



AGENDA
SUSTAINABILITY ADVISORY BOARD
Regular Meeting 2022-11

Monday November 21, 2022 – 6:00 P.M. Council Chambers
120 Malabar Road, SE Palm Bay FL 32907

CALL TO ORDER:

ROLL CALL:

ADOPTION OF MINUTES:

1. Regular Meeting 2022-07; July 27, 2022
2. Regular Meeting 2022-08; August 24, 2022

PUBLIC COMMENTS: (Non-agenda items only)

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

NEW BUSINESS:

1. Selection of a new Board Chair
2. Discussion on Voluntary Low Impact Development incentives matrix
3. Authorize Vice Chair Snyder to address the Palm Bay Municipal Foundation regarding the creation of a Sustainability Fund

OTHER BUSINESS:

1. Update on Sustainability Task Force (Vice Chair Snyder)
2. Upcoming meetings/events of interest (INFORMATIONAL)

THIS MEETING IS BROADCAST LIVE ON THE CITY'S WEBSITE

ADJOURNMENT:

If an individual decides to appeal any decision made by the Sustainability Board with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Community and Economic Development Department at (321) 409-7187 or Florida Relay System at 711.

If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website or documents contained therein interferes with your ability to access information, please contact us. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.



MEMORANDUM

SUSTAINABILITY ADVISORY BOARD

TO: Sustainability Advisory Board Members

FROM: Suzanne Sherman, City Manager

DATE: November 21, 2022 – Regular Meeting

RE: Election of a new Board Chair

SUMMARY:

Effective September 8, 2022, former Chairperson Lesley Byrd resigned her position with the Sustainability Advisory Board.

The by-laws of the Sustainability Advisory Board do not provide direction for resignations or removals of the board chair. Therefore, the Board may vote to elect a new Board Chair from its existing members or vote to elect the current Vice Chair to serve as chair, and vote to elect a new Vice Chair.

RECOMMENDATION:

Board Members shall deliberate and vote as indicated above.

Attachment:

- 1) Letter of Resignation from Leslie Byrd
- 2) Sustainability Advisory Board By-laws

From: [Kristin Suros](#)
To: [Joan Junkala](#)
Subject: FW: resignation
Date: Thursday, September 8, 2022 3:50:25 PM

Board resignation from Lesley.....
I let Terese and Judy know as well.

From: Lesley Byrd <lesleyjbyrd@gmail.com>
Sent: Thursday, September 8, 2022 3:36 PM
To: Kristin Suros <Kristin.Suros@palmbayflorida.org>
Subject: resignation

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Kristin, I regret to inform the city that I have to resign from the Sustainability Board. I have a schedule change that will prohibit me from attending meetings. I've been proud to serve in the role for 6 years and I look forward to seeing our hard work pay off. Who should I inform of my resignation? Thank you for your help!

--

Lesley Byrd
321.340.7062
lesley@ariumrealestate.com



[Best of Zillow](#)

BY-LAWS

SUSTAINABILITY ADVISORY BOARD

§ 52.345 ESTABLISHMENT.

There is hereby established an advisory board to be known as the "Sustainability Advisory Board," hereinafter referred to as the "Board."

§ 52.346 PURPOSE AND INTENT.

The purpose and intent of the Board shall be to advise and assist the City Council, City Manager, and city staff (hereafter collectively the "city") in matters relating to pollution reduction, water quality initiatives, community education and involvement, and assessing local climate risk.

§ 52.347 COMPOSITION; TERMS; VACANCIES.

- (A) The Board shall consist of seven (7) members appointed by the City Council.
- (B) Appointment. One (1) appointment by each councilmember, and (2) at-large appointments by a majority of Council. The members shall be selected by using the City Council's process for filling board positions.
- (C) Terms and term limits. The initial term, and subsequent terms for the two (2) at-large members shall be four (4) years. The remaining five (5) members shall serve staggered terms coinciding with the term of the councilmember who made the appointment. The initial term shall begin February 1, 2018. The members appointed by Councilmembers in Seats 1, 2 and 3 shall serve until November 2020 when the Mayor and Councilmembers' seats come up for re-election; members appointed by Councilmembers in Seats 4 and 5 shall serve until November 2018 when the Councilmembers' seats come up for re-election. Thereafter, all subsequent terms shall convene with the appointing Councilmember's term of election.
- (D) Residential requirements. Members must be a resident of or a business owner within the City of Palm Bay for at least one (1) year. Members must remain a City of Palm Bay resident or business owner throughout the term of his/her appointment.

