



CITY OF TITUSVILLE

PLANNING AND ZONING COMMISSION

AGENDA

Regular Meeting

February 4, 2026 - 6:00 PM

Council Chamber at City Hall

555 South Washington Avenue, Titusville, FL 32796

All persons who anticipate speaking on any Public Hearing item must fill out an Oath Card to be heard on that agenda item and sign the oath contained thereon. These cards are located on the table near the entrance to the Council Chamber or may be obtained from the Recording Secretary. This meeting will be conducted in accordance to the procedures adopted in Resolution #24-1997

Those speaking in favor of a request will be heard first, those opposed will be heard second, and those who wish to make a public comment on the item will speak third. The applicant may make a brief rebuttal if necessary. A representative from either side, for or against, may cross-examine a witness.

Anyone who speaks is considered a witness. If you have photographs, sketches, or documents that you desire for the Commission to consider, they must be submitted into evidence and will be retained by the City. Please submit such exhibits to the Recording Secretary.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. DETERMINATION OF A QUORUM

5. APPROVAL OF MINUTES

A. Minutes January 21, 2026

Approve Minutes

6. QUASI-JUDICIAL CONFIRMATION PROCEDURES

7. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

8. OLD BUSINESS

9. NEW BUSINESS

A. Right of Way Vacate (ROW) No. 4-2025 Ziruth Avenue & Yale Street

Conduct the public hearing and **approve** Resolution No. XX-2026 vacating, abandoning, and discontinuing certain rights of way for Yale Street and a portion of Ziruth Avenue.

B. Election of Officers

Election of Officers for Chairman, Vice Chairman, and Secretary

10. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

11. REPORTS

A. City Staff

B. City Attorney

C. Chairman

D. Members

12. ADJOURNMENT

Any person who decides to appeal any decision of the Planning and Zoning Commission with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, 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.

The City desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Planning and Zoning Commission
From: Bradley Parrish, Community Development Director
Subject: **Minutes January 21, 2026**
Department/Office: Planning

Recommended Action:

Approve Minutes

Summary Explanation & Background:

Minutes January 21, 2026

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 01.21.26 Minutes Draft P&Z

The Planning and Zoning Commission (P&Z) of the City of Titusville, Florida met in regular session in City Hall Council Chamber located at 555 South Washington Avenue on Wednesday January 21, 2026 at 6:00 p.m.

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Chairman Aton called the meeting to order at 6:00 p.m. Present were, Vice Chairman Christopher Childs, Member John Scully, Member Janay Gelin, Member Theodore Garrod, and Alternate Member James Troutman. Secretary Romie Grantt, Member Erron Fayson and Alternate Member AnnMarie Seidler were absent. Also, in attendance were Principal Planner Eddy Galindo, Planner Tabitha Armstrong, Community Development Director Brad Parrish, Assistant City Attorney David Melito and Recording Secretary Kim Amick.

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Member Troutman stated based off the minutes from the last meeting regarding Christian Court Townhomes Preliminary Plat, he spoke with the attorney, and his vote will be discussed at the next meeting.

Member Scully made a motion to approve the minutes from the January 7, 2026, meeting as presented. Member Garrod seconded. There was a unanimous voice vote in favor.

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Quasi-Judicial Confirmation Procedures

Assistant City Attorney Melito asked if any of the members had visited any of the sites or spoken to any members of the public regarding an item to be reviewed.

Member Troutman stated on January 16 he was walking a project at 1816 Knox McRae Drive; Fairways Royal Oak and the discussion of Royal Oak Community came up but he did not make an opinion about the project.

Vice Chairman Childs stated he has seen social media posts, people have told him their opinions on the Royal Oak issue and there were some emails that he forwarded on to Laurie and to Staff.

Member Garrod stated he had received emails.

XXX

Petitions and Requests from the Public Present

Vickie Conklin of Titusville, Florida.

Stan Johnston of Titusville, Florida.

Kay St. Onge of Titusville, Florida.

Elizabeth Parker of Titusville, Florida.

XXX

Old Business

None

XXX

New Business

Conditional Use Permit (CUP) No. 9-2025, Parcel ID # 21-35-28-00-279

Planner Tabitha Armstrong gave an overview of this item and distributed an updated staff report based on additional information provided by the applicant after the agenda was published.

Brad Parrish provided additional information in relation to the concept plan and issues with the proposed driveway over the state's regional trail.

Kim Rezanka of Melbourne, Florida spoke in favor of this item and handed out information to the Commission.

Nathan Landers of Palm Beach Gardens, Florida spoke in favor of this item.

Kyle Shasteen of Melbourne, Florida spoke in favor of this item.

Kim Rezanka of Melbourne continued her presentation in favor of this item.

Kim Rezanka asked questions of staff.

Assistant City Attorney Melito objected to any continued questioning of City Staff as they did not serve as witnesses for this application they are simply providing feedback for the Commissioners.

Kim Rezanka stated they have recommended denial so they are a party that will be subject to any lawsuit and subject to cross examination.

Assistant City Attorney Melito stated he would leave his objection standing but proceed with any questioning.

Kim Rezanka continued to question staff.

Member Garrod asked questions of the Transportation Engineer, Daniela Sofia Jurado of Melbourne, Florida, regarding traffic volume on US 1 and Dairy Road.

Member Garrod asked questions of Kim Rezanka regarding the driveways across the trail that the City has granted. He asked if she could tell him how many of the driveways she cited existed before the trail was developed.

Kim Rezanka stated her point was that they exist she does not see the City trying to pull them back. She stated some have been there a long time, some have been grandfathered.

The Commission had discussion on the definition of a convenience store.

Kim Rezanka spoke on the difference between convenience store with and without gasoline sales.

Member Garrod had more questions of the Transportation Engineer, Daniela Sofia Jurado. He asked in her professional capacity would she call this a retail sales selling gasoline or a convenience store with gasoline sales.

Daniela Sofia Jurado stated in this case a convenience store with gasoline sales.

Laurilee Thompson of Mims, Florida spoke against this item.

Kay St. Onge of Titusville, Florida spoke against this item.

Richard O'Doherty of Titusville, Florida spoke against this item.

Stan Johnston of Titusville, Florida spoke neither for or against this item.

Kim Rezanka of Melbourne, Florida gave a short rebuttal.

The Commission continued discussion.

Member Troutman stated the Florida Department of Environmental Protection needs to make a decision on their piece of property and as far as the site plan that is presented it is showing a driveway across the bike path that they do not have any information on yet from Florida Department of Environmental Protection, so as it is presented they are still waiting on their decision.

Member Garrod stated one thing that is missing in this picture is 17 acres and a subdivision. He stated subdividing land is regulated by the City's Land Development Code. Brad Parrish stated yes.

Member Garrod stated what happens when you buy two acres of property where does the subdivision come from. Brad Parrish stated he does not have a response because the site plan is still under review and they are considering all the requirements of the code including that question.

Member Garrod restated his comments on convenience with gas sales, the high traffic in the area and where is the subdivision when you had 17 acres of property to work with yet they are only looking a little piece and his last comment is he does not see a lot of tree protection taking place on this plan.

The Commission asked for an explanation on whether the Conditional Use Permit is needed or not.

Brad Parrish explained the different uses in the Community Commercial Zoning District and how staff determined a Conditional Use Permit was needed.

Brad Parrish stated if the Conditional Use Permit is recommended for approval staff would recommend that it include a condition that the driveway not be included.

Chairman Aton asked other than the trail crossing, if they approved the CUP, subject to no crossing of the trail, is it generally in compliance with the CUP. Brad Parrish stated yes.

Member Troutman asked do they need to get approval from Florida Department of Environmental Protection. Brad Parrish stated one of the criteria mentioned on the state’s application is the applicant has to get information from the City as to its consistency with the Comprehensive Plan. He stated the City responded that it is not.

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Member Garrod made a motion to deny the Conditional Use Permit because it is a critical driveway both from the commerce side of the element but also from the concern the impact it adversely has on pedestrians and bicyclists. Vice Chairman Childs seconded.

Roll call was as follows:

Vice Chairman Childs	Yes
Member Gelin	Yes
Member Troutman	Yes
Member Scully	Yes
Member Garrod	Yes
Chairman Aton	Yes

Motion passed.

XXX

Ordinance NO. X-2026 – Annual update of the 5-Year Capital Improvements Schedule (2026-2030) relating to the Capital Improvement Element of the Comprehensive Plan

Principal Planner Eddy Galindo gave an overview of this item and described corrections.

The Commission continued with discussion on this item.

Stan Johnston of Titusville, Florida spoke neither for or against this item.

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Vice Chairman Childs made a motion to recommend approval of the 5-Year Plan. Member Scully seconded.

Roll call was as follows:

Member Garrod	Yes
Member Scully	Yes
Vice Chairman Childs	Yes
Member Gelin	Yes
Member Troutman	Yes
Chairman Aton	Yes

Motion passed.

XXX

Comprehensive Plan Amendment (CPA) No. 2-2025 Gemini Lakes (Royal Oak)

Principal Planner Eddy Galindo gave an overview of this item.

Kim Rezanka of Melbourne, Florida, representing the owner of the property and the applicant, spoke in favor of this item and handed out information to the Commission.

Josh Long of Delray Beach, Florida spoke in favor of this item and presented a power point presentation.

Cody Spaur of Mims, Florida spoke in favor of this item.

Kathleen O'Rourke of Titusville, Florida spoke against this item.

Kay St. Onge of Titusville, Florida spoke against this item.

Elizabeth Parker of Titusville, Florida spoke against this item. Ms. Parker asked for an additional minute. A motion was made and seconded for an additional minute.

Jill Dobson of Titusville, Florida spoke against this item.

Elizabeth Baker of Titusville, Florida spoke against this item.

Seth Adams of Titusville, Florida spoke against this item.

Kathleen Flynn of Titusville, Florida spoke against this item. Ms. Flynn asked for another minute. A motion was made and seconded for an additional minute.

Jill Stirling of Titusville, Florida spoke against this item.

Earl Johnson of Titusville, Florida spoke against this item and handed out information to the Commission.

Vickie Conklin of Titusville, Florida spoke against this item.

Dan Lewis of Titusville, Florida spoke against this item.

David Brandt of Titusville, Florida spoke against this item.

Toni Shifalo of Titusville, Florida spoke against this item.

Natasha Kelley of Titusville, Florida spoke against this item.

William Balint of Titusville, Florida spoke against this item.

Bryan Yarnell of Melbourne, Florida spoke against this item and handed information to the Commission. Mr. Yarnell asked for another two minutes. A motion was made and seconded for an additional two minutes.

Laurilee Thompson of Mims, Florida spoke against this item and handed out information to the Commission.

Brienne Robertson of Titusville, Florida spoke against this item.

Michael Myjak of Titusville, Florida spoke against this item.

Joey Myers of Titusville, Florida spoke against this item and handed out information to the Commission.

Brad Lytle of Titusville, Florida spoke against this item.

Ilya Feldman of Titusville, Florida spoke against this item.

Connie Milton of Titusville, Florida spoke against this item.

Lana Cowart of Titusville, Florida spoke against this item.

Stan Johnston of Titusville, Florida spoke neither for or against this item.

Kim Rezanka gave a rebuttal and introduced Bruce Moia the engineer of record.

Bruce Moia of Melbourne, Florida spoke in favor of this item.

Kim Rezanka spoke again on this item.

Vice Chairman Childs had questions of Ms. Rezanka regarding the Fee Simple Deed.

Member Garrod discussed all the information that was presented and the relationship between the transmittal and the amendment to the plan and what it does and does not do. He stated the decision that gets reached tonight is a legislative decision.

Member Garrod asked Assistant City Attorney Melito to summarize what factors can be taken into consideration for a legislative action.

Assistant City Attorney Melito stated legislative actions are generally reviewed under the Rational Basis Standard so anything that could rationally lead you to reach the decision could be considered but there is also the factors that our ordinance requires for review under this type of Comp Plan Amendment.

Member Troutman asked what constitutes Low Density as far as single family home. Discussion followed on the Low Density Residential Future Land Use Designation.

Member Troutman had questions regarding the Community Development District (CDD) and is this an additional fee that will have to pay back to the developer. Eddy Galindo stated the CDD is similar to an HOA but they can request to pay for infrastructure in advance and have the future homeowners pay for it in return.

Member Troutman stated regarding the ponds and easements, they are public easements, but we do not maintain them. Assistant City Attorney Melito stated he would defer to staff on maintenance but as far as whether they are easements or whether that document conveyed fee simple their office is still analyzing that issue.

