

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
John Dittmore

COUNCIL MEMBERS  
Daniel Batchelder  
Pat Bentley  
Adam Gaffney  
Barbara A. Smith  
Andrea Young



CITY HALL  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7774  
Fax: (321) 768-2390  
[www.westmelbourne.org](http://www.westmelbourne.org)

## BUSINESS ADVISORY BOARD

### AGENDA

Monday, April 27, 2020

City Council Chambers  
and via Communications Media Technology\*

6:30 p.m.

\*See notice at the end of the agenda regarding  
communications media technology and public participation

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ADOPTION OF MINUTES**

The Board is asked to approve the minutes from the February 24, 2020, meeting.

5. **OLD BUSINESS**

- A. Pilot Program for Food Trucks

Just as an update to the Board, the Food Truck Ordinance has been delayed and is expected to go before Council for first reading on June 16, 2020. No discussion is required.

## **6. NEW BUSINESS**

### **A. Potential Assistance to Small Businesses Emerging from COVID-19 Pandemic**

The Board is asked to make a recommendation to City Council to approve:

1. a waiver and a reduction of certain building plan check and permit fees for business repairs and remodeling from May 6, 2020 through September 30, 2020,
2. a waiver of fire inspection fees for fire inspections of all existing businesses from May 6, 2020 through September 30, 2020, and
3. an extension, at no fee, of currently held business tax receipts of certain small businesses from their current expiration date of September 30, 2020 to September 30, 2021.

## **7. PUBLIC COMMENTS**

## **8. ADJOURNMENT**

The next meeting of the Business Advisory Board is scheduled for Monday, June 22, 2020, at 6:30 p.m.

### **NOTICE REGARDING COMMUNICATIONS MEDIA TECHNOLOGY AND PUBLIC PARTICIPATION**

NOTICE IS HEREBY GIVEN that the Business Advisory Board will hold a meeting at 6:30 p.m. on Monday, April 27, 2020, to which all persons are invited. The meeting will be conducted in Council Chambers at the Veterans Memorial Complex, 2285 Minton Road, West Melbourne, Florida 32904, and by means of communications media technology.

PLEASE NOTE: Pursuant to Governor DeSantis' Executive Order Number 20-69, issued on March 20, 2020, and section 120.54, Florida Statutes, local government bodies may utilize communications media technology, such as telephonic and video conferencing, for local government body meetings. In order to accommodate as many members of the public as possible, and in keeping with Centers for Disease Control social distancing guidelines, some members of the Board will participate in the meeting via communications media technology.

Pursuant to Governor DeSantis' Executive Order Number 20-91, issued on April 1, 2020, and Centers for Disease Control social distancing guidelines, attendance in the Council Chambers will be limited to ten (10) people.

You may request to appear at the meeting by telephone. To do so, please contact the City Clerk, Cynthia Hanscom, at [chanscom@westmelbourne.org](mailto:chanscom@westmelbourne.org) or by telephone at (321) 837-7774. All requests to appear telephonically must be received prior to 4:00 p.m. on Monday, April 27, 2020. Provide your name, address, and a telephone number at which you may be reached during the meeting. You must indicate the specific agenda item on which you wish to be heard (for example, Item 7. Public Comments, if you wish to make a general public comment). You will be called at the number you provide during the public

comment portion of the item on which you wish to speak. We will make only one attempt to call you. You are responsible for insuring that your telephone line is open, and that you answer the call when it is made.

All persons and parties are hereby advised that if they should decide to appeal any decision made by the City with respect to any matter considered at the public meeting or hearing described in this notice, they will need a record of the proceedings, and for such purpose, said person or party may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (Chapter 286, Florida Statutes). In compliance with the American with Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the City's ADA coordinator at 837-7774 at least 48 hours in advance of this meeting.

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## BUSINESS ADVISORY BOARD

### MINUTES

February 24, 2020

**Call to Order/Pledge of Allegiance.** Vice Chair Rich Naber called the meeting to order at 6:35 p.m. and led the pledge of allegiance.

**Roll Call.** Present: Vice Chair Rich Naber, and Board Members Arvind Maddikonda, Rande Matteson, Rusty Melle, Matthew Brothers, and David Rulli.

Absent: Chair Ramses Rodriguez, and Board Members Blaine Barton, Brian DeGonzague, and Allen Jean.

Also present: Council Member Andrea Young, Planning Director Christy Fischer and City Clerk Cynthia Hanscom.

**Introduction of New Member.** New Board Member David Rulli introduced himself as the general manager of the Wawa #5192 on West New Haven Avenue. Other Members introduced themselves.

