

# Town of Melbourne Beach

## MINUTES

### PLANNING & ZONING BOARD MEETING TUESDAY, MARCH 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  
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:**

Vice Chairman Kurt Belsten

**3. APPROVAL OF MINUTES**

A. February 4, 2025 minutes

Tabled to the next meeting.

**4. NEW BUSINESS**

**5. PUBLIC HEARINGS**

A. Ordinance 2025-01 Building Elevation

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY FLORIDA, AMENDING APPENDIX “A” OF THE TOWN CODE OF ORDINANCES, THE LAND DEVELOPMENT CODE; AMENDING SECTION 7A-55, “BUILDING CONSTRUCTION”; ESTABLISHING MAXIMUM HEIGHT MEASUREMENTS FOR LOWEST FLOOR LEVEL AT EXISTING GRADE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

Member April Evans read the preamble for Ordinance 2025-01.

Member Dan Harper provided a handout and asked for clarification on building height and where the measurement starts.

Building Official Robert Bitgood spoke about the proposed language would measure from the peak of the roof to grade, not from the finished floor.

Member Dan Harper spoke about the new language in section (b), add the word existing before finished floor.

Alternate Todd Albert verified any property that is above 18 inches above the crown of the road would have to subtract from the height of the building to not exceed the 28 feet.

Building Official Robert Bitgood spoke about an exception when properties have an existing grade greater than 36 inches above the crown of the road, which would be measured from the 36 inches.

Town Manager Elizabeth Mascaro spoke about a change to the ordinance from the Town Commission to add a definition of street to include alley, road, etc. to be broader to capture anything.

The Board agreed to amend the ordinance by adding the word existing before finished floor in section (b).

**Member April Evans made a motion to approve as amended; Alternate Todd Albert seconded; Motion carried 5-0.**

**6. OLD BUSINESS**

A. Discussion on accessory structure requirements

Building Official Robert Bitgood spoke about an error on the size. The Commission proposed 400 square feet not 500.

Member Dan Harper spoke about redefining accessory structures to leave out some types of accessory structures.

Member April Evans spoke about changing the definition of accessory structure to accommodate that, so accessory structures would have 4 walls and a roof.

Member Gabor Kishegyi spoke about having a new definition for gazebos or something that is open on 3 sides so they are not considered accessory structures.

Building Official Robert Bitgood spoke about outdoor kitchens and cabanas.

**Member April Evans made a motion to recommend the change to the Commission to 400 square feet for accessory buildings; Member Gabor Kishegyi seconded; Motion carried 5-0.**

**7. PUBLIC COMMENT**

**8. REPORTS: TOWN MANAGER AND TOWN ATTORNEY**

Town Manager Elizabeth Mascaro spoke about the various zoning maps were presented to the Board of Adjustment and they approved a new map. An updated map is being done by the Town Planner to reflect the current lots.

Member April Evans asked about the building being built on First and Oak and wanting those types of additions be brought to the Board.


Building Official Robert Bitgood spoke about that building is a 2 car garage that is going to be tied into the primary structure, so it will not be considered an accessory structure.

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

**10. ADJOURNMENT**

**Alternate Todd Albert motioned to adjourn; Motion carried 5-0.**

The meeting adjourned at 6:52 p.m.

  
David Campbell  
Chairman

ATTEST:

  
Amber Brown, CMC  
Town Clerk

