

City of Melbourne, Florida
Agenda
Administrative Review Committee

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

August 14, 2026, 11.00 a.m.

A. Opening

1. Meeting Call to Order
2. Approval of Minutes – June 9, 2026
3. Public Comment

B. New Business

4. ADW2026-0002 – 969 Terry Street, Melbourne, FL 32935

Applicant: Timothy Poole

Owners: Timothy Poole & Debra Lynn Poole

An administrative waiver is requested to allow a 2.5 foot (two-feet six inches) reduction from a 25-foot front yard setback requirement to allow a 22.5 foot front yard setback for a front porch addition.

City Code Part III, Appendix B, Article V, Section 2, (D), Table 2A requires a 25-foot front yard setback in R-1AA zoning districts.

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
Telephone (321) 608-7500 • Email: community.development@mlbfl.org

Minutes
Administrative Review Committee
June 9, 2026 – 9:30 A.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 9:37 A.M. by Cindy Dittmer, Chairman.

The following members were:

Present: Cindy Dittmer, Community Development Director
James Ennis, City Engineer
Steve Innes, Building Official
Samantha Buck, Recording Secretary

- 1. Meeting Called to Order**
- 2. Approval of Minutes – February 12, 2026**

Moved by Innes / Ennis to approve the minutes of the February 12, 2026 meeting, as presented.

Motion carried unanimously.

- 3. ADW2026-0001 – 411 S. Babcock Street**

Ms. Dittmer confirmed an application had been received for an administrative waiver, requesting a reduction in the 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.

The project background contained in the staff memorandum was discussed, along with a previously approved subdivision variance and the location of the driveways for this townhome development.

Mr. Ennis stated that it was a straight forward request. No utilities will be impacted and granting the administrative waiver will have no substantial impact to any type of right-of-way or roadway functions. He is familiar with the site plans and had no objections from an engineering perspective.

Mr. Innes agreed with Mr. Ennis, and confirmed that he also had no objection to approving this request for an administrative waiver.

Moved by Ennis / Dittmer to approve ADW2026-0001, for a reduction in the 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.

Ms. Dittmer confirmed that a condition was outlined in the staff memo stating that approval was contingent upon the applicant receiving a one-time lot split for the subject property (Lot 234). She believed that the applicant is already in the process of obtaining the lot split.

Motion carried unanimously.

4. Additional Discussion

There was no further discussion.

5. Public Comment

There was no public comment.

6. Adjournment

Ms. Dittmer/Mr. Innes adjourned the meeting at 9.41 a.m.

Respectfully submitted,



Samantha Buck, Recording Secretary

Minutes approved by Administrative Review Committee on: _____

Staff Report

To: Administrative Review Committee
From: Todd Corwin, Planner, AICP
Thru: Cheryl Dean, Planning Manager, AICP
Re: **ADMINISTRATIVE WAIVER (ADW2026-0002) – 969 Terry Drive**
Date: July 30, 2026

Owner/Applicant

Terry Poole

Location:

The subject site is located at the east side of Terry Drive, approximately 120 feet north of Thomas Barbour Drive in Section 27, Township 37, Section 27 (969 Terry Drive).

History:

The subject property (approximately 0.37 acres) is described as Lot 3, in the Harborview Estates Subdivision (recorded in 1957). A single-family home, constructed in 1962, is located on this site.

Property/Adjacent Property Information

The subject property is designated as Low Density Residential on the Future Land Use Map (FLUM) and is zoned R-1AA (Single Family Low Density Residential District). The existing R-1AA zoning district is the original zoning conferred upon the subject property.

The subject property is located in a residential area and is bordered on the north, south, and west by other residential properties that are zoned R-1AA. Ballard Park is located to the east of the subject site.

Access: Terry Drive, along the east property line

To the East: Ballard Park
Zoning: I-1
Land Use: Recreation

To the West: Across Terry Drive, single family residential houses
Zoning: R-1AA
Land Use: Low Density Residential

To the North: Single Family Residential house
Zoning: R-1AA
Land Use: Low Density Residential

To the South: Single family residential house
Zoning: R-1AA
Land Use: Low Density Residential

Request

The applicant submitted a building permit that included enclosing the existing garage door opening along with a front porch addition to the principal structure (RALT2026-01184). The applicant submitted documentation noting the intended use of the enclosed garage area will be for non-habitable accessory storage space at the present time. The applicant withdrew the front porch portion of the permit pending this administrative waiver request. The R-1AA zoning district requires a front yard setback of 25 feet for principal structures. The proposed porch is eight (8) in width and will extend into the required front yard setback.

The applicant is requesting an administrative waiver to allow a 2.5 ft. (two feet six inches) reduction from a 25-foot front yard setback requirement to allow a 22.5-foot front yard setback for the front porch addition. This 2.5-foot reduction in the front yard setback requirement will allow the applicant to submit the front porch addition permit to the Building Division and move forward with completing the permitting process.

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 R-1AA which requires a 25-foot front yard setback. This request reflects a ten percent reduction in the setback requirement and does not exceed the maximum percentage permitted by Code. The applicant has also submitted Affidavit of Non-Objection forms for each 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 proposed 2.5-foot waiver in the front yard will not change the residential character of the neighborhood and the property owner has submitted signed Affidavit of Non-Objection forms from each abutting property owner. The granting of an administrative waiver to reduce a 25-foot front yard setback by 2.5 feet (two feet six inches) to 22.5 feet, permits the applicant to submit a building permit for an eight-foot-wide front porch that is attached to the single-family residence on site.