**Adoption of Minutes.** *Board Member Melle moved to approve the minutes from the September 23, 2019 meeting. Board Member Brothers seconded the motion, which passed 6-0.*

**Alcohol Permits for West Melbourne Community Park.** City Clerk Hanscom reported this would be presented to the Parks & Recreation Advisory Board at their meeting of Wednesday, March 11. She noted that the meeting was open to the public.

**Pilot Program for Food Trucks.** Planning Director Fischer presented a proposal that would go before Council to provide for a pilot program to allow permanent food trucks. She reminded the Board that currently food trucks are not allowed to operate on a permanent basis but are permitted for special events. The zoning change would allow for food trucks in certain districts. She reviewed the process to get to this point and the guiding committee that had met to consider locations, operations, health and safety, and

administration and enforcement. She stated that food trucks would need to be an accessory to the main business and could not be located on vacant lots.

The Board discussed allowing for mobility as well as insurance that is needed. Planning Director Fischer stated because the use was accessory, it would be the responsibility of the property owners to provide the insurance.

*Board Member Brothers moved to recommend approval of the ordinance for the pilot program for food trucks. Board Member Melle seconded the motion, which passed 6-0.*

**Business of the Quarter.** The Board discussed the recommendation that had been made for the 4<sup>th</sup> quarter of 2019. City Clerk Hanscom reminded the Board a recommendation had been made to Council to select Five Guys. However, because of difficulty in getting in touch with someone, the award had not been presented in 2019. She suggested the award for the 1<sup>st</sup> quarter of 2020 be presented to Five Guys. The Board agreed.

The Board also discussed future awards and believed that recognition should be provided to Lifestyle Homes and Lowes for the contributions that had been made to the Park House.

**Public Comments.** There were no comments from the public.

**Adjournment.** There being no further business, the meeting adjourned at 7:17 p.m. The next meeting of the Business Advisory Board is scheduled for Monday, April 27, 2020, at 6:30 p.m.

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Chairman Ramses Rodriguez

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Cynthia S. Hanscom, City Clerk



# AGENDA ITEM

**April 27, 2020, Business Advisory Board**

**Approved for Submittal By:**

Scott Morgan, City Manager Scott Morgan

**To Be Presented By:**

Scott Morgan, City Manager Scott Morgan

To: Business Advisory Board  
From: Scott Morgan, City Manager  
Date: April 27, 2020

## SUBJECT

**Potential Assistance to Small Businesses Emerging from COVID-19 Pandemic**

## RECOMMENDATION

Make a recommendation to the City Council to approve:

1. a waiver and a reduction of certain building plan check and permit fees for business repairs and remodeling from May 6, 2020 through September 30, 2020,
2. a waiver of fire inspection fees for fire inspections of all existing businesses from May 6, 2020 through September 30, 2020, and
3. an extension, at no fee, of currently held business tax receipts of certain small businesses from their current expiration date of September 30, 2020 to September 30, 2021.

April 27, 2019

## **DISCUSSION**

The Business Advisory Board is asked to review three suggestions proposed by the City Manager to assist small West Melbourne businesses as these businesses plan their emergence and recovery from business losses stemming from the COVID-19 pandemic. This Board's recommendation will be presented to the City Council for the Council's consideration during the City Council meeting of May 5, 2020.

City Manager Scott Morgan will be available at the April 27, 2020 Business Advisory Board meeting to answer any questions about the proposal.

## **ATTACHMENTS**

1. Table describing building plan check and inspection fee waivers and reductions.
2. Table describing the extension of business tax receipts.

Land Use	Permit Type	Value Limitation	Proposed Action
Single Family Residential	Fence Replacement	n/a	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
	Re-Roof	n/a	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
Commercial and Industrial	Tenant Improvements	\$100,000	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
	Repairs	\$100,000	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
	Remodel	\$100,000	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
	Re-Roof	\$100,000	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
	Addition/Alteration to Existing Building	\$100,000	Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020
Commercial and Industrial	Tenant Improvements	Value in Excess of \$100,000	Plan Check and Inspection Fees Waived on First \$100,000 in Valuation - May 6, 2020 - September 30, 2020
	Repairs	Value in Excess of \$100,000	Plan Check and Inspection Fees Waived on First \$100,000 in Valuation - May 6, 2020 - September 30, 2020
	Remodel	Value in Excess of \$100,000	Plan Check and Inspection Fees Waived on First \$100,000 in Valuation - May 6, 2020 - September 30, 2020
	Re-Roof	Value in Excess of \$100,000	Plan Check and Inspection Fees Waived on First \$100,000 in Valuation - May 6, 2020 - September 30, 2020
	Addition/Alteration to Existing Building	Value in Excess of \$100,000	Plan Check and Inspection Fees Waived on First \$100,000 in Valuation - May 6, 2020 - September 30, 2020
Commercial and Industrial	Annual Fire Inspection Fees	n/a	Fire inspections of Existing Businesses Still Scheduled, But Inspection Fees Waived May 6, 2020 through September 30, 2020



