

**City of Melbourne**  
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**MINUTES**  
**ADMINISTRATIVE REVIEW COMMITTEE**  
August 11, 2025 – 2:30 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 2:30 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 – June 27, 2025**

Ms. Dittmer said there was a typo in the minutes, the date should read June 27, 2025, not 2024. Ms. Wolak will make that change.

**Moved by Innes/Ennis to approve the minutes of the June 27, 2025 meeting.**

**Motion carried unanimously.**

3. **ADW2025-0002 – Carlo Massaro, 1809 Riverview Drive**

An application request was made for an administrative waiver for 3 inches regarding the 7.5 ft. side setback for a marine facility at 1809 Riverview Drive. This marine facility was constructed originally without permits. The most recent survey reviewed by staff is dated June 30, 2025. Staff has verified that the boat lift on the south side has been removed, so currently the only thing on the south border is the marine platform area. There is no boat parking and/or storage allowed in this area.

Mr. Innes said, by viewing the picture, it looks like there is a crab trap at the end of the dock, and it appears that a little platform sticks out past the main platform deck. He was wondering if the 3 inches is measured from the platform or the main dock.

Mr. Ennis said that portion of the dock is a non-permanent structure that would need to be removed. He added that this property has a long history of construction with no permits. Plans were then submitted and construction was not in accordance with the plans - it has been a very challenging process throughout the entire time this construction has taken place. He would like to see more of a good faith effort on the Applicant's part to comply to City Code and all the permitting requirements. He had concerns about the general welfare of the community and the adverse effects. He

found it hard to consider this administrative waiver appropriate because of all the pre-history of this site.

Mr. Innes asked if the lot is being split or combined. Ms. Dittmer said the property is being split into 2 townhome lots and the request was submitted to the Property Appraiser's office. Ms. Dittmer added that the 1809 address is the southern lot with the dock and this should be the address of the variance. 1807 and 1809 are adjoining properties.

Mr. Innes would be willing to approve this application for 1809 Riverview Drive as long as the applicant has approval from the adjoining neighbor for the 3 inches of the side setback. It was confirmed that the adjoining property is under the same ownership.

Mr. Ennis said he will approve this waiver this time but feels there is a general disregard for City Code which is for the general welfare of Melbourne residents. He said if in the future there is another instance where problems are self-created, he might feel differently about approval and it will go to City Council with the full history of this site.

Ms. Dittmer added if this board does not approve this application, the applicant can go before the Board of Adjustments, though there appears to be no hardship in this case.

**Moved by Ennis/Innes to approve the request to allow a three-inch (3.0 inch) reduction from a 7.5 ft. side yard setback requirement, with the following conditions:**

- **There shall be no boats moored or located on the south side of the dock facility within the 7.5 ft. side yard setback.**
- **Prior to issuance of the Certificate of Occupancy, the as-built survey shall accurately reflect the new marine facility construction.**
- **Any future modifications or construction of the marine facility, must be compliant with the setback requirements set forth in City Code.**
- **Proof of the corrected lot-split for 1809 & 1807 Riverview Drive must be provided.**

**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 3:05 p.m.**

Respectfully submitted,

*Mary Wolak*

Mary Wolak, Recording Secretary