Agenda Report



2725 Judge Fran Jamieson Way Viera, FL 32940

Consent

F.5. 7/6/2021

Subject:

Acceptance, Re: Binding Development Plan with Michael J. and Annette Costello (District 5)

Fiscal Impact:

None

Dept/Office:

Planning & Development

Requested Action:

In accordance with Section 62-1157, it is requested that the Board of County Commissioners accept, and the Chair sign, the Binding Development Plan.

Summary Explanation and Background:

A BDP (Binding Development Plan) is a voluntary agreement presented by the property owner to self-impose limits upon development of a property in support of a change of zoning or conditional use permit. Pursuant to Section 62-1157, a BDP shall be recorded in the public records within 120 days of the Board's approval of the zoning request. Following staff and legal review, the BDP is presented to the Board in recordable form as a Consent Agenda item in order to finalize the zoning action.

On May 6, 2021, the Board approved a rezoning request from RR-1 (Rural Residential) to AU (Agricultural Residential), with a BDP. The conditions of the BDP include, but are not limited to, the following:

Developer/Owner agree to the AU zoning classification with the following uses prohibited on the property: Packing, processing, and sales of commodities raised on the premises, as provided in Chapter 86, Article IV of the Brevard County Code of Ordinances; dude ranches, with a minimum area of 40 acres, barns or stables shall be 200 feet from any property line; fowl raising and beekeeping, plant nurseries, private golf course; private camps; foster homes; fish camps; group homes, Level One, subject to the requirement set forth in Section 62-1835.9 of the Brevard County Code of Ordinances; landscaping business; mobile home residential dwelling; power substations, telephone exchanges and transmission facilities; private parks and playgrounds; and resort dwellings.

Clerk to the Board Instructions:

Upon recordation, please return two certified copies of the BDP to Planning & Development.



FLORIDA'S SPACE COAST

Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001 Fax: (321) 264-6972 Kimberly.Powell@brevardclerk.us



July 7, 2021

MEMORANDUM

TO:

Jennifer Jones, Zoning

RE:

Item F.5., Binding Development Plan (BDP) Agreement with Michael J. and Annette

Costello

The Board of County Commissioners, in regular session on July 6, 2021, executed Binding Development Plan with Michael J. and Annette Costello. Said Plan was reorded in BK/PG 9183/684. Enclosed for your necessary action are two certified copies of the recorded document.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

RACHEL M. SADOFF, CLERK

Kimberly Powell, Clerk to the Board

Encls. (2)



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July 7, 2021

MEMORANDUM

TO:

Recording

RE:

Item F.5., Binding Development Plan (BDP) Agreement with Michael J. and Annette

Costello

The Board of County Commissioners, in regular session on July 6, 2021, executed Binding Development Plan with Michael J. and Annette Costello, for property located at 2940 Appaloosa Boulevard, Melbourne. Enclosed are the original BDP, and Check No. 51056 for \$44.00. Please record the agreement in the Public Records and return the recorded instrument to this office.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS

RACHEL M. SADOFF, CLERK

Kimberly Powell, Clerk to the Board

Encls. (2)

Prepared by:

Michael J and Annette Costello

Address:

2940 Appaloosa Blvd, Melbourne, FL 32934

BINDING DEVELOPMENT PLAN

	THIS AGREEMENT, entered into this 6 day of $3 u v v$, $20^{2} 1 v$ between the					
во	OARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, a political subdivision of					
the	the State of Florida (hereinafter referred to as "County") and					
_	Michael J and Annette Costello, a N/A _corporation					
(he	reinafter referred to as "Developer/Owner").					
	RECITALS					
	WHEREAS, Developer/Owner owns property (hereinafter referred to as the "Property") in Brevard					
Coi	unty, Florida, as more particularly described in Exhibit "A" attached hereto and incorporated herein by					
this	reference; and					
	WHEREAS, Developer/Owner has requested thezoning classification(s)					
and	I desires to develop the Property as					
_	Single Family Residence, and pursuant to the Brevard					
Cou	unty Code, Section 62-1157; and					
	WHEREAS, as part of its plan for development of the Property, Developer/Owner wishes to					
miti	gate negative impacts on abutting land owners and affected facilities or services; and					
	WHEREAS, the County is authorized to regulate development of the Property.					
	NOW, THEREFORE, the parties agree as follows:					
1.	Recitals. The above recitals are true and correct and are incorporated into this Agreement by their					
	reference.					
2.	The County shall not be required or obligated in any way to construct or maintain or participate in any					
	way in the construction or maintenance of the improvements. It is the intent of the parties that the					

Rev. 3/9/2021

Developer/Owner, its grantees, successors or assigns in interest or some other association and/or assigns satisfactory to the County shall be responsible for the maintenance of any improvements.

