

**MINUTES  
BREVARD PLANNING BOARD MEETING  
AUGUST 20, 2019**

Brevard Planning Board met for a regular meeting, Tuesday, August 20, 2019, at 6:00 PM in Council Chambers of City Hall.

**Members Present:** Jimmy Perkins, Chair  
Demi Loftis, Vice Chair  
Keenan Smith  
John Folger  
Chris Strassner  
Stephanie Smith

**Members Absent:** Molly Jenkins

**Staff Present:** Aaron Bland, Planner  
Janice Pinson, Clerk to the Board

**I. Welcome**

At 6:00 PM, Chair, Jimmy Perkins, called the meeting to order.

**II. Introduction of Planning Board Members**

**III. Certification of Quorum**

Chair, Jimmy Perkins confirmed with the Clerk to the Board that a quorum of the board was present.

**IV. Approval of Agenda**

D. Loftis moved to approve the agenda, seconded by C. Strassner, unanimously carried.

**V. Approval of Minutes – April 16, 2019 and June 18, 2019**

Motion to approve both sets as presented by C. Strassner, seconded by D. Loftis, unanimously carried.

**VI. Old Business**

**a. TXT-18-015 Sign Amendments**

After discussion, the Board decided to hold a special called meeting on October 22, 2019 at 5:00 PM to begin review of the sign ordinance amendments.

## **VII. New Business**

### **a. TXT-19-006 Reinstate TRC**

Aaron Bland presented his staff report a portion of which is included herein:

#### **Discussion**

Until 2014 the City had a Technical Review Committee (and a Community Appearance Commission). The TRC consisted of 15 members and was responsible for reviewing large commercial developments and certain exceptions to very specific design details such as cul-de-sac dimensions or other infrastructure designs.

In 2014 the TRC was abolished by Ordinance 2014-25 after complaints from the development community that the Committee was slowing down the permit review process. While this may have been true on occasion, we believe the additional time reviewing major projects is time well spent. Furthermore, the lack of this committee places undue burden upon Planning Staff by forcing them to make decisions others are more qualified to address.

While Staff agrees that the TRC is a valuable tool and the benefits outweigh the perceived drawbacks, the previous way the Committee was set up was problematic. The rigid meeting schedule and size of the group resulted in quorum issues, and the fact that the meetings were open to the public, including applicants and developers, hampered the ability of government officials to have open and candid discussion about serious issues like public safety.

Since the dissolution of the TRC, Planning Staff has attempted to solicit input and comments from those that were once included in the review process by the TRC, but these attempts often get no or inadequate responses.

The Board has several options with considering how to best reinstate the TRC:

- Do nothing and leave things as they are now
- Revert back to the original structure of a formal TRC (see Attachment B)
- Modify the original structure of a formal TRC to avoid quorum and scheduling issues
- Create an informal TRC that does not have a set meeting schedule and has the ability to submit written comments to the Planning Department

#### **Policy Analysis**

The City's 2015 Comprehensive Plan's Livable Communities Element specifically calls for reviewing and improving the permit review process and the City's Boards' roles:

***POLICY 4.1.I:** Evaluate the City of Brevard's current design review process to streamline procedures; clarify roles, responsibilities, and authorities of the various review boards; and improve the overall quality of new development.*

**Recommendation**

Staff is not presenting draft text at this time. Rather, Staff intends to outline options for the Board to consider and discuss. If consensus is reached, Staff will return with draft ordinance language in September.

After discussion, it was the general consensus of the board to proceed with Staff's recommendations.

A. Bland stated that more would be presented for review at the next meeting.

**VII. Public Comment-None**

**VIII. Remarks**

Aaron Bland explained that Paul Ray, Interim Planning Director is attending the Certified Zoning Official conference this week and that the State is consolidating city and county land use with the current budget. If the budget passes there will be a lot of text amendments to revise the Unified Development Ordinance to amend processes.

He further explained that it may be necessary to hire someone to revise the Land Use Plan.

After a discussion of sidewalks, Aaron Bland was directed to bring a map and information on sidewalk priorities to the next meeting.

Aaron Bland announced that there are 2 openings on the Parks and Trails Committee that need filling by city residents.

**X. Adjourn**

There being no further business, S. Smith moved to adjourn, seconded by K. Smith, unanimously carried, and the meeting adjourned at 6:52 PM.

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Jimmy Perkins, Chair

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Janice H. Pinson, Board Clerk