§ 52.348 DUTIES AND RESPONSIBILITIES.

- (A) The Board shall identify and make recommendations to the City Council concerning affordable strategies associated with conservation, renewable energy, and energy efficiency. Duties of the Board shall include:
 - (1) Develop an environmental sustainability plan for city operations with a goal of achieving one hundred percent (100%) clean energy by 2035 in city operations.
 - (2) Develop an assessment plan to track activities and implementation of the city's environmental sustainability plan. Provide an annual report to the City Council on activities and implementation of the plan.

(3) Review ordinances and policies that have an environmental impact on the city and make recommendations to City Council. Such topics may include standards for recycling, environmental standards, preservation and landscape design, and floodplain management.

(B) Initiatives of the Board may include:

(1) Research, identify, and recommend to the public affordable strategies associated with conservation, renewable energy, and energy efficiency.

(2) Research and recommend to the public financial initiatives and resources that are available to offset costs associated with renewable energy initiatives.

(3) Recognize the efforts of others who contribute to the beautification, environmental protection, and enhancement of the city.

(C) The Board shall perform such additional duties and services as may from time to time be assigned by the City Council.

§ 52.349 RULES OF PROCEDURE.

(A) Meetings shall be held on such days and at such times and locations as the Board from time to time determines. Meetings shall be held in public facilities.

(B) Quorum. Four (4) members of the Board shall constitute a quorum for the transaction of business at any meeting and the vote of a majority of such quorum shall be sufficient for formal action by the Board.

(C) Officers. The Board shall select its own chairperson and vice chairperson and such other officers as it deems appropriate. The officers shall serve for a term of one (1) year and may succeed themselves.

(D) By-laws. The Board may prepare and adopt such by-laws, rules, and regulations for its own guidance as it may deem expedient and not inconsistent with law.

(E) Absences. Members who fail to attend three (3) consecutive regular meetings or a total of five (5) meetings of any type within a twelve (12) month period, shall automatically forfeit their appointments. The chairperson shall notify the Office of the City Clerk of any vacancy, at which time the process to fill the vacancy shall be implemented.

(F) Agendas and minutes. The Board shall submit to the City Council, within an appropriate time frame, an agenda of the upcoming meeting and the minutes of the previous meeting. The Board shall submit other reports from time to time as directed by the City Council.

§ 52.350 COMPENSATION.

Members shall serve without compensation.



MEMORANDUM

SUSTAINABILITY ADVISORY BOARD

TO: Sustainability Advisory Board Members

FROM: Suzanne Sherman, City Manager

DATE: November 21, 2022 – Regular Meeting

RE: Discussion on Voluntary Low Impact Development Incentive Matrix

SUMMARY:

At the August 24, 2022 regular meeting of the Sustainability Board, Engineer II with the City of Palm Bay, Natalie Shaber, presented a draft of the City's Voluntary Low Impact Development (LID) Manual which included a proposed incentive matrix. The incentive matrix provided for waiver, flexibilities, and other inducements available to developers that voluntarily implement low impact development standards as provided in the Manual.

At the request of the Board, attached is the draft Voluntary LID incentive matrix for consideration and discussion.

