

# City of Melbourne



Community Development • 900 E. Strawbridge Avenue, Melbourne, FL 32901  
(321) 608-7500 • Fax (321) 608-7519 • E-Mail: [community.development@mlbfl.org](mailto:community.development@mlbfl.org)

## AGENDA

### HISTORIC AND ARCHITECTURAL REVIEW BOARD

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

**January 21, 2026 • 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: December 17, 2026

#### B. NEW ARCHITECTURAL REVIEW BUSINESS

6. **HARB2025-0035 Budzburn** **Eau Gallie CRA**  
1682 N. Harbor City Blvd., Unit 101  
Signage
7. **HARB2025-0046 The Office - Cigar & Whiskey Lounge** **Eau Gallie CRA**  
587 W. Eau Gallie Blvd., #103  
Signage
8. **HARB2026-0001 Moia Law** **Downtown CRA**  
400 E. Strawbridge Ave.  
Signage
9. **HARB2026-0002 Stand Up Paddleboards** **Downtown CRA**  
1225 E. New Haven Ave.  
Signage



10.

**HARB2026-  
0003**

**Trinity Towers West**

**Downtown CRA**

650 E. Strawbridge Ave.  
Awning

**C. NEW HISTORICAL REVIEW BUSINESS**

**D. FUTURE/ADDITIONAL BUSINESS**

11. Election of Chairman & Vice-Chairman

**E. 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

December 17, 2025, 6:00 p.m.

### A. Opening

1. Call to Order
2. Pledge of Allegiance
3. Roll Call.

Present: Matthew Thomas, Chairman  
Elizabeth Huy, Vice-Chair  
Krista Nakaishi, Member  
Roderick Queen, Member  
Delores Gore, Member

Absent: Shane Sullivan, Member (Excused)  
Sarah Brangan (Excused)  
Kate Broderick, Alternate Member (Excused)

Also Present: Kellen Simmons, Assistant City Attorney  
Cheryl Dean, AICP, Planning Manager  
Carmin Velazquez, Planner  
Samantha Buck, Recording Secretary

### 4. Declaration of Conflict

There were no conflicts of interest declared at the November 19, 2025 meeting.

### 5. Approval of Minutes – November 19, 2025 meeting.

Moved by Huy/Queen to approve the minutes from the November 19, 2025 meeting, as presented.

Motion carried unanimously.

### B. Old Architectural Review Business

#### 6. HARB2025-0043 Thrift-n-Found, 1908 Municipal Ln.

Signage  
*Downtown CRA*

This application is being brought back to HARB as there was some concern about the illegible text on the lower right of the provided sign graphic. While sign “content” is not an

City of Melbourne, Florida  
Minutes – Historic and Architectural Review Board  
December 17, 2025

item reviewed by this board, as it is “content neutral”, it is reasonable to ask what the “content” is. A new graphic has been provided that clearly shows the text.

At the previous meeting the applicant sought 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.

The applicant John MacCalus, Melbourne was available to answer questions from the Board.

Ms. Dean showed the Board a new photograph of the sign provided by the applicant showing the illegible text (the applicant’s website address).

Mr. Thomas apologized to Mr. MacCalus for having to bring him back to a second meeting to review his sign and commented that the sign met all the guidelines.

As there was no further discussion on this item, 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/Queen that the Board find that application HARB2025-0043 is consistent with the Downtown District Architectural Guidelines and that the Board approve the application, as presented.

Motion carried unanimously.

## **C. New Architectural Review Business**

### **7. HARB2025-0045 – Redtail Four Brewery and Brick Oven Pizza**

New Construction and Signage

*Downtown CRA*

The applicant seeks approval for construction of a new, single-story building as a proposed microbrewery and pizzeria on a 1-acre property. The 4,950± square-foot building will also have 1,350± square-foot of covered patio seating areas. The proposed details include:

Front Elevation:

- The front wall will feature a stucco finish, painted “Techile” with a diagonally painted section in “Zen Retreat”, and a horizontal band along the bottom of the wall in “Subtle Shadow”, as shown. The stucco entrance will feature two columns painted “Techile”.

Side Elevations:

- The east and west side walls feature vertical metal panels beyond the outdoor/porch seating area, in “Light Gray”. Enclosing the outdoor/porch seating area is a grouping of 4ft. high aluminum railings in “Bright Red”, with 10ft. high steel “Bright Red” columns in combination with boxed-out vertical columns in stucco, painted “Techile”

City of Melbourne, Florida  
Minutes – Historic and Architectural Review Board  
December 17, 2025

and “Subtle Shadow”.

Rear Elevation:

- The rear wall will feature vertical metal wall panels in “Light Gray”, with an overhead roll-up door in “Light Gray”, and a walk-through metal door and frame in “Techile”. The dumpster will be enclosed in a 6ft. high, white PVC fence.

Roofline:

- The building roof will be a standing seam metal roof and fascia in “Brite White”. The two covered patio areas will also feature a standing seam metal roof and fascia, also in “Brite White”. A stucco band painted “Techile” will separate the two roof heights. In addition, there is also a “Brite White” standing seam metal roof canopy over the front entrance way.

Door and trim:

- The aluminum front door with glass windows in the doors and to either side will be white.

