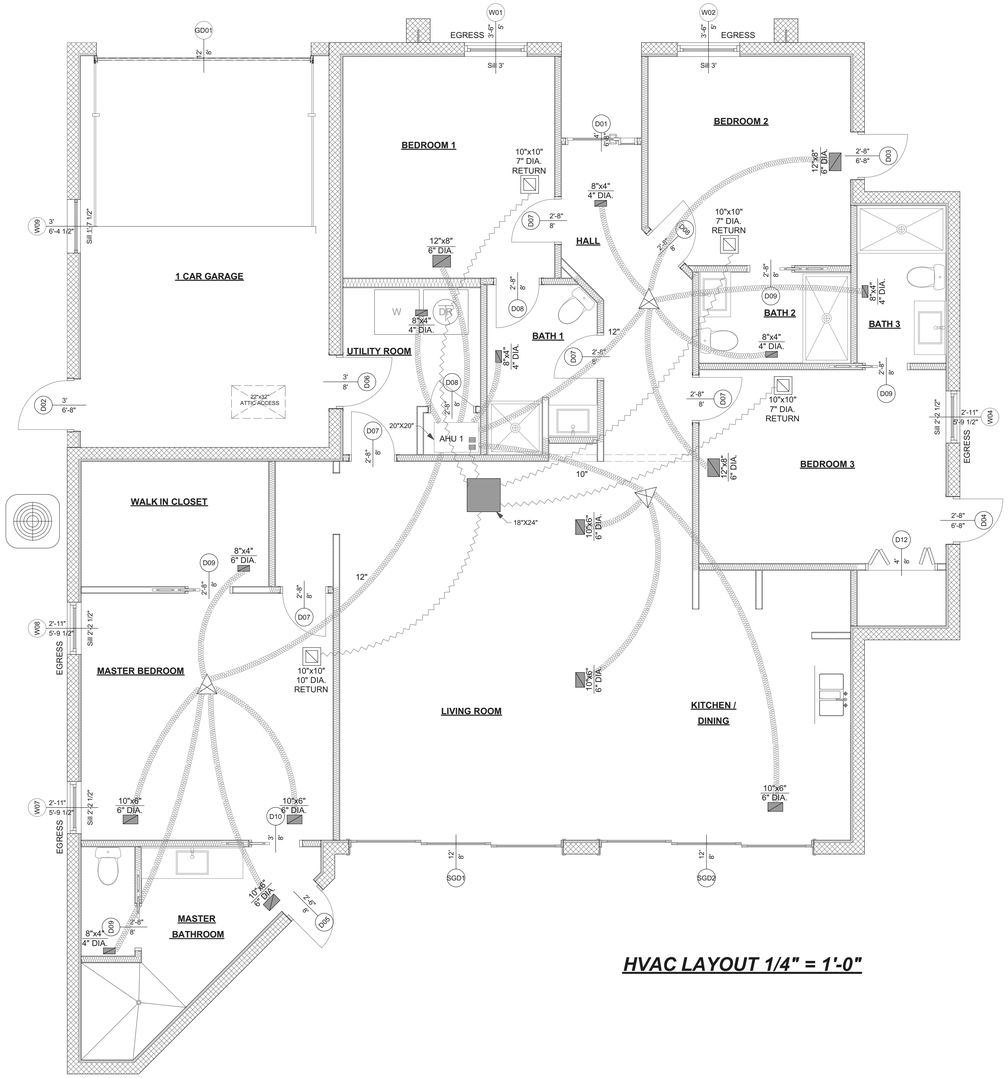
DRAWN
TC
CHECKED
TC
DATE
9/20/2025
SCALE
SHEET

P-01

TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

THE DESIGNS IN THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF PROFILE LIGHT GAUGE STRUCTURES LLC, THE COMPANY EXPRESSLY RESERVES THE COPYRIGHT AND ANY OTHER PROPERTY RIGHTS IN THESE PLANS AND ELEVATIONS. ANY REPRODUCTIONS, REVISIONS OR MODIFICATIONS OF THESE DOCUMENTS WITHOUT THE EXPRESSED WRITTEN CONSENT OF PROFILE LIGHT GAUGE STRUCTURES LLC, IS PROHIBITED BY LAW.

Energy Code Path utilized for compliance per FBCEC-R401.2



HVAC LAYOUT 1/4" = 1'-0"

MECHANICAL INFORMATION
PER 8TH EDITION FLORIDA RESIDENTIAL CODE

1. COMPLETE DUCT DESIGN WITH SIZES AND R-VALUE COMPLYING WITH THE FLORIDA ENERGY EFFICIENCY CODE FOR BUILDING CONSTRUCTION R403.2
2. SUFFICIENT SPACE SHALL BE PROVIDED ADJEACENT TO THE MECHANICAL COMPONENTS OR ASSURE ADEQUATE ACCESS FOR:
   A: CONSTRUCTION AND SEALING AND
   B: SECTION M1601 PER THE FLORIDA RESIDENTIAL CODE 8TH EDITION
3. AIR CONDITIONING SYSTEM SHALL BE COMPLETLY BALANCED. ALL ROOMS ISOLATED FROM THE RETURN AIR SHALL BE PROVIDED WITH MEANS TO COMPLY WITH SECTION M1602 OF THE FLA. RESIDENTIAL CODE 8TH EDITION

HVAC DESIGN PROVIDED BY HVAC CONTRACTOR

GENERAL NOTES:
1. THESE DRASINGS WERE PREPARED WITH THE ASSUMPTIONTHE CONTRACTER/ OWNER BUILDER IS KNOWLEDGABLE OF COMMON CONSTRUCTION PRACTICES.
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5. DIMENSIONS AND LOCATIONS OF ALL ITEMS SHOWN ON THIS PLAN ARE SUBJECT TO CHANGE WITH WRITTEN PRIOR APPROVAL OF ENGINEER OF RECORD.
DO NOT SCALE DRAWINGS

TO THE BEST OF THE DESIGNERS KNOWLEDGE, THE PLANS AND SPECIFICATIONS COMPLY WITH THE APPLICABLE MINIMUM BUILDING CODES AND THE APPLICABLE FIRE SAFETY STANDARDS AS DETERMINED BY THE LOCAL AUTHORITY.

REVISIONS	BY

EDWARD F. SHINSKIE P.E.
P.E. # 47515
407 Wild Turkey Rd
Mims, FL 32754
cell 321 683 3223
email: rkeenterprises.fl@gmail.com

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ENGINEERING

profile light gauge structures, LLC 321.288.4668

DESIGN

BUILDER

COX RESIDENCE
307 3RD AVE
MELBOURNE BEACH, FL 32951

PROJECT NAME

DRAWN	TC
CHECKED	TC
DATE	9/20/2025
SCALE	
SHEET	M-01

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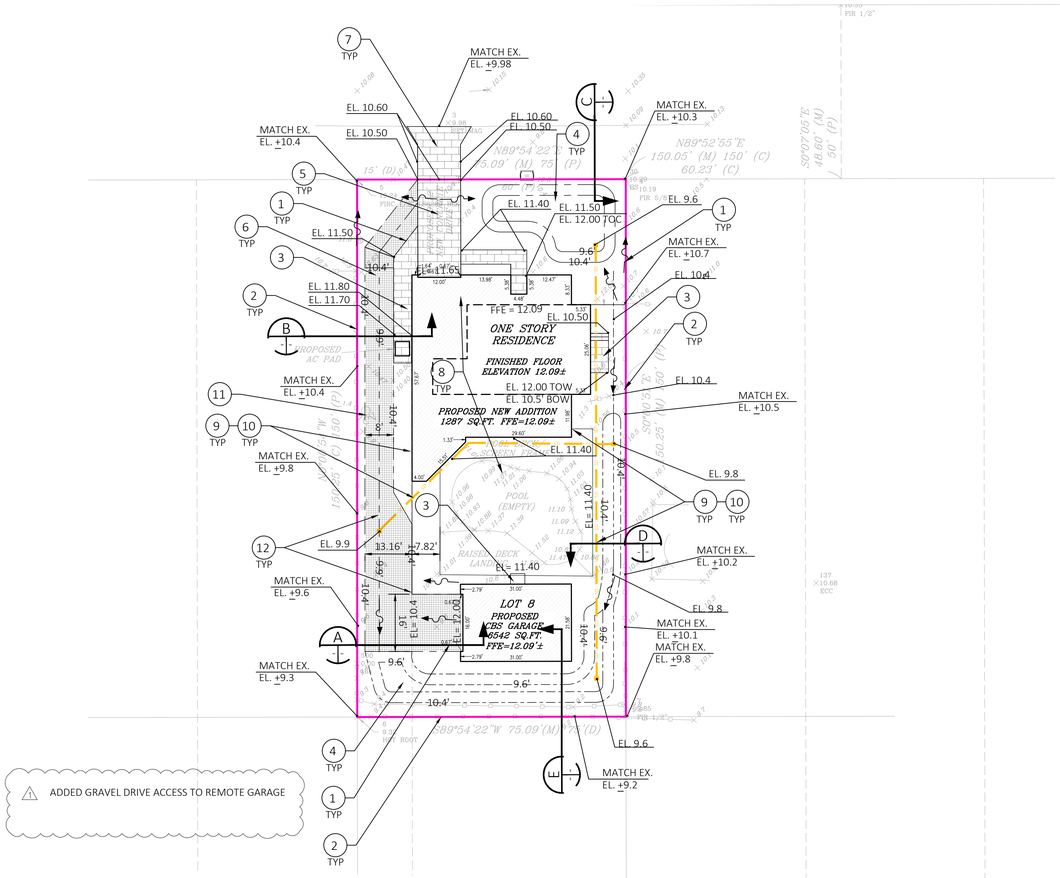
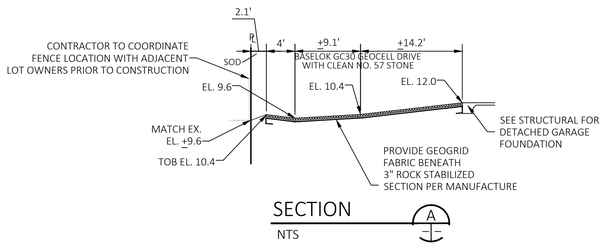


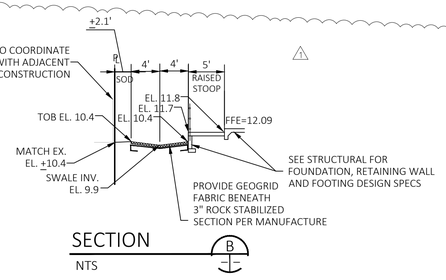
GRADING AND DRAINAGE PLAN

1"=20'



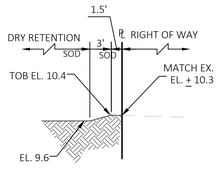
SECTION A

NTS



SECTION B

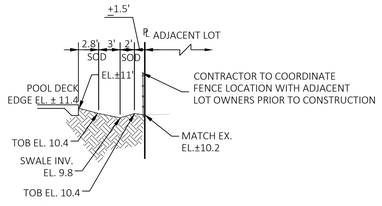
NTS



NOTE:
SOD IN AREA OF POND SHALL BE SAND GROWN

SECTION C

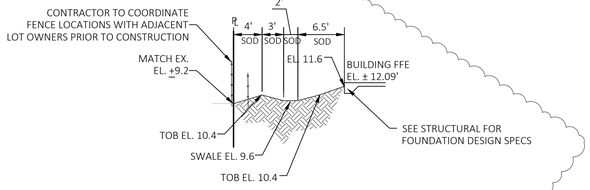
NTS



NOTE:
SOD IN AREA OF POND SHALL BE SAND GROWN

SECTION D

NTS



NOTE:
SOD IN AREA OF POND SHALL BE SAND GROWN

SECTION E

NTS

CIVIL SITE GRADING NOTES:

1. CONTRACTOR TO PROVIDE POSITIVE DRAINAGE PATHS TO DESIGNATED STORMWATER COLLECTION AND TREATMENT AREAS.
2. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CARE TO BE TAKEN DURING GRADING EFFORTS TO MAINTAIN EXISTING DRAINAGE PATHS OF ADJACENT NEIGHBORS WHICH SHALL NOT BE BLOCKED BY ADDED HARDSCAPES, LANDSCAPES, OR MATERIAL STOCKPILES.
3. PROVIDE RAISED CONCRETE STOOP WITH STEPS AND LANDINGS TO ACCESS DOORS. DROP HAZARD RAILING TO BE PROVIDED TO MEET FLORIDA BUILDING CODE. SEE STRUCTURAL AND ARCHITECTURAL PLANS FOR ADDITIONAL DETAILS AND SPECIFICATIONS. STAIR AND WALL DESIGN AND PERMITTING BY OTHERS. CONTACT EOR IF TOP AND BOTTOM ELEVATION OF STEPS CANNOT BE MAINTAINED.
4. GRASS COVER WITHIN BOUNDARY OF STORMWATER POND BOTTOMS SHALL BE EITHER SEED AND MULCH OR SAND GROWN SOD. REMOVE AND REPLACE ANY DELETERIOUS MATERIALS OR LIMITING SOILS WITH PERCOLATION VALUES LESS THAN 10 INCHES PER HOUR PLACED AT A DENSITY OF APPROXIMATELY 92% OF THE MODIFIED PROCTOR TEST OR PER GEOTECHNICAL ENGINEER RECOMMENDATIONS BENEATH THE STORMWATER PONDS. CONTRACTOR TO INCLUDE MATERIAL TESTING DURING CONSTRUCTION FROM GEOTECHNICAL ENGINEER.
5. CONTRACTOR TO PITCH DRIVEWAY TOWARD SIDE YARD STORMWATER COLLECTION AREAS FOR TREATMENT.
6. PROVIDE FENCE ALONG PROPERTY LINE AND AROUND POOL TO INCLUDE SWING GATE LOCATIONS PER OWNER. CONTRACTOR TO COORDINATE CONSTRUCTION LOCATIONS WITH NEIGHBORS FOR ANY IMPACTS OR REVISIONS TO FENCING. MINIMUM FENCING REQUIREMENTS TO BE PROVIDED TO MEET FLORIDA BUILDING CODE FOR POOL ACCESS PREVENTION AND EDGE PROTECTION FOR DROP HAZARDS. SEE ARCHITECTURAL DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION. DESIGN AND PERMITTING BY OTHERS.
7. DRIVEWAY, SIDEWALK, PORCH, RESIDENCE AND FENCE DESIGN INCLUDING DETAILS WITH SPECIFICATIONS BY OTHERS.
8. FOOTPRINT AND POOL LAYOUT PROVIDED BY SURVEYOR AND OWNER. ANY DIMENSIONS ON GRADING PLAN FOR REFERENCE ONLY. CONTRACTOR TO ENSURE CORRECT DIMENSIONS INCLUDED PRIOR TO CONSTRUCTION. CONTACT ENGINEER OF RECORD WITH ANY SIZE OR SHAPE CHANGES TO THE OVERALL POOL/DECK, PAVER WALKWAY OR FOOTPRINT.
9. SEE ARCHITECTURAL PLAN FOR ROOF DRAINAGE AND DOWNSPOUT COLLECTION. RUNOFF COLLECTION SHOULD BE DIRECTED TO PROPOSED DRY RETENTION AREAS.
10. PROVIDE 6" ADS N-12 UNDERGROUND STORMWATER COLLECTION PERFORATED PIPE WITH WATER TIGHT JOINTS WRAPPED IN GEOTEXTILE FABRIC (SOCK PER MANUFACTURER RECOMMENDATIONS) TO EXTEND AT A MINIMUM 1% SLOPE WITH A MINIMUM COVER OF 12" FROM GUTTER AND DOWNSPOUT COLLECTION SYSTEM FOR ROOF ADJACENT TO POOL TO STORMWATER COLLECTION AREA PROVIDE 12" YARD DRAIN BUBBLE UP CONNECTION IN STORMWATER POND WITH TOP OF DRAIN AT ELEVATION CALL OUTS IN PLAN VIEW AND INVERT FIELD CUT. INCLUDE ROCK FOR EROSION PROTECTION AROUND DRAIN LOCATION.
11. MODIFY IRRIGATION CONTROL VALVE TO PROVIDE TRAFFIC BEARING TOP OR RELOCATE FOR DRIVEWAY ACCESS TO DETACHED GARAGE.
12. PROVIDE MIN 8' WIDE ROCK DRIVEWAY ACCESS TO REAR GARAGE DOOR WITH BASELOK GC30 GEOCELL GRID REINFORCEMENT WITH MINIMUM 3" DEPTH OF CLEAN 57 STONE OVER A LAYER OF GEOGRID FABRIC TO MEET RECOMMENDATIONS OF MANUFACTURER AND GEOTECHNICAL ENGINEER. SECTION FOR LIGHT VEHICULAR ACCESS IS IDENTIFIED BY CROSS HATCH. SECTION AND LOADS TO BE REVIEWED BY GEOTECHNICAL ENGINEER FOR VERIFICATION. CONTACT ENGINEER OF RECORD AND TOWN OF MELBOURNE BEACH FOR ANY SECTION OR MATERIAL MODIFICATIONS.

SURVEYOR NOTES:

SURVEY REPORT:

1. This Boundary and Topographic Survey is intended to show existing conditions of yard areas as specified by the client and to address related drainage runoff issues.
2. The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible that there are documents of record unrecorded deeds, easements or other instruments that could affect the boundaries to the subject property.
3. This survey does not reflect or determine ownership.
4. This survey meets or exceeds the minimal horizontal control accuracy of 1:7500 for a suburban survey.
5. Measurements shown hereon are expressed in feet and decimal parts thereof.
6. Dimensions shown are taken at the exposed areas of improvements, underground footers, foundations, utilities or other subsurface structures are not located for the purpose of this survey.
7. Bearings shown hereon are based on the South right of way line of the Third Avenue, having a bearing of N89°54'22"E, between monuments as located using Global Positioning Systems.
8. This drawing is not valid unless bearing an original signature and embossed land surveyors seal.
9. Elevations shown hereon are based on Brevard County Benchmark G 648 having an elevation of 11.23 as located using Global Positioning Systems.
10. NOTE: As of the date of survey, 3-26-2021, only hookups exist near Pool Equipment Concrete Pad (PE CP). Pool Screen Frame has no screens, Pool was mostly drained.
11. FEMA FLOOD FOR INFORMATION ONLY: The surveyor no longer certifies the FEMA Flood Zones. This certification is made by an independent contractor of the Federal Government. FIRM Zone "X" per Community Panel No. 12009C0608H dated 1-29-2021 .

GENERAL INFORMATION:

CONTACT INFORMATION

OWNER
SAMUEL R. AND KATIE M. COX
307 THIRD AVE
MELBOURNE BEACH, FL 32951

CIVIL ENGINEER:
TRAUGER CONSULTING ENGINEERS, INC.
ERIN TRAUGER, P.E.
2210 FRONT STREET STE 204
MELBOURNE, FL 32901
TEL: 321-652-5316
E-MAIL: ERIN.TRAUGER@GMAIL.COM

SURVEYOR:
JOHN R. CAMPBELL SURVEYING LLC
115 ALMA BLVD, SUITE 102
MERRITT ISLAND, FL 32954

LEGAL DESCRIPTION:

LOT 8 AND THE EAST 15 FEET OF LOT 7, BLOCK 18, PLAT OF WILCOX MELBOURNE BEACH, ACCORDING TO THE MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 1, PAGE 58, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

DRAINAGE CALCULATIONS:

SITE DATA

TOTAL ACREAGE: 0.26 ACRES
PARCEL ID : 28-38-08-FY-18-7
TAX ACCOUNT NUMBER: 2847914
ADDRESS: 307 THIRD AVE, MELBOURNE BEACH, FL 32951

SITE DRAINAGE COVERAGE CALCULATIONS

PROPOSED LOT COVERAGE	SF	ACRE	PERCENT
IMPERVIOUS:	4,876	0.11	42%
PERVIOUS:	6,406	0.15	58%
TOTAL GROSS AREA:	11,282	0.26	100%

GENERAL NOTES: (ALL CIVIL DRAWINGS)

1. CONTRACTOR SHALL BECOME FAMILIAR AND COMPLY WITH ALL PERMITS AND PERMIT CONDITIONS. CONTRACTOR SHALL OBTAIN PERMISSION FROM ALL NECESSARY PERMIT AGENCIES PRIOR TO COMMENCING SITE WORK.
2. ALL AREAS DISTURBED OFF-SITE SHALL BE RESTORED TO EQUAL OR BETTER CONDITION THAN PRE-CONSTRUCTION.
3. ANY SHORELINE REVETMENTS REQUIRE DESIGN AND PERMITTING BY OTHERS WITH INFORMATION INCLUDED FOR ELEVATION REFERENCE AS PART OF STORMWATER DESIGN.
4. SLOPE ALL SIDEWALKS TO FLOW AWAY FROM BUILDING WITH MAXIMUM 2% CROSS SLOPE.
5. PROVIDE CONSTANT SLOPE BETWEEN ALL SPOT ELEVATIONS.
6. CONTRACTOR SHALL PROVIDE SILT FENCE AROUND PROJECT AREA AS REQUIRED BY FDEP AND MELBOURNE BEACH.
7. ALL WASTE SHALL BE DISPOSED OF OFF-SITE IN A SAFE AND LEGAL MANNER UNLESS OWNER SPECIFICALLY REQUESTS OTHERWISE.
8. ALL SLOPES 4H:1V OR STEEPER SHALL BE SODDED. ALL SLOPES STEEPER THEN 3H:1V SHALL BE SODDED AND STAKED.
9. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PUBLIC ROADWAYS, EASEMENTS, CURBS, SIDEWALKS, DRAINAGE SYSTEM, BENCHMARKS, OR UTILITIES AS A DIRECT RESULT OF CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR HAVING ALL BOUNDARY CORNERS AND BENCHMARKS DISTURBED OR DESTROYED DURING CONSTRUCTION REPLACED BY A FLORIDA LICENSED LAND SURVEYOR.
10. EXCEPT AT DOORWAYS, FINISHED GRADE ADJACENT TO HOUSE SHALL BE 6" BELOW FINISHED FLOOR UNLESS IDENTIFIED OTHERWISE BY ARCHITECT/HOME BUILDER OR ON GRADING PLAN. ALL LOT GRADING SHALL COMPLY WITH APPLICABLE FLORIDA BUILDING CODES.
11. THIS PLAN HAS BEEN PREPARED WITH A BASE SURVEY, FOOT PRINT AND LAYOUT PROVIDED BY KATIE COX AND JOHN CAMPBELL SURVEYING, LLC. CIVIL ENGINEER DOES NOT WARRANT THE ACCURACY OF THE RECORD SURVEY NOR HAVE THEY COMPLETED THE DESIGN FOR THE SITE LAYOUT.
12. SEE ARCHITECTURAL/HOME BUILDER DRAWINGS FOR BUILDING DIMENSIONS AND LAYOUT, SEE PLUMBING, MECHANICAL, ELECTRICAL AND LANDSCAPING DRAWINGS FOR UTILITY CONNECTION LOCATIONS, HEATING/AC, ELECTRICAL AND LANDSCAPING INFORMATION.
13. SWPPP IS NOT INCLUDED. CIVIL ENGINEER IS NOT RESPONSIBLE FOR THE DESIGN OF EROSION AND SEDIMENT CONTROLS OR OTHER POLLUTION PREVENTION PRACTICES FOR THIS PROJECT.
14. CLEARING SPECIFICATIONS, UTILITY DESIGN, PAVING AND OTHER SITE MATERIALS AND SPECIFICATIONS ARE NOT INCLUDED. CIVIL ENGINEER NOT RESPONSIBLE FOR THE DESIGN SPECIFICATIONS RELATED TO THESE ITEMS. CONTRACTOR TO CONSULT GEOTECHNICAL ENGINEER PRIOR TO CONSTRUCTION TO ENSURE SOILS AS ANTICIPATED FOR DESIGN.
15. BOUNDARY, TOPOGRAPHIC AND EXISTING INFORMATION INDICATED ON THESE DRAWINGS ARE PER FIELD DATA SUPPLIED BY JOHN CAMPBELL SURVEYING, LLC. IT IS SOLELY THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE INFORMATION AND PROTECT SAME FROM DAMAGE DURING THE CONSTRUCTION PHASE. DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
16. THIS IS A SPECIFIC PURPOSE DRAWING SET, FOR THE PERMITTING AND THE CONSTRUCTION OF A STORMWATER TREATMENT AREA THE ENGINEER CERTIFIES THESE DRAWINGS ONLY FOR THE CONSTRUCTION OF THAT INFORMATION AND NO OTHER PERMITTING AND CONSTRUCTION USES.
17. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SETBACKS PRIOR TO STARTING CONSTRUCTION.
18. ANY REQUIRED REPLACEMENT SOIL/SAND FOR THE STORMWATER MANAGEMENT AREAS TO BE CONSTRUCTED WITH CLEAN TYPE A SOIL/SAND WITH A MINIMUM PERCOLATION RATE OF 20FT/DAY AT A DENSITY OF APPROXIMATELY 92% OF THE MODIFIED PROCTOR TEST OR PER GEOTECHNICAL ENGINEER RECOMMENDATIONS. CONTRACTOR SHALL PROVIDE SOIL SOIL TEST RESULTS VERIFYING THE PERCOLATION RATE OF THE MATERIAL TO THE ENGINEER OF RECORD AND TOWN OF MELBOURNE BEACH PRIOR TO INSPECTION.
19. TREES ONSITE IN THE DESIGNATED STORMWATER AREAS AND DRIVEWAY FOOTPRINT WILL BE REMOVED AND RELOCATED TO MEET TOWN OF MELBOURNE BEACH LANDSCAPE CODE.

SURVEYOR LEGEND:

EXPLANATION OF ABBREVIATIONS

A/C	Air Conditioner
OH	Building Overhang
(C)	Calculated Distance
CLF	Chain Link Fence
CP	Concrete Pad
CCP	Covered Concrete Pad
CPP	Covered Paver Pad
(D)	Described Distance
FT	Fence Tie
LS	Licensed Surveyor
(M)	Measured Information
PG	Page or Pages
(P)	Plat Information
PB	Plat Book
PE	Pool Equipment
WT	Wall Tie
WF	Wood Fence

LEGEND

- Found 1/2" Iron Rod and Cap. LS6265
- Found 5/8" Iron Rod, No ID
- Found 1/2" Iron Rod, No ID
- Irrigation Control Valve
- WM Water Meter
- Well

20' 0' 20' 40'

REV#	DATE	REVISION
1	2-2-2026	TOWN OF MELBOURNE BEACH COMMENTS

TRAUGER CONSULTING ENGINEERS
2210 FRONT STREET STE 204, MELBOURNE, FL 32901
Erin.Trauger@gmail.com O)321.372.3060 O 321.652.5316

307 THIRD AVE
SINGLE FAMILY RESIDENCE
MELBOURNE BEACH, FLORIDA

GRADING AND DRAINAGE PLAN

ERIN L. TRAUGER
LICENSE
No. 66576
STATE OF FLORIDA
PROFESSIONAL ENGINEER
ERIN L. TRAUGER
FL P.E. #66576
2-2-26

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DATE:	12-30-25
TOWNSHIP:	28
RANGE:	38
SECTION:	08
SCALE:	1"=20'
DRAWING NO.	C-1
DRAWN BY:	TLW
PROJECT:	26-100

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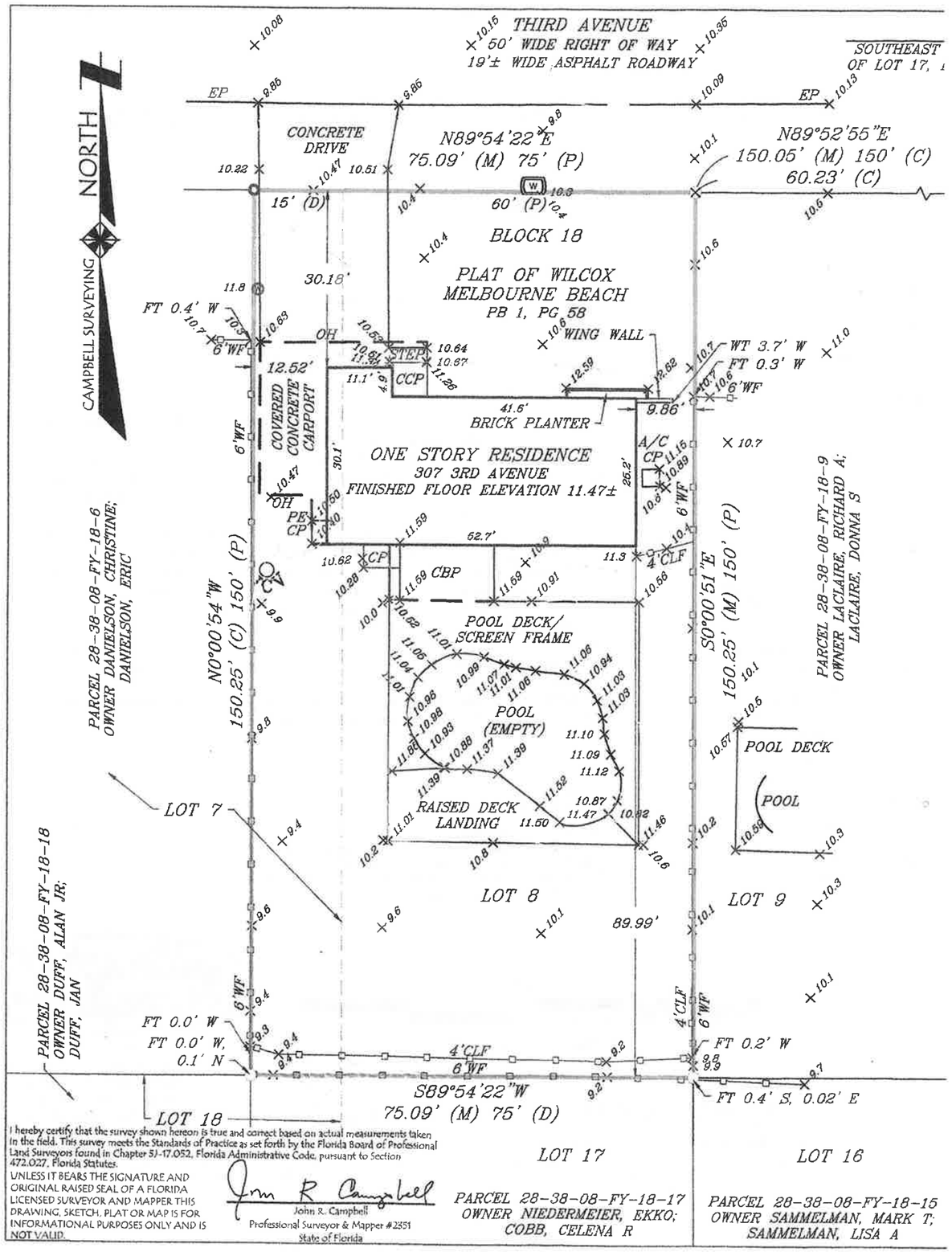


I hereby certify that the survey shown hereon is true and correct based on actual measurements taken in the field. This survey meets the Standards of Practice as set forth by the Florida Board of Professional Land Surveyors found in Chapter 5J-17.052, Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

UNLESS IT BEARS THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

John R. Campbell
Professional Surveyor & Mapper #2351
State of Florida

BOUNDARY AND TOPOGRAPHIC SURVEY

LEGEND

- Found 1/2" Iron Rod and Cap, LS6263
- Found 5/8" Iron Rod, No ID
- Found 1/2" Iron Rod, No ID
- Irrigation Control Valve
- (W) Water Meter
- (W) Well

EXPLANATION OF ABBREVIATIONS

A/C	Air Conditioner
OH	Building Overhang
(C)	Calculated Distance
CLF	Chain Link Fence
CP	Concrete Pad
CCP	Covered Concrete Pad
CBP	Covered Paver Pad
(D)	Described Distance
FT	Fence Tie
LS	Licensed Surveyor
(M)	Measured Information
PG	Page or Pages
(P)	Plat Information
PB	Plat Book
PE	Pool Equipment
WT	Wall Tie
WF	Wood Fence

DESCRIPTION:

Lot 8 and the East 15 feet of Lot 7, Block 18, Plat of Wilcox Melbourne Beach, according to the map or plat thereof as recorded in Plat Book 1, Page 58, Public Records of Brevard County, Florida.

SURVEY REPORT:

1. This Boundary and Topographic Survey is intended to show existing conditions of yard areas as specified by the client and to address related drainage runoff issues.
2. The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible that there are documents of record unrecorded deeds, easements or other instruments that could affect the boundaries to the subject property.
3. This survey does not reflect or determine ownership.
4. This survey meets or exceeds the minimal horizontal control accuracy of 1:7500 for a suburban survey.
5. Measurements shown hereon are expressed in feet and decimal parts thereof.
6. Dimensions shown are taken at the exposed areas of improvements, underground footers, foundations, utilities or other subsurface structures are not located for the purpose of this survey.
7. Bearings shown hereon are based on the South right of way line of the Third Avenue, having a bearing of N89°54'22"E, between monuments as located using Global Positioning Systems.
8. This drawing is not valid unless bearing an original signature and embossed land surveyors seal.
9. Elevations shown hereon are based on Brevard County Benchmark G 648 having an elevation of 11.23 as located using Global Positioning Systems.
10. NOTE: As of the date of survey, 3-26-2021, only hookups exist near Pool Equipment Concrete Pad (PE CP), Pool Screen Frame has no screens, Pool was mostly drained.

FEMA FLOOD

FOR INFORMATION ONLY:
The surveyor no longer certifies the F.E.M.A. Flood Zones. This certification is made by an independent contractor of the Federal Government. As a courtesy to the client, this surveyor feels that the subject parcel appears to lies in F.I.R.M. Zone "X" area of minimal flood hazard, Community Panel No. 12009C0608H dated 1-29-2021.

20' 0 20' 40' 60'

Scale: 1" = 20'

John R. Campbell Surveying LLC
115 Alma Blvd.,Suite 102
Mailing Address: P.O.Box 541866
Merritt Island, FL. 32954
Phone: (321) 507.4811
LICENSED BUSINESS #7978

Site Address :
307 3RD AVENUE, MELBOURNE BEACH, FL 32951

BOUNDARY AND TOPOGRAPHIC SURVEY	FIELD: KRIS MELARAM	CHECKED BY: J.R. Campbell	SECTION 8
PREPARED FOR AND CERTIFIED TO:	PROJECT NO. 2021-065	DRAWN BY: DASH	TOWNSHIP 28 SOUTH
SAMUEL R. & KATIE M. COX		DATE: 3-26-2021	RANGE 38 EAST

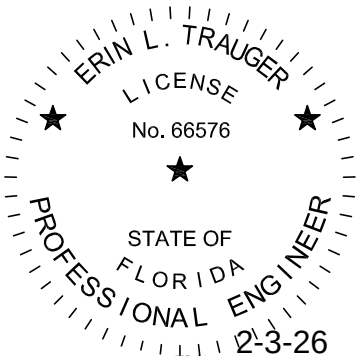
REVISIONS	DATE	DESCRIPTION

TRAUGER
CONSULTING ENGINEERS

STORMWATER CALCULATIONS

SUBMITTED TO:
Town of Melbourne Beach

DATE: 2-2-26



Erin Trauger, P.E.
FL License No. 66576

THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ERIN TRAUGER, PE ON THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNAURE MUST BE VERIFIED ON ANY ELECTORNIC COPIES.

307 Third Ave Residence

I. Introduction

The goal of this report is to detail requirements of compliance of the stormwater treatment system for the proposed improvements. The proposed single family residence improvements include a new single-family house and detached garage structure located at 307 Third Ave in the Town of Melbourne Beach, Florida. The Brevard County Property Appraiser Aerial and Details have been included for reference.

II. Existing Conditions

There is currently a house on this lot but there is no existing stormwater treatment. Much of the lot drains toward the south property line with the remainder of the lot drainage to Third Avenue that ultimately discharges to the river.

III. Proposed Conditions

The proposed site improvements involve the demolition of portions of the existing structure and the construction of additional area to the single-family house including a new detached garage structure. A treatment swale is proposed along the north, east and south sides of the property to provide for stormwater treatment required on the lot. Additionally a rock driveway is proposed along the west property line utilizing a geogrid with clean no. 57 stone to provide both stormwater treatment and access to the detached garage. Stormwater runoff created by the impervious surface for this project will be collected on-site and directed to the dry retention swales to treat the stormwater runoff. The 10 year 24 hour storm event was evaluated using the combined volume of the swales to verify retainage of the 8” storm event.

IV. Required Stormwater Calculations

A complete summary report has been provided in the attachments to include volume calculations for the proposed stormwater system, HydroCAD stormwater modeling information for the 10-year 24-hour storm event and a MODRET recovery analysis to ensure the Town of Melbourne Beach stormwater requirements are met. Also included in attached calculations are the soils reports provided by KSM Engineering identifying the season high water table and the percolation test results for conditions at the property. The following considerations were included in the evaluation.

- 8” of runoff from a 10-yr/24 hour storm event was evaluated for the 0.26 acre drainage basin at 307 Third Ave (including the proposed improvements) using HydroCAD and zero discharge is proposed from the storm collection ponds for this storm event.

- 25-Canaveral-Palm Beach-Urban land Complex has been determined to be the soil mapped according to the Soils Survey Map of Brevard County which is reflect in the weighted average CN value using A soil values for grass.

- The Season High Water Table information is provided in the table below and the soils reports completed by KSM Engineering and Testing is provided in the attachments for review. The highest value encountered was utilized for recovery analysis purposes.

Boring#	Natural Ground	Existing Ground Water Elevation	Estimated Wet Season Ground Water Table
PB-1	10.5	6.4	7.7

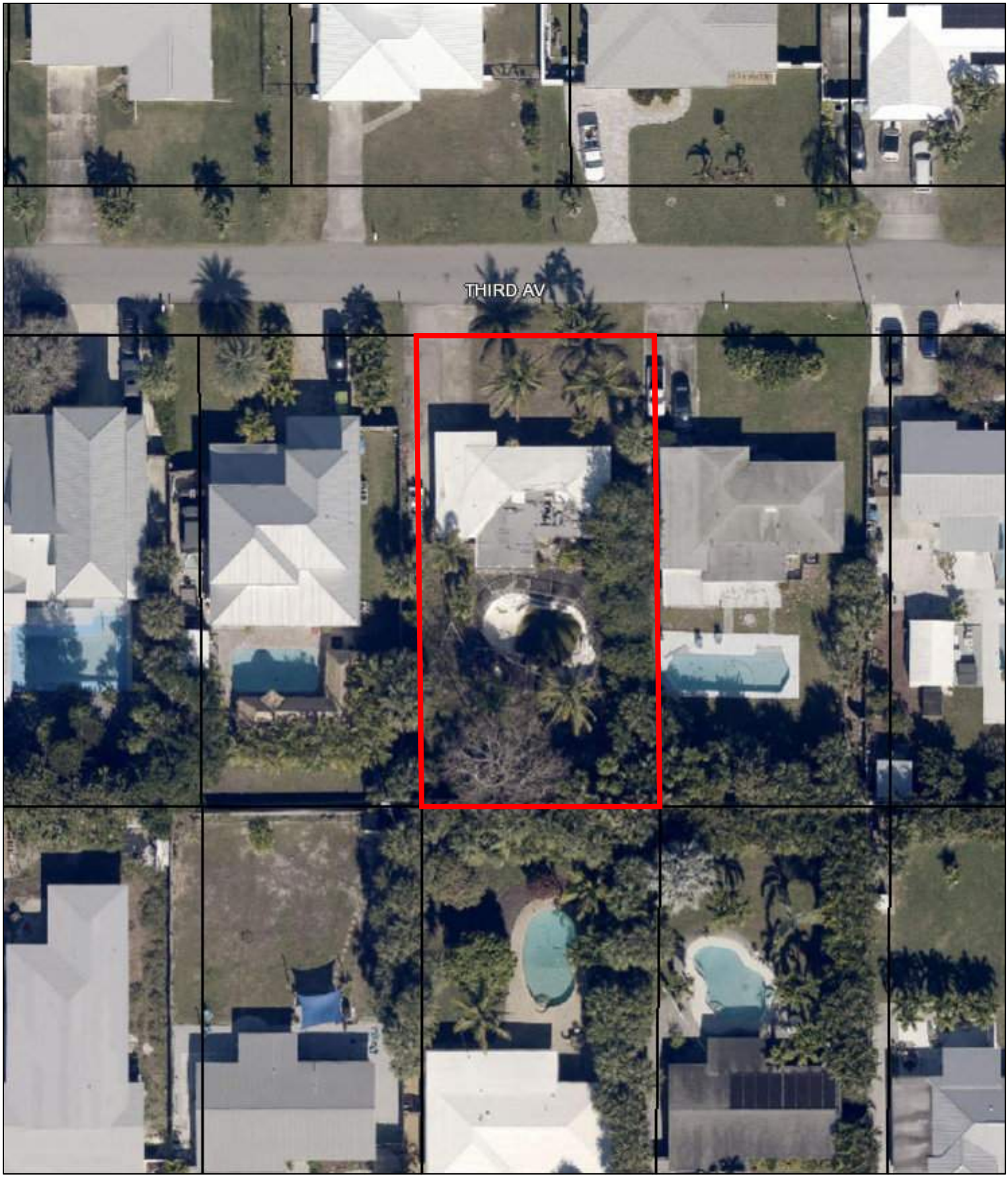
- The peak stage of the storm ponds remains below the top of bank.

V. Summary

As presented in the details above it has been determined that the proposed dry retention stormwater treatment system satisfies the design requirements of the Town of Melbourne Beach for the 10 year 24 hour-8 inch storm event.

