



CITY OF TITUSVILLE

TITUSVILLE ENVIRONMENTAL COMMISSION

AGENDA

Regular Meeting

January 14, 2026 - 5:30 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 No. 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. ROLL CALL

3. DETERMINATION OF A QUORUM

4. PLEDGE OF ALLEGIANCE

5. APPROVAL OF MINUTES

A. Minutes November 12, 2025

Approve Minutes

6. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT (NON-AGENDA ITEMS)

7. OLD BUSINESS

A. Wetland Conservation

Discuss the Comprehensive Plan wetland goals, objectives policies and strategies (GOPs).

B. Semi-Annual Report

Review, approve, and select a speaker to present the report during the Jan 27th 6:30PM Regular City Council Meeting

8. NEW BUSINESS

A. Election of Officers

Election of Officers for Chairman and Vice Chairman

9. PETITIONS AND REQUESTS FROM THE PUBLIC PRESENT

10. REPORTS

A. Additional four (4) meetings

Approve the suggested meeting dates and times

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

Any person who decides to appeal any decision of the Titusville Environmental 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 Titusville Environmental Commission
From: Bradley Parrish, Community Development Director
Subject: **Minutes November 12, 2025**
Department/Office: Planning

Recommended Action:

Approve Minutes

Summary Explanation & Background:

Minutes November 12, 2025

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. 11.12.25 TEC Minutes Draft

The Titusville Environmental Commission (TEC) of the City of Titusville, Florida met in regular session at City Hall in the Council Chamber located at 555 South Washington Avenue on Wednesday, November 12, 2025, at 5:30 pm.

XXX

Chairman Myjak called the meeting to order at 5:30 pm. Present were, Vice Chairwoman Laurilee Thompson, Member Jonathan Burdette, Member Michael Browning, Member Hector Delgado, Alternate Member Kevin Rosa and Alternate Member William Young. Member Beth Ann Tucker and Member Jason Miller were absent. Staff present were Sustainability Program Coordinator Lily Galleo and Recording Secretary Laurie Dargie.

XXX

Member Delgado made a motion to approve the October 15, 2025 meeting minutes. Member Browning seconded. There was a unanimous voice vote in favor.

XXX

Petitions and Requests from Public Present

Stan Johnston of Titusville, Florida came to speak about water flow and the 1966 stormwater plan. Mr. Johnston showed a map that he brought to the Commission members.

Jesse Wright, 3550 S. Washington Avenue Titusville, Florida project came to speak of his concerns with the Cumberland Farms and Shell Station gas stations which have gas tank leaks. Mr. Wright provided a seventeen-page handout to the Titusville Environmental Commission. Mr. Wright went over some of the handout pages.

The Titusville Environmental Commission had discussion with Mr. Wright about the gas tank leaks. The Commission had discussion as to what can be done regarding this environmental issue. The Commission has concerns as to whether this is taking place at other gas stations who have older tanks in the ground.

Chairman Myjak said he would like for this to be on a future agenda for discussion.

XXX

Old Business

None

XXX

New Business

Wetland Conservation

Mary Sphar of Cocoa, Florida came to provide her suggestions, feedback, and recommendations for changes to the Wetland Conservation policies and strategies in Policy 1.16 in the Comprehensive Plan Future Land Use Element.

Mary Sphar's handouts were provided to the Titusville Environmental Commission members and broadcast for the public to view during her discussion.

Chairman Myjak stated that the wetland delineation should not stop at the property line where the project is on but should continue to determine the actual wetland size.

Ms. Sphar said she is unsure when city staff will be reviewing this and would like to know their timeline so that perhaps she can meet with staff regarding the suggestions for policy changes.

Ms. Sphar spoke about the Park Avenue Subdivision submittal process and the changes that took place during that process.

The Titusville Environmental Commission members had discussion on wetlands and how they function and flow onto adjacent properties and the need for mandating that they be saved when there is connectivity, even on other properties.

The Titusville Environmental Commission had discussion on zonings that would stick with Conservation zoning. Ms. Sphar stated that Open Space Recreation and Planned Development can be used with Conservation.

Chairman Myjak said he would like for all wetlands to be preserved. Ms. Sphar said that this would need to be addressed in the Conservation Element. Chairman Myjak said that the function of a wetland is very important and the quality criteria should cut off at four. Ms. Sphar said this is a Water Management District topic.

The Titusville Environmental Commission had lengthy discussion as to what to change in FLUE Policy 1.16.2.

XXX

Vice Chairwoman Thompson made a motion to recommend removing the following sentence from FLUE Policy 1.16.2 “***unless such wetlands are preserved by a conservation easement as part of a Planned Development (PD) or other master-planned development***”. Member Young Seconded.

Roll call was as follows:

Member Young	Yes
Member Burdette	Yes
Member Delgado	Yes
Member Browning	Yes
Vice Chairwoman Thompson	Yes
Member Rosa	Yes
Chairman Myjak	Yes

Motion passed.

XXX

The Titusville Environmental Commission had additional discussion on the language in FLUE Policy 1.16.2.

XXX

Member Browning made a motion to recommend changing the following language in FLUE Policy 1.16.2. Delete the words “***and any other***” and replacing them with ***along with any***. Vice Chairwoman Thompson seconded.

Roll call was as follows:

Member Burdette	Yes
Member Young	Yes
Member Delgado	Yes
Member Rosa	Yes
Vice Chairwoman Thompson	Yes
Member Browning	Yes
Chairman Myjak	Yes

Motion passed.

XXX

For clarification purposes the Titusville Environmental Commission is recommending that the new language for FLUE Policy 1.16.2 read as follows:

As of 2009, the wetlands shown as Conservation Land Use on the Future Land Use Map were established using the National Wetlands Inventory Map of 1988. These wetlands shown on this map have not been groundtruthed. In order to provide more accurate mapping of wetlands, when the city receives a wetland delineation on specific sites, the delineations will be accepted by the City of Titusville and the Future Land Use Map will be amended accordingly. The Conservation Land Use shall be amended to include all wetland areas on the site to be preserved, along with any upland areas to be permitted for preservation for state and/or federal listed wildlife species.

