



City of Melbourne, Florida Minutes — Planning and Zoning Board

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

September 18, 2025, 6:30 p.m.

A. Opening

1. Pledge of Allegiance.
2. Roll Call.

Present:	Yvonne Minus	Chair
	Shannon Bailey	Member
	Dr. Ray Shackelford	Member
	Molly Tasker	Member
	Chris Adams	Alternate Member

	Adam Conley	City Attorney
	Richard Broome	Deputy City Attorney
	Cheryl Dean	Planning Manager
	Olivia Bachtold	Recording Secretary

Absent:	(Excused)	
	Milo Zonka	Acting Chair (Excused)
	George Lebovitz	Member (Excused)
	Bruce Waters	Member (Excused)
	Nancy Garmer	Alternate Member (Excused)
	Ence Spann	School Board Representative (Excused)

3. Approval of Minutes – August 7, 2025, and August 21, 2025
Moved **Adams/Bailey** to approve the minutes from the August 7, 2025 and the August 21, 2025 meeting.
Motion carried unanimously.
4. Declaration of Conflict
None.
5. Disclosures

None.

6. Public Comment

None.

B. New Business

7. Preliminary Plat Request (PPLAT2025-0001) Torrence Townhome Subdivision:

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 final 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.

Vaheed Teimouri, P.E., 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/Tasker** to recommend approval of item PPLAT2025-0001 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

C. Future/Additional Business

8. City Clerk/City Attorney Board Training Refresher

Mr. McKeown and Mr. Conley each provided a PowerPoint with a refresher on such topics as the Sunshine Law, quasi-judicial decisions, expert testimony versus heartfelt testimony, and Board disclosures.

Ms. Dean provided printouts for the Board that included factors for the Board to consider as it relates to the different requests/approvals presented to the Board, along with helpful links.

Mr. Adams asked about procedural reminders if a board member forgets to disclose that they spoke to staff.

Discussion ensued regarding fundamental fairness, interested parties, and competent substantial evidence from experts.

After the Planning and Zoning Board training, Ms. Dean mentioned there is one advertised

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item for the October 16, 2025 Planning and Zoning Board meeting.

D. Additional Board Member Comments

E. Adjournment

There being no further business, the meeting was adjourned at 7:44 p.m.

Cheryl A. Dean, AICP

11/6/25

Approved by the Planning and Zoning Board