



**City of Melbourne, Florida
Minutes — Planning and Zoning Board**

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

August 21, 2025, 6:30 p.m.

A. Opening

1. Pledge of Allegiance.
2. Roll Call.

Present:	Milo Zonka	Acting Chair
	Shannon Bailey	Member
	Dr. Ray Shackelford	Member
	Molly Tasker	Member
	Nancy Garmer	Alternate Member
	Chris Adams	Alternate Member
	Adam Conley	City Attorney
	Richard Broome	Deputy City Attorney
	Cheryl Dean	Planning Manager
	Todd Corwin	Planner
	Olivia Bachtold	Recording Secretary
Absent:	Yvonne Minus	Chair (Excused)
	George Lebovitz	Member (Excused)
	Bruce Waters	Member (Excused)
	Ence Spann	School Board Representative (Excused)

3. Declaration of Conflict
None.
4. Disclosures
None.
5. Public Comment
None.

B. New Business

6. **Annexation (ANNX2025-0004), Comprehensive Plan Amendment *Minor Amendment* (MAP2025-0011), Zoning Request (MAP2025-0012): Melbourne Architectural – 325 East Drive:**

Mr. Corwin summarized the request as detailed in the staff memorandum and confirmed that the Board will be making three recommendations on this item, which will be forwarded on to City Council for ordinance consideration.

Mr. Corwin referenced the findings and condition contained in the Planning and Zoning Board agenda memorandum. He stated that based upon the findings and conditions, staff recommends approval.

Mr. Zonka asked what the incentive was for this property to annex into the City of Melbourne.

Mr. Corwin said the parking is what triggered the annexation request for this property.

Ms. Tasker asked why the sewage is septic.

Mr. Corwin explained that there is no sewer line in the area.

Ms. Dean added that this is an existing developed site with an existing septic system.

David Baggett, P.E., the Engineer for the project, was available to answer any questions or concerns regarding the item.

The Chair opened the Public Hearing.

As there were no comments from the public, the Chair closed the Public Hearing.

Moved by **Shackelford/Adams** to recommend approval of item ANNX2025-0004 based upon the findings and condition contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

Moved by **Adams/Bailey** to recommend approval of item MAP2025-0011 based upon the findings and condition contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

Moved by **Shackelford/Adams** to recommend approval of item MAP2025-0012 based upon the findings and condition contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

7. **Conditional Use Request (CU2025-0005) Van Beers Bottle and Tap:**

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Mr. Corwin summarized the request as detailed in the staff memorandum and confirmed that the Board will be making one recommendation on this item, which will be forwarded on to City Council for ordinance consideration.

Mr. Corwin referenced the findings contained in the Planning and Zoning Board agenda memorandum. He stated that based upon the findings and conditions, staff recommends approval.

Mr. Adams asked about the 76 seats and if the total number of seats included the biergarten area.

Mr. Corwin confirmed.

Discussion ensued regarding the need for a conditional use depending on the ratio of food and alcoholic beverages, as well as the hours of the proposed establishment.

The applicant and representative, Jason Van Schaick, was available for any questions or concerns regarding the item.

Mr. Adams asked if this taproom business is new, or relocating to downtown Melbourne.

Mr. Shaick confirmed that it is a new business, and explained that he has experience in Cocoa, FL, and grew up in the Melbourne area.

The Chair opened the Public Hearing.

As there were no comments from the public, the Chair closed the Public Hearing.

Moved by **Garmer/Bailey** to recommend approval of item CU2025-0005 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

8. Subdivision Variance Approval Request (SDV2025-0001) Mayfair East Phase One:

Ms. Dean summarized the request as detailed in the staff memorandum and confirmed that the Board will be making one recommendation on this item, which will be forwarded on to City Council for ordinance consideration.

Ms. Dean referenced the findings contained in the Planning and Zoning Board agenda memorandum. She stated that based upon the findings and conditions, staff recommends approval.

Discussion ensued regarding the details of the performance bond and what it covers.

Timothy Riley, representative for the item was available for any questions or concerns regarding the item.

The Chair opened the Public Hearing.

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As there were no comments from the public, the Chair closed the Public Hearing.

Moved by **Adams/Bailey** to recommend approval of item SDV2025-0001 based upon the revised findings and revised conditions as stated at the Planning and Zoning Board Meeting.

Motion carried unanimously.

C. Future/Additional Business

Ms. Dean mentioned there are currently no advertised items for the September 4, 2025 Planning and Zoning Board meeting.

D. Additional Board Member Comments

E. Adjournment

There being no further business, the meeting was adjourned at 7:55 p.m.

Cheryl A. Dean, AICP

9/18/2025

Approved by the Planning and Zoning Board