Member Troutman stated not knowing what that land is or what they are allowed to do with that they are still wanting to make a decision tonight on that. Brad Parrish stated the easements Public Works Department has been applied to the Royal Oak Golf Course. Brad Parrish described an example, there was a pipe that was not functioning and on private property and the easement was used in order to go onto the property to fix the pipe, so that is basically what the easements have given the City the right to do is to make sure those are working properly if they are not being maintained. He stated that is how they have applied those easements historically.

Member Garrod asked what governmental body authorizes the CDD's establishment. Brad Parrish stated the City would be the one to authorize it.

Member Garrod stated the City Council has to approve a request to establish a CDD. Brad Parrish stated yes.

Member Garrod stated the Comprehensive Plan Amendment before them is a density issue. Brad Parrish stated yes.

XXX

Vice Chairman Childs made a motion to not approve the transmittal and direct staff to conduct a small area study to guide redevelopment of the area. Member Troutman seconded.

Roll call was as follows:

Member Troutman	Yes
Vice Chairman Childs	Yes
Member Scully	Yes
Member Garrod	Yes
Member Gelin	Yes
Chairman Aton	Yes

Motion passed.

Eddy Galindo stated this is a recommendation not a final decision. He stated this recommendation will be forwarded to City Council which will be heard on February 10, 2026.

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Petitions & Requests from the Public Present

None

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Reports

Eddy Galindo reminded the Commission of the Stormwater Management Workshop on Thursday, January 22, 2026, at 5:30 pm with Public Works and Community Development in Council Chambers and the Community Conference on Saturday, March 7, 2026 at the Senior Center.

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Adjournment 11:06 pm

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Planning and Zoning Commission
From: Bradley Parrish, Community Development Director
Subject: **Right of Way Vacate (ROW) No. 4-2025 Ziruth Avenue & Yale Street**
Department/Office: Planning

Recommended Action:

Conduct the public hearing and **approve** Resolution No. XX-2026 vacating, abandoning, and discontinuing certain rights of way for Yale Street and a portion of Ziruth Avenue.

Summary Explanation & Background:

An application was submitted by Jeremiah Ofori with Goldcoast Developers of Florida LLC., requesting the vacation of Yale Street and a portion of the Ziruth Avenue rights of way.

Alternatives:

Do not approve the request.
Other action.

Item Budgeted:

NA

Source/Use of Funds/Budget Book Page:

NA

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. Staff Report

2. Resolution
3. ROW Application
4. Utility Letters
5. Surveys
6. Utility Easement - Survey
7. Maps



City of Titusville

Planning Division Staff Report

RIGHT-OF-WAY VACATION (ROW) No. 4-2025

Meeting Dates: **Planning and Zoning Commission:** February 4, 2026
Council Public Hearing: February 10, 2026

Prepared By: Christie Anderson, AICP, Senior Planner

Applicant(s): Jeremiah Ofori with Goldcoast Developers of Florida LLC, Applicant

Staff Recommendation: Approval

Background

The applicant is requesting to vacate the public right-of-way (ROW) located on Ziruth Avenue and Yale Street. The subject public rights-of-way are located between south of East Whispering Hills Road and north of Queen Street. The proposed partial vacation of Ziruth Avenue contains 14,500+/- square feet, measuring approximately 50-feet wide and 290-feet in length. The proposed vacation of Yale Street contains 29,750+/- square feet, measuring approximately 50-feet wide and 595-feet in length.

Analysis

Local jurisdictions have the ability to consider requests to vacate public rights-of-way when necessary. On October 24, 2014, the city adopted Ordinance 49-2014 to include review criteria with every vacate request. The ordinance was adopted in response to concerns about the long term ramifications of losing pedestrian and vehicular connections between streets. Vacating rights-of-way should be carefully evaluated. A vacated right-of-way cannot be reversed, and its loss is immediate and forever. The City should only approve vacations if they do not result in negative impacts on the current or future needs of the City's vehicle, bicycle, or pedestrian circulation systems, or access to private property. If the negative impacts can be appropriately mitigated, the city may choose to vacate the street.

Section 17-33(b) of the Code of Ordinances lists the criteria under which the Planning and Zoning Commission and the City Council review applications as they relate to right-of-way vacations.

The following provides review criteria and staff's findings.

Consistency with the Comprehensive Plan.

Staff Comment: The proposed vacation is consistent with the comprehensive plan and more specifically with the following policy:

Transportation Element [TE] Policy 1.6.2: "The City may vacate street right-of-way only if it does not prevent reasonable connection for existing and future public transit, pedestrian, and non-motorized and motorized vehicle trips."

Staff does not anticipate the use of the subject right-of-way for future connections to future public transit, pedestrian, or vehicular means of transportation.

(1) Benefit of the public, future needs, and environmental impacts.

Staff Comment: There does not appear to be a public purpose for vehicular or pedestrian access, and no environmental impacts are anticipated by vacating Yale Street and Ziruth Avenue rights of way. The Public Works Department has no objection, provided there is a condition of approval that an easement be provided for the existing water stub out along the Ziruth Avenue right of way. All the of other utilities have no objection to the right of way vacate request.

(2) Access to publicly accessible waters.

Staff Comment: The right-of-way does not provide access to a publicly accessible body of water.

(3) Impacts to utilities, access, and adjacent properties.

An application requires the submittal of a letter from each utility agency with a potential interest in the right-of-way. The Applicant received letters from the following agencies:

a. FLORIDA CITY GAS: **No objection**

[Letters dated May 14, 2025 (Yale Street), August 4, 2025 (Ziruth Avenue)].

b. FLORIDA POWER AND LIGHT: **No objection**

[Letter dated August 4, 2025]

c. AT&T SOUTHEAST: **No objection**

[Letter dated May 16, 2025]

d. SPECTRUM: **No objection**

[Letter dated July 25, 2025].

e. CITY OF TITUSVILLE PUBLIC WORKS: **Approved with the following condition: An easement be provided for the existing water main stub out along the right of way (Ziruth Avenue).**

[Letter dated August 29, 2025.]

(4) Adverse impacts to historic areas.

Staff Comment: This request will not negatively impact any historically designated areas.

Staff Recommendation:

Based on the above findings, staff recommends **approval** of the request to vacate a portion of Ziruth Avenue and Yale Street with the condition that an easement be provided for the existing water stub out within the Ziruth Avenue right of way.

RESOLUTION NO. XX-2026

**A RESOLUTION OF THE CITY OF TITUSVILLE, FLORIDA,
VACATING, ABANDONING, AND DISCONTINUING CERTAIN
PUBLIC STREETS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, a petition was presented by Jeremiah Ofori with Goldcoast Developers of Florida LLC, Applicant on behalf of the owner, Edward Shinskie, Jr., requesting the vacation of the public Rights-of-Way described in “Exhibit A”.

WHEREAS, notice of the public hearing was duly published in the Florida Today on [REDACTED], 2026, as required by law; and

WHEREAS, the City Council of the City of Titusville, finds that the abandoning, vacating, and closing of the said streets will not deny access to or cause hardship to property owners abutting thereon, provided that the conditions set forth herein are satisfied.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TITUSVILLE, as follows:

Section 1. That the above-described streets are hereby vacated, abandoned, discontinued, and closed. This council does hereby renounce and disclaim any right of the City of Titusville, Brevard County, Florida, and the public in and to any of said land or any interest therein acquired by purchase, gift, devise, dedication or prescription for street, alleyway, road, or highway purposes, except as herein provided.

Section 2. That approval of this resolution is conditional on the following:

1. A 10 foot x 12 foot easement will be needed for the City of Titusville for maintenance of a water main stub out.
2. In the event that compliance with the conditions set forth herein is not achieved within one hundred eighty (180) days of the date of approval of this vacation, this resolution shall become null and void.

Section 3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED, this 10th day of February 2026.

ATTEST:

Andrew Connors, Mayor

Wanda F. Wells, City Clerk

EXHIBIT A

LEGAL DESCRIPTION – (YALE STREET)

A PARCEL OF LAND LYING IN SECTION 9, TOWNSHIP 22 SOUTH, RANGE 35 EAST, CITY OF TITUSVILLE, BREVARD COUNTY, FLORIDA, BEING A PORTION OF AN UNIMPROVED PUBLIC RIGHT OF WAY KNOWN AS YALE STREET LYING BETWEEN TRACT 7 AND TRACT 8 OF DRUID HILL PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE(S) 39, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A POINT OF THE SOUTHEAST CORNER OF TRACT 8; THENCE RUN NORTH 595 FEET ALONG THE WEST RIGHT-OF-WAY LINE OF YALE STREET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF ZURITH AVENUE; THENCE RUN SOUTH 89 DEGREES 40 MINUTES EAST, A DISTANCE OF 50 FEET, ALONG THE SOUTH RIGHT-OF-WAY LINE OF ZURITH AVENUE, TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF YALE STREET; THENCE RUN SOUTH, ALONG THE EAST RIGHT-OF-WAY LINE OF YALE STREET, A DISTANCE OF 595 FEET, TO A POINT ALSO BEING ON THE NORTH RIGHT-OF-WAY LINE OF KING STREET (PER PLAT) / QUEEN STREET (PER FIELD); THENCE RUN NORTH 89 DEGREES 40 MINUTES WEST, A DISTANCE OF 50 FEET, ALONG THE NORTH RIGHT-OF-WAY LINE OF KING STREET (PER PLAT) / QUEEN STREET (PER FIELD) TO THE POINT OF BEGINNING. ALL BEING A PART OF DRUID HILL PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE(S) 39, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

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LEGAL DESCRIPTION – (ZIRUTH AVENUE)

A PARCEL OF LAND LYING IN SECTION 9, TOWNSHIP 22 SOUTH, RANGE 35 EAST, CITY OF TITUSVILLE, BREVARD COUNTY, FLORIDA, BEING A PORTION OF AN UNIMPROVED PUBLIC RIGHT OF WAY KNOWN AS ZIRUTH AVE. BEING MORE PARTICULAR DESCRIBED AS FOLLOWS:

BEGIN AT A POINT OF THE NORTHEAST CORNER OF LOT 7 OF MOCKINGBIRD HILL UNIT FIVE PLAT BOOK 21 PAGE 4 BREVARD COUNTY FLORIDA: THENCE RUN SOUTH 89 DEGREES 19 MINUTES 22 DEGREES EAST 290 FEET ALONG THE SOUTH RIGHT OF WAY LINE OF ZIRUTH AVE TO A POINT ON WEST RIGHT OF WAY OF ELIZABETH AVE. TO A POINT: THENCE CONTINUE NORTHERLY A DISTANCE OF 50 FEET ALONG THE WEST RIGHT OF WAY LINE OF ELIZABETH AVE. TO A POINT ON THE NORTH RIGHT OF WAY LINE OF ZIRUTH AVE: THENCE CONTINUE NORTH 89 DEGREES 19 MINUTES 22 SECONDS WEST ALONG THE NORTH RIGHT OF WAY LINE OF ZIRUTH AVE. A DISTANCE OF 290 FEET TO A POINT: THENCE CONTINUE SOUTHERLY A DISTANCE OF 50 FEET TO THE POINT OF BEGINNING.



Gateway to Nature & Space



APPLICATION FOR RIGHT-OF-WAY (ROW) / EASEMENT VACATION

Please submit electronically a completed application including required submittals to the Planning Department for payment and meeting scheduling. Chapter 17, Article II, Section 17-33 of the Titusville Code of Ordinances contains the instructions for filing and the required exhibits. INCOMPLETE APPLICATIONS SHALL NOT BE ACCEPTED.

Form with sections: 1. Project Information, 2. Type of Request, 2. Applicant/ Owner, 3. Applicant Status, 4. Parcel ID, 5. Site Size, 6. Legal Description of ROW to be vacated, 7. Note any previous vacations, 15. Check other applications submitted, 16. Narrative

- **All applications shall require Community Development Staff review prior to submittal.**
- All applications shall be submitted to the Planning Department electronically and officially logged in by **end of business day.**
- Incomplete applications and applications without appropriate backup information/justification will not be accepted and will not be considered to be officially submitted until the appropriate information and fees are submitted. Meeting dates for incomplete applications will not be set until all required information and fees are submitted.
- Petitions requiring review from other boards or commissions prior to being forwarded to the Planning and Zoning Commission (P&Z)/City Council are not guaranteed placement on the originally scheduled date(s).
- All meeting agendas will be posted on the City's web site and staff reports for the request can be obtained by contacting the Planning Department at 321-567-3782.

