

# City of Melbourne, Florida

## Minutes - 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.

Present: Matthew Thomas, Chairman  
Delores Gore, Member  
Krista Nakaishi, Member  
Elizabeth Huy, Member  
Kate Broderick, Alternate Member

Absent: Roderick Queen, Member (Excused)  
Sarah Brangan, Member (Excused)  
Shane Sullivan, Member (Excused)

Also Present: Kellen Simmons, City Attorney  
Sandy Ramseth, AICP, Planner  
Samantha Buck, Recording Secretary

### 4. Declaration of Conflict

There were no conflicts of interest declared at the June 18, 2025 meeting.

### 5. Approval of Minutes – June 18, 2025 meeting.

Ms. Buck said that there was a scrivener's error in the minutes from the June meeting. The meeting date was incorrect, and had been subsequently corrected to show "June 18<sup>th</sup>" prior to the meeting.

Moved by Gore/Nakaishi to approve the minutes from the June 18, 2025 meeting, with noted correction.

Motion carried unanimously.

### B. New Architectural Review Business

6. **HARB2025-0022 McCloskey & Associates, 601 E. Strawbridge Ave.**  
Signage  
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

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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 in. high by 11 in. wide address block in black and white will be added to the monument sign, as shown.

Ms. Ramseth summarized the application for the Board, showing the location of the sign on an aerial photograph. She confirmed that a sign permit will not be required as it is a face-plate change only.

The applicant, William McCloskey, Melbourne, was available to answer questions from the Board.

The Board had no conflicts of interest on this item.

Mr. McCloskey told the Board that after submitting his application, he had decided that he would prefer the phone number to be printed in white instead of yellow, as shown in the rendering.

Mr. Thomas said that the proposed sign met the guidelines and would be a nice change. He had no issue with the telephone number being shown in white or yellow.

As there were no further 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 Huy/Nakaishi that the Board find that application HARB2025-0022 is consistent with the Downtown District Architectural Guidelines and that the Board approve the application, as presented with option to have phone number printed in white.

Motion carried unanimously.

**7. HARB2025-0023: Banach property, 1993 Guava Ave.**

Fencing

*Eau Gallie CRA*

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

The applicant was not available to answer questions from the Board so Ms. Ramseth presented the item on their behalf. She showed the Board a survey outlining where the fence will be placed, along with a rendering of the style of fence being proposed.

There were no conflicts of interest on this item.

Mr. Thomas commented that it was an attractive fence, and confirmed that a fence permit will be required before installation.

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There were no further comments from the Board, nor any public comment on this item, so Mr. Thomas asked for a motion.

Moved Broderick/Gore that the Board find that application HARB2025-0023 is consistent with the Eau Gallie Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

**8. HARB2025-0025, Nations Auto Glass, 1816 S. Harbor City Blvd.**

Exterior Improvements and Signage  
*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.

The applicant's representative, Mike Jackson from Axis, Tampa, was available to answer questions from the Board.

Ms. Ramseth told the Board that the requirement for HARB approval on this property only came to light after a building permit was issued for internal renovations. She showed the Board the location of the property on an aerial photograph and summarized the proposed changes that will be made to the exterior of the building, along with the signs for the building and the existing pole sign. The applicant had provided several renderings showing the exterior improvements on the three elevations visible from the road.

Mr. Thomas asked Mr. Jackson if he had anything further to add, and Mr. Jackson confirmed that he did not.

The Board had no conflicts of interest on this item.

Mr. Thomas asked the applicant if the extra doors on the north and west side of the building will be removed, and Mr. Jackson confirmed that they will be sealed over.

A brief discussion ensued on the exterior improvements and the centering of the signs on the building. The Board agreed that it was great to see improvements being made to an old building in the Downtown area.

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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 Gore/Nakaishi that the Board find that application HARB2025-0025 is consistent with the Downtown District Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

### **C. Future/Additional Business**

Ms. Ramseth told the Board that there will be an application for a historic designation to review in August. The property is a Mediterranean Revival style home and the City's Historic Preservation Officer, Pat Tyjeski, will be at the meeting to provide the Board with the findings in her report prior to the Board voting on moving forward for the designation.

#### **Vice Chairman Position**

Mr. Thomas suggested that the Board move ahead and vote to fill the position of Vice-Chairman that has been vacant since Ms. McGuire resigned. After a brief discussion, a suggestion was made that Ms. Huy should be nominated for the role of Vice-Chairman.

Moved Thomas/Nakaishi to nominate Elizabeth Huy for the position of Vice-Chairman.

Motion carried unanimously.

The Board welcomed Kate Broderick as the new Alternate member for the Board.

### **D. Adjournment**

As the Board's business had been completed, Mr. Thomas adjourned the meeting at 6:25 pm.

  
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Samantha Buck, Recording Secretary – July 16, 2025

Approved by the Historic and Architectural Review Board: August 2020, 2025