- 3. Developer/Owner agree to the AU zoning classification with the following uses prohibited on the Property: packing, processing, and sales of commodities raised on the premises, as provided in Chapter 86, Article IV of the Brevard County Code of Ordinances; dude ranches, with a minimum area of 40 acres, barns or stables shall be 200 feet from any property line; fowl raising and beekeeping, plant nurseries; private golf courses; private camps; foster homes; fish camps; group homes, Level One, subject to the requirement set forth in Section 62-1835.9 of the Brevard County Code of Ordinances; landscaping business; mobile home residential dwelling; power substations, telephone exchanges and transmission facilities; private parks and playgrounds; and resort dwellings.
- 4. Developer/Owner shall comply with all regulations and ordinances of Brevard County, Florida. This Agreement constitutes Developer's/Owner's agreement to meet additional standards or restrictions in developing the Property. This Agreement provides no vested rights against changes to the Brevard County Comprehensive Plan or land development regulations as they may apply to this Property.
- 5. Developer/Owner, upon execution of this Agreement, shall pay to the Clerk of Court all costs of recording this Agreement in the Public Records of Brevard County, Florida.
- 6. This Agreement shall be binding and shall insure to the benefit of the successors or assigns of the parties and shall run with the subject Property unless or until rezoned and shall be binding upon any person, firm or corporation who may become the successor in interest directly or indirectly to the subject Property, and shall be subject to the above referenced conditions as approved by the Board of County Commissioners on May 6, 2021. In the event the subject Property is annexed into a municipality and rezoned this Agreement shall be null and void.
- 7. Violation of this Agreement shall constitute a violation of the zoning classification and of this Agreement. This Agreement may be enforced by Sections 1-7 and 62-5 of the Code of Ordinances of Brevard County, Florida, as may be amended.
- 8. Conditions precedent. All mandatory conditions set forth in this Agreement mitigate the potential for incompatibility and shall be satisfied before Developer/Owner may implement the approved use(s), unless stated otherwise. The failure to timely comply with any condition is a violation of this Agreement and constitutes a violation of the Zoning Classification and is subject to enforcement action as described in Paragraph 7 above.

9. Severability clause. If any provision of this BDP is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision shall continue in full force and effect without being impaired or invalidated in any way.

IN WITNESS THEREOF, the part	les hereto have caused these presents to be signed all as of the
date and year first written above.	
ATTEST: Rachel Mr. Sanoff Clerk of Count	BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA 2725 Judge Fran Jamieson Way Viera, FL 30940 Rita Pritchett, Chair As an array and but the Parasian JUL 0 6 2021
(SEAL)	As approved by the Board on
serve as one witness.)	
WITNESSES:	(INSERT BUSINESS NAME or INDIVIDUAL NAME(s)) as DEVELOPER/OWNER
Midu	antteants Di
Michelle Adams (Witness Name typed or printed)	Annette Costello Michael J. Costell (Address) gyerAppaloosa Blvat Mc/bown, FL 3>934
Many - Que	McHown, FL 33934
Therese	(President)
(Witness Name typed or printed)	(Name typed, printed or stamped)
STATE OF <i>Florida</i> §	
COUNTY OF BRUARD S	
The foregoing instrument was ackr	nowledged before me, by means ofphysical presence or
online notarization, this <u>25</u> day o	f
	the president of w/A , who is
	cedFL_DRLICas identification.



My commission expires SEAL Commission No.:

Michelle Adam S Notary Public

(Name typed, printed or stamped)

Exhibit "A"

Lot 21 of Lakewood Estates, Sec. One-A, according to the Plat thereof, as recorded in Plat Book 23, Page 91 and 92, of the Public Records of Brevard County, Florida.

