

Town of Melbourne Beach

MINUTES

PLANNING & ZONING BOARD MEETING TUESDAY, OCTOBER 7, 2025 @ 6:30 PM COMMUNITY CENTER – 509 OCEAN AVENUE

Board Members:

Chairman David Campbell
Vice Chairman Kurt Belsten
Member April Evans
Member Dan Harper
Member Gabor Kishegyi

Alternate Board Members

Alternate Todd Albert
Alternate Jason Judge

Staff Members:

Interim Town Manager Lisa Frazier
Town Clerk Amber Brown

1. CALL TO ORDER

Chairman David Campbell called the meeting to order at 6:30 p.m.

2. ROLL CALL

Deputy Town Clerk Cyd Cardwell conducted the roll call.

Present:

Chairman David Campbell
Vice Chairman Kurt Belsten
Member April Evans
Member Dan Harper
Member Gabor Kishegyi
Alternate Todd Albert
Alternate Jason Judge

Staff Present:

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Deputy Town Clerk Cyd Cardwell

3. APPROVAL OF MINUTES

A. August 21, 2025 minutes

Member April Evans made a motion to approve; Motion carried 5-0.

B. September 9, 2025 minutes

Vice Chairman Kurt Belsten made a motion to approve; Member April Evans seconded; Motion carried 5-0.

4. NEW BUSINESS

A. Site Plan approval for 411 Hibiscus Trail – new home

Member Dan Harper questioned whether they could proceed since the Building Official did not sign off on the plans prior to his last day with the Town.

The contractor advised that they would be using a third-party inspector, Universal Engineering.

A discussion ensued confirming the plan met the height, setbacks, coverage, and drainage.

Member April Evans asked the Town Attorney if there was any reason they could not send the plans on to the Commission with a recommendation contingent on Building Official sign-off.

Town Attorney Ryan Knight confirmed that would not be an issue.

Member April Evans made a motion to approve the site plans and send them to the Commission contingent on Building Official endorsement; Vice Chairman Kurt Belsten seconded; Motion carried 5-0.

B. Discussion on the report from Member Dan Harper regarding the landscape proposal

Member Dan Harper spoke about the EAB's last-minute request to delay the discussion due to their members' inability to attend.

C. Discussion on the Environmental Advisory Board's proposed changes to the tree ordinance

Vice Chairman Kurt Belsten made a motion to table discussions of both the landscape proposal and tree ordinance; Member April Evans seconded; Motion carried 5-0.

D. Review of Robert's Rules of Order, ethics, and Florida Sunshine Law – Town Attorney Ryan Knight

Town Attorney Ryan Knight provided reminders regarding opportunities for public comments, best practice for speaking while being recorded, and Sunshine Law including as it pertains to emails.

Alternate Todd Albert spoke about when public comments need to occur.

Town Attorney Ryan Knight confirmed that public comment needs to be offered for each agenda item when it is being discussed.

5. PUBLIC HEARINGS

A. Ordinance 2025-04 Sign Ordinance

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, RELATING TO LAND DEVELOPMENT REGULATIONS AND SIGNAGE; AMENDING SECTION 7A-52, TOWN CODE OF ORDINANCES, RELATING TO PROHIBITED SIGNS AND PROVIDING FOR ADDITIONAL REGULATIONS AS TO TYPE OF SIGNAGE PROHIBITED WITHIN THE TOWN, AMENDING SIGN LOCATION AND DURATION OF SIGNAGE PERMITTED IN THE TOWN; REVISING SIGNAGE STANDARDS; PROVIDING FOR REMOVAL OF SIGNAGE BY THE TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Member Dan Harper asked the context of this topic being brought to the board.

Town Attorney Ryan Knight spoke about a discussion at a Regular Town Commission Meeting and a Supreme Court case that invalidated certain sign regulations. He spoke about making revisions pursuant to that case and the direction of the Commission.

Member Gabor Kishegyi asked if the only change was a provision for the Town to be able to remove signs.

Town Attorney Ryan Knight said that the main updates are size and height requirements for every type of sign and duration of placement for certain types of signs.

Member April Evans made a motion to recommend approval to the Commission; Member Dan Harper seconded; Motion carried 5-0.

6. OLD BUSINESS

Member Dan Harper asked Chairman David Campbell if his report and the arborist's report could be passed to the Commission.

Chairman David Campbell suggested that it not be passed on yet because they may think that it has been approved.

Interim Town Manager Lisa Frazier spoke about the landscape proposal not being reviewed yet by the Town Planner and recommending that being done before the next meeting.

Member Dan Harper spoke about the Commission approving \$1,000 for the Town Planner to review it and about the Planning & Zoning Board being an independent review body that needs to make their own evaluation.

Town Attorney Ryan Knight recommended that the landscape proposal only be brought to the Town Planner if it ends up being recommended for approval by P&Z.

7. PUBLIC COMMENT

8. REPORTS: TOWN MANAGER AND TOWN ATTORNEY

Town Attorney Ryan Knight spoke about a memo that will be sent to the board prior to the next meeting that addresses Senate Bill 180 which recently passed and has to do with land development codes.

Interim Town Manager Lisa Frazier introduced herself to the board and spoke about her experience related to P&Z.

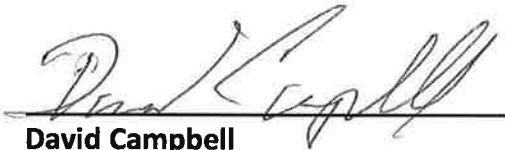
9. ITEMS TO BE ADDED TO THE AGENDA FOR FUTURE MEETINGS

10. ADJOURNMENT

Member April Evans motioned to adjourn; Vice Chairman Kurt Belsten seconded; Motion carried 5-0.

The meeting adjourned at 6:57 p.m.

ATTEST:



**David Campbell
Chairman**



**Cyd Cardwell
Deputy Town Clerk**

