

City of Melbourne



Community Development • 900 E. Strawbridge Avenue, Melbourne, FL 32901
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AGENDA

HISTORIC AND ARCHITECTURAL REVIEW BOARD

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

November 19, 2025 • 6:00 PM

A. OPENING

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Roll Call
4. Declaration of Conflict
5. Approval of Minutes: October 15, 2025

B. NEW ARCHITECTURAL REVIEW BUSINESS

- | | | | |
|----|----------------------|--|-----------------------|
| 6. | HARB2025-0039 | FL Prime Construction
1536 Cypress Ave.
Fence | Eau Gallie CRA |
| 7. | HARB2025-0040 | Music & Arts
1408 Highland Ave.
Signage | Eau Gallie CRA |
| 8. | HARB2025-0042 | Crepe O'Clock
919 E. New Haven Ave.
Signage | Downtown CRA |
| 9. | HARB2025-0043 | Thrift-n-Found
1908 Municipal Ln.
Signage | Downtown CRA |

C. UNFINISHED HISTORICAL REVIEW BUSINESS

10. **HARB2025- Robert & Lynn Maffie**



24 2015 Bryan Street
 Historic Designation

D. NEW HISTORICAL REVIEW BUSINESS

11. **HARB2025- Roesch House**
 0041
 1320 Highland Ave.
 Replacement of Wood Lap Siding and
 Window and Door Surrounds

E. FUTURE/ADDITIONAL BUSINESS

12. Line Street Cemetery - Interpretive Sign Design Workshop

F. 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 insure 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

October 15, 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
Sarah Brangan, Member
Kate Broderick, Alternate Member

Absent: Elizabeth Huy, Vice-Chairman (Excused)
Roderick Queen, Member (Excused)
Shane Sullivan, Member

Also Present: Kellen Simmons, City Attorney
Sandy Ramseth, AICP, Planner
Robert McKinzie, Economic Development Manager
Samantha Buck, Recording Secretary

4. Declaration of Conflict

There were no conflicts of interest declared at the September 17, 2025 meeting.

5. Approval of Minutes – September 17, 2025 meeting.

Moved by Brangan/Gore to approve the minutes from the September 17, 2025 meeting, as presented.

Motion carried unanimously.

B. New Architectural Review Business

6. **HARB2025-0036 – Cleopatra Ink Tattoo & Piercing, 924 E. New Haven Ave.**
Signage
Downtown CRA

The applicant seeks approval to install a new, internally illuminated, single-sided wall sign. The sign measures 17-foot-wide by 1-foot, 11.5-inches-high, with a black background and white lettering, and a color Cleopatra logo, as shown. The sign will be installed over the front windows.

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October 15, 2025

The applicant was not available to answer questions from the Board so Ms. Ramseth agreed to present the item on their behalf.

The Board had no conflicts of interest on this item.

Ms. Ramseth summarized the application for the Board, showing a rendering of the proposed sign.

A brief discussion ensued on the sign, with Mr. Thomas noting that the Board has reviewed and discussed the spacing for signs for this multi-tenant building in the past

Following this discussion, Mr. Thomas opened the floor for public comment.

There was no public comment on this item.

Moved Gore/Brangan that the Board find that application HARB2025-0036 is consistent with the Downtown Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

7. HARB2025-0037 – Mimmo’s Pizza Ristorante, 837 E. New Haven Ave

Signage

Downtown CRA

The applicant seeks approval to install a new, internally illuminated, single-sided wall sign. The sign measures 9-foot-wide by 2-foot-high, with a black background and white lettering, and colored banding and logo, as shown. The sign will be installed over the front windows/entrance.

The applicant, Romeo Mikhail, Melbourne, was available to answer questions from the Board.

Ms. Ramseth provided the Board with a brief summary of the application, explaining that this new sign will be installed over the front windows. The two-colored band on the sign also qualifies as a border in this instance.

There were no conflicts of interest on this item.

Mr. Thomas asked Mr. Mikhail if he wished to add anything following Ms. Ramseth’s presentation and he replied that he had nothing further to add.

Mr. Thomas agreed that the two-colored bands worked perfectly as a border and met the architectural guidelines.

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

There was no public comment on this item.

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Moved Brangan/Nakaishi that the Board find that application HARB2025-0037 is consistent with the Downtown Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

8. HARB2025-0038 Flora Dispensary, 2637 S. Harbor City Blvd.

Signage

Downtown CRA

The applicant seeks approval to install a new, internally illuminated, channel letters. The sign measures 32-foot-wide by 4-foot-high, in the colors green, black with a colored logo, as shown. The sign will be installed on the upper façade of the front of the building.

The applicant, Romeo Mikhail, Melbourne, remained at the podium as he was also the applicant for this item.

Ms. Ramseth summarized the application and showed a rendering of the sign on the building. She confirmed that a border was not required as they were channel letters. The stylized logo does have a border.