ACKNOWLEDGEMENT

1. I am the owner and/or legal representative of the owner of the property described, which is the subject of this application.
2. All answers to the questions in said application and all surveys and/or site plans and data attached to and made a part of this application are honest and true to the best of my knowledge and belief. By my signature below, I acknowledge that I have complied with all submittal requirements and that this request package is complete. I further understand that an incomplete application submittal may cause my application to be deferred.
3. Should this application be granted, I understand that any condition(s) imposed upon the granting of this request shall be binding to the owner, his heirs, and successors in title to possession of the subject property.
4. I understand that I must attend all applicable meetings and have been informed of the meeting date(s) and time(s). I understand that if I fail to appear at an applicable meeting, the appropriate Board or Commission may either table or deny the request.
5. I understand that my request if approved does not encumber provision of utility, road or other City infrastructure capacity. The analysis provided by staff of existing levels of service for public facilities and services in the vicinity of the parcel identified in this application is a non-binding analysis, and does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time.

This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the City Council, Board of Adjustment & Appeals, and Planning & Zoning Commission on this topic to properly noticed public hearings or to written communication to the City Clerk's Office, City of Titusville, P.O. Box 2806, Titusville, FL 32781

/s/ _____  _____ 07/07/2025 _____
 (Signature) (Date)

** By entering your name in the "Signature" box above, you are signing this Application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Application. By entering your name in the "Signature" box above, you consent to be legally bound by this Application's terms and conditions.*

DATE RECEIVED: _____

ACCEPTED BY: _____



Gateway to Nature & Space

SUBMITTAL CHECKLIST

(Development Review Procedures Manual Section 4)



Please fill out the following and submit the documents to the Planning Department electronically. Payment of fees does not ensure a favorable decision. Additional information may include documents initially waived at the pre-application meeting but subsequently determined necessary by staff.

1.	Complete Application and Fees	<input type="checkbox"/>
2.	Warranty Deed	<input type="checkbox"/>
3.	Notarized Owner Authorization Form (If applicable)	<input type="checkbox"/>
4.	Legal Description (from a certified survey) in Microsoft Word format.	<input type="checkbox"/>
5.	Certified Survey (sealed and containing permanent reference points as described by Chapter 177, Florida Statutes, with bearings, distances and closures) in electronic PDF format.	<input type="checkbox"/>
6.	Utility Provider Letters:	<input type="checkbox"/>
	AT&T	<input type="checkbox"/>
	Florida Power & Light	<input type="checkbox"/>
	NUI/City Gas Company of Florida	<input type="checkbox"/>
	Spectrum	<input type="checkbox"/>
	City of Titusville Water Resources Department	<input type="checkbox"/>
7.	Pre-Application Meeting Date:	<input type="checkbox"/>
	Staff in Attendance:	<input type="checkbox"/>

UTILITY PROVIDER	TELEPHONE NUMBER
AT&T Southeast. Jason Kaufman 712 Florida Avenue Cocoa, Florida 32922	386-795-1703 321-636-0233 FAX JK0276@att.com
Florida Power and Light Company Joel Beltran 9001 Ellis Road West Melbourne, FL 32904	321-455-6111 321-723-7795 Joel.Beltran@fpl.com
Florida City Gas Brad Termini 4180 South US 1 Rockledge, Florida 32955-5309	321-213-8254 Michael.Termini@NextEraEnergy.com
Spectrum Mark Richardson Eric Anderson 720 Magnolia Avenue Melbourne, Florida 32935	321-757-6457 – Mark Richardson 321-757-6452 – Eric Anderson Mark.Richardson@charter.com Eric.Anderson@charter.com
City of Titusville Water Resources Ashleigh Smith City of Titusville P.O. Box 2806 Attn: Water Resources Department Titusville, Florida 32781-2806	321-567-3859 321-383-5653 FAX Ashleigh.Smith@Titusville.com
City of Titusville Public Works Department Kevin Cook 445 South Washington Avenue P.O. Box 2806 Titusville, Florida 32781-2806	321-567-3845 321-383-5705 FAX Kevin.Cook@Titusville.com



Jason Kaufman
Geo Manager – Outside Plant Engineering

AT&T
712 Florida Ave
Cocoa, FL. 32922

T 386-795-1703
jk0276@att.com

May 16, 2025

Josh Wilson: Project Manager
Gold Coast Developers of Florida LLC
121 Drennen Rd, Orlando, FL 32806
Ph# (689) 307-5788

Subject: Request to vacate a Road Right of Way (Yale St).

This letter is regarding your correspondence dated 05/16/2025, requesting AT&T to vacate the undeveloped portion of Ziruth Ave (east of Prospect St) and undeveloped road right of way of Yale St as a portion of Parcel ID:22-35-09-02-*--7. (DRUID HILLS SUBDIVISION) located in Titusville, FL. as recorded in DB 369 PG 413 EX PB 21 PG 4, public records of Brevard County, Florida 32780. Additionally, AT&T has no conflict east of the rear lot line easement for the homes along the east side of Prospect St. AT&T currently has aerial facilities on the existing pole line and should not be in conflict with the new development.

AT&T would have no objection to vacating the undeveloped road right of way as per this request. Regardless, prior to any construction activities, it is important that your contractor have all telecommunications cables located via Sunshine 811(800-432-4770) and use due care in avoiding the disturbance of any AT&T facilities that may be in the area to prevent a loss of telecommunications service in that distribution area.

If you have any additional questions or comments on this matter, please feel free to contact me.

Sincerely,

JASON KAUFMAN

AT&T Southeast
GEO Manager – Titusville, Merritt Island and Cocoa Beach



July 25, 2025

Mr. Joshua Wilson
Gold Coast Developers of Florida LLC
121 Drennen Road
Orlando, Florida 32806

Dear Mr. Wilson:

Spectrum has received and reviewed your request to vacate the unimproved public right of way referenced as 1400 Elizabeth Avenue in your request (Yale Street) and the unimproved public right of way portion of Ziruth Avenue, Titusville, Florida as shown on Parcel ID: 22-35-09-02-*-7, Plat Book 7, page 39, of the Public Records of Brevard County.

Spectrum has no objection of vacating the unimproved rights of way referenced above.

If you have any questions or require additional information, please contact me at (321) 479-1797.

Sincerely,

Ken Vickers

Ken Vickers
Construction Coordinator II
Spectrum Communications LLC

Subscribed and sworn to me this day of July 25, 2025.

DIANE NIEHAUS

Printed Name of Notary

Diane Niehaus
Signature of Notary

Notary Public
STATE OF FLORIDA

My Commission Expires:



Diane Niehaus
Notary Public
State of Florida
Comm# HH144551
Expires 9/10/2025

cc: File



May 14, 2025

Joshua Wilson

RE: “No Objection” regarding the vacation of the 50’ unimproved right of way at 1400 Elizabeth Ave Titusville, Florida parcel ID 22-35-09-02-*7 referenced in Plat book 0007 page 0039 As recorded in the public records of Brevard County, Florida.

Dear Joshua Wislson:

Florida City Gas (FCG) has received your request to encroach on the easement located at the aforementioned location. Based on a review of available records and/or field verification of existing FCG facilities, the following has been determined for the subject request:

FCG does not have existing facilities within the identified limits of the aforementioned defined area. Therefore, FCG has no objections to the proposed vacation of the said Easement.

Florida City Gas recognizes that by this action, we also agree to release all applicable rights to this easement upon the release of same. Furthermore, Florida City Gas confirms the following:

1. Agency has no objection to the release of the alley easement as described and referenced above;
2. Agency has not granted any type of interest in this easement as described and referenced above to any third-party entity;

Notwithstanding the approval of the vacation and closure of the utility easement above-described, any other utility easements in favor of Florida City Gas either existing or that may be required for future Florida City Gas facilities, shall not be affected by this letter, and shall be provided prior to Florida City Gas service to any development on the plat, as applicable.

Sincerely,

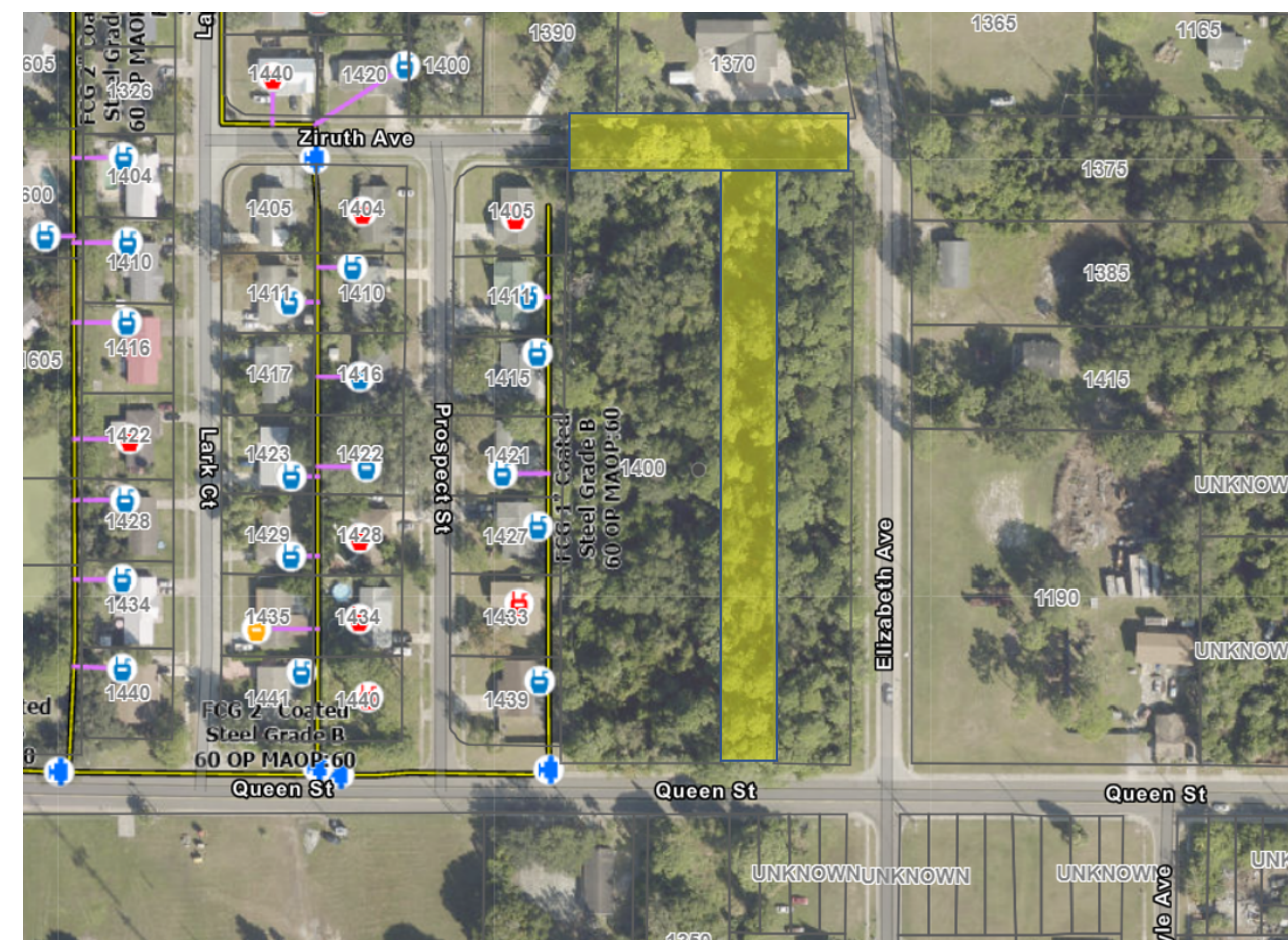
Brad Termini, PMP
Manager, Distribution Engineering | Chesapeake Utilities Corp (CPK)
4180 US Highway 1 | Rockledge, FL 32955
Cell: (321) 213-8254 | MTermini@chpk.com

1400 Elizabeth - Vacate ROW Parcel ID:22-35-09-02-*7. (DRUID HILLS SUBDIVISION) located in Titusville, FL

Termini, Michael <MTermini@chpk.com>
To: Joshua Wilson <joshua@goldcoastdof.com>
Cc: Admin Prorestore <admin@prorestoreservices.com>

Mon, Aug 4, 2025 at 4:52 PM

We have no concerns vacating these two paper roadway right of ways.



Regards,

Brad Termini, PMP
Manager, Distribution Engineering | Chesapeake Utilities Corp (CPK)
4180 US Highway 1 | Rockledge, FL 32955
Cell: (321) 213-8254 | MTermini@chpk.com



**** Please be advised that my email has changed. For all future communication please email MTermini@chpk.com as Michael.Termini@NexterEnergy.com will no longer be accessible in the near future. ****

From: Joshua Wilson <joshua@goldcoastdof.com>
Sent: Monday, August 4, 2025 3:28 PM
To: Termini, Michael <MTermini@chpk.com>
Cc: Admin Prorestore <admin@prorestoreservices.com>
Subject: [EXTERNAL] Re: 1400 Elizabeth - Vacate ROW Parcel ID:22-35-09-02-*7. (DRUID HILLS SUBDIVISION) located in Titusville, FL

Be Careful With This Message

The sender's email domain has been active for a short period of time and could be unsafe.

