

City of Melbourne
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MINUTES
ADMINISTRATIVE REVIEW COMMITTEE
June 27, 2025 – 3:15 P.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 3:15 P.M. by Cindy Dittmer, Chairman.

The following members were:

PRESENT: Cindy Dittmer, Community Development Director
James Ennis, City Engineer
Steve Innes, Building Official
Mary Wolak, Recording Secretary

1. **Meeting Called to Order**
2. **Approval of Minutes – November 15, 2024**

Moved by Innes/Ennis to approve the minutes of the November 15, 2024 meeting.
Motion carried unanimously.

3. **ADW2025-0001 – Rory & Elizabeth Hayden, 2104 Hyde Parkway**

Ms. Dittmer said an administrative waiver application was received, requesting to allow a one-foot (1.0 ft.) reduction from a 10 ft. side yard setback requirement. This property came before this committee and was approved in July 2024 for a rear-yard setback reduction that was very minor. At that time, the applicant intended to request both the rear and the side set back reductions, but only applied for the rear, and did not request the side setback.

The property contains an old home built in 1925 and the request is being asked because there is a proposed building addition made that includes a bedroom and bathroom.

Mr. Innes mentioned that the letters that went out to the neighbors originally included both setback requests for the addition. Ms. Dittmer agreed that the side yard setback was intended by the homeowner.

Mr. Ennis said there were no easements that were getting in the way of this construction and it did not appear that it would affect lot drainage. He did not see anything objectional from engineering site drainage aspects.

Ms. Dittmer did not see any zoning issues.

Moved by Ennis/Innes to approve ADW2025-0001, Rory & Elizabeth Hayden, 2104 Hyde Parkway, waiver request to allow a one-foot (1.0 ft.) reduction from a 10 ft. side yard setback requirement.

Motion carried unanimously.

4. **Additional Discussion**

There was no further discussion.

5. **Public Comment**

There was no public comment.

6. **Adjournment**

Ms. Dittmer/Innes adjourned the meeting at 3:20 p.m.

Respectfully submitted,

Mary Wolak
Mary Wolak, Recording Secretary