XXX

The Titusville Environmental Commission members had discussion regarding wetlands that are on a project site but the wetland extends to the property boundary and obviously continues onto the adjacent property.

XXX

Member Delgado made a motion to recommend that when a wetland touches the property line the delineation continues to be counted beyond that property line until the entire wetland is fully delineated. Chairman Myjak seconded.

Vice Chairwoman Thompson suggested that it should be delineated until it is determined to be five (5) acres in size.

Member Delgado and Chairman Myjak accepted the friendly amendment.

Roll call was as follows:

Member Browning	Yes
Vice Chairwoman Thompson	Yes
Member Delgado	Yes
Member Rosa	Yes
Member Burdette	Yes
Member Young	Yes
Chairman Myjak	Yes

Motion passed.

XXX

Jeff Greenberg came to speak about the complexity of wetlands and suggested having specific definitions to clearly indicate what is being said in the policies etc.

XXX

Petitions and Requests from Public Present

None.

XXX

Reports

Member Young said he attended a workshop on solar energy and their topic of having solar canopy over vehicles in parking lots.

Chairman Myjak said the Commission has had discussion in years past on photovoltaic panels. Member Young said the city should require all new developments to be zero energy.

Member Rosa shared his displeasure regarding the utility contractors leaving litter in yards and never cleaning it up. The Commission agreed that this is a problem.

Chairman Myjak said he attended the Low Impact Development Conference along with Vice Chairwoman Thompson and Member Miller. Chairman Myjak said he learned a lot about what could be done with stormwater. Chairman Myjak said all development should be required to use Low Impact Development.

XXX

Future Agenda Items

1. Jesse Wright's concerns with Cumberland Farms & Shell Station leaking gas
2. Photovoltaic panels
3. Litter

XXX

Titusville Environmental Commission
Regular Meeting
November 12, 2025

Draft

Vice Chairwoman Thompson said she doesn't want to overload the future agendas. She said that the Commission has good momentum with the Wetland Conservation item and wants to continue that momentum. Chairman Myjak said that the Commission needs to have more meetings.

XXX

Member Delgado made a motion to ask City Council if the Titusville Environmental Commission could have a second monthly meeting. Member Rosa seconded.

Roll call was as follows:

Member Young	Yes
Member Burdette	Yes
Member Delgado	Yes
Vice Chairwoman Thompson	Yes
Member Rosa	Yes
Member Browning	No
Chairman Myjak	Yes

Motion passed with a 6 yes, 1 no vote.

XXX

Member Browning asked Sustainability Program Coordinator Lily Galleo if she knew about Senate Bill 180 and why it is being held back. Ms. Galleo said she believes it is due to the restrictiveness and burden on local government. Ms. Galleo said she will send information to the Titusville Environmental Commission about Senate Bill 180.

Member Young said that 1,000 Friends of Florida and Rethink Energy promote legislation.

Vice Chairwoman Thompson said that Chris Stephan with Moleaer was impressed with how the City of Titusville's City Council meeting was conducted and ran on November 11, 2025. Mr. Stephan is working on the nanobubbles.

XXX

Adjournment 8:10 p.m.

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Titusville Environmental Commission
From:
Subject: **Wetland Conservation**
Department/Office: Planning

Recommended Action:

Discuss the Comprehensive Plan wetland goals, objectives policies and strategies (GOPs).

Summary Explanation & Background:

On October 15, 2025, the Commission discussed the wetlands policies and strategies in the Comprehensive Plan; specifically Future Land Use Element Policy 1.16.2 and Strategy 1.16.2.1. The Commission granted Mary Sphar time to give a presentation and describe her handouts, which are enclosed in this agenda.

On October 28, 2025, the City Council granted the Commission's request for staff time to review and revise areas of the Future Land Use Element Policy No. 1.16.2 and any related sections. In addition, Council directed staff to include a review of all wetlands, stormwater, and flooding and to make this advisability a top priority.

On November 12, 2025, the Commission drafted an amendment to the Comprehensive Plan Future Land Use Element Policy 1.16.2. The amendment is enclosed in the agenda.

On November 25, 2025, the City Council authorized the Commission to hold four additional meetings or two meetings per month during January, February, March, and April of 2026.

Enclosed are exhibits submitted by Ms. Mary Sphar at the Commission's October meeting and her updated table dated January 7, 2026.

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. DRAFT CPA X-2026 Wetlands
2. Comment on Suggested FLUE Revisions 9-30-2025
3. Wetlands Confusion and Clarification -- FLUE 9-30-2025
4. Wetlands Confusion and Clarification -- FLUE 1-07-26
5. Nov 2025 Presentation

Titusville Comprehensive Plan Amendment

Future Land Use Element Policy 1.16.2:

As of 2009, the wetlands shown as Conservation Land Use on the Future Land Use Map were established using the National Wetlands Inventory Map of 1988. These wetlands shown on this map have not been ground truthed. In order to provide more accurate mapping of wetlands, when the City receives a wetland delineation on specific sites, the delineations will be accepted by the City of Titusville and the Future Land Use Map will be amended accordingly. The Conservation Land Use shall be amended to include all wetland areas on the site to be preserved, ~~unless such wetlands are preserved by a conservation easement as part of a Planned Development (PD) or other master-planned development, and any other~~ along with any upland areas to be permitted for preservation for state and/or federal listed wildlife species.