Mr. Thomas asked Mr. Mikhail if he had anything further to add following Ms. Ramseth's presentation and he replied that he did not.

A brief discussion ensued on the signs and the location of the building. Mr. Thomas commented that the sign met all the guidelines.

Ms. Broderick noted that the building color and the colors used in the sign were not a good combination for people who were visually impaired.

Mr. Mikhail responded that he would love to change the color but unfortunately, he did not own the building.

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 HARB2025-0038 is consistent with the Downtown Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

C. Future/Additional Business

Ms. Ramseth confirmed that the City’s Historic Preservation Officer, Pat Tyjeski, will be at the November meeting to present her report on the historic designation of the property at 2015 Bryan Street.

Sunshine Law Update.

Ms. Ramseth referenced a guide to the Sunshine Law that had been included in the agenda pack.

A brief discussion ensued about the document, provided by the City Clerk’s Office, and in particular, instances that may give the impression of impropriety at meetings. Ms. Ramseth noted that this guide was a good reminder of what is expected of Board members, and she urged everyone to take a few minutes to read through the document.

State Historic Preservation Officer Online Training Session

Ms. Ramseth said that she had been contacted by the State’s Historic Preservation Officer who would like to organize an online training session for the Board.

Options on dates for this training session was discussed, and it was agreed that Ms. Ramseth would gather more information to enable the Board to make a decision at a future date. As some Board members will be away over the next few months due to work commitments, the Board agreed that the ability to join the meeting remotely would be useful.

Ms. Ramseth then introduced Robert McKinzie who is the City’s new Economic Development Manager. The City also has a new Redevelopment Planner, Carmin Velasquez, who may also come to a meeting in the future.

D. Adjournment

As the Board’s business had been completed, Mr. Thomas adjourned the meeting at 6:21pm.

Samantha Buck
Recording Secretary

Approved by the
Historic & Architectural Review Board

Memorandum

To: Historic and Architectural Review Board (HARB)
From: Sandy Ramseth, AICP, Planner
Re: **HARB Meeting for November 19, 2025**
Date: November 14, 2025

NEW ARCHITECTURAL REVIEW BUSINESS

HARB2025-0039 FL Prime Construction / 1536 Cypress Ave. Eau Gallie CRA

The applicant seeks approval to add 126-feet of 6-foot tall, white vinyl, privacy fence along the front and side yards of the property. The front fence will also have a 22-foot wide, chain-link roll gate with vertical slats. In addition, the applicant would like to add 43-feet of 6-foot tall, black vinyl-coated, chain-link fence abutting the alley to the rear of the property. The chain-link fence will also have a 5-foot pedestrian gate.

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.*
- Chain-link fence is not permitted past the front building line along a front or side corner yard, and is discouraged in the rear and side yard.
 - *There is no chain-link fence proposed on the front building line or side corner yard, with the exception of the roll gate along the front yard.*
- Chain-link fence may be used adjacent to an alley. Any new chain-link must be dark green or black powder-coated or vinyl-coated.
 - *The proposed chain-link fence is adjacent to the alley, as shown.*

Recommendation:

Staff recommends that the Board find the application **NOT consistent** with the Eau Gallie Architectural Guidelines in that a chain-link roll gate, along a front yard, is not permitted.

HOWEVER, the use of chain-link fence in dark-green or black may be permitted in the front, side or rear yards at the discretion of the HARB in accordance with the following: that

properties fronting US 1, or Eau Gallie Boulevard will not be permitted a chain-link fence along the property lines visible from those streets.

Additional Approvals Required:

Fence permit.

HARB2025-0040 Music & Arts / 1406-1408 Highland Ave.

Eau Gallie CRA

The applicant seeks approval to install a new, front and reverse halo-illuminated, channel letter sign on the upper façade of the building. The sign measures 11-foot, 5-inches-wide by 2-foot high, with a gray background and white lettering. At night the halo LED-illumination glows red, 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.
 - *Channel letter signs do not require 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 Eau Gallie Architectural Guidelines.

Additional Approvals Required:

Sign permit.

HARB2025-0042 Crepe O' Clock / 919 E. New Haven Ave.

Downtown CRA

The applicant seeks approval to install white vinyl window and door lettering and graphics. The 36-inch by 36-inch window graphics and lettering are to be applied to each front-facing window on both sides of the entrance door, as shown. The door lettering will be applied to the center of the glass to the left of the entrance door, 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.
 - *A Border is not required. None of the lettering is confined within a distinct sign shape; they are individual letters*

- 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

HARB2025-0043 Thrift-n-Found / 1908 Municipal Lane

Downtown CRA

The applicant seeks approval to install a vinyl "cling" window sign. The sign measures 3-foot-wide by 9-inches-high, with white lettering on a dark background and white border, as shown. The sign will be applied on the windows on either side of the front entrance.

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 has white 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