Hello,

Following up on this??

Thanks,

Joshua Wilson

Project Manager

121 Drennen Rd.
Orlando, FL 32806

+1.407.710.8787 (Office)

+1.724.635.5652 (Cell)

Joshua@GoldCoastDOF.com

On Sun, Jul 13, 2025 at 8:06 PM Joshua Wilson <joshua@goldcoastdof.com> wrote:

Brad,

Thanks for tackling this for me earlier. Could you give this another look to confirm that you guys have no facilities for the Ziruth Ave ROW as well, and update this letter for us to submit to the city? We are including this ROW along with Yale st.

Thanks,

Joshua Wilson

Project Manager

121 Drennen Rd.
Orlando, FL 32806

+1.407.710.8787 (Office)

+1.724.635.5652 (Cell)

Joshua@GoldCoastDOF.com



Florida Power & Light Company
9001 Ellis Rd.
West Melbourne, Fl. 32904

August 4, 2025

City of Titusville
PARCEL ID: 22-35-09-02-*-7

RE: 1400 Elizabeth Ave Titusville - Vacate ROW Letter

Dear City of Titusville

Subject: Vacate the ROW located at 1400 ELIZABETH AVE (Yale St 50' unimproved R/W) and was submitted to Florida Power and Light Company for review.

Portion to be vacated described as:

All of the ROW located between L1 and L2, the Yale St unimproved R/W. The aforementioned location.

NOTE - Florida Power and Light Company has no objection to the above referenced vacate.
Please contact Micah Xavier – micah.xavier@fpl.com – 321-455-6111, for any questions.

Sincerely,

Micah Xavier
Engineer II

Summary

Joshua Wilson Mon, Aug 4, 3:19 PM ☆
Hello all, We recently got confirmation from Micah that FPL approved our vacate request for the ROW's on our property. We have been trying to get an official ap

Xavier, Micah Mon, Aug 4, 3:31 PM ☆
Apologies Joshua, I will send over an official letter.

Xavier, Micah Mon, Aug 4, 3:55 PM ☆
Attached is the letter of no objection.

Joshua Wilson Mon, Aug 4, 4:01 PM ☆
We appreciate this. We need the letter to include Ziruth Avenue. As it currently stands only Yale St is written into the letter of no objection. Please see atta

Joshua Wilson Wed, Aug 6, 9:46 AM (13 days ago) ☆
Please see the attached legal descriptions.

Xavier, Micah Wed, Aug 6, 10:41 AM (13 days ago) ☆ ↩️ ⋮
to me, Zineb, Jeremiah ▾
Revised ROW vacate letter is attached.

Micah Xavier
Engineer II
Melbourne Service Center-FPL
9001 Ellis Rd,
Melbourne, FL 32904
Cell: 321-455 - 6111
Email: Micah.Xavier@fpl.com



Visit the [FPL Project Portal](#) by visiting the link below to manage your FPL Residential and Commercial construction projects.

Get information on construction services and project types, apply for your construction project, track project milestones, manage your project team and more. . If you cannot reach me, feel free to contact my Engineering Leader Frantzy Cherubin at (o) 321-726-4811 or

 Begin & Track Your Construction Project Enter Project Portal	 Report an Outage in Your Area	 Tree & Vegetation Maintenance	 Important Project Information	 FPL's Electric Service Standards Service Procedures, Warning Equipment & More
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Frantzy.Cherubin@fpl.com

From: Joshua Wilson <joshua@goldcoastdof.com>
Sent: Wednesday, August 6, 2025 9:47 AM
To: Xavier, Micah <Micah.Xavier@fpl.com>; Elkadir, Zineb <Zineb.Elkadir@fpl.com>
Cc: Jeremiah Ofori <jeremiah.ofori@prorestoreservices.com>

One attachment • Scanned by Gmail ⓘ





Florida Power & Light Company
9001 Ellis Rd.
West Melbourne, Fl. 32904

August 4, 2025

City of Titusville
PARCEL ID: 22-35-09-02-*-7

RE: 1400 Elizabeth Ave Titusville - Vacate ROW Letter

Dear City of Titusville

Subject: Vacate the ROW located at 1400 ELIZABETH AVE (Yale St 50' unimproved R/W) and was submitted to Florida Power and Light Company for review.

Portion to be vacated described as:

A PARCEL OF LAND LYING IN SECTION 9, TOWNSHIP 22 SOUTH, RANGE 35 EAST, CITY OF TITUSVILLE, BREVARD COUNTY, FLORIDA, BEING A PORTION OF AN UNIMPROVED PUBLIC RIGHT OF WAY

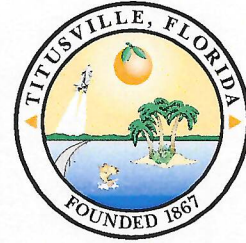
KNOWN AS ZIRUTH AVE. BEING MORE PARTICULAR DESCRIBED AS FOLLOWS: BEGIN AT A POINT OF THE NORTHEAST CORNER OF LOT 7 OF MOCKINGBIRD HILL UNIT FIVE PLAT BOOK 21 PAGE 4 BREVARD COUNTY FLORIDA: THENCE RUN SOUTH 89 DEGREES 19 MINUTES 22 MINUTES EAST 290 FEET ALONG THE SOUTH RIGHT OF WAY LINE OF ZIRUTH AVE TO A POINT ON WEST RIGHT OF WAY OF ELIZABETH AVE. TO A POINT: THENCE CONTINUE NORTHERLY A DISTANCE OF 50 FEET ALONG THE WEST RIGHT OF WAY LINE OF ELIZABETH AVE. TO A POINT ON THE NORTH RIGHT OF WAY LINE OF

ZIRUTH AVE: THENCE CONTINUE NORTH 89 DEGREES 19 MINUTES 22 SECONDS WEST ALONG THE NORTH RIGHT OF WAY LINE OF ZIRUTH AVE. A DISTANCE OF 290 FEET TO A POINT: THENCE CONTINUE SOUTHERLY A DISTANCE OF 50 FEET TO THE POINT OF BEGINNING.

NOTE - Florida Power and Light Company has no objection to the above referenced vacate. Please contact Micah Xavier – micah.xavier@fpl.com – 321-455-6111, for any questions.

Sincerely,
Micah Xavier
Engineer II

City of Titusville
"Gateway to Nature and Space"



PUBLIC WORKS DEPARTMENT
2910 GARDEN STREET
TITUSVILLE, FLORIDA 32796

ENGINEERING
(321)-567-3859
www.titusville.com

August 29, 2025

Joshua Wilson
Orlando, FL
Jjwilson7@gmail.com

RE: ROW vacation Request- Parcel ID 22-35-09-02-*--7; Zurith Ave

Dear Josh,

The Public Works Department has reviewed the information you have provided in respect to public utilities for water, sewer, and reclaim. We approve with condition of the request that an easement be provided for the water stub out along the right-of-way.

This response does not represent the collective interest of the City.

Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ashleigh Smith', written in a cursive style.

Ashleigh Smith, PE
City Engineer

Attachments

CC: Kevin Cook, Public Works Director
Brad Parrish, Department of Planning and Growth Management Director



PROPERTY ADDRESS: 1400 ELIZABETH AVENUE, TITUSVILLE, FLORIDA 32780

DATE: 05/13/25

CLIENT ORDER NUMBER:

CERTIFIED TO:
JEREMIAH OFORI

LEGAL DESCRIPTION:
A PARCEL OF LAND LYING IN SECTION 9, TOWNSHIP 22 SOUTH, RANGE 35 EAST, CITY OF TITUSVILLE, BREVARD COUNTY, FLORIDA, BEING A PORTION OF AN UNIMPROVED PUBLIC RIGHT OF WAY KNOWN AS YALE STREET LYING BETWEEN TRACT 7 AND TRACT 8 OF DRUID HILL PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE(S) 39, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, BEING MORE PARTICULAR DESCRIBED AS FOLLOWS:
BEGIN AT A POINT OF THE SOUTHEAST CORNER OF TRACT 8; THENCE RUN NORTH 595 FEET ALONG THE WEST RIGHT OF WAY LINE OF YALE STREET TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF ZURITH AVE; THENCE CONTINUE SOUTH 89 DEGREES 40 MINUTES EAST A DISTANCE OF 50 FEET ALONG THE SOUTH RIGHT OF WAY LINE OF ZURITH AVE; TO A POINT ON THE EAST RIGHT OF WAY LINE OF YALE STREET; THENCE CONTINUE SOUTH ALONG THE EAST RIGHT OF WAY LINE OF YALE STREET A DISTANCE OF 595 FEET TO A POINT ALSO BEING ON THE NORTH RIGHT OF WAY LINE OF KING STREET (PER PLAT) QUEEN STREET (PER FIELD); THENCE CONTINUE NORTH 89 DEGREES 40 MINUTES WEST A DISTANCE OF 50 FEET ALONG THE NORTH RIGHT OF WAY LINE OF KING STREET (PER PLAT) QUEEN STREET (PER FIELD) TO THE POINT OF BEGINNING, ALL BEING A PART OF DRUID HILL PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE(S) 39, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

POINTS OF INTEREST:
THIS IS A SKETCH OF DESCRIPTION ONLY.

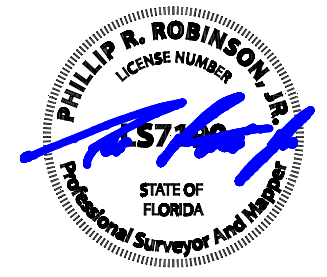
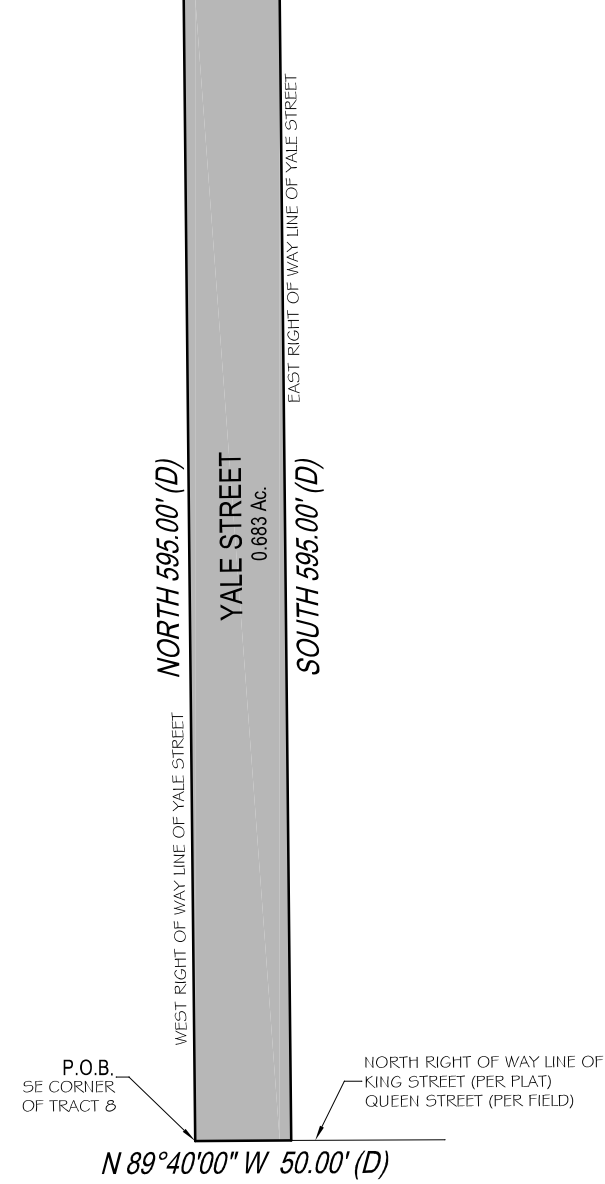
FLOOD INFORMATION:
BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X. THIS PROPERTY WAS FOUND IN CITY OF TITUSVILLE, COMMUNITY NUMBER 125152, DATED 1/29/2021.