10/15/2025	Member Miller made a motion to recommend to City Council to have city staff look at Policy 1.16.2 and specifically into the language regarding conservation easements. Seconded by Member Burdette. There was a unanimous voice vote in favor. Member Miller made a motion recommending that city staff review and find the best place within the Comprehensive Plan Future Land Use Element Wetland Policy 1.16 to include the language that decisions on these smaller parcels are made using the best and available appropriate data, I E and GIS or staff reports. Member Tucker seconded.
11/12/2025	Vice Chairwoman Thompson made a motion to recommend removing the following sentence from FLUE Policy 1.16.2 “unless such wetlands are preserved by a conservation easement as part of a Planned Development (PD) or other master-planned development”. Member Young Seconded.
11/12/2025	Member Browning made a motion to recommend changing the following language in FLUE Policy 1.16.2. Delete the words “and any other” and replacing them with “along with any”. Vice Chairwoman Thompson seconded.
11/12/2025	Member Delgado made a motion to recommend that when a wetland touches the property line the delineation continues to be counted beyond that property line until the entire wetland is fully delineated. Chairman Myjak seconded. Vice Chairwoman Thompson suggested that it should be delineated until it is determined to be five (5) acres in size.

One Reason for the Confusion about Titusville’s Wetlands Language

In 2010, Titusville submitted EAR amendments to the Comprehensive Plan to the State. The adopted amendments to all Comp Plan elements except the Conservation Element were found to be “in compliance”. These amendments included FLUE policy changes to the Conservation land use category. The FLUE changes, found to be “in compliance”, were intended to be consistent with proposed changes to the wetlands policies of Conservation Element. However, the proposed amendments to the Conservation Element were found to be “not in compliance”. This was due to the proposed major changes to the wetlands policies.

To deal with the State’s objections, the City Council decided to return to the existing Pre-EAR wetlands language and abandon the proposed major wetlands Conservation Element changes. The DCA had stated in the ORC report that the historical way of protecting wetlands and their functional values was acceptable. From the 2010 ORC report:

Although the currently in effect Plan makes no distinction between the types of wetlands by functional value, it requires that all wetlands five acres or greater in size be placed in a Conservation future land use category and that wetlands less than five acres in size be subject to review. This provided adequate protection and conservation of the wetlands based on the size, type, value and function of the wetlands.

What Titusville now has is a troublesome mismatch particularly between FLUE Policy 1.16.4, which contains major changes included in that 2010 EAR update, and the older Conservation Element language, which was reinstated. Specifically, FLUE Policy 1.16.4 could possibly be interpreted to allow a subjective determination of property rights (placing a large and unnecessary burden on Staff) or a deference of the City’s land use planning responsibilities to SJRWMD’s determination of the extent of allowable impacts.

The subjective determination of reasonable use of the land can be eliminated by modifying FLUE Policy 1.16.3. The allowable residential use impacts could be expressed in terms of a measurable criterion such as a percentage of the acreage in Conservation land use. Language could be similar to Brevard County’s use of 1.8%. However, since Titusville generally does not weigh in on SJRWMD’s permitted impacts to any wetland less than 5 acres, the City should express the 1.8% in terms of Conservation land use, basically meaning wetlands 5 acres or more in size.

The improper deference to SJRWMD can be stopped by replacing the confusing and problematic FLUE Policy 1.16.4 language with wording clarifying the partnership between land use planning and permitting. Brevard County found it necessary to head off problems with new clarifying language in 2003. Policy 1.16.4 would state that the City shall apply Comprehensive Plan land use and density requirements when wetland destruction or degradation has been permitted by SJRWMD or any applicable permitting agency.

Wetlands Confusion and Clarification

FLUE Policies

Point of Confusion	Suggested Clarification Future Land Use Element policies for Conservation land use
<p>Comprehensive Plan Conservation Element Strategy 1.6.3.2 states: “At a minimum, wetlands 5 acres or more in size <u>shall</u> be designated as a conservation land use.” This is <u>very important</u> because there is a density limitation of one residential unit per 5 acres stated in FLUE Policy 1.16.3.</p> <p>FLUE Policy 1.16.2 contains an outdated loophole allowing removal of some wetlands 5 acres or greater from the Conservation land use. Strategy 1.16.2.1 does not require a wetland delineation when wetlands are suspected on land not designated as Conservation.</p>	<p>Revise the language in Policy 1.16.2 and Strategy 1.16.2.1 so that all wetlands 5 acres and greater in size are designated Conservation land use and always remain in Conservation.</p>
<p>How should the City ensure that small parcels less than 5 acres that contain portions of large wetlands continuing onto adjacent properties are assigned Conservation land use on the wetland?</p>	<p>Add language ensuring that the best available and appropriate data shall be used to determine whether a wetland continuing onto adjacent property is 5 acres or greater in size.</p>
<p>How is compliance with the residential limitation of one unit per five acres to be assessed? Should the density limitation be interpreted as a percentage, such as 1.8% of the Conservation land use?</p> <p>Does “residential uses of one unit per five acres” allow for any residential types other than single-family?</p>	<p>Add language to Policy 1.16.3 specifying a method for assessing compliance with the one residential unit per five acres limitation.</p> <p>Also clarify in this policy whether or not “residential uses of one unit per five acres” can include residential types other than single-family.</p>
<p>How can the City discourage applicants from using “reasonable use of the land” as an excuse to try to wiggle out of the Conservation land residential density limitation?</p> <p>How should the City and the permitting agencies work together to regulate wetlands, but avoid duplication of effort?</p>	<p>Replace the confusing and problematic FLUE Policy 1.16.4 wording with a statement saying that the City shall apply the Comprehensive Plan land use and density requirements when wetland destruction or degradation has been permitted by SJRWMD or any applicable permitting agency.</p>