RACHEL M. SADOFF CLERK OF THE CIRCUIT COURT & COMPTROLLER

BREVARD COUNTY, FLORIDA

POST OFFICE BOX 2767 TITUSVILLE, FLORIDA 32781-2767 (321) 637-2006 WWW,BREVARDCLERK.US

Transaction #:

2911616

Receipt #:

62771433

Cashier Date:

07/08/2021 02:29:30 PM

Cashier Branch: Titusville - Six Story

Print Date: 07/08/2021 02:29:34 PM

CUSTOMER INFORMATION	TRANSACTION	INFORMATION	PAYMENT SUMM	PAYMENT SUMMARY	
MORSE COMMUNICATIONS INC	Date Received:	07/08/2021	Total Fees:	\$44.00	
395 EAST DR	Source Code:	Titusville - Six Story	Total Payments	\$44.00	
MELBOURNE, FL 32934	Return Code:	Hand Carried	Balance Due:	\$0.00	
	Trans Type:	Recording			
				50世。271岁29	

1 Payments		HAR SERVE
CHECK #51056		\$44.00
1 Recorded Items		
AGREEMENT	BK/PG: 9183/684 CFN: 2021177027 Date: 07/08/2021 02:29:2	29 PM
From: Τα		
Recording @ 1st=\$10 Add'l=\$8.50 ea	. 5	\$44.00

1 Miscellaneous Items **AGENT TRANSMITTAL** **Brevard County Board of County Commissioners**

Subject: 2940 Appaloosa Boulevard, Melbourne, FL 32934

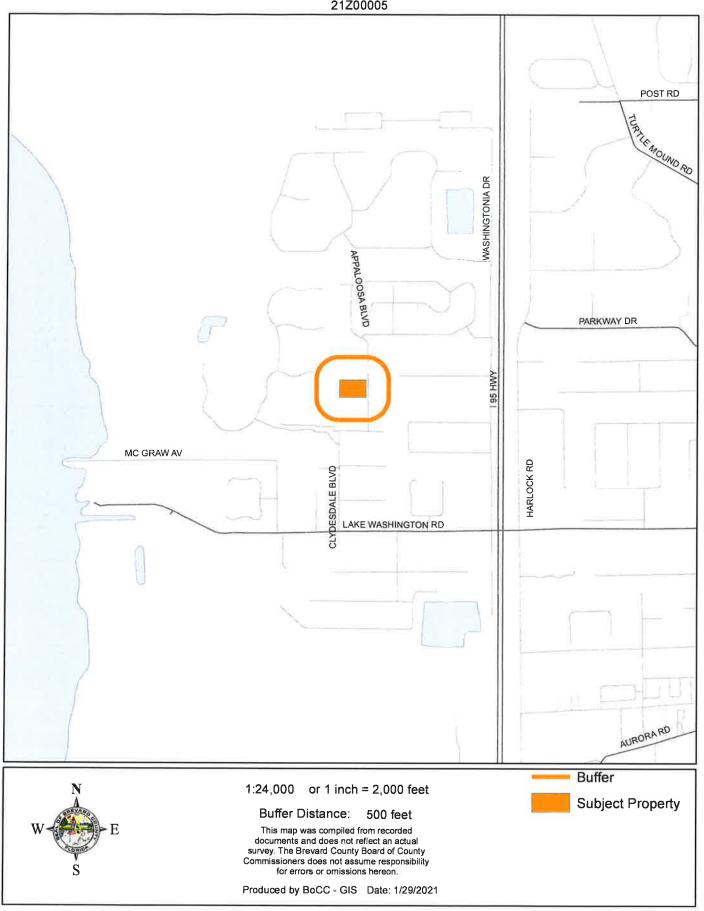
To Whom it may Concern,

The undersigned, Michael J and Annette Costello, acknowledge that the subject property of 2940 Appaloosa Boulevard, Melbourne, FL 32934 has no existing mortgage on the property. We hereby acknowledge that the statement contained in this notice is true and correct.

