



Planning & Architectural Review Board Regular Meeting Minutes

Tuesday, August 5, 2025 at 5:30 PM

City Commission Chambers – 105 S. 2ND Street, Flagler Beach, FL 32136



1. Call the meeting to order

Chair Suzie Johnston called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

Chair Suzie Johnston led the Pledge of Allegiance.

3. Roll Call / Determination of Quorum

Present: Paul Mykytka, Barbara Revels, Scott Chappuis, Suzie Johnston, Lisa Smith, Boudie Estberg

Absent: Joann Soman

Staff Present: City Attorney Drew Smith, City Engineer Bill Freeman and Secretary Michele Ficocello

4. Approve Minutes

a. July 15, 2025 Meeting Minutes

A motion to approve the meeting minutes was made by Barbara Revels, seconded by Scott Chappuis. The motion carried unanimously.

5. Old Business

None

6. New Business

- a. **Application PCON25-0002:** Conceptual Site Plan – A proposed, 2513 SQFT two-story, mixed-use building. The ground floor proposes two (2) retail spaces ~686 SQ FT per commercial space; a 2-car garage with exterior stairs that lead to a three (3) bedroom, two (2) bath dwelling unit. **Parcel ID No.:** 01-12-31-1100-00050-0050; **FLUM:** Commercial; **Zoning District:** Tourist Commercial; **Owner:** Gaspar Family Holding Three LLC, 908 N Central Avenue, Flagler Beach, FL 32136; **Applicant:** Gaspar Family Holding Three LLC, 908 N Central Avenue, Flagler Beach, FL 32136; **Representative:** Joseph Pozzuoli Architect, P.A., 314 Moody Boulevard, Flagler Beach, FL 32136.

The City Attorney Drew Smith presented the item and explained that no formal action is taken on conceptual site plan applications. Barbara Revels inquired as to why the conceptual site plan is on the agenda before item 6b. Secretary Michele Ficocello explained the agenda order was set due to the relationship between agenda items. Representatives for the applicant, Joseph Pozzuoli and Deborah Bird, were present and spoke before the Board. Mr. Pozzuoli outlined the conceptual site plan. Mr. Pozzuoli's comments included hardships with the design due to the setback requirements and fire safety, a description of parking availability, a history of the property ownership and surrounding properties, a shared driveway with the property on northside, the design follows the mixed-use guidelines, low impact

commercial businesses on ground floor with 686 square feet for each of the two units. Boards discussion ensued and included parking ingress/egress, a confirmation that ten feet of the easterly lot was deeded to the subject property, the distance between the subject property and the existing building to the south, fire safety and fire department access, an existing southern building and compliance with the City Code, handicap parking and ADA compliance, parking space size and allowance for backing out, existing guidelines in the City's Code for the mixed-use district, existing lot size and challenges, previous City Staff approval recommendation on a similar project submitted to the PAR Board related to the subject property, the amount of lots remaining to be developed in the mixed-use district, parking pool availability, parking requirements based on the overlay district and challenges with similar projects. No public comment was received. No formal action taken.

- b. **Application PVAR25-0002:** Variance – Applicant is requesting a variance from the Land Development Code, Article II, Section 2.04.02. Design Guidelines, Location (2) and (5). Applicant requests relief from the land development code minimum standards for a two-way drive requiring eighteen feet (18') for a two-way drive for commercial use to a twelve-foot (12') lane for a two-way commercial use drive. **Parcel ID No.:** 01-12-31-1100-00050-0050; **FLUM:** Commercial; **Zoning District:** Tourist Commercial; **Owner:** Gaspar Family Holding Three LLC, 908 N Central Avenue, Flagler Beach, FL 32136; **Applicant:** Gaspar Family Holding Three LLC, 908 N Central Avenue, Flagler Beach, FL 32136; **Representative:** Joseph Pozzuoli Architect, P.A., 314 Moody Boulevard, Flagler Beach, FL 32136.

The City Attorney Drew Smith presented the item. The City Planner Lupita McClenning was not present, but her staff findings are included in the agenda packet. The City Engineer Bill Freeman was present to answer technical questions. Attorney Smith directed the Board to page 55 of the agenda packet which outlines the six criteria required and staff findings. Attorney Smith outlined the requirements needed for recommendation to the City Commission. Representatives for the applicant, Joseph Pozzuoli and Deborah Bird, were present and spoke before the Board. Mr. Pozzuoli outlined his response to the six requirements needed for the variance to be approved. Mr. Pozzuoli's comments included the conditions related to the existing development surrounding the subject property created a hardship for the applicant to include a shared driveway, a building to the south and the size of the lot (applicant provided a printout from the Land Development Code section 2.02.04 which is attached to the minutes). Board discussion ensued and comments included the square footage of the proposed project and changing the building footprint, FDOT requirements, Ocean Shore Boulevard regulations in Land Development Code, shared driveway challenges, an existing development with similar challenges, travel trips, the width of the city streets, the minimum width for a two-way driveway, frontage guidelines, creating a handicap parallel parking space in front of the building and a possible state handicap parking variance through the Florida Building Code, the mixed-use district parking regulations, the challenges with an existing non-conforming lot, the existing city streets do not conform to the standards and concerns with future development, Discussion ensued with Attorney Smith related to amending the variance request