Wetlands Confusion and Clarification

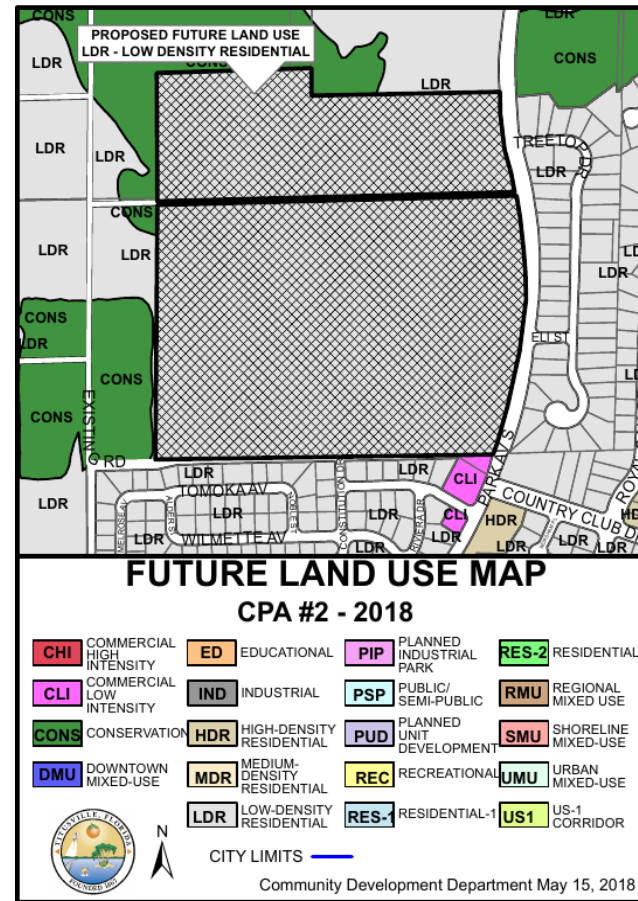
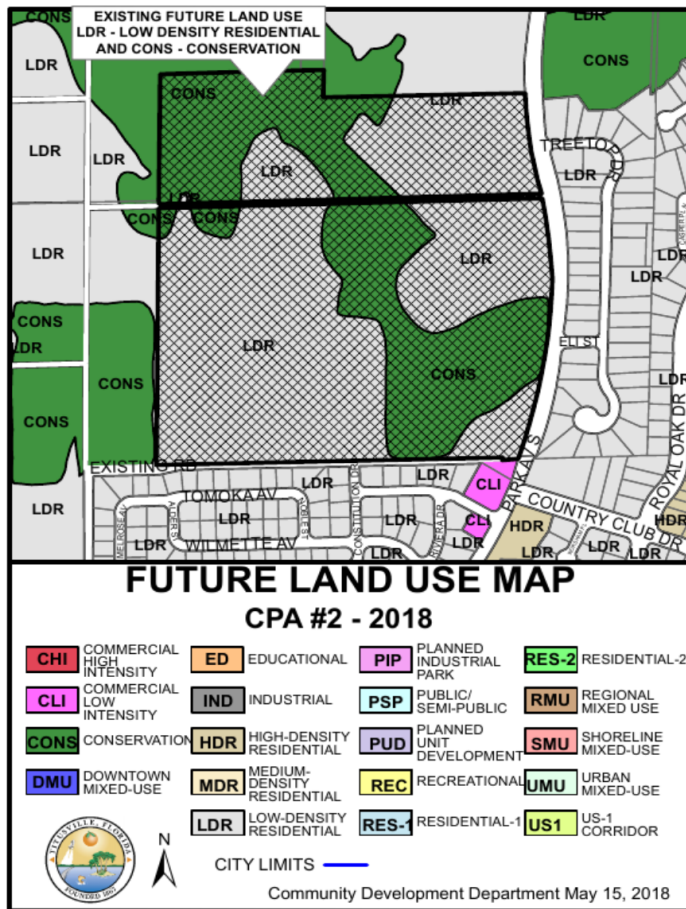
FLUE Policies

Point of Confusion	Suggested Clarification Future Land Use Element policies for Conservation land use
<p>Comprehensive Plan Conservation Element Strategy 1.6.3.2 states: “At a minimum, wetlands 5 acres or more in size <u>shall</u> be designated as a conservation land use.” This is <u>very important</u> because there is a density limitation of one residential unit per 5 acres stated in FLUE Policy 1.16.3.</p> <p>FLUE Policy 1.16.2 contains an outdated loophole allowing removal of some wetlands 5 acres or greater from the Conservation land use. Strategy 1.16.2.1 does not require a wetland delineation when wetlands are suspected on land not designated as Conservation.</p>	<p>Revise the language in Policy 1.16.2 and Strategy 1.16.2.1 so that all wetlands 5 acres and greater in size are designated Conservation land use and always remain in Conservation.</p>
<p>When a property contains only a small portion (less than 5 acres) of a large wetland totaling 5 acres or greater, how should the City ensure that this small part of the larger wetland is designated Conservation land use? How can the City ensure that wetland size determination does not stop at property boundaries?</p>	<p>Add language ensuring that the best available and appropriate data shall be used to determine whether a wetland continuing onto adjacent property is 5 acres or greater in size.</p>
<p>How is compliance with the residential limitation of one unit per five acres to be assessed? Should the density limitation be interpreted as a percentage, such as 1.8% of the Conservation land use?</p> <p>Does “residential uses of one unit per five acres” allow for any residential types other than single-family?</p>	<p>Add language to Policy 1.16.3 specifying a method for assessing compliance with the one residential unit per five acres limitation.</p> <p>Also clarify in this policy whether or not “residential uses of one unit per five acres” can include residential types other than single-family.</p>
<p>How can the City discourage applicants from using “reasonable use of the land” as an excuse to try to wiggle out of the Conservation land residential density limitation?</p> <p>How should the City and the permitting agencies work together to regulate wetlands, but avoid duplication of effort?</p>	<p>Replace the confusing and problematic FLUE Policy 1.16.4 wording with a statement saying that the City shall apply the Comprehensive Plan land use and density requirements when wetland destruction or degradation has been permitted by SJRWMD or any applicable permitting agency.</p>

