

**City of Melbourne**  
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**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

Minutes approved by Administrative Review Committee on: June 9, 2026