JOB SPECIFIC SURVEYOR NOTES:

**2502.0035
SKETCH OF DESCRIPTION
BREVARD COUNTY**

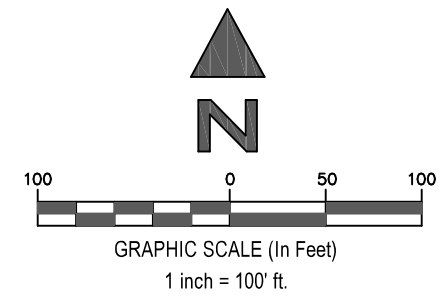
LEGAL DESCRIPTION:
A PARCEL OF LAND LYING IN SECTION 9, TOWNSHIP 22 SOUTH, RANGE 35 EAST, CITY OF TITUSVILLE, BREVARD COUNTY, FLORIDA, BEING A PORTION OF AN UNIMPROVED PUBLIC RIGHT OF WAY KNOWN AS YALE STREET LYING BETWEEN TRACT 7 AND TRACT 8 OF DRUID HILL PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE(S) 39, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, BEING MORE PARTICULAR DESCRIBED AS FOLLOWS: BEGIN AT A POINT OF THE SOUTHEAST CORNER OF TRACT 8; THENCE RUN NORTH 595 FEET ALONG THE WEST RIGHT OF WAY LINE OF YALE STREET TO A POINT ON THE SOUTH RIGHT OF WAY LINE OF ZURITH AVE; THENCE CONTINUE SOUTH 89 DEGREES 40 MINUTES EAST A DISTANCE OF 50 FEET ALONG THE SOUTH RIGHT OF WAY LINE OF ZURITH AVE. TO A POINT ON THE EAST RIGHT OF WAY LINE OF YALE STREET; THENCE CONTINUE SOUTH ALONG THE EAST RIGHT OF WAY LINE OF YALE STREET A DISTANCE OF 595 FEET TO A POINT ALSO BEING ON THE NORTH RIGHT OF WAY LINE OF KING STREET (PER PLAT) QUEEN STREET (PER FIELD). THENCE CONTINUE NORTH 89 DEGREES 40 MINUTES WEST A DISTANCE OF 50 FEET ALONG THE NORTH RIGHT OF WAY LINE OF KING STREET (PER PLAT) QUEEN STREET (PER FIELD) TO THE POINT OF BEGINNING. ALL BEING A PART OF DRUID HILL PARK, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 7, PAGE(S) 39, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

SOUTH RIGHT OF WAY LINE OF ZURITH AVENUE $S 89^{\circ}40'00'' E 50.00' (D)$



PHILLIP R. ROBINSON
STATE OF FLORIDA PROFESSIONAL SURVEYOR & MAPPER
LICENSE NO. 7190

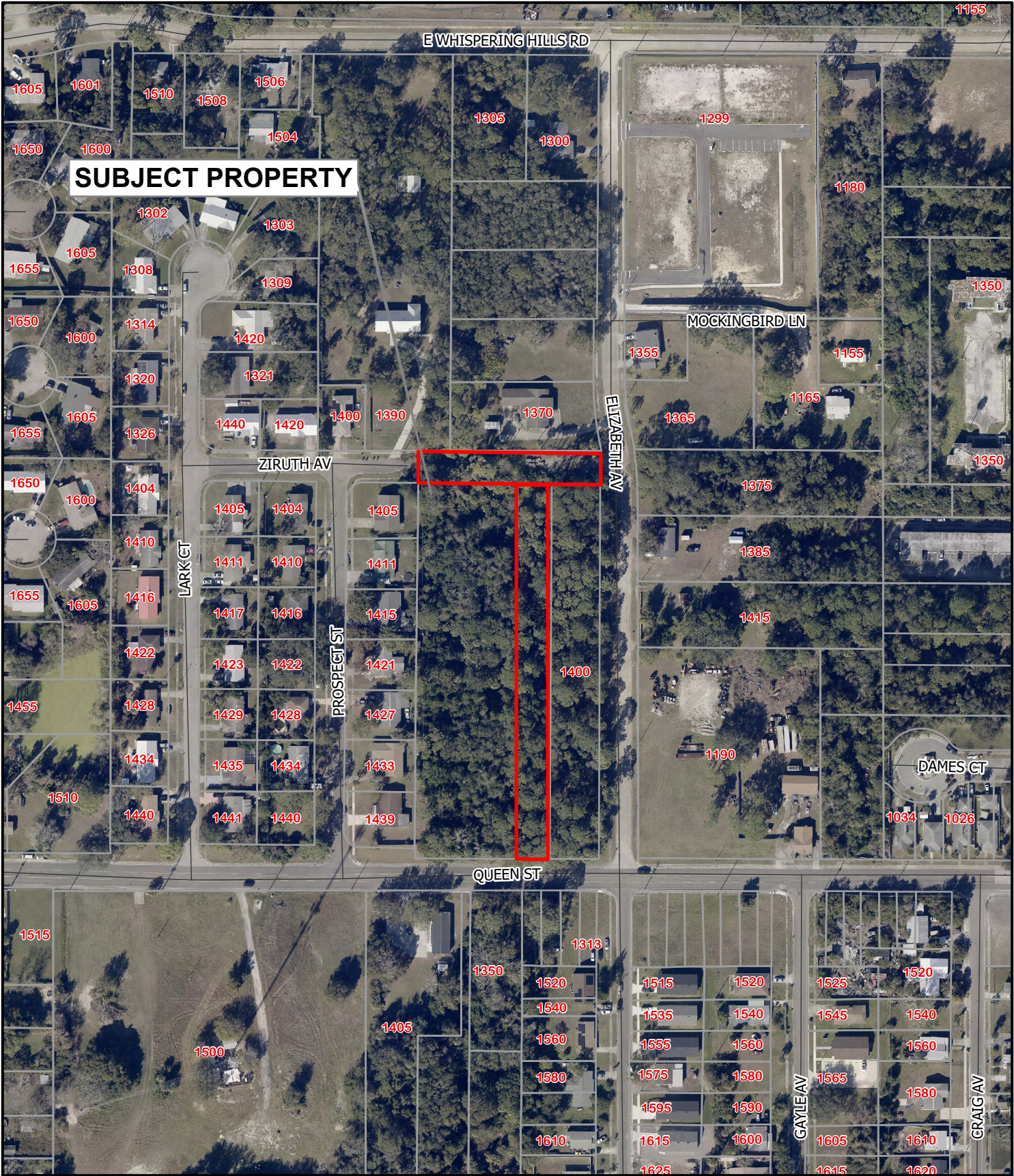
I hereby certify that this Boundary Survey of the hereon described property has been made under my direction, and to the best of my knowledge and belief, it is a true and accurate representation of a survey that meets the Standards of Practice set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 6J-17 of the Florida Administrative Code.



Robinson Surveying
L# 8260
140 E. Panama Road
Winter Springs, Florida 32708
407.637.5961

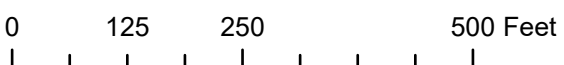
- The Legal Description used to perform this survey was supplied by others. This survey does not determine or imply ownership.
- This survey only shows improvements found above ground. Underground footings, utilities and encroachments are not located on this survey map.
- If there is a septic tank, or drain field shown on this survey, the location is approximate as the location was either shown to Robinson Surveying by a third party or it was estimated by metal detector, probing rods, and visual above ground inspection only. No excavation was performed in order to determine the exact and accurate location.
- This survey is exclusively for the use of the parties to whom it is certified.
- Additions or deletions to this survey map and report by other than the signing party or parties is prohibited without written consent of the signing party or parties.
- Dimensions are in feet and decimals thereof.
- Due to varying construction standards, house dimensions are approximate.
- Any FEMA flood zone data contained on this survey is for informational purposes only. Research to obtain such data was performed at www.fema.gov.
- All corners marked as set are at a minimum a 1/2" diameter, 18" iron rebar with a cap stamped LBR8260.
- If you are reading this survey in an electronic format, the information contained on this document is only valid if this document is electronically signed as specified in Chapter 6J-17.062 (3) of the Florida Administrative Code and Florida Statute 472.025. The Electronic Signature File related to this document is prominently displayed on the invoice for this survey which is sent under separate cover. Manually signed and sealed logs of all survey signatures are kept in the office of the performing surveyor. If this document is in paper format, it is not valid without the signature and original raised seal of a Florida Licensed Surveyor.
- Unless otherwise noted, an examination of the abstract of title was NOT performed by the signing surveyor to determine which instruments, if any, are affecting this property.
- The symbols reflected in the legend and on this survey may have been enlarged or reduced for clarity. The symbols have been plotted at the center of the field location, and may not represent the actual shape or size of the feature.
- Points of Interest (POI) are selected above-ground improvements which may be in contact with boundary, building setback or easement lines, as defined by the parameters of this survey. There may be additional POI's which are not shown, not called-out as POI's, or which are otherwise unknown to the surveyor. These POI's may not represent all items of interest to the viewer.
- Utilities shown on the subject property may or may not indicate the existence of recorded or unrecorded utility easements.
- The information contained on this survey has been performed exclusively, and is the sole responsibility, of Robinson Surveying. Additional logo or references to third parties are for informational purposes only.
- Pursuant to FS 558.0035, an individual employee or agent may not be held individually liable for negligence.
- House measurements should not be used for new construction or planning. Measurements should be verified prior to such activity.

