



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

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

**November 20, 2025, 6:30 p.m.**

**A. Opening**

1. Pledge of Allegiance.
2. Roll Call.

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

3. Approval of Minutes – November 6, 2025.  
Moved **Adams/Shackelford** to approve the minutes from the November 6, 2025 meeting.

Motion carried unanimously.

4. Declaration of Conflict  
None.

5. Disclosures  
None.

6. Public Comment

None.

**B. New Business**

**7. Annexation Request (ANNX2024-0009) Comprehensive Plan Future Land Use Map Amendment \*Minor Amendment\* (MAP2024-0030) Zoning Amendment Request (MAP2024-0031) Site Plan Request (PLAN2024-0026) And Waiver Of Visual Screen (WVS2025-0001) The Preserve Multi-Family Residential:**

Ms. Dean summarized the request as detailed in the staff memorandum and confirmed that the Board will be making five recommendations 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, staff recommends approval.

Discussion ensued between Dr. Shackelford and Ms. Dean regarding the traffic flow in the area.

Kelly Delmonico, Land Development Strategies, LLC, the representative for the item, provided a PowerPoint presentation and was available to answer any questions or concerns regarding the item. Additionally, Ms. Delmonico provided two different handouts to staff and the Board for the record.

Dr. Shackelford and Ms. Minus inquired about the impacts that the proposed development will have on the traffic flow in the area.

James Taylor, Kimley Horn and Associates, traffic engineer for the applicant, explained that the proposed traffic peak times for the 264-unit site would be 80 new trips leaving the site and 40 coming into the site from 7 am to 9 am, and 70 coming into the site and 40 leaving the site from 4 pm to 6 pm.

Ms. Tasker asked how the existing developments get out onto Wickham Road.

Mr. Taylor said that the proposed developments will access Wickham Road through Preserve Drive.

Dr. Shackelford asked how this development would affect Wickham Road at the Preserve Drive Signal.

Mr. Taylor explained that it is recommended that the timing of traffic signals be altered to accommodate the new development and to be considered acceptable with the city's level of service.

Discussion ensued regarding the development being constructed in the county versus being constructed in the city, as well as water and sewer.

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Tyler Enright, P.E., civil engineer for the applicant, mentioned to the Board that the development team has coordinated with the city on both water and sewer capacity for the development, and that there is only water access through the city.

Mr. Corwin added that the city requires a property to annex into the city if they want access to city water and if they are abutting city property.

Dr. Shackelford and Ms. Minus asked if the development was ever considered for affordable housing.

Ms. Delmonico said that it was discussed in the early stages, however the developer is deciding to use this site for a market-rate housing development.

Discussion ensued regarding amending the design of the entrance for the school bus and fire truck auto turn to meet the set criteria.

Ms. Minus asked about the trash compactor area on the site.

Steven Novaki, development partner for the subject site, said that the compactor is within an enclosed area with a gate, so residents can put items within the compactor or next to the compactor inside the enclosed gate.

The Chairman opened the Public Hearing.

Dennis Redner, 3217 Arden Circle, expressed his concerns regarding Preserve Drive being a winding road and not suitable for that level of traffic, as there are unrecorded accidents and young drivers not following speed limits. Additionally, Mr. Redner mentioned that he believes commercial uses would have much less traffic.

Dominique Campagna, 3216 Arden Circle, expressed her concerns regarding Preserve Drive not being a very wide road, with 5-6 hairpin turns. Additionally, the traffic going through Preserve Drive includes the townhomes and the already developed apartments, and commercial uses would not have rush hour traffic.

Dr. Shackelford asked Dennis and Dominique to return to the lectern and asked them whether there was another means to get in and out.

Both answered no. Dominique identified that visibility is not the issue; it is the extreme turns on the narrow private road. It would be different if Preserve Drive were 4 lanes.

Richard Paul Hilburn, 3285 Arden Circle, expressed his concerns regarding the windiness of Preserve Drive and the current traffic congestion coming off of Wickham Road, as well as the existing drainage issues on the Arbors at Longleaf development.

Dr. Shackelford asked whether the residents had reached out to the city or county about Preserve Drive.

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Mr. Hilburn stated that Preserve Drive is a private road, and he believes that the city and county are aware that people are not happy about the traffic on Wickham Road. He also stated that the residents all understood that the property would someday be developed; however, they all believed that it would be shops and services, where residents could walk down for coffee.

Leslie Gallegos, 3110 Arden Circle, expressed her concerns regarding traffic coming in and out of the development, and the drainage pond being designed right at her back door. She stated that she is not in agreement with the zoning request from commercial to residential because it does not serve the community, and believes there should be doctors' offices located on the property. Additionally, Ms. Gallegos stated that residents did not agree with waiving the masonry wall requirement.

Ms. Dean summarized all of the written correspondence (50± emails previously sent plus two additional emails submitted after the package was mailed to the board).

Ms. Delmonico came back up to the lectern to follow up from the neighbors concerns. She said that herself and the development team sent notices to neighbors for a 10/27 meeting at Joe's Club and previously outlined their concerns. Ron Martin previously owned all of the Preserve property, including the Arbors and the Preserve Apartments, and Preserve Drive had been designed to handle all of the development. Ms. Delmonico added that the correspondence for this item was a call to action, and not all were from neighbors. Lastly, their team tried to match the same vinyl as what is constructed on the townhomes abutting the property.

Mr. Enright, engineer of record, came back to the lectern and added that the stormwater is designed to meet the City of Melbourne and St. John's River standards.

