



City of Melbourne, Florida Minutes — Planning and Zoning Board

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

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

A. Opening

1. Pledge of Allegiance.
2. Roll Call.

Present:	Yvonne Minus	Chair
	Dr. Ray Shackelford	Member
	Chris Adams	Member
	Shannon Bailey	Member
	Nancy Garmer	Alternate Member
	Carol Hudgens	Alternate Member
	Richard Broome	Deputy City Attorney
	Cheryl Dean	Planning Manager
	Olivia Bachtold	Planner
	Grace Sapikowski	Recording Secretary

Absent:	Molly Tasker	Member (Excused)
	George Lebovitz	Member (Excused)
	Ence Spann	School Board Representative (Excused)

3. Approval of Minutes – November 20, 2025.
Moved **Adams/Garmer** to approve the minutes from the November 20, 2025 meeting.

Motion carried unanimously.

4. Declaration of Conflict
None.
5. Disclosures
None.

6. Public Comment

None.

B. New Business

7. Finding of Consistency (FOC2025-0006), Zoning Text Amendment (TEXT2025-0013) and Land Development Regulations Text Amendment (TEXT2025-0014) Administrative Final Plat Approval:

Ms. Dean summarized the request as detailed in the staff memorandum and confirmed that the Board will be making three 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.

Ms. Garmer asked if there was a template of the changes that need to be made or is the decision up to each municipality to amend their code.

Ms. Dean said that the changes are up for interpretation to fit into each municipality's code. Our Attorney's Office helps our department be aware of potential Statute changes.

Mr. Broome elaborated that it is up to the City Council to accept the recommended changes to abide by the law.

Ms. Minus asked if Ms. Dean is satisfied with the proposed changes.

Ms. Dean states that she believes we have made the preliminary process stronger and clearer while protecting the city and complying with State Law.

Discussion ensued regarding the legal process involved with the final plat process.

The Chairman opened the Public Hearing.

As there were no questions for the applicant, the Chair closed the Public Hearing.

Moved by **Garmer/Adams** to recommend approval of item FOC2025-0006 based upon the findings contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

Moved by **Adams/Garmer** to recommend approval of item TEXT2025-0013 based upon the findings contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

Moved by **Garmer/Bailey** to recommend approval of item TEXT2025-0014 based upon the findings contained in the Planning and Zoning Board memorandum.

Motion carried unanimously.

C. Future/Additional Business (Staff)

Ms. Dean mentioned there is no meeting for the January 1st, 2025 Planning and Zoning Board meeting, and may have items ready for the January 15th, 2025 Planning and Zoning Board meeting.

D. Additional Board Member Comments

Discussion ensued regarding re-election of Chair and Vice-Chair for 2026, attendance, vacancies, and general updates within the Board.

Chairman Minus acknowledged discussion made at the November 25th City Council meeting, stating her comments made regarding the conditional use request for Redtail Four Brewery were not personal.

Dr. Shackelford agreed with Chairman Minus and further explained that the Board members, including himself, do not know the applicants, therefore they could not have made any personal comments or decisions.

F. Adjournment

The meeting was adjourned at 7:17 p.m.

Cheryl A. Dean, AICP

02/05/2026

Approved by the Planning and Zoning Board