

**City of Melbourne, Florida**  
**Agenda**  
**Historic and Architectural Review Board**

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

**July 16, 2025, 6:00 p.m.**

**A. Opening**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Declaration of Conflict
5. Approval of Minutes: June 18, 2025

**B. New Architectural Review Business**

6. **HARB2025-0022 McCloskey & Associates, 601 E. Strawbridge Ave. Signage**  
*Downtown CRA*
7. **HARB2025-0023 Banach Property, 1993 Guava Ave.**  
Fencing  
*Eau Gallie CRA*
8. **HARB2025-0025 Nations Auto Glass, 1816 S. Harbor City Blvd.**  
Exterior Improvements and Signage  
*Downtown CRA*

**C. Future/Additional Business**

9. Election of Vice-Chairman

**D. Adjournment**

Note: More than one member of the City Council may be in attendance at the meeting and may participate in discussions.

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public that if a person decides to appeal any decision made by this Board, agency or meeting or hearing, he will need a record of the proceedings, and that for such purpose, affected persons 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. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by law.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the Community Development Department at (321/608-7500), no later than 5:00 p.m., at least 48 hours prior to the meeting.

## City of Melbourne, Florida

### Minutes - Historic and Architectural Review Board

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

June 16, 2025, 6:00 p.m.

#### A. Opening

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

Present: Matthew Thomas, Chairman  
Angelina Wheeler-Chong, Member  
Delores Gore, Member  
Krista Nakaishi, Member  
Roderick Queen, Member

Absent: Elizabeth Huy, Member (Excused)  
Sarah Brangan, Member (Excused)  
Shane Sullivan, Member  
Kate Broderick, Alternate Member (Excused)

Also Present: Adam Conley, City Attorney  
Richard Broome, Deputy City Attorney  
Sandy Ramseth, AICP, Planner  
Samantha Buck, Recording Secretary

#### 4. Declaration of Conflict

There were no conflicts of interest declared at the May 21, 2025 meeting.

#### 5. Approval of Minutes – May 21, 2025 meeting.

Moved by Nakaishi/ Gore to approve the minutes from the May 21, 2025 meeting, as presented.

Motion carried unanimously.

#### B. New Architectural Review Business

##### 6. HARB2025-0019: “I Said Yes” Mural, 464 N. Harbor City Blvd.

Mural  
*City-wide*

The applicant seeks approval for the installation of a mural on the south building elevation, facing Babcock Street. The mural will be painted by muralist Cody B.

City of Melbourne, Florida  
Minutes – Historic and Architectural Review Board  
June 16, 2025

Monahan. This cornerstone wall's mural provides a fresh breeze of foliage and flow; soft hues of life bloom behind the freedom of a bride. She said; Yes, to the dress!

The applicant, Cody Monahan, Melbourne, was available to answer questions from the Board.

The Board had no conflicts of interest on this item.

Ms. Ramseth summarized the application for the Board, showing an aerial photograph highlighting where the mural will be painted. She confirmed the lettering on the proposed mural is less than 10% of the mural, and that a public hearing notice was posted on the site prior to the meeting. She also had examples of previous murals that he had painted in the area.

Mr. Thomas asked if Mr. Monahan had anything further to add following Ms. Ramseth's presentation and he explained that the rendering showed the train of the dress wrapping around to a neighboring wall. He understands that this is not permitted by Code, so the mural will now stop at the corner. In addition to this, he asked the Board to also approve additional text that was not shown in the rendering, as his client has requested that her company name (Nicole Marie Bridal) be added on the mural under the existing wording.

The Board discussed the mural the applicant's request for additional text, and the consensus of the Board was that they would approve this it was painted in the same font, and was contained in the 5ft. by 6ft. text box shown on the rendering.

A brief discussion ensued on the font and color of the text, and Mr. Conley asked that any motion made by the Board is specific with regards to the font and location of the additional text. Mr. Monahan confirmed that there was ample room to include this text within the allowed space on the mural.