LOCATION INFORMATION

Charlie Bradley CFA
PROPERTY APPRAISER
Brevard County



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Map created December 30, 2025 (map data dates may vary)

Dana Blickley, CFA, Brevard County Property Appraiser
Titusville • Viera • Melbourne • Palm Bay
(321) 264-6700
www.bcpao.us
Disclaimer

REAL PROPERTY DETAILS
Account 2847914 - Roll Year 2025

Owners	COX, SAMUEL R; COX, KATIE M
Mailing Address	307 3RD AVE MELBOURNE BEACH FL 32951
Site Address	307 THIRD AVE MELBOURNE BEACH FL 32951
Parcel ID	28-38-08-FY-18-7
Taxing District	34X0 - MELBOURNE BEACH
Exemptions	NONE
Property Use	0164 - RESIDENTIAL IMPROVEMENT NOT SUITABLE OCCUPANCY
Total Acres	0.26
Site Code	0001 - NO OTHER CODE APPL.
Plat Book/Page	0001/0058
Subdivision	WILCOX MELBOURNE BEACH
Land Description	WILCOX MELBOURNE BEACH E 15 FT OF LOT 7 & ALL LOT 8 BLK 18

VALUE SUMMARY

Category	2025	2024	2023
Market Value	$371,390	$373,980	$367,740
Agricultural Land Value	$0	$0	$0
Assessed Value Non-School	$371,390	$373,980	$367,740
Assessed Value School	$371,390	$373,980	$367,740
Homestead Exemption	$0	$0	$0
Additional Homestead	$0	$0	$0
Other Exemptions	$0	$0	$0
Taxable Value Non-School	$371,390	$373,980	$367,740
Taxable Value School	$371,390	$373,980	$367,740

SALES / TRANSFERS

Date	Price	Type	Instrument
01/27/2021	$260,000	WD	8995/0485
08/24/2020	--	DC	8995/0473
01/29/2007	--	QC	5745/8840
12/15/2006	--	QC	5734/3800
04/18/2006	--	QC	5634/5885
01/30/2003	--	WD	4806/2346
05/01/1992	$10,000	QC	3210/4078
05/01/1992	$10,000	QC	3210/4077
03/01/1992	--	QC	3191/3162
08/01/1989	--	QC	3189/1618
06/01/1967	$14,500	--	0957/0636

BUILDINGS

PROPERTY DATA CARD #1

Building Use: 0164 - RESIDENTIAL IMPROVEMENT NOT SUITABLE FOR OCCUPANCY

Materials		Details	
Exterior Wall:	STUCCO	Year Built	1958
Frame:	MASNRYCONC	Story Height	8
Roof:	ASPH/ASB SHNGL	Floors	1
Roof Structure:	HIP/GABLE	Residential Units	1
		Commercial Units	0

Sub-Areas		Extra Features	
Base Area (1st)	1,050	All Screen - 1 Story	1,680
Enclosed Por	160	Pool Deck	960
Garage	330	Carport	276
Open Porch	30	Pool - Residential	1
Total Base Area	1,050		
Total Sub Area	1,570		

DATA AND CALCULATIONS

STORMWATER CALCULATIONS

Post-Development Drainage Basin Data: Type A Soils 25: Canaveral-Palm Beach-Urban Land Complex

Cover Type	Area (acres)	CN Value
Impervious	4876.00	**98**
Pervious	6406.00	**39**
Total Area	**11282.00**	**64**

Stage/Storage Volume of Dry Retention Pond Gravel Driveway:

Elevation (Feet)	Area (Sq. Ft.)	Avg. Area (Sq. Ft.)	Volume (Cu. Ft.)	Sum. Volume (Cu. Ft.)
10.40	1,327		332	465
		664		
9.90	0		0	133
		1,327		
9.60	1,327		133	0

Volume includes 0.4 void ratio for stone driveway at 3" depth.

Stage/Storage Volume of Dry Retention Pond Back Yard:

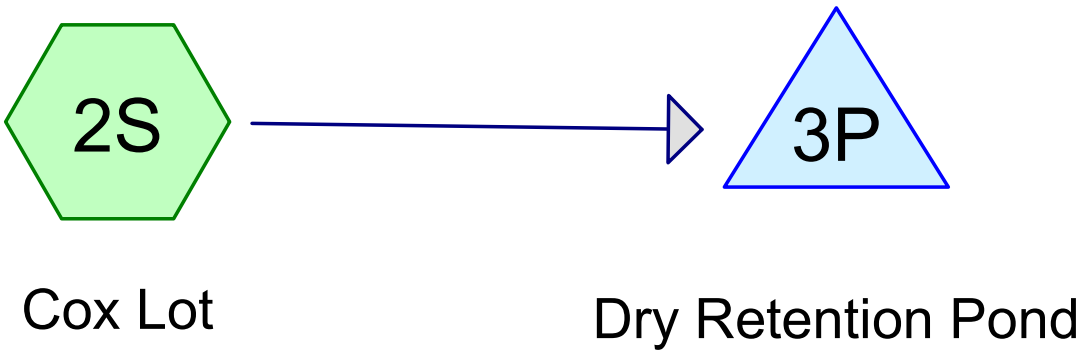
Elevation (Feet)	Area (Sq. Ft.)	Avg. Area (Sq. Ft.)	Volume (Cu. Ft.)	Sum. Volume (Cu. Ft.)
10.40	1,038		506	506
		633		
9.60	227		0	0

Stage/Storage Volume of Dry Retention Front Yard:

Elevation (Feet)	Area (Sq. Ft.)	Avg. Area (Sq. Ft.)		Sum. Volume (Cu. Ft.)
10.40	659			404
		505		
9.60	350			0

Stage/Storage Volume of Dry Retention Front Yard:

Elevation (Feet)	Sum. Volume (Cu. Ft.)
10.40	1,374
9.60	0



Subcat Reach Pond Link

Routing Diagram for Cox Residence ET
Prepared by Trauger Consulting Engineers, In, Printed 1/1/2026
HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

Rainfall Events Listing

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	10 YR 24 HR	Type II FL 24-hr		Default	24.00	1	8.00	2

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.147	39	>75% Grass cover, Good, HSG A (2S)
0.112	98	Roofs, HSG A (2S)
0.259	**64**	**TOTAL AREA**

Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.259	HSG A	2S
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.000	Other	
0.259		**TOTAL AREA**

Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.147	0.000	0.000	0.000	0.000	0.147	>75% Grass cover, Good	2S
0.112	0.000	0.000	0.000	0.000	0.112	Roofs	2S
0.259	**0.000**	**0.000**	**0.000**	**0.000**	**0.259**	**TOTAL AREA**	

Time span=0.00-30.00 hrs, dt=0.01 hrs, 3001 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment 2S: Cox Lot Runoff Area=11,282 sf 43.22% Impervious Runoff Depth=3.78"
Tc=10.0 min CN=64 Runoff=0.62 cfs 0.082 af

Pond 3P: Dry Retention Pond Peak Elev=9.85' Storage=364 cf Inflow=0.62 cfs 0.082 af
Outflow=0.41 cfs 0.082 af

Total Runoff Area = 0.259 ac Runoff Volume = 0.082 af Average Runoff Depth = 3.78"
56.78% Pervious = 0.147 ac 43.22% Impervious = 0.112 ac

Summary for Subcatchment 2S: Cox Lot

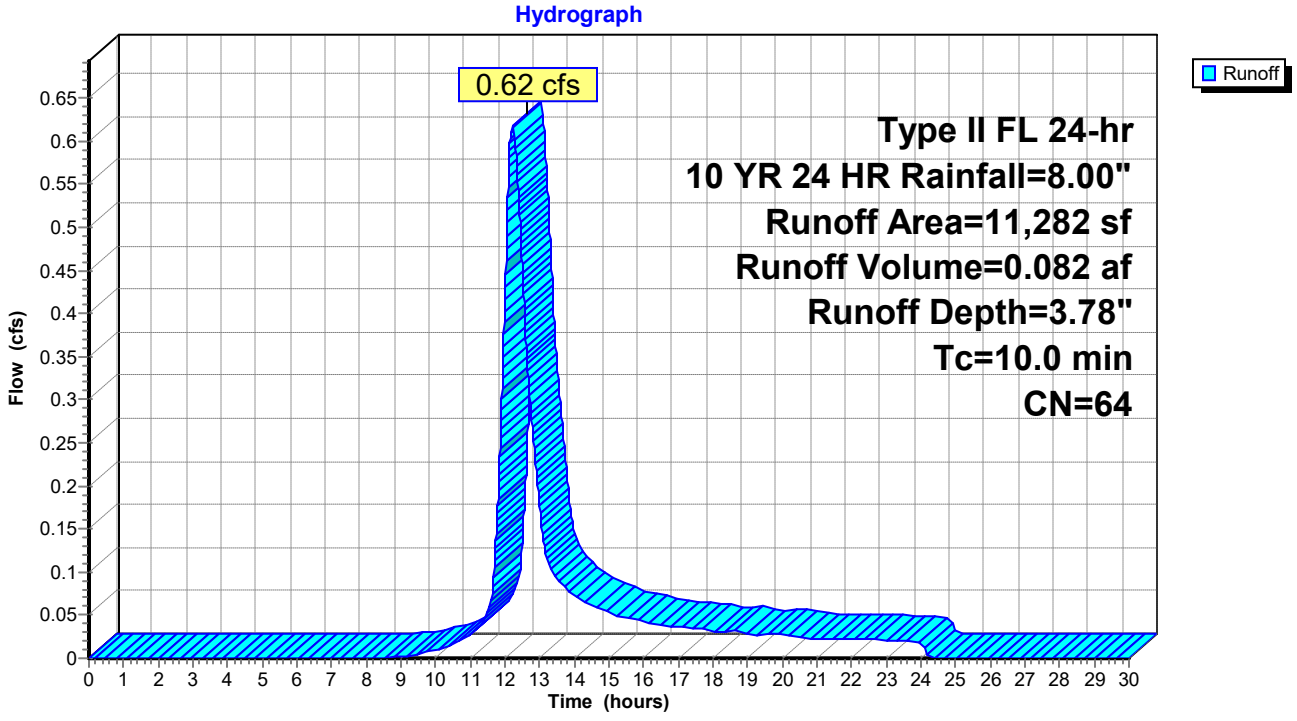
Runoff = 0.62 cfs @ 12.21 hrs, Volume= 0.082 af, Depth= 3.78"
Routed to Pond 3P : Dry Retention Pond

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
Type II FL 24-hr 10 YR 24 HR Rainfall=8.00"

Area (sf)	CN	Description
4,876	98	Roofs, HSG A
6,406	39	>75% Grass cover, Good, HSG A
11,282	64	Weighted Average
6,406		56.78% Pervious Area
4,876		43.22% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
10.0					**Direct Entry,**

Subcatchment 2S: Cox Lot



Summary for Pond 3P: Dry Retention Pond

Inflow Area = 0.259 ac, 43.22% Impervious, Inflow Depth = 3.78" for 10 YR 24 HR event
Inflow = 0.62 cfs @ 12.21 hrs, Volume= 0.082 af
Outflow = 0.41 cfs @ 12.56 hrs, Volume= 0.082 af, Atten= 35%, Lag= 21.0 min
Discarded = 0.41 cfs @ 12.56 hrs, Volume= 0.082 af

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
Peak Elev= 9.85' @ 12.56 hrs Surf.Area= 1,559 sf Storage= 364 cf

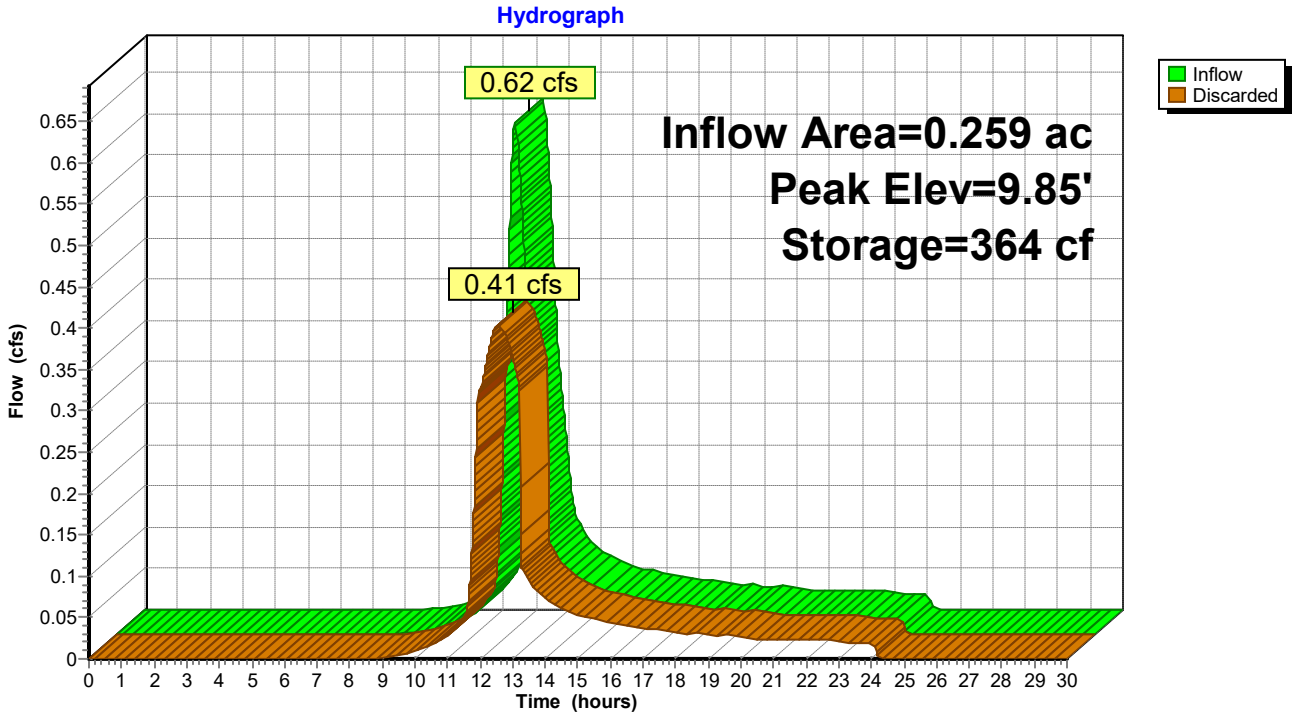
Plug-Flow detention time= 5.1 min calculated for 0.082 af (100% of inflow)
Center-of-Mass det. time= 5.1 min (863.1 - 858.0)

Volume	Invert	Avail.Storage	Storage Description
#1	9.60'	1,341 cf	**12.50'W x 110.00'L x 0.80'H Prismatoid Z=3.0**

Device	Routing	Invert	Outlet Devices
#1	Discarded	9.60'	**10.000 in/hr Exfiltration over Surface area** Conductivity to Groundwater Elevation = 7.70' Phase-In= 0.01'

Discarded OutFlow Max=0.41 cfs @ 12.56 hrs HW=9.85' (Free Discharge)
1=Exfiltration (Controls 0.41 cfs)

Pond 3P: Dry Retention Pond



MODRET

SUMMARY OF UNSATURATED & SATURATED INPUT PARAMETERS

PROJECT NAME : Cox Residence
POLLUTION VOLUME RUNOFF DATA USED
UNSATURATED ANALYSIS INCLUDED

Pond Bottom Area	1,907.00 ft²
Pond Volume between Bottom & DHWL	1,374.00 ft³
Pond Length to Width Ratio (L/W)	5.00
Elevation of Effective Aquifer Base	0.00 ft
Elevation of Seasonal High Groundwater Table	7.70 ft
Elevation of Starting Water Level	9.60 ft
Elevation of Pond Bottom	9.60 ft
Design High Water Level Elevation	10.40 ft
Avg. Effective Storage Coefficient of Soil for Unsaturated Analysis	0.10
Unsaturated Vertical Hydraulic Conductivity	10.00 ft/d
Factor of Safety	2.00
Saturated Horizontal Hydraulic Conductivity	10.00 ft/d
Avg. Effective Storage Coefficient of Soil for Saturated Analysis	0.10
Avg. Effective Storage Coefficient of Pond/Exfiltration Trench	1.00

Hydraulic Control Features:

	Top	Bottom	Left	Right
Groundwater Control Features - Y/N	N	N	N	N
Distance to Edge of Pond	0.00	0.00	0.00	0.00
Elevation of Water Level	0.00	0.00	0.00	0.00
Impervious Barrier - Y/N	N	N	N	N
Elevation of Barrier Bottom	0.00	0.00	0.00	0.00

Analysis Date: 2/3/2026

MODRET

TIME - RUNOFF INPUT DATA

PROJECT NAME: COX RESIDENCE

STRESS PERIOD NUMBER	INCREMENT OF TIME (hrs)	VOLUME OF RUNOFF (ft^3)
Unsat	0.91	362.33
1	1.00	1,011.67
2	8.76	0.00
3	8.76	0.00
4	8.76	0.00
5	8.76	0.00
6	8.76	0.00
7	8.76	0.00
8	8.76	0.00
9	8.76	0.00

MODRET

SUMMARY OF RESULTS

PROJECT NAME : Cox Residence

CUMULATIVE TIME (hrs)	WATER ELEVATION (feet)	INSTANTANEOUS INFILTRATION RATE (cfs)	AVERAGE INFILTRATION RATE (cfs)	CUMULATIVE OVERFLOW (ft^3)
00.00 - 0.00	7.700	0.000 *		
			0.00000	
0.00	7.700	0.09767		
			0.08583	
1.91	10.056	0.07400		0.00
			0.01977	
10.67	9.693	0.01570		0.00
			0.01163	
14.49	9.600	0.01003		0.00
			0.00843	
28.19	9.325	0.00756		0.00
			0.00668	
36.96	9.202	0.00612		0.00
			0.00555	
45.72	9.100	0.00514		0.00
			0.00474	
54.48	9.013	0.00443		0.00
			0.00412	
63.24	8.937	0.00388		0.00
			0.00364	
72.00	8.870			0.00

Maximum Water Elevation: 10.056 feet @ 1.91 hours Recovery @ 14.487 hours

* Time increment when there is no runoff

Maximum Infiltration Rate: 4.318 ft/day

Analysis Date: 2/3/2026

SOILS REPORT AND MAP INFORMATION

December 30, 2025
KSM Project No. 2507257-ha

Mr. Sam and Ms. Katie Cox
307 Third Avenue
Melbourne Beach, Florida 32951

Subject: Additional Subsurface Investigation and Normal Seasonal High Groundwater Level Estimate Stormwater Improvements at 307 Third Avenue Melbourne Beach, Brevard County, Florida

Mr. and Ms. Cox:

As requested, **KSM Engineering & Testing (KSM)** has performed an additional subsurface investigation at the above referenced site. The purposes of this investigation were to perform an additional shallow soil boring within the general vicinity of the proposed stormwater improvement area, and to document the groundwater level encountered at the boring location. Presentation of the additional data gathered during this limited investigation, together with our estimated normal seasonal high groundwater level in the proposed stormwater improvement area, are included in this report.

Previous Subsurface Investigation:

The information contained in this report is intended to supplement that previously presented in KSM's *Subsurface Investigation and Geotechnical Engineering Report* prepared for the subject site on October 30, 2025 (KSM Project No. 2507257-p). In brief, our previous subsurface investigation included performing one (1) Standard Penetration Test (SPT) boring and one (1) Usual Open-Hole Test in the general vicinity of the proposed stormwater improvement area at the subject site. A copy of the soil boring profile from our previous subsurface investigation is attached, and the approximate locations of the boring and test are also shown on the attached Boring Location Plan.

Additional Subsurface Investigation:

Field Exploration Program – To further explore the subsurface conditions within the general vicinity of the proposed stormwater improvement area, one (1) hand auger boring was performed to an approximate depth of 6 feet below the existing ground surface.

The groundwater level at the boring location was measured on the date drilled. The borehole was then backfilled with accumulated soil cuttings.

The approximate location of the boring is illustrated on a reproduction of the provided design plan, and is presented on the attached Boring Location Plan. This location was determined in the field by estimating distances from existing site features and other points of reference and should be considered accurate only to the degree implied by the method of measurement used. If a more accurate boring location is required, we recommend that the location be surveyed by a licensed surveyor.

Observed Subsurface Conditions:

General Soil Profile – The results of the additional field exploration and laboratory programs are graphically summarized on the attached soil boring profile. The stratification of the boring profiles represents our interpretation of the field boring log and the results of laboratory examinations of the recovered samples. The stratification lines represent the approximate boundary between soil types; the actual transitions may be more gradual than implied.

As shown on the attached soil boring profile, the soils typically encountered in the additional hand auger boring consisted of orangish-brown fine sand (Unified Soil Classification SP) in the upper 3 feet, underlain by light brown fine sand (SP) to the boring termination depth of 6 feet.

Measured Groundwater Level – The groundwater level was measured in the borehole on the day drilled, after stabilization of the downhole water level. As shown on the attached soil boring profile, groundwater was encountered during this phase of exploration at an approximate depth of 4.1 feet on the date indicated.

Fluctuations in groundwater levels should be anticipated throughout the year due to a variety of factors due to seasonal variations in the amount of rainfall, stormwater runoff, and other factors not evident at the time the boring was performed. Therefore, groundwater levels during construction or at other times in the future may be higher or lower than the levels indicated on the soil boring profiles.

Normal Seasonal High Groundwater Level Estimate:

The normal seasonal high groundwater level is affected by a number of factors. The drainage characteristics of the soils, the land surface elevation, relief points such as drainage ditches, lakes, rivers, swamp areas, etc., and distance to relief points are some of the more important factors influencing the normal seasonal high groundwater level.

Additionally, we note that based on our review of available historical rainfall data for the subject area, significant rainfall events were noted prior to our October, 2025 subsurface investigation.

Based on our interpretation of the site conditions from the soil borings performed in our current and previous subsurface investigations, and on our reviews of the USDA Soil Survey and the available historical rainfall data, we estimate the normal seasonal high groundwater level in the vicinity of the proposed stormwater improvement area to be 0.5 feet below the groundwater level that was measured during our previous (October, 2025) subsurface investigation (i.e., 2.8 feet below the existing ground surface at the SPT boring location).

Closure:

Based upon our subsurface investigations at the above-mentioned project location, the reliance of the recommendations presented within this signed and sealed report is predicated on KSM representative's involvement in reviewing design plans and performing/monitoring construction testing services. Any design professional utilizing the information within this report are responsible for confirming the accuracy of the project information and assumptions stated in our report and that the soil parameters presented are adequate for the design of the proposed project. If additional parameters are required, KSM is to be notified so that our recommendations can be amended as required.

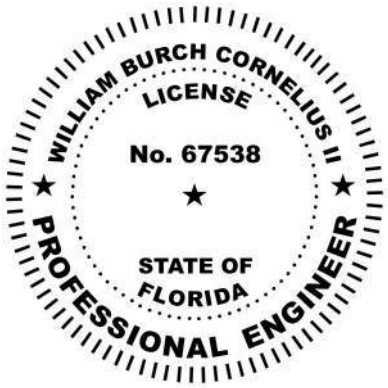
Standard of Care – This report has been prepared in accordance with generally accepted soil and engineering practices and is based on our evaluation of our geotechnical investigation and our stated understanding and assumptions of the proposed project. The procedural standards noted in this report are in reference to methodology in general. In some cases, variations to methods were applied because of local practice or professional judgement. No warranties, either expressed or implied, are intended or made. This report does not reflect any variations which may occur between or away from the borings. If variations appear evident during the course of construction, it would be necessary to re-evaluate the recommendations of this project.

Limitations – Environmental conditions, wetland delineation, karst activity, water quality, and municipal requirements are not a part of this report.

KSM Engineering and Testing should be retained to perform and/or monitor Construction Testing services. If Client elects to not have KSM provide Construction Testing services, the Client shall indemnify and hold KSM and its consultants harmless from and against damages, losses, and judgments arising from claims by Client or any third parties.

We are pleased to be of assistance to you on this phase of your project. Please contact us when we may be of further service to you, or should you have any questions.

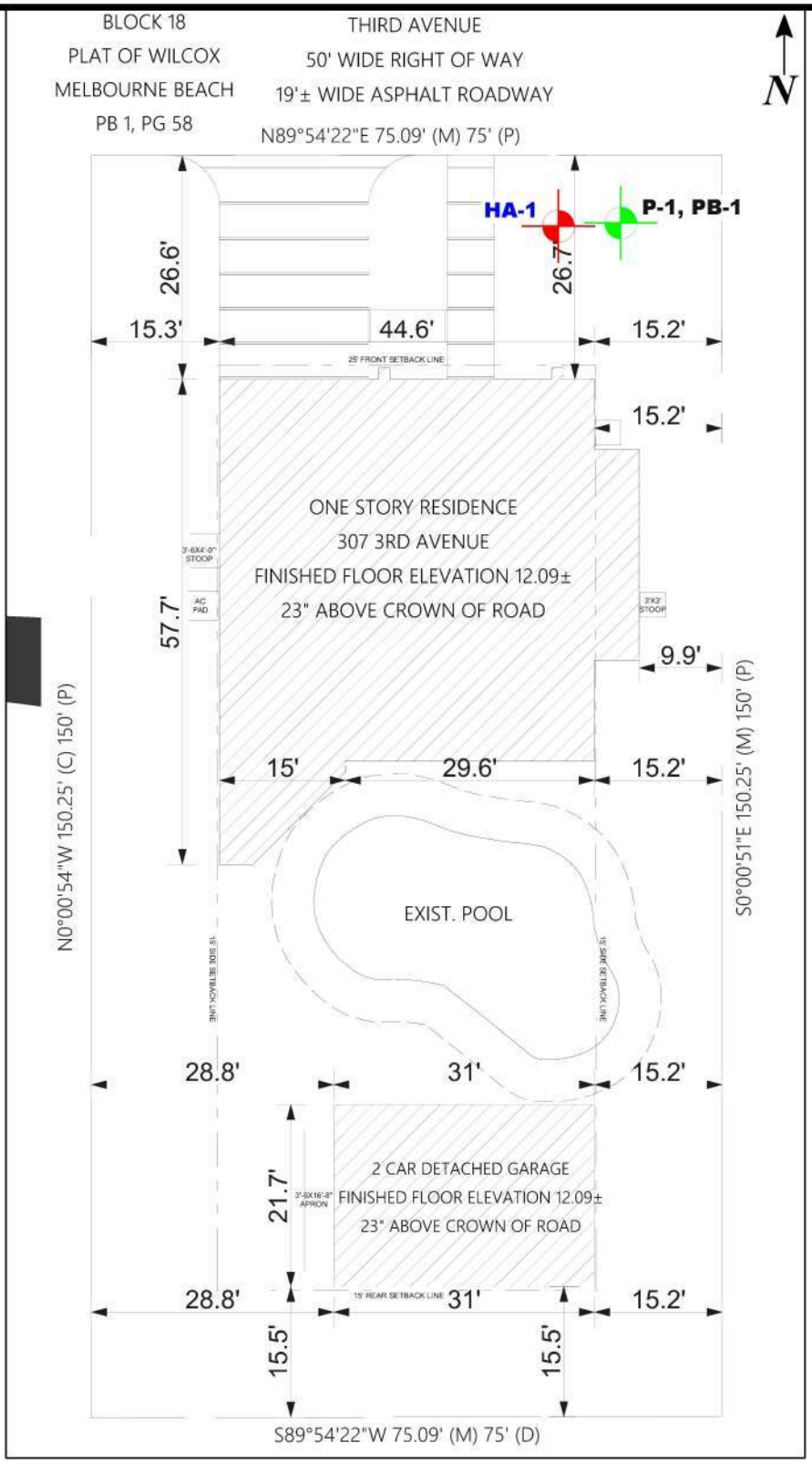
Respectfully,
KSM Engineering and Testing



Will B. Cornelius II, P.E.
Principal Engineer
Florida Registration No. 67538

Attachments: Boring Location Plan
Soil Boring Profile (Current Subsurface Investigation)
Soil Boring Profile (October, 2025 Subsurface Investigation)

Email to:
Ms. Katie Cox – 2katie.cox@gmail.com
Ms. Erin Trauger, P.E., Trauger Consulting Engineers, Inc. – erin.trauger@gmail.com



APPROXIMATE LOCATION OF SOIL TESTING

APPROXIMATE LOCATION OF SOIL TESTING (PREVIOUS SITE VISIT)

PROJECT: 307 Third Avenue, Melbourne Beach, Florida		
SHEET 1 OF 1 **PERMIT #: N/A** **PROJECT #: 2507257-p**	KSM ENGINEERING AND TESTING	**DRAWN BY: C.V.** **DATE: 20251230** **SCALE: NOT TO SCALE**

BORING NUMBER HA-1

KSM

CLIENT Katie & Sam Cox
PROJECT NAME 307 Third Avenue
PROJECT NUMBER 2507257-ha
PROJECT LOCATION Melbourne Beach, Florida
DATE STARTED 12/18/25 **COMPLETED** 12/18/25
GROUND ELEVATION
DRILLING CONTRACTOR
GROUND WATER LEVELS:
DRILLING METHOD Auger Boring
▽ **AT TIME OF DRILLING** 4.1 ft
LOGGED BY CH
NOTES See Attached Location Plan

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	BLOW COUNTS (N VALUE)	SCP VALUE	MOISTURE CONTENT (%)	FINES CONTENT (%)	ORGANIC CONTENT (%)	PERMEABILITY RATE (IN/HR)	ATTERBERG LIMITS: PLASTIC LIMIT	ATTERBERG LIMITS: LIQUID LIMIT	ATTERBERG LIMITS: PLASTIC INDEX
0		Orangish Brown Fine Sand		50 45 25							
		Light Brown Fine Sand with Trace Shell Fragments ▽		20 20							
5				25							

Bottom of borehole at 6.0 feet.

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BORING NUMBER PB-1

KSM

CLIENT Katie & Sam Cox
PROJECT NAME 307 Third Avenue
PROJECT NUMBER 2507257-p
PROJECT LOCATION Melbourne Beach, Florida
DATE STARTED 10/27/25 **COMPLETED** 10/27/25
GROUND ELEVATION
DRILLING CONTRACTOR
GROUND WATER LEVELS:
DRILLING METHOD SPT Automatic Hammer
▽ **AT TIME OF DRILLING** 2.3 ft
LOGGED BY NV/CN
NOTES See Attached Location Plan

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	BLOW COUNTS (N VALUE)	SCP VALUE	MOISTURE CONTENT (%)	FINES CONTENT (%)	ORGANIC CONTENT (%)	PERMEABILITY RATE (IN/HR)	ATTERBERG LIMITS: PLASTIC LIMIT	ATTERBERG LIMITS: LIQUID LIMIT	ATTERBERG LIMITS: PLASTIC INDEX
0		Orangish Brown Sand	1-1-1 (2)								
		▽ Brown Sand with Traces of Shell Fragments	2-2-5 (7)								
5			3-4-4 (8)								
			3-3-4 (7)								
10			6-6-8 (14)								
			9-15-17 (32)								
15		Bottom of borehole at 15.0 feet.									

COPY NEW LOGS 2024 -1 - DATA TEMPLATE FOR TESTING.GDT - 10/28/25 13:27 - K:\KSM FILES\25 DOCS (KSM-SERVER)\2507257\SOIL INVESTIGATION\2507257-P.GPJ

October 30, 2025

Katie and Sam Cox
307 Third Avenue
Melbourne Beach, FL 32951

KSM Project No. 2507257-p

Subject: **Subsurface Investigation and Geotechnical Engineering Evaluation**
Stormwater Improvements at 307 Third Avenue
Melbourne Beach, Brevard County, Florida

Dear Mr. and Mrs. Cox:

As requested, **KSM Engineering & Testing (KSM)** has performed a subsurface investigation and geotechnical engineering evaluation at the above referenced site. Presentation of the data gathered during the investigation, together with our geotechnical related opinions, are included in this report.

Scope of Work and Professional Service Agreement:

The scope of work for our services provided is based upon KSM Proposal No. 250091, dated October 6, 2025, which was authorized and returned to us on October 7, 2025.

Site and Location Description:

The 0.26± acre project site is located on the south side of Third Avenue and west of Orange Street in Brevard County, Florida. At the time of our investigation, the site was developed with a 1,570± square foot residence with a swimming pool, which were constructed in 1958.

Project Description:

Based on our conversations with you and your civil engineer, Ms. Erin Trauger, P.E. with Trauger Consulting Engineers, Inc., and on our review of the provided Design Plans, prepared by Profile Light Gauge Structures, LLC., dated September 20, 2025, we understand that the overall project entails the demolition of the existing residence, and the design and construction of a new single-story residence and a detached garage structure. We further understand that this phase of the project is limited to the proposed stormwater improvements at the subject site, and soil and groundwater conditions are required by your engineers to perform their stormwater analysis.

We note that, as requested, our subsurface exploration program for this phase of the project was limited to the location requested and does not include geotechnical explorations or engineering recommendations relative to the proposed structures; such explorations are recommended to explore bearing capacity of on-site soils and to generate data necessary to provide site preparation and bearing capacity recommendations.

If the construction plans differ from our understanding and assumptions of the project as stated above, we should be notified immediately to allow for re-evaluation of the recommendations in this report.

Scope of Services Performed:

1. Performed a review of the surficial soil maps, published by the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS).

2. Performed a soil boring at an accessible location in the general vicinity of the proposed construction.

3. Measured the depth to the groundwater level encountered at each boring location.

4. Performed a field Usual Open-Hole Test at a selected location within the area requested.

5. Reviewed the field soil boring logs and visually classified the soil samples in our laboratory.

6. Evaluated the subsurface soil conditions encountered and prepared this report to document our findings and summarize our conclusions and recommendations.

NRCS Surficial Soil Information:

Based on KSM's review of the USDA soils survey for Brevard County, NRCS indicates that the following USDA soil mapping unit was identified within the limits of the project.

25: Canaveral-Palm Beach-Urban land complex – The typical profile of this soil reportedly consists of layers of sand that extend to a depth of about 80 inches below the surface. The seasonal high groundwater level is typically within 1 to 3 feet of the natural ground surface.

The general location of the subject area is shown on a reproduction of an aerial photograph which was obtained from the USDA Web Soil Survey and is presented as the attached USDA Soils Survey Map.

Subsurface Investigation:

Field Exploration Program – Our site investigation program consisted of performing the following soil borings and field test:

- One (1) SPT boring, denoted as PB-1, terminated at an approximate depth of 15 feet below the existing ground surface, within the limits of the stormwater area.

- One (1) Usual Open-Hole Test, denoted as P-1, was performed at an approximate depth of 5 feet below existing grade adjacent to the boring PB-1.

The approximate locations of the boring and test are illustrated on a reproduction of the provided plans and is presented as the attached Boring Location Plan. These locations were determined in the field by estimating distances from existing site features and other points of reference and should be considered accurate only to the degree implied by the method of measurement used. If more accurate locations are required, we recommend that the locations be surveyed by a licensed surveyor.

General Soil Profile – The stratification of the boring profile represents our interpretation of the field boring log and the laboratory test results of the recovered samples. The stratification lines represent the approximate boundary between soil types. The actual transitions may be more gradual than implied.

As shown on the soil boring profile, the SPT boring typically encountered loose orangish brown sand in the upper 2 feet. These soils were underlain by loose to medium dense brown sand with traces of shell fragments to the SPT boring termination depth of 15 feet.

Measured Groundwater Level – The groundwater level was measured in the borehole on the day drilled, after stabilization of the downhole water level. As shown on the attached soil boring profile, groundwater was encountered at an approximate depth of 2.3 feet on the date indicated. We estimate the normal seasonal high groundwater level will be about 0.5 feet above the groundwater level measured at the time of our field exploration.

Fluctuations in groundwater levels should be anticipated throughout the year due to a variety of factors due to seasonal variations in the amount of rainfall, stormwater runoff, and other factors not evident at the time the boring was performed. Therefore, groundwater levels during construction or at other times in the future may be higher or lower than the levels indicated on the soil boring profiles.

Soil Boring Sampling and Testing Methods – The Standard Penetration Test (SPT) is a widely accepted method of in-situ testing of foundation soils. In brief, a standard split barrel sampler is driven 18 or 24 inches into the ground by successive blows of a 140-pound hammer freely dropping 30 inches on the drill rod. The number of hammer blows needed to advance the sampler for each 6-inch increment is recorded. The total number of hammer blows required to advance the sampler during the second and third 6-inch increments constitutes the N-value (blows per foot) at that depth. After driving the sampler 18 or 24 inches, the sampler is extracted from the borehole and is opened to allow visual description of the retained soil sample in the field, which is also documented on the field soil boring logs for the depth sampled.

The SPT N-value has been empirically correlated with various soil properties, allowing for a conservative estimate of the behavior of soils under a load. The table below relates N-values to a qualitive description of soil density for cohesionless soils.

SPT N-Value Descriptions for Cohesionless Soils	
Relative Density	**N-Value (Automatic Hammer)**
Very Loose	0 – 3
Loose	3 – 8
Medium Dense	8 – 24
Dense	24 – 40
Very Dense	>40

Laboratory Testing Program:

Upon completion of our field exploration activities, the field soil boring logs and recovered soil samples were transported to our soils laboratory from the project site for further review and testing. The soil classifications and other pertinent data obtained from our field explorations and laboratory observations are reported on the attached soil boring profiles. All laboratory testing was performed in general accordance with applicable laboratory standards and/or industry standards with a standard practice of care.

Stormwater and Aquifer Parameters:

Based on the results of our exploration, the soils encountered are considered to be relatively permeable.

Factor of Safety – We note that a factor of safety has not been applied to the stormwater and aquifer parameters presented below. An appropriate factor of safety should be applied to these parameters for use in the stormwater design.

Field Test Results – At the test location, a Usual Condition Test was performed in general conformance with the South Florida Water Management District procedures for the 'Usual Open-Hole Test' method. The results of this test is presented in the table below.

Field Test Results – Estimated Soil Parameters			
Test Location (See Location Plan)	**Approximate Test Depth (ft)**	**Hydraulic Conductivity (CFS/SF- Ft Head)**	**Hydraulic Permeability (ft/day)**
P-1	5	1.4×10^{-3}	42.3

Selected samples obtained from our site investigation were tested in our laboratory in general accordance with ASTM D2434.

Laboratory Test Results			
Test Location (See Location Plan)	**Stratum Depth Range (ft)**	**Measured Horizontal Flow Rate (in/hr)**	**Estimated Vertical Flow Rate (in/hr)**
PB – 1	0 – 2	25.8	17.2

Vertical Flow Rates – We consider the measured permeability rate to be indicative of a saturated horizontal permeability. Our experience and published references have indicated that unsaturated vertical permeability as used in some locally available groundwater models is typically about 1/2 to 2/3 the saturated horizontal value.

Hydrologic Soil Group (HSG) Classification and Estimated Fillable Porosity – The HSG classification was estimated based on our interpretation of the estimated aquifer parameters at the time of our investigation and guidance provided by the USDA National Engineering Handbook. KSM has estimated the fillable porosity of the soils above the estimated wet season water table.

HSG and Estimated Fillable Porosity		
Location	**HSG**	**Fillable Porosity**
P-1	A	30%

Closure:

Based upon our subsurface investigation at the above-mentioned project location, the reliance of the recommendations presented within this signed and sealed report is predicated on KSM representative's involvement in reviewing design plans and performing/monitoring construction testing services. Any design professional utilizing the information within this report are responsible for confirming the accuracy of the project information and assumptions stated in our report and that the soil parameters presented are adequate for the design of the proposed project. If additional parameters are required, KSM is to be notified so that our recommendations can be amended as required.

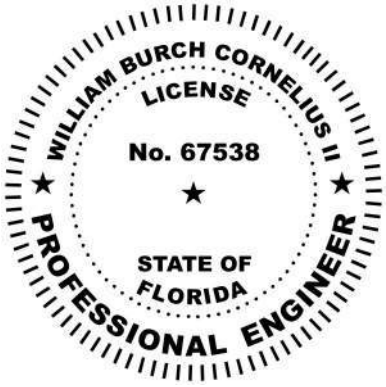
Standard of Care – This report has been prepared in accordance with generally accepted soil and engineering practices and is based on our evaluation of our geotechnical investigation and our stated understanding and assumptions of the proposed project. The procedural standards noted in this report are in reference to methodology in general. In some cases, variations to methods were applied because of local practice or professional judgement. No warranties, either expressed or implied, are intended or made. This report does not reflect any variations which may occur between or away from the boring. If variations appear evident during the course of construction, it would be necessary to re-evaluate the recommendations of this project.

Limitations – Environmental conditions, wetland delineation, karst activity, water quality, and municipal requirements are not a part of this report.

KSM Engineering and Testing should be retained to perform and/or monitor Construction Testing services. If Client elects to not have KSM provide Construction Testing services, the Client shall indemnify and hold KSM and its consultants harmless from and against damages, losses, and judgments arising from claims by Client or any third parties.

We are pleased to have been of assistance to you in this phase of your project. When we may be of further service to you or should you have any questions, please feel free to contact the office.