Proposed Small Business Tax Receipts  
Deferral to September 30, 2021

Attachment 2

Class	Description	Annual Tax	Extend to 9-30-2021	Extend for EE Count < 10
0010	LAND SURVEYOR	\$ 110.25	x	
0011	LAND SURVEYOR OFFICE & 1 LIC PROF	\$ 150.00	x	
0013	ABSTRACT TITLE COMPANY	\$ 157.50	x	
0014	APPRAISER, REAL ESTATE	\$ 157.50	x	
0020	ACCOUNTANT (IND)	\$ 105.00	x	
0021	ACCOUNTANT OFFICE & 1 LIC PROF	\$ 157.50	x	
0030	ADDRESSING/MAILING/DUPLICATING SERVICE	\$ 66.15	x	
0040	ADVERTISING AGENCY	\$ 157.50	x	
0041-A	ADVERTISING IN/ON PUBLIC VEHICLES	\$ 157.50	x	
0041-B	ADVERTISING ON VEHICLES FOR OTHERS	\$ 157.50	x	
0050-B	PROFESSIONAL OFFICE	\$ 52.50	x	
0060	AMBULANCE SERVICE	\$ 157.50	x	
0070	AMUSEMENT GAMES/MUSIC DISTRIBUTOR	\$ 157.50	x	
0090	ANIMAL HOSPITAL & 1 LIC PROF	\$ 157.50	x	
0101	APPLIANCE REPAIR	\$ 157.50	x	
0102	APPLIANCE RENTAL	\$ 157.50	x	
0110	ARCHITECT (IND)	\$ 105.00	x	
0111	ARCHITECTURAL ASBESTOS CONSULTANT	\$ 157.50	x	
0112	ARCHITECT OFFICE & 1 LIC PROF	\$ 157.50	x	
0114	ENGINEER, PROFESSIONAL (IND)	\$ 105.00	x	
0115	ENGINEER OFFICE & 1 LIC PROF	\$ 157.50	x	
0116	ENGINEERING ASBESTOS CONSULTANT	\$ 157.50	x	
0120	ARMORED CAR SERVICE	\$ 157.50	x	
0129	LAW OFFICE & 1 LIC PROF	\$ 157.50	x	
0130	ATTORNEY (IND)	\$ 105.00	x	
0139	AUCTION LOCATION & 1 LIC PROF-TEMP 1 DAY	\$ 157.50	x	
0140	AUCTIONEER (IND)	\$ 105.00	x	
0150	AUCTION BUSINESS & 1 LIC PROF	\$ 157.50	x	
0170	AUTOMOBILE SALES, USED	\$ 157.50	x	
0171	AUTOMOBILE BODY REPAIR	\$ 157.50	x	
0172	AUTOMOBILE PAINT AND BODY SHOP	\$ 157.50	x	
0174	AUTOMOBILE UPHOLSTERY SHOP	\$ 157.50	x	
0175	AUTOMOBILE WINDOW TINTING	\$ 157.50	x	
0176	AUTOMOBILE DETAILING	\$ 157.50	x	
0177	METAL FABRICATION - AUTOMOBILE	\$ 157.50	x	
0180	AWNINGS, SALES/INSTALLATION	\$ 157.50	x	
0190	BAKERY, RETAIL	\$ 157.50	x	
0200	BAKERY, WHOLESALE	\$ 157.50	x	
0220	BARBERSHOP	\$ 157.50	x	
0230	BAR ROOM/TAVERN	\$ 157.50	x	
0231	COCKTAIL LOUNGE	\$ 157.50	x	
0240	PUBLIC BATH HOUSE	\$ 157.50	x	
0250	BEAUTY SALON-PARLOR	\$ 157.50	x	
0260	BICYCLE RENTAL/REPAIR	\$ 66.15	x	
0270	BILLIARDS (POOL)	\$ 126.00	x	

