

Town of Melbourne Beach

MINUTES

PLANNING & ZONING BOARD MEETING TUESDAY, FEBRUARY 4, 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:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown
Building Official Robert Bitgood

1. CALL TO ORDER

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

2. ROLL CALL

Town Clerk Amber Brown 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:

Town Manager Elizabeth Mascaro
Building Official Robert Bitgood
Town Clerk Amber Brown

Absent:

None

3. APPROVAL OF MINUTES

A. December 3, 2025 minutes

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

4. NEW BUSINESS

A. Appointment of the 2025 Chairperson

Member April Evans made a motion to nominate David Campbell as the Chairperson; Vice Chairman Kurt Belsten seconded; Motion carried 5-0.

B. Appointment of the 2025 Vice Chairperson

Chairman David Campbell made a motion to nominate Kurt Belsten as the Vice Chairperson; Member April Evans seconded; Motion carried 5-0.

C. Approval of the 2025 Planning and Zoning Board meeting schedule

Town Clerk Amber Brown presented the proposed meeting schedule for 2025. The normal meeting date is the first Tuesday of every month. There are 3 potential months that the Board might want to change the date. April 1st there will be an election in the Community Center, so the proposed date would be the second Tuesday, April 8th. September 2nd is the day after a holiday (Labor Day) it is up to the Board if they would like to change that meeting date. November 4th there will be an election, and the second Tuesday is a holiday.

The Board agreed to meet on April 8th, September 2nd, and November 3rd, and the first Tuesday of the other months.

Vice Chairman Kurt Belsten made a motion to accept the calendar with the changes; Member April Evans seconded; Motion carried 5-0.

5. PUBLIC HEARINGS

6. OLD BUSINESS

A. Discussion on proposed Ordinance 2025-01 Building Elevation

Building Official Robert Bitgood spoke about the changes made by this ordinance. If the current elevation is above 36 inches from the crown of the road the 28 feet will start at 36 inches above the crown of the road, so no matter what it will never be more than the 28 feet plus 3 feet for a total of 31 feet.

Member Gabor Kishegyi spoke about liking the defining of the maximum of 36 inches.

Member Dan Harper spoke about anyone without a stem wall is limited to 29 ½ feet, but people with a stem wall can build up to 31 feet. To make it easier why not constrain everyone to 31 feet.

Building Official Robert Bitgood spoke about stem walls do not allow you to build

higher than 29 ½ feet. The only lots that can build higher are the few lots in Town that are currently greater than the 36 inches.

Member Dan Harper confirmed that no matter if you have a stem wall or not you are still constrained to the 29 ½ feet. Asked to have the definition of building height looked at to make sure it is harmonized with the new proposed ordinance.

Vice Chairman Kurt Belsten asked about why the proposed language replaced the word road with street.

Member April Evans made a motion to approve this presentation; Member Gabor Kishegyi seconded;

Member Dan Harper proposed an amendment to the motion to add a condition that the Building Official checks to see if it harmonizes with the height of a building definition;

Member April Evans approved the amendment to the motion; Member Gabor Kishegyi seconded the amendment to the motion; Motion carried 5-0.

B. Discussion on accessory structure requirements

Building Official Robert Bitgood spoke about a proposed legislative update that would affect this. Proposed tabling this until it works through legislation.

Member April Evans asked if we do not have something on the books before it changes, then we will not be able to do something later, but if there is something already in place, then would it be allowed?

Member Dan Harper spoke about getting something in place before the legislative update.

Member Gabor Kishegyi spoke about getting something done quickly.

Vice Chairman Kurt Belsten made a motion to limit accessory structures to 300 square feet;

Member Dan Harper asked about defining specific types of accessory structures.

Member April Evans spoke about not including open air structures.

Member April Evans seconded; Motion carried 5-0.

C. Discussion on code revisions to 9A Landscaping and Trees

The Board appointed Member Dan Harper to present the recommendations to the Town Commission.

7. PUBLIC COMMENT

8. REPORTS: TOWN MANAGER AND TOWN ATTORNEY

Town Manager Elizabeth Mascaro spoke about the Town Commission approved the purchase of a vacation rental tracking software.

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


Member Gabor Kishegyi spoke about the cost of a permit for a regular mechanical replacement, and brought up the idea of doing a flat rate instead of it being based on the cost of the unit.

Building Official Robert Bitgood spoke about the reason it was switched to the cost of construction is because some addresses have 2-3 units being replaced under one permit.

10. ADJOURNMENT

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

The meeting adjourned at 7:16 p.m.



David Campbell
Chairman

ATTEST:



Amber Brown, CMC
Town Clerk