Witness my hand and seal this 15th day of May	, 2021.			
DIB.	andlelouse			
Signature	Signature			
Michael J Costello, Owner	Annette Costello, Co-owner			
Officer Printed Name, Title	Officer Printed Name, Title			
	STATE OF FLORIDA COUNTY OF BREVARD			
Sworn to (or affirmed) and subscribed before me this	day of			
by _Annette Costello_and Michael J Costello				
Personally known to me				
Produced the following form of identification, FLDL				
(Stamp/Seal)	lange Jones			
JENNIFER JONES Commission # HH 008713 Expires July 31, 2024 Bonded Thru Troy Fain Insurance 800-385-7019	y Commission Expires			

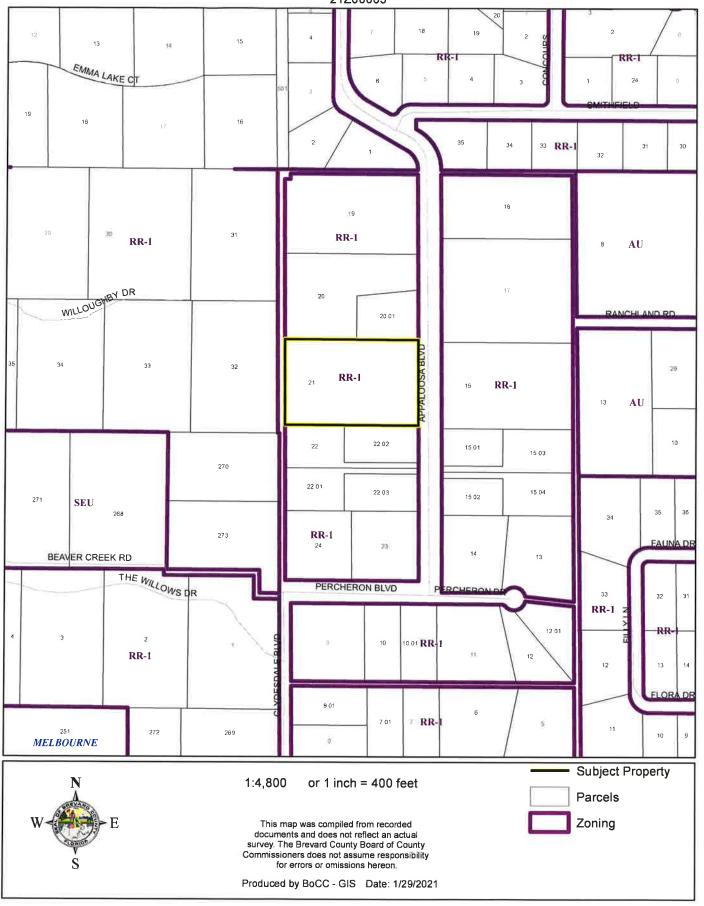
LOCATION MAP

COSTELLO, MICHAEL J. AND ANNETTE 21Z00005



ZONING MAP

COSTELLO, MICHAEL J. AND ANNETTE 21Z00005



Resolution 21Z00005

On motion by Commissioner Smith, seconded by Commissioner Lober, the following resolution was adopted by a 4:1 vote, with Commissioner Lober voting nay:

WHEREAS, Michael J. and Annette Costello have requested a change of zoning classification from RR-1 (Rural Residential) to AU (Agricultural Residential), on property described as Lot 21, Lakewood Estates, Section One-A, according to the Plat thereof, as recorded in Plat Book 23, Pages 91 – 92, of the Public Records of Brevard County, Florida. Section 10, Township 27, Range 36. (5 acres) Located on the west side of Appaloosa Blvd., approx. 0.19 mile north of Percheron Dr. (2940 Appaloosa Blvd., Melbourne); and

WHEREAS, a public hearing of the Brevard County Planning and Zoning Board was advertised and held, as required by law, and after hearing all interested parties and considering the adjacent areas, the Brevard County Planning and Zoning Board recommended that the application be approved with a BDP (Binding Development Plan) limiting the use on the property to horse-related activities only, and limiting the number of horses to a maximum of six; and