Proposed Small Business Tax Receipts  
Deferral to September 30, 2021

Class	Description	Annual Tax	Extend to 9-30-2021	Extend for EE Count < 10
0291	COMMUNITY RESIDENTIAL HOME (HRS LIC)	\$ 157.50	x	
0300	BOATS FOR HIRE, SMALL	\$ 157.50	x	
0310	MARTIAL ARTS	\$ 157.50	x	
0311	BOAT REPAIR	\$ 157.50	x	
0320	MOVIE RENTAL/VIDEO GAME RENTAL	\$ 157.50	x	
0321	MARINE ENGINE REPAIR	\$ 157.50	x	
0330	BAIL BONDSMAN-PROFESSIONAL	\$ 157.50	x	
0340	BOOKKEEPING SERVICE	\$ 157.50	x	
0350	BOOTBLACK STAND	\$ 31.50	x	
0380	BOWLING ALLEY	\$ 157.50	x	
0412	CHECK CASHING AGENCY	\$ 157.50	x	
0440	CABINET/CARPENTER SHOP	\$ 157.50	x	
0460	CARPET/RUG CLEANING	\$ 99.23	x	
0480	CATERING SERVICE	\$ 157.50		x
0481	CHIROPRACTOR OFFICE & 1 LIC PROF	\$ 157.50	x	
0482	CHIROPRACTOR (IND)	\$ 105.00	x	
0500	CLAIRVOYANT (IND)	\$ 157.50	x	
0520	COLLECTION AND/OR CLAIM AGENCY	\$ 157.50	x	
0521	COMPUTER PROGRAMMER/CONSULTANT	\$ 157.50	x	
0522	COMPUTER GRAPHIC DESIGN	\$ 157.50	x	
0558	CARPENTER	\$ 157.50	x	
0559	CONCRETE CONTRACTOR/BLOCK MASON	\$ 157.50	x	
0570	DANCE HALL/BALLROOM-PUBLIC	\$ 157.50	x	
0580	DECORATOR, INTERIOR	\$ 157.50	x	
0590	DELIVERY SERVICE	\$ 99.23	x	
0599	DENTAL OFFICE & 1 LIC PROF	\$ 157.50	x	
0600	DENTIST (IND)	\$ 105.00	x	
0610	DETECTIVE AGENCY & 1 LIC PROF	\$ 157.50	x	
0611	PRIVATE INVESTIGATOR (IND)	\$ 105.00	x	
0640	EXPRESS COMPANY	\$ 157.50	x	
0650	EXTERMINATOR-PEST CONTROL	\$ 157.50	x	
0651	FARMER'S MARKET	\$ 157.50	x	
0652	FARMER'S MARKET BOOTH	\$ 26.25	x	
0660	FISH/MEAT MARKET-RETAIL	\$ 132.30	x	
0670	FLEA MARKET	\$ 157.50	x	
0671	FLEA MARKET BOOTH	\$ 26.25	x	
0680	FLORIST	\$ 132.30	x	
0700	FUNERAL HOME	\$ 157.50	x	
0702	EMBALMER BUSINESS	\$ 157.50	x	
0710	FURNITURE REPAIR	\$ 66.15	x	
0720	GAS DISTRIBUTOR, BOTTLED	\$ 157.50	x	
0725	GYMNASIUM	\$ 157.50		x
0740	GOLF-DRIVING RANGE	\$ 157.50	x	
0745	GOLF-MINATURE	\$ 157.50	x	
0750	GUN DEALER	\$ 157.50	x	