Respectfully,
KSM Engineering & Testing



Jillian A. Malavet
Geotechnical Intern

Will B. Cornelius II, P.E.
Principal Engineer
Florida Lic. No. 67538

JAM/cv/WBC

Attachments: USDA Soil Survey Map
Boring Location Plan
Soil Boring Profiles

Email to: Ms. Katie Cox - 2katie.cox@gmail.com
Ms. Erin Trauger, P.E. - erin.trauger@gmail.com

USDA SOILS SURVEY

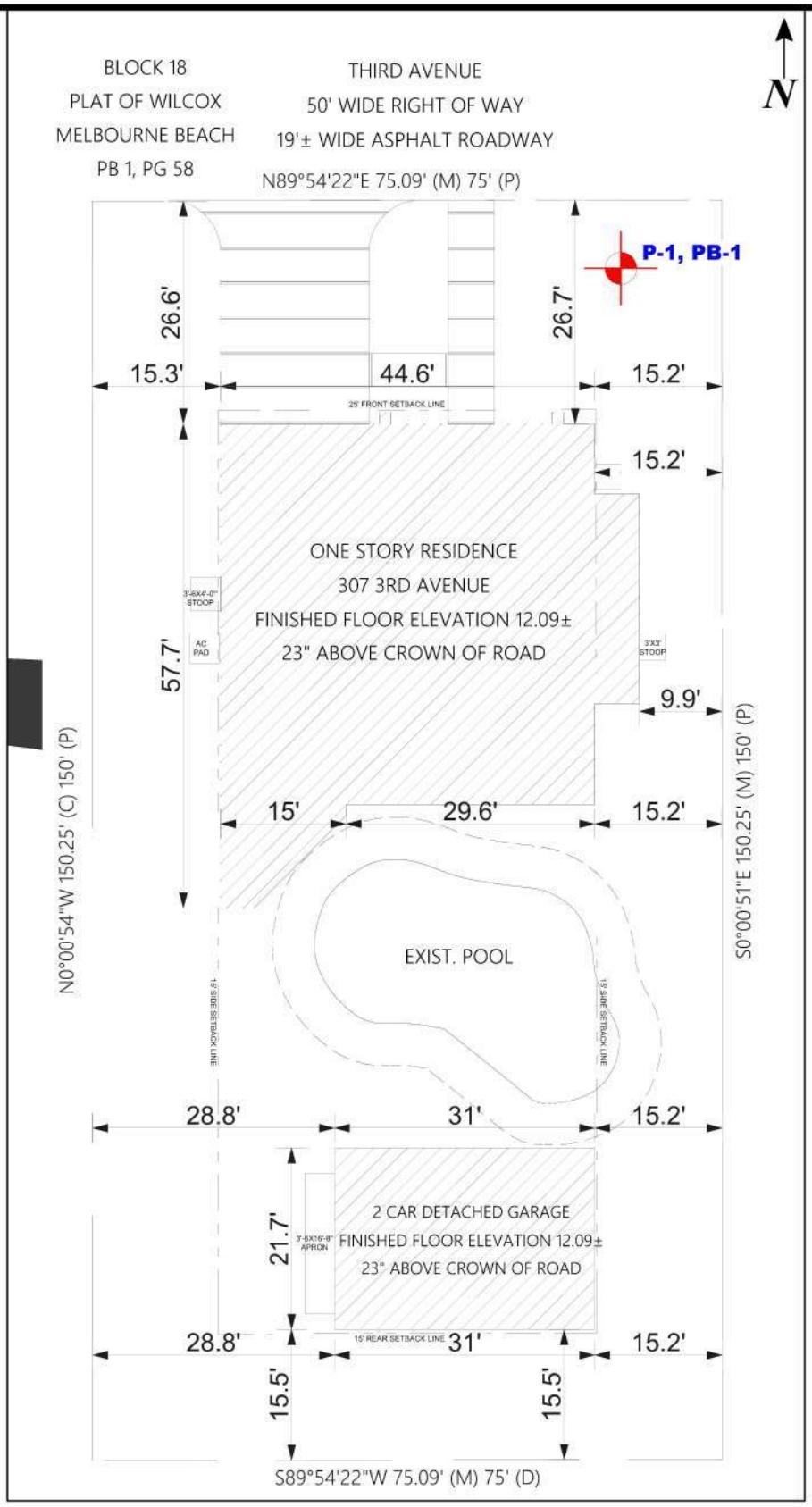
25—Canaveral-Palm Beach-Urban land complex

PROJECT: 307 Third Avenue, Melbourne Beach, Florida

SHEET 1 OF 1
PERMIT #: N/A
PROJECT #: 2507257-soils

KSM ENGINEERING AND TESTING

DRAWN BY: C.V.
DATE: 20251028
SCALE: NOT TO SCALE



APPROXIMATE LOCATION OF SOIL TESTING

PROJECT: 307 Third Avenue, Melbourne Beach, Florida

SHEET 1 OF 1
PERMIT #: N/A
PROJECT #: 2507257-p

KSM ENGINEERING AND TESTING

DRAWN BY: C.V.
DATE: 20251028
SCALE: NOT TO SCALE

BORING NUMBER PB-1

CLIENT Katie & Sam Cox
PROJECT NAME 307 Third Avenue
PROJECT NUMBER 2507257-p
PROJECT LOCATION Melbourne Beach, Florida
DATE STARTED 10/27/25 **COMPLETED** 10/27/25
GROUND ELEVATION
DRILLING CONTRACTOR
GROUND WATER LEVELS:
DRILLING METHOD SPT Automatic Hammer
▽ **AT TIME OF DRILLING** 2.3 ft
LOGGED BY NV/CN
NOTES See Attached Location Plan

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	BLOW COUNTS (N VALUE)	SCP VALUE	MOISTURE CONTENT (%)	FINES CONTENT (%)	ORGANIC CONTENT (%)	PERMEABILITY RATE (IN/HR)	ATTERBERG LIMITS: PLASTIC LIMIT	ATTERBERG LIMITS: LIQUID LIMIT	ATTERBERG LIMITS: PLASTIC INDEX
0		Orangish Brown Sand	1-1-1 (2)								
		▽ Brown Sand with Traces of Shell Fragments	2-2-5 (7)								
5			3-4-4 (8)								
			3-3-4 (7)								
10			6-6-8 (14)								
			9-15-17 (32)								
15		Bottom of borehole at 15.0 feet.									

COPY NEW LOGS 2024 -1 - DATA TEMPLATE FOR TESTING.GDT - 10/28/25 13:27 - K:\KSM FILES\25 DOCS (KSM-SERVER)\2507257\SOIL INVESTIGATION\2507257-P.GPJ

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: March 18, 2026

From: Building Department

RE: Site Plan Approval for 506 Poinsettia Rd. – Addition

Background Information:

The Town received plans for an addition to the home at 506 Poinsettia Rd.

Recommendation:

Approve the site plan for 506 Poinsettia Rd. contingent upon the pending Town Engineer approval.

Attachments:

- Town Planner Letter
- Development Application
- Original Plans and Survey
- Stormwater Calculations Report

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

Applicable Codes:
Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date:	**March 3, 2026**
Owner:	**Christopher & Meredith Gowen**
Owner Address:	**506 Poinsettia Road, Melbourne Beach FL 32951**
Site Address:	**506 Poinsettia Road, Melbourne Beach FL 32951**
Parcel ID:	**28-38-06-75-4-13**
Zoning:	**2RS- Single-Family**
Proposed Project:	**Addition and interior renovation**
References:	**Town of Melbourne Beach Code of Ordinances:**
	7A-32 Single-Family Residential District
	7A-51.1, Site Plan Approval For Single-Family Residential Districts
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 2RS**

1) The project involves addition to an existing single-family home including a master suite with bedroom, master bath and closet, adding a laundry, great room, a half-bath and pool cabana. The existing total area is 2490 square feet and the proposed addition is 1837 square feet, giving a total of 4055 square feet.

2) The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 12,880 sq. ft. (min. 11,250 sq. ft.)
Lot width is 112 ft. (min. 90 ft. measured from the front building line)
Lot depth is 115 ft. (min. 100 ft.)

3) Lot coverage has a maximum of 30% for principal structure.
Lot coverage per plan is 29.36%
Footprint of Primary Structure is 3782 SF.
Max allowed for Primary Structure is 3864 sq. ft. for Lot Area of 12,880 sq. ft.
Minimum pervious area per lot is 30%. Pervious area is 44%.

4) Structure maximum height for zoning district is 28 ft.
The proposed height provided is 14-2 1/2’ from FFE.
Flood Zone: X per survey

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Zoning District Setback requirements:

Proposed Primary Structure Front Setback: 25' (min. 25')
Proposed Primary Structure Rear Setback: 25.2' (min. 25')
Proposed Accessory Structure (Cabana) Rear Setback: 15.3' (min. 15')
Proposed Primary Structure West Side Setback: 15.2' (min. 15')
Proposed Primary Structure East Side Setback 15.7' (min. 15')

5) 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, Chapter 27 Stormwater, and the current Florida Building Code.

6) 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, Chapter 27 Stormwater, and the current Florida Building Code.

7) Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure. Minimum landscaping standards will be met.

   Note that currently the site drainage and landscaping plans show retention areas and pervious pavers in the public right-of-way which are prohibited. The plans must be revised to remove the retention areas and pavers from the right-of-way for permitting. Also per information from the project engineer, the pavers are 100% pervious and are included in the pervious area calculation below.

8) The applicant has provided a landscape plan that proposes two (2) green buttonwood trees, one (1) mango tree, and six (6) Christmas tree palms. Based on an aerial photograph, there are some existing trees onsite that will need to be removed, and they will require a permit in accordance with Chapter 9A of the Town Code.

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, subject to the conditions noted above to revise the landscape and civil plans and permits for tree removal.

Corey W. O'Gorman

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Town Planner

506 Poinsettia Road

IMPERVIOUS		PERVIOUS	
Primary Structure	3782	Open areas	5405
Pool & Deck	2095		
Driveway	1325		
Accessory Bldg	273		
Concrete areas			
Total Paved Area	7475		
Total Lot Area	12,880	Total Lot Area	12,880
% IMPERVIOUS	**58%**	**% PERVIOUS**	**42%**

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

1. Fees per current schedule.
2. Deed to property.
3. Pre-Application meeting is mandatory. Contact the Building Official or Building Clerk to submit information required and to schedule a pre-application meeting.
4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

II. REQUEST:

- ☐ Land Use Plan Amendment
- ☐ Special Exception
- ☐ Variance
- ☒ Site Plan Review Single Family (1RS, 2RS, 3RS)
- ☐ Site Plan Review Commercial (6B, 7C, 8B, 9I)
- ☐ Rezoning
- ☐ Coastal Construction Variance
- ☐ Appeal (Application must be filed within 30 days)
- ☐ Site Plan Review Multifamily (4RM, 5RMO)
- ☐ Amendment to the Land Development Code
- ☐ Other (specify)_____

III. PROPERTY INFORMATION:

General Location: Island Shores of melbourne Beach

Address: 506 Poinsettia Rd, melbourne Beach, FL 32951

Parcel Number(s): 28-38-06-75-4-13

Area (in acreage): 0.3 Area (in square feet):_____

Current Zoning: 0110-Single Family Residence Proposed Zoning: 0110-Single Family Residence

Current Future Land Use: Single-Family Residental Proposed Future Land Use: Single Family Residental

Brief Description of Application: Addition to existing structure

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable):_____

IV. APPLICANT INFORMATION:

Property Owner

Name: Christopher & Meredith Gowen
Phone: (919) 608-6598
Address: 506 Poinsettia Rd
Fax: n/a
Melbourne Beach, FL 32951
Email: hendrix.meredith@gmail.com

Applicant (if other than property owner)

Name: _____
Phone: _____
Address: _____
Fax: _____
_____
Email: _____

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

1. That I/we are the fee simple title owner/contract purchaser (circle one) of the property described in this application.
2. That I/we have read and understands the entire application and concurs with the request.
3. That I/we have appointed the Applicant to represent the application, and empowers the Applicant to accept any and all conditions of approval imposed by the Town of Melbourne Beach.

Signature: Meredith Gowen
Date: 1/20/26
Print Name: Meredith Gowen
Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me this 20th day of January, 2026, by Meredith Gowen, who is/are personally known to me, or who has/have produced FL driver's license as identification.

Cydnee Cardwell
Signature of Notary Public, State of Florida

Notary Public State of Florida
Cydnee Cardwell
My Commission HH 619652
Expires 12/9/2028

VI. APPLICANT CERTIFICATION:*

I/we affirm and certify that I/we understand and will comply with the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the application and support documents are fully complete and comply with the requirements of the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the statements and/or diagrams made on any paper or plans submitted here with are true to the best of my/our knowledge and belief that this application, attachments and application filing fees become part of the official public record of the Town of Melbourne Beach, Florida and are not returnable or refundable.

Under penalties of perjury, I/we declare that I/we have read the foregoing application and that to the best of my/our knowledge and belief the facts stated in the application are true.

Signature: Meredith Gowen Date: 1/20/26

Print Name: Meredith Gowen Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 20th day of January, 2026, by Meredith Gowen,
who is/are personally known to me, or who has/have produced FL driver's license
as identification.

Cydnee Cardwell
Signature of Notary Public, State of Florida

Notary Public State of Florida
Cydnee Cardwell
My Commission HH 619652
Expires 12/9/2028

VII. PROJECT DESCRIPTION:

Describe Application: Residental addition to existing single-family residence including master suite w/ bedroom, master bath & master closet, laundry room, great room, half bath & pool cabana.
Provide attachment if more space is needed.

Describe Existing Conditions: One-story, 3-bedroom, 2-bathroom single-family residence totaling approx. 1,616± sqft on a 0.30-acre lot w/ attached garage and currently used as a single-family residence.
Provide attachment if more space is needed.

Site Plan for Single Family Development

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

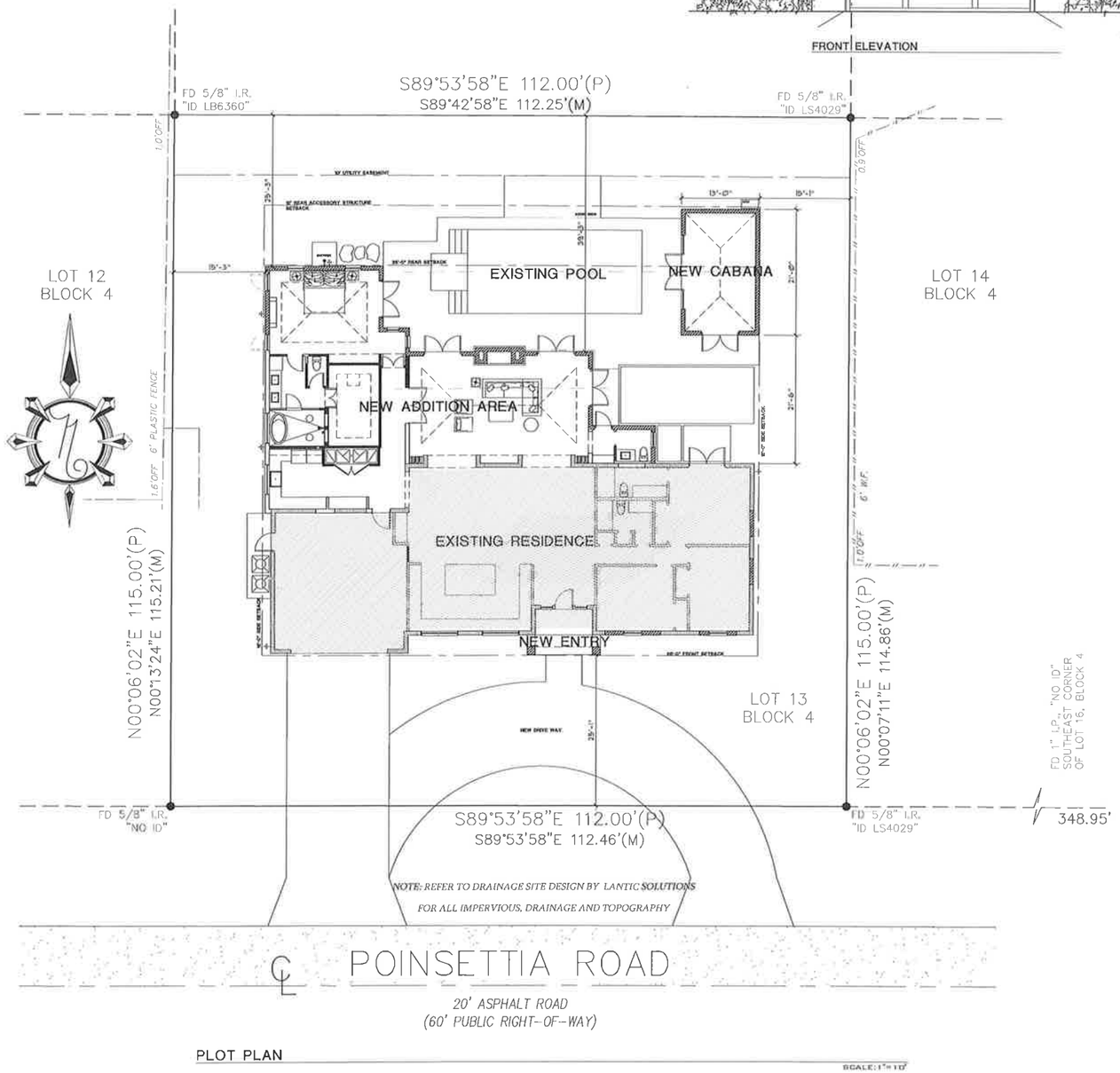
1. **Narrative description of proposed improvements and demolitions.**
2. **Two (2) Sealed Surveys of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/DAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)**
    a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees 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.
3. **Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:**
    a. Name, location, owner, and designer of the proposed development and the intended use
    b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
    c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
    d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
    e. All existing and/or proposed structures, 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
    f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
        i. Proposed principal use and/or any proposed accessory uses
        ii. Lot size and dimensions
        iii. Lot coverage
        iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
        v. Number of enclosed parking spaces
        vi. Setbacks from all property lines
        vii. Number of stories
        viii. Height of structure
        ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
        x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
        xi. Landscaping & irrigation plan
4. **Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)**
5. **Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.**

Additions and exterior facade for

Gowen Residence

506 Poinsetta Rd. Melbourne Beach FL. 32951

FRONT ELEVATION



PLOT PLAN

SCALE: 1"=10'

PROJECT SUMMARY

PROJECT NAME - GOWEN RESIDENCE
PROJECT ADDRESS - 506 POINSETTA RD
MELBOURNE BEACH FL 32951
EXISTING USE - SINGLE FAMILY RESIDENCE
CONTRACTOR- TBD
DESCRIPTION- NEW ADDITIONS AND INTERIOR RENOVATIONS.

APPLICABLE CODES

FLORIDA EXISTING BUILDING CODE:	FBC 2023 8TH EDITION
FLORIDA BUILDING CODE:	FBC 2023 8TH EDITION
MECHANICAL CODE -	2023
PLUMBING CODE -	2023
ELECTRICAL CODE -	NEC 2020
FIRE CODE -	FLORIDA FIRE PREVENTION CODE 2023

UTILITIES- CITY WATER/SEWER
AUTHORITY / JURISDICTION - TOWN OF MELBOURNE BEACH

SCHEDULE OF DRAWINGS

SHEET	DESCRIPTION
A1	COVER SHEET
A2	DEMOLITION PLAN
A3	NEW FLOOR PLAN
A4	EXTERIOR ELEVATIONS
E1	ELECTRICAL LIGHTING PLAN

SCOPE

EXISTING CENTER PORTION OF ROOF IN MAIN AREA AND KITCHEN AREA TO BE REMOVED
EXISTING NORTH WEST PORCH AREA TO BE REMOVED, ROOF AND COLUMN STRUCTURE
EXISTING HVAC AND ELECTRICAL TO BE REPLACED IN EXISTING HOUSE. PLASTER ON WALLS MAY NEED TO COME OUT FOR NEW ELECTRICAL RUNS ALONG WITH CEILING BOARD
TRY AND SALVAGE EXISTING KITCHEN COUNTERS, CABINETS AND APPLIANCES
NEW EXTERIOR STUCCO, KNOCK DOWN (OPTIONAL SAND FINISH)
NEW SHINGLE ROOF FINISH
ALL NEW WINDOWS AND DOORS
EXISTING MASONRY HOME CONSTRUCTION MAY NEED TO BE REINFORCED EXISTING CELLS IN SOME AREAS.

NEW ADDITION AREAS

NEW GREAT ROOM ON REAR OF RESIDENCE AT 9'-4"+/- BEARING WITH 8'H FRENCH DOORS
NEW LAUNDRY AND MASTER SUITE ADDITION AT 9'-4" +/- BEARING
NEW WOOD ROOF TRUSSES IN THESE AREAS
TYPICAL 18"X16"D MONO FOOTING AROUND THESE AREAS W/ (2)#5 REINF. CONT.
BLOWN IN INSULATION
NEW VENTED HARDI SOFFITS (EXISTING ARE 48" IN MOST AREAS) NEW AND EXISTING

NEW CIRCLE DRIVE AND REPLACE EXISTING DRIVE TO GARAGE DESIGN TBD

PLUMBING AT NEW TO BE CPVC EXISTING TO BE DETERMINED.

WALL LEGEND

- EXISTING MASONRY
- NEW 4",6" OR 8" FRAME WALL
- NEW MASONRY WALL OR COLUMN

AREA TABULATION

EXISTING AREA TABULATION

LIVING	1,648 SF±
ENTRY	40 SF±
GARAGE	530 SF±
REAR PORCH	272 SF±
GRAND TOTAL	2,490 SF±

NEW ADDITION AREAS

LIVING	1524 SF±
POOL CABANA	273 SF±
ENTRY	40 SF±

NEW COMBINED TOTALS

LIVING	3,172 SF±
ENTRY	80 SF±
CABANA	273 SF
GARAGE	530 SF±
GRAND TOTAL	4,055 SF±

MITZ DESIGN

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•SUITE 201 MELBOURNE FL, 32935•
•321-745-8609•
•ALEX@MITZDESIGNGROUP.COM•
•MITZDESIGNGROUP.COM•

JOB NO.	25-011
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	1.20.25

	REVISIONS	BY	DATE
1		AAM	XX.XX.XX

CUSTOM DESIGN FOR

GOWEN RESIDENCE

ADDRESS:

506 POINSETTA RD
MELBOURNE BEACH FL 32951

SHEET TITLE

COVER SHEET

PLANNING AND ZONING SUBMITTAL

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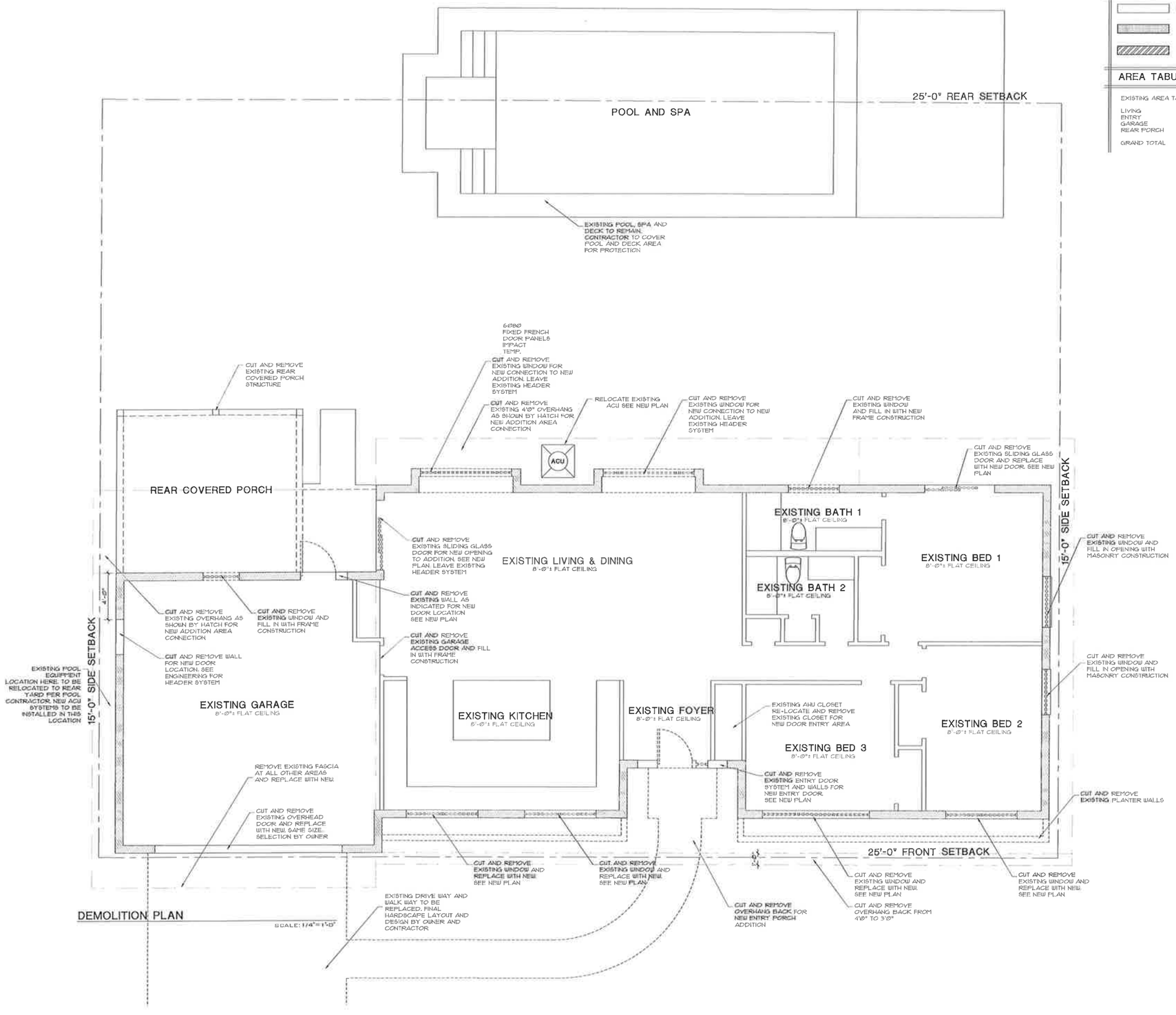
ALEX MITZ, PRESIDENT DESIGNER

A1

SHEET 1



DEMOLITION PLAN

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

WALL LEGEND

- EXISTING MASONRY
- NEW 4",6" OR 8" FRAME WALL
- NEW MASONRY WALL OR COLUMN

AREA TABULATION

EXISTING AREA TABULATION

LIVING	1,648 SF±
ENTRY	40 SF±
GARAGE	530 SF±
REAR PORCH	212 SF±
GRAND TOTAL	2,430 SF±

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CUSTOM DESIGN FOR

GOWEN RESIDENCE

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SHEET TITLE

DEMOLITION PLAN

PLANNING AND ZONING SUBMITTAL

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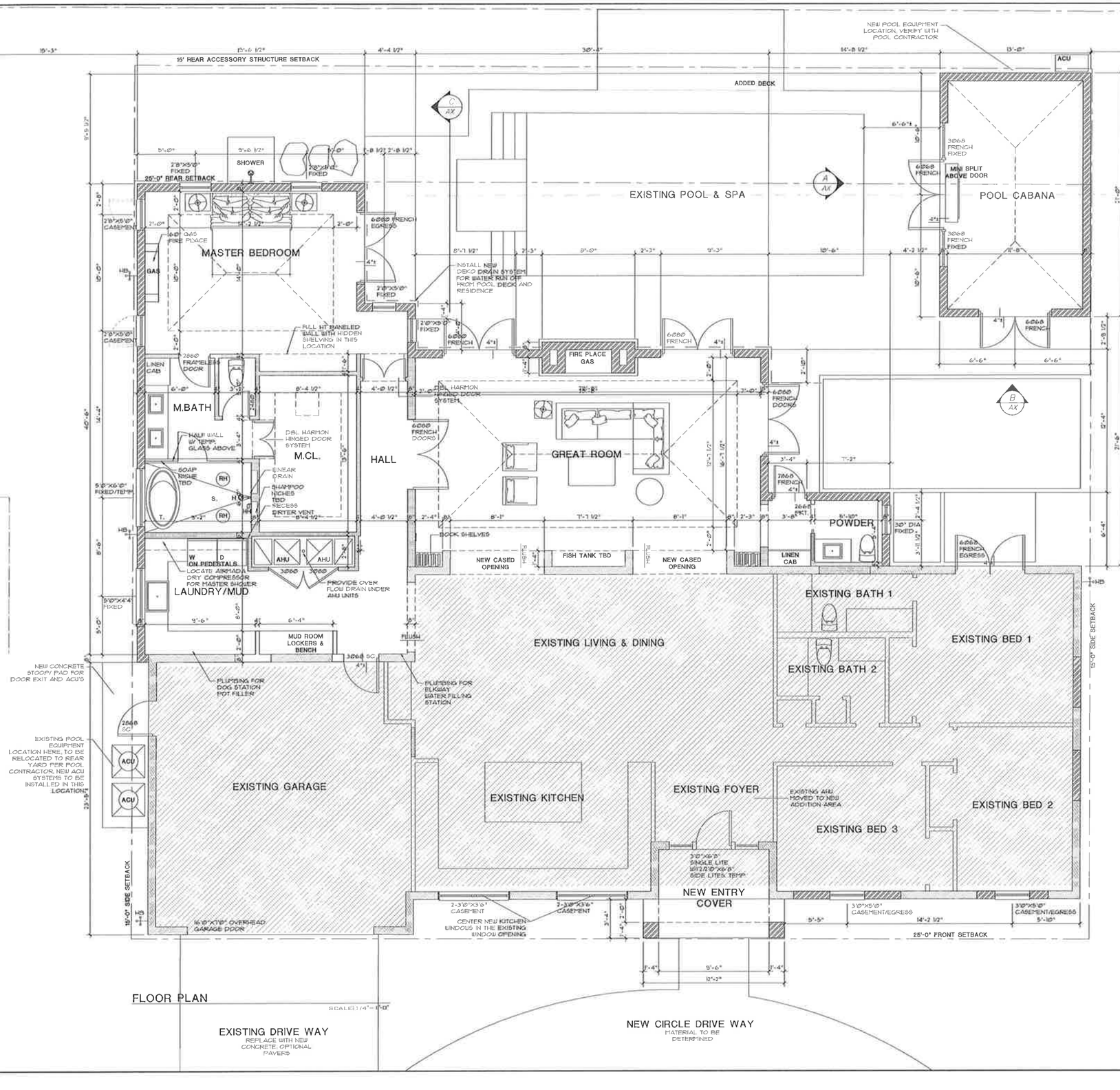
A2

SHEET 2



FLOOR PLAN

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

SCOPE

EXISTING CENTER PORTION OF ROOF IN MAIN AREA AND KITCHEN AREA TO BE REMOVED
EXISTING NORTH WEST PORCH AREA TO BE REMOVED, ROOF AND COLUMN STRUCTURE
EXISTING HVAC AND ELECTRICAL TO BE REPLACED IN EXISTING HOUSE, PLASTER ON WALLS MAY NEED TO COME OUT FOR NEW ELECTRICAL RUNS ALONG WITH CEILING BOARD
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NEW LAUNDRY AND MASTER SUITE ADDITION AT 9'-4" +/- BEARING
NEW WOOD ROOF TRUSSES IN THESE AREAS
TYPICAL 18"X8'-0" MONO FOOTING AROUND THESE AREAS W/ (2)#5 REINF. CONT.
BLOWN IN INSULATION
NEW VENTED HARDI SOFFITS (EXISTING ARE 48" IN MOST AREAS) NEW AND EXISTING

NEW CIRCLE DRIVE AND REPLACE EXISTING DRIVE TO GARAGE DESIGN TBD

PLUMBING AT NEW TO BE CPVC EXISTING TO BE DETERMINED,

WALL LEGEND

- EXISTING MASONRY
- NEW 4",6" OR 8" FRAME WALL
- NEW MASONRY WALL OR COLUMN

AREA TABULATION

EXISTING AREA TABULATION

LIVING	1,648 SF±
ENTRY	40 SF±
GARAGE	530 SF±
REAR PORCH	272 SF±
GRAND TOTAL	2,490 SF±

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	REVISIONS	BY	DATE
1	-	AAM	XX.XX.XX

CUSTOM DESIGN FOR

GOWEN RESIDENCE

ADDRESS:

506 POINSETTA RD
MELBOURNE BEACH FL 32951

SHEET TITLE

NEW FLOOR PLAN

PLANNING AND ZONING SUBMITTAL

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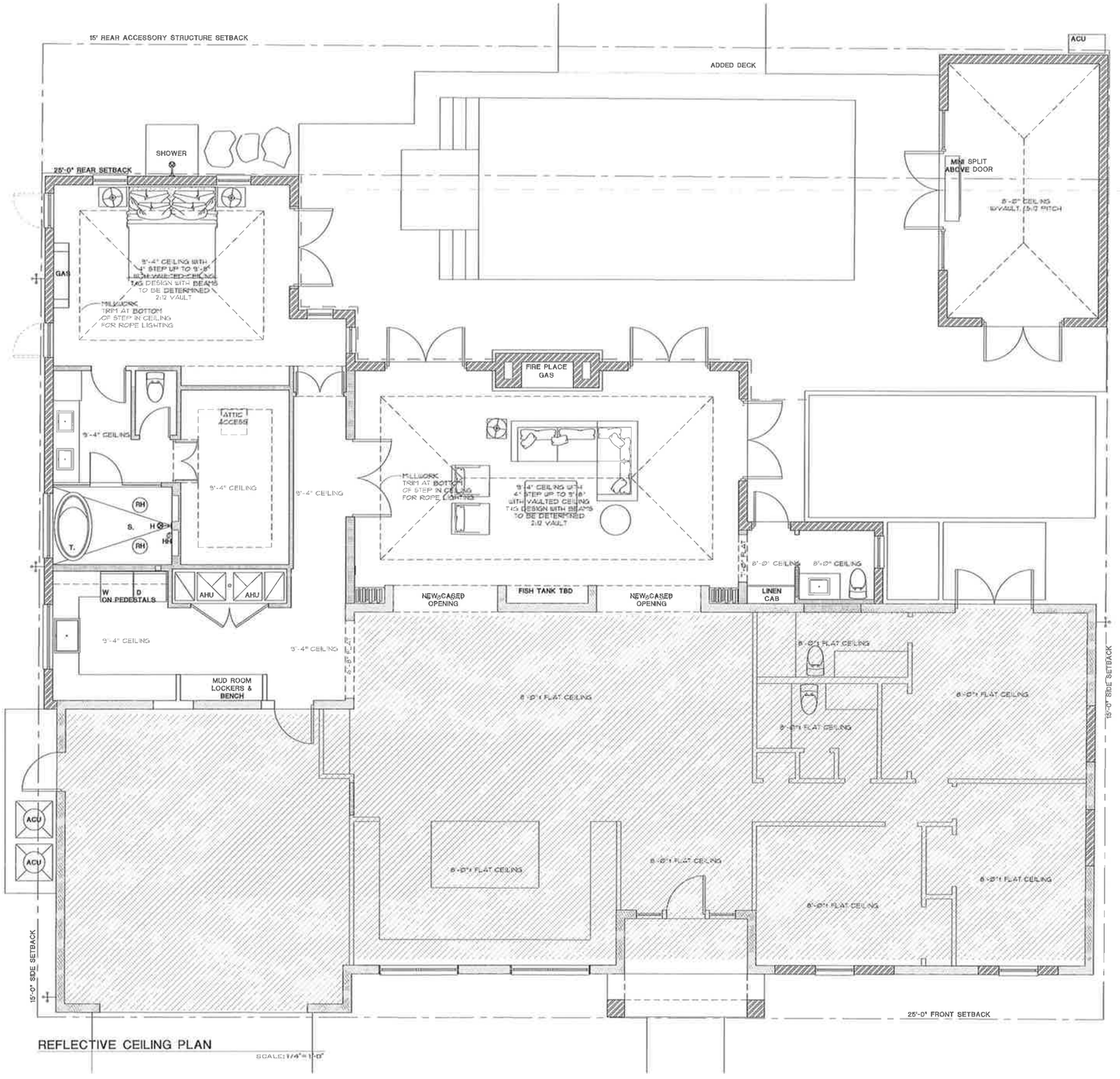
A3

SHEET 3



REFLECTIVE CEILING PLAN

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

WALL LEGEND

- EXISTING MASONRY
- NEW 4",6" OR 8" FRAME WALL
- NEW MASONRY WALL OR COLUMN

AREA TABULATION

EXISTING AREA TABULATION

LIVING	1,648 SF±
ENTRY	49 SF±
GARAGE	530 SF±
REAR PORCH	272 SF±
GRAND TOTAL	2,490 SF±

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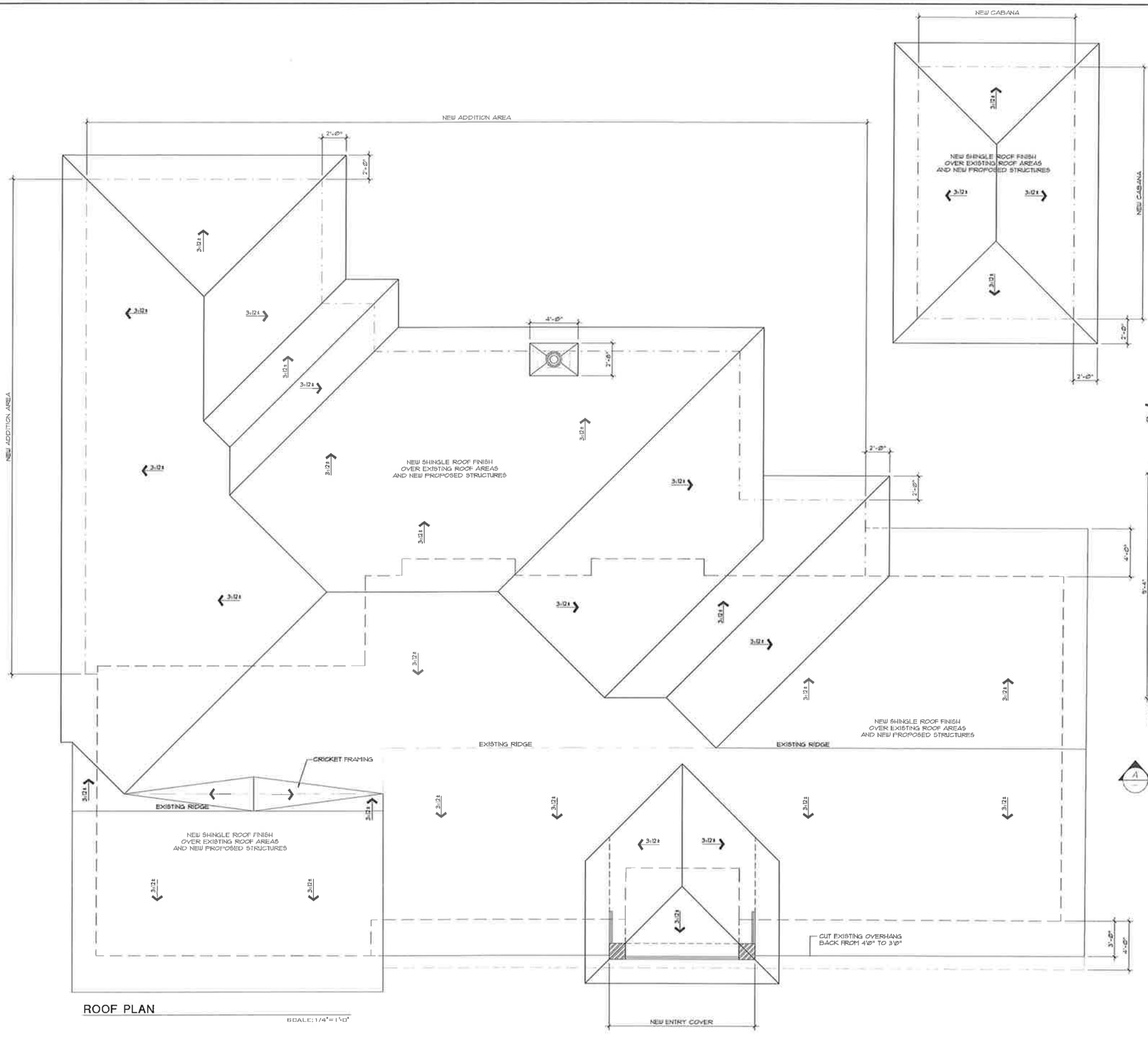
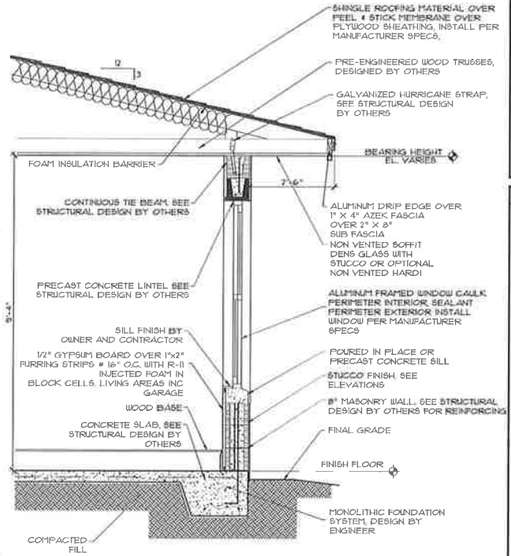
A4

SHEET 4



ROOF PLAN

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



A TYP. 1 STORY WALL SECTION

SCALE 1/2"=1'-0"

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GOWEN RESIDENCE

ADDRESS:

506 POINSETTA RD
MELBOURNE BEACH FL 32951

SHEET TITLE

ROOF PLAN AND WALL SECTION

PLANNING AND ZONING SUBMITTAL

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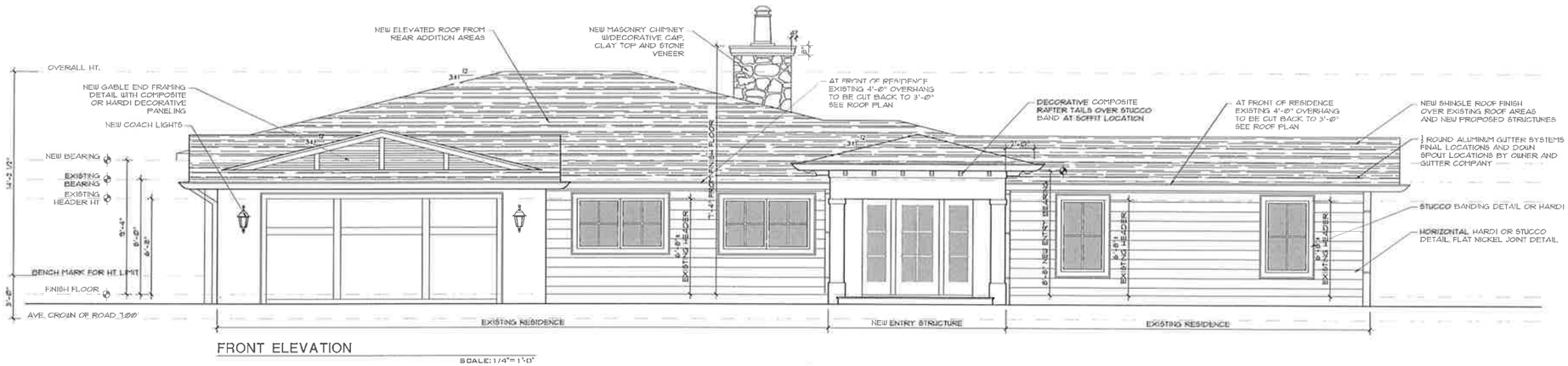
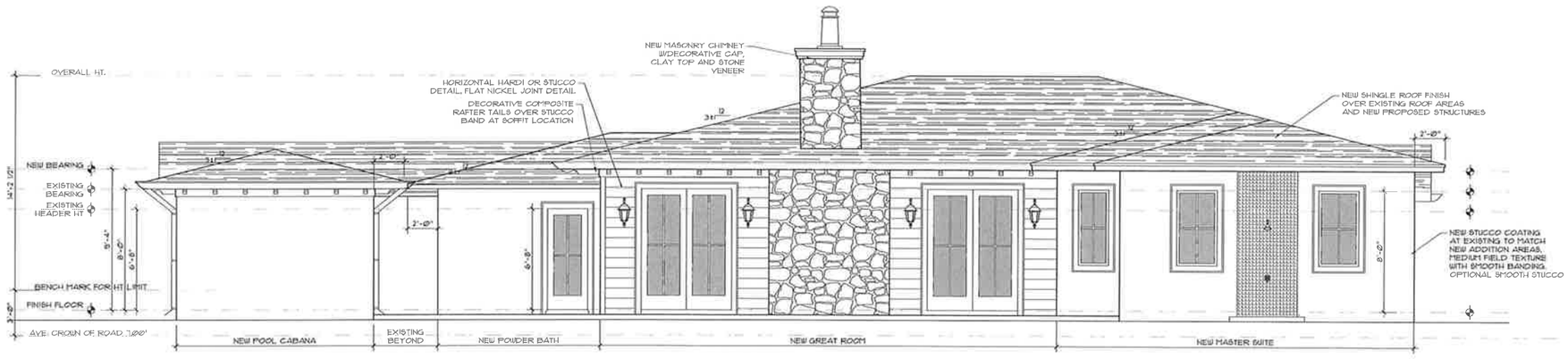
A5

