

City of Melbourne, Florida

Minutes - Historic and Architectural Review Board

City Hall Council Chamber
900 E. Strawbridge Avenue
Melbourne, FL 32901

March 18, 2026, 6:00 p.m.

A. Opening

1. Call to Order
2. Pledge of Allegiance
3. Roll Call.

Present: Elizabeth Huy, Vice Chairman
Krista Nakaishi, Member
Roderick Queen, Member
Delores Gore, Member
Kate Broderick, Alternate Member

Absent: Shane Sullivan, Member (Absent)

Also Present: Kellen Simmons, Assistant City Attorney
Sandy Ramseth, AICP, Planner
Carmin Velasquez, Redevelopment Planner
Samantha Buck, Recording Secretary
Mary Wolak, Administrative Assistant

4. Declaration of Conflict

There were no conflicts of interest declared at the February 18, 2026 meeting.

5. Approval of Minutes – February 18, 2026 meeting.

Moved by Nakaishi/Broderick to approve the minutes from the February 18, 2026 meeting, as presented.

Motion carried unanimously.

B. New Architectural Review Business

6. HARB2026-0009: Engine Shop, 1700 N. Harbor City Blvd.

Exterior Painting
Eau Gallie CRA

This is an “after-the-fact” application. The applicant seeks approval to repaint the building in colors “Agreeable Gray” as the main body color, “Web Gray” for the window trim, doors, and door trim.

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The applicant was not available to answer questions from the Board.

There were no conflicts of interest on this item.

Ms. Velasquez presented the item on behalf of the applicant, showing photos of the building prior to the repainting, along with photos of the newly painted building.

There were few questions or comments from the Board.

Mr. Queen stated that it was a nice update to the building, and Ms. Broderick agreed, adding that she liked the colors.

Ms. Huy noted that the work completed on the building met the guidelines.

There were no further comments or questions from the board on this item, so Ms. Huy opened the floor for public comment.

There was no further public comment, so Ms. Huy brought the item back to the Board for a motion.

Moved by Queen/Gore that the Board find application HARB2026-0009 is consistent with the Eau Gallie District Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

7. HARB2026-0010 – LIV Signature Real Estate, 540 Montreal Ave.

Signage

Eau Gallie CRA

The applicant is requesting approval to install two (2) non-illuminated, building-mounted signs on the exterior of the existing commercial structure.

Both signs will be constructed of weather-resistant high-density foam with channel lettering and logo elements, finished with an exterior-grade coating. The signs will be mounted flush to the façade using concealed hardware. No electrical components or illumination are proposed.

Sign #1 (East Elevation): A channel letter sign displaying “LIV Signature Real Estate,” measuring approximately 38.66 square feet, with an installed height of 70 inches.

Sign #2 (South Elevation): A circular medallion-style logo sign measuring approximately 7.79 square feet, with an installed height of 67 inches.

There were no conflicts of interest on this item.

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Anthony Romero, the owner of LIV Signature real estate, and the sign manufacturer, Jon Becker were available to answer questions from the Board.

Ms. Velasquez summarized the application for the Board, showing photographs of the proposed sign locations.

Ms. Huy asked the applicant if he had any further information following Ms. Velasquez's presentation. Mr. Romero clarified that the circular sign will be installed on the north side of the building, and the other sign on the west side, not as shown in the presentation. Ms. Velasquez confirmed that the minutes would be updated accordingly.

Ms. Huy asked if the Board had any comments or questions. Ms. Broderick asked if both signs would be made from the same material. Mr. Becker confirmed they would, noting that the medallion sign will also have a hard coat. He also confirmed that the signs will not be illuminated.

Ms. Gore stated that she liked the graphics.

As there were no further comments or questions from the Board, Ms. Huy opened the floor for public comment.

There were no members of the public present at this stage to provide public comment.

Moved Gore/Queen that the Board find that application HARB2026-0010 is consistent with Eau Gallie District Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

8. HARB2026-0012 Trinity Towers West, 650 E. Strawbridge Ave.

Awning/Canopy – East Side
Downtown CRA

The applicant would like to install a white, rigid, aluminum awning on the east side of the building over the existing patio to provide shade for patio users. The 26-foot-wide by -19-foot-deep by 8.3-foot-high awning will be located at the West corner side of the building, as shown.

The applicant was not present to answer questions from the Board.

There were no conflicts of interest on this item.

Ms. Velasquez summarized the application, reminding the Board that they also approved a similar awning/canopy for the east side of the building in January. At that time, the Board questioned whether the awning/canopy would be installed above or below an overhang on the building, and she confirmed that it was, in fact, installed just below the overhang.

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Ms. Huy stated that the proposed awning/canopy meets the guidelines and would add value to the residents of the building.

There were no comments or questions from the Board, and no members of the public were present at this point in the meeting, so Ms. Huy brought the item back to the Board for a motion.

Moved by Nakaishi/Gore that the Board find that application HARB2026-0012 is consistent with the Downtown District Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

D. Future/Additional Business

11. Discussion on Election of New Chairman

Ms. Ramseth explained that the Board needed a new Chairman following Mr. Thomas' move out of state. The Vice-Chairman of a Board usually steps up to the role of Chairman in these instances, however, if Ms. Huy preferred to remain as Vice-Chairman, the Board could consider other options.

A brief discussion followed, and Ms. Huy was asked how she felt about serving as Chairman. She stated that she would be happy to fill the position of Chairman, however, due to prior commitments, there may be meetings she is unable to attend, and she would need a reliable backup in her absence.

The Board then discussed the Vice Chairman position, and Ms. Nakaishi confirmed that she would be willing to serve in that role.

Ms. Ramseth also noted that Mr. Thomas's departure created vacancies for trade seats on the Board that will need to be filled. Staff will coordinate with the City Clerk's Office to recruit members for these positions.

Moved Queen/Gore to nominate Elizabeth Huy for the position of Chairman.

Motion carried unanimously

Moved Queen/Gore to nominate Krista Nakaishi for the position of Vice-Chairman.

Motion carried unanimously

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Ms. Ramseth then reintroduced Ms. Velasquez who will be taking over the management of the Board, along with Mary Wolak, who will eventually assume the role of Recording Secretary from Ms. Buck. These changes are the result of departmental restructuring. Ms. Ramseth and Ms. Buck will remain available to assist the Board as needed.

F. Adjournment

As the Board's business had been completed, Ms. Huy adjourned the meeting at 6:25 p.m.

Samantha Buck
Recording Secretary

Approved by the
Historic & Architectural Review Board