WHEREAS, the Board, after considering said application and Brevard County Planning and Zoning Board's recommendation, and hearing all interested parties, and after due and proper consideration having been given to the matter, find that the application should be approved with a BDP prohibiting the following uses on the property: the packing, processing, and sales of commodities raised on the premises, as provided in Chapter 86, Article IV; dude ranches, with a minimum area of 40 acres, barns or stables shall be 200 feet from any property line; fowl raising and beekeeping, plant nurseries; private golf courses; private camps; foster homes; fish camps; group homes, Level One, subject to the requirement set forth in Section 62-1835.9; landscaping business; mobile home residential dwelling; power substations, telephone exchanges and transmission facilities; private parks and playgrounds; and resort dwellings; now therefore,

BE IT RESOLVED by the Board of County Commissioners of Brevard County, Florida, that the requested change of zoning classification from RR-1 to AU be approved with a BDP, recorded in ORB 9183, Pages 684 - 688, dated 07/08/21, prohibiting the following uses on the property: the packing, processing, and sales of commodities raised on the premises, as provided in Chapter 86, Article IV; dude ranches, with a minimum area of 40 acres, barns or stables shall be 200 feet from any property line; fowl raising and beekeeping, plant nurseries; private golf courses; private camps; foster homes; fish camps; group homes, Level One, subject to the requirement set forth in Section 62-1835.9; landscaping business; mobile home residential dwelling; power substations, telephone exchanges and transmission facilities; private parks and playgrounds; and resort dwellings. The Planning and Development Director, or designee, is hereby directed to make this change on the official zoning maps of Brevard County, Florida.

BE IT FURTHER RESOLVED that this resolution shall become effective as of July 8, 2021.

BOARD OF COUNTY COMMISSIONERS

Brevard County, Florida

Rita Pritchett, Chair

Brevard County Commission

As approved by the Board on July 6, 2021.

ATTEST:

RACHEL M. SADOFF, CLERK

(SEAL)

Planning and Zoning Board Hearing – March 8, 2021 Board of County Commissioners Zoning Hearing - April 15, 2021

Please note: A CUP (Conditional Use Permit) will generally expire on the three-year anniversary of its approval if the use is not established prior to that date. CUPs for Towers and Antennas shall expire if a site plan for the tower is not submitted within one year of approval or if construction does not commence within two years of approval. A Planned Unit Development Preliminary Development Plan expires if a final development plan is not filed within three years. The granting of this zoning does not guarantee physical development of the property. At the time of development, said development must be in accordance with the criteria of the Brevard County Comprehensive Plan and other applicable laws and ordinances.

H. PUBLIC HEARINGS

Local Planning Agency / Planning and Zoning Board Monday, April 5, 2021, at 3:00 p.m.

Brevard County Board of County Commissioners Thursday, May 6, 2021, at 5:00 p.m.

Both at the
Brevard County Government Center
2725 Judge Fran Jamieson Way, Building C, First Floor, Viera, Florida

1. JOHN AND TERRI KROBOTH, AND JOHN BRADLEY KROBOTH request a CUP (Conditional Use Permit) for a Private Boat Dock Accessory to Adjacent Single-Family Residential Lot, in an RU-1-13 (Single-Family Residential) zoning classification. The property is .10 acres, located on the south side of Ross Avenue, approximately 475 feet west of Lakeview Drive. (No assigned address. In the Melbourne Beach area) (21PZ00004) (Tax Account 2953088) (District 3)

Planning Agency Recommendation: Capote/Moia - Approved. The vote was unanimous. Board of County Commissioners Action: Tobia/Lober - Approved as recommended. The vote was unanimous.

2. MICHAEL J. AND ANNETTE COSTELLO request a change of zoning classification from RR-1 (Rural Residential) to AU (Agricultural Residential). The property is 5 acres, located on the west side of Appaloosa Boulevard, approximately 0.19 mile north of Percheron Drive. (2940 Appaloosa Boulevard, Melbourne) (21Z00005) (Tax Account 2700924) (District 5)

Planning and Zoning Board Recommendation: Capote/Buchanan - Approved with a BDP limiting the use on the property to horse-related activities only, and limiting the number of horses to a maximum of six. The vote was 6:1, with Bruce Moia voting nay.