SHEET 5



FRONT ELEVATION

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



REAR ELEVATION

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

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1		AAM	XX.XX.XX

CUSTOM DESIGN FOR

GOWEN RESIDENCE

ADDRESS:

506 POINSETTA RD
MELBOURNE BEACH FL 32951

SHEET TITLE

EXTERIOR ELEVATIONS

PLANNING AND ZONING SUBMITTAL

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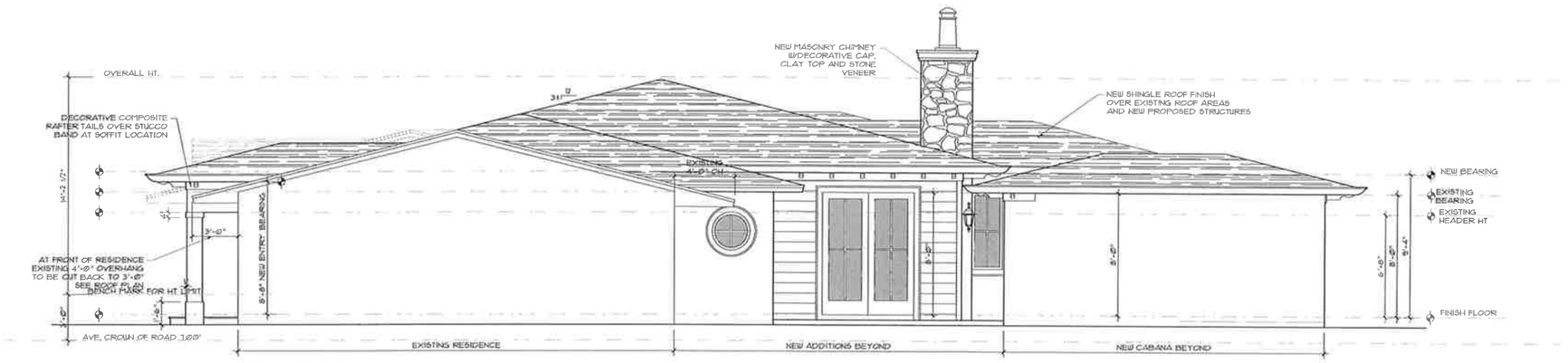
A6

SHEET 6

LEFT ELEVATION

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



RIGHT ELEVATION

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

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DATE	1.20.25

	REVISIONS	BY	DATE
1	-	AAM	XX.XX.XX

CUSTOM DESIGN FOR

GOWEN RESIDENCE

ADDRESS:

508 POINSETTA RD
MELBOURNE BEACH FL 32951

SHEET TITLE

EXTERIOR ELEVATIONS

PLANNING AND ZONING SUBMITTAL

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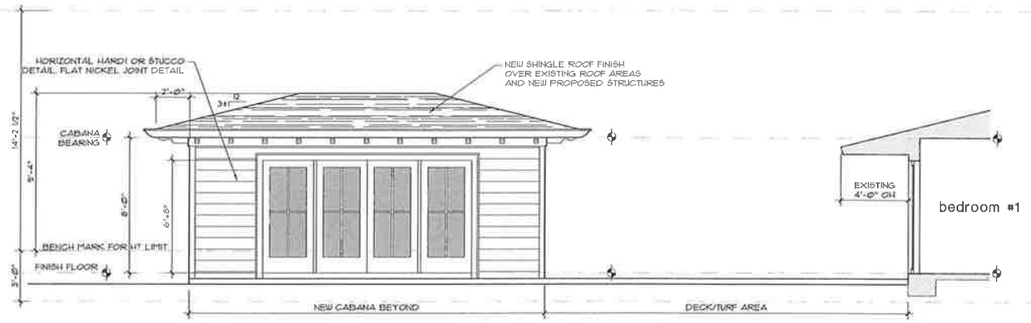
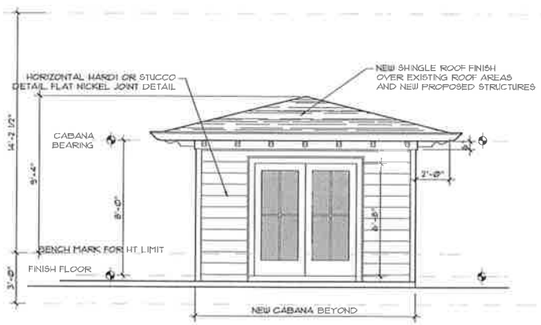
A7

SHEET 7



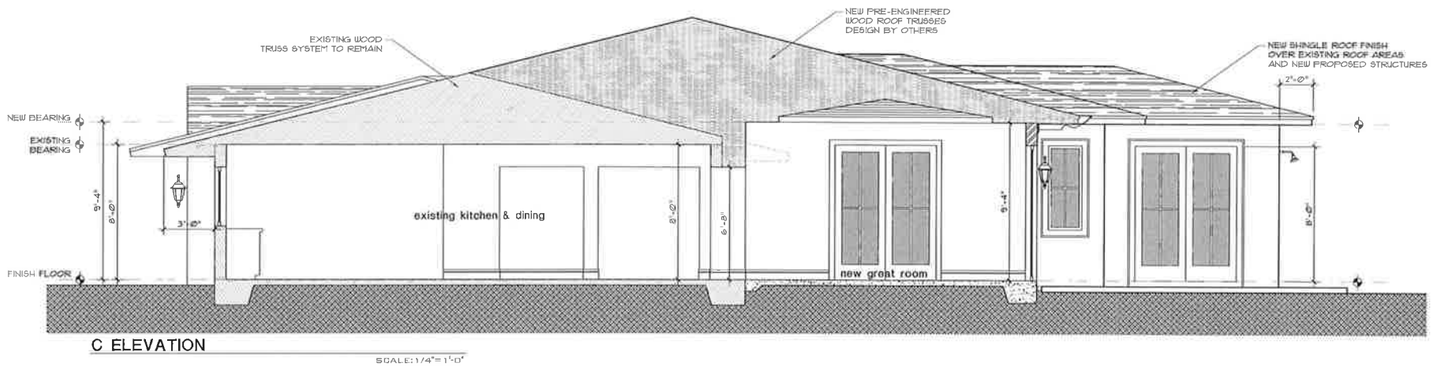
A ELEVATION

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



B ELEVATION

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



C ELEVATION

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

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JOB NO.	25-011
DESIGNED	AAM
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DATE	1.20.25

	REVISIONS	BY	DATE
1		AAM	XX.XX.XX

CUSTOM DESIGN FOR

GOWEN RESIDENCE

ADDRESS:

506 POINSETTA RD
MELBOURNE BEACH FL 32951

SHEET TITLE

EXTERIOR ELEVATIONS

PLANNING AND ZONING SUBMITTAL

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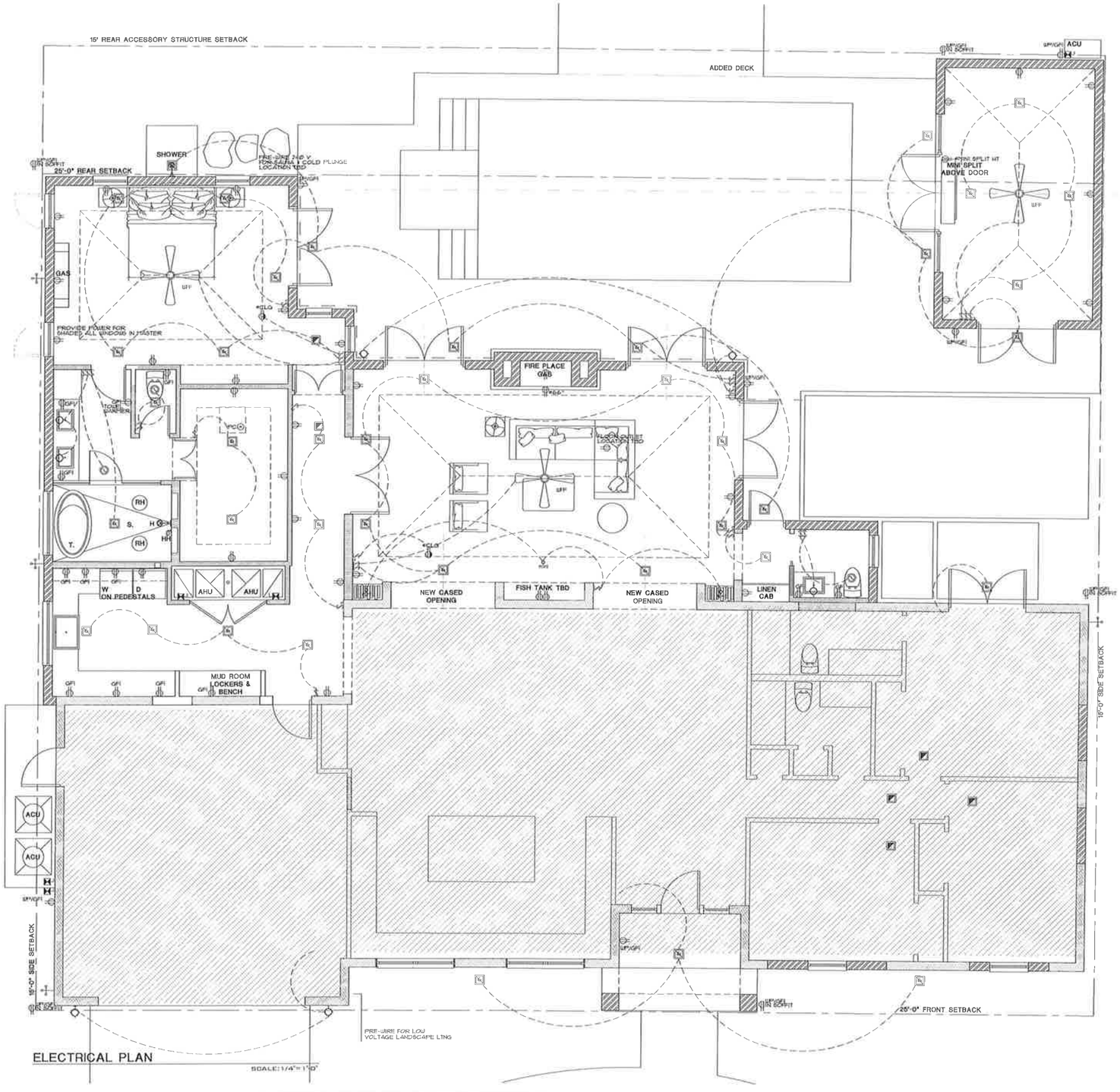
A8

SHEET 8



ELECTRICAL PLAN

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

ELECTRICAL SYMBOL LEGEND

SINGLE POLE SWITCH	LIGHT FIXTURE
THREE POLE SWITCH	RECESS LED 6"
FOUR POLE SWITCH	WALL MOUNT FIXTURE
DIMMER SWITCH	6" SQUARE LED RECESS
SINGLE OUTLET	4" SQUARE LED RECESS
DUPLEX OUTLET	PENDANT FIXTURE
SWITCHED DUPLEX	EYEBALL FIXTURE
220 OUTLET	MINI RECESSED FIXTURE
QUAD OUTLET	UCL UNDER CABINET LIGHT
TELEPHONE	TWH TANKLESS WATER HEATER
TELEVISION	PC PULL CHAIN
EXHAUST FAN	TRACK LIGHTING LENGTH AS INDICATED
THERMOSTAT	FLOOD LIGHTS
INTERCOM	STEP LIGHTS W/OPTIC SENSOR
DOOR BELL BUTTON	CEILING MOUNT LED LIGHT
DISCONNECT	WP INDICATES WATERPROOF
ELECTRICAL METER	GFI INDICATES GROUND FAULT INTERRUPT
42" INDICATES HEIGHT ABOVE FLOOR	WP/LT WIRE FOR FAN WITH LIGHT
SMOKE DETECTOR/ CARBON MONOXIDE DETECTION DEVICE	WP WIRE FOR FAN
	ELECTRICAL PANEL

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ELECTRICAL PLAN

PLANNING AND ZONING SUBMITTAL

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ALEX MITZ, PRESIDENT DESIGNER

E1

SHEET 9

CHRISTOPHER & MEREDITH GOWEN

SITE PLAN

506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

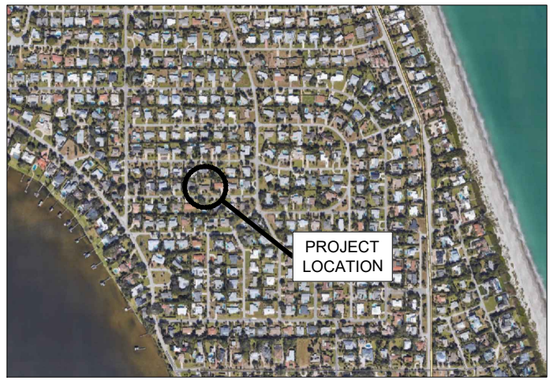
SHEET INDEX:	
1	COVER SHEET & GENERAL NOTES
2	EXISTING CONDITIONS & DEMO PLAN
3	SITE PLAN & DRAINAGE PLAN
4	DETAILS

GENERAL NOTES:

1. PROPERTY LAYOUT INFORMATION SHOWN HAS BEEN PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT. IT HAS NOT BEEN VERIFIED FOR ACCURACY. ENGINEER DOES NOT ACCEPT LIABILITY FOR INCORRECT OR INACCURATE PROPERTY AND/OR AREA INFORMATION PROVIDED.
2. FOOTPRINT PROVIDED BY OWNER AND/OR OWNER'S AGENT. ANY DIMENSIONS ON SITE PLAN ARE FOR REFERENCE ONLY. CONTRACTOR TO ENSURE CORRECT DIMENSIONS INCLUDED PRIOR TO CONSTRUCTION.
3. CONTRACTOR TO FIELD VERIFY ELEVATIONS OF ADJACENT PROPERTIES PRIOR TO CONSTRUCTION FOR CONNECTION TO EXISTING PROPERTY LINE WITHOUT BLOCKING OR DRAINING ONTO ADJACENT PROPERTIES. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE.
4. SIDE SLOPES ON ANY AREA WITHIN THE LOT CANNOT EXCEED ONE (1) FOOT VERTICAL FOR EACH FOUR (4) FEET HORIZONTAL, EXCEPT FOR RETENTION AREAS. THEY CANNOT EXCEED (1) 1 FOOT VERTICAL FOR EACH THREE (3) FEET HORIZONTAL.
5. ALL RETENTION AREAS SHOULD BE SODDED OR PLANTED WITH PLANTS FOR A BIOSWALE.
6. EASEMENTS SHALL NOT CONTAIN PERMANENT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO SIDEWALKS, DRIVEWAYS, IMPERVIOUS SURFACES, PATIOS, DECKS, POOLS, AIR CONDITIONERS, STRUCTURES, AND UTILITY SHEDS.
7. ALL ELEVATIONS SHOWN HEREON ARE BASED ON THE NAVD88 DATUM. EXISTING ELEVATIONS WERE PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT AND WERE NOT VERIFIED FOR ACCURACY.

LEGAL DESCRIPTION:

LOT 13, BLOCK 4, PLAT OF ISLAND SHORES OF MELBOURNE BEACH



LOCATION MAP
N.T.S

SITE DATA:	AREA (SF)
LOT (112' x 115')	12,880
EXISTING:	
EXISTING HOUSE	2,187
EXISTING CONCRETE	1,458
TOTAL IMPERVIOUS AREA	3,645 / 28%
TOTAL PERVIOUS AREA	9,235 / 72%
PROPOSED:	
EXISTING HOUSE	2,187
EXISTING CONCRETE	570
PROPOSED ADDITION	1,526
PROPOSED POOL CABANA	273
PROPOSED PAVERS	1,709
PROPOSED CONCRETE	212
PROPOSED DRIVEWAY	778
TOTAL IMPERVIOUS AREA	7,255 / 56%
TOTAL PERVIOUS AREA	5,625 / 44%

REVISIONS SUMMARY:

1 REVISED DRIVEWAY AND GRASS PAVERS.

REVISED RETENTION AREA.

REVISED SITE DATA TABLE.

THIS PLAN HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ELIA G. TWIGG, PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

CONTRACT NO: C2509.45
JOB NO: 25.09-120
DATE: 02/24/26
SHEET 1 OF 4

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: COVER SHEET & GENERAL NOTES

SCALE: N/A
PARCEL ID: 28-38-06-75-4-13
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
LOTS / BLOCK: LOT 13 BLK 4
ORB BK/PG: 10 / 52
CONTRACTOR: CONTRACTOR

PROJECT: CHRISTOPHER & MEREDITH GOWEN
506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

REVISIONS:
1 2/13/26 - AGENCY COMMENTS

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@atlcsolutions.com

LEGEND AND TYPICAL SECTION:

EXISTING ELEVATION

PROPOSED ELEVATION

FLOW DIRECTION

PALM TREE

TREE TO BE REMOVED

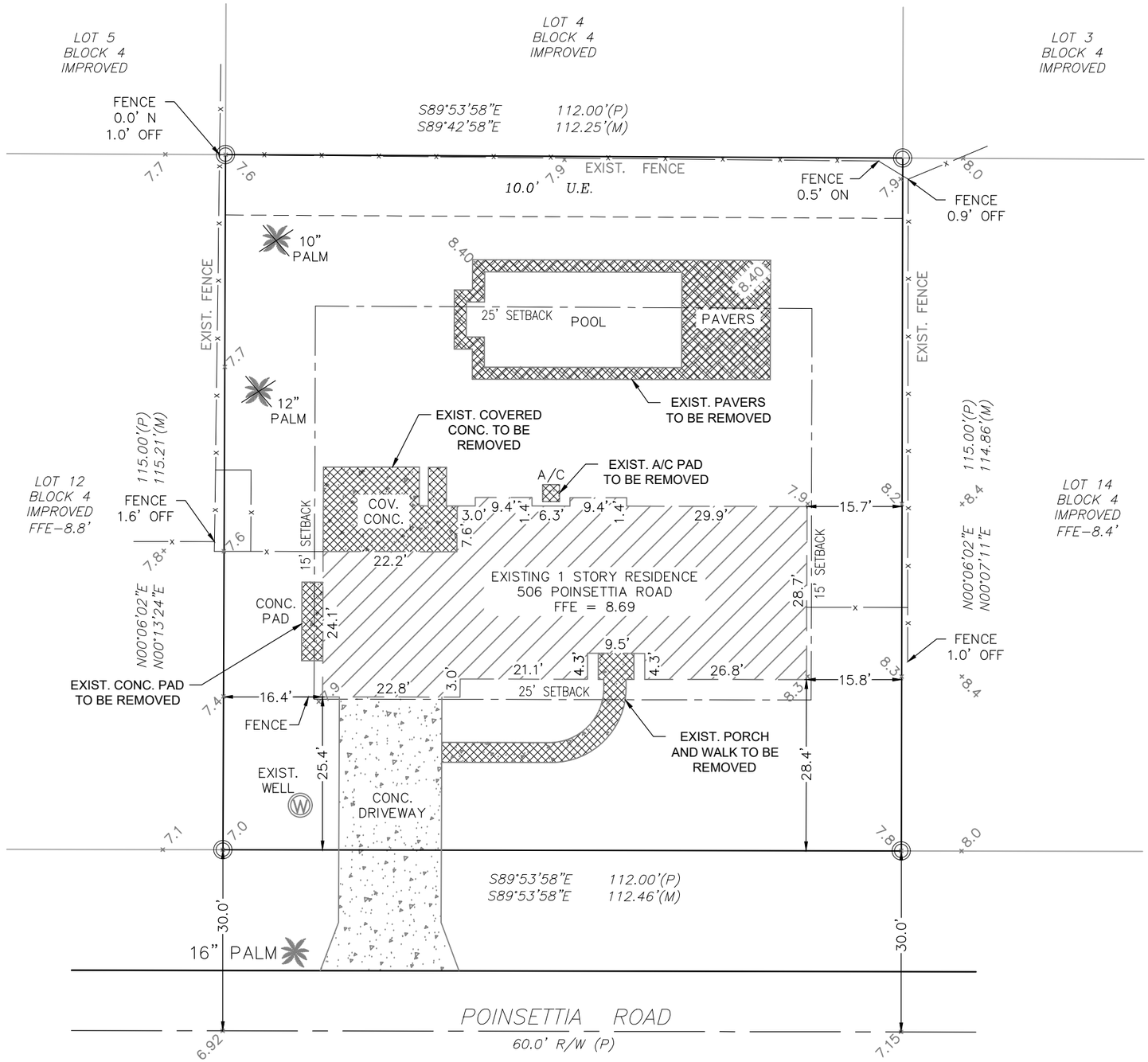
0 20 40

GRAPHIC SCALE IN FEET

NORTH SCALE : 1" = 20'

SITE DATA:	AREA (SF)
LOT (112' x 115')	12,880
EXISTING:	
EXISTING HOUSE	2,187
EXISTING CONCRETE	1,458
TOTAL IMPERVIOUS AREA	3,645 / 28%
TOTAL PERVIOUS AREA	9,235 / 72%
PROPOSED:	
EXISTING HOUSE	2,187
EXISTING CONCRETE	570
PROPOSED ADDITION	1,526
PROPOSED POOL CABANA	273
PROPOSED PAVERS	1,709
PROPOSED CONCRETE	212
PROPOSED DRIVEWAY	778
TOTAL IMPERVIOUS AREA	7,255 / 56%
TOTAL PERVIOUS AREA	5,625 / 44%

1



CONTRACT NO: C2509.45
JOB NO: 25.09-120
DATE: 02/24/26
SHEET 2 OF 4

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: EXIST. CONDITIONS & DEMO PLAN

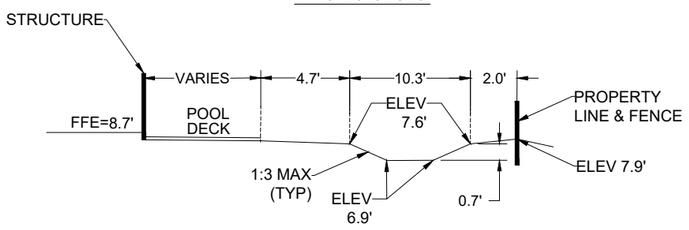
SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-4-13
LOT/S / BLOCK: LOT 13 BLK 4
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: CONTRACTOR

PROJECT:
CHRISTOPHER & MEREDITH GOWEN
506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

REVISIONS:
1 2/13/26 - AGENCY COMMENTS

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@atlanticsolutions.com

TYPICAL SECTIONS:



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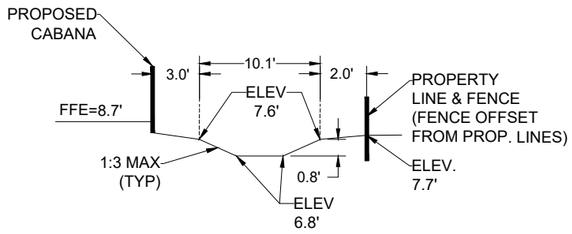

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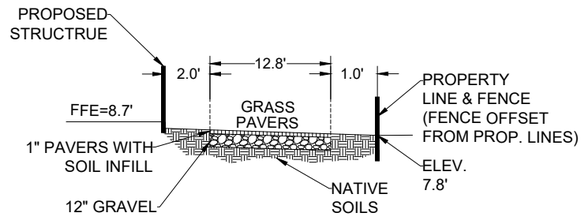

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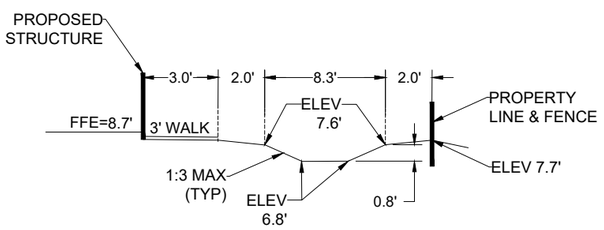

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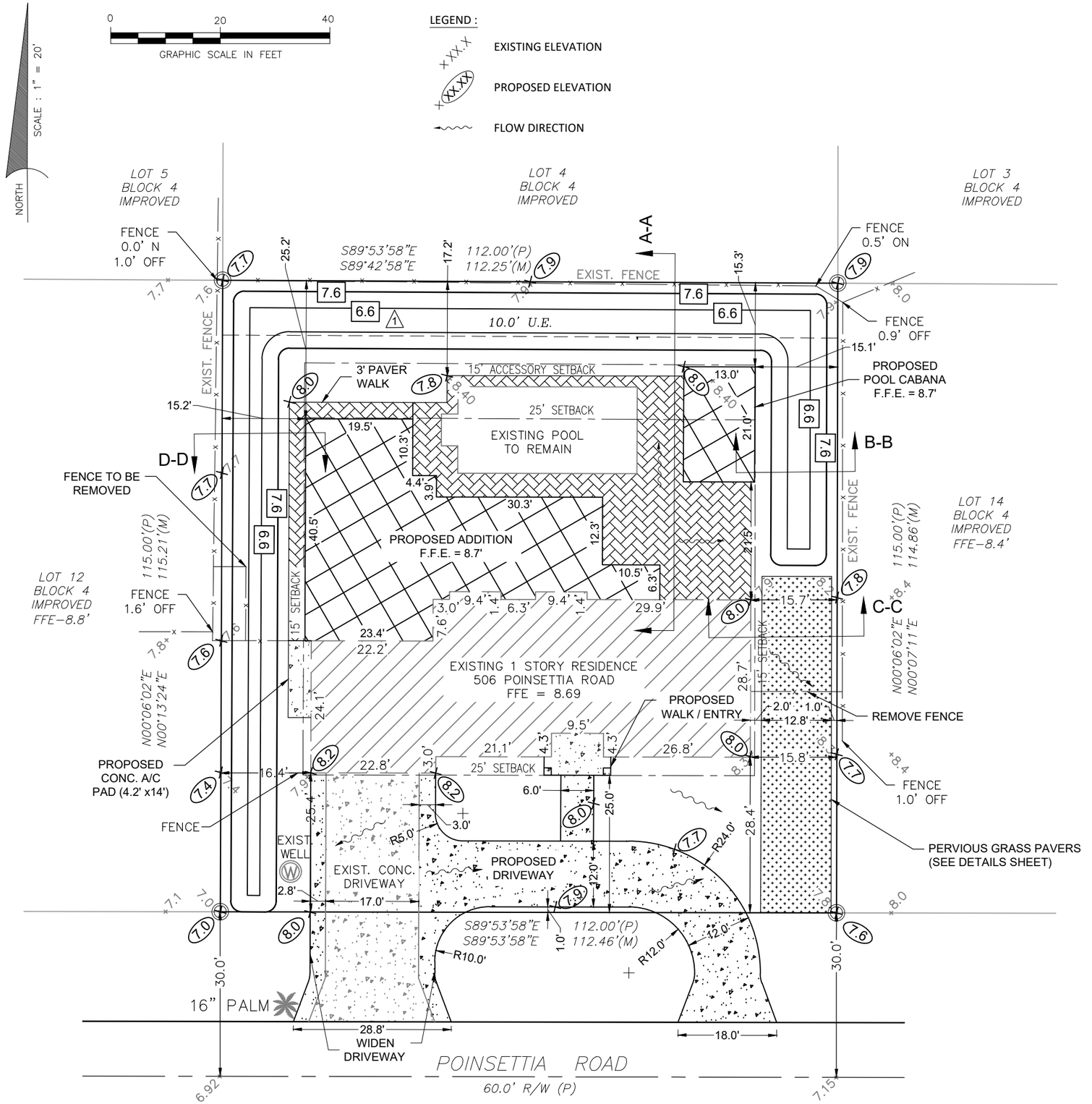


CONTRACT NO:	C2509.45
JOB NO:	25.09-120
DATE:	02/24/26
SHEET	3 OF 4

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: SITE PLAN & DRAINAGE PLAN

SCALE:	1" = 20'
PARCEL ID:	28-36-06-75-4-13
LOTS / BLOCK:	LOT 13 BLK 4
SUBDIVISION:	ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG:	10 / 52
CONTRACTOR:	CONTRACTOR

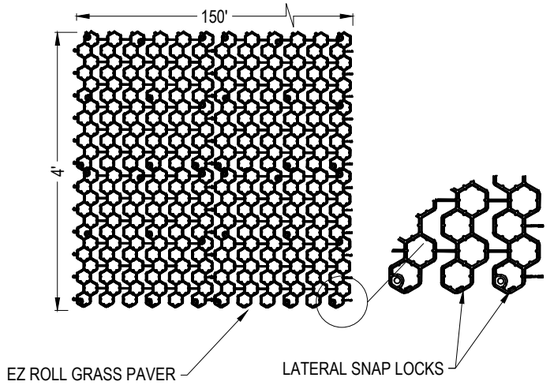
PROJECT:
CHRISTOPHER & MEREDITH GOWEN
506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

REVISIONS:
△ 2/13/26 - AGENCY COMMENTS

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@atlanticsolutions.com

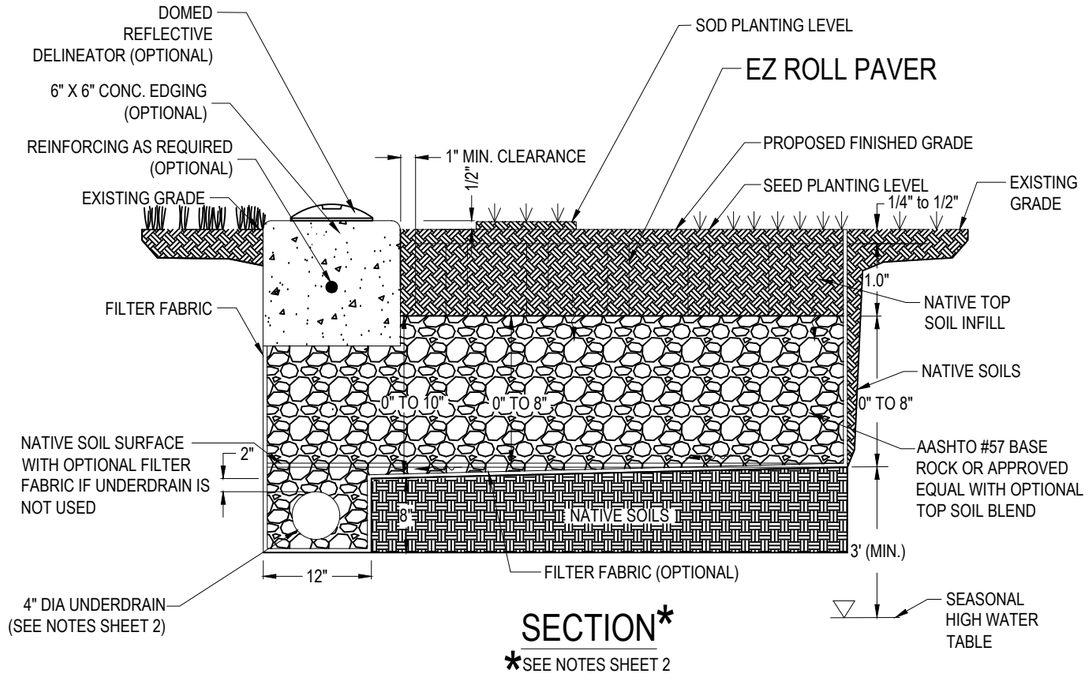
NDS
We put water in its place

INSTALLATION DETAIL



PLAN VIEW

EZ ROLL™ GRASS PAVER PRODUCT DESCRIPTION
CELL SIZE: 2-1/4" HEXAGONAL CELLS
STOCK ROLL SIZES: 4'W X 150'L (600 SQ. FT.)



SECTION*

*SEE NOTES SHEET 2

EZ-ROLL GRASS PAVER

OUTLET CONNECTIONS

FOR PRODUCT ASSISTANCE, CONTACT NDS TECHNICAL SERVICE AT techservice@ndspro.com, DESIGN ASSISTANCE- designworx@ndspro.com
851 N. HARVARD AVE. LINDSAY, CA 93247 WWW.NDSPRO.COM 1-800-726-1994

NDS
We put water in its place

NOTES:

ENGINEERING PROPERTIES:

1. COMPRESSIVE STRENGTH OF EZ ROLL:
   EMPTY PAVERS: ULTIMATE LOAD = 53,683 LBS / 373 PSI
   FILLED PAVERS: ULTIMATE LOAD = 400,000 LBS

TOP SOIL FILL:

3. NDS RECOMMENDS NATIVE TOP SOIL FOR BACKFILL INSIDE THE PAVERS.
4. EXTEND TOP SOIL INSIDE PAVER AN ADDITIONAL ¼ TO ½ INCH ABOVE PAVER SURFACE AND MATCH SURROUNDING GRADE. PROPOSED FINISHED GRADE SLOPE PER PROJECT GRADING PLAN. PROTECT PAVER AREA UNTIL GRASS IS SUFFICIENTLY ESTABLISHED TO HANDLE TRAFFIC. PROVIDE 1" (MIN.) CLEARANCE BETWEEN ANY CONCRETE EDGE AND PAVER.
5. GRASS PAVERS ARE TO BE USED FOR AREAS OF PEDESTRIAN USE, EROSION CONTROL, AND OCCASIONAL VEHICULAR TRAFFIC USE (E.G., OVERFLOW PARKING AND EMERGENCY/FIRE LANES).

AASHTO #57 BASE ROCK:

6. GRADATION OF AASHTO #57 COARSE BASE ROCK: 100% PASSING 1 ½" SCREEN, 95-100% PASSING 1", 25-60% PASSING ½", AND 0-10% PASSING #8 SCREEN.
   OPTIONAL: ADD PULVERIZED NATIVE TOP SOIL EQUAL TO 15% OF TOTAL VOLUME. BLEND TO OBTAIN HOMOGENEOUS MIXTURE PRIOR TO PLACEMENT.
7. THICKNESS OF AGGREGATE LAYER IS AS FOLLOWS: NO BASE REQUIRED FOR EROSION CONTROL AND PEDESTRIAN-ONLY LOADS (COMPACTION OF NATIVE SOIL RECOMMENDED FOR SLOPES UP TO 3%); 4 INCHES FOR LIGHT LOADS (GOLF CARTS); 6 INCHES FOR MEDIUM LOADS (CARS AND PICKUP TRUCKS); 8 INCHES FOR HEAVY LOADS (FIRE TRUCKS).
8. COMPACT WITH ONE TO THREE PASSES OF 5-TON STEEL WHEEL ROLLER. SINCE IT IS DIFFICULT TO MEASURE DENSITY OF COARSE AGGREGATE, APPROACH OF REQUIRING A FIXED DENSITY IS NOT APPLICABLE.

FILTER FABRIC:

9. FILTER FABRIC MAY BE USED TO PREVENT MIGRATION OF FINES FROM SURROUNDING NATIVE SOILS INTO COARSE AGGREGATE LAYER. THE FABRIC PREVENTS CLOGGING OF AGGREGATE LAYER AND EXTENDS ITS USEFUL LIFE. USE OF FILTER FABRIC IS STRONGLY RECOMMENDED AROUND EDGE DRAIN.
10. NDS RECOMMENDS NON-WOVEN NEEDLE-PUNCHED GEOTEXTILE. WOVEN GEOTEXTILES SHOULD NOT BE USED.
11. USE FILTER FABRIC WITH AOS <0.60 MM FOR NATIVE SOILS WITH 50% OR LESS PARTICLES BY WEIGHT PASSING NO.200 SIEVE. USE FILTER FABRIC WITH AOS <0.30MM FOR NATIVE SOILS WITH 50% OR GREATER PARTICLES BY WEIGHT PASSING THE NO.200 SIEVE.

UNDERDRAIN: (NOT REQUIRED)

12. NDS RECOMMENDS UNDERDRAIN TO COLLECT PERCOLATED WATER AND CONVEY TO PROJECT STORMWATER FACILITY FOR NATIVE SOIL THAT IS NRCS HYDROLOGIC SOIL GROUP C OR D (LOW PERCOLATION RATE). UNDERDRAIN IS OPTIONAL FOR SOIL GROUP B (MODERATE INFILTRATION) AND CAN BE ELIMINATED FOR SOIL GROUP A (GOOD INFILTRATION).
13. USE MINIMUM 4-INCH DIA PERFORATED PVC OR POLYETHYLENE PIPE AT 250-FT CENTERS; MINIMUM ONE PIPE. PIPE TO BE INSTALLED AT MINIMUM 0.5% SLOPE. RECOMMENDED 2 SQ. INCHES OF OPENING / LINEAR FOOT.
14. UNDERDRAIN TO DAYLIGHT INTO PROJECT STORMWATER FACILITY (CATCH BASIN / OPEN CHANNEL / BASIN).
15. INVERT OF PIPE RECOMMENDED TO BE ABOVE PROJECT HIGH WATER LEVEL TO PREVENT BACKING-UP OF WATER INTO PAVER SYSTEM.
16. UNDERDRAIN TO BE SURROUNDED BY 4" OF AASHTO #57 COARSE AGGREGATE, WITH MIN. 2" BEDDING.

SUBGRADE NATIVE SOIL:

17. COMPACT SUBGRADE NATIVE SOILS TO 95% STANDARD PROCTOR DENSITY PER ASTM D696 FOR SOILS WITH CALIFORNIA BEARING RATIO >20%, R VALUE >30, AASHTO A-1, A-2, AND A-3 SOILS.
18. NDS RECOMMENDS THAT ENGINEER-OF-RECORD CONSIDER HIGHER LEVEL OF COMPACTION FOR CBR 5 TO 20%, R-VALUE 10 TO 30, AASHTO A-4 SOILS FOR HEAVY LOADS WHERE INFILTRATION INTO NATIVE SOILS IS NOT A REQUIREMENT.
19. NDS RECOMMENDS THAT ENGINEER-OF-RECORD CONSULT WITH PROJECT GEOTECHNICAL ENGINEER FOR POTENTIAL SOIL MODIFICATION (E.G., LIME TREATMENT) AND COMPACTION LEVEL FOR CBR <5% AND R-VALUE <10, AASHTO A-5, A-6, AND A-7 SOILS.