RECOMMENDATION:

Provide input and suggestions for staff consideration regarding the Voluntary Low Impact Development Incentive Matrix

Attachment:

- 1) Voluntary Low Impact Development Incentive Matrix

DRAFT Voluntary Low Impact Development (LID) Incentive Matrix

Table 11.2 Low Impact Development Incentives Matrix

		Parking Incentives					Open Space, Landscape, Buffer, & Setback Incentives				Other Incentives					See Noted Section for Specific Standards
		On-Street Parking ² Sec. 30-283	Parking Count Flexibility ²	Reduced curbing requirements ^{1,2}	Reduced Parking Space Dimensions ² Sec. 9.17.1.1	Satellite (Shared) Parking ¹	BMP Permitted within Buffer ¹	BMP Area Credited as Landscaping ¹	BMP Area Credited as Open Space ¹	Reduced Building Setbacks ¹	Additional Building Height ³	Additional Density ³	Expedited Application	Reduced Stormwater Freeboard ¹	Wet Ponds Outside of ACC ¹	
Low Impact Development BMPs																
Site Planning BMPs	Protect Surface Waters and Wetlands				•							•		•	11.5.5	
	Preserve Open Space				•	•						•		•	11.5.6	
	Natural Area Conservation - Retain Tree Canopy and Natural Landscaping	•			•	•				•		•		•	11.5.7	
	Cluster Design & Conservation Subdivision									•		•	•	•	11.5.8	
	Minimize Building Footprint		•								•	•		•	11.5.9	
	Minimize Total Impervious Surface Area	•	•		•	•						•		•	11.5.10	
	Minimize Directly Connected Impervious Area (DCIA)	•	•		•	•								•	•	11.5.11
Source Control BMPs	Curb Elimination and Curb Cuts	•	•		•										•	11.5.12
	Minimize Soil Disturbance and Compaction				•										•	11.5.13
	Build with the Landscape Slope				•	•				•					•	11.5.14
	Retain Native Landscapes at the Lot Level									•		•			•	11.5.15
	Florida-Friendly Landscaping and Fertilizers	•	•									•			•	11.5.16
	Rainfall Interceptor Trees	•	•	•				•	•						•	11.5.17
	Install Efficient Irrigation Systems														•	11.5.18
Structural Stormwater BMPs	Exfiltration Trenches	•	•		•	•	•							•	•	11.5.19
	Underground Storage and Retention Systems	•			•	•	•			•		•	•	•		11.5.20
	Rain Gardens (Bioretention)			•												11.5.21
	Vegetated Swales						•						•	•		11.5.22
	Vegetated Natural Buffers							•							•	11.5.23
	Pervious Pavements	•	•		•								•	•	•	11.5.24
	Green Roofs with Cisterns	•	•		•			•	•			•	•	•		11.5.25
	Stormwater Harvesting Systems	•	•		•	•				•		•	•	•		11.5.26
	Up-Flow Filter System with BAM	•	•		•		•					•	•	•		11.5.27
	Detention Pond with Managed Aquatic Plant Systems		•		•		•	•	•			•	•	•		11.5.28
Biofiltration Systems (BAM-enhanced rain gardens, landscape planter boxes, and tree box filters)		•	•	•	•	•	•	•	•			•	•	•		11.5.29
Any other Low Impact Development BMP																11.5.30

¹ An administrative waiver or exception is required to meet the standards described in Chapter 30, Article I, Division 1, Sec. 30-3 "Standards for administrative exceptions".

² A Development Review Committee (DRC) waiver is required. Waivers to the Technical Manuals are described in Chapter 34, Article V, Division 5 of the Code.

³ A public hearing may be required to permit the increase.



MEMORANDUM

SUSTAINABILITY ADVISORY BOARD

TO: Sustainability Advisory Board Members

FROM: Suzanne Sherman, City Manager

DATE: November 21, 2022 – Regular Meeting

RE: Authorize Vice Chair Snyder to address the Palm Bay Municipal Foundation regarding the creation of a Sustainability Fund

SUMMARY:

During previous Sustainability Board Meetings, the Board expressed the desire to host a sustainability-based event. The Board agreed to focus efforts on establishing an annual Sustainability Fair. At the July 27, 2022 regular meeting, the Board elected to appoint Vice Chair Philip Snyder to serve on the Sustainability Fair Task Force. As part of the discussion amongst the Board at the regular meeting on August 24, 2022 regarding the proposed Sustainability Fair, the Board discussed the possibility of using the Fair to raise funds for the Board to host an annual Sustainability Fair as well as carrying out certain activities in accordance with the adopted Sustainability Action Plan.

