

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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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

Samantha Buck
Recording Secretary

November 19, 2025

Approved by the
Historic & Architectural Review Board