

City of Melbourne
Community Development • 900 E. Strawbridge Avenue, Melbourne, FL 32901
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Minutes
Administrative Review Committee
June 9, 2026 – 9:30 A.M.
City Hall
Council Chamber

A meeting of the Administrative Review Committee was held at the City Hall Council Chamber, located at 900 East Strawbridge Avenue, and was called to order at 9:37 A.M. by Cindy Dittmer, Chairman.

The following members were:

Present: Cindy Dittmer, Community Development Director
James Ennis, City Engineer
Steve Innes, Building Official
Samantha Buck, Recording Secretary

- 1. Meeting Called to Order**
- 2. Approval of Minutes – February 12, 2026**

Moved by Innes / Ennis to approve the minutes of the February 12, 2026 meeting, as presented.

Motion carried unanimously.

- 3. ADW2026-0001 – 411 S. Babcock Street**

Ms. Dittmer confirmed an application had been received for an administrative waiver, requesting a reduction in the 20-foot side corner lot setback by four inches (0.33 feet) to 19 feet 8 inches (19.67 feet) for Lot 234 of the Indian River Bluff Amended Plat No. 2.

The project background contained in the staff memorandum was discussed, along with a previously approved subdivision variance and the location of the driveways for this townhome development.

Mr. Ennis stated that it was a straight forward request. No utilities will be impacted and granting the administrative waiver will have no substantial impact to any type of right-of-way or roadway functions. He is familiar with the site plans and had no objections from an engineering perspective.

Mr. Innes agreed with Mr. Ennis, and confirmed that he also had no objection to approving this request for an administrative waiver.

Moved by Ennis / Dittmer to approve ADW2026-0001, for a reduction in the 20-foot side corner lot setback by four inches (0.33 feet) to 19 feet 8 inches (19.67 feet) for Lot 234 of the Indian River Bluff Amended Plat No. 2.

Ms. Dittmer confirmed that a condition was outlined in the staff memo stating that approval was contingent upon the applicant receiving a one-time lot split for the subject property (Lot 234). She believed that the applicant is already in the process of obtaining the lot split.

Motion carried unanimously.

4. Additional Discussion

There was no further discussion.

5. Public Comment

There was no public comment.

6. Adjournment

Ms. Dittmer/Mr. Innes adjourned the meeting at 9.41 a.m.

Respectfully submitted,



Samantha Buck, Recording Secretary

Minutes approved by Administrative Review Committee on: August 14, 2026