EZ-ROLL GRASS PAVER

OUTLET CONNECTIONS

FOR PRODUCT ASSISTANCE, CONTACT NDS TECHNICAL SERVICE AT techservice@ndspro.com, DESIGN ASSISTANCE- designworx@ndspro.com
851 N. HARVARD AVE. LINDSAY, CA 93247 WWW.NDSPRO.COM 1-800-726-1994

TEMPLATE: QMS-TMP-8.3-05 REV 1.0 - 3/24/2020

CONTRACT NO: C2509.45
JOB NO: 25.09-120
DATE: 01/07/26
SHEET 4 OF 4

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: DETAILS

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-4-13
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
LOTS / BLOCK: LOT 13 BLK 4
PLAT BK/PG: 10 / 52
CONTRACTOR: CONTRACTOR

PROJECT:
CHRISTOPHER & MEREDITH GOWEN
506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

REVISIONS:

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@lanticsolutions.com

LANDSCAPE PLAN

SCALE : 1" = 20'

NORTH

0 20 40

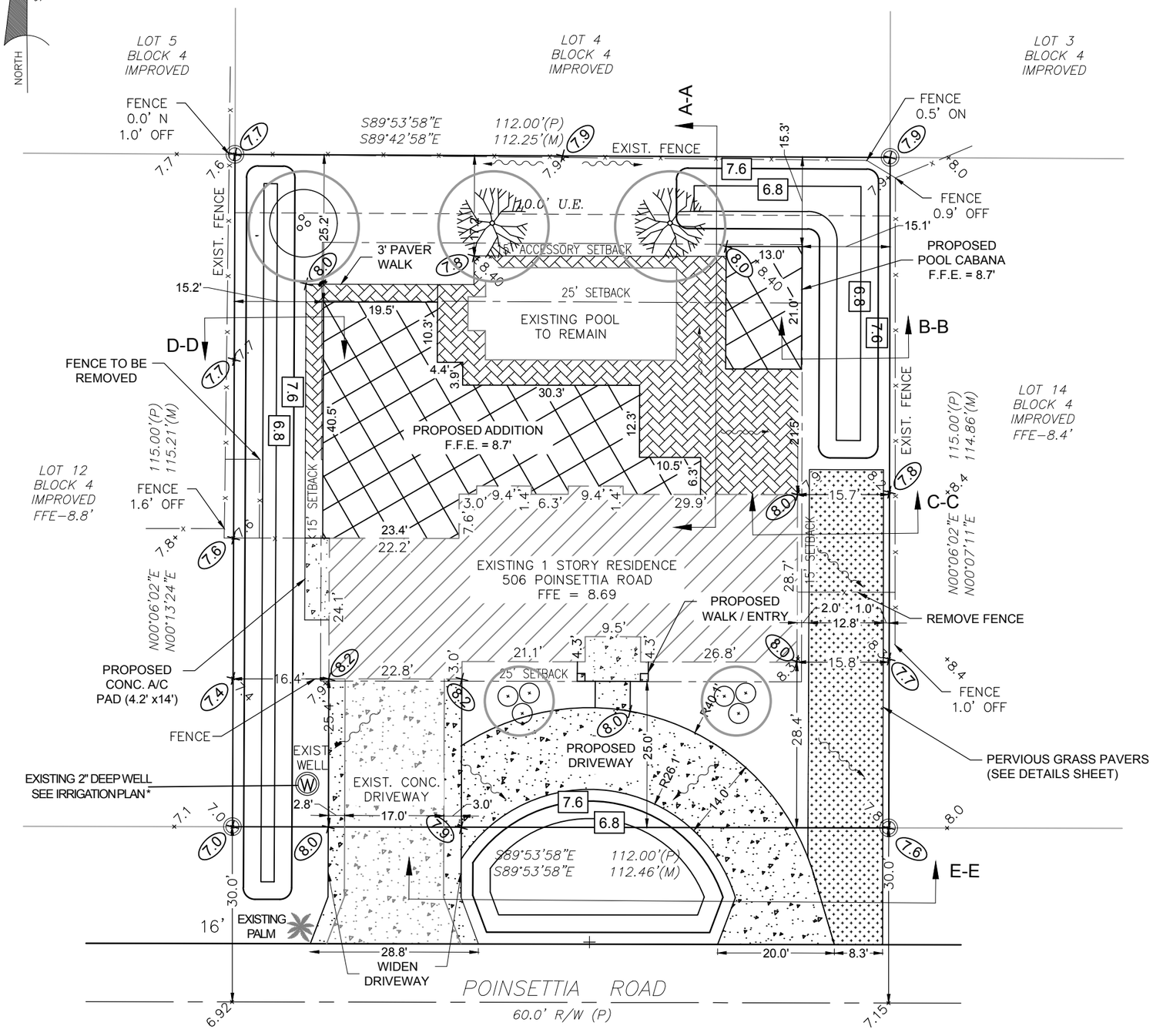
GRAPHIC SCALE IN FEET

LEGEND :

EXISTING ELEVATION

PROPOSED ELEVATION

FLOW DIRECTION



PLANTING SCHEDULE

SYMBOL	QUANTITY	COMMON NAME
	2	GREEN BUTTONWOOD (TREE FORM)
	1	MANGO TREE
	6	CHRISTMAS TREE PALM

LANDSCAPING CALCULATIONS

Tree Requirements:

Plant One (1) Canopy Tree Per 25' of road frontage. 112' ft of road frontage divided by 25' equals 4.48 TREES=5 TREES

Proposed Trees = 9 TREES = 3 CANOPY TREES + 2 EQUIVALENT CANOPY TREES

Two (2) Green Buttonwood (Tree Form)

One (1) Mango Tree

Six (6) Christmas Tree Palms = Equivalent to Two (2) Canopy Tree

1. NOTE THAT EXISTING 2' IRRIGATION WELL IS PROPOSED TO BE MAINTAINED.

2. TREE LOCATIONS ARE CONCEPTUAL AND SUBJECT TO FINAL PLACEMENT DURING CONSTRUCTION.

CONTRACT NO: C2509.45
JOB NO: 25.09-120
DATE: 01/07/26
SHEET 1 OF 1

Preposed landscape overlay prepared by homeowner.

TITLE: LANDSCAPE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-36-06-75-4-13
LOT/S / BLOCK: LOT 13 BLK 4
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: CONTRACTOR

PROJECT:
CHRISTOPHER & MEREDITH GOWEN
506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

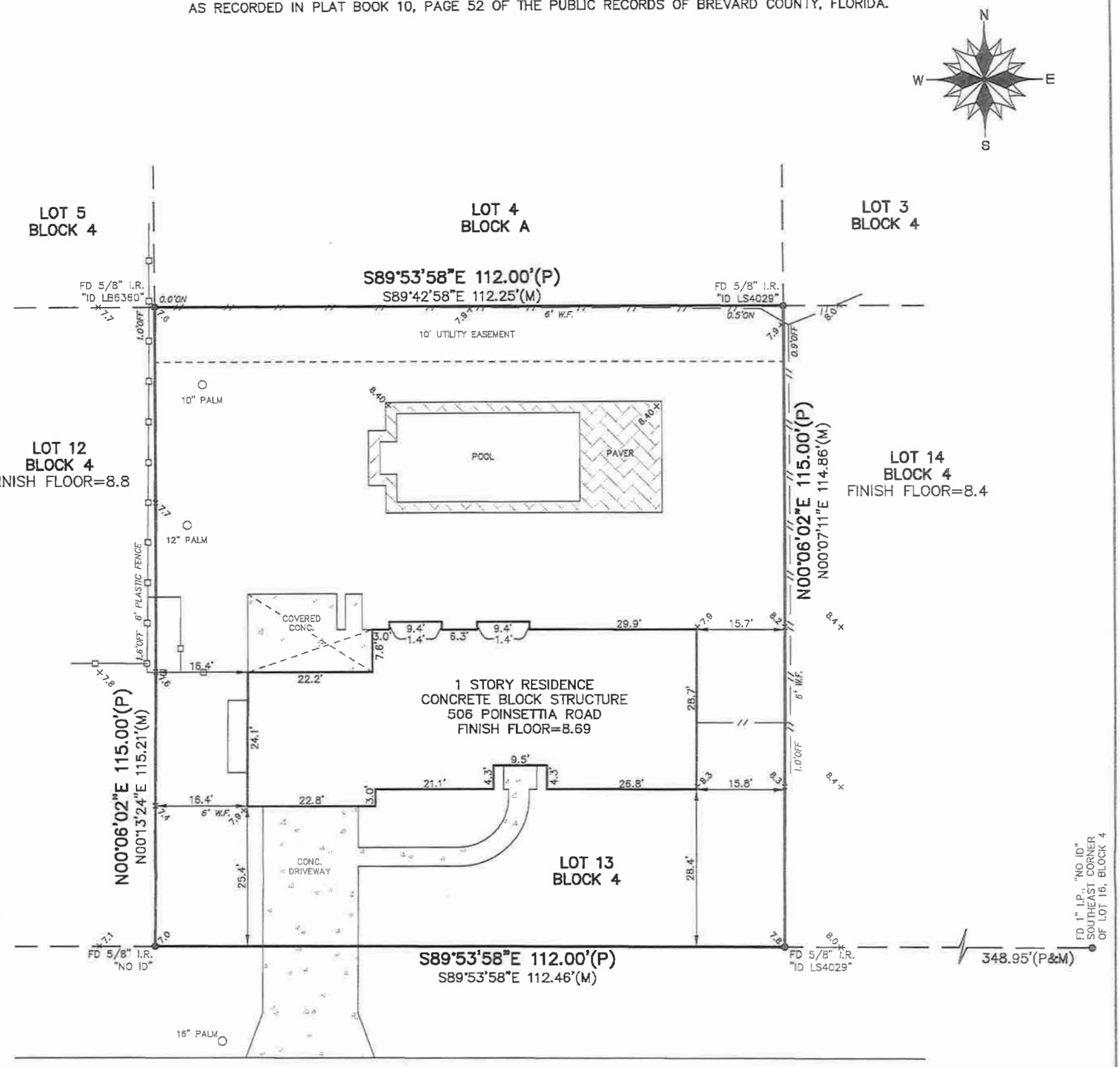
REVISIONS:

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@lanticsolutions.com

BOUNDARY SURVEY OF:

LOT 13, BLOCK 4 AS SHOWN ON THE PLAT OF ISLAND SHORES OF MELBOURNE BEACH

AS RECORDED IN PLAT BOOK 10, PAGE 52 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.



DocuSigned by:
Myron Barker, PLS 5085
F3A398E3C3764FF...

MYRON E. BARKER License Number 5085 STATE OF FLORIDA Professional Surveyor and Mapper

PROFESSIONAL SURVEYOR & MAPPER IN RESPONSIBLE CHARGE
MYRON E. BARKER – FLORIDA CERTIFICATE NO. 5085
CERTIFICATE OF AUTHORIZATION LB. 6586

NOTE
ELEVATIONS BASED ON NAVD88

LEGEND

(AKA)	=	ALSO KNOWN AS
℄	=	CENTERLINE
C.B.	=	CONCRETE BLOCK
C.B.S.	=	CONCRETE BLOCK STRUCTURE
C.L.F.	=	CHAIN LINK FENCE
CLR.	=	CLEAR
C.M.	=	CONCRETE MONUMENT
CONC.	=	CONCRETE
COR.	=	CORNER
COVD	=	COVERED
D	=	DELTA
FD	=	FOUND
ID	=	IDENTIFICATION
I.P.	=	IRON PIPE
I.R.	=	IRON ROD
L	=	LENGTH
LB	=	LICENSE BUSINESS
LS	=	LICENSE SURVEYOR
(M)	=	MEASURED
N&D	=	NAIL & DISK
(P)	=	PLATTED
PC	=	POINT OF CURVATURE
PT	=	POINT OF TANGENCY
PL	=	PROPERTY LINE
P.S.M.	=	PROFESSIONAL SURVEYOR & MAPPER
PRC	=	POINT OF REVERSE CURVE
P.U.&D.	=	PUBLIC UTILITY & DRAINAGE
R	=	RADIUS
R/W	=	RIGHT-OF-WAY
(TYP.)	=	TYPICAL
W.F	=	WOOD FENCE

SURVEYOR'S NOTES:

1) THE BEARING SYSTEM SHOWN HEREON IS BASED ON A ASSUMED BEARING OF S.89°53'58"E., ALONG THE NORTH RIGHT-OF-WAY LINE OF POINSETTIA ROAD.

2) AS PER FLOOD INSURANCE RATE MAP NO.12009C 0604 h, INDEX DATED 01-29-2021, THE ABOVE DESCRIBED PROPERTY LIES IN ZONE X.

3) THIS SURVEY WAS PREPARED FROM TITLE INFORMATION PROVIDED TO THE SURVEYOR. THERE MAY BE ADDITIONAL RESTRICTIONS OR EASEMENTS THAT AFFECT THE PROPERTY.

4) UNDERGROUND UTILITIES AND FOUNDATIONS HAVE NOT BEEN SHOWN.

5) LANDS SHOWN HERON WERE NOT ABSTRACTED FOR RIGHT-OF-WAY, RESERVATION, AGREEMENT AND/OR EASEMENTS OF RECORD, SUCH INFORMATION IF DESIRED, SHOULD BE OBTAINED AND CONFIRMED BY OTHER THROUGH APPROPRIATE TITLE VERIFICATION.

6) NOT VALID WITHOUT SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

TYPE OF SURVEY: BOUNDARY SURVEY
PROJECT: 25-1846
SCALE: 1" = 20'
DATE: 09/09/2025
CAD FILE: 17-1552.DWG
F.B. NUMBER:
REVISION:

PRECISION LAND SURVEYING, INC.
PHONE: (321) 259-4600
FAX: (321) 259-4255
EMAIL: PLS@CFL.RR.COM
2900 LAKE WASHINGTON ROAD
SUITE 1
MELBOURNE, FLORIDA 32935

CERTIFIED TO:
CHRISTOPHER GOWEN AND MEREDITH GOWEN

PRECISION LAND SURVEYING INC. 9/9/2025 8:46 PM

Stormwater Report

TOWN OF MELBOURNE BEACH

GOWEN RESIDENCE

506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

Prepared By:

Elia Twigg, PE
LANTIC SOLUTIONS LLC
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937

TABLE OF CONTENTS

Project Location..... 1
Existing Conditions and Project Description 1
Site Description 1
Design..... 1
Appendix A: Exhibits
Aerial Map (Brevard County Property Appriaser)
Site Plan & Drainage Plan
Soil Map-Brevard County, FL
Appendix B: Stormwater Calculations

Stormwater Report

Project Location

The project site is a 0.30-acre previously developed property located at 506 Poinsettia Road in Melbourne Beach, FL 32951. It is located approximately 0.6 miles north of Ocean Avenue and approximately 0.2 miles east of Riverside Drive.

Existing Conditions and Project Description

The site has an existing single story, single-family home within the Melbourne Beach town limits and is zoned as 2-RS. The existing house will be renovated and an additional area will be added to the rear of the home totaling 1,524 SF of living space. Also, a 273 SF pool cabana is proposed on the east side of the pool.

An aerial map from the Property Appraiser's site is included in Appendix A, as well as the Lot Drainage Plan.

Site Description

According to the National Resources Conservation Service (USDA), the soil types found on site were Canaveral – Palm Beach – Urban Land Complex. The soils can be classified as hydrologic soil group A.

According to the soils information and previous experience working in the area, the estimated groundwater table was assumed to be 5 feet below grade. Please refer to Appendix A for the soils map and description of the soil type.

Design

The Town of Melbourne Beach requires that stormwater management facilities provide retention of the first 8 inches of runoff from a 10-year, 24-hour storm event, in accordance with the adopted minimum level of service standards.

The proposed stormwater design includes one 1-ft-deep dry retention area and a grass pervious pavers area with 12 inches of gravel under the pervious pavers. The retention area goes along the east, north and west property lines. The Lot Drainage Plan, which includes typical cross-sections of the proposed retention areas, is in Appendix A.

Retention basin recovery calculations were performed using methodologies outlined in the St. Johns River Water Management District (SJRWMD) Permit Information Manual, Part X, Section 23.0 – Methodologies & Design Examples.

The total impervious area for the site is 7,255 SF. Based on the 8-inch retention requirement, the total required retention volume is 4,837 cubic feet (CF). Since the total retention volume provided is 1,981 CF, the stormwater design incorporates unsaturated vertical (Stage 1) and saturated lateral (Stage 2) infiltration analyses to account for the remaining volume.

During Stage 1, the volume infiltrated during unsaturated vertical flow (V_U) is 2,854 CF. This leaves the remaining volume (V_2) of 1,982 CF to be recovered during Stage 2 through saturated lateral flow. Based on interpolation, the elevation for lateral flow is 1.0 ft above the bottom of the retention areas. Therefore, the 1-ft-deep proposed retention areas and pervious pavers area will accommodate this volume.

The total recovery time for the runoff volume includes both vertical and lateral infiltration stages. The calculated total recovery time is 3.7 hours, which is well within the required 24-hour recovery period.

Please refer to Appendix B for the Stormwater Calculations.

Appendix A

EXHIBITS:

AERIAL MAP (BREVARD COUNTY PROPERTY APPRAISER)

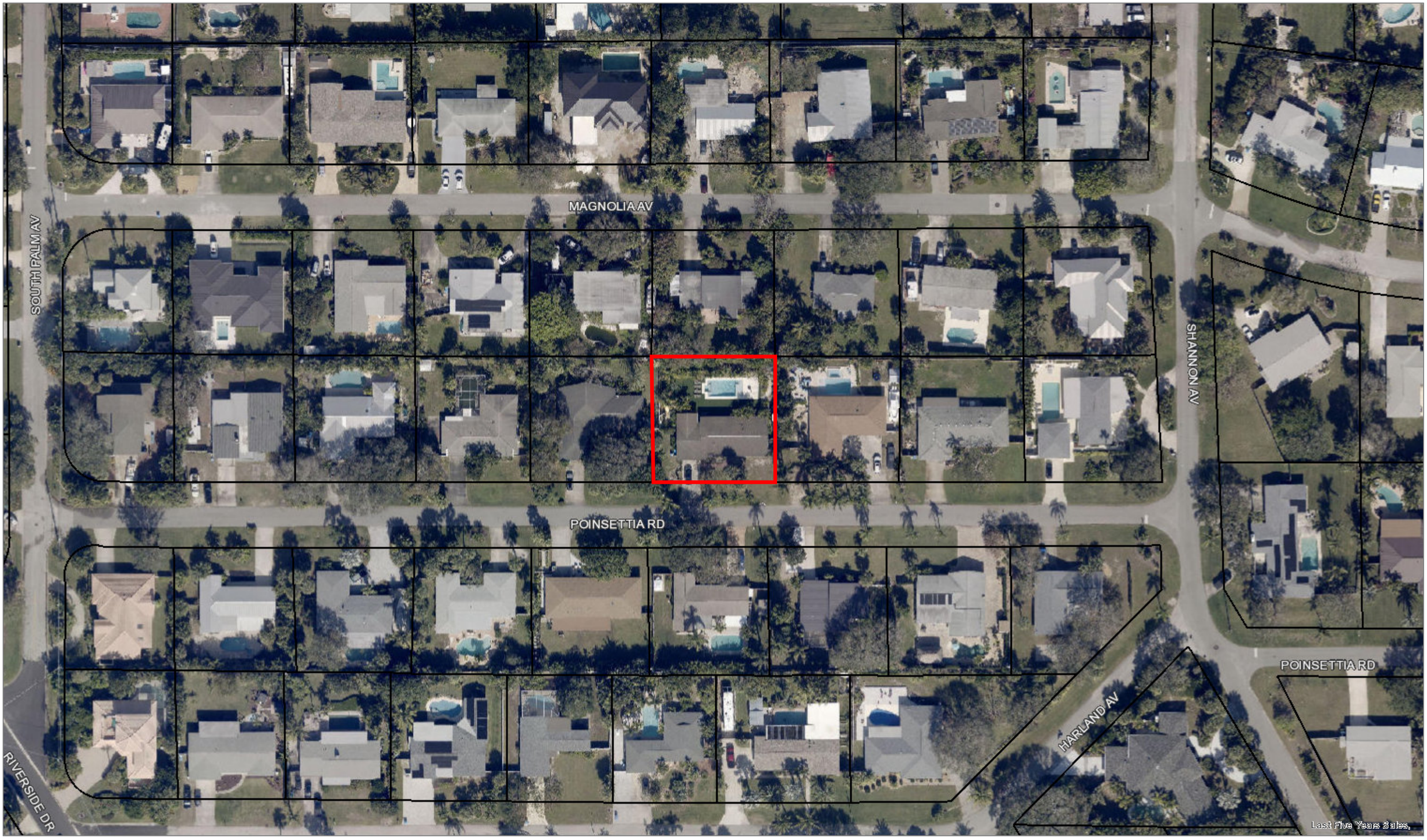
SITE PLAN & DRAINAGE PLAN

SOIL MAP-BREVARD COUNTY, FL

Dana Blickley, CFA
PROPERTY APPRAISER
Brevard County

1:1,000
0 30 60 120 ft
0 5 10 20 m

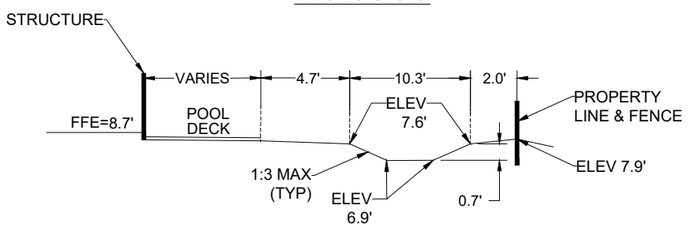
N W E S



All BCPAO maps and/or map applications are maintained for assessment and illustrative purposes only and do not represent surveys, plats, or any other legal instrument. Likewise, measurement and location tools are for assessment and illustrative purposes only and do not necessarily reflect real-world conditions. Due to the nature of Geographic Information Systems (GIS) and cadastral mapping, map layers may not precisely align and may not represent precise location, shape, and/or legal boundaries. Only a Florida-licensed surveyor can determine legally-relevant property boundaries, elevation, distance, area, and/or location in Florida.

Map created September 25, 2025 (map data dates may vary)

TYPICAL SECTIONS:



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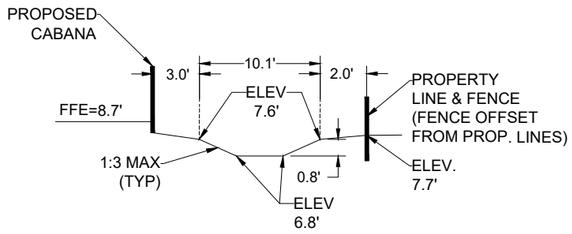

SECTION B-B
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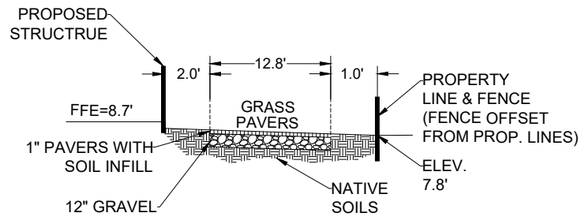
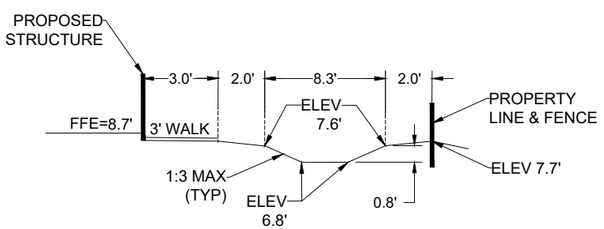
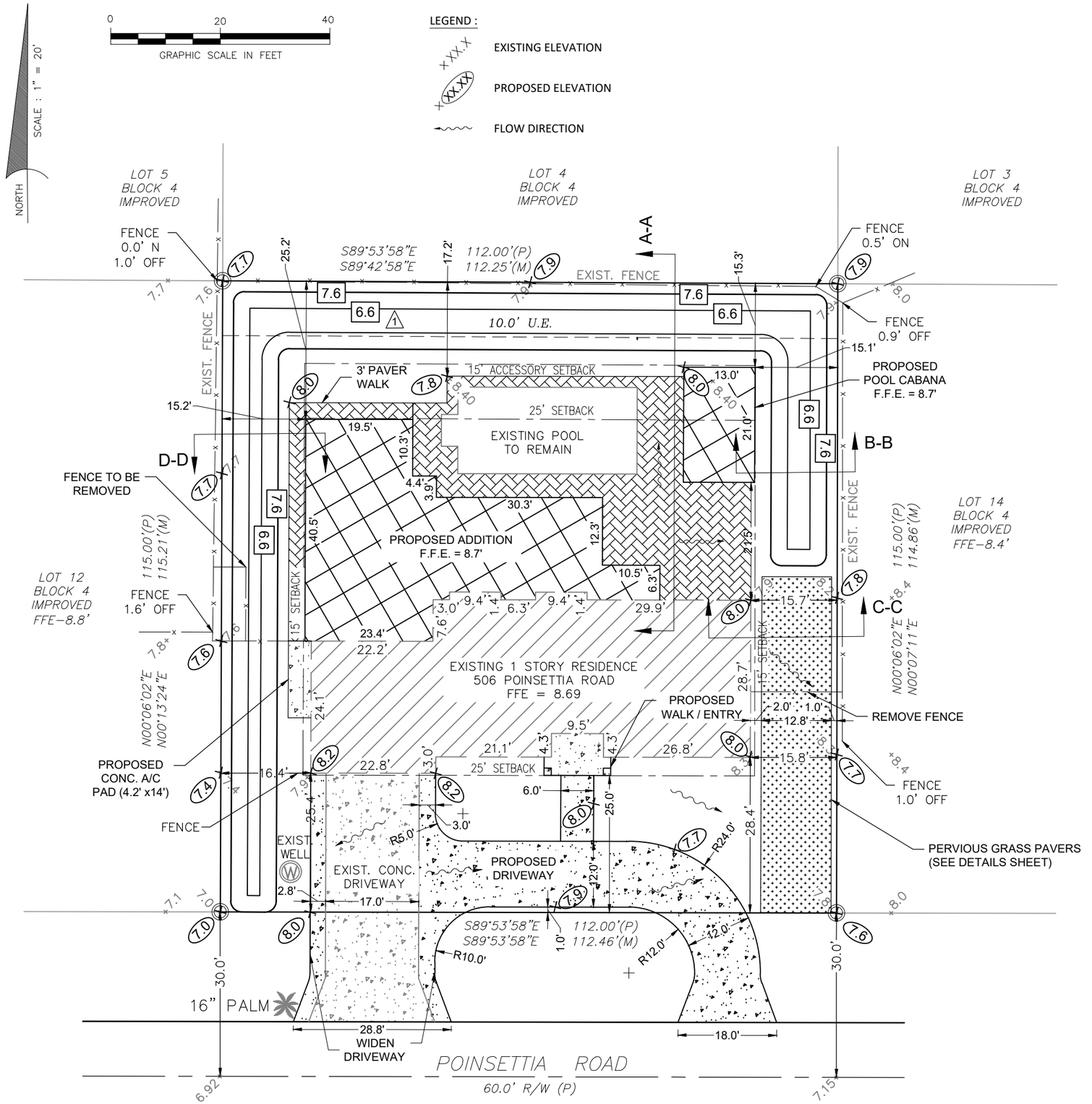


SECTION C-C
N.T.S.



SECTION D-D
N.T.S.



CONTRACT NO:	C2509.45
JOB NO:	25.09-120
DATE:	02/24/26
SHEET	3 OF 4

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: SITE PLAN & DRAINAGE PLAN

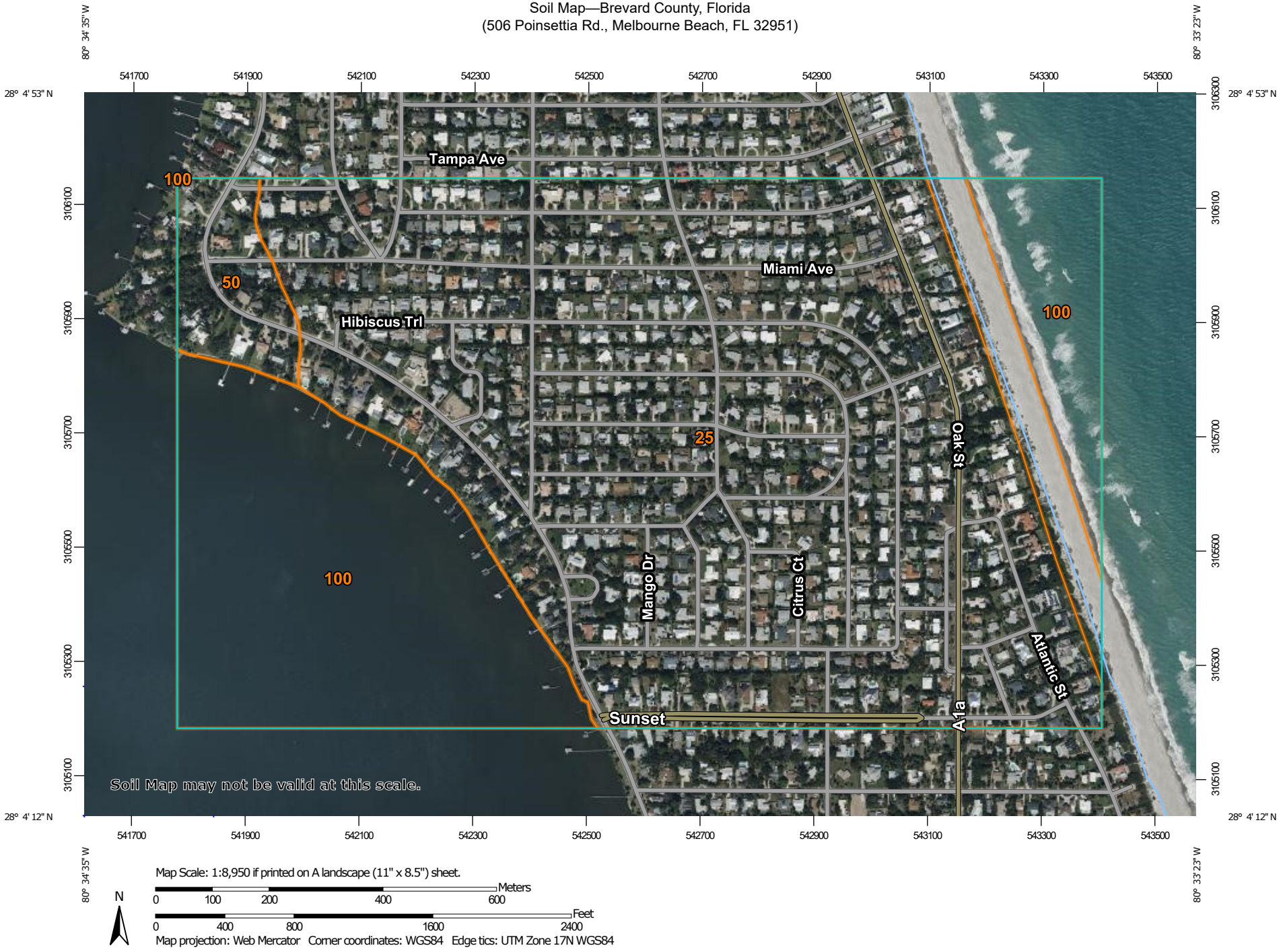
SCALE:	1" = 20'
PARCEL ID:	28-36-06-75-4-13
LOTS / BLOCK:	LOT 13 BLK 4
SUBDIVISION:	ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG:	10 / 52
CONTRACTOR:	CONTRACTOR

PROJECT:
CHRISTOPHER & MEREDITH GOWEN
506 POINSETTIA ROAD
MELBOURNE BEACH, FL 32951

REVISIONS:
△ 2/13/26 - AGENCY COMMENTS

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@atlanticsolutions.com

Soil Map—Brevard County, Florida
(506 Poinsettia Rd., Melbourne Beach, FL 32951)



Map Scale: 1:8,950 if printed on A landscape (11" x 8.5") sheet.

N

Meters
0 100 200 400 600

Feet
0 400 800 1600 2400

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Brevard County, Florida
Survey Area Data: Version 25, Sep 2, 2025

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jan 19, 2022—Mar 2, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
25	Canaveral-Palm Beach-Urban land complex	258.4	66.5%
50	Pomello-Urban land complex	14.5	3.7%
100	Waters of the Atlantic Ocean	102.4	26.4%
Totals for Area of Interest		**388.6**	**100.0%**

Brevard County, Florida

25—Canaveral-Palm Beach-Urban land complex

Map Unit Setting

National map unit symbol: 1lg35
Elevation: 10 to 20 feet
Mean annual precipitation: 49 to 57 inches
Mean annual air temperature: 68 to 75 degrees F
Frost-free period: 350 to 365 days
Farmland classification: Not prime farmland

Map Unit Composition

Canaveral and similar soils: 31 percent
Palm beach and similar soils: 30 percent
Urban land: 29 percent
Minor components: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Canaveral

Setting

Landform: Ridges on marine terraces, flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Sandy marine deposits

Typical profile

A - 0 to 6 inches: sand
C - 6 to 12 inches: sand
C - 12 to 80 inches: coarse sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat poorly drained
Runoff class: Low
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 50.02 in/hr)
Depth to water table: About 12 to 36 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 15 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 6.0
Available water supply, 0 to 60 inches: Very low (about 1.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6s
Hydrologic Soil Group: A/D
Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Description of Palm Beach

Setting

Landform: Flats on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Shells and sandy marine deposits

Typical profile

A - 0 to 3 inches: sand
C - 3 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Excessively drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 50.02 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 30 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 4.0
Available water supply, 0 to 60 inches: Very low (about 1.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7s
Hydrologic Soil Group: A
Ecological site: R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Description of Urban Land

Setting

Landform: Marine terraces
Landform position (three-dimensional): Interfluve, talf
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: No parent material

Interpretive groups

Land capability classification (irrigated): None specified
Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: Unranked

Minor Components

Paola

Percent of map unit: 4 percent
Landform: Rises on marine terraces, flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands
Other vegetative classification: Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Pomello

Percent of map unit: 3 percent
Landform: Rises on marine terraces, flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: F155XY150FL - Sandy Flatwoods and Hammocks on Rises and Knolls of Mesic Uplands
Other vegetative classification: Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Welaka

Percent of map unit: 3 percent
Landform: Rises on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: R155XY180FL - Sandy Scrub on Rises, Ridges, and Knolls of Mesic Uplands

Other vegetative classification: Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Data Source Information

Soil Survey Area: Brevard County, Florida
Survey Area Data: Version 25, Sep 2, 2025

Appendix B

STORMWATER CALCULATIONS

STORMWATER CALCULATIONS

506 Poinsettia Rd
Melbourne Beach, FL 32951

SITE INFORMATION	IMPERVIOUS AREA (SF)	PERVIOUS AREA (SF)	TOTAL AREA (SF)
Total Lot			**12,880**
Existing House	2,187		
Existing Driveway	570		
Proposed Addition	1,526		
Proposed Pool Cabana	273		
Proposed Pavers	1,709		
Proposed Concrete	212		
Proposed Driveway	778		
Total	**7,255**	**5,625**	**12,880**
Total	**56%**	**44%**	

TOTAL DRY RETENTION VOLUME

Drainage Areas	Top Area (SF)	Bottom Area (SF)	Depth (FT)	VOLUME (CF)
Rear Retention Area	2,487	848	1	1,668
East Retention Area				0
Front Retention Area				0
Pervious Pavers (area X 60%)	783	783	1	313
TOTAL	**3,270**	**1,631**	**1**	**1,981**

Total Dry Retention Vol. ==> $V_{drainage}$ 1,981 CF

TOTAL VOLUME OF WATER TO RETAIN

Requirement = 8" retention for 10 yr/24 hr storm

REQUIREMENT FOR RECOVERY	DEPTH (in.)	DEPTH (FT)	AREA (SF)	VOLUME (CF)
8" X Impervious	8	0.67	7,255	4,837

Total volume to retain ==> V_{retain} = 4,837 CF

UNSATURATED VERTICAL AND SATURATED LATERAL FLOW ANALYSIS

Calcs based on SJRWMD Permit Information Manual
Part X, Section 23.0 - Methodologies & Design Examples

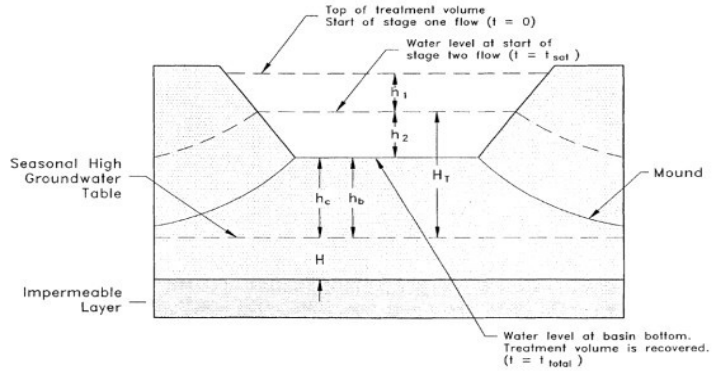


Fig 23-4: Design Parameters for Groundwater Mounding Analysis for Stage 1 & Stage 2 Flow (Source: Andreyev and Wisemand, 1989)

Calculate volume of water infiltrated in unsaturated vertical (Stage 1) flow & time to infiltrate this volume

1. Calculate Volume infiltrated during Stage 1 ==> V_u

Per Equation 23-3 ==> V_u = $(A_b)(h_b)(f)$ CF

V_u = 2,854 CF

V_u is the total volume of water required to saturate the soil below the basin bottom (h_b)

A_b = Area of Basin Bottom
A_b = 1,631 SF
h_b = Height of basin bottom to water table
h_b = 5.0 ft
f = Fillable porosity
f = 0.35

2. Calculate Unsaturated Vertical Hydraulic Conductivity ==> K_{vu}

Per Equation 23-11 ==> K_{vu} = $(2/3)K_{vs}$ ft/day

K_{vs} = Vertical saturated flow rate

LANTIC SOLUTIONS

STORMWATER CALCULATIONS

506 Poinsettia Rd
Melbourne Beach, FL 32951

K_{vu} = 27 ft/day K_{vs} = 19.98 in/hr
K_{vs} = 39.96 ft/day
K_{vs} = 1.665 ft/hr

3. Calculate the Design infiltration rate ==> I_d

Per Equation 23-1 ==> $I_d = K_{vu}/FS$ FS = Factor of Safety [use 2]
I_d = 13.3 ft/day FS = 2

4. Calculate time to saturate soil beneath the drainage area ==> t_{sat}

Per Equation 23-2 ==> $t_{sat} = (f)(h_b)/I_d$ Days
t_{sat} = 0.13 Days
t_{sat} = 3.2 Hours

5. Calculate the remaining treatment volume to be recovered under saturated lateral (Stage 2) flow conditions ==> V_2

$V_2 = V_{retain} - V_u$ CF V_2 = Treatment volume to be recovered in saturated lateral flow
V_2 = 1,982 CF V_{retain} = 4,837 CF
V_u = 2,854 CF

6. Calculate the elevation of V_2 at start of lateral flow ==> h_2

NOTE: the elevation h_2 is calculated by interpolating. It is assumed that the drainage areas continue up to this elevation.

$V_{drainage}$ = 1,981 CF
$h_{drainage}$ (h_v)= 1.00 ft
V_2 = 1,982 CF
h_2 = 1.00 ft NOTE: with h_2 at 1.0 feet, that means it will be at the top of the retention areas.

7. Calculate F_Y and F_X

NOTE: when the V_{retain} is recovered (t = t_{total}), the water level is at the bottom of the drainage area

Per Equation 23-8 ==> $H_T = h_b + h_2$ ft H_T = Height of water above SHWT at start of saturated lateral flow.
H_T = 6.0 ft h_b = 5.0 ft
h_2 = 1.0 ft

Per Equation 23-6 ==> $F_y = h_c/H_T$ F_y = Dimensionless representing % water level decline below max level
F_y = 0.83 h_c = height of water above SHWT at time t
$h_b = h_c$ = 5.0 ft

Need length (L) to width (W) ratio of basin bottom since that is when water level will be at bottom at time t

L = 50 ft
W = 12 ft
L/W = 4.17 ft

Determine F_x using figure 23-7 (pg 23-17 or Page 298 of 652)

f = 0.35
L/W = 4.17
F_y = 0.83
Fx = 1.0

8. Calculate the time (t_2) to recover the remaining treatment volume (V_2) under saturated lateral flow

Per Equation 23-7 ==> D = H + hc/2 D = Average thickness of the aquifer.
D = 7.5 ft H = Initial saturated thickness of the aquifer (ft) - assume to be at the water table
H = 5.0 ft

Per Equation 23-9 ==> $t_2 = \frac{W^2}{4(K_H)(D)(F_x)^2}$ W = Width of drainage area bottom at water level at time (t)
W = 5 ft
t_2 = 0.0209 Days K_H = Average horizontal hydraulic conductivity (ft/day)
t_2 = 0.50 Hours K_H = 19.98 in/hr
K_H = 39.96 ft/day

TOTAL RECOVERY TIME

9. Total time to recover the treatment volume (t_{total}) equals the time to recover during unsaturated vertical flow (t_{sat}) and lateral saturated flow (t_2)

$t_{total} = t_{sat} + t_2$
t_{total} = 3.65 Hours

Town Commission Meeting

Section: **New Business**

Meeting Date: **March 18, 2026 Regular Town Commission Meeting**

From: **Commissioner Tim Reed**

Re: **RFP for Grant Writing & Administration Services**

Background Information:

Other than the Fire Dept, the Town has no real capability to pursue grant offerings. Without a resource to actually write and submit timely applications, there is no likelihood of the Town securing grant funding.

Typically, the cost of these services is either a percentage of the award, or an hourly rate, and the cost is incurred regardless of whether you are awarded the grant or not.

Current Grant Opportunities of interest are identified below.

Recommendation:

Have the Town issue an RFP for Grant Writing & Administration Services.

An RFP gets actual cost info for the Town to consider for either near-term expenditure, or for FY27 budget planning.

Examples of these types of RFPs are available on the Florida League of Cities (FLC) website (link below).

Attachments:

Below are links to the FLC's Grant Writer Directory & their Grants Assistance Program:

https://www.flcities.com/wp-content/uploads/2026/01/Florida-Municipal-Grant-Writer-Directory-1.13.26.pdf

https://www.flcities.com/grants/

GRANT OPPORTUNITIES

- ~~**Florida Inland Navigation District (FIND)**~~

  ~~**Program Name**: Waterways Assistance Programs (WAP)~~

  ~~**Proposed Town Usage(s)**: Seawall at the 6th Ave ramp and/or Town pier repairs.~~

  ~~**Application Details**:~~

  ~~Must be submitted by Mar 30, and must have also been pre-signed by the FIND Commissioner for Brevard County (Tom Morgan) by Mar 4.~~

- **Florida Fish and Wildlife Conservation Commission (FWC)**

  Program Name: Florida Boating Improvement Program

  Proposed Town Usage: Seawall at 6th Ave ramp.

  Application Details:

  February 9, 2026 through April 13, 2026

  Matching funds are not required for this program; however, applicants that provide at least 20 percent of the total project costs via cash and/or in-kind contributions will receive additional points during the application evaluation process.

  https://myfwc.com/media/ggphli25/boating-grants-training.pdf

  https://myfwc.com/boating/grants-programs/fbip/

- **Florida Dept of Environmental Protection (FDEP)**

  Program Name: Resilient Florida - Planning Grants

  Proposed Town Usage: Stormwater planning

  Application Details:

  Yes, Match is required. Grant supports counties and municipalities with resilience planning efforts, including further assessment of vulnerabilities of critical assets, feasibility studies and the cost of permitting for nature-based solutions, and other activities eligible under section 380.093, Florida Statutes.

  All grant programs for 2026 closed Sept. 1, 2025. We have already done the Vulnerability Assessment needed.

  https://protectingfloridatogether.gov/state-action/grants-submissions

Grants Assitance Program

FLORIDA MUNICIPAL GRANT WRITER DIRECTORY

The Ferguson Group
Kristi More
flcgrants@tfgnet.com
***Offering Exclusive FLC Member Discount**

Fred Fox Enterprises
Fred Fox
fred.fox@fredfoxenterprises.com

Gateway Grant Writing & Administration Services, Inc.
Shannon Williams
swilliams@gatewaygrants.net

Langton Associates, Inc.
Heather Pullen
hpullen@langtonconsulting.com

Witt O'Brien's
Matthew Hanson
mhanson@wittobriens.com

Note - the following local resource may be another possibility:
Cape Canaveral Scientific - Amy Adams
220 Surf Rd, Melbourne Beach
aadams@gate.net
(321) 722-1161
http://capecanaveralscientific.com/id3.html

FLORIDA LEAGUE OF CITIES FLC

EUNA® solutions

Town Commission Meeting

Section: New Business

Meeting Date: March 18, 2026

From: Commissioner Anna Butler

RE: Submission of a letter to the Governor of the State of Florida to be reviewed by the Commission. Florida State Statute 112-51: Municipal officers; suspension; removal from office.