Dr. Shackelford asked whether changes should be made in the best interest to increase safety

Mr. Taylor, traffic engineer for the project, mentioned that curbing of the road on Preserve Drive is a traffic calming method designed specifically to slow people down. Additionally, commercial uses are more likely to increase traffic, asking for more "green time."

Ms. Minus identified that they should reach out to the Space Coast Transportation Organization and have them change the timing.

Mr. Taylor identified that the signal timing will have to be addressed with the county.

As there were no further questions for the applicant on the follow-up, the Chair closed the Public Hearing.

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Moved by **Shackelford/Minus** to recommend approval of item 7a: ANNX2024-0009 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Mr. Adams requested a roll call.

Rollcall:

Yay: Shackelford, Minus

Nay: Adams, Tasker

Mr. Broome identified that the motion failed and asked the board if anyone wished to entertain another motion.

Moved by **Shackelford/Minus** to recommend approval of item 7a: ANNX2024-0009 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Rollcall:

Yay: Shackelford, Minus

Nay: Adams, Tasker

Ms. Tasker identified that she did not object to the annexation and asked whether the requests were made under one motion.

Mr. Broome stated that the board must make a motion and vote on each item/staff recommendation separately as each has its own criteria and findings. He then asked the board if there was a motion to reconsider.

Moved by **Shackelford/Minus** to reconsider the previous motion for item 7a.

Rollcall:

Yay: Minus, Shackelford, Tasker

Nay: Adams

Motion carried.

Moved by **Shackelford/Minus** to recommend approval of item 7b. MAP2024-0030 (future land use) based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Rollcall:

Yay: Shackelford, Minus

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Nay: Adams, Tasker

Mr. Broome identified that the motion failed and asked the board if anyone wished to entertain another motion. No further motion was made regarding item 7b.

Mr. Broome asked the board which member had made the motion to reconsider on the annexation.

Dr. Shackelford identified that he had made that motion to reconsider.

Mr. Broome stated that a motion to reconsider needed to come from a board member who desired to reconsider their previous motion, which would have been Ms. Tasker or Mr. Adams.

When asked whether she intended to reconsider a motion regarding the annexation, Ms. Tasker was unsure what was being reconsidered.

Moved by **Adams/Shackelford** to reconsider the previous motion item 7a (annexation request).

Motion passed unanimously.

Moved by **Shackelford/Minus** to recommend approval of item 7a: ANNX2024-0009 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Rollcall:

Yay: Shackelford, Minus

Nay: Adams, Tasker

Ms. Tasker identified that she did not object to the annexation and asked whether the requests for this item were made under one motion.

Mr. Broome stated that the board must make a motion and vote on each item/staff recommendation separately, as each has its own criteria and findings. He then asked the board if there was a motion to reconsider.

Moved by **Shackelford/Minus** to reconsider the previous motion for item 7a (annexation).

Rollcall:

Yay: Minus, Shackelford, Tasker

Nay: Adams

Motion carried.

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Moved by **Tasker** to recommend denial of item 7c: MAP2024-0031 (zoning).

Mr. Broome asked Ms. Tasker to provide her motion with her findings/criteria as her basis for denial and further stated that the findings provided in the staff memorandum were provided for a recommendation of approval.

Ms. Tasker identified that her motion to deny is based on excessive population growth in the area.

The motion failed due to a lack of second.

Moved by **Shackelford/Minus** to recommend approval of item 7c (zoning): MAP2024-0031 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Rollcall:

Yay: Shackelford, Minus, Adams

Nay: Tasker

Motion carried 3 to 1.

Moved by **Shackelford/Adams** to recommend approval of item 7d (site plan): PLAN2024-0026 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Rollcall:

Yay: Shackelford, Minus, Adams

Nay: Tasker

Motion carried 3 to 1.

Moved by **Shackelford/Adams** to recommend approval of item 7e (waiver of visual screen): WVS2025-0001 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Rollcall:

Yay: Shackelford, Minus, Adams

Nay: Tasker

Motion carried 3 to 1.

Ms. Dean reminded the board that the request will continue to City Council for final consideration.

**8. Subdivision Variance Approval Request (SDV2025-0002) Babcock Townhomes (411 South Babcock Street):**

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.

Robert Robb, the Engineer for the subject item, was available for 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 **Adams/Shackelford** to recommend approval of item SDV2025-0002 based upon the findings and conditions contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

**9. Finding of Consistency (FOC2025-0005) and Land Development Regulations Amendment (TEXT2025-0012) Reasonable Accommodation – Certified Recovery Residences:**

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

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

The Chair opened the Public Hearing.

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

Moved by **Tasker/Adams** to recommend approval of item FOC2025-0005 based upon the findings contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

Moved by **Shackelford/Adams** to recommend approval of item TEXT2025-0012 based upon the findings contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

**C. Future/Additional Business**

Ms. Dean mentioned there are no advertised items for the December 4<sup>th</sup> Planning and Zoning Board meeting.

Mr. Broome provided an update on the appeal of the decision official regarding a property on Maple Avenue. The circuit court officially denied the appeal.

**D. Additional Board Member Comments**

Ms. Minus mentioned that Shannon Bailey is in our thoughts and prayers for a swift recovery.

**F. Adjournment**

The meeting was adjourned at 9:15 p.m.

*Cheryl A. Dean, AICP*

**12/18/2025**  
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Approved by the Planning and Zoning Board