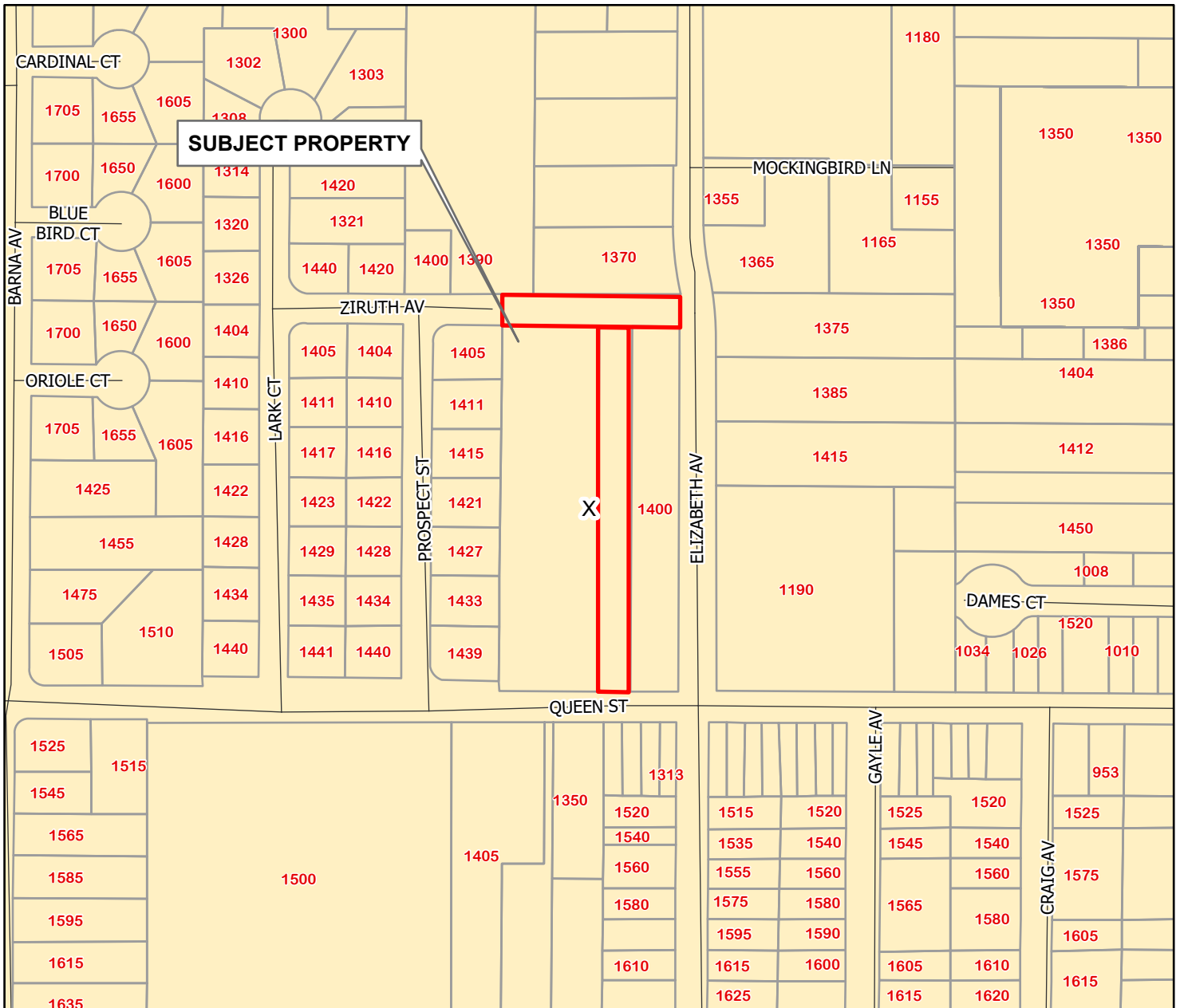
AC	ACCESSORY	ACCESSORY SETBACK LINE
A.C.	AIR CONDITIONING	
B.C.	BLOCK CORNER	
B.F.P.	BACKFLOW PREVENTOR	
B.R.	BEARING REFERENCE	
B.R.L.	BUILDING RESTRICTION LINE	
B.W.	BAY/BOW WINDOW	
B.L.D.G.	BUILDING	
B.L.K.	BLOCK	
B.M.	BENCHMARK	
B.S.M.T.	BASEMENT	
C.	CURVE	
C.B.	CONCRETE BLOCK	
C.L.F.	CHAIN LINK FENCE	
C.D.	CLEAN OUT	
C.V.G.	CONCRETE VALLEY GUTTER	
C.L.	CENTER LINE	
C.P.	COVERED PORCH	
C/S	CONCRETE SLAB	
C/S	CONCRETE SLAB	
CATV	CABLE TV RISER	
CH	CHORD BEARING	
CHIM.	CHIMNEY	
CONC.	CONCRETE	
COR.	CORNER	
CS/W	CONCRETE SIDEWALK	
D.F.	DRAIN FIELD	
D.H.	DRILL HOLE	
D/W	DRIVEWAY	
E.O.W.	EDGE OF WATER	
ELEV.	ELEVATION	
EM	ELECTRIC METER	
ENCL.	ENCLOSURE	
ENT.	ENTRANCE	
EUB	ELECTRIC UTILITY BOX	
FF	FINISHED FLOOR	
F.O.P.	EDGE OF PAVEMENT	
F.H.	FOUND DRILL HOLE	
FCM	FND. CONCRETE MONUMENT	
FI	FOUND IRON PIPE & CAP	
FIP	FOUND IRON PIPE & CAP	
FIR	FOUND IRON ROD	
FIRG	FOUND IRON ROD & CAP	
FN	FOUND NAIL	
FN&D	FOUND NAIL AND DISC	
FND.	FOUND	
FPKN	FOUND PARKER-KALON NAIL	
FPKN&D	FOUND PK NAIL & DISC	
FRGPK	FOUND ROAD SPKE	
GAR.	GARAGE	
GM	GAS METER	
ID.	IDENTIFICATION	
ILL.	ILLEGIBLE	
INST.	INSTRUMENT	
INT.	INTERSECTION	
L	LENGTH	
LS#	LICENSE # - BUSINESS	
LS#	LICENSE # - SURVEYOR	
M.B.	MAP BOOK	
M.E.S.	METERED END SECTION	
M.F.	METAL FENCE	
MES	METERED END SECTION	
MH	MANHOLE	
N.R.	NON RADIAL	
N.T.S.	NOT TO SCALE	
NAV29	NORTH AMERICAN	
NOV29	NATIONAL GEODETIC	
NOV29	NATIONAL GEODETIC	
O.C.S.	ON CONCRETE SLAB	
O.G.	ON GROUND	
O.R.D.	OFFICIAL RECORD BOOK	
O.R.V.	OFFICIAL RECORD VOLUME	
O/A	OVERALL	
O/S	OFFSET	
OFF	OUTSIDE OF SUBJECT PARCEL	
OH	OVERHANG	
OH	OVERHEAD LINES	
ON	INSIDE OF SUBJECT PARCEL	
P.B.	PLAT BOOK	
P.C.	POINT OF CURVATURE	
P.C.C.	POINT OF COMPOUND CURVATURE	
P.C.P.	PERMANENT CONTROL POINT	
PL	POINT OF INTERSECTION	
P.O.B.	POINT OF BEGINNING	
P.O.C.	POINT OF COMMENCEMENT	
PF	FINCHED PIPE	
PF	FINCHED PIPE	
P.F.C.	POINT OF REVERSE CURVATURE	
P.F.M.	PERMANENT REFERENCE MONUMENT	
PT.	POINT OF TANGENCY	
FE	FUEL EQUIPMENT	
PG.	PAGE	
PLS	PROFESSIONAL LAND SURVEYOR	
PLT	PLANTER	
PSM	PROFESSIONAL SURVEYOR AND MAPPER	
R	RADIUS	
R.P.	RADIUS POINT	
R/W	RIGHT OF WAY	
RES.	RESIDENCE	
RGE.	RANGE	
S.B.L.	SET BACK LINE	
S.C.L.	SURVEY CLOSURE LINE	
S.T.L.	SURVEY TIE LINE	
S.W.	SEAWALL	
SG/D	SET GLUE DISC	
SH	SIDEWALK	
SCR.	SCREEN	
SEC.	SECTION	
SEP.	SEPTIC TANK	
SEW.	SEWER	
SIRC	SET IRON ROD & CAP	
SN&D	SET NAIL & DISC	
SQ.FT.	SQUARE FEET	
STY.	STORY	
SV	SEWER VALVE	
T.O.B.	TOP OF BANK	
TBM	TEMPORARY BENCHMARK	
TEL.	TELEPHONE FACILITIES	
TWP.	TOWNSHIP	
TR.	TRANSFORMER	
TYP.	TYPICAL	
U.R.	UTILITY RISER	
UG	UNDERGROUND	
UR	UTILITY RISER	
V.F.	VINYL FENCE	
W.F.	WOODEN FENCE	
W/C	WITNESS CORNER	
W/F	WATER FILTER	
WM	WATER METER/VALVE BOX	
WV	WATER VALVE	
A.E.	ACCESS EASEMENT	
A.N.E.	ANCHOR EASEMENT	
C.M.E.	CANAL MAINTENANCE ESM.T.	
C.U.E.	COUNTY UTILITY ESM.T.	
D.E.	DRAINAGE EASEMENT	
D.U.E.	DRAINAGE AND UTILITY ESM.T.	
ESMT.	EASEMENT	
I.E.	INGRESS/EGRESS ESM.T.	
IRK.E.	IRRIGATION EASEMENT	
L.A.E.	LIMITED ACCESS ESM.T.	
L.C.E.	LANDSCAPE BUFFER ESM.T.	
L.E.	LANDSCAPE ESM.T.	
L.L.E.	LAKE OR LANDSCAPE	
M.E.	MAINTENANCE EASEMENT	
M.E.	MAINTENANCE EASEMENT	
R.O.E.	ROOF OVERHANG ESM.T.	
S.W.E.	SIDEWALK EASEMENT	
S.W.M.E.	STORM WATER	
S.W.M.E.	MANAGEMENT EASEMENT	
T.U.E.	TECHNOLOGICAL UTILITY ESM.T.	
U.E.	UTILITY EASEMENT	



SUBJECT PROPERTY

Aerial 2025 ROW #4-2025-





FEMA FLOOD HAZARD AREAS

ROW #4-2025-

Special Flood Hazard Area Zones

- A
- AO
- AE
- AO
- VE

Moderate Flood Hazard Area Zone

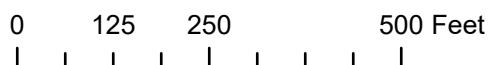
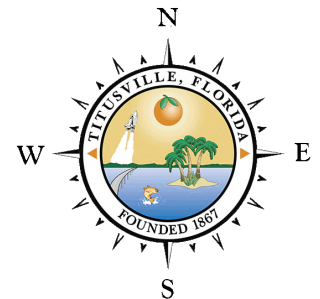
- X5

Minimal Flood Hazard Zones

- C
- X
- X.2 PCT

Other Flood Zone Areas

- D
- FW

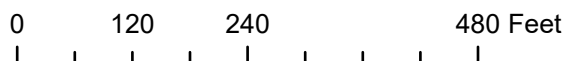
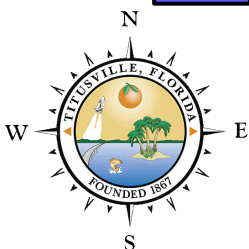


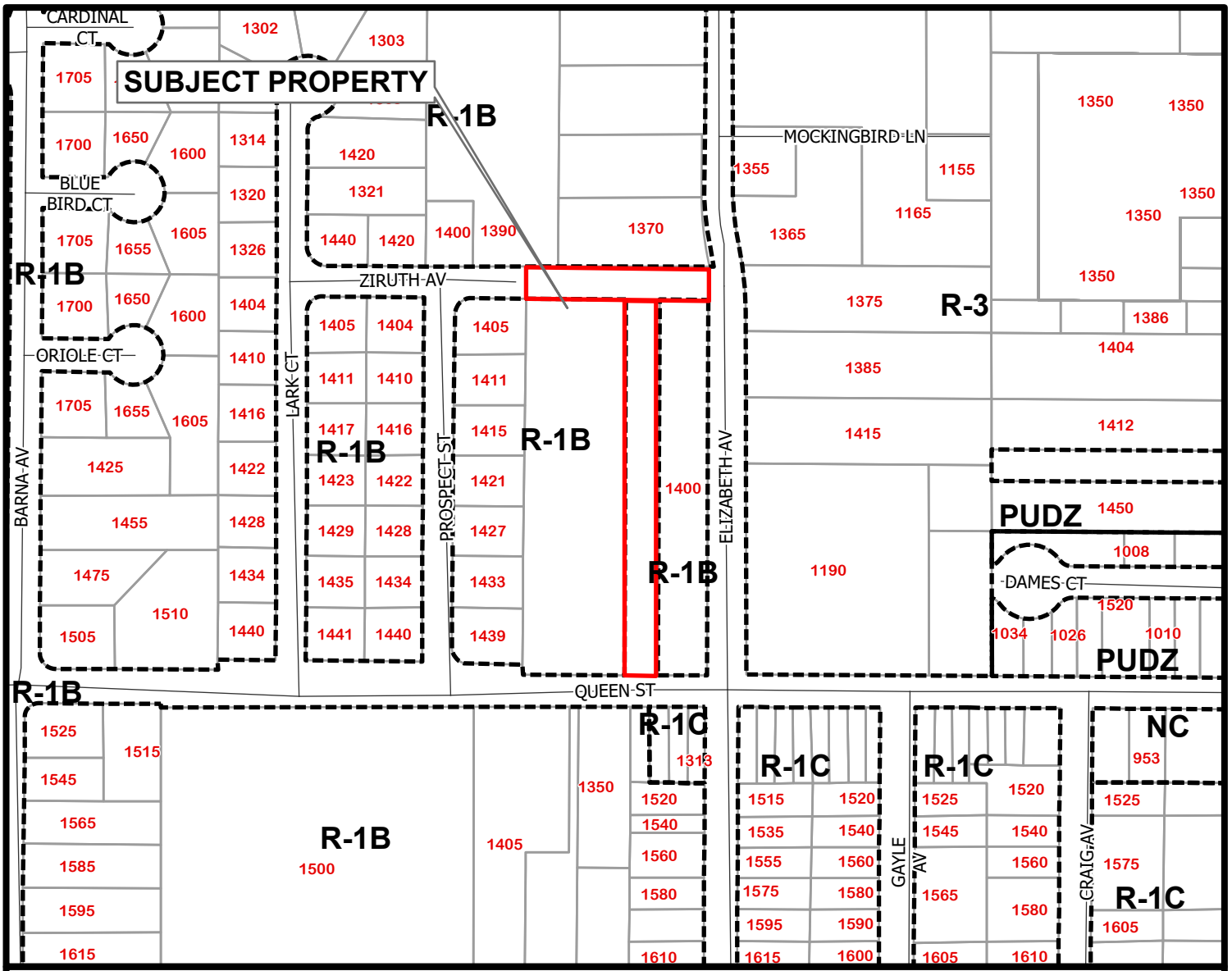


LOCATION OF PROPERTY AND FUTURE LAND USE MAP

- | | | | |
|--------------------------------------|---------------------------------------|-------------------------------------|--------------------------------|
| CHI COMMERCIAL HIGH INTENSITY | ED EDUCATIONAL | PIP PLANNED INDUSTRIAL PARK | RES-2 RESIDENTIAL-2 |
| CLI COMMERCIAL LOW INTENSITY | IND INDUSTRIAL | PSP PUBLIC/ SEMI-PUBLIC | RMU REGIONAL MIXED USE |
| CONS CONSERVATION | HDR HIGH-DENSITY RESIDENTIAL | PUD PLANNED UNIT DEVELOPMENT | SMU SHORELINE MIXED-USE |
| DMU DOWNTOWN MIXED-USE | MDR MEDIUM-DENSITY RESIDENTIAL | REC RECREATIONAL | UMU URBAN MIXED-USE |
| | LDR LOW-DENSITY RESIDENTIAL | RES-1 RESIDENTIAL-1 | US1 US-1 CORRIDOR |

Subject





ZONING MAP

RESIDENTIAL DISTRICTS

- RE RESIDENTIAL ESTATES
- RR RURAL RESIDENTIAL
- R-1A SINGLE FAMILY, LOW DENSITY
- R-1B SINGLE FAMILY, MEDIUM DENSITY
- R-1C SINGLE FAMILY, HIGH DENSITY
- R-2 MULTIFAMILY, MEDIUM DENSITY
- R-3 MULTIFAMILY, HIGH DENSITY
- RMH-1 RESIDENTIAL MANUFACTURED HOUSING SUBDIVISION
- RMH-2 RESIDENTIAL MANUFACTURED HOUSING PARK