Background Information: In accordance with Florida State Statute 112-51, the Commission for the Town of Melbourne Beach will submit a letter to the Governor which documents cause for the Governor to consider suspension or removal of Mayor Dennington from office.

Recommendation: Please review and accept the attached letter to the Governor of the State of Florida.

The Honorable Ron DeSantis

Governor, State of Florida

400 South Monroe Street

Tallahassee, Florida 32399

Dear Governor DeSantis,

Thank you for taking the time to consider the content of this letter, as I take the subject matter very seriously and fully understand the gravity of the request. As multiple years have now passed during which time the Mayor of Melbourne Beach has consistently demonstrated conduct that may constitute misfeasance, malfeasance, neglect of duty, and incompetence in office, it has become evident that any and all measures that have been taken by the previous Commissions as well as the sitting Commission, have not prompted a change in the conduct, nor a solution.

It is my humble request that you, with the authority vested in you as Governor of the State of Florida, make a recommendation to the Florida Ethics Commission to review the conduct of Mayor Alison Dennington based upon the following facts:

1. Litigation against the municipality both prior to and while serving as Mayor. In three previous cases filed personally by Alison Dennington against the Town of Melbourne Beach, the results were that Dennington agreed to a Voluntary Dismissal With Prejudice (Please refer to attached documents #1, #2, and #3). There are currently three more lawsuits with Funoe, LLC as the Plaintiff and the Town of Melbourne Beach as the Defendant. The two Managing members are Alison Dennington (Mayor) and her husband, Elvin Dennington, Jr., MD. This litigation is not only a financial burden to the Town, but it raises significant concerns regarding conflicts of interest, impairment of fiduciary duties, the appearance of self-interested governance, and the potential misuse of municipal resources in defending such actions.
2. Mayor Dennington has within the last two years been formally censured by the Town Commission, in response to her constant and defiant deviance from acceptable standards of conduct and governance (Reference attachments Censure Resolution 1 and 2). Being that the Mayor of Melbourne Beach's role is titular only, this raises concerns about her ability to effectively administer municipal functions.
3. Interference with the Town's SAFER Grant Application. The Town pursued federal funding through the Staffing for Adequate Fire and Emergency Response grant program to support critical public safety services. Mayor Dennington, in a

Commission meeting, alleged that the town's grant application contained inaccurate or fraudulent information and, undertook actions that interfered with the application process. Specifically, Mrs. Dennington contacted FEMA and/or the Department of Homeland Security (See attachment regarding email from FEMA). She did this unilaterally without the knowledge or approval of the Commission. I submit that interference with the public safety funding process may constitute misfeasance or neglect of duty when undertaken by the chief executive officer of the municipality responsible for protecting the public welfare.

4. Repeat and unfounded complaints to the Florida Department of Law Enforcement. Mayor Dennington has submitted multiple complaints to the Florida Department of Law Enforcement regarding municipal officials, town employees, and residents. (Please see attachment regarding FDLE) Although I recognize that public officials have the right to report suspected misconduct, these repeated complaints were unsubstantiated and dismissed, raising concerns regarding misuse of state investigative resources, attempts to intimidate and disrupt municipal administration, and abuse of official position.
5. Overwhelming results in an anonymous Employee Engagement survey with large percentages of responses accusing Mayor Dennington of "bullying", "intimidating", and fostering a "hostile workplace". This culminated in a 0% trust and satisfaction by the town staff in the Commission. (please see attached Employee Engagement Survey)

This request is made after many efforts by both citizens and Town Commissioners to rectify this situation in a mutually respectful manner, to no avail. I am very proud to serve on the Commission for the Town of Melbourne Beach and I am bringing this situation to light because the Commission, including the Mayor, has a responsibility to the residents who elected us, and I believe we are all to be held accountable.

I sincerely thank you for your time and attention to this lengthy letter. It is an honor to live in the beautiful state of Florida, specifically under your governorship.

Respectfully,

Anna Butler, Commissioner, Town of Melbourne Beach

abutler@melbournebeachfl.org

(321)626-4988

IN THE CIRCUIT COURT OF THE EIGHTEENTH CIRCUIT,
IN AND FOR BREVARD COUNTY, FLORIDA

ALISON DENNINGTON,

Plaintiff, CASE NO. 05-2022-CA-053294-XXXX-XX

vs.

TOWN OF MELBOURNE BEACH, et al.

Defendants.
_____/

JOINT NOTICE OF VOLUNTARY DISMISSAL WITH PREJUDICE AND WITHDRAWAL OF MOTION FOR JUDGMENT ON THE PLEADINGS AND MOTION FOR SANCTIONS

The undersigned parties hereby provide Joint Notice to the Court of Plaintiff's Voluntary Dismissal of the Complaint filed in the above-styled action against all named Defendants with prejudice, and Defendants TOWN COMMISSION OF MELBOURNE BEACH, TOWN MANAGER ELIZABETH MASCARO, TOWN CLERK AMBER BROWN, TOWN FINANCE MANAGER JENNIFER KERR, TOWN BUILDING OFFICIAL ROBERT BITGOOD, MAYOR WYATT HOOVER, VICE MAYOR JOYCE BARTON, COMMISSIONER COREY RUNTE, COMMISSIONER MARIVI WALKER, COMMISSIONER SHERRI QUARRIE, TOWN ATTORNEY CLIFFORD R. REPPERGER, JR., WHITEBIRD LAW, AEQUALIS SOCII, PLLC AND JAMES D. SIMMONS (collectively "Defendants") hereby provide Notice of withdrawal of Defendants' Motion for Judgment on the Pleadings and Defendants' Motion for Sanctions. The Parties assert that all matters between the Parties have been resolved in accordance with a Settlement Agreement and Mutual General Release and no further judicial labor is necessary in the case. The case may be deemed fully and finally disposed by the Court.

Respectfully submitted,

/s/ Clifford R. Repperger, Jr.
Clifford R. Repperger, Jr., Esq.
Florida Bar No. 092460
Adam Bird, Esq.
Florida Bar No. 0055432
WhiteBird, PLLC
2101 Wavery Place, Suite 100
Melbourne, FL 32901
Tel. (321) 327-5580
Fax (321) 327-5655
cliff@whitebirdlaw.com
ccummings@whitebirdlaw.com

/s/Alison Dennington
Alison Dennington
Pro Se Plaintiff
413 Surf Road,
a.dennington@icloud.com
Tel. (321) 339-9282

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on this 29th day of January 2024, a true and correct copy of the foregoing has been electronically filed with the Clerk of the Court by using the Florida Courts E-Portal and served on all parties of record via the Florida Courts E-Portal.

/s/ Clifford R. Repperger, Jr. Esq.
CLIFFORD R. REPPERGER, JR., ESQ.

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR BREVARD COUNTY, FLORIDA

ALISON DENNINGTON,

Petitioner,

v.

TOWN OF MELBOURNE BEACH,

Respondent.
_____/

Case No.: 05-2023-CA-044349-XXXX-XX

NOTICE OF VOLUNTARY DISMISSAL WITH PREJUDICE

Petitioner, ALISON DENNINGTON ("Petitioner"), by and through the undersigned counsel, hereby dismiss this action, with prejudice.

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing has been furnished via e-service to all counsel of record on January 19, 2024.

WIDERMAN MALEK, PL
1990 West New Haven Avenue
Second Floor
Melbourne, FL 32904
Tel. 321-255-2332
Fax 321-255-2351
Primary email:
NMeloon@USLegalTeam.com
Secondary emails:
CEdens@USLegalTeam.com

Walter N Meloon

W. Nathan Meloon, Esquire
Florida Bar No. 1004623
Attorney for ALISON DENNINGTON

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT
IN AND FOR BREVARD COUNTY, FLORIDA

ALISON DENNINGTON,

Petitioner,

v.

TOWN OF MELBOURNE BEACH,

Respondent,
_____/

Case No.: 05-2023CA-051904

NOTICE OF VOLUNTARY DISMISSAL WITH PREJUDICE

Petitioner, ALISON DENNINGTON ("Petitioner"), by and through the undersigned counsel, hereby dismiss this action, with prejudice.

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of the foregoing has been furnished via the Florida E-filing Portal to all parties registered to receive eservice on January 19, 2024.

WIDERMAN MALEK, PL
1990 West New Haven Avenue
Second Floor
Melbourne, FL 32904
Tel. 321-255-2332
Fax 321-255-2351
Primary email:
NMeloon@USLegalTeam.com
Secondary emails:
CEdens@USLegalTeam.com

Walter N Meloon

W. Nathan Meloon, Esquire
Florida Bar No. 1004623
Attorney for ALISON DENNINGTON

RESOLUTION NO. 2025-11

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, CENSURING MAYOR ALISON DENNINGTON FOR ACTIONS AND BEHAVIOR UNBECOMING AN ELECTED OFFICIAL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Melbourne Beach values transparency, respect, integrity, and adherence to ethical standards in governance; and

WHEREAS, Mayor Alison Dennington was censured for her "actions and behavior" by the Melbourne Beach Town Commission on October 23, 2024 (Resolution 2024-10); and

WHEREAS, Mayor Alison Dennington continues to exhibit the types of behavior that she pledged to correct, specifically on page three of the email exchange attached hereto as "Exhibit A", with an employee of the State of Florida Department of Government Efficiency (DOGE), whereby she referred to Commissioner Anna Butler, albeit not naming her directly, as an "idiot" who is "... just too weak and too blind really to see what was/is happening"; and

WHEREAS, in the same email Mayor Alison Dennington disparaged Town Attorney Ryan Knight, also not specifically named, stating, "And he (Town attorney) won't ever be honest at least publicly..."; and

WHEREAS, the definition of "censure" includes "an expression of official disapproval."

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Florida, that:

SECTION 1. The Town Commission does hereby censure Mayor Alison Dennington for actions and behavior unbecoming of an elected official.

SECTION 2. The Town Commission calls upon Mayor Dennington to restore respect, integrity and professionalism in her role as mayor by ceasing to refer to any fellow Commissioner, Town staff person, or other party doing business with the Town in a disparaging manner.

SECTION 3. This Resolution shall be effective immediately upon passage by a majority vote of the Town Commission.

SECTION 4. The Town Commission hereby affirms our commitment to upholding transparency, accountability, and respect for all individuals involved in local and state government matters in Melbourne Beach and affecting Melbourne Beach.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 18 day of June, 2025.

ATTEST:

Amber Brown, Town Clerk

TOWN OF MELBOURNE BEACH,
FLORIDA a Florida Municipal Corporation

By: _____
Alison Dennington, Mayor

(TOWN SEAL)

Exhibit A

From: Puwalski, Jason
To: aliappled@me.com
Cc: Alison Dennington
Subject: Re: DOGE, Melbourne Beach Mayor asking for help/even an investigation- from State/JLAC? Fw: Info request - "engineering" totals by Year, each year 2017-2025 (to date most recent payment inclusive)
Date: Thursday, April 17, 2025 11:25:02 AM

That's great to hear! Thank you.

Jason Puwalski
Department of Government Efficiency
Executive Office of the Governor
Office: (850) 717-9361
Cell: (850) 759-2440

CONFIDENTIALITY & PUBLIC RECORDS NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender by phone and destroy the original and all copies. Please be aware that the State of Florida has a broad public records law and that any correspondence sent to this email address may be subject to public disclosure.

From: aliappled@me.com <aliappled@me.com>
Sent: Thursday, April 17, 2025 10:27 AM
To: Puwalski, Jason <Jason.Puwalski@eog.myflorida.com>
Cc: Alison Dennington <adennington@melbournebeachfl.org>
Subject: Re: DOGE, Melbourne Beach Mayor asking for help/even an investigation- from State/JLAC? Fw: Info request - "engineering" totals by Year, each year 2017-2025 (to date most recent payment inclusive)

You don't often get email from aliappled@me.com. Learn why this is important

Yes, but it won't get signed til the next meeting.
I had used an AI to help me draft it.
We voted to authorize the Town Attorney to put it in proper form, tracking the language from Bay County - the one you provided and then he will provide it at the next meeting for signature
So it won't be signed til next month
But it passed favorably 4-0

Sent from my iPhone-13
AD-9282

On Apr 17, 2025, at 10:01 AM, Puwalski, Jason <Jason.Puwalski@eog.myflorida.com> wrote:

Thank you, Mayor. We will take a look at this. Did the Council vote on a resolution yesterday?

Jason Puwalski
Department of Government Efficiency
Executive Office of the Governor
Office: (850) 717-9361
Cell: (850) 759-2440
<Outlook-Logo Al-g.jpg>

CONFIDENTIALITY & PUBLIC RECORDS NOTICE: This message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure, or distribution is prohibited. If you have received this message in error, please contact the sender by phone and destroy the original and all copies. Please be aware that the State of Florida has a broad public records law and that any correspondence sent to this email address may be subject to public disclosure.

From: Alison Dennington <adennington@melbournebeachfl.org>
Sent: Tuesday, April 15, 2025 11:27 PM
To: Puwalski, Jason <Jason.Puwalski@eog.myflorida.com>
Subject: DOGE, Melbourne Beach Mayor asking for help/even an investigation- from State/JLAC? Fw: Info request - "engineering" totals by Year, each year 2017-2025 (to date most recent payment inclusive)

Thank you so much for the sample resolution.
we have it up for discussion tomorrow.

But I wanted to send the below email and a few background facts on the stuff I have to deal with in my town (a a tamper before) and even as Mayor.

The attached doc and email below from my finance director are the payments to the alleged "Town Engineer" BSE since 2017.

I say alleged because in 2021, 2022, 2023 as a private citizen I made a public records request for the Town Engineer contract or any contract with BSE.

I was told - we received your request we will get it when we can. 3 years—"we will get to it when we can" - it's on our "to do list" they said.

Meanwhile 400k in payments to the Town Engineer supposedly approved and by contract but

all gone now resigned or voted out —but she is grossly negligent on her job, in her supervision/management as well and has created and cultivated a climate of employees who are terrified of her because she has gotten rid of flat least a dozen former employees including several Town Clerks who don't tie her line and delay and ignore any matter or information (generally financial) which she doesn't want anyone to know about.

She gives employees raises, bonus, time off, exceeds allowed comp time limits and pays out anyway, etc- so she scratches their back if they are "good to her" and loyal.

It's like It's—
them (paid employees) vs
US (the taxpayers and elected officials
and it's just wrong but it's a culture she has bred successfully.

She also has for years explicitly and implicitly threatens them (employees) and gets rids of anyone who doesn't keep quiete about what she wants quiet/locked down and they can't complain to anyone because she is the "boss".

HR complaints go to the finace/HR including complaints about the Manager — But the Manager hires and fires the Finance direct/HR head - So how does THAT work. Every employee but 1 that complained about the manager 10 or so in the last fees years was retaliated against and either fired, left or was paid off. The existing one got a big raise and is 70 and close to retiring.

Shr lues so much I stopped agreeing to meet with unless she consented to a recording. After the first time she tried to lie again at a public meeting and I reminded her she said otherwise and I had the consented recording.
Since then - she refises to meet with me and won't let anyone else. Always says - either she or any department is "busy right now, don't when they are free, check back later."

I am only 1 of 5.

2 TCs were appointed and are in the old camp who support her.

Myself another TC do not.

The 5th is to be perfectly honest - kinda an idiot (and has been playing both sides) and the manager cozied up to right away so despite her having been supported by my supporters and thus beating the incumbent- she jumped ship, BFF with the Manager, has a 3 year term and/ or is just too weak and Too blind really to SEE what was/is happening.

Our Town attorney is new and new to Municipal law totally.

(I was an attorney, corporate attorney, in Arkansas btw before a stay at home mom/mayor)

And he (Town attorney) won't ever be honest at least publicly or say anything publicly critical even if it's just factual bc he won't ever say anything that might make her look. He's "scared too"

Several past employees have filed written complaints against the Manager for all kinds of wild

no one can see !""the contract"
I get elected in Nov 2023.
I ask for the town Engineer Contract.
The Finace Director and clerk/manager tell me—they received my request and get back to me.
From Nov 2023 to Nov 2024 - I ask periodically for an update—when will you get the contract?

I began voting against finace reports each month for several reasons, and against budget - partly because they simply refuse to get me basic financial info and contracts—As mayor I was asking.First they told me I had to make a public records request!!
As mayor.

The Town Attorney had to step in after times this was happening and I finally protested and asked him what to do - so he stepped in to tell them NO you can't treat the Mayor's request as a public records request (and just delay it indefinitely)

But—Still they delay a full year on providing the contract (that turns out finally really does not exist).

Finally I beg the Town Attorney, and tell him I believe HE is not doing his duty ethically by ignoring their ignoring me.

So he relents and HE asks for the contract in September Nov 2024. 3 months later they finally respond to him. And Finally (2021 to Dec 2024) - the truth comes out - in December 2024 they say - we can't find it.
Then he and I push and insist - THEN they say- oh well actually there really is not a contract after all.

8 years they paid this company.

Since 2021 - 4 years — they (the Town Manager) ignore a public records requests for a contract.

Since 2023 — a year — they the same request from me as Mayor, all the while, all this time they (Town Manager) repeatedly — on recordings during meetings —publicly claiming it exists and repeating affirmatively there IS a contract and the payments are valid and claiming this company BSE is "the Town Engineer."

400k in payments. ***And that's not including millions to contractors who all seem the SAME 2 cozy companies who bid on the plans BSE does - after long unexplained "delays" in work product and timelines from BSE—then suddenly they have a bid book ready. And surprise 2 companies bid and it's awarded to one or the other.
(I suspect they are delaying til those 2 companies ARE free and not on OTHER jobs - can't prove it but It is a real pattern).

That is the tip of the iceberg here.

Please, please help?!?!?!

Our Town Manager is entrenched and has her town supporters—past commissioners who are

stuff that does turn out later TRUE- Yet the Manager has never been investigated, employees just get paid off to go away in hush hush non-public "discussions"

The employees who are left need their jobs and are afraid. A few have told me some things - started to privately. But ask it to stay private and they say they feel they can't say anything publicly and have told me in confidence things- bc we are so small I can't reveal those things bc it would put them!
Ie - We only have 1 clerk, 1 fire chief, 1 PW Director, etc.

Please please help.

Lots of citizens want her investigated but I don't how internally. The lady budget cycle was a fiasco.

I can't get anyone to publicly report anything nor the Town attorney to do actual job ethically and with loyalty to the Town rather than the Ztown Manager.

Any advice?
Any contacts or suggestion?

I have a 100 issues large and small I can cite. Lots budgetary - mostly it's just beaucractic indifference, laziness, and being emboldened that nothing will happen ever to to them or to the Town Manager so she gets shielded and protected by existing employees who stayed and haven't quit.

Sorry so long.

I'm at my wits end some days!

Sincerely,

Alison "Al" Dennington,
Mayor, Town of Melbourne Beach
In Beautiful Brevard County, Florida

Sent from iPhone
(I apologize in advance for any typos herein.)

Get Outlook for iOS

From: Melbourne Beach Finance <Finance@melbournebeachfl.org>
Sent: Tuesday, April 15, 2025 5:11:49 PM
To: Alison Dennington <adennington@melbournebeachfl.org>; Melbourne Beach Finance Clerk <financeclerk@melbournebeachfl.org>
Cc: Melbourne Beach Town Manager <TownManager@melbournebeachfl.org>; Melbourne Beach

Town Clerk <TownClerk@melbournebeachfl.org>
Subject: RE: Info request - "engineering" totals by Year, each year 2017-2025 (to date most recent payment inclusive)

Mayor,

Engineering totals from 2017 to 2025 attached.

Thank you,

Jennifer Kerr
Finance Manager
Town of Melbourne Beach

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
CONFIDENTIALITY NOTICE: This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at finance@melbournebeachfl.org or (321) 724-5860. Thank you.

From: Alison Dennington <adennington@melbournebeachfl.org>
Sent: Monday, April 14, 2025 10:39 AM
To: Melbourne Beach Finance <Finance@melbournebeachfl.org>; Melbourne Beach Finance Clerk <financeclerk@melbournebeachfl.org>
Cc: Melbourne Beach Town Manager <TownManager@melbournebeachfl.org>; Melbourne Beach Town Clerk <TownClerk@melbournebeachfl.org>
Subject: Info request - "engineering" totals by Year, each year 2017-2025 (to date most recent payment inclusive)
Importance: High

Finance/Finance Clerk,
cc TM and Clerk,

Since we will be reviewing engineering services companies soon—
I am requesting much needed information at your earliest convenience, requested by Wednesday.

I would like to get the numbers—totals— on how much we spend, or have spent, Total by year on "Engineering" (all engineering whether related to permits, stormwater, etc - ALL) in past years, by year, 2017 thru 2025 (most recent *payments* inclusive).

Specifically what I would like is:

1. Total per year ***"**paid to**"*** BSE (and/or Glaubitz) for anything, "each year" for 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025. **I believe we started in 2017 using BSE though it might not have been a full year that year, I'm not sure on that

though. Also, if after BSE was acquired by this new company - if payments s topped being "to BSE" but to this new company, please state so, and include those as well as either separate or as if/part of the "To BSE" totals.

2. Then also any other "Engineering" totals, for the same for each year 2017-2025. The same for others, other companies- the only one I know of is Bowman but there may/might have been others. But at least we do know/you can search Bowman, and/or "Engineering" I would assume.

3. BSE Acquisition info records/communications - any communication or emails, contacts, documents etc related to the purchase of BSE by LJA or other company received by the Town (already asked Manager and TA), but if any were received by finance then I would like those too. I'm told by Mr. Knight that there was some letter or emails/documents exchanged sent to the Town (perhaps to Manager only but I don't know) about this acquisition last year 2024 ***but I still haven't received them** (from the Town Attorney or Manager) (**fyi - finance - I asked the Manager and Town Attorney previously for that - I had not yet asked you/Finance for that so I don't mean to suggest that I had asked you for that until just now).

4. Name of our Accounting Software?? Brand? Version? Info I can to read or look to understand it better. (As for now, just looking to know name, version, model - so I read on my own for now.

***Clarification on Scope of request rental Amounts/Totals—**
So we are on the same page and don't misunderstand the request - here is some info for clarity:

1. **"Each Year" — Fiscal or Calendar Year - either is fine,** ***whatever is easiest/easier for you- so long as it's consistent, and the time periods are stated/given with the totals/info***. — ie CalY or FY total that states it runs from xx/xx/xxxx date to xx/xx/xxxx date and is thus a full 12 months but on FY calendar). (Partial years—And also if there are partial years — either way 2017, might be, and certainly 2025 would be, partial year.)

2. "Paid to" - I am looking for and want totals. ***Totals regardless of it was paid back, reimbursed etc, or charged to permittees, etc. I still want those figures included***** so for example— I know we use BSE for various things, they direct bill us - such as for Basin 1 research, prep work currently underway, and then ongoing when a project - actual work starts, etc starts (also Roverside, Orange Ave, Cherry etc, etc) where it's a direct charge to the Town AND BSE is *also*involved in l, and reviews building permit plans process pre and post to some extent for new and substantial Renos, etc. —As I understand it—those amounts (permit reviews related) are billed *either* TO or THROUGH the Town in some way and ultimately eventually the permittee pays for it, either because those Permit funds/deposits sit in a separate account in Building Department and are paid through that, or paid by the Town and then paid back to the Town from those permittees funds/deposits or initial or subsequent billing with each permit number referenced onnBSE bills to the Town for those so its traceable and thus repaid/reimbursed in some way. I recall it's accounted for and tracked that way? If am wrong please explain, or I can come in and you can show me? Regardless of how it operates - I still want these figures and yearly totals INCLUDED as either a total figure or 2 totals each year. Hope that helps clarify. See also number 2 (next)

3. "Paid to" — If you want to (***but you need not***) *differentiate* between amounts "paid back" or "charged to" permits - that's fine, but you need not. If there is some easily quantifiable separate category of accounting that keeps these totals separate - then I **would want those also** for each year, so please do NOT assume to or exclude those - that would be helpful to know - **but again you need not separate them yourself if it's easiest to just search by payee—BSE/Glaubitz**" ****As long as I can get a TOTAL that includes both types, ALL types/kinds of payments even if NOT separated - that is what I'm interested in. ***

4. By month on spreadsheet or excel - ****if it is Easier for you** to just pull and create a **printable spreadsheet** of all months in 2017-2025 — ***by month and I'll do the math,*** *that works too so long as the spreadsheet is printable and printed for me and it's legible.*

5. Also — **If in doing the figures you necessarily have to or you actually end up pulling those by month anyway** in a kind of spreadsheet or excel-like document from

6. the Accounting software (in order to arrive at/get the totals) **then I would like that document too, and not just the totals.**

7. Other Unknown Engineers?? Completeness ***Caveats/Qualification*** - Ido not know *what other engineers there might have been during 2017 - and I suspect you might not know off hand esp if It might have a small 1-time 1 off company we used for something. I don't except you remember!! So* —as to total/Total "Engineering" might be trickier (if the software doesn't somehow code to/trace any kind of engineering regardless of payee, project, etc) — If you do know any additional engineering "payees" we might have paid in the 2017-2025 date, then I would like those too, *but if not* you can *asterisk* the "Total" data and figures or just provide a preemptive state to that effect — as being "substantially the total amount" for the bulk of "engineering" ***with the "caveat" that or "qualification" that you only searched the following "known companies" (ie BSE, Bowman, and another named companies known,*** but WITHOUT "certifying" it is "ALL engineering" *to anyone other than those named payees known who do/did the bulk of engineering*). That way it's clear for both of what is, and is NOT in the info.

Is this something I can get by Wednesday which is when I would like to have this info?

My memory — From sitting with you (Mrs. Kerr) once awhile back, when you were showing me the Accounting software — I recall you were able to easily isolate and pull up Payees in the system fairly easily, so I'm *Assuming you can pull up all "invoices" and "all payments" to BSE easily, as well as to Bowman* (those being the two that I at least know the names of for "Engineering" that we have used in the time period).
***If it's not that simple—can you advise**?

In which case, I would like to and am happy to come in so you can show me what you CAN pull up easily then I can try to figure out what/how best to get the info and figures I'm looking for.

Thank you.

Sincerely,

Alison "Al" Dennington,
Mayor, Town of Melbourne Beach
In Beautiful Brevard County, Florida

Sent from iPhone
(I apologize in advance for any typos herein.)

Get Outlook for iOS
Please note that under Florida law correspondence sent to the Governor's Office, which is not confidential or exempt pursuant to chapter 119 of the Florida Statutes, is a public record made available upon request.

RESOLUTION NO. 2024-10

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, CENSURING MAYOR ALISON DENNINGTON FOR ACTIONS AND BEHAVIOR UNBECOMING OF AN ELECTED OFFICIAL; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Melbourne Beach values transparency, respect, integrity, and adherence to ethical standards in governance; and

WHEREAS, Mayor Alison Dennington's actions and behavior have consistently violated these values and principles, and

WHEREAS, Mayor Alison Dennington has disregarded Resolution 2023-10 (Renumbered from 2023-02) by failing to follow proper procedures and decorum during public meetings; and

WHEREAS, Mayor Alison Dennington's treatment of Commissioners and accusing them of falsifying medical conditions, Town staff members including berating them publicly, bringing forward in meetings accusations of actions addressed and resolved pursuant to Policy and Procedures and rescinding grievances; These actions are deemed inappropriate and detrimental to public trust and respect for her office and a healthy work environment; and

WHEREAS, Mayor Alison Dennington has removed agenda items because she has not reviewed them in a timely manner; and

WHEREAS, Mayor Alison Dennington has declined to approve meeting minutes from the past six months resulting in a backlog, and attributes this issue to the Town Clerk for not delivering the minutes according to her specifications; and

WHEREAS, Mayor Alison Dennington is consistently unprepared in reviewing meeting packets, does not engage with staff to clarify questions about agenda items prior to the meetings resulting in excessive open dialogue and unnecessarily lengthy public meetings; and

WHEREAS, Mayor Alison Dennington has demonstrated a pattern of arguing points of law with legal counsel and making singular time-consuming requests for reports from staff without majority vote of Commission is against established protocols and guidelines; and

WHEREAS, the definition of "censure" includes "an expression of official disapproval."

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The Town Commission does hereby censure Mayor Alison Dennington for actions and behavior unbecoming of an elected official.

Section 2. The Commission calls upon Mayor Dennington to restore respect, integrity, and professionalism in her role as Mayor.

Section 3. The Commission urges Mayor Dennington to abide by Resolution 2023-10 (Renumbered from 2023-02), follow proper procedures according to Robert's Rules of Order, and listen to all Commissioner's viewpoints during meetings, refrain from unnecessary interruptions or gaveling other members into silence without cause cited.

Section 4. The Commission requests that Mayor Dennington refrains from spreading misinformation via social media platforms that may be harmful or damaging to the reputation of the Town or its officials.

Section 5. The Commission encourages open dialogue between all elected officials without interruptions for the betterment of Melbourne Beach governance.

Section 6. This resolution shall be effective immediately upon passage by a majority vote of the Town Commission.

Section 7. The Town Commission hereby affirms our commitment to upholding transparency, accountability, and respect for all individuals involved in local government matters within the Town of Melbourne Beach.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 23rd day of October, 2024.

ATTEST:

Amber Brown, CMC
Town Clerk

(TOWN SEAL)

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Alison Dennington, Mayor

Mayor, Town of Melbourne Beach

sent from phone, please pardon any typos
Get Outlook for iOS

From: Kipp, Kimberly <Kimberly.Kipp@fema.dhs.gov>
Sent: Thursday, September 4, 2025 2:07:07 PM
To: Alison Dennington <adennington@melbournebeachfl.org>; aliappled@me.com <aliappled@me.com>
Subject: Information Requested - OIG

Alison,

Thank you again for reaching out to us about your concerns.

Below is the information you requested:

To formally report fraud, contact the Department of Homeland Security Office of Inspector General (DHS OIG) at 1-800-323-8603 or fill out the form https://hotline.oig.dhs.gov/#step-1

More info: https://www.oig.dhs.gov/hotline

Please let me know how else we can be of assistance.

Kimberly “Kimber” Kipp

Intergovernmental Affairs Manager | External Affairs

Mobile: 202.704.4019

Kimberly.kipp@fema.dhs.gov

Federal Emergency Management Agency

FEMA.gov

FEMA

MELBOURNE BEACH POLICE DEPARTMENT

PUBLIC RECORDS EXEMPTION CITATION

Pursuant to F.S. 119.07(1)(e), this notice is being provided to inform you that the following information is exempt from the disclosure and, as such, has been redacted throughout these copies.

____ Employee social security number – 119.071(4)(a)

____ Litigation – F.S. 119.071(1)(d) & F.S. 286.011(8)

____ Medical information that would identify a person – 119.071(4)(b)1

____ Bank account numbers – F.S. 119.071(5)(b)

____ Sealed bids, proposals, or replies – F.S. 119.071(1)(b)(2)

____ Active criminal investigation – F.S. 119.071(2)(c)-(f) and (h)-(j)

____ Active complaint of misconduct – 119.071(2)(k)1.

____ Active complaint of discrimination F.S. 119.071(2)(g)1

X Home address/telephone number/email address /date of birth of certain personnel (current or former) and their immediate family:

Position: Public official Citation: 119.071(4) SB 268

Position: _____ Citation: 119.071(4)_____

✓ Other: See below Citation: _____

Additional Staff Comments:

SB 268 - (redaction on Page 3, third paragraph may contain name of minor child, as per Town Clerk).

C. Bryson
Staff Signature

8/15/25
Date

FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT

On May 27, 2025, the Florida Department of Law Enforcement (FDLE), Office of Executive Investigations (OEI) received an email from Melbourne Beach Mayor Alison Dennington. The email alleged misconduct by former Melbourne Beach Police Chief Melanie Griswold (retired in March 2024). In the email, Mayor Dennington stated Griswold destroyed and altered public records.

On June 11, 2025, Inspector Daniel Barbara contacted Mayor Dennington by phone. Mayor Dennington stated she believed Griswold had a duty to provide key fob records for the Melbourne Police Department building as a matter of public record but failed to do so during her tenure as chief.

Alison Dennington was elected Melbourne Beach Mayor in November of 2023. She said she took office several weeks later but could not recall exactly when. After taking office, Mayor Dennington realized she did not have key fob access to travel freely throughout the Melbourne Beach Town Hall building located at 507 Ocean Avenue, Melbourne Beach, Florida. The building is a multiuse facility that also houses the Melbourne Beach Fire Department and the Melbourne Beach Police Department. Griswold was the custodian of key fobs for the facility when she was chief of police. In January of 2024, Mayor Dennington requested Griswold issue her a key fob so she could have access throughout the town hall building. Griswold refused to issue Mayor Dennington a key fob. After Griswold's refusal, Mayor Dennington requested key fob assignment records and door access records for the facility.

Mayor Dennington said after making several requests Griswold provided a two-page redacted document of key fob records. Mayor Dennington felt the redaction on the document was a criminal alteration. Mayor Dennington filed a civil lawsuit through her company Funoe LLC against the Town of Melbourne Beach for several different records.

After filing the lawsuit, the Town of Melbourne Beach produced detailed key fob records for Mayor Dennington. Mayor Dennington said the key fob records were provided to her in an Excel spreadsheet format with over 2,600 pages of data. She believed those records were altered as well. Inspector Barbara asked Mayor Dennington why she believed they were altered, and she stated there were several entries without names associated and several key id numbers used by the same user on different occasions. Inspector Barbara asked Mayor Dennington if an information technology professional reviewed the records for any inconsistencies and she said no. Inspector Barbara asked Mayor Dennington when she received the records and she could not remember.

Mayor Dennington also stated Melbourne Beach recently replaced the street signs throughout the town. The town board voted to sell the old street signs at auction. After the auction was conducted, Mayor Dennington realized several of the old street signs were missing from those sold in the auction pool. When Mayor Dennington questioned Town Manager, Elisabeth Mascaro about the missing signs, Mascaro told her she had instructed Public Works Director,

Case Number: EI-73-8731	Serial #: 10
Author: Barbara-4789	Office: Executive Investigations
Activity Start Date: 05/28/2025	Activity End Date:
Approved By: Cope-3157	

Description:Town of Melbourne Beach complaint from Mayor Alison Dennington

THIS REPORT IS INTENDED ONLY FOR THE USE OF THE AGENCY TO WHICH IT WAS DISSEMINATED AND MAY CONTAIN INFORMATION THAT IS EITHER PRIVILEGED OR CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. ITS CONTENTS ARE NOT TO BE DISTRIBUTED OUTSIDE YOUR AGENCY.

Case Number	EI-73-8731
IR Number	10

Tom Davis for the public works department to "do whatever they wanted to" with the old signs. Mayor Dennington went to Melbourne Beach Police Deputy Chief Matthew Smith about the signs and asked him to investigate the matter. Deputy Chief Smith inspected the Melbourne Beach Public Works shop and found a stack of the old signs under a workbench at the facility. Mayor Dennington believed Director Davis purposely withheld the signs from the auction because he didn't want the city to auction the signs. Mayor Dennington felt those actions were criminal, however Deputy Chief Smith disagreed since Manager Mascaro had previously given Director Davis discretion to dispose of signs as he wanted.

On June 10, 2025,FDLE OEI Administrative Assistant II Stephanie Adebaworin provided Inspector Barbara with several email correspondence OEI had recently received from Mayor Dennington. The emails are identified and summarized below:

On May 27, 2025, at 1913 hours, Mayor Dennington sent an email titled, "Re: Melbourne Beach – Access security control deficiencies and record tampering – Key fob access records, data reports, record tampering, Griswold [#148600]". This email contained a communication chain between Mayor Dennington, Melbourne Beach officials, and others beginning on May 27, 2025. In this email, Mayor Dennington disputed police department operating procedures and town policies.

On May 29, 2025, at 1935 hours, Mayor Dennington sent an email titled, "Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority". This email contained a forwarded email between Mayor Dennington, Melbourne Beach officials, and others. In this email, Mayor Dennington accused town management and the Melbourne Beach Police Department of discrimination, First Amendment retaliation, public records violations, and misconduct. Mayor Dennington made partial references to incidents without identifying any criminal predicate.
On May 29, 2025, at 1942 hours, Mayor Dennington sent the same email that she sent at 1935 hours, however, it was updated to include an affirmation.

On May 29, 2025, at 2013 hours, Mayor Dennington sent an email titled, "Related to Melbourne Beach Complaint by Mayor Dennington, prior grievances and public records illegality of Mascara and Griswold 2022". The email had no body but had a copy of a grievance letter attached to it. The letter was dated April 3, 2022, from Melbourne Beach Town Clerk Jennifer Torres to Town Attorney Cliff Repperger in reference to Manager Mascaro. The letter did not identify any criminal activity, nor did it reference Mayor Dennington.

On May 29, 2025, at 2033 hours, Mayor Dennington sent an email titled, "Re Criminal Complaint - Melanie Griswold or other - Fw: Re Destruction of Original public record criminal complaint - see below and attached Fw: Provide the redacted version please, asap. Re fobs and police Chief Griswold". This email contained a communication chain between Mayor Dennington, Melbourne Beach officials, and others beginning on March 6, 2024. In this email, Mayor Dennington questioned the key fob reports provided my Griswold and their redaction. A copy of the Town of Melbourne Beach policies and procedures, and a copy of a redacted key fob check out form were attached to the email.

On June 4, 2025, at 1825 hours, Mayor Dennington sent an email titled, "Re: Reports Update". This email contained a communication chain between Mayor Dennington and Melbourne Beach officials, beginning on June 3, 2024. The beginning of the chain appeared to be communication with Deputy Chief Smith about police reports for several of the complaints by Mayor Dennington. The last email in the chain, drafted by Mayor Dennington was concerning as it referenced her purchasing two Sig Sauer handguns, and was mostly incoherent.

On June 4, 2025, at 1911 hours, Mayor Dennington sent an email titled, "Re: sign theft/Missing signs - non-exhaustive list see pics". This email contained a communication chain between Mayor Dennington and Melbourne Beach officials, beginning on June 3, 2024. In this email,

Case Number	EI-73-8731
IR Number	10

Mayor Dennington complained about the missing signs and accused the public works department of criminal conduct by not submitting them for auction. Two images of handwritten street sign lists and their approximate value were attached to this email.

Note: Inspector Barbara reviewed publicly available court documents and identified two pending civil cases (05-2025-CA-019574-XXCA-BC and 05-2025-CA-023102-XXCA-BC) with Funoe LLC listed as the plaintiff in Brevard County, Florida. Case number 05-2025-CA-019574-XXCA-BC was filed on March 10, 2025, and sought declaratory relief in excess of $50,000.00 for several allegations preceding and during Mayor Dennington's term as mayor. Case number 05-2025-CA-023102-XXCA-BC was filed on March 28, 2025, and requested records (inclusive of key fob) from the Town of Melbourne Beach.

Inspector Barbara located the 2025 Florida Limited Liability Company Annual Report for Funoe LLC. The report for Funoe LLC listed and Alison Dennington as managers. Alison Dennington was listed as a manager for Funoe LLC since its inception in 2017.

Based on a review of the information, it has been determined that no criminal predicate exists at this time that warrants an investigation by FDLE.

The following documents will be maintained in the Related Items section of the case file:

INV-22 – A file containing a copy of each email sent to OEI by Mayor Dennington between May 27, and June 4, 2025.

INV-23 – A copy of the complaint (exclusive of exhibits) for case number 05-2025-CA-019574-XXCA-BC.

INV-24 – A copy of the complaint for case number 05-2025-CA-023102-XXCA-BC.

INV-25 - A copy of the 2025 Florida Limited Liability Company Annual Report for Funoe LLC.

