

Town of Grant-Valkaria  
Planning and Zoning Board Meeting Minutes  
Thursday, September 19, 2007 at 7:00 P.M.  
Town Hall Building, 5120 Highway US1, Grant, FL 32949

The meeting of the Town of Grant-Valkaria, Planning and Zoning Board was called to order at 7:00 p.m. by Chairperson Lisette Kolar followed by the Pledge, and roll call to the Board Members, with the following present:

Chairperson Lisette Kolar,	Town Manager Matthew Brock
Vice Chairperson, John Mafera	Assistant to the Clerk Linda Munroe
Board Member Denni Burr	
Board Member Christine King	
Board Member Regina Mahaney	
Board Member Allen Webb	
Board Member Don Whitehouse	
Board Member Dan Robino, Alternate 1	

Board Member Bob Thiem, Alternate 2 was excused prior to the meeting.

**ADDITIONS AND DELETIONS TO AGENDA**

There were no changes or additions to agenda.

**APPROVAL OF MINUTES**

Moved by Board Member Burr, seconded by Board Member King to approve the minutes of April, 17, 2007 as written. Motion carried unanimously. It was decided by the Board to approve the minutes of the Local Planning Agency (LPA) meeting of August 30, 2007 at their next scheduled date of Monday, September 24, 2007.

**NEW BUSINESS**

Review/Action Re: Orbit RV Park Site Plan and Review/Action Re: Honda Research and Development plan: Chairperson Kolar stated that the Town Attorney, Karl Bohne, advised the Board to table these two items since there was no Staff analysis done by the Town. The firm of Miller Legg will study these items and have them brought back to the Board after they are reviewed. Todd Peetz was in attendance for the firm of Miller Legg and explained the process to the Board. Moved by Board Member Whitehouse, seconded by Board Member Webb to table the above two items until staff do an analysis. Motion carried unanimously.

**Consideration of Planning Review Schedule & Fee Schedule:**

Todd Peetz of Miller Legg explained the fee schedule from the County and presented the Board with copies. Some of the items had comments on them which were suggestions of changes. There was much discussion on this. Mr. Peetz explained how the whole process works of accepting applications and reviewing them, in a step by step process.

- First there is a pre-application staff meeting recommended with the applicant.
- Then the applicant submits the application to the Town as the Town is the “keeper of records”.
- Before the check is processed with application fees Miller Legg will make sure the application is complete.
- Once the application is deemed complete Miller Legg will complete the review within 15 business days. Eventually this will probably take 10 business days to review and add comments.
- At this step, the applicant can respond with changes and resubmit; if there are no comments the application can be scheduled for the next Planning and Zoning Board meeting.
- The Planning and Zoning Board will only see the application after comments by Miller Legg which Miller Legg will negotiate accountability issues with the applicant prior. The application will only be put on the agenda for the next meeting at least 7 days before the meeting.
- Planning and Zoning Board will make decisions on the site plans and make recommendation to the Town Council.

As for the procedure Mr. Peetz recommended the Town use the County fees and re-adjust as needed in about 6 months. Some of the increases in fees are due to the fact that Miller Legg is over an hour away and they bill hourly. There is a maximum that will not be exceeded. The applicant will be paying for these charges. Moved by Board Member Mafera, seconded by Board Member Burr to recommend to the Town Council to continue to use the County fee schedule and cross application process in the interim then seek additional changes as recommended by Miller Legg in the fee schedule. Motion carried unanimously. Chair Person Kolar requested that these forms be ready for October 1, 2007. The Board wants to be sure that all forms are available to all of them.

Chairperson Kolar read letter which was received by Town Manager Brock, about attending a scoping meeting at Malabar Town Hall On October 1<sup>st</sup> which may be of interest to surrounding municipalities to identify and look at their comprehensive plan. She also reminded the Board to attend the workshop the next night which Miller Legg is doing as a gathering of information for the Town. Todd Peetz of Miller Legg will be presenting all this information at the Town Council meeting on October 4<sup>th</sup>. Town Manager Brock explained to the Board that Miller Legg and the Town staff will be working together to get things done for the benefit of the Town. Miller Legg’s fees were brought to being by dividing in half what he gets paid by the City of Cape Canaveral.

Motion made by Board Member Burr, seconded by Board Member Mafera to adjourn the meeting at 8:25 p.m. Motion carried unanimously.

(signature on file)

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Lisette Kolar, Chairperson

ATTEST:

(signature on file)

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Linda Munroe, Assistant to the Clerk