Board of County Commissioners Action: Zonka/Smith - Approved with a BDP prohibiting the following uses: the packing, processing, and sales of commodities raised on the premises, as provided in Chapter 86, Article IV; dude ranches, with a minimum area of 40 acres, barns or stables shall be 200 feet from any property line; fowl raising and beekeeping, plant nurseries; private golf courses; private camps; foster homes; fish camps; group homes, Level One, subject to the requirement set forth in Section 62-1835.9; landscaping business; mobile home residential dwelling; power substations, telephone exchanges and transmission facilities; private parks and playgrounds; and resort dwellings. The vote passed 4:1, with Lober voting nay. The BDP will be scheduled as a Consent Item on a subsequent County Commission agenda, per Policy BCC-52. Resolution to be completed upon receipt of recorded BDP.

3. THE SUNTREE BUSINESS CENTER (Melissa Impallomeni) requests a CUP (Conditional Use Permit) for Alcoholic Beverages (beer & wine only) for On-Premises Consumption in conjunction with a pet kennel, in a BU-2 (Retail, Warehousing, and Wholesale Commercial) zoning classification. The property is 0.09 acres, located on the on the west side of the FECRR, approximately 495 feet north of Suntree Boulevard (3290 Suntree Blvd., Ste 102, Melbourne) (21PZ00012) (Tax Account 2602736) (District 4)

PLANNING AND ZONING BOARD RECOMMENDATIONS

- Item H.1. John and Terri Kroboth, and John Bradley Kroboth. Tobia/Lober. Approved a Conditional Use Permit (CUP) for a private boat dock adjacent to a single-family residence in an RU-1-13 zoning classification as recommended. (21PZ00004) (Tax Account 2953088).
- Michael J. and Annette Costello. Zonka/Smith, with Lober voting Nay. Approved changing zoning classification from RR-1 to AU, with a Binding Development Plan exclusionary of packing, processing, and sales of commodities raised on the premises provided in Chapter 86, Article IV; dude ranches with a minimum area of 40 acres, barns or stables shall be 200 feet from any property line; fowl raising and beekeeping; plant nurseries; private golf courses; private camps; foster homes; fish camps; group homes, level one, subject to the requirement set forth in Section 62-1835.9; landscaping business; mobile home residential dwelling; power substations, telephone exchanges and transmission facilities; private parks and playgrounds; and resort dwellings. (21Z00005) (Tax Account 2700924).
- Item H.3. The Suntree Business Center, LLC. Smith/Lober. Approved a CUP for alcoholic beverages (beer and wine only) for on-premises consumption in conjunction with a dog park, in a BU-2 zoning classification as recommended. (21Z00012) (Tax Account 2602736).

Donna Scott

From:

Donna Scott

Sent:

Wednesday, July 7, 2021 8:54 AM

To:

'Lewis, Sally A'

Subject:

RE: ID# 21Z00005 Costello

Thank you, Sally, I will print and place with the Item F.5.

From: Lewis, Sally A <Sally.Lewis@brevardfl.gov>

Sent: Wednesday, July 7, 2021 7:46 AM

To: Donna Scott <donna.scott@brevardclerk.us>

Subject: FW: ID# 21Z00005 Costello

Donna,

Please see message from Commissioner Zonka below.

Thank you,

Sally

From: Zonka, Kristine

Sent: Tuesday, July 6, 2021 4:11 PM

To: Lewis, Sally A < Sally.Lewis@brevardfl.gov>

Subject: Fwd: ID# 21Z00005 Costello

Please include with meeting minutes/agenda packet as correspondence received for item F5. I will disclose at meeting that I received this

Get Outlook for iOS

From: Karen Shepherd < kannshep@gmail.com >

Sent: Tuesday, July 6, 2021 4:58:22 AM

To: Zonka, Kristine < Kristine.Zonka@brevardfl.gov>

Subject: ID# 21Z00005 Costello

[EXTERNAL EMAIL] DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Hello Commissioners ~

Thank you for taking the time to read this every important email - regarding a case that is on the agenda July 6, 2021 at 5pm, and some topics we feel are worthy of your attention, review and hopefully a sight visit before the final decision on the RR-1 to AU rezoning and BDP.

