

City of Melbourne, Florida
Minutes — Zoning Board of Adjustment

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

June 30, 2025, 6:30 p.m.

A. Opening

1. Pledge of Allegiance.
2. Roll Call.

Present: Peter Kostrzewa, Chairman
Jennifer Cope, Vice-Chairman
Thomas Herbert, Member
Charles Jackson, Member
Dave Bregard, Alternate Member
Diane Maynard, Alternate Member

Absent: Natalia Brauner, Member (Excused)
Linda Cass, Member (Excused)
Ravi Shah, Member (Excused)

Also Present: Jeffrey Higgins, AICP, Planner
Adam Conley, City Attorney
Kellen Simmons, Assistant City Attorney
Richard Broome, Deputy City Attorney
Samantha Buck, Recording Secretary

3. Approval of Minutes – September 30, 2024, Meeting

Moved Herbert/Cope to approve the minutes from the September 30, 2024 meeting, as presented.

Motion carried unanimously.

4. Declaration of Conflict.

There were no conflicts of interest declared for this item.

5. Requests for Dismissals, Postponements, or Withdrawals

Mr. Higgins confirmed that he had spoken with Mr. Wassuta prior to the meeting to explain that there would most likely only be six board members present at the meeting. As Code requires that he receive five affirmative votes for his variance request to be granted,

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Mr. Wassuta would have the option to request postponement until the July meeting when more Board members may be present.

Mr. Wassuta confirmed for the record that his request would be to postpone his item until the July 28, 2025 meeting.

Mr. Kostrzewa asked the Board what their preference would be in light of the applicant's request.

A brief discussion ensued and Mr. Conley reminded the Board that Florida Case Law requires that any motion for postponement include a date, time, and place certain for any continued item.

Moved Bregard/Jackson that application VAR2025-0001 is postponed to the July 28, 2025 Zoning Board of Adjustment meeting that will be held at 6:30 p.m. in the Council Chamber.

Motion carried unanimously.

B. New Business

6. VAR2025-00001 – Alexander Wassuta, 792 Iroquois Ave.

In a R-1A zoning district, the following appeal is requested:

A variance of 4 ft. 7 in. to allow a 2 ft. 11 in. side yard setback.

Part III, Appendix B, Article V, Section 2 (D), Table 2A requires a 7.5 ft. side setback.

This item was postponed until the July 28, 2025 meeting.

C. Future/Additional Business

Annual Financial Disclosure Form – Due July 1, 2025.

Mr. Higgins reminded the Board that the deadline for submitting their annual financial disclosure forms to the Florida Commission on Ethics was the following day (July 1st). There is a brief period of grace, however, submittals received after September 1st would incur a penalty fee. He urged the Board to be mindful and submit their forms in a timely manner.

A brief discussion ensued on where online forms can be submitted on the Commission on Ethics website Mr. Conley urged Board members to reach out to the City Clerk's Office if they had further questions or required assistance with their submittal.

Before the meeting closed, Mr. Conley introduced two members of his team; Richard Broome, Deputy City Attorney, and Kellen Simmons, Assistant City Attorney.

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Mr. Conley told the Board that it would be likely that either Mr. Simmonds or Mr. Broome would be attending future meetings.

Mr. Higgins confirmed that staff has two items for the Board to review at the July 28 meeting. It is important that we have a quorum for the meeting, so he asked the Board to please let the Recording Secretary (Samantha Buck) know if they are unable to attend the July meeting.

Jeff Woertendyke, Cocoa Beach, asked if there will be a full complement of Board members at the July meeting as it was a long way for him and his brother to travel if the item was not going to be heard by the Board.

Mr. Higgins replied that often, staff only find out that Board members will not be attending during the afternoon of the meeting. He suggested that Mr. Woertendyke provide his contact information to the Recording Secretary who can contact him prior to the meeting with the number of Board members expected to attend.

As Mr. Shah was not present at the meeting, it was agreed that staff would present his service pin at the July meeting.

D. Adjournment

As there was no further business to discuss, the meeting was closed at 6.47 pm.



Samantha Buck, Recording Secretary – June 30, 2025

Approved by Zoning Board of Adjustment: July 28, 2025