Proposed Small Business Tax Receipts  
Deferral to September 30, 2021

Class	Description	Annual Tax	Extend to 9-30-2021	Extend for EE Count < 10
0759	HEALTH SPA	\$ 157.50	x	
0761	HOME REPAIR-HANDYMAN	\$ 157.50	x	
0780	HOUSE MOVER	\$ 157.50	x	
0800	ICE CREAM PEDDLING	\$ 66.15	x	
0810	ICE MANUFACTURER	\$ 157.50	x	
0845	IRRIGATION INSTALLATION	\$ 157.50	x	
0850	JANITORIAL/COMMERCIAL CLEANING SERVICE	\$ 132.30	x	
0860	JEWELRY/WATCH REPAIR	\$ 157.50	x	
0880	JUNK DEALER-PERMANENT LOCATION	\$ 157.50	x	
0890	KNIFE-SCISSOR SHARPENER	\$ 31.50	x	
0910	LANDSCAPE BUSINESS	\$ 157.50	x	
0911	LANDSCAPE ARCHITECT (IND)	\$ 105.00	x	
0912	LANDSCAPE ARCHITECT OFFICE & 1 LIC PROF	\$ 157.50	x	
0920	LAUNDRY-COIN OPERATED	\$ 157.50	x	
0930	LAUNDRY/DRY CLEANING PLANT	\$ 157.50	x	
0950	LINEN, TOWEL/UNIFORM SERVICE	\$ 99.23	x	
0960	LOCKSMITH	\$ 66.15	x	
0970	AUTOMOBILE MECHANIC REPAIR SHOP	\$ 157.50	x	
0971	MAID SERVICE	\$ 157.50	x	
0972	MAIL ORDER COMPANIES	\$ 157.50	x	
0979	MACHINE SHOP JOBBING & REPAIR MFG.	\$ 157.50	x	
0981	MASSAGE OFFICE & 1 LICENSED PROFESSIONAL	\$ 157.50	x	
0982	MASSAGE THERAPIST (INDIVIDUAL)	\$ 100.00	x	
0990	MERCHANT, RETAIL	\$ 157.50		x
0991	INDEPENDENT SALES CONSTULTANT	\$ 157.50	x	
1001	MOVING AND STORAGE	\$ 157.50	x	
1012	NAIL TECHNICIAN	\$ 157.50	x	
1020	NEWSSTAND, RETAIL	\$ 66.15	x	
1030	NURSERY-LAWN/SHRUBBERY	\$ 157.50	x	
1060	PAINTER/WALLPAPER HANGER	\$ 157.50	x	
1070	PARKING LOT	\$ 66.15	x	
1071	PAVING COMPANY	\$ 157.50	x	
1080	PAWNBROKER	\$ 157.50	x	
1110	PHOTOGRAPHER, STUDIO, PERMANENT LOCATION	\$ 94.50	x	
1115	COMMERCIAL PHOTO LABORATORY	\$ 157.50	x	
1120	PHOTOGRAPHER, TRANSIENT	\$ 157.50	x	
1131	PRINTER	\$ 157.50	x	
1140	PROMOTER-SPORTS, ENTERTAINMENT	\$ 157.50	x	
1150	PUBLIC STENOGRAPHER	\$ 99.23	x	
1160	RADIO/TV REPAIR	\$ 150.00	x	
1179	MORTGAGE BROKER	\$ 157.50	x	
1180	REAL ESTATE OFFICE & 1 LIC PROF	\$ 157.50	x	
1181	REAL ESTATE BROKER OR BROKER/SALESMAN	\$ 52.50	x	
1182	REAL ESTATE SALESMAN (IND)	\$ 36.75	x	
1190	RESTAURANT	\$ 132.30		x

Proposed Small Business Tax Receipts  
Deferral to September 30, 2021

Class	Description	Annual Tax	Extend to 9-30-2021	Extend for EE Count < 10
1191	CAFE	\$ 132.30		x
1192	DELICATESSEN	\$ 132.30	x	
1200	SAND/DIRT/SHELL-DEALER	\$ 157.50	x	
1220	SHOE-BOOT REPAIR SHOP	\$ 66.15	x	
1221	SPORTS EQUIPMENT REPAIR	\$ 157.50	x	
1230	SHOOTING GALLERY	\$ 157.50	x	
1240	SIGN PAINTER/ERECTOR	\$ 157.50	x	
1251	RECYCLING CENTER-PROCESSING/HANDLING	\$ 157.50	x	
1260	SOLICITOR/CANVASSER	\$ 157.50	x	
1270	TAILOR/SEAMSTRESS	\$ 66.15	x	
1280	TAXICAB COMPANY	\$ 157.50	x	
1290	TELEGRAPH COMPANY	\$ 66.15	x	
1300	TELEPHONE ANSWERING SERVICE	\$ 157.50	x	
1301	TELEPHONE SOLICITATION FOR OTHERS	\$ 525.00	x	
1302	TELEPHONE SOLICITATION FOR BUS/CUSTOMERS	\$ 525.00	x	
1340	TRAVEL AGENCY	\$ 157.50	x	
1350	TREE SURGEON	\$ 157.50	x	
1369	UNCLASSIFIED PROFESSIONAL (REGULATED)	\$ 26.25	x	
1370	UNCLASSIFIED CATEGORIES	\$ 157.50		x
1370-F	FLOOR COVERING INSTALLER (UNCLASS)	\$ 157.50	x	
1380	VETERINARIAN (IND)	\$ 105.00	x	
1381	VETERINARY OFFICE & 1 LIC PROF	\$ 157.50	x	
1389	RENTAL-WAREHOUSE BLDG FOR BUSINESS	\$ 157.50	x	
1391	WELDER	\$ 157.50	x	
1392	WELL DRILLER	\$ 157.50	x	
1400	WINDOW CLEANING/WASH SERVICE	\$ 66.15	x	
1410	WRECKER/TOWING SERVICE	\$ 157.50	x	