Engagement Survey 2025

Reported on 10/30/2025

Data from 06/19/2025 - 10/30/2025

MELBOURNE BEACH, FLORIDA

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Summary

167

View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
The company's communication tools are useful (i.e. newsletters, bulletin boards, emails, company website)		Communication	19	4.05	79	13	-
Communication between departments is effective		Communication	18	4.22	83	17	-
I am kept informed about matters that affect me		Communication	19	4.21	89	23	-
I am motivated to go beyond what is normally expected of me to help the organization be successful		Engagement	24	4.29	83	17	-
I don't consider looking for a new job elsewhere		Engagement	24	2.58	33	-33	-
I feel proud to work for this organization		Engagement	24	3.75	63	-3	-
I have enough freedom in making decisions to do my job effectively		Job Satisfaction	23	4.22	91	25	-
I plan to be here at least 1 year from now		Engagement	24	2.96	38	-28	-
I would recommend this organization as a good place to work		Engagement	24	2.88	38	-28	-
My work gives me a sense of personal accomplishment		Engagement	24	4.25	79	13	-
The benefits package meets my needs		Benefits	20	3.35	45	-21	-
The organization supports me in maintaining a work/life balance		Job Satisfaction	23	4.30	87	21	-
I am satisfied with the communication in my department		Communication	19	4.42	89	23	-
My benefits are clearly communicated so that I understand them		Benefits	20	4.10	85	19	-
I have someone at work who encourages my professional development		Growth & Development	20	4.60	95	29	-
My department manager clearly communicates expectations for my performance		Manager	21	4.67	100	34	-
I feel respected by the current Mayor and Commissioners		Commission	20	1.55	0	-66	-
My department manager holds people accountable for results		Manager	21	4.62	100	34	-
I feel valued and respected by the current Town Manager		Manager	21	4.67	95	29	-
I am paid fairly for the work I do		Compensation	20	2.65	20	-46	-
The current Town Manager has strong leadership skills.		Manager	21	4.62	95	29	-
I am paid fairly compared to others at the organization doing similar work with similar experience		Compensation	19	2.74	37	-29	-
Do you feel valued in your position by your manager and peers?		Culture	21	4.67	95	29	-
My department manager is effective in resolving issues		Manager	21	4.67	100	34	-
The Town has improved under the current Town Manager.		Manager	21	4.67	95	29	-
I am provided with opportunities to grow professionally		Growth & Development	20	4.30	80	14	-

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View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
I feel valued as an employee by the current Mayor and Commissioners		Commission	19	1.37	0	-66	-
The Town has improved under the current Mayor and Commissioners		Commission	20	1.20	0	-66	-
The current Mayor and Commissioners show strong leadership skills		Commission	20	1.30	0	-66	-

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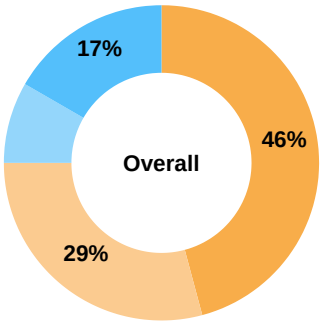
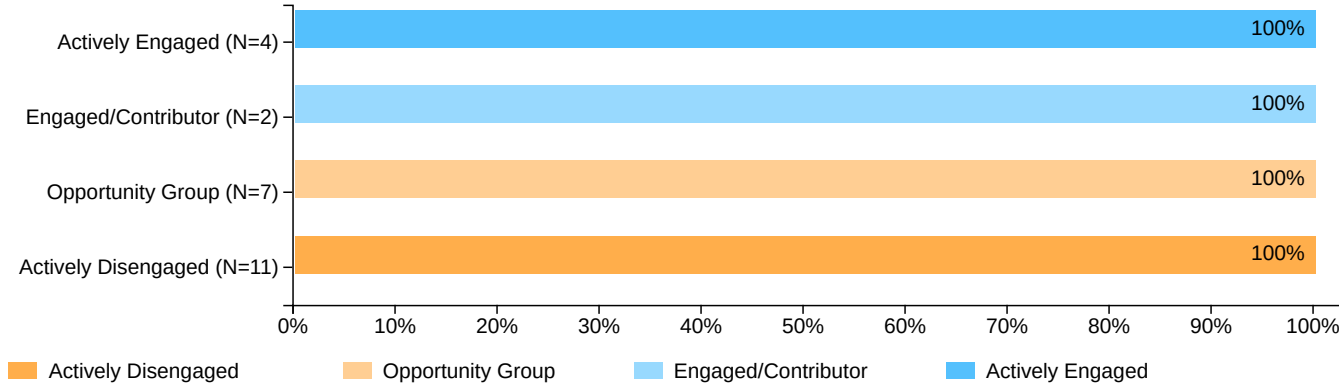
Engagement

25% Engaged



Engagement index for demographics (Engagement Index)



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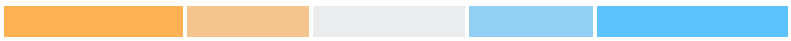
Hotspot (Engagement Index)

Category	Overall	Actively Disengaged	Opportunity Group	Engaged/Contributor	Actively Engaged
Number of Respondents (N)	24	11	7	2	4
Overall % Favorable	66%	56	64	76	85
Benefits	65%	56	58	75	88
Commission	0%	0	0	0	0
Communication	85%	86	74	88	100
Compensation	28%	13	42	25	43
Culture	95%	100	86	100	100
Engagement	56%	29	60	100	100
Growth & Development	88%	75	100	75	100
Job Satisfaction	89%	85	86	100	100
Manager	98%	100	93	100	100



Minimum Median Maximum

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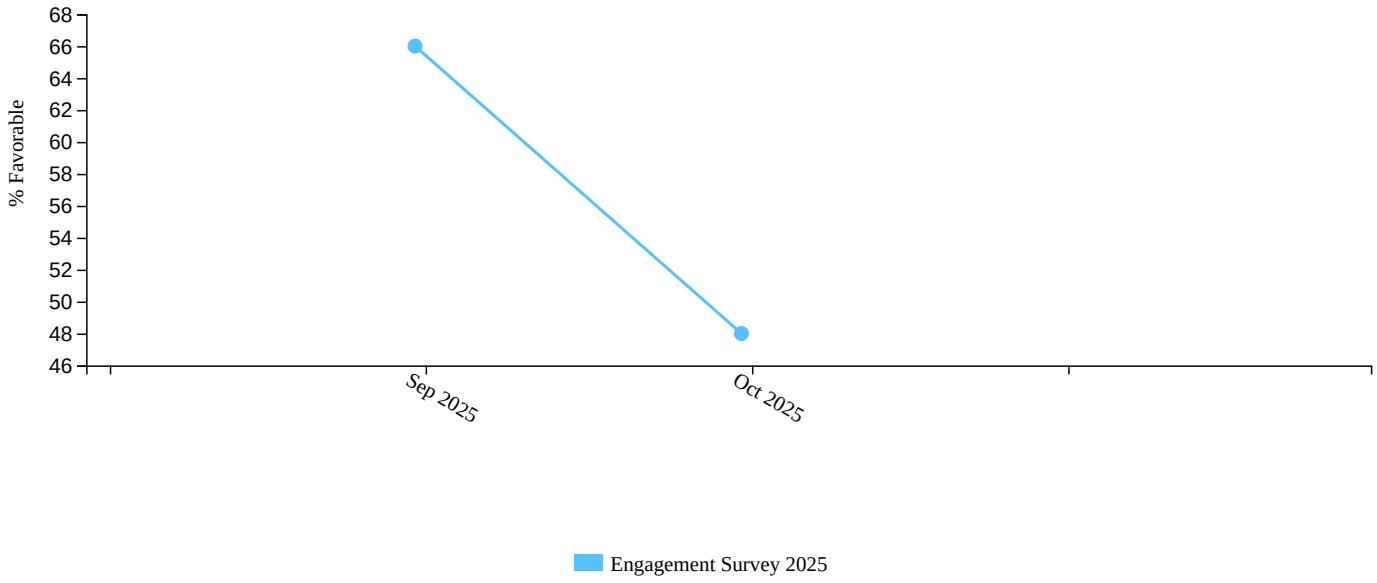
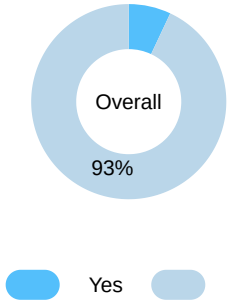
Trends Over Time

171

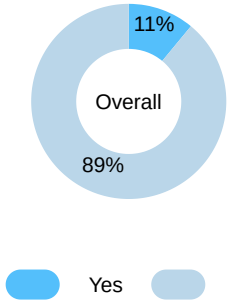


Yes/No Questions (no_breakout)

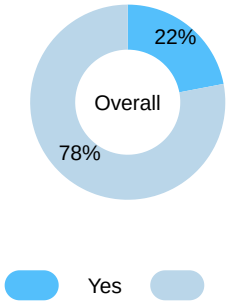
(Answer only if you responded to any of the questions in this category) The organization takes these issues seriously and would like to be made aware of them. We will be forwarding this issue/s on. As much information as you can share will be most helpful (i.e., department, location, job titles, etc). All your other answers to this survey remain confidential. Do you give permission to identify your name with these specific comments? If yes, this will give the organization an opportunity to follow up and you may be contacted for more information. (N=15)



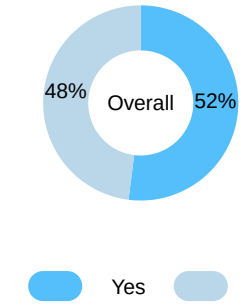
I believe that changes will be made based on the survey feedback I provide (N=18)



Have you ever witnessed any conduct by an employee, volunteer, contractor or agent that you would characterize as either unethical or illegal? (N=18)



Have you ever experienced bullying in the workplace? (N=23)



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Town Commission Meeting

Section: New Business

Meeting Date: March 18, 2026

From: PW Director – Tom Davis

RE: Community Center Doors

Background Information: The north and south entry doors to the Community Center are very old. The hardware parts on the current doors are difficult, if not impossible to find.

In their current condition the doors are very difficult to lock to secure the facility. Even when locked a light pull on the doors will allow them to open.

Three companies examined the doors and two of those submitted proposals. The cost estimate at that time $7,995.00 Brevard Windows and Doors and Wallaby Windows is $12,310.20. Because these proposals were prepared in late 2025 we would have to confirm they are still valid. The third party would be contacted to ascertain if they want to submit a proposal. If not one more company would be solicited.

Request direction from the Commission

Town Commission Meeting

Section: New Business

Meeting Date: March 18, 2026

Subject: Auctioning off old street name signs

From: Tom Davis – Public Works Director

Background Information:

In 2019 a review of all the various signs in Town was conducted. The existing street name signs were older and did not offer reflective surfaces. The lettering on the signs was 6". These conditions did make reading the signs at night difficult. The Commission agreed that the signs should be replaced with reflective 9" lettering. Funding was provided and signs purchased. Many of the signs have been installed and the older smaller signs are maintained in Public Works.

Approximately 30 more of the new larger signs remain to be installed. There are 75 of the old signs on hand.

I would like for the Commission to consider auctioning off the signs during Founder's Day 2026. All funds would be designated for use to purchase grates to be installed on stormwater outfalls that could present a hazard to our manatees.

The average grate installed professionally will cost $1200 – 1500.

I would like to request that our Commission members dedicate one hour assisting in the sale of the signs during Founders Day between 9 am and 5 pm. As your Public Works Director I will gladly assist in this endeavor. I also believe members of some of our other boards would assist.

All signs have been counted, photographed and a master list will be attached. I would request that no single person be left alone with the signs on the day of the auction. A log will be maintained to identify any person/s who have access to the signs during this auction. At the end of the auction period two persons will confirm that the signs are accounted for and each person will sign the master list for returning the signs. At 5 pm the highest bidders will be notified. The Public Works Director and a police officer will secure the signs inside Town Hall until claimed by the highest bidders from there.

Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners

From: Jennifer Kerr, Finance Manager

Date: March 11, 2026

Re: February Fiscal Year 2026

We are in the fifth month of our fiscal year 2026**.** The target expenditure rate for January is 41.67%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 49.26%. All Budgeted Transfer Outs have been completed and this has caused the rate to be higher than the target rate. The Departmental expenditure rate breakdown is as follows:

Legislative:	38.40%
Executive:	55.39%
Finance:	57.22%
Legal:	24.61%
Planning:	63.75%
General Services:	58.97%
Law Enforcement:	40.23%
Fire:	27.52%
Code:	11.39%
Public Works:	42.06%

Discussion Items:

All budgeted transfer out expenditures have been completed. This has caused the general fund to exceed the target rate.

New Fund 122 Police Ice Fund has been added to the budget and is in the budget report. The fund will be included in the final budget resolution for FY26.

Fund 341 Capital Projects - Stormwater has been added to the budget report.

The FY25 Annual Audit and the JLAC State Audit is ongoing. The FY25 Audit will continue for the next two months. The State Audit will continue through the summer.

The Town received Parking Revenue for February FY2026 in the amount of $13,233.48
Parking revenue for February FY2025 was $12,938.33

A copy of the Attorney's monthly invoice is provided with the Finance Report.

Operating Account Balance as of 2/27/2026: $4,887,443.83
Reserve Account Balance as of 2/27/2026: $2,498,491.01
Florida Prime Account Balance as of 2/28/2026: $ 542,244.14

The process of gathering information from the following local government investment pools: Florida Prime, FLPalm, and FLCLASS, has been temporarily put on hold due to the Audits. Presently the Town is in Florida Prime. Florida Prime currently has a 3.84% participant rate of return. FLPalm is at 3.74% and FLCLASS is at 3.772% These pools are Local Government Pools, they are not a public depository and therefore, they are not insured. Although there are measures in place to avoid risks when investing in these pools, there are still risks with these investments. I have not gathered enough information currently to provide an educated and confident recommendation on investing more of the Town's money in a Local Government Pool. I hope to have more information in the near future.

FEMA Obligated Funds:

Hurricane IRMA: $586,392.00

Hurricane Milton: $ 587.50

I am actively working with FEMA to finalize the processing of Hurricane IRMA.

When the Town receives any obligated FEMA funds the amounts will be deducted from the above amounts. Any new funds that are obligated by FEMA will be added to the above amounts.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 02/28/2026

Fund: 001 GENERAL FUND
Account Category: Revenues

Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	284,423.39	90.74
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	70,719.16	28.96
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	184,489.26	38.09
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	30,722.04	42.32
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	619.78	26.65
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	4,930.97	38.36
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	828.89	44.74
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	2,674.41	36.32
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	587.98	36.43
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	101,925.48	29.71
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	7,259.84	44.16
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	159,169.88	25.97
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	30,896.59	60.39
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	14,101.86	35.90
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	75.00	95.31
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	600.00	60.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	200.00	86.67
001-00-331.12.00	FEMA	0.00	0.00	0.00	(42,631.04)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(40,952.38)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	0.00	58,818.17	42.89
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	0.00	4,400.00	0.00
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	0.00	173,342.16	23.64
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNME	0.00	0.00	0.00	(167,510.00)	100.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	0.00	1,400.00	22.22
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	2,200.00	53.19
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	8,600.00	8,600.00	0.00	6,900.00	19.77

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	0.00	5,400.00	55.00
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	250.00	91.07
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	(2,193.32)	105.48
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	2,865.26	10.46
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	0.00	222,261.00	37.07
						76.50
Department: 15 PLANNING						
001-15-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
						0.00
Department: 21 LAW ENFORCEM						
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	0.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	0.00	37,250.00	50.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	0.00	6,216.10	43.49
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(354.00)	170.80
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	7.80	96.10
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(48.00)	100.00
						31.43
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	4,290.00	4.67
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	12,500.00	90.00
						87.03
Department: 29 CODE ENFORCEI						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
Overall Revenue Rate:						75.46

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 00						
001-00-581.00.00	TRANSFER OUT	320,882.00	320,882.00	0.00	(167,510.00)	152.20
						152.20
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	6,175.03	31.39
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	67,494.85	40.32
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	5,852.31	37.35
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	9,469.61	40.32
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	13,009.37	37.83
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	2.44	96.51
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	100.92	31.12
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	1,060.00	5.36
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	4,811.24	7.30
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,535.88	24.30
001-11-510.47.00	PRINTING	7,588.00	7,588.00	0.00	7,030.40	7.35
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	314.88	21.28
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	0.00	4,410.24	17.13
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	0.00	4,994.71	73.20
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	0.00	600.00	29.82
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,679.00	50.03
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	41,178.92	24.62
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
						38.40
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	92,346.92	51.91
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	3,843.03	68.32
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	4,939.28	70.66
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	2,535.09	46.03
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	15,951.64	46.40
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	818.66	10.63
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	(9.92)	111.02

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	4,252.00	0.00	100.00
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	0.00	2,260.00	0.00
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	66.57	83.36
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(200.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,054.46	40.10
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						55.39
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	41,079.48	45.61
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	3,153.55	45.42
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	5,763.47	45.61
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	5,198.57	62.13
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	90.96	33.12
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	120.50	22.26
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	29,900.00	23.14
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	11,383.74	22.77
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	0.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	0.00	50.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	0.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	0.00	15,342.00	0.00
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	0.00	100.00
						57.22
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	90,222.45	29.07
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	0.00	8,640.00	0.00
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	0.00	14,400.00	0.00
						24.61
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	3,262.50	63.75
						63.75

Department: 19 GENERAL SERVIC	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	2,022.50	48.41
001-19-510.31.11	SECURITY	411.00	411.00	0.00	(4,032.00)	1,081.02
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	6,911.62	57.93
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(84.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	16,486.91	34.92
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	41,926.39	44.53
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	36,595.36	33.34
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	17,735.87	36.66
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	2,259.09	43.52
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	0.00	(59.16)	101.59
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	0.00	55,948.25	42.82
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	6,655.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	0.00	53,535.50	56.03
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	5,356.75	59.91
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	0.00	3,451.59	19.73
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	0.00	7,877.00	43.83
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTEN	3,720.00	3,720.00	0.00	3,435.01	7.66
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	1,922.00	48.36
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	0.00	10,849.80	63.83
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	3,742.25	37.63
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	1,338.62	10.76
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	2,257.74	40.59
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	400.00	0.00
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	0.00	16,000.00	0.00
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	0.00	6,281.30	45.34
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						58.97
Department: 21 LAW ENFORCEM						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	525,645.96	39.15
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	7,103.93	79.88

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	24,720.95	20.31
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	0.00	4,370.00	43.97
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	3,675.00	43.46
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	46,543.81	37.71
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	177,000.00	22.03
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	4,306.82	30.95
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	86,772.30	38.01
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	1,391.57	49.69
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	2,469.00	83.50
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	0.00	663.09	36.36
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	0.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	1,172.00	2.33
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	1,762.00	6.87
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	4,886.68	58.54
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	66.03	66.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	9,504.24	15.59
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	800.00	0.00
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	14,397.21	28.01
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	(16.49)	100.92
001-21-520.49.99	MISCELLANEOUS	0.00	0.00	0.00	(10.00)	100.00
001-21-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(93.95)	100.00
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(91.06)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	6,864.57	19.24
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	0.00	13,922.32	0.08
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	12,216.21	38.92
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	9,012.08	9.88
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,308.53	23.05
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	290.00	59.15

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	1,707.20	49.79
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	0.00	306.57	93.74
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	0.00	9,571.21	61.91
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						40.23
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	208,126.30	16.28
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	0.00	8,043.00	0.00
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	0.00	27,417.00	0.00
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	0.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	0.00	40,000.00	0.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	0.00	22,072.12	13.32
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	6,313.17	40.67
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	0.00	41,089.00	0.00
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	40,146.80	5.56
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	926.22	3.52
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	9,000.00	0.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	210.40	12.70
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	1,582.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	4,760.00	22.73
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	(13.00)	101.75
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,500.00	0.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	940.00	6.00
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	1,583.68	55.54
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	8,418.75	15.81
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	23,850.13	4.60
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	0.00	1,435.47	42.58
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	(155.10)	125.85
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	4,358.00	12.84
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	282.32	92.94

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	3,200.00	0.00
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	826.12	17.39
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	4,099.08	41.44
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	1,966.26	38.55
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	0.00	390.00	44.29
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	5,525.00	0.00
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	0.00	2,500.00	0.00
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	0.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	0.00	526.71	97.36
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						27.52
Department: 29 CODE ENFORCEI						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	33,782.00	14.52
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,503.72	17.18
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	4,739.95	14.52
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	0.00	1,247.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	0.00	294.25	1.92
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	3,850.00	21.43
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	400.00	0.00
001-29-520.51.10	POSTAGE	850.00	850.00	0.00	828.75	2.50
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	0.00	14,500.00	0.00
						11.39
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	142,329.77	40.74

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	0.00	950.10	36.66
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	0.00	(7,620.95)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	19,856.76	41.07
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	24,949.70	42.81
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	387.06	27.52
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	12,497.00	50.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	0.00	188.39	34.64
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,351.35	12.97
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	1,797.34	64.05
001-41-530.43.50	DUMP SERVICE	160.00	160.00	0.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	326.13	78.26
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,569.96	8.60
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	11,982.74	20.12
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	708.17	92.92
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	2,835.46	5.48
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	0.00	1,400.00	0.00
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	1,500.00	0.00
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	0.00	11,441.86	38.15
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	0.00	572.62	69.46
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	0.00	1,128.51	9.72
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	0.00	6,675.42	7.29
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	0.00	4,941.46	21.56
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	5,964.00	20.48
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	0.00	1,282.28	69.47
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	0.00	18,500.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	0.00	100.00
						42.06
Overall Expenditure Rate:						49.26
Fund: 104 ENVIRONMENTAL ADV						
Account Category: Revenues						
Department: 00						
104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	0.00	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	0.00	100.00
						3.71
Account Category: Expenditures						
Department: 72 PARKS & RECREA						
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	0.00	(33.00)	108.25
104-72-570.49.90	ADOPT AN AREA	50.00	50.00	0.00	50.00	0.00
104-72-570.51.00	OFFICE SUPPLIES	100.00	100.00	0.00	100.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,400.00	1,400.00	0.00	1,400.00	0.00
104-72-570.90.01	SPECIAL EVENTS	700.00	700.00	0.00	700.00	0.00
						16.34
Fund: 107 PARKS BOARD						
Account Category: Revenues						
Department: 00						
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	0.00	(140.00)	102.55
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	(460.00)	192.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						102.93
Account Category: Expenditures						
Department: 72 PARKS & RECREA						
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	1,000.00	0.00
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	0.00	4,477.01	0.51

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	0.00	3,160.83	29.76
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	540.00	64.00
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
						10.80
Fund: 122 POLICE ICE FUND						
Account Category: Revenues						
Department: 00						
122-00-381.00.00	TRANSFERS IN	0.00	0.00	0.00	(167,510.00)	100.00
						100.00
Fund: 125 BUILDING DEPT						
Department: 24 PROTECTIVE INSI						
Account Category: Revenues						
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	143,759.19	28.12
125-24-322.10.00	ZONING PLAN REVIEW	450.00	450.00	0.00	400.00	11.11
125-24-322.10.10	SITE PLAN REVIEW P&Z	3,500.00	3,500.00	0.00	(1,814.25)	151.84
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	575.00	52.08
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	0.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	0.00	15,525.00	5.91
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	0.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	0.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						26.60
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	140,668.09	11.56
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	0.00	10,770.40	11.48
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	19,735.75	11.56
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	14,142.78	23.41
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	93.42	16.59

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	0.00	172.45	9.65
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	(30,919.50)	484.19
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	0.00	1,311.76	8.33
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	0.00	72.03	51.98
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	0.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	0.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	0.00	2,640.00	0.00
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	2,958.05	30.05
						28.80
Fund: 172 OCEAN PARK PARKING						
Account Category: Revenues						
Department: 00						
172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	0.00	117,991.10	0.00
						0.00
Department: 75 TOWN PARKS						
172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	(1,200.00)	121.43
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	90,531.47	23.28
						27.73
Account Category: Expenditures						
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	300.00	0.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	0.00	23,272.00	0.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	2,807.31	41.51
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	1,560.00	50.00
172-75-575.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	0.00	6,900.00	8.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	2,155.24	23.03
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	1,004.79	37.20
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	1,942.79	18.34
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	0.00	239.80	52.04
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	0.00	2,058.20	6.45
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	0.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	0.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	0.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	0.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	0.00	100.00
						75.26
Fund: 175 RYCKMAN CROSSOVEI						
Account Category: Revenues						
Department: 00						
175-00-271.00.99	CARRY FORWARD	117,552.57	117,552.57	0.00	117,552.57	0.00
						0.00
Department: 75 TOWN PARKS						
175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	0.00	4,025.00	19.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	54,921.95	38.98
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	300.00	90.63
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	5,107.50	27.04
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	8,162.50	18.38
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						37.12
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	1,858.87	33.61
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	4,012.66	8.80
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(453.60)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	8,000.00	0.00
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	0.00	500.00	0.00
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	0.00	395.73	84.17
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	2,349.72	47.78
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	0.00	6,730.00	34.79
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	0.00	100.00
						81.81
Fund: 341 CAPITAL PROJECTS - S						
Account Category: Revenues						
Department: 00						
341-00-271.00.99	CARRY FORWARD	1,545,213.25	1,545,213.25	0.00	1,545,213.25	0.00
341-00-381.00.00	TRANSFERS IN	585,706.00	585,706.00	0.00	0.00	100.00
						27.49
Account Category: Expenditures						
Department: 41 PUBLIC WORKS						
341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(200.00)	100.00
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(576.80)	100.00
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	0.00	1,696,956.42	16.04
						16.08
Fund: 351 LAND & ROAD IMPROV						
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	0.00	9,384.30	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	0.00	100.00
						94.33
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	0.00	134,000.00	0.00
						0.00

Parking Revenue FY Comparison

FY25	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Ocean	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67					22,408.50
Ryckman	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66					23,312.03
Total	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33					45,720.53

FY26	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL
Ocean	3,012.26	5,052.85	6,108.03	6,673.77	6,621.62					27,468.53
Ryckman	7,130.96	7,027.38	7,465.79	6,842.06	6,611.86					35,078.05
Total	10,143.22	12,080.23	13,573.82	13,515.83	13,233.48					62,546.58

SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26843
Date: 02-28-2026

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

Matter Number:240013 - Town of Melbourne Beach - General
Matter Name:General

Services

Date	Atty	Description	Quantity	Rate	Total
02-02-26	RGK	Email Correspondence: Emails with Xochitl Ross RE: MB BOA	0.30	200.00	$60.00
02-02-26	RGK	Email Correspondence: Email from Kristin Ottinger RE: Magistrate Hearings	0.10	200.00	$20.00
02-02-26	RGK	Email Correspondence: Email from Lisa Frazier FW: TAB Asset Checklist	0.10	200.00	$20.00
02-02-26	RGK	Phone conference with Mark Lawson Re special assessment	0.60	200.00	$120.00
02-04-26	RGK	Email Correspondence: Review and revise Grant Application Policy; Emails with Dave Micka RE: same	0.50	200.00	$100.00
02-04-26	RGK	Email Correspondence: Email from Dave Micka Re: Melbourne Beach Grant Policy Update	0.10	200.00	$20.00
02-04-26	RGK	Email Correspondence: Emails with Marie Smith Re Sunshine/Public Records Overview	0.20	200.00	$40.00
02-05-26	RGK	Email Correspondence: Emails with Bruce Larson RE: Request for telephone meeting - TAB cybersecurity topic	0.10	200.00	$20.00
02-05-26	RGK	Review and revise RFQ for Professional Planning services	1.50	200.00	$300.00
02-05-26	RGK	Phone conference with Bruce Larson Re TAB, cybersecurity, and Vulnerability Assessment	0.50	200.00	$100.00

02-06-26	RGK	Email Correspondence: Emails with Dave Micka Re: Melbourne Beach Grant Policy Update	0.20	200.00	$40.00
02-06-26	RGK	Email Correspondence: Email to Marie Smith Re Start on Monday	0.20	200.00	$40.00
02-09-26	RGK	Email Correspondence: Email from Janel Gamache Re Town of Melbourne Beach Confirmation Letter - Shepard, Smith, Hand & Brackins, P.A. (Audit)	0.10	200.00	$20.00
02-09-26	PAB	Confer with RGK re manatee/storm drain matter; confer with FFWC; confer with engineer consultant; analyze requirements	0.50	225.00	$112.50
02-09-26	RGK	Phone calls with Chief Zander, Amber Brown, and FWC Re manatee in stormwater pipe	0.80	200.00	$160.00
02-10-26	RGK	Phone conferences with Marie Smith, Tom Davis, and Gavin Brown Re FDEP requirements for stormwater	0.60	200.00	$120.00
02-10-26	RGK	Revise and draft final Resolution Re Uniform Method of Collecting Non-Ad Valorem Assessments	1.20	200.00	$240.00
02-10-26	RGK	Email Correspondence: Email to Marie Smith and Commissioners FW: First Offering of the Year! State-Mandated 4-Hour Ethics Training for Elected Officials!	0.10	200.00	$20.00
02-10-26	RGK	Email Correspondence: Email to Amber Brown Re Agenda Item - Resolution - Uniform Method of Collection	0.10	200.00	$20.00
02-10-26	RGK	Research state regulatory requirements for stormwater drains/pipes and compliance with requirements for grates	1.60	200.00	$320.00
02-13-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.20	200.00	$40.00
02-13-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.10	200.00	$20.00
02-14-26	RGK	Review and research stormwater projects and approved plans Re stormwater drains to Indian River	2.20	200.00	$440.00
02-14-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: City of Bunnell Ordinance Erosion and sedimentation control	0.10	200.00	$20.00
02-17-26	RGK	Meeting with Jeff Brizendine, Jim Cole, Derek Noonan, Mayor Dennington, Marie Smith, Amber Brown, and Jennifer Kerr Re Audit entrance conference	0.70	200.00	$140.00
02-17-26	RGK	Phone conference with Marie Smith Re Audit meeting and Town code stormwater requirements	0.30	200.00	$60.00
02-18-26	RGK	Prepare for 2/18 regular Commission meeting by review of agenda packet and attachments	1.10	200.00	$220.00
02-18-26	RGK	Attendance at regular Commission meeting	3.30	200.00	$660.00

02-19-26	RGK	Research and review FDEP Notice of Proposed Rule and timeline for adoption of proposed rule Re synthetic turf	0.80	200.00	$160.00
02-19-26	RGK	Email Correspondence: Email Re Info needed for Mar 4 Workshop	0.10	200.00	$20.00
02-19-26	RGK	Email Correspondence: Review email and attachments RE 307 Third Avenue - Staff Report	0.40	200.00	$80.00
02-19-26	RGK	Email Correspondence: Email to all Commissioners Re Synthetic Turf	0.20	200.00	$40.00
02-20-26	RGK	Email Correspondence: Email from Jim Cole RE: Three Items	0.10	200.00	$20.00
02-20-26	RGK	Email Correspondence: Emails with Amber Brown RE: Flood Awareness Week - Daily Topics, Social Posts, Images; Review LDC for designated Floodplain Administrator	0.30	200.00	$60.00
02-20-26	RGK	Email Correspondence: Email from Marie Smith RE: Three Items (JLAC)	0.10	200.00	$20.00
02-20-26	RGK	Email Correspondence: Emails with Marie Smith RE: Three Items	0.20	200.00	$40.00
02-23-26	RGK	Prepare audit response	1.00	350.00	$350.00
02-23-26	RGK	Review plat and official records Re Town easement at 604 Alden Place and vacating easement	0.50	200.00	$100.00
02-23-26	RGK	Email Correspondence: Email from Thomas Harmer Re: Following up with you (FCCMA program)	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Three Items	0.20	200.00	$40.00
02-24-26	RGK	Email Correspondence: Emails to Marie Smith RE: Current Commissioners (Auditor request)	0.20	200.00	$40.00
02-24-26	RGK	Email Correspondence: Emails from Marie Smith and Jim Cole RE: Three Items (Auditor request)	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Email from Jennifer Kerr Re request for audits	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Email from Jennifer Kerr Re List of Lawsuits (Auditor request)	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Three Items (Auditor request)	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Email from Marie Smith RE: Current Commissioners (Auditor request)	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Emails with Jennifer Kerr Re active litigation (Auditor request)	0.10	200.00	$20.00
02-24-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Three Items (Auditor request)	0.10	200.00	$20.00

02-26-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Audit Request	0.20	200.00	$40.00
02-26-26	RGK	Email Correspondence: Draft breakdown of fee/costs for litigaiton; Emails with Jennifer Kerr RE: Audit Request	0.40	200.00	$80.00
02-27-26	RGK	Attend Town Commission special meeting Re request for shade meeting	0.60	200.00	$120.00
02-27-26	RGK	Email Correspondence: Emails with Michelle Pasawicz RE: Melbourne Beach stormwater manatee protections	0.10	200.00	$20.00

Services Subtotal: $4,882.50

Expenses

02-02-26	ER	RGK Travel Mileage; Melbourne Bch 1/29/26	1.00	120.35	$120.35
02-02-26	ER	RGK Travel Mileage; Melbourne Bch 1/21/26 $120.35	1.00	120.35	$120.35
02-16-26	ER	RGK Travel Mileage; 2/3/26 Melbourne Bch	1.00	120.35	$120.35

Expenses Subtotal: $361.05

Subtotal	$5,243.55
Total	$5,243.55
Payment	$0.00
Balance Owing	$5,243.55

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $5,243.55

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

https://secure.lawpay.com/pages/shepardfirm/operating

SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26854
Date: 02-28-2026

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

Matter Number:240208 - Town of Melbourne Beach - Building
Matter Name:Building

Services

Date	Atty	Description	Quantity	Rate	Total
02-03-26	RGK	Email Correspondence: Review Land Development Code for provisions for rebuilding structure after a disaster; Emails with Corey O'Gorman RE: submittals for P&Z / 307 Third Ave	0.80	200.00	$160.00
02-04-26	RGK	Email Correspondence: Email from Steve Freeman RE: submittals for P&Z / 307 Third Ave	0.10	200.00	$20.00
02-04-26	RGK	Email Correspondence: Email from Steve Freeman RE: submittals for P&Z / 307 Third Ave	0.10	200.00	$20.00
02-05-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: submittals for P&Z / 307 Third Ave	0.20	200.00	$40.00
02-18-26	RGK	Email Correspondence: Emails with Steve Freeman RE: City of Bunnell Ordinance Erosion and sedimentation control	0.20	200.00	$40.00
02-18-26	RGK	Email Correspondence: Email to Steve Freeman RE: 200 Shannon Ave, Melbourne Beach	0.10	200.00	$20.00
02-18-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.10	200.00	$20.00
02-18-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.10	200.00	$20.00
02-23-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.20	200.00	$40.00

02-23-26	RGK	Email Correspondence: Emails with Steve Freeman and Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.20	200.00	$40.00
02-24-26	RGK	Email Correspondence: Emails with Marie Smith, Steve Freeman, and Chief Zander RE: 207 flamingo	0.50	200.00	$100.00
02-26-26	RGK	Email Correspondence: Email from Steve Freeman RE: 207 flamingo	0.10	200.00	$20.00
02-26-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: 200 Shannon Ave, Melbourne Beach	0.10	200.00	$20.00

Services Subtotal: $560.00

Subtotal	$560.00
Total	$560.00
Payment	$0.00
Balance Owing	$560.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $560.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

https://secure.lawpay.com/pages/shepardfirm/operating

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26855
Date: 02-28-2026

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

Matter Number:240209 - Town of Melbourne Beach - Elected Officials
Matter Name:Elected Officials

Services

Date	Atty	Description	Quantity	Rate	Total
02-06-26	RGK	Email Correspondence: Emails with Commissioner Reed RE: PD Great News	0.20	200.00	$40.00
02-11-26	RGK	Phone conference with Commissioner Quarrie Re manatee	0.30	200.00	$60.00
02-18-26	RGK	Exchange correspondences with Mayor Dennington Re PRRs, new PRRs for text messages, and cell phones for Commissioners	0.50	200.00	$100.00
02-19-26	RGK	Phone conference with Commissioner Reed Re special assessment	0.40	200.00	$80.00
02-25-26	RGK	Phone conference with Commissioner Reed Re Town variances	0.40	200.00	$80.00
02-27-26	RGK	Phone conference with Sherri Quarrie Re special meeting and shade meeting	0.50	200.00	$100.00
02-27-26	RGK	Phone conference with Commissioner Butler Re special meeting and shade meeting	0.30	200.00	$60.00
02-27-26	RGK	Phone conference with Vice-Mayor Cronin Re special meeting	0.20	200.00	$40.00

Services Subtotal: $560.00

Subtotal	$560.00
Total	$560.00
Payment	$0.00
Balance Owing	$560.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $560.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26856
Date: 02-28-2026

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

Matter Number:240210 - Town of Melbourne Beach - Finance
Matter Name:Finance

Services

Date	Atty	Description	Quantity	Rate	Total
02-02-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Florida League of Mayors Dues Invoices	0.20	200.00	$40.00
02-02-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Florida League of Mayors Dues Invoices	0.10	200.00	$20.00
02-06-26	RGK	Phone conference with Jennifer Kerr Re Marie Smith onboarding and new hires	0.50	200.00	$100.00
02-06-26	RGK	Email Correspondence: Email to Jennifer Kerr Re Code Enforcement Checklist	0.10	200.00	$20.00
02-13-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Interim Manager Contract	0.20	200.00	$40.00
02-13-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Interim Manager Contract	0.10	200.00	$20.00

Services Subtotal: $240.00

Subtotal	$240.00
Total	$240.00
Payment	$0.00
Balance Owing	$240.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $240.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26857
Date: 02-28-2026

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

Matter Number:240212 - Town of Melbourne Beach - Police
Matter Name:Police

Services

Date	Atty	Description	Quantity	Rate	Total
02-06-26	RGK	Phone conference with Chief Zander Re Federal Government stipend	0.10	200.00	$20.00

Services Subtotal: $20.00

Subtotal	$20.00
Total	$20.00
Payment	$0.00
Balance Owing	$20.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $20.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26858
Date: 02-28-2026

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

Matter Number:240213 - Town of Melbourne Beach - Public Works
Matter Name:Public Works

Services

Date	Atty	Description	Quantity	Rate	Total
02-06-26	RGK	Phone conference with Tom Davis Re current projects and Marie Smith onboarding	0.20	200.00	$40.00
02-06-26	RGK	Phone conference with Cyd Cardwell Re Marie Smith onboarding	0.20	200.00	$40.00

Services Subtotal: $80.00

Subtotal	$80.00
Total	$80.00
Payment	$0.00
Balance Owing	$80.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $80.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26859
Date: 02-28-2026

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

Matter Number:240214 - Town of Melbourne Beach - Town Clerk
Matter Name:Town Clerk

Services

Date	Atty	Description	Quantity	Rate	Total
02-03-26	RGK	Email Correspondence: Review PRR for Computer Experts and review Computer Experts agreement; Emails with Amber Brown RE: Public Records Request Exemption	0.50	200.00	$100.00
02-04-26	RGK	Email Correspondence: Emails with Amber Brown and Lisa Frazier RE: Brevard County Hazard Mitigation Plan Approved Pending Adoption	0.10	200.00	$20.00
02-06-26	RGK	Email Correspondence: Email to Amber Brown Re 2/18 Agenda Item - Grants Application and Management Policy	0.10	200.00	$20.00
02-09-26	RGK	Phone conference with Amber Brown Re emergency meeting (manatee)	0.30	200.00	$60.00
02-09-26	RGK	Email Correspondence: Email from Amber Brown Re RTCM Agenda Items and Monthly Reports	0.10	200.00	$20.00
02-11-26	RGK	Email Correspondence: Emails with Amber Brown RE: Agenda Item - Resolution - Uniform Method of Collection	0.20	200.00	$40.00
02-11-26	RGK	Email Correspondence: Emails with Amber Brown RE: Agenda Item - Resolution - Uniform Method of Collection	0.20	200.00	$40.00
02-11-26	RGK	Email Correspondence: Emails with Amber Brown RE: Agenda Item - Resolution - Uniform Method of Collection	0.10	200.00	$20.00
02-13-26	RGK	Phone conference with Amber Brown Re election treasurer reporting calendar and JLAC meeting	0.60	200.00	$120.00

02-24-26	RGK	Phone conference with Amber Brown Re new public records requests	0.10	200.00	$20.00
02-25-26	RGK	Email Correspondence: Emails with Amber Brown RE: Email with PRRs	0.20	200.00	$40.00
02-26-26	RGK	Phone conference with Amber Brown Re PRR questions	0.50	200.00	$100.00
02-26-26	RGK	Email Correspondence: Emails with Amber Brown RE: New JustFOIA Records Request PRR-2026-24	0.10	200.00	$20.00
02-27-26	RGK	Email Correspondence: Revise proposed Commission meeting notices; Emails with Amber Brown RE: Agenda Language for the STCM with and without an Executive Session	0.30	200.00	$60.00

Services Subtotal: $680.00

Subtotal	$680.00
Total	$680.00
Payment	$0.00
Balance Owing	$680.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $680.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26860
Date: 02-28-2026

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

Matter Number:240215 - Town of Melbourne Beach - Town Manager
Matter Name:Town Manager

Services

Date	Atty	Description	Quantity	Rate	Total
02-02-26	RGK	Phone conference with Lisa Frazier Re February agenda items and outstanding items for new Town Manager	0.70	200.00	$140.00
02-02-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: TAB Asset Checklist	0.10	200.00	$20.00
02-03-26	RGK	Email Correspondence: Email from Lisa Frazier RE: Historic Williams House Lease – Signing and Execution Scheduling	0.10	200.00	$20.00
02-03-26	RGK	Email Correspondence: Email from Liza Frazier RE: Historic Williams House Lease – Signing and Execution Scheduling	0.10	200.00	$20.00
02-03-26	RGK	Email Correspondence: Email from Lisa Frazier FW: Brevard County Hazard Mitigation Plan Approved Pending Adoption	0.10	200.00	$20.00
02-04-26	RGK	Phone conference with Marie Smith Re discussion on current issues with Town and future agenda items	2.00	200.00	$400.00
02-04-26	RGK	Email Correspondence: Email to Marie Smith Re Town Policies & Procedures/Employee Handbook	0.10	200.00	$20.00
02-05-26	RGK	Email Correspondence: Email from Lisa Frazier Re Planning and Grant Admin RFQ	0.10	200.00	$20.00
02-05-26	RGK	Phone conference with Lisa Frazier Re final outstanding issues	0.70	200.00	$140.00

02-05-26	RGK	Email Correspondence: Emails with Marie Smith RE: Sunshine/Public Records Overview	0.30	200.00	$60.00
02-05-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: Interim Manager Contract	0.20	200.00	$40.00
02-05-26	RGK	Email Correspondence: Email from Lisa Frazier FW: Please Review - TAB February 02 2026 Meeting Minutes	0.10	200.00	$20.00
02-09-26	RGK	Email Correspondence: Email to Marie Smith Re TRIM Workbook	0.20	200.00	$40.00
02-10-26	RGK	Phone conference with Marie Smith Re update on manatee rescue	0.20	200.00	$40.00
02-11-26	RGK	Phone conference with Marie Smith Re stormwater drain	0.20	200.00	$40.00
02-13-26	RGK	Phone conference with Marie Smith Re stormwater, JLAC, and other Town issues	0.80	200.00	$160.00
02-15-26	RGK	Phone conference with Marie Smith re upcoming agenda items	0.60	200.00	$120.00
02-16-26	RGK	Email Correspondence: Email from Marie Smith FW: City of Bunnell Ordinance Erosion and sedimentation control	0.10	200.00	$20.00
02-17-26	RGK	Email Correspondence: Research Town Code and Fla. Stat. on vacation of easement and right of way requirements; Emails with Marie Smith RE: Guidance on Vacating Public Easement - 510 Andrews Dr., Melbourne Beach, FL	0.80	200.00	$160.00
02-17-26	RGK	Phone conference with Marie Smith Re auditor request for documents	0.20	200.00	$40.00
02-18-26	RGK	Phone conference with Marie Smith Re Code Enforcement Officer resignation	0.20	200.00	$40.00
02-21-26	RGK	Email Correspondence: Email from Marie Smith Re ICMA training	0.10	200.00	$20.00
02-23-26	RGK	Email Correspondence: Emails with Marie Smith RE: JLAC Request for Information	0.20	200.00	$40.00
02-23-26	RGK	Email Correspondence: Emails with Marie Smith RE: Request form David Drake	0.30	200.00	$60.00
02-23-26	RGK	Email Correspondence: Emails with Marie Smith RE: Exclusively for you: 2nd Annual FPL East Central FL Symposium Invitation (March 11)	0.20	200.00	$40.00
02-24-26	RGK	Phone conference with Marie Smith Re donation for manatee grate	0.10	200.00	$20.00
02-26-26	RGK	Email Correspondence: Review Town Code and LDC for procedures for filling Chairperson vacancy; Emails with Marie Smith RE: P&Z Board	0.40	200.00	$80.00
02-26-26	RGK	Email Correspondence: Research deed retrictions on uses of Ryckman; Emails with Marie Smith RE: Facility Rental provision	0.50	200.00	$100.00