In deference to your time, and since most of this was already discussed at the P&Z hearing and Board of County Commissioners Meeting our goal with is to respectfully request that you give the consideration the magnitude a zoning change would have on the future of the entire residential neighborhood and area ~ especially us, at 2890 Appaloosa Blvd, the neighbors directly next to the operation. Also, see the BDP is tightened up to cover the topics of concern discussed during the hearing and meeting, and are reflected in the Administrative Policies of the Future Land Use Element we received. Based on those, we are confused as to how this change is even being considered.

These are very real concerns that any residential homeowner living next to a commercial business would

have. Regardless of what was said or impression may have been made, this arena structure or business was not there or in operation with the National Dressage Foundation when we built our home. The dirt arena was there as they said, for their daughters to ride, and the six poles with the 2 lights each were not there. Only one pole that their one boarder used occasionally. An arial view of their property back in 2012 will depict such and how their property has changed quite a bit since then. We loved the horses and horse farms with horses grazing in the local farms. We would never expect that eventually, they would establish or be allowed to establish a commercial business entity. We don't care that they are making an income from boarding or hiring out horses, it is the business, noise and activity that developed as a result.

We had been friendly neighbors and wished to continue with the owner of the arena. Unfortunately, after dealing with the issues since the arena structure was built in 2017 and several attempts towards a resolution or compromise failed, our concerns were passed on to Brevard County back in August of 2020. We were advised they were definitely not allowed to be running this type business in a residential area and were directed to Planning and Zoning and Code Enforcement Departments. We never went to our district 5 commissioner, Kristine Zonka, honestly we were naive to the process and we trusted our best interests would be handled by P&Z and Code Enforcement. Based on the council received that day we assumed that was the avenue to pursue for getting resolutions regarding the commercial lighting, continuous activity, clinics, shows, competition music and flooding from runoff from the roof would all be addressed. We believed our concerns were being worked on over the many months and not knowing the procedure or wanting to be annoying, we waited to hear of a resolution, calling occasionally. After several evening sight visits, by Code Enforcement, in December of 2020 we heard the lighting issue had been resolved because the owner was dimming the lights and they registered at an acceptable level and they were going to put up black-out screens. Reminding and asking again that there were still the issues of the boarding and trailering in, the flooding and competition music over speakers. We trusted it was all in the works as it was recorded from our initial complaint on Aug 5, 2020. After 8 frustrating months of not seeing any changes or getting any results, we found out they were requesting for zoning change - RR-1 to AU. So while we thought things were being worked on, the Dept. of Planning and Development had actually been working on the Staff Comments, on the implications the very issues we were trying to point out would have if the change was granted. We got the official notification of the zoning request by mail a few weeks before the P&Z Board hearing, April 5, 2021. Based on the staff comments from the Planning and Development Dept., and the Administrative Policies of the Future Land Use Development criteria literature we received, we felt fairly confident the change would not be made.

At this time, we are so confused as to how such a change could happen to allow this business to run in a residential area. We now had to quickly decide how to adequately convey our concern at the hearing - the drastic consequence this will have on our quality of life and resale of our home will have, now that business will be ramping up with more horses and amenities being allowed. Because we are not aware of how the process goes, we felt sorely inadequately prepared to handle our pursuit with the Board. These issues are not just like neighbors having guests over or the occasional noise every homeowner must expect, like it appears the board might assume. This has been a most of the day, late evening, every weekend deal - with many people - not just personal use. You don't move into a residential neighborhood assuming a commercial business like this would ever be allowed to operate to begin with, nor thinking the placement of our home on our property (based on necessary placement due to the sewer drain field) would ever be in question. We should be able to sit on our porch, open our windows and have the use and enjoyment of our home. We ask that you put yourself in our position and not think we are asking more than any one would expect.

Thank you for your time and consideration about this complex issue. If you should have questions or need any pertinent material to validate our concerns, please do not hesitate to contact us. Please understand this is a very highly charge emotional issue for us with drastic consequences and we mean no disrespect to the office you hold or the time you have given.

PS: Unfortunately due to our lack of computer knowledge, pictures and video have to be sent under separate cover so please look for that to follow this email. We would appreciate a reply to acknowledge that the email and photos were received.

Sincere thanks! Jeff & Karen Shepherd 321-890-2960

"Under Florida Law, email addresses are Public Records. If you do not want your e-mail address released in response to public record requests, do not send electronic mail to this entity. Instead, contact this office by phone or in writing."