

City of Melbourne, Florida
Agenda
Administrative Review Committee

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

June 9, 2026, 9.30 a.m.

A. Opening

1. Meeting Call to Order
2. Approval of Minutes – February 12, 2026
3. Public Comment

B. New Business

4. ADW2026-0001 - 411 S. Babcock Street, Melbourne, FL 32901

Applicant: Robert Robb, P.E.

Owner: Grove Lane, LLC. / Doug Engle

An administrative waiver is requested to reduce a 20-foot side corner lot setback by four inches (0.33 feet) to 19 feet 8 inches (19.67 feet) for Lot 234 of the Indian River Bluff Amended Plat No. 2.

City Code Part III, Appendix B, Article V, Section 2, Table 2B - Table of Dimensional Standards, requires a 20-foot side corner lot setback in a C-1 zoning district.

C. Additional Discussion

D. Adjournment

FOR YOUR INFORMATION:

More than one member of the city council may be in attendance at the meeting and may participate in discussions. If an individual decides to appeal any decision made by the Administrative Review Committee with respect to this meeting, a verbatim transcript may be required. If so, the individual should make provisions for a transcript to be made at the meeting (excerpt from Florida State Statute 286.0105). 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 accommodations to participate in this meeting should call the Melbourne Community Development Department, (321) 608-7500, no later than 5:00 p.m., at least 48 hours prior to the meeting.

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

MINUTES
ADMINISTRATIVE REVIEW COMMITTEE
February 12, 2026 – 3:30 P.M.
CITY HALL
COUNCIL CHAMBER

A meeting of the Administrative Review Committee was held at the City Hall Council Chamber, located at 900 East Strawbridge Avenue, and was called to order at 3:30 P.M. by Cindy Dittmer, Chairman.

The following members were:

PRESENT: Cindy Dittmer, Community Development Director
James Ennis, City Engineer
Steve Innes, Building Official
Mary Wolak, Recording Secretary

1. Meeting Called to Order

2. Approval of Minutes – August 11, 2025

Moved by Ennis/Innes to approve the minutes of the August 11, 2025 meeting.

Motion carried unanimously.

3. ADW2025-0003 – Jessica Parks, 1627 Sweetwood Drive, Melbourne, FL

Ms. Dittmer said an administrative waiver application was received, requesting to allow a six-inch (0.5 ft.) reduction from a 7.5 ft. side interior lot setback requirement to allow a side interior lot setback of 7 ft.

Ms. Dittmer said permits were issued for the addition that met the 7.5 foot side set back requirement. After construction, it was determined that the addition was .5 inch into the side yard setback, as well as being into the public utility easement. The applicant was granted an A&V for the .5 inch area where the bathroom addition is located. This administrative waiver request is to take care of the side interior setback of the six inches.

This request falls within the 10% allowance waiver. The applicant submitted all of the signed No-Objection forms from the abutting owners.

Mr. Ennis said there are no objections from an Engineering perspective. Mr. Innes agreed and stated he had no objections.

Moved by Ennis/Innes to approve ADW2025-0003, Jessica Parks, 1627 Sweetwood Drive waiver request to allow a six-inch (0.5 ft.) reduction from a 7.5 ft. side interior lot setback requirement to allow a side interior lot setback of 7 ft.

Motion carried unanimously.

4. Additional Discussion

There was no further discussion.

5. Public Comment

There was no public comment.

6. Adjournment

Ms. Dittmer/Innes adjourned the meeting at 3:34 p.m.

Respectfully submitted,

Mary Wolak

Mary Wolak, Recording Secretary

Staff Report

To: Administrative Review Committee
From: Todd Corwin, Planner, AICP
Thru: Cheryl Dean, Planning Manager, AICP
Re: **ADMINISTRATIVE WAIVER (ADW2026-0001) – 411 South Babcock Street**
Date: June 2, 2026

Owner

Grove Lane, LLC. / Doug Engle

Applicant

Robert Robb, P.E.

Location:

The subject site is located at the southeast corner of the Avenue D / Babcock Street intersection in Section 27, Township 37, Section 27 (411 S. Babcock Street).