Park Avenue Subdivision Transmittal



Existing and Proposed Land Use



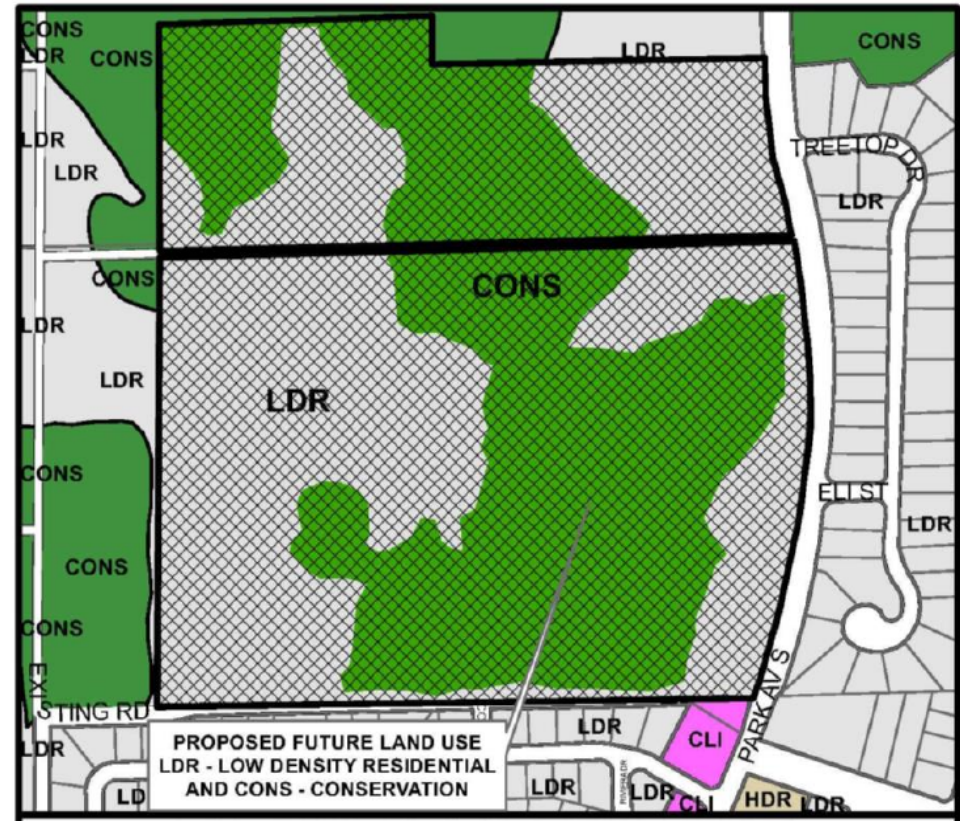
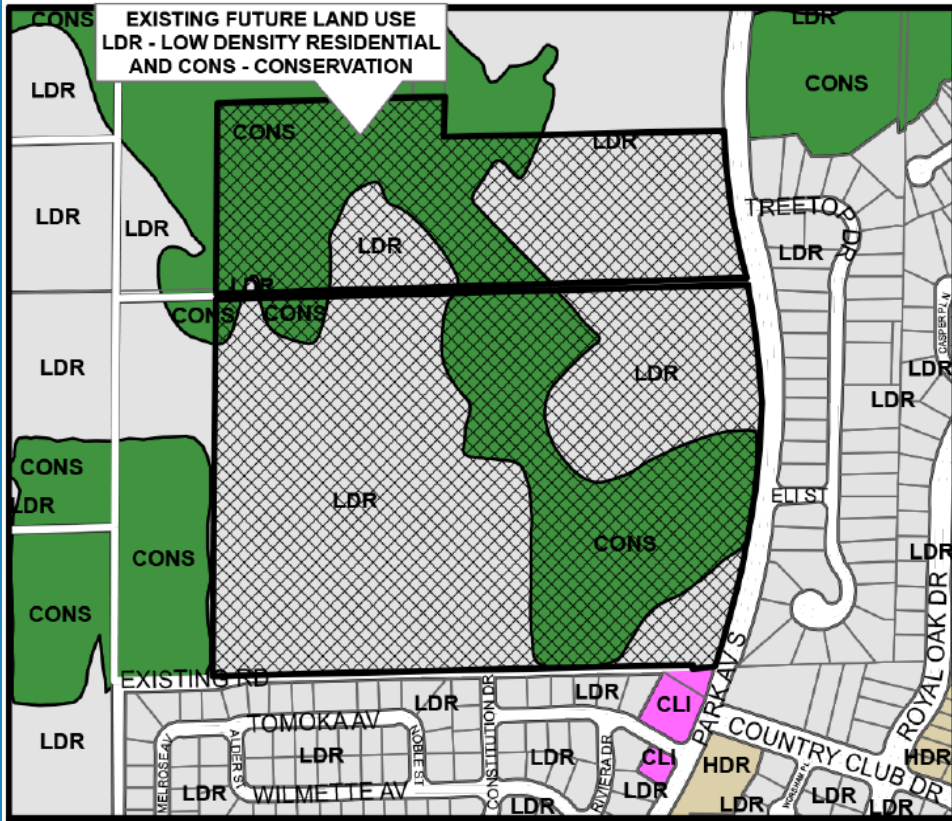
Amendment of the Conservation FLU and rezoning of a portion of the area zoned OR:

The area of Conservation land use and OR zoning the applicant is proposing to change is larger than 5 acres; however the project will protect the wetlands via a conservation easement or other restrictive covenant through the PD zoning and master plan, which is consistent with Policy 1.16.2 of the Future Land Use Element of the Comprehensive Plan. Based on the information provided by the applicant, Staff has determined the proposed change does not violate the policies in the Comprehensive Plan