The Palm Bay Municipal Foundation, Inc. is the 501(c)3 of the City of Palm Bay which serves as a charitable, educational, and cultural purposes. Similarly, the Foundation previously established funds for the Disaster Relief Committee and the Mayor's Ball with the intent to provide charitable donations for relief following natural disaster as well as to off-set the costs for the event, respectively.

RECOMMENDATION:

Authorize the Vice Chair Snyder to address the Palm Bay Municipal Foundation to request the creation of a Sustainability Fund.

CITY OF PALM BAY, FLORIDA
SUSTAINABILITY ADVISORY BOARD
REGULAR MEETING 2022-08

Held on Wednesday, the 24th day of August 2022 at Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida. The minutes are not a verbatim transcript, but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at approximately 6:02 P.M.

ROLL CALL:

CHAIRPERSON:	Lesley Byrd	Absent
VICE CHAIRPERSON:	Phillip Snyder	Present
MEMBER:	Kevin Smith	Present
MEMBER:	Vacant	---
MEMBER:	Rebecca J. Ziegler	Present
MEMBER:	Logan Luse	Absent
MEMBER:	Susan B. Connolly	Present

CITY STAFF:

Joan Junkala-Brown, Deputy City Manager; Kristin Suros, Board Secretary

PUBLIC COMMENTS: (Non-agenda items only)

There were no public comments.

PRESENTATIONS:

1. Rebecca Ziegler and Jane Higgins – Florida Native Plant Society

Ms. Higgins led a very informative talk based upon a discussion presented by Dr. Doug Tellamy about native plants and their importance for our ecosystem. The basis was that every neighborhood needed to have more native plants. Utilizing native plants in turn helped insects and animals thrive versus many ornamental plant variations that were typically chosen for landscaping.

Ms. Higgins answered questions from the board about the organization and what native plants were used or seen in Palm Bay.

2. Natalie Shaber, Engineer III, Public Works Department – Voluntary Low Impact Development

Ms. Shaber presented an introduction and an overall summary of the City of Palm Bay's Low Impact Development Manual draft. The discussion was presented to the board to increase their understanding and awareness of what the City had been doing to increase sustainable development.

Ms. Shaber concluded her presentation with an invitation to the board to review the draft LID incentive matrix created for developers that chose to adopt LID standards. If there were any questions or ideas for the matrix, Ms. Shaber would gladly consider them.

ADOPTION OF MINUTES:

1. Regular Meeting 2022-07; July 27, 2022

The minutes were not adopted at this time and would be scheduled for adoption at the next regular meeting.

OTHER BUSINESS:

1. Update on Sustainability Task Force (Vice Chair Snyder)

Mr. Snyder provided an update from the Sustainability Task Force meeting that was held on August 23rd. The main topic of discussion was to make some decisions about the board's proposed Sustainability Fair. A tentative date for April 15th, 2023, was mentioned and a timeframe of possibly 5-9pm to include a more convenient time for families and a movie. Other ideas expressed were a "thrift shop clothing fashion show", cornhole competition with a prize (to be determined), a do-it-yourself sustainable craft demonstration, performance(s) by children choir/band from local school(s), and a speaker to make a presentation. Lastly, there was interest in attempting to have the fair at City Hall and questions were posed as to what it would be involved.

Note: The Board considered the following item that was not reflected on the agenda.

2. Consideration of Agenda Items for September's Sustainability Advisory Board Meeting

Motion by Ms. Ziegler, seconded by Mr. Smith, to include the following items on the September agenda: a) selection of a board representative to attend the Indian River Lagoon Day on November 5th, 2022; and b) discussion of the Low Impact Development (LID) ordinance incentives matrix that was presented by Ms. Shaber. Motion carried unanimously.

The Board resumed consideration of the items as shown on the agenda.