Mr. Thomas asked the Board if they were willing to approve the additional text without seeing a new rendering, and the Board agreed that they would be able to approve this request without a new rendering.

As there were no comments from the Board, Mr. Thomas opened the floor for public comment.

There was no public comment, so Mr. Thomas brought the item back to the Board for a motion.

Moved Queen/Gore that the Board find that application HARB2025-0019 is consistent with the City of Melbourne Mural Guidelines and that the Board approve the application with the addition of the company name "Nicole Marie Bridal" with the stipulation that the text must be contained within the 5ft. x 6ft text box and the same font must be used throughout the mural.

Motion carried unanimously.

City of Melbourne, Florida  
Minutes – Historic and Architectural Review Board  
June 16, 2025

7. **HARB2025-0021: Buggs Funeral Home, 2701 S. Harbor City Blvd.**

Signage  
*Downtown CRA*

The applicant seeks approval to install a double-faced, LED internally illuminated, pole sign at the northwest corner of the property. The sign structure measures 10ft. 10 in. high overall with the sign measuring 3ft. 10 in. high (as part of the overall height) by 6ft. 3 in. wide. The sign poles and cabinet will be painted black and the sign colors are black and white, as shown.

The applicant Brucia Buggs, Melbourne, was available to answer questions from the Board.

Ms. Ramseth showed a rendering showing the design and dimensions of the new sign and confirmed that the sign will incorporate a black border.

Ms. Buggs confirmed that she had nothing further to add following Ms. Ramseth's presentation.

A brief discussion ensued regarding the setbacks and sight-lines for the sign, and Ms. Ramseth confirmed that this will be calculated during the sign permitting process.

There were no conflicts of interest, public comment, or further comments or questions from the Board, so Mr. Thomas asked for a motion.

Moved Wheeler-Chong/Nakaishi that the Board find that application HARB2025-0019 is consistent with the Downtown Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

**C. Future/Additional Business**

*Cemetery Grant*

Ms. Ramseth told the Board that the Florida Legislature has met and confirmed their budget. Although the Historic budget was cut, they did approve \$500,000 of funding for the Cemetery Grant program. As our application was ranked 8<sup>th</sup>, she is hopeful that we will receive the funding for our fence and signage project for the cemetery.

*Annual Financial Disclosure Forms*

Ms. Ramseth reminded the Board that their Annual Financial Disclosure forms are due by July 1<sup>st</sup>. Board members should have received notification via email. She reminded the Board that all members have to complete this form annually, including Board members who have resigned from the Board since December 31<sup>st</sup>.

City of Melbourne, Florida  
Minutes – Historic and Architectural Review Board  
June 16, 2025

*Election of Vice Chair*

The Board briefly discussed the election of a new Vice-Chairman, and the Board agreed to postpone this item until the July meeting when more Board members may be present.

Ms. Ramseth also stated the Board has a new Alternate Member, Kate Broderick. In addition, Mr. Queen and Mr. Sullivan have now been moved to the position of “member” on the Board. As it is Ms. Wheeler-Chong’s last meeting, we will now have two vacancies on the Board.

Ms. Ramseth thanked Ms. Wheeler-Chong for her 18 years of service on the Board and said that she will be missed, but staff and the Board looked forward to seeing her as an applicant in the future.

Mr. Conley took the opportunity to introduce Deputy City Attorney Richard Broome to the Board. Mr. Broome worked for the City of Titusville previously for many years before recently joining the City of Melbourne.

**D. Adjournment**

As the Board’s business had been completed, Mr. Thomas adjourned the meeting at 6:18 pm.



