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 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.
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 4th 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 1st 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.
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.
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.
<table>
<thead>
<tr>
<th>Land Use</th>
<th>Permit Type</th>
<th>Value Limitation</th>
<th>Proposed Action</th>
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<td>Re-Roof</td>
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<td>Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020</td>
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<td>Tenant Improvements</td>
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<tr>
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<td>Addition/Alteration to Existing Building</td>
<td>$100,000</td>
<td>Plan Check and Inspection Fees Waived May 6, 2020 - September 30, 2020</td>
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<tr>
<td>Commercial and Industrial</td>
<td>Tenant Improvements</td>
<td>Value in Excess of $100,000</td>
<td>Plan Check and Inspection Fees Waived on First $100,000 in Valuation - May 6, 2020 - September 30, 2020</td>
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<td>Value in Excess of $100,000</td>
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<td>Value in Excess of $100,000</td>
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<td>Commercial and Industrial</td>
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<td>Description</td>
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<td>BAR ROOM/TAVERN</td>
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<td>0270</td>
<td>BILLIARDS (POOL)</td>
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Proposed Small Business Tax Receipts  
Deferral to September 30, 2021

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<tr>
<th>Class</th>
<th>Description</th>
<th>Annual Tax</th>
<th>Extend to 9-30-2021</th>
<th>Extend for EE Count &lt; 10</th>
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<td>MARTIAL ARTS</td>
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<td>BOOTBLACK STAND</td>
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<td>COMPUTER GRAPHIC DESIGN</td>
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## Proposed Small Business Tax Receipts  
**Deferral to September 30, 2021**

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