

*ADMINISTRATIVE REVIEW COMMITTEE

CODE COMPLIANCE DIRECTOR

Al Beyer, Chairman

Office: 608-7915
Fax: 608-7920
E-mail: abeyer@melbourneflorida.org

CITY ENGINEER

Jenni Lamb

Office: 608-7300
Fax: 608-7319
E-mail: engineering@melbourneflorida.org

PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR

Cindy Dittmer

Office: 608-7500
Fax: 608-7519
E-mail: p&z@melbourneflorida.org

RECORDING SECRETARY

Angela Howard

608-7500

Reference City Code, Sections 2-75 through 2-77, for provisions that generally apply to all boards. Special requirements relating to this board, not included in Sections 2-75 through 2-77, are noted below.

The committee was established by Ordinance No. 99-13 and is empowered to grant a waiver of setbacks, lot area, and lot size requirements in any zoning district. The committee shall be comprised of the Code Compliance Director, City Engineer, and the Planning and Economic Development Director, or their City staff designees. A decision of the committee must be unanimous.

Waivers shall apply to only those items outlined in Appendix B, Article IX, Section 8, City Code, and shall not exceed 10% of the required minimum setback in the specific zoning classification. The waiver shall not, in the opinion of the committee, have an adverse affect on the neighborhood or general welfare of the area. Denial of a request for an administrative waiver shall not preclude an applicant from requesting a variance from the Board of Adjustment under the provisions of Appendix B, Article IX, Section 7, City Code.

The committee shall meet upon request at City Hall.

*NOTE: Members must complete an annual Financial Disclosure Form.