

# City of Melbourne



Community Development • 900 E. Strawbridge Avenue, Melbourne, FL 32901  
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## AGENDA

### HISTORIC AND ARCHITECTURAL REVIEW BOARD

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

**May 20, 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 – April 15, 2026

#### B. NEW ARCHITECTURAL REVIEW BUSINESS

- |    |                      |  |                     |
|----|----------------------|--|---------------------|
| 6. | <b>HARB2026-0014</b> | <b>Baked by Chelle</b><br>2002 S. Harbor City Blvd.<br>Signage         | <b>Downtown CRA</b> |
| 7. | <b>HARB2026-0016</b> | <b>Trinity Towers East</b><br>700 E. Strawbridge Ave.<br>Awning/Canopy | <b>Downtown CRA</b> |
| 8. | <b>HARB2026-0017</b> | <b>Eve La Cubanita LLC</b><br>2001 S. Harbor City Blvd.<br>Signage     | <b>Downtown CRA</b> |
| 9. | <b>HARB2026-0018</b> | <b>Image &amp; Inc. LLC</b><br>306 E. Strawbridge Ave.<br>Signage      | <b>Downtown CRA</b> |

#### C. NEW HISTORICAL REVIEW BUSINESS

#### D. FUTURE/ADDITIONAL BUSINESS

#### 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

April 15, 2026, 6:00 p.m.

**A. Opening**

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

Present: Krista Nakaishi, Vice Chairman  
Delores Gore, Member  
Kate Broderick, Alternate Member

Absent: Elizabeth Huy, Vice Chairman (Excused)  
Roderick Queen, Member (Excused)

Also Present: Kellen Simmons, Assistant City Attorney  
Carmin Velasquez, Redevelopment Planner  
Samantha Buck, Recording Secretary

Vice-Chairman Nakaishi opened the meeting. As there was no quorum, the Board was unable to proceed with the items on the agenda and the meeting was closed.

*Note: Application HARB2026-0016 / Baked by Chelle will be added to the agenda for the May 20, 2026 meeting.*

4. **Declaration of Conflict**
5. **Approval of Minutes – March 18, 2026 meeting.**  
**Postponed to May 20, 2026**

**B. New Architectural Review Business**

6. **HARB2026-0014: Baked by Chelle, 2002 S. Harbor City Blvd.**  
Signage  
Downtown CRA  
**Postponed to May 20, 2026**

**D. Adjournment**

The Vice-Chairman adjourned the meeting at 6:02 PM



Samantha Buck  
Recording Secretary

May 20, 2026 \_\_\_\_\_  
Approved by the  
Historic & Architectural Review Board

## Memorandum

**To:** Historic and Architectural Review Board (HARB)  
**From:** Carmin Velasquez, Redevelopment Planner  
**Re:** **HARB Meeting for May 20, 2026**  
**Date:** May 15, 2026

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### NEW ARCHITECTURAL REVIEW BUSINESS

**HARB2026-0014 Baked by Chelle/ 2002 S Harbor City Blvd** **Downtown CRA**

The applicant is requesting approval to change the signage on the exterior of the existing commercial structure.

The proposed rectangular sign measures 95 inches in width by 46.25 inches in height and includes a white border. It will be constructed from PVC (Sintra Board) and installed as a face replacement on the existing wood backing.

***Summary:***

Signage

***Guidelines to Consider:***

- Signs should be a combination of identification, information, and image making.
  - *The sign provides information.*
- All signs should be defined by use of borders around the sign area when it is contained within a distinct shape.
  - *The sign is of rectangular shape and has a white Border*
- 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:***

No permit required for face changes.

**HARB2026-0016 Trinity Towers East / 700 E. Strawbridge Ave. Downtown CRA**

The applicant would like to install a white, rigid aluminum awning on the East and 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 East and West corner side of the building, as shown.

**Summary:**

Awning/Canopy.

**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.

**HARB2026-0017 Eve La Cubanita / 2001 S Harbor City Blvd Downtown CRA**

This is an "after-the-fact" application. The applicant seeks approval to change the graphics on an existing pole sign. The square sign is 4 ft. by 4 ft, with graphics in a variety of bright colors.

**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 cabinet acts as 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 Downtown Architectural Guidelines.

**Additional Approvals Required:**

No permit required for face change,

**HARB2026-0018    Image & Ink LLC / 306 E. Strawbridge Ave.                      Downtown CRA**

The applicant is requesting approval to install a single-sided, non-illuminated detached sign. The sign will measure 5 ft 1 in. in height and will feature white lettering on a black background, topped with a decorative green house containing black lettering.

**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 cabinet acts as 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 Downtown Architectural Guidelines.

**Additional Approvals Required:**

Sign Permit.