COMMERCIAL DISTRICTS

- HM HOSPITAL MEDICAL
- T TOURIST
- NC NEIGHBORHOOD COMMERCIAL
- CC COMMUNITY COMMERCIAL
- RC REGIONAL COMMERCIAL
- OP OFFICE PROFESSIONAL

SPECIAL DISTRICTS

- GU GENERAL USE
- OR OPEN SPACE AND RECREATION
- UMU URBAN MIXED USE
- SMU SHORELINE MIXED USE
- RHP RESIDENTIAL HISTORIC PRESERVATION
- RMU REGIONAL MIXED USE
- PD PLANNED DEVELOPMENT
- P PUBLIC
- UV URBAN VILLAGE
- DMU DOWNTOWN MIXED USE
- IRC-N-INDIAN RIVER CITY NEIGHBORHOOD RESIDENTIAL
- IRC-N-C INDIAN RIVER CITY NEIGHBORHOOD COMMERCIAL

INDUSTRIAL DISTRICTS

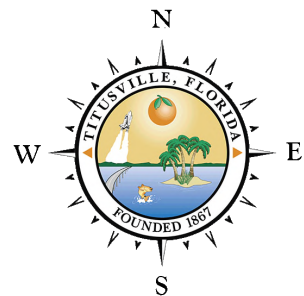
- M-1 LIGHT INDUSTRIAL SERVICES AND WAREHOUSING
- M-2 HEAVY INDUSTRIAL
- M-3 HIGHWAY INDUSTRIAL INFILL
- PID PLANNED INDUSTRIAL DEVELOPMENT

OVERLAY DISTRICTS

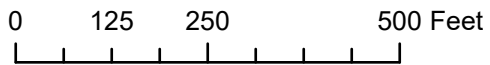
- TSA TITUSVILLE SHORELINE AREA
- AIA AIRPORT IMPACT AREA
- WCA WETLAND AND CONSERVATION AREA
- ACC AREA OF CRITICAL CONCERN
- HPA HISTORIC PRESERVATION AREA

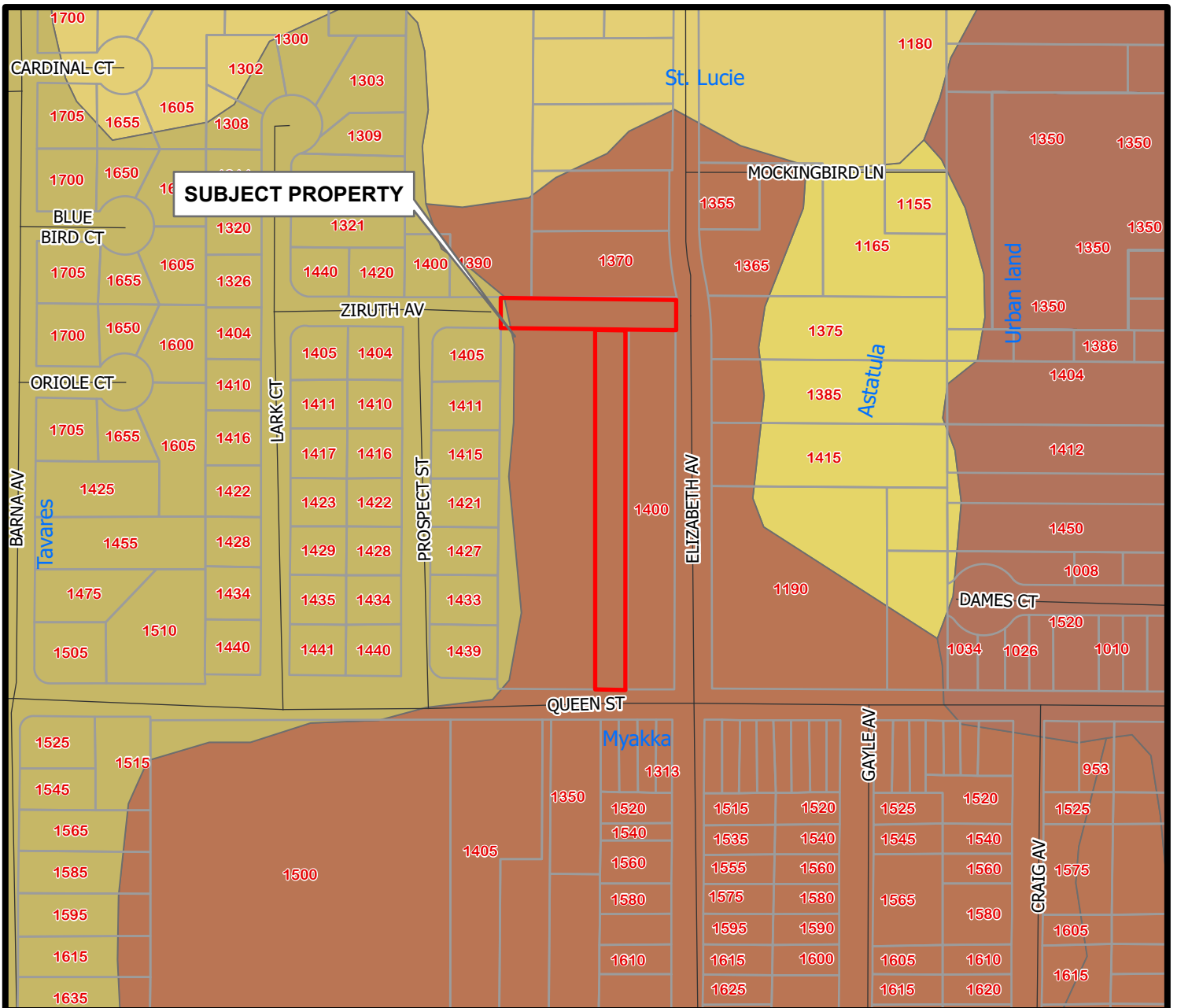
Base Map

- City Limits
- Zoning
- Subject



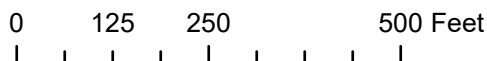
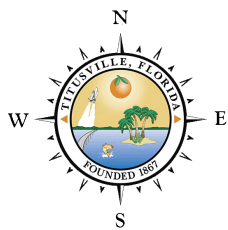
ROW #4-2025-Yale





SOILS IN THE VICINITY OF SUBJECT PROPERTY ROW #4-2025-

- Astatula
- Myakka
- St. Lucie
- Tavares
- Urban land



Community Development Department

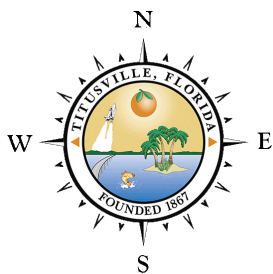
Soils data source: The U.S. Department of Agriculture, Natural Resources Conservation Service. (2024)

12/29/2025



WETLANDS IN VICINITY OF PROPERTY

ROW #4-2025-



WETLAND_TY

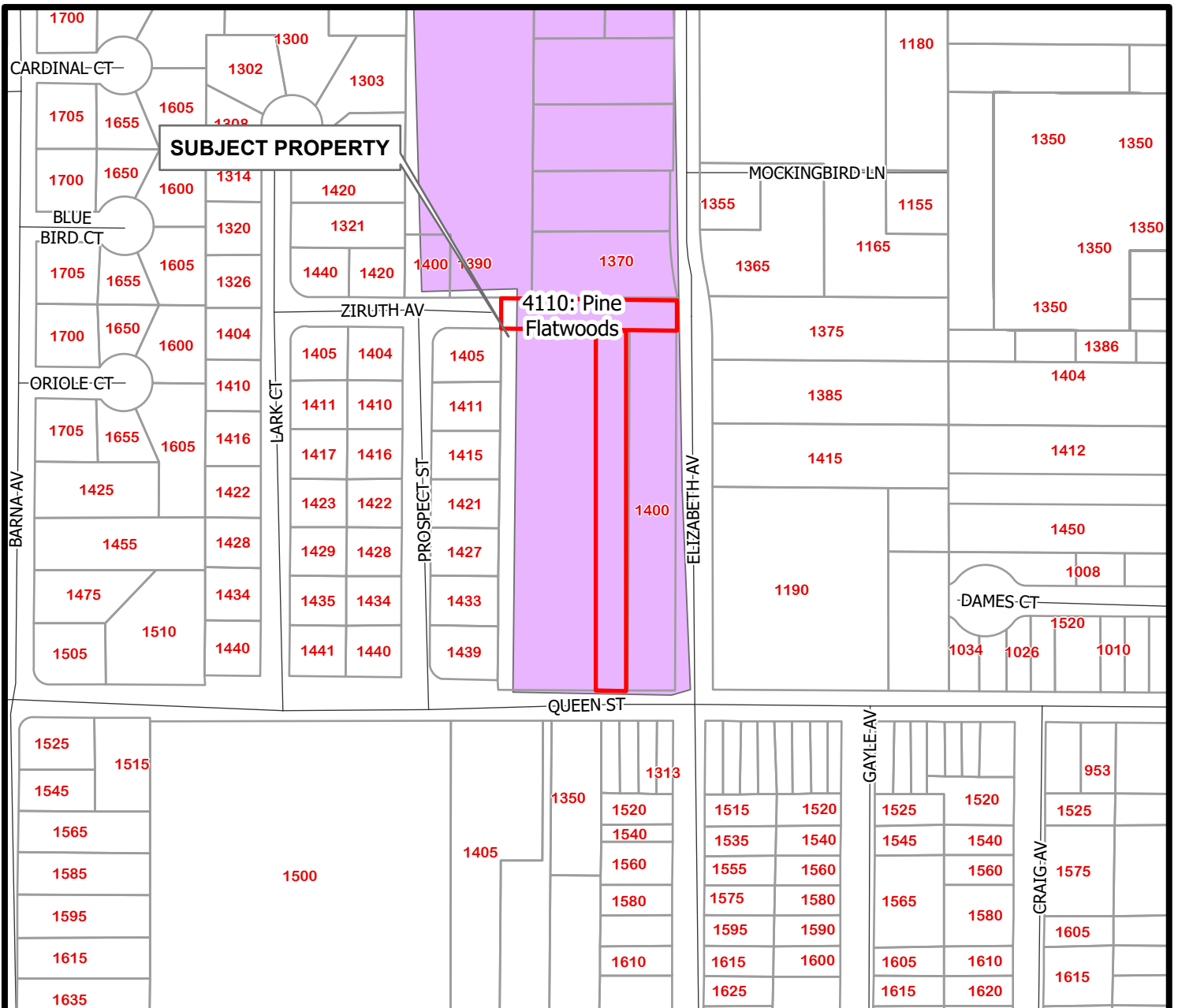
- Estuarine and Marine Deepwater
- Estuarine and Marine Wetland
- Freshwater Emergent Wetland

- Freshwater Forested/Shrub Wetland
- Freshwater Pond
- Lake
- Riverine

12/29/2025

Scale:1:3,000

Community Development Department
Source: USFWS NWI (2023)



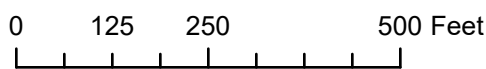
SJRWMD Florida Land Use Cover Classification System

Upland Forests - 4000 Series

ROW

LANDCOVER DESCRIPTION

4110: Pine Flatwoods



Community Development Department

12/29/2025

This dataset (2017) is a compilation of the Land Use/Land Cover datasets created by St. John's River Water Management District

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Planning and Zoning Commission
From: Bradley Parrish, Community Development Director
Subject: **Election of Officers**
Department/Office: Planning

Recommended Action:

Election of Officers for Chairman, Vice Chairman, and Secretary

Summary Explanation & Background:

ARTICLE IV. ELECTION OF OFFICERS

Section 1. The Chairman of the Planning and Zoning Commission shall be elected by said Commission from its number, for a term of one (1) year, or until a successor is qualified and elected. The Commission shall, from its number, fill any vacancy of the office of the Chairman. The election of Planning and Zoning Commission Officers shall be held the first regular meeting in the month of February each year.

Section 2. The Vice-Chairman and Secretary shall be elected by the Planning and Zoning Commission from its number, and the terms of office shall be concurrent with that of the Chairman. The Commission shall, from its number, fill any vacancy in the office of the Vice-Chairman or Secretary.