History:

The subject property is currently identified as Lot 234 within the Indian River Bluff No. 2 Subdivision (which was recorded in 1925). At present, the subject property is vacant and undeveloped. Lot 234 in its present configuration is approximately 0.18 acres in size.

The subject property is part of a proposed townhouse development (ENGR2025-0010). This 24-unit complex includes an alleyway for vehicular access and a stormwater retention area. The townhouses fronting Babcock Street will only have vehicular access via the alleyway on Avenue D (no driveways on Babcock Street). The property owner received a Subdivision Variance to allow for the construction of a shared stormwater pond without platting in 2025 (SDV2025-0002).

Property/Adjacent Property Information

The subject property is designated as General Commercial on the Future Land Use Map (FLUM) and is zoned C-1 (Neighborhood Commercial District). Single family residential development (attached townhouses) is a permitted use in C-1 District. The subject site is located along the frontage of Babcock Street and Avenue D. The properties fronting the east side of Babcock Street in this area are generally zoned for commercial purposes while the lots further to the east are generally zoned for residential uses.

Access: Bryan Street, along the north property line
Frontage: Babcock Street, along the west property line

To the East: Vacant property (owned by the applicant)
Zoning: R-1AA
Land Use: LDR

To the West: Across Babcock Street, commercial property (Rise Dental)
Zoning: C-1
Land Use: Mixed Use

To the North: Across Ave. D – undeveloped commercial property
Zoning: C-1
Land Use: General Commercial

To the South: Vacant property (owned by the applicant)
Zoning: C-1
Land Use: General Commercial

Request

The applicant has submitted Engineering Construction Plans for a proposed townhouse development. The subject property, which is proposed to be the site of one attached townhouse, has frontage on both Babcock Street and Avenue D. The applicant is creating the townhouse lots by requesting a one-time lot split for 12 of the platted lots that comprise the development. Accordingly, the Administrative Waiver Request should be contingent upon the applicant receiving a lot split for the subject property (Lot 234). A copy of the proposed development plan is attached to this memorandum.

The submitted construction plans show a side corner lot setback (along Avenue D) of 19.67 feet for the subject townhouse lot. Per City Code, the required side corner lot setback for this C-1 zoned property is 20 feet. Consequently, the applicant is requesting an administrative waiver of approximately 4 inches to build an attached townhouse on this side-corner lot.

Administrative Waiver Analysis

Appendix B, Article IX, Section 8 of City Code establishes Administrative Waiver procedures. This section of Code states in any zoning district, side, side corner, front and rear setbacks may be partially waived by a unanimous decision of an administrative review committee consisting of the code compliance director, city engineer and the community development director, or their city staff designees. An administrative waiver is applicable to the setbacks identified in Appendix B, Article V of City Code for principal structures. The administrative waiver cannot not exceed ten percent of the required minimum setback in the specific zoning classification and the waiver shall not, in the opinion of the administrative review committee, have an adverse effect on the neighborhood or general welfare of the area. The subject property is zoned C-1 which requires a 20-foot side corner lot setback. This request reflects a 1.67% reduction in the setback requirement and does not exceed the 10% maximum permitted by Code. The applicant has also submitted Affidavit of Non-Objection forms for each applicable abutting property owner.

Summary

The request is consistent with the parameters identified in City Code for Administrative Waivers. The property owner has requested a setback reduction for an addition to a principal structure that does not exceed the 10% maximum for such applications. The property owner has submitted signed Affidavit of Non-Objection forms from each applicable abutting property owner. The granting of an administrative waiver to reduce a 20-foot side corner lot setback by 0.33 feet (four inches) to 19.6 feet, permits the applicant to complete the Engineering Construction Plan process for a proposed townhouse development (which includes the subject site).

Recommendation

The Community Development Department recommends **Approval of Administrative Waiver Request ADW2026-0001** with the following condition:

- a. The Administrative Waiver Request will be contingent upon the applicant receiving a one-time lot split for the subject property (Lot 234).