Park Avenue Subdivision Adoption

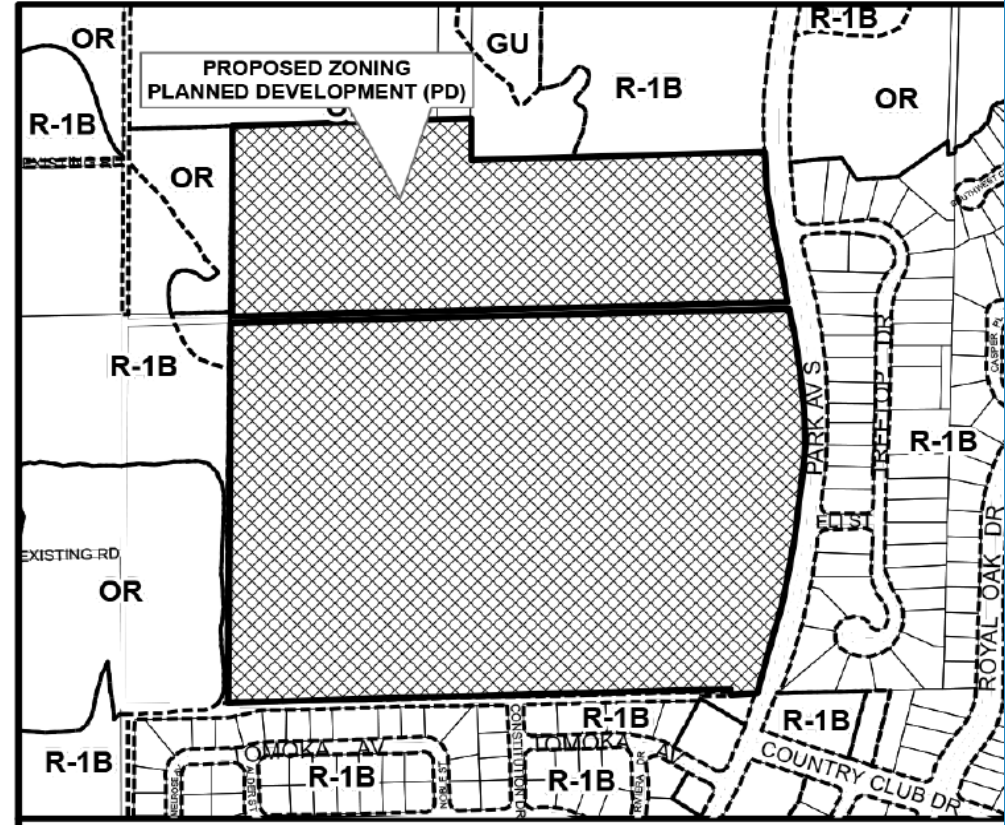
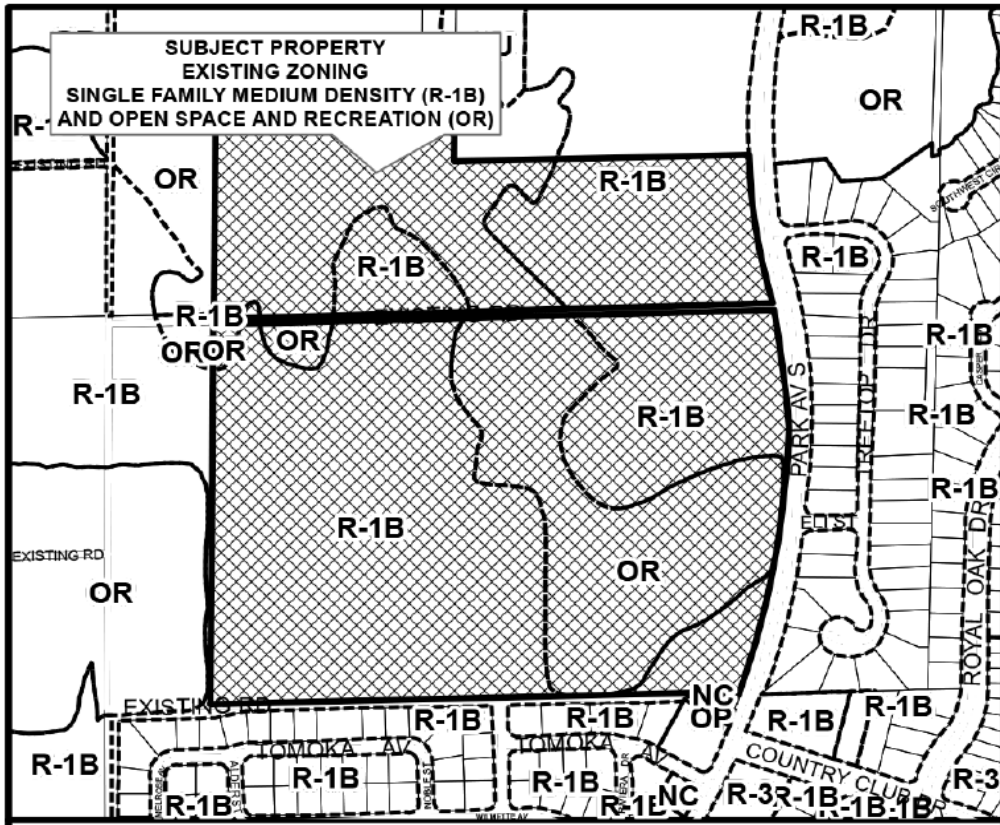