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. PZ Bylaws Amended March 2025

1
2 **City of Titusville, Florida**

3
4 **PLANNING AND ZONING COMMISSION**
5 **BYLAWS**
6

7
8 **ARTICLE I. OBJECTIVES AND PURPOSES**
9

10 Section 1. The objective and purpose of the City Planning and Zoning Commission
11 shall be those set forth in the City Charter and Code of Ordinances of the
12 City of Titusville.
13

14
15 **ARTICLE II. MEMBERSHIP**
16

17 Section 1. Membership shall be in accordance with the provisions of the City Charter
18 and Code of Ordinances of the City of Titusville.
19

20 Section 2. The City Council may in its discretion remove any member appointed to
21 the Planning and Zoning Commission by a majority vote upon first giving
22 two (2) weeks written notice by first class mail to the address on file with
23 the City Clerk. The affected Commission Member may request a hearing
24 before City Council provided that written notice is filed with the City
25 Clerk at least twenty-four (24) hours prior to the meeting at which the
26 matter is to be acted upon. If any member of the Commission is convicted
27 of a felony, that position on the Commission shall be forfeited
28 immediately and the seat vacated. Any member of the commission who
29 fails to attend three (3) or more consecutive regular meetings (not
30 including special or workshop meetings) shall automatically forfeit
31 membership in the Commission and the Chairman shall so inform the City
32 Council. Any member of the Commission who fails to attend more than
33 fifty percent (50%) of the regular, special or workshop meetings during a
34 six (6) month period shall automatically forfeit membership and
35 appointment on the Commission and the Chairman shall so inform the
36 City Council. Upon the approval of the City Council, the Council may
37 authorize a member to miss more than three (3) consecutive meetings or
38 more than fifty percent (50%) of the regular, special or workshop meetings
39 during a six (6) month period. All members shall abide by the Standards
40 of Conduct set forth in City of Titusville Code of Ordinances, Chapter 2,
41 Article IV., Division 4.
42
43
44

1
2 **ARTICLE III. OFFICERS AND DUTIES**
3

- 4 Section 1. The Officers of the Planning and Zoning Commission shall be:
5 a) A Chairman, who shall preside at all meetings and shall have special
6 duties as further prescribed in these bylaws.
7 b) A Vice-Chairman, who shall, in the absence of the Chairman or in the
8 event of the Chairman's inability to act, preside at all meetings, and
9 shall have the power to function in the same capacity as the Chairman.
10 c) A Secretary, who shall, in the absence of the Chairman and the Vice-
11 Chairman, or in the event of his or her inability to act, preside at all
12 meetings and shall have the power to function in the same capacity as
13 the Chairman.
14

15
16 **ARTICLE IV. ELECTION OF OFFICERS**
17

18 Section 1. The Chairman of the Planning and Zoning Commission shall be elected by
19 said Commission from its number, for a term of one (1) year, or until a
20 successor is qualified and elected. The Commission shall, from its
21 number, fill any vacancy of the office of the Chairman. The election of
22 Planning and Zoning Commission Officers shall be held the first regular
23 meeting in the month of February each year.
24

25 Section 2. The Vice-Chairman and Secretary shall be elected by the Planning and
26 Zoning Commission from its number, and the terms of office shall be
27 concurrent with that of the Chairman. The Commission shall, from its
28 number, fill any vacancy in the office of the Vice-Chairman or Secretary.
29

30
31 **ARTICLE V. MEETINGS**
32

33 Section 1. Regular Planning and Zoning Commission Meetings shall be held on the
34 Wednesday prior to the second Tuesday and Wednesday prior to the
35 fourth Tuesday of each month at 6:00 p.m., at the City Administration
36 Building of the City of Titusville.
37

38
39 Any Regular Meeting may be adjourned to a definite date and time, as
40 established by a majority of the Planning and Zoning Commission
41 members present.
42

43 Section 2. Adjourned, called or special meetings may be held at any time or place by
44 the Commission, provided that such meetings shall be held as required,
45 subject to the call of the Chairman, or in the absence of the Chairman, by
46 the Vice-Chairman, or in the absence of the Chairman and the Vice-
47 Chairman, by the Secretary. Upon written request of a majority of the

1 Planning and Zoning Commission, a special or called meeting shall be
2 held by the Chairman, or in the absence of the Chairman, by the Vice-
3 Chairman, or in the absence of the Chairman and Vice-Chairman, by the
4 Secretary.

5
6 Section 3. Each member shall be notified of the place and date of each meeting by a
7 written notice or by telephone at least 24 hours prior to any adjourned,
8 called, or special meeting.

9
10 Section 4. All meetings of the Planning and Zoning Commission and its committees
11 and sub-committees shall be open to the general public.

12
13
14 **ARTICLE VI. ORDER OF BUSINESS**

15
16 Section 1. At all Regular Planning and Zoning Commission meetings the general
17 order of business before the Commission shall be as follows:

- 18 1. Call to Order
- 19 2. Pledge of Allegiance
- 20 3. Roll Call
- 21 4. Determination of a Quorum
- 22 5. Approval of the Minutes
- 23 6. Quasi-Judicial Confirmation Procedures
- 24 7. Petitions and Request from Public Present
- 25 8. Old Business
- 26 9. New Business
- 27 10. Petitions and Request from Public Present
- 28 11. Reports
 - 29 a) City Staff
 - 30 b) City Attorney
 - 31 c) Chairman
 - 32 d) Members
- 33 12. Adjournment

34
35 Section 2. Citizens present having business before the Commission shall be invited to
36 speak only prior to the matter with which they are concerned. If, in the
37 opinion of the Chairman, time limitations are necessary in order to carry
38 out the agenda, the Chairman may place time limits for each speaker
39 appearing before the Commission.

40
41 Section 3. The Press shall not take part in the business of the meeting but may,
42 however, request clarification on matters or action of said Commission.
43 Prior to adjournment, after the completion of all business before the
44 Commission, the press may be invited to question the Commission
45 regarding matters of business which have been the subject of the meeting.
46

- 1 Section 4. The order of business for called or special meetings shall be as follows:
2 1. Call to Order
3 2. Roll Call
4 3. Determination of a Quorum
5 4. Business which is the Subject of the Special or Called Meeting
6 5. Adjournment
7

8 Section 5. It shall be the duty of the Chairman or Acting Chairman to state the matter
9 of business to the Commission and to provide a period of discussion of the
10 facts relevant to the problem prior to entertaining a motion relative to the
11 item of business. However, after a motion is made and seconded, the
12 Chairman may ask for additional discussion if deemed necessary.
13

14 Section 6. Any citizen desiring to comment under petitions and requests from the
15 public present does not need to submit a sign-up card to the recording
16 secretary. The first and second petitions and requests from the public
17 present will be an open forum. A citizen may speak at either the first or
18 second petitions and requests portion of the agenda but not both. Citizens
19 desiring to be heard under petitions and requests from the public present
20 shall be limited to three (3) minutes unless extended by a majority vote of
21 the Commission. A citizen shall not comment on a particular issue more
22 than one (1) time during the commission meeting.
23

24
25 **ARTICLE VII. QUORUM & ASSIGNMENT OF ALTERNATE MEMBERS**
26

27 Section 1. For the purpose of transacting business at any regular, adjourned, special
28 or called meeting, four (4) members shall constitute a quorum and a
29 majority vote shall be required to pass on any matter.
30

31 Section 2. If a regular member(s) is not present at the start of the meeting, or absent
32 from the meeting, the chairman shall designate which alternate member(s)
33 shall serve in that absent regular member(s) place. After the Roll Call but
34 prior to the determination of a quorum, the Chairman shall appoint an
35 alternate member to serve in the place of any absent regular member.
36

37 Section 3. In the event a member shows up late and an alternate member has been
38 assigned to that member's position, the alternate member shall complete
39 his or her service in that members position until that agenda item has been
40 acted upon at that specific meeting. This does not prevent the late arriving
41 regular member from voting on any actions regarding said agenda item(s)
42 which they have fully and/or partially missed due to his or her late arrival.
43 *Examples of such situations are:*
44 a) *Approval of minutes at future meeting regarding that agenda item(s),*
45 b) *A tabled agenda item that is being removed from the table for action.*

1 c) *Re-voting on an agenda item under Robert's Rules of Order -*
2 *Parliamentary Procedure Rule 13.*

3
4 Section 4. Prior to commencing with an agenda item, the Chairman shall ask the
5 Planning & Zoning Commission members to review the agenda items to
6 ensure they have no conflict of interest that would prevent them from
7 participating and voting on any particular items on the agenda. If a
8 member (regular or alternate members) has a conflict of interest regarding
9 an agenda item, the Chairman shall pick an alternate member to serve in
10 that member's place regarding that individual agenda item.

11
12 Section 5. In the event a member is unable to be present at the meeting through the
13 completion of a meeting, said member shall so advise the Chairman in
14 advance so that an alternate may be designated for maximum participation
15 on the pertinent agenda item(s) of the agenda. The Chairman shall inform
16 the recording secretary to note such installation of alternate members for
17 the record.

18
19
20 **ARTICLE VIII. MINUTES**

21
22 Section 1. The Planning and Zoning Commission shall keep a record of minutes of
23 all meetings, and these minutes shall become a public record after
24 approval by the Planning and Zoning Commission.

25
26 Section 2. It shall be the responsibility of the Community Development Department
27 to prepare minutes of all regular, adjourned, special and called meetings of
28 the Planning and Zoning Commission.

29
30 Section 3. All minutes, after preparation shall be presented to the Planning and
31 Zoning Commission for official acceptance and certifying that the minutes
32 are an accurate and correct record of the proceedings of the Meeting.
33 Minutes shall be accepted by official roll call vote of the Planning and
34 Zoning Commission.

35
36
37
38
39 **ARTICLE IX. COMMITTEES**

40
41 Section 1. The Chairman may appoint such Committees as deemed necessary.

42
43
44 **ARTICLE X. HEARINGS**

45
46 Section 1. The Planning and Zoning Commission may hold public hearings when
47 deemed expedient and necessary on all matters, which may come before it.

1 Notice of such hearings shall be in accordance with the provisions of the
2 City Charter and Code of Ordinances of the City of Titusville.

3
4 Section 2. Committees or sub-committees, either standing or special, may hold
5 hearings opens to the public on any matter before such committee as
6 deemed appropriate by the committee concerned with the subject matter.
7

8
9 **ARTICLE XI. VOTING**

10
11 Section 1. Voting on all matters of business before the Commission shall be made by
12 roll call. The Community Development Department assigned secretary
13 shall record the vote of each member in rotating order. In no case shall a
14 member request that a vote be deferred to a position on the roll call other
15 than in rotating order.
16

17 Section 2. No member present shall abstain from voting on roll call vote unless it is
18 established that such member has a conflict of interest in the matter being
19 voted upon.
20

21 Section 3. The Chairman shall be an ex-officio member on all committees, both
22 standing and special, but shall have no vote in the committee.
23

24 Section 4. Alternate members may be permitted to participate in discussion of and
25 provide input on agenda items as a member of the Planning and Zoning
26 commission when not officially appointed by the chairman to fill in for an
27 absent regular member. Alternate members may not be permitted to vote
28 unless appointed as a voting member, and participation shall be in
29 compliance with Resolution No. 24-1997.
30

31
32 **ARTICLE XII. PARLIAMENTARY AUTHORITY & ORGANIZATION**
33 **PROCEDURE**
34

35 Section 1. The rules contained in the most recent revised edition of Roberts Rules of
36 Order as published by the Scott Publishing Company shall apply in all
37 meetings of the Commission and Committees to the extent that such rules
38 are not in conflict with these bylaws. The Planning and Zoning
39 Commission and committees thereof shall comply with the organizational
40 procedure set forth in these bylaws.
41

42
43 **ARTICLE XIII. CORRESPONDENCE & COMMUNICATIONS**
44

45 Section 1. Official communications of the Planning and Zoning Commission to the
46 City Council of the City of Titusville shall be in writing, and all original

1 records, recommendations and reports shall be kept in the file of the City
2 Clerks Office.

3
4 Section 2. It shall be the duty of the Recording Secretary to draft all correspondence
5 necessary for the execution of the duties and the functions of the
6 Commission. Any correspondence, notices, (other than administrative
7 procedures) and communications originating from the Planning and
8 Zoning Commission shall be approved by a majority of the Planning and
9 Zoning Commission.

10
11 Section 3. All official minutes, papers, reports, studies, and plans involving the
12 authority of the Planning and Zoning Commission, after acceptance by a
13 majority of the Commission, shall be approved by the Commission.

14
15

16 **ARTICLE XIV. AMENDMENT**

17
18 Section 1. Amendments to these bylaws must be presented for discussion at one
19 Planning meeting and voted upon at one Planning meeting. All proposed
20 amendments must be presented in writing and must be approved by the
21 affirmative vote of at least four (4) members said Commission.
22