Samantha Buck, Recording Secretary – June 18, 2025

Approved by the Historic and Architectural Review Board: \_\_\_\_\_

## Memorandum

**To:** Historic and Architectural Review Board (HARB)  
**From:** Sandy Ramseth, AICP, Planner  
**Re:** **HARB Meeting for July 16, 2025**  
**Date:** July 11, 2025

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### **NEW ARCHITECTURAL REVIEW BUSINESS**

#### **HARB2025-0022 McCloskey & Associates / 601 E. Strawbridge Ave. Downtown CRA**

The applicant seeks approval to replace the double-faced, internally illuminated, vinyl copy and graphics, with new vinyl copy and graphics, as shown. The sign face measures 6 ft. wide by 3 ft. high in the colors of white lettering on a black background. The sign cabinet will act as the border. In addition, a 10-inch-high by 11-inch-wide address block in black and white will be added to the monument sign, as shown.

#### ***Summary:***

Signage

#### ***Guidelines to Consider:***

- Signs should be a combination of identification, information, and image making.
  - *The sign provides information and image.*
- All signs should be defined by use of borders around the sign area when it is contained within a distinct shape.
  - *The sign cabinet acts as a border.*
- Signs shall meet all requirements of the City's sign regulations.

#### ***Recommendation:***

Staff recommends that the Board find the application **consistent** with the Downtown Architectural Guidelines.

#### ***Additional Approvals Required:***

Sign Permit.

**HARB2025-0023 Banach Property /1993 Guava Ave.****Eau Gallie CRA**

The applicant seeks approval to add a 6ft. wood privacy fence with pedestrian gates to the middle and rear of the property, as shown. The proposed fence is composed of 4ft. 6-in. vertical boards, with 1ft. 6-in. lattice across the top, as shown.

**Summary:**

Fencing

**Guidelines to Consider:**

- Fences should not interfere with the general public's visual access to architecturally/historically significant structures or to properties with scenic views.
  - *There are no architecturally/historically significant structures or to properties with scenic views.*

**Recommendation:**

Staff recommends that the Board find the application **consistent** with the Eau Gallie Architectural Guidelines.

**Additional Approvals Required:**

Fence permit.

**HARB2025-0025 Nations Auto Glass / 1816 S. Harbor City Blvd.****Downtown CRA**

The applicant seeks approval to renovate an existing car service business for a new incoming car service business. The improvements include new stucco and paint, a redesigned parapet roofline, a new aluminum canopy, new anodized aluminum overhead doors with glass, and signage—both building mounted and pole mounted.

The building's main color will be "Pure White" with "In the Navy" trim. The overhead doors both on the front and back will be anodized aluminum with glass panes, as shown. The white metal anodized aluminum awning will be mounted over the entrance. The east facing channel letter sign, measuring 27ft. 8-in. wide, by 3ft. high, will be LED-illuminated, face-lit and halo-lit, and mounted on the new parapet near the roofline. In addition, a second LED-illuminated channel letter sign on a backer board, and measuring 7ft. 5-7/8 in. wide by 3ft. will be mounted on the parapet on the north façade.

Finally, new double-sided face replacements will be installed in the existing pole sign, with an Electronic Message Center replacing the existing reader board, as shown.

**Summary:**

Exterior Improvements and Signage

**Guidelines to Consider:**

- Rigid or retractable architectural canopies or flexible, fabric awnings shall be used.
  - *The proposed awning is rigid aluminum.*
- Awnings shall be attached directly to the building.
  - *The awning is attached to the fascia.*
- Simple, traditional designs that fit in well with the building's overall image will look good years later.

- *The awning does not detract from the modern architecture of the building.*
- Whites, pastels and earth tones shall be used as the main building color.
  - *“Pure White” will be used as the main building color throughout on all walls.*
- Single-story buildings shall have up to two accent trim colors.
  - *“In the Navy” will be the trim and accent color.*
- Signs should be a combination of identification, information, and image making.
  - *The sign provides information and image.*
- All signs should be defined by use of borders around the sign area when it is contained within a distinct shape.
  - *The contrasting color sign cabinets act as a border.*
- Signs shall meet all requirements of the City’s sign regulations.

***Recommendation:***

Staff recommends that the Board find the application **consistent** with the Downtown Architectural Guidelines.

***Additional Approvals Required:***

Building and Sign permits.