Existing and Proposed Land Use



CITY OF *Titusville* FLORIDA

Existing and Proposed Zoning



CITY OF *Titusville* FLORIDA

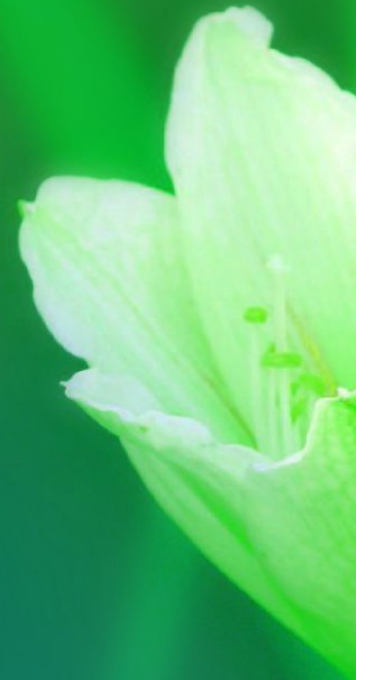
Changes based on action taken by the Planning and Zoning Commission:

“The Applicant has submitted a revised application for the Comprehensive Plan portion of the request. The amended application proposes to place the Conservation land use on those wetlands greater than 5 acres in size, consistent with Conservation Element Strategy 1.6.3.2, and place the Low Density Residential land use designation on those portions of the property not designated with the Conservation land use designation as amended.”¹

¹ Ref: Agenda Item: CPA No. 2-2018

Any Questions?

Thank you!



City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Titusville Environmental Commission
From:
Subject: **Semi-Annual Report**
Department/Office: Planning

Recommended Action:

Review, approve, and select a speaker to present the report during the Jan 27th 6:30PM Regular City Council Meeting

Summary Explanation & Background:

Alternatives:

Review, do not approve, and suggest changes.

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. June to December 2025 DRAFT

Titusville Environmental Commission

Semi-Annual Report

June 2025 through December 2025

Membership Changes

Two new members joined: Member Miller and Alt. Kevin Rosa replacing Member Walter and Alt. Koci

Trees & Urban Forestry

- Suggestion to revise existing resolution rather than create a new policy drawing attention to work on strengthening existing Resolution 30-2001 (July and August)
- Submitted a one-page recommendation (including salary for Urban Forester, software, and priority canopy-tree planting) forwarded to City Council
- Ongoing support for city-wide Urban Forestry Management Plan implementation (August)
- Recommended explicitly adding “condominiums” to multi-family ordinance requirements (July)
- Mixed views on reducing 25% canopy requirement on previously cleared sites for redevelopment. Majority opposed exceptions (July)
- Recommended explicitly adding “condominiums” to multi-family ordinance requirements

Wetland Conservation in Comprehensive Plan (Primary Ongoing Focus)

- Made wetland policy revisions the Commission’s top priority beginning September
- Detailed review of Future Land Use Element Policy 1.16 and sub-policies with extensive assistance from Mary Sphar (Oct and Nov)
- Five specific recommendations passed and forwarded to City Council:
 - Seek staff advisability to review Policy 1.16.2 language (Oct)
 - Remove exception allowing wetland impacts if preserved via easement in PD developments and other wording clarification in Policy 1.16.2 (Nov)
 - Require wetland delineation to continue past property line until entire wetland (or ≥5 acres) is mapped (Nov)
- Strong consensus that wetlands must be evaluated as connected systems, not stopped at property boundaries

Parks & Open Space Ordinance

- Received update on the current Parks & Open Space Ordinance
- Commission liked the ordinance and recommended no changes (August)

Public Concerns & Emerging Issues

- Repeated concerns about sewage spills, stormwater signage, and old gas-station tank leaks (June, July, Nov)
- Requests for stronger enforcement against clear-cutting and better review processes (June)
- New future agenda items: leaking underground storage tanks, mandatory solar/photovoltaic requirements, contractor litter cleanup (Nov)

Commission Operations & Capacity

- Requested City Council to authorize a second monthly meeting to maintain momentum, especially on wetland work (Nov)
- Continued strong public participation from Kay St. Onge, Mary Sphar, Kim Gibbs, Toni Shifalo, Stan Johnston, and others throughout the period

Notable Presentations & Events

- Kim Gibbs: “Stormscaping with Florida Native Plants” (July)
- Positive reports on tree-planting events, seagrass recovery, and Indian River Lagoon initiatives

City of Titusville
"Gateway to Nature and Space"

REPORT

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

Recommended Action:

Election of Officers for Chairman and Vice Chairman

Summary Explanation & Background:

Election of Officers - Article IV. of the Titusville Environmental Commission By-Laws

Alternatives:

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

1. TEC Bylaws Current ADOPTED 05-15-2025

By-Laws
Of
The Titusville Environmental Commission

Article I. Duties and Powers

The duties and powers of the Titusville Environmental Commission shall be those set forth in Section 31-121, Land Development Regulations, of the City of Titusville, as amended April 27, 1999.

Article II. Membership

Any member of the Commission who fails to attend three or more consecutive regular meetings (not including special or workshop meetings) shall automatically forfeit membership in the Commission and the Chairman shall so inform the City Council. Any member of the Commission who fails to attend more than fifty percent (50%) of the regular, special or workshop meetings of the Commission within a six (6) month period shall automatically forfeit membership on the Commission and the Chairman shall so inform the City Council. Upon the approval of the City Council, the Council may authorize a member to miss more than three (3) consecutive meetings or more than fifty percent (50%) of the regular, special or workshop meetings during a six (6) month period. All members shall abide by the Standards of Conduct set forth in Article III, Sections 2-51 and 2-53 of the Code of Ordinances.

Membership shall be in accord with the provisions of Section 31-122, Land Development Regulations, City of Titusville.

Article III. Officers and their Duties

A Chairman, who shall preside at all meetings and public hearings and shall have other duties as further prescribed in these By-laws.

A Vice-Chairman, who shall, in the absence of the Chairman or his inability to act, have the powers to function in the same capacity as the Chairman.

In the absence of the Chairman and Vice Chairman, the most senior regular member present shall preside over the meeting where a quorum is present.