02-26-26	RGK	Email Correspondence: Review Town Policies and Procedures for Complaint procedures; Emails with Marie Smith RE: FLM Dues: Final Notice and Complaint Procedures	0.30	200.00	$60.00
02-27-26	RGK	Phone conference with Marie Smith Re special meeting on 3/4	0.30	200.00	$60.00

Services Subtotal: $2,060.00

Subtotal	$2,060.00
Total	$2,060.00
Payment	$0.00
Balance Owing	$2,060.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $2,060.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26869
Date: 02-28-2026

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

Matter Number:250041 - Town of Melbourne Beach - Funoe, LLC - Litigation
Matter Name:Funoe, LLC - Litigation

Services

Date	Atty	Description	Quantity	Rate	Total
02-13-26	RGK	Email Correspondence: Emails with Ariana Tellone Re deposition of Robert Trantham	0.20	200.00	$40.00
02-16-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-019574 - Our File No.: 7777.00005	0.10	200.00	$20.00
02-17-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-019574 - Our File No.: 7777.00005	0.10	200.00	$20.00

Services Subtotal: $80.00

Subtotal	$80.00
Total	$80.00
Payment	$0.00
Balance Owing	$80.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $80.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26871
Date: 02-28-2026

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

Matter Number:250056 - Town of Melbourne Beach - Funoe LLC PRR Lawsuit
Matter Name:Funoe LLC PRR Lawsuit

Services

Date	Atty	Description	Quantity	Rate	Total
02-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: REJECTED PROPOSED ORDER: 05-2025-CA-023102	0.20	200.00	$40.00
02-06-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: REJECTED PROPOSED ORDER: 05-2025-CA-023102	0.10	200.00	$20.00
02-06-26	RGK	Email Correspondence: Email from Ariana Tellone RE: REJECTED PROPOSED ORDER: 05-2025-CA-023102	0.10	200.00	$20.00
02-09-26	RGK	Email Correspondence: Review Notice of Virtual Hearing Re CMC Order	0.10	200.00	$20.00
02-16-26	RGK	Attendance at Case Management Conference	0.20	200.00	$40.00
02-16-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	$40.00
02-16-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	$40.00
02-17-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	$40.00
02-17-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	$40.00

02-18-26	RGK	Email Correspondence: Email from Ariana Tellone Re Proposed Order on CMC	0.10	200.00	$20.00
02-24-26	RGK	Confer with DAS Re case strategy and discovery issues	0.20	200.00	$40.00
02-24-26	DAS	Confer with RGK Re case strategy and discovery issues	0.20	225.00	$45.00
02-24-26	RGK	Email Correspondence: Email to Marie Smith FW: 2026-01-15_Proposed Order on CMC (Funoe, LLC v. Town of Melbourne - PRR Suit)	0.20	200.00	$40.00
02-24-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.30	200.00	$60.00
02-24-26	RGK	Research case law regarding stipulation and final judgment; research motion for protective order as to depositions; research entitlement to attorneys' fees and costs and what constitutes reasonable attorneys' fees	2.50	200.00	$500.00
02-24-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.50	200.00	$100.00
02-25-26	RGK	Research and review procedures and requirements for shade meeting	0.90	200.00	$180.00
02-26-26	RGK	Email Correspondence: Email from Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.10	200.00	$20.00
02-26-26	RGK	Phone conferences with Marie Smith and Amber Brown Re special meeting and shade meeting	0.50	200.00	$100.00
02-26-26	RGK	Phone conference with Amber Brown Re 2/27 special meeting	0.10	200.00	$20.00
02-26-26	RGK	Phone conference with Vice-Mayor Cronin Re shade meeting	0.10	200.00	$20.00
02-26-26	RGK	Email Correspondence: Emails with Marie Smith RE: Funoe, LLC's Public Records Request	0.40	200.00	$80.00
02-26-26	RGK	Review of documents to determine responsiveness to PRR-2025-36 and any redactions required	2.10	200.00	$420.00
02-27-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	$40.00
02-27-26	RGK	Email Correspondence: Review Funoe, LLC's Witness List and Request for Production	0.20	200.00	$40.00
02-27-26	RGK	Email Correspondence: Email to Marie Smith FW: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH	0.10	200.00	$20.00
02-27-26	RGK	Email Correspondence: Email to Mayor and Commissioners Re Witness List and First Request for Production	0.10	200.00	$20.00
02-27-26	RGK	Draft Town's Witness List	0.50	200.00	$100.00

02-27-26	RGK	Email Correspondence: Email to Nathan Meloon FW: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH	0.30	200.00	$60.00
02-28-26	RGK	Review emails and correspondences related to key fobs for production/redactions Re Funoe's request for production	4.00	200.00	$800.00

Services Subtotal: $3,025.00

Subtotal	$3,025.00
Total	$3,025.00
Payment	$0.00
Balance Owing	$3,025.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $3,025.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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Town of Melbourne Beach

Building Department Report
February 2026

- Permit issued - 43
- Construction value - $1,320,942.21
- Permit fees collected - $19,286.69
- Plans reviewed – 44
- Building inspections completed - 54
- Site plan review for P&Z – 2
- Stop work order – 1
- New homes (completed) – 0
- Short-term rental inspections - 1

Monthly Permit List

Accessory Structure

Permit #	Applicant	Address	Fee Total	Const. Value
PAS26-0001	TUFF SHED, INC	221 SURF RD	$282.47	$9186.00
	Work Description: 10x16 shed			

Total Permits For Type: 1
Total Fees For Type: $282.47
Total Const. Value For Type: $9186.00

Com Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB26-0001	TSC BUILDERS LLC	300 OCEAN AVE	$410.00	$20000.00
	Work Description: remodeling ice cream shop into an office			

Total Permits For Type: 1
Total Fees For Type: $410.00
Total Const. Value For Type: $20000.00

Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD26-0002	CENTER POINT HOMES OF FLORIDA	305 OAK ST	$154.25	$1500.00
	Work Description: demo of single family residence			

Total Permits For Type: 1
Total Fees For Type: $154.25
Total Const. Value For Type: $1500.00

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0006	PETER FURROW	504 COLONY ST	$79.00	$1200.00
	Work Description: emergency lighting, (2) 120v wireless interconnect, carbon monoxide /smoke detectors			
PE26-0007	Hamilton, Bruce	604 CITRUS CT	$79.00	$500.00
	Work Description: replace interior electrical panel			
PE26-0008	HANEY, BRIAN	2101 ATLANTIC ST 531	$91.89	$2929.67
	Work Description: install 14-50R			

Total Permits For Type: 3
Total Fees For Type: $249.89
Total Const. Value For Type: $4629.67

Fence

Permit #	Applicant	Address	Fee Total	Const. Value

PF26-0004	WASHBURN, BRENT/ SANDRA	444 SANDY KY	$79.00	$800.00
	Work Description: replace 117' of fence			
PF26-0007	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	300 S PALM AVE	$319.48	$11168.00
	Work Description: Install 232' of 6' pvc fence, 2 gates			
PF26-0008	AAA QUALITY FENCE LLC	312 SECOND AVE	$311.23	$10364.00
	Work Description: r/r 333lft of 6' stockade wood fence and 1 12' double gate			
PF26-0009	Carrie's Fence of Palm Bay	320 6TH AVE	$91.78	$2926.00
	Work Description: 88' of 6' ft wood fence with 3' gate			
PF26-0010	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	416 THIRD AVE	$462.91	$25161.55
	Work Description: install 324' of 6' pvc fence with (2) 5' gates. also install 12' of 4' fence			

Total Permits For Type: 5
Total Fees For Type: $1264.40
Total Const. Value For Type: $50419.55

Marine - Seawall

Permit #	Applicant	Address	Fee Total	Const. Value
PMS26-0001	SHORELINE MARINE CONTRACTORS LLC	1500 PINE ST	$1127.50	$90000.00
	Work Description: REPLACE SEAWALL			

Total Permits For Type: 1
Total Fees For Type: $1127.50
Total Const. Value For Type: $90000.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM23-0051	Stephan Buckley	408 BANYAN WAY	$854.54	$12150.00
	Work Description: AC change out			
PM26-0005	JOE MARK MATLOCK	501 OCEAN AVE	$270.14	$8785.00
	Work Description: replace of existing 3-ton a/c system			
PM26-0006	Joseph E Dittmar	502 RIVERSIDE DR	$309.35	$10180.00
	Work Description: switchout of ductwork like and size to be the same			
PM26-0007	Island Air & Heat Inc	1901 REDWOOD AVE	$305.81	$9945.00
	Work Description: replace a/c system			
PM26-0008	Jason K Ellington	210 BIRCH AVE	$333.74	$12560.00
	Work Description: replace ductwork			
PM26-0009	Jason K Ellington	211 OAK ST	$809.75	$59000.00
	Work Description: ac switchouts			

Total Permits For Type: 6

Total Fees For Type:	$2883.33
Total Const. Value For Type:	$112620.00

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0001	DAYBREAK CONCRETE CONSTRUCTION LLC	516 SUNSET BLVD	$101.50	$3250.00
	Work Description: 192sft of concrete pad			

Total Permits For Type:	1
Total Fees For Type:	$101.50
Total Const. Value For Type:	$3250.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0003	Hanmer, Christopher	1421 ATLANTIC ST	$79.00	$1565.00
	Work Description: switchout of tankless water heater for another tankless water heater			
PP26-0004	KELLY DAFFER	607 MANGO DR	$326.76	$11879.00
	Work Description: remove existing tub/tile and install sentrel wall system.			
PP26-0005	LOVE YOUR BATH, LLC	309 FIFTH AVE	$79.00	$1500.00
	Work Description: remove old walkin shower and replace with acrylic walk in shower			
PP26-0006	Velyakov, Georgi	409 BANYAN WAY	$269.07	$8750.00
	Work Description: whole house repipe			

Total Permits For Type:	4
Total Fees For Type:	$753.83
Total Const. Value For Type:	$23694.00

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0002	SHARP POOL AND SPAS	603 MANGO DR	$1089.75	$79000.00
	Work Description: installation of new swimming pool			
PPL26-0003	LLINAS, JACQUELINE B; DRAKE, DAVID G	604 ALDEN PL	$1230.00	$100000.00
	Work Description: residential in ground pool			

Total Permits For Type:	2
Total Fees For Type:	$2319.75
Total Const. Value For Type:	$179000.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR26-0002	AQUATIC POOLS	218 DOGWOOD AVE	$246.30	$8010.00
	Work Description: resurface pool and replace tile			

PPR26-0003	WATER IN TRANSIT, INC HERMANN BACH	2100 NEPTUNE DR	$595.63	$38110.00
	Work Description: resurface of pool			

Total Permits For Type: 2
Total Fees For Type: $841.93
Total Const. Value For Type: $46120.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0004	Hippo Roofing	205 CHERRY DR	$440.75	$23000.00
	Work Description: reroof			
PRR26-0005	HEY JUDE ROOFING, LLC	602 SHANNON AVE	$264.45	$8600.00
	Work Description: low pitch remove and replace, add two solar vents, repair drip edge			
PRR26-0006	STEEL HAMMER ROOFING AND CONSTRUCTION LLC	405 SUNSET BLVD	$323.75	$17000.00
	Work Description: reroof			

Total Permits For Type: 3
Total Fees For Type: $1028.95
Total Const. Value For Type: $48600.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0001	DOMEY DEVELOPMENT ENTERPRISES, LLC	506 BANYAN WAY	$1025.00	$80000.00
	Work Description: replace electrical, plumbing lines, window and door replacement, kitchen & bath remodel, drywall repair			
PRB26-0002	MATTHEW RAY HOMES INC	410 ANCHOR KY	$1107.00	$88000.00
	Work Description:			
PRB26-0004	Dennis G Beach	402 RIVERSIDE DR 1	$717.50	$50000.00
	Work Description: kitchen remodel no structural changes, no plumbing changes.			
PRB26-0005	LOVE YOUR BATH, LLC	214 BIRCH AVE	$79.00	$1500.00
	Work Description: change out bathtub, size for size, no plumbing.			

Total Permits For Type: 4
Total Fees For Type: $2928.50
Total Const. Value For Type: $219500.00

Res New Construction

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0006	MELBEACH INVESTMENTS COREY RUNTE	1806 PINE ST	$2889.48	$423800.00
	Work Description: new construction home			

Total Permits For Type: 1
Total Fees For Type: $2889.48

Total Const. Value For Type:	$423800.00

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR26-0002	SB LEASING VENTURES, LLC	305 OAK ST	$0.00	$0.01
	Work Description: removal of trees			

Total Permits For Type:	1
Total Fees For Type:	$0.00
Total Const. Value For Type:	$0.01

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS25-0087	Roll Tite Shutters East, Inc.	2105 ATLANTIC ST 631	$378.97	$16972.00
	Work Description: Installation of hurricane shutters quote 4088			
PWS26-0007	COMEY, DAVID	411 SURF RD	$79.00	$400.00
	Work Description: installation of garage entry door			
PWS26-0008	CFL CONSTRUCTION PROS LLC	400 COLONY ST	$412.05	$20200.00
	Work Description: installation of replacement windows and doors			
PWS26-0009	HOME WRECKERS, INC	2206 ROSEWOOD DR	$389.50	$18000.00
	Work Description: replace 2 windows and 2 SGD's non impact			
PWS26-0010	LOWE'S HOME CENTERS, LLC	611 CITRUS CT	$224.29	$7294.00
	Work Description: REPLACE 3 IMPACT WINDOWS AND 1 NON IMPACT WINDOW.			
PWS26-0012	BREVARD WINDOWS AND DOORS	211 OAK ST	$420.25	$21000.00
	Work Description: r/r windows and door			
PWS26-0015	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	422 FOURTH AVE	$146.85	$4756.98
	Work Description: replace 1 door			

Total Permits For Type:	7
Total Fees For Type:	$2050.91
Total Const. Value For Type:	$88622.98

Grand Total Fees:	$19,286.69
Grand Total Permits:	43.00
Grand Total Const. Value:	$1320942.21

Inspection List

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PPE25-0005	602 JASMINE DR	Final Pool Enclosure	02/27/26	02/27/26	Approved	DANIEL HUBBARD
PPL26-0002	603 MANGO DR	Steel & Ground	02/27/26	02/27/26	Approved	DANIEL HUBBARD
PRO25-0007	406 AVENUE B	Final Propane	02/27/26	02/27/26	Approved	DANIEL HUBBARD
PM26-0006	502 RIVERSIDE DR	Final Mechanical	02/25/26	02/25/26	Approved	DANIEL HUBBARD
PPL26-0002	603 MANGO DR	Form Board	02/25/26	02/25/26	Approved	DANIEL HUBBARD
PRB25-0026	1905 ATLANTIC ST 326	Rough Mechanical	02/25/26	02/25/26	Approved	DANIEL HUBBARD
PRB25-0026	1905 ATLANTIC ST 326	Rough Plumbing	02/25/26	02/25/26	Approved	DANIEL HUBBARD
PRB25-0026	1905 ATLANTIC ST 326	Rough Electrical	02/25/26	02/25/26	Approved	DANIEL HUBBARD
PPL26-0002	603 MANGO DR	Erosion Control	02/25/26	02/25/26	Disapproved	DANIEL HUBBARD
PRB25-0025	1903 CEDAR LN	Final Building	02/25/26	02/25/26	Approved	DANIEL HUBBARD
PRB25-0015	207 FLAMINGO LN	Final Building	02/25/26	02/25/26	Approved	JEFFREY PARSONS
PP26-0003	1421 ATLANTIC ST	Final Plumbing	02/23/26	02/23/26	Approved	DANIEL HUBBARD
PPL25-0006	394 RIVER VIEW LN	Footing and Feature Wall	02/23/26	02/23/26	Approved	DANIEL HUBBARD
PRB25-0013	2011 OAK ST	Final Building	02/23/26	02/24/26	Approved	UNIVERSAL ENGINEERING
PE25-0067	211 OAK ST	Final Electrical	02/20/26	02/20/26	Approved	DANIEL HUBBARD
PAS26-0001	221 SURF RD	Final Building	02/18/26	02/18/26	Approved	DANIEL HUBBARD
PM26-0007	1901 REDWOOD AVE	Final Mechanical	02/18/26	02/18/26	Approved	DANIEL HUBBARD
PF26-0003	604 ALDEN PL	Final Fence	02/18/26	02/18/26	Approved	DANIEL HUBBARD
PF26-0002	600 ALDEN PL	Final Fence	02/18/26	02/18/26	Approved	DANIEL HUBBARD
PRR26-0001	1403 ATLANTIC ST	Final	02/18/26	02/18/26	Approved	DANIEL HUBBARD
PRO25-0009	506 THIRD AVE	Final Propane	02/18/26	02/18/26	Approved	DANIEL HUBBARD
PRR26-0001	1403 ATLANTIC ST	In Progress	02/13/26	02/17/26	Approved	DANIEL HUBBARD
PWS25-0097	449 RIVER VIEW LN	Final Window, Door, & Shutter	02/13/26	02/13/26	Disapproved	DANIEL HUBBARD
PWS25-0097	449 RIVER VIEW LN	In-Progress	02/13/26	02/13/26	Disapproved	DANIEL HUBBARD
PRB26-0004	402 RIVERSIDE DR 1	Rough Electrical	02/13/26	02/13/26	Approved	DANIEL HUBBARD
PWS26-0007	411 SURF RD	Final Window, Door, & Shutter	02/13/26	02/13/26	Approved	DANIEL HUBBARD
PF26-0001	315 BANYAN WAY	Final Fence	02/13/26	02/13/26	Approved	DANIEL HUBBARD

Inspection List

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PRB25-0014	394 RIVER VIEW LN	Impact Water & Sewer	02/12/26	02/13/26	Approved	UNIVERSAL ENGINEERING
PRR26-0004	205 CHERRY DR	In Progress	02/11/26	02/12/26	Approved	Inspected.com
PWS26-0001	1700 ATLANTIC ST	Final Window, Door, & Shutter	02/11/26	02/11/26	Approved	DANIEL HUBBARD
PF26-0006	303 SURF RD	Final Fence	02/11/26	02/11/26	Approved	DANIEL HUBBARD
PPR26-0001	211 FIR AVE	Final Pool Resurface	02/11/26	02/11/26	Approved	DANIEL HUBBARD
PRR26-0004	205 CHERRY DR	Final	02/11/26	02/12/26	Approved	Inspected.com
PRR26-0004	205 CHERRY DR	Sheathing (or Affidavit)	02/10/26	02/10/26	Approved	Inspected.com
PRR26-0004	205 CHERRY DR	Dry-In	02/10/26	02/10/26	Approved	Inspected.com
PP26-0002	211 FLAMINGO LN	Final Plumbing	02/06/26	02/06/26	Approved	DANIEL HUBBARD
PRR26-0003	400 COLONY ST	Final	02/06/26	02/06/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Final Electrical	02/06/26	02/06/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Final Plumbing	02/06/26	02/06/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Final Building	02/06/26	02/06/26	Approved	DANIEL HUBBARD
PCB25-0011	1805 OAK ST	Final Building	02/04/26	02/05/26	Approved	DANIEL HUBBARD
PMD25-0006	394 RIVER VIEW LN	Dock & Seawall Final	02/04/26	02/05/26	Approved	DANIEL HUBBARD
PPR26-0002	218 DOGWOOD AVE	Final Pool Resurface	02/04/26	02/05/26	Approved	DANIEL HUBBARD
PE26-0004	502 COLONY ST	Final Electrical	02/04/26	02/05/26	Approved	DANIEL HUBBARD
PE26-0006	504 COLONY ST	Final Electrical	02/04/26	02/05/26	Approved	DANIEL HUBBARD
PRR26-0003	400 COLONY ST	Dry-In	02/03/26	02/03/26	Approved	DANIEL HUBBARD
PRB25-0021	410 6TH AVE	Final Building	02/02/26	02/02/26	Approved	DANIEL HUBBARD
PF26-0003	604 ALDEN PL	Footer	02/02/26	02/02/26	Approved	DANIEL HUBBARD
PF26-0002	600 ALDEN PL	Footer	02/02/26	02/02/26	Approved	DANIEL HUBBARD
PF26-0002	600 ALDEN PL	Pre Pour	02/02/26	02/02/26	Approved	DANIEL HUBBARD
PF26-0003	604 ALDEN PL	Pre Pour	02/02/26	02/02/26	Approved	DANIEL HUBBARD
PWS26-0001	1700 ATLANTIC ST	In-Progress	01/30/26	02/03/26	Approved	DANIEL HUBBARD
PRB25-0015	207 FLAMINGO LN	Rough Building	06/19/25	02/25/26	Approved	Roberto Moreno
PRB25-0015	207 FLAMINGO LN	Rough Plumbing	06/19/25	02/25/26	Approved	Roberto Moreno

Inspection List

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector

Total # of Inspections: 54

Public Works Activities

February 2026

Provided signs/barricades etc. during the rescue of Melbe – Cherry/Oak

Quarterly cleaning of the stormwater baffle boxes completed

Daily checks of the construction site Basin 1 construction site/coordination with contractor as needed

Photographed created electronic files of all stormwater outfalls

Worked with Town Manager, Brevard County, FD Chief and FWC ref. to manatee event/debriefed

Began research of stormwater outfall grates to prevent manatee/gator entry

Replaced a child swing seat Ryckman park – existing seat had to be cut up to extract young adult

Deck screws at Loggerhead and Ocean Parks checked tightened

Crushed coquina rock placed in landscaped areas – Town Hall, Ryckman and bicentennial Parks

New mulch installed entire playground area and river front area Ryckman Park

Very large quantities of leaf's and other vegetation post freeze event gathered disposed of

Removed and installed new drinking water fountain at OP

Pressure washed pier removing an abundance of seagull feces – annual event

Repaired the loose top on sign pole 4th and Oak

Began repainting parking spot numbers OP will continue to Ryckman Parking

Repaired road pothole Rosewood and Cherry

Pressure washed Ryckman men's bathroom to remove dozens of wet toilet paper balls from ceiling

Want to share information about artificial turf:

DEP Synthetic Turf Rulemaking

On **January 20, 2026**, FDEP issued a *Notice of Proposed Rule* establishing minimum statewide standards for installing synthetic turf on single-family residential properties of one acre or less. Once adopted, the rule will ensure that local governments cannot ban synthetic turf that meets these standards or enforce conflicting regulations. FDEP has accepted some stakeholder feedback on the draft rule and continues to review comments.

FSA submitted comments on the proposed rule on February 9, 2026, and FDEP is accepting comments through **February 10, 2026**, via email to **DWRA.Rulemaking@FloridaDEP.gov**. The rule implements House Bill 683, passed in 2025, which directs FDEP to consider factors such as permeability, stormwater management, potable water conservation, water quality, and the proximity of synthetic turf to trees and vegetation. Stakeholders, including FSA, provided input throughout the rule development process to help strengthen water quality protections and clarify preemption requirements. See FSA's August 19, 2025 comments and FSA's December 10, 2025 follow-up comments.

PW will continue to monitor this via our Florida Stormwater Association membership. As PW Director I actively monitor Stormwater issues from the State Level.

Our Town is required to meet all requirements for FDEP pursuant to the Municipal Stormwater Phase II (MS-4).

Town of Melbourne Beach

Fire Department

MONTHLY REPORT – March 2026

Incident Response

From February 1st through February 28th, the Melbourne Beach Volunteer Fire Department responded to 16 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 9.

Breakdown:

- 13 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 30, 31, 33
- 2 Public Service – Special Event Standby #32 & Elementary School Fire Drill Standby #28
- 1 Fire & Life Safety Inspections
  - Incident #'s: 29

Aid Given or Received

- Aid Given to FWC: Incident #18 – Water Search & Rescue in South Melbourne Beach
- Aid Received by BCFR: Incident #19 – Hazmat (Propane Leak)
- Aid Given to FWC: Incident #24 – Water Search & Rescue in North Indialantic
- Aid Received by BCFR & FWC: Incident #25 – Confined Space Animal Rescue (Manatee)

Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. For more information, visit MakeMeAFirefighter.org or stop by the Melbourne Beach Fire Station (507 Ocean Avenue). Recruitment efforts this month included: Participation in the Make Me A Firefighter Campaign and local recruitment efforts at MBVFA sponsored events.

The Department's Membership Committee is also beginning the process of reviewing applications and scheduling a Meet & Greet event for potential new recruits. A new class of recruits is expected to be selected to start their 30-day orientation process later this month.

Department Membership

- 36 Total Members
  - Paid Staff:
    - 1 Fire Chief *(Full-Time)*
    - 2 Per-Diem Maintenance Technicians *(≤24 hours/week total)*
  - Volunteer Staff:
    - Operations Division:
      - 16 Certified Volunteer Firefighters
        - 6 Officers
        - 4 Driver/Engineers
        - 10 Volunteer Firefighters
      - 11 Support Services Volunteers
      - 2 Probationary Volunteer Members
    - Administrative Division:
      - 1 Safety Officer/Fire Marshal
      - 2 Logistics Staff Members
      - 1 Fire Chaplain
      - 2 Ops Instructors

Notable Events & Updates

South Beaches Little League Parade

- Department volunteers participated in the South Beaches Little League Parade, assisting Melbourne Beach PD with traffic control, and leading the parade with the Town's new Fire Engine. The event was well attended and occurred without incident.

Multi-Agency Water Rescue Training

- Department volunteers conducted water rescue training exercises with Palm Bay Police Department's marine division on victim recovery and packaging.

Fire Department Shower Renovation

- Work began on the Fire Department shower renovation/repair project with the contactor selected by the Town Commission. Work is expected to be completed around March 13th.

Emergency Networking & Transition to NERIS reporting (Ongoing Update)

- The fire department continues to work through the implementation process of the Emergency Networking software. Delays have occurred due to competing internal priorities. The Department continues to work with Emergency Networking to complete the required data migration and building out customization in the new software. All incidents after January 1st, 2026 will be reported to the new federal NERIS reporting standard.

Recreational Beach Fire & Wheelchair Rental Programs (Ongoing Update)

- The Town of Melbourne Beach's Recreational Beach Fire Program started back up on November 1st and runs through February 28th. One recreational beach fire was held during the reporting period listed above. The remaining 6 beach fire permits issued were canceled due to the countywide burn-ban in effect.

Fire Department Awards Ceremony

- The 2025 Fire Department Awards Ceremony was hosted by the Volunteer Firefighters Association. Congratulations to Melbourne Beach Volunteer Firefighter of the Year George Walters, Member of the Year Bruce Pickett, and Association Member of the Year Kelly Rodano. Award winers will be brought to next months commission meeting for presentations.

Melbourne Beach Police Department
Chief Zander's Monthly Report
Commission Meeting March 18, 2026

This report covers the month of February 2026.

Operations:

Over the past month, the department handled 1,236 calls for service.

Activity:

- 51 Citations/ 115 Written Warnings
- 284 Traffic Stops
- 195 Traffic Enforcement Details
- 4 Traffic Complaint
- 16 Parking Citations
- Speed Compliance percentages over the past month:
    - Atlantic Ave. 82% with 66,703 vehicles recorded
    - Oak St. 95% with 71,354 vehicles recorded
    - Riverside Dr. 91% with 106,603 vehicles recorded

PD News

- Department training: Legal Update and DV Scenerio's
- Celebrated Shanna Bottoms and Officer Tea DeLeon's Birthdays
- Celebrated Cpl. Ryan Meehan's 3 year anniverary with our Department
- Attended the Beachside Police Chiefs luncheon
- Attended "Pave the Way Project" ribbon cutting at Gemini Elementary School
- Held Officer Woody Carroll's swear-in ceremony
- Attended Special Commission Meeting and received approval to spend funds from DHS
- Provided Security at 3 Commission Meetings
- Completed Work on Townhall/PD/FD/PW key system and security accountability.
- The Police Department Volunteers completed:
  59 total hours of volunteer service for the month and 140.5 total hours for the year.
    - Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks, mental wellness checks and business engagement and

re-key project.

- Have zero vacancies.

CRIME Update:

- 30 House Checks
- 34 Suspicious incident/Person/vehicles reports investigated
- 4 arrests- Traffic, ICE Detainers,
- 1 Sexual Offense- Victim Complaintant stated this happened when she was younger and out of state.
- 1 overdose Baker Act and 1 Marchman Act
- 1 STR complaints for the month.
    - 02/14/2026- 608 Mango- Anonymous Complaint called to complain about a loud party going on. Officer arrived, house was dark, and no noise. Officer turned off police car, and sat there for a couple minutes and saw no movements and heard nothing.
- 11 Assist other Law enforcement agencies.
- 10 Disturbances

Looking Forward:

- Department Training- CPR, First Aide and Stop the Bleed Training
- 2025 Annual Awards Luncheon
- 3 Year Anniversary for Detective Nicholas Earl, Celebrate Sgt. Jason Sadler's and Sgt. Jason Hinchman's Birthday
- Attending Spring Fest 2026

Follow-Up Questions from last months meeting:

-PD conducting code investigations:

First and foremost, the Police Department is committed to supporting the Town's overall goals. We will continue to do our part as members of the Town's team. Currently, our officers already address certain code-related matters that align with traditional law enforcement duties, such as noise violations and parking enforcement. These are directly related to public safety, their normal job function and are typically resolved through citation and zero follow-up.

However, I have concerns about expanding our role into formal code enforcement investigations. Our officers' primary responsibilities are crime prevention, criminal investigations, apprehension of offenders, public

protection, and maintaining a visible presence in the community. High visibility and proactive patrol are among our most effective tools for deterring crime and ensuring public safety. Diverting officers into extended code investigations would significantly reduce their availability for these core functions.

Code investigations—such as tall grass violations, RV storage issues, shed placement, short-term rental compliance, and similar matters—require ongoing case management. This includes documentation, file maintenance, property notifications, hearing preparation, and administrative follow-up. These processes are distinct from criminal investigations and can be time-intensive. Assigning these responsibilities to sworn officers would detract from their primary law enforcement duties and require substantial additional training.

Our officers are currently focused on strengthening their knowledge and application of the Florida State Statutes and enhancing performance in their existing assignments. Adding comprehensive municipal code enforcement to their responsibilities would be a significant undertaking. There is a reason municipalities utilize dedicated Code Enforcement Officers: the roles, investigative processes, and legal frameworks are different from those of sworn law enforcement personnel. Code Officers and Police Officers serve complementary but very different functions.

There is also a practical and legal consideration in having officers operate in a dual capacity. When an officer is present at a property for a non-criminal, civil code matter and encounters a criminal issue, questions may arise regarding scope of authority and the basis for entry or presence. Blurring these roles could create unnecessary legal gray areas and potential challenges.

I fully support continuing our current level of code enforcement activity that naturally aligns with police work. Additionally, I believe tasks such as removing snipe signs from the public right-of-way while officers are on patrol are reasonable and manageable for our Police Officers to do as well. Beyond that, however, I believe the line should remain clear to preserve our officers' focus on public safety and crime prevention as that is what they are hired for.

-Variance in the vehicle number counts from the speed signs at Oak and Atlantic compared to the radar trailer on Riverside Dr:

The two speed signs which are placed on Oak southbound and Atlantic Northbound, only collect data from one-way directions only. Meaning the one on Atlantic only collects vehicle speed info for cars traveling Northbound, not Northbound and southbound. The speed sign on Oak St., only collects information from cars traveling south bound. The Radar trailer on Riverside Dr, collects info from cars traveling North **and** South Bound. That is why there is a big difference in the numbers of vehicles traveled on those roads each month in the monthly report.

-Why are the reports not giving addresses and complete call listings like in the past-

Two years ago, when I arrived, I changed the format because I didn't want to put out information that may be embarrassing to our residents. Such as if a domestic call came in, at 123 Oak St., the residents of 123 Oak St. may not want the whole world to know that they had the police there at their house for a domestic. So out of a level of privacy for the residents, I did away with locations and call by call list and move to highlighting certain things each month instead. However, if we have something occurring where we need the community to know to help catch someone or make sure that our citizens are aware, such as an area that is hit by burglaries or something of that nature, I most definitely would make sure that it is in my report so the

residents know and to be safe to include utilizing social media to get out information as well. In the end, it is public records and can be requested if someone really wants it, but I do not feel that freely giving out information like that in a public commission meeting is a smart/respectful path to take particularly in a small town.

Town of Melbourne Beach

Town Clerk's Department Monthly Report
March 2026

Public Records Requests – Attached are reports of completed requests in the month of February and open requests at the end of February.

- Received in February – 13
- Received in 2026 – 29
- Completed in February – 13
- Completed in 2026 – 26
- Open/Pending – 14 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

*Records requests from Commissioners are not always included in the Public Records Request data.

Records Management Project/ Scanning Project – The Town Clerk's Department is working through the first review of the sample of the scanned documents to verify that each document is accurate. When the first review is complete, we will have the documents processed, which will file and rename them in accordance with the way we built the system.

Audio Visual Equipment – This project has been referred to the Technology Advisory Board for evaluation and recommendations.

Town Meetings –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 4 Town Commission meetings
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 History Center Board meeting
- 1 Parks Board meeting
- 1 Technology Advisory Board meeting

Open Requests as of 3/1/2026					
Request #	**Name**	**Description**	**Status**	**Date of Request**	**Paid**
PRR-2025-79	Kari Ross	Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her “private” Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Response From A Commissioner	6/6/2025 10:28 AM	0
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/2025 2:35 PM	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/2025 5:25 PM	0
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current. Thank you.	Pending Response From A Commissioner	8/20/2025 3:42 PM	0

PRR-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged "risk analysis" or "risk assessments" or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the "risk analysis" and/or "risk assessment/s" referred to in the SAFER grant application.	Time and Materials Estimation	9/5/2025 7:07 AM	0
PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Response From A Commissioner	9/10/2025 11:49 AM	0
PRR-2025-171	Frank Patterson	I am contacting you in regard to a public records/information request. I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.com I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law. I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.	Pending Payment	10/4/2025 8:04 PM	0

PRR-2026-22	Max Cohen	Pursuant to Florida's Public Records Act (Chapter 119, Florida Statutes), I am requesting an electronic export, in its existing native format (preferably Excel/CSV), of all currently active code enforcement liens. If a pre-existing electronic report or lien ledger export is available, that is preferred over a custom query to minimize staff research time and associated fees. Requested data fields (to the extent they exist in your current system): - Lien Number / Case Number - Property Address - Parcel ID / Folio Number - Property Owner Name - Property Owner Mailing Address - Lien Amount - Date Recorded / Filed - Current Status (active/released/satisfied) - Recording Book/Page (if applicable) - Related Code Case Number (if linked) Preferred format: Excel (.xlsx), CSV, or any existing electronic export format. Requester email: datacompliance123@gmail.com Thank you for your assistance.	Pending Department Response	2/15/2026 2:16 PM	0
PRR-2026-24	Nathan Meloon	Any and all documents referenced by Lisa Frazier in the December 12, 2025 Planning and Zoning Meeting regarding the building official and the zoning official, or their departments, their responsibilities or areas of jurisdiction, or a combination thereof. If you need any information to clarify this request, please do not hesitate to reach out.	Pending Payment	2/18/2026 7:04 PM	0

PRR-2026-25	Avilane Jane	Specifically, I am requesting any and all records for the last 30 days from the date this request is received, including but not limited to: - Code enforcement or building inspection violations - Property maintenance violations - Unsafe or substandard structure violations - Notices of violation, citations, complaints, or enforcement actions - Case logs, databases, or spreadsheets containing these records For each record, if available, I request the following data fields: - Property address (street, city, state, ZIP) or Parcel # - Case or violation ID - Violation type / description - Date opened - Current status (open/closed/complied/etc.) - Date closed or resolved	Pending Department Response	2/23/2026 6:49 PM	0
PRR-2026-26	Alison Dennington	Texts and emails between Mayor Dennington and Ryan Knight regarding the Blue Marlin phishing email. And emails or texts between Ryan Knight and anyone else regarding the Blue Marlin phishing email.	Time and Materials Estimation	2/25/2026 3:49 PM	0
PRR-2026-27	Alison Dennington	All emails to finance, finance clerk, and office email addresses that mention an invoice, invoicing, bill, bills, payment, payment due, account, accounting, or any similar words I don't know the originating email though it would be FLC or FLM or a different name and all invoices ever paid to FLC FLM and date and evidence showing transaction and payment to FLC and separately to FLM since 2010 there will be on each year for FLC but for FLM looks like should be one in 2010, 2012, and 2013-2020 not every year it was spotty – but then in 2020 each year from 2020 to date. Emails back and forth between myself and finance and manage in 2024 after the first late notice and finance saying she wasn't late and that were already about to pay the bill.	Time and Materials Estimation	2/25/2026 3:50 PM	0
PRR-2026-28	Alison Dennington	Any records in BS&A related to FLC or FLM whether electronic or not and metadata included.	Time and Materials Estimation	2/25/2026 3:51 PM	0

Processed Requests Report 2026-02-01 to 2026-03-01				
Request #	**Name**	**Description**	**Date Of Request**	**Date Complete**
PRR-2025-210	Roger Newell	Request for fire safety inspection for 504 colony street. Mr Schaffer said today 12/15 that inspection was done by inspector mitka from fire dept. Do not know when this was conducted. Also permit for the accessory structure at 504. The 40x 15 ft structure. With 2 forms of combustion. Thank you. Roger Newell	12/15/2025 9:42 AM	2/9/2026 9:49 AM
PRR-2025-217	Roger Newell	The failed safety and fire short term rental inspection report for 502 colony street Melbourne Beach The letter of violations sent to the owner Mr Robert Morris.	12/28/2025 2:25 PM	2/25/2026 5:49 PM
PRR-2026-1	Juan Casillas	I am writing to formally request access to public records concerning code violations within the Town. I believe it is important to have transparency and accountability regarding the enforcement of local codes and regulations. Therefore, I am seeking information on any code violations that have been reported or recorded within the Town Specifically, I am requesting access to the following information: I am requesting access to the following information: List of properties with code violations issued by the Town code enforcement department that have been in the list for the past 2 months open or closed. List of any properties that have been on the water shut off list in the past 2 months. I would also like a list of any properties that have been reported with fire damage by the fire department. Please provide this information in an excel format if possible. I understand that some information may be redacted to protect privacy or ongoing investigations, but I request that any redactions be clearly noted and justified according to relevant statutes. Please inform me of any fees associated with fulfilling this request, and I am prepared to cover reasonable expenses for copying or processing the requested documents. I appreciate your attention to this matter and look forward to receiving the requested information in a timely manner. If you require any further information or clarification to process this request, please do not hesitate to contact me at 213-772-0634 Thank you for your cooperation and commitment to open government practices.	1/1/2026 11:41 AM	2/25/2026 5:44 PM

PRR-2026-9	John Gurecki	I renovated in 2005 - 2006. The renovation included full replacement of plumbing, electrical, HVAC, windows, doors, bathrooms, kitchen, floors, roof, etc. The only part of the original home not replaced included the foundation, block walls, trusses, and plywood on roof. In addition, over 600 square feet was added to the original 1662 square foot home which is now closer to 2300. Given the extent of the renovation, a certificate of occupancy should have been issued in May of 2006 when the inspections were completed. I have sent emails to the town building department, but there have been no replies so I am requesting a copy of this certificate of occupancy or an explanation as to why one does not exist in town records. In the event that there is not one, I am requesting the Town of Melbourne Beach to provide one for my records. Thank you!	1/23/2026 2:56 PM	2/9/2026 10:34 AM
PRR-2026-13	Joe Balber	Code Violations from 1/1/2025-1/15/2026. See attached for the full details.	1/27/2026 10:54 AM	2/24/2026 3:30 PM
PRR-2026-14	Joe Balber	Building permit records from 1/1/2025-1/15/2026. See attached for the full details.	1/27/2026 10:54 AM	2/2/2026 5:08 PM
PRR-2026-16	Sherri Quarrie	Computer Experts contract and any other computer service providers company contracts. Not internet services contracts provided by spectrum, at&t or Verizon.	1/30/2026 9:56 AM	2/13/2026 11:28 AM
PRR-2026-17	Lee Ann Baker	Hello, I spoke to Steve Freeman last week and I would like to request all permits found for the below address, as far back as possible please. My husband and I are considering purchasing this property and only have until 2/9/2026 for our inspection to be complete. Is it possible to send these via email? If any information is only available in paper copy, we can pick up the paperwork whenever it is convenient for you. Just let us know. 1403 Oak Street Melbourne Beach, FL 32951 Thank you in advance! Sincerely, Lee Ann Baker and Kevin Light	2/1/2026 8:46 PM	2/9/2026 9:41 AM
PRR-2026-18	Anonymous	Can I have the code enforcement cases (Open and closed) for last month? If you have them in Excel Format I will really appreciate it.	2/2/2026 9:46 AM	2/24/2026 3:29 PM
PRR-2026-19	Jan Pence	Copies of all final treasurer reports	2/3/2026 4:42 PM	2/6/2026 10:18 AM

PRR-2026-21	Max Cohen	Pursuant to Florida's Public Records Act (Chapter 119, Florida Statutes), I am requesting an electronic export, in its existing native format (preferably Excel/CSV), of all currently open/active code enforcement cases. If a pre-existing electronic report or database export is available, that is preferred over a custom query to minimize staff research time and associated fees. Requested data fields (to the extent they exist in your current system): - Case/Violation Number - Property Address - Parcel ID / Folio Number - Property Owner Name - Property Owner Mailing Address - Violation Type / Description - Case Opened Date - Current Status - Inspector / Assigned Staff - Fine/Penalty Amount (if applicable) - Hearing Date (if scheduled) Preferred format: Excel (.xlsx), CSV, or any existing electronic export format. Requester email: datacompliance123@gmail.com Thank you for your assistance.	2/15/2026 2:13 PM	2/24/2026 3:29 PM
PRR-2026-23	Cheryl Madlener	I would like the list of issued permits for January. See attached format	2/16/2026 12:34 PM	2/24/2026 11:37 AM
PRR-2026-29	Jan Pence	Please provide ANY and ALL Public Record Requests that have been made by Alison Dennington to Ryan Knight, Marie Smith, Chief Gavin Brown, Amber Brown, Jenny Kerr, Chief Zander, Tom Davis, and any town commissioners. Time frame is the month of February 2026. Thank you	2/26/2026 1:30 PM	2/27/2026 1:37 PM