Signage:

- The existing sign will be refurbished, painted red, and new acrylic/vinyl sign faces will be installed, as shown.

The applicants and business owner, Chelsea Woodard, Palm Bay; Lori Denis, Melbourne, and TJ Fowler, Melbourne, were available to answer questions from the Board.

Ms. Dean explained that she was very familiar with this project and the site as she had worked with the applicant on throughout the approval process. The existing building will be demolished and a new building constructed for a pizza restaurant and microbrewery. The proposed design incorporates two covered outside seating areas, along with a new parking lot and landscaping. She summarized the decorative features that will be used on each side of the building and provided photographs of the existing sign that will be refurbished with a new acrylic sign face installed.

The Board discussed the proposed design and its decorative features, along with the proposed access to the restaurant from the surrounding roads. The Board was in agreement that the application met all the guidelines and would be an exciting project for the Downtown area.

There were no conflicts of interest from the Board on this item.

Before making a motion, the applicant, Lori Denis, asked the Board if they would consider the option of a metal finish panel being installed instead of the stucco band below the roof.

This option was discussed, and the consensus of the Board was that this would look better than the proposed stucco band. They were in agreement that this should be installed on both sides of the building.

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

City of Melbourne, Florida  
Minutes – Historic and Architectural Review Board  
December 17, 2025

There was no public comment on this item.

Moved Nakaishi/Gore that the Board find that application HARB2025-0045 is consistent with the Downtown District Architectural Guidelines and that the Board approve the application, as presented, with the option to install a metal finish panel instead of the stucco band below the metal roof.

Motion carried unanimously.

**D. Future/Additional Business**

**F. Adjournment**

As the Board's business had been completed, Mr. Thomas adjourned the meeting at 6:18 p.m.

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 January 21, 2026**  
**Date:** January 16, 2026

---

### NEW ARCHITECTURAL REVIEW BUSINESS

**HARB2025-0035 Budzburn / 1682 N. Harbor City Blvd. #101**

**Eau Gallie CRA**

This is an “after-the-fact” application. The applicant seeks approval to install gold vinyl window and door lettering and graphics. The window graphics and lettering are applied to both the front-facing and side-facing windows, as shown. The door lettering will be applied to the center 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.
  - *The sign is made up of individual vinyl letters and therefore does 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.

**HARB2025-0046 The Office – Cigar & Whiskey Lounge / 587 W. Eau Gallie Blvd. #103  
Eau Gallie CRA**

The applicant seeks approval to install an internally-illuminated, double-sided, cantilever wall sign. The 7-foot-high by 2.5-foot-wide sign is of aluminum construction, with a satin acrylic finish, and an ornamental scroll decoration at the base of the sign. All letters and logo are to be internally illuminated. The sign is in the colors black, white and gold, and will be mounted to the corner of the building, 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.
  - *The sign is a combination of round and rectangular shapes and has gold border throughout.*
- 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 and Right-of-way Use Permits.

**HARB2026-0001 Moia Law / 400 E. Strawbridge Ave. Downtown CRA**

The applicant seeks approval to install a double-sided pylon sign to replace the existing sign. The 12-foot-high by 8-foot-wide sign is of aluminum construction. The top portion will have acrylic faces for digitally printed vinyl graphics, and the lower portion will have tracking for 6-inch changeable letters. The sign is in the colors black, white and blue, 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.
  - *The sign has a black border around its rectangular shape.*
- 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 Permits.

**HARB2026-0002 Stand Up Paddleboards / 1225 E. New Haven Ave. Downtown CRA**

The applicant seeks approval to install perforated window cling on the north, front-facing, window depicting paddleboarders on the local waterways, with the name of the business “Stand Up Paddleboards” in 4-inch black letters on a 6-inch-wide whiteboard above the window. On the east side overhang, 3-inch black letters on a 4-inch-wide whiteboard of the business name will be added.

In addition, they would like to add a solar powered light over the window, and to the east side of the building for added light and security after hours. Finally, the applicant would like to display two paddleboards, one under the front window and one on the east side. Both would be brought out on a rolling rack during business hours.

**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 a black border around its rectangular shape.*
- 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 Permits.

**HARB2026-0003 Trinity Towers West / 650 E. Strawbridge Ave. Downtown CRA**

The applicant would like to install a white, rigid aluminum awning on the west side of the building over the existing patio to provide shade for the patio users. The 26-foot-wide by 19-foot-deep by 8.3-foot-high awning will be located at the southwest corner of the building, as shown.

**Summary:**

Awning

***Guidelines to Consider:***

- Rigid or retractable architectural canopies or flexible, fabric awnings shall be used.
  - *The proposed awning is rigid.*
- Awnings shall be attached directly to the building.
  - *The awning is attached to the building on two sides.*
- Professional design advice is the best way to guarantee that an awning or canopy will complement and not distract from the architectural character of a building.
  - *This awning was designed by a professional aluminum screen room company.*
- Simple, traditional designs that fit in well with the building's overall image will look good years later.
  - *The awning does not detract from the architecture of the building.*

***Recommendation:***

Staff recommends that the Board find the application **consistent** with the Downtown Architectural Guidelines.

***Additional Approvals Required:***

Building Permit.