Article IV. Election of Officers and Vacancies

In accordance with Section 31-122, Land Development Regulations of the City of Titusville, the Chairman and Vice-Chairman shall be elected by the Commission from its membership. Terms of office shall be for one (1) year. Elections shall be held annually at the regular meeting in January. The Commission shall, from its membership, fill any vacancy in these offices by election.

Article V. Meetings

Section 1. Regular Titusville Environmental Commission meetings shall be held on the Wednesday following the second Tuesday of each month at 5:30p.m in the City Council Chambers. Any regular meeting may be adjourned to a definite date and time as established by four (4) concurring votes of Commission members.

Section 2. Adjourned, called, or special meetings may be held at any time, as required, subject to the call of the Chairman, or in his absence, by the Vice-Chairman. Upon written request of four (4) members, a special called meeting shall be held by the Chairman, or in his absence, by the Vice- Chairman, or in his absence, the most senior regular member shall have the authority to call a special meeting.

Section 3. Each member shall be notified of the date and time of each meeting by written notice or by telephone at least one week prior to the meeting. In cases where a meeting is cancelled, Commission members shall be notified at least 24 hours prior to the scheduled meeting.

Section 4. All meetings shall be open to the public. All agendas for the present meeting shall be posted on the bulletin board in the City Hall lobby.

Article VI. Quorum

As set forth in Section 31-123 (b), Land Development Regulations, four (4) members shall constitute a quorum; and concurring vote of at least four (4) members shall be required to pass on any matter.

Article VII. Voting

Section 1. Voting on all matters of business shall be by roll call or general consent. However, if the Commission is to make a recommendation to City Council, or other boards and commissions, the vote will be by roll call with the Recording Secretary recording the vote of each member in rotating order. The first roll call vote will begin with the Chairman followed by the Vice- Chairman, followed by the members (in alphabetical order) and rotating the order for each roll call vote following.

Section 2. No member present shall abstain from voting unless it is established that such member has a conflict of interest in the matter being voted upon.

Article VIII. Alternate Members

The alternate members may serve on the commission in lieu of a regular member when said regular member is unable to attend an official meeting of the commission; or, when a regular member has a conflict of interest on any item, said alternate member shall serve for the entire meeting or for the particular item that is the subject matter of the said conflict. The Chairman shall designate which alternate

member shall serve. Alternate members may serve on standing or special committees.

Article IX. Order of Business

Section 1. At regular meetings, the general order of business shall be as follows:

1. Call to order;
2. Roll call;
3. Determination of a quorum;
4. Pledge of Allegiance
5. Approval of minutes;
6. Petitions and requests from the public present (non-agenda items)
7. Old Business;
8. New Business;
9. Petitions and requests from the public present
10. Reports;
11. Future Agenda Items; and
12. Adjournment

Section 2. In order to provide an opportunity for discussion of business before the Commission, prior to the making of a motion the Chairman shall state the matter of business and then provide a period of discussion of the relevant facts. After a motion is made and seconded, the Chairman may ask for additional discussion prior to the vote.

Section 3. Citizens having business before the Commission shall be invited to speak immediately prior to discussion by the Commission on the matter with which they are concerned. If in the opinion of the Chairman time limitations are necessary in order to complete the agenda, the Chairman may place time limits for each speaker.

Section 4. The first and second petitions and requests from the public present will be an open forum. Citizens desiring to be heard under petitions and requests from the public present shall be limited to five (5) minutes unless extended by a majority vote of the commission.

Section 5. The order of business for called or special meeting shall be as follows:

1. Call to order;
2. Roll call;
3. Determination of a quorum;
4. Business that is the subject of the meeting; and
5. Adjournment;

Article X. Minutes

Minutes of all meetings shall be recorded by the Recording Secretary or designated representative; certified by the Recording Secretary after approval by the Commission; and become a public record of the proceedings of the meeting.

Article XII. Committees

The Chairman may appoint such committees as deemed necessary from time to time. The chairman shall be an ex-officio member on all committees but shall have no vote on the committee, unless he is an active member of that committee.

Article XII. Hearings

The Titusville Environmental Commission may hold public hearings when deemed expedient and necessary. Notice of such hearings shall be in accordance with the provisions of the City Charter and Code of Ordinances of the City of Titusville.

Article XIII. Parliamentary Authority and Organization Procedure

The rules contained in the latest available edition of Roberts Rules of Order are hereby adopted by the reference and shall apply at all meetings of the Commission and its committees, to the extent that such rules are not in conflict with these By-laws.

Article XIV. Correspondence and Communications

Section 1. Official communications of the Commission to the City Council shall be in writing. All original records, recommendations and reports shall be kept in the Commission files in City Hall.

Section 2. Any correspondence, notices (other than administrative procedures), communications, reports, studies, and plans originating from the Commission shall be authorized by the Commission members and signed by the Chairman.

Article XV. Amendment

Amendment to these By-laws must be presented for discussion, in writing, at one meeting and voted upon at the next meeting

City of Titusville
"Gateway to Nature and Space"

REPORT

To: Members of the Titusville Environmental Commission
From:
Subject: **Additional four (4) meetings**
Department/Office: Planning

Recommended Action:

Approve the suggested meeting dates and times

Summary Explanation & Background:

City council's November 25th, 2025 meeting authorized the Titusville Environmental Commission (TEC) to hold four additional meetings or two meetings per month during January, February, March, and April of 2026. The additional meetings are scheduled on the following dates and times:

- Tuesday Jan 27th, 2026 from 5:30 pm-8pm
- Thursday Feb 26th, 2026 from 5:30 pm-8pm
- Thursday March 26th, 2026 from 5:30 pm-8pm
- Thursday April 30th, 2026 from 5:30 pm-8pm

Alternatives:

Do not approve the suggested meeting date and times

Item Budgeted:

Source/Use of Funds/Budget Book Page:

Strategic Plan:

Strategic Plan Impact:

ATTACHMENTS:

None