OTHER BUSINESS:

3. Upcoming meetings/events of interest (INFORMATIONAL).

Mrs. Junkala-Brown announced the following events:

- A. Indian River Lagoon Health Update- August 31, 2022, at 5:30 P.M., 8501 Astronaut Boulevard, Cape Canaveral, Florida (free event). Visit Marine Resource Council website to register.
- B. Palm Bay Clean Up Blitz on September 9, 2022, from 8:00 A.M.-12:00 P.M. (various locations in Palm Bay). Visit www.pbfl.org/CleanUpBlitz to register.
- C. The International Coastal Cleanup on September 17, 2022 from 8:00 A.M.-12:00 P.M. Visit the Marine Resource Council website to participate locally.

ADJOURNMENT:

The meeting was adjourned at approximately 8:23 P.M.

Phillip Snyder, Vice Chairperson

ATTEST:

Kristin Suros, Board Secretary

CITY OF PALM BAY, FLORIDA
SUSTAINABILITY ADVISORY BOARD
REGULAR MEETING 2022-07

Held on Wednesday, the 27th day of July 2022 at Council Chambers, 120 Malabar Road SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida. The minutes are not a verbatim transcript, but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at approximately 6:00 P.M.

ROLL CALL:

CHAIRPERSON:	Lesley Byrd	Present
VICE CHAIRPERSON:	Phillip Snyder	Present
MEMBER:	Vacant	---
MEMBER:	Vacant	---
MEMBER:	Rebecca J. Ziegler	Present
MEMBER:	Logan Luse	Present
MEMBER:	Susan B. Connolly	Present

CITY STAFF:

Joan Junkala-Brown, Deputy City Manager; Kristin Suros, Board Secretary

PUBLIC COMMENTS: (Non-agenda items only)

Lorraine Cosumano, resident, offered input as to how the Sustainability Advisory Board could potentially make progress with topics such as green space within the city, low impact development, and use of native plants.

PRESENTATION:

1. Brad Fontaine- FL Custom Aquatic, LLC

Mr. Fontaine, along with Adam Klingenberg, provided an overview of their business and the different ways rain gardens, stormwater pond ecosystems, and innovative green technologies could be implemented for homes and businesses seeking to reduce stormwater pollution.

ADOPTION OF MINUTES:

1. Regular Meeting 2022-04; April 27th, 2022

Motion by Ms. Ziegler, seconded by Vice Chairperson Snyder, to adopt the minutes as presented. Motion carried unanimously.

NEW BUSINESS:

1. Identify components of Sustainability Fair to pursue

A. This is a standing discussion by board members to highlight ideas and details that support planning of the Sustainability Fair.

Ms. Connolly suggested that the Fair be different and recommended trying to come up with other things to stand out as a unique fair.

Ms. Ziegler provided ideas such as utilizing booths with educational materials and demonstrations. She elaborated stating that the booths with green infrastructure should be included and that the Fair strive to be a zero-waste event.

Mr. Luse suggested identifying a speaker for the Fair.

Chairperson Byrd felt the Fair should also serve as a recycling event for the city and/or an electronics donation for unwanted devices.

Vice Chairperson Snyder said he would like to see what was actually feasible and then the Board could explore those options.

B. Select a board member to represent Sustainability Advisory Board on the Sustainability Fair planning task force.

Motion by Ms. Connolly, seconded by Ms. Ziegler, to select Vice Chairperson Snyder, as the representative, and Board Member Logan Luse was selected as the alternate. Motion carried unanimously.

OTHER BUSINESS:

1. Upcoming meetings/events of interest (INFORMATIONAL).

**A. Marine Resource Council Low-Impact Development Conference
Thursday through Friday, October 20th and 21st, 2022
Center for Collaboration, 1100 Rockledge Blvd, Rockledge FL 32955**

Conference information was distributed to the Board.

ADJOURNMENT:

The meeting was adjourned at approximately 7:20 P.M.

Lesley Byrd, Chairperson

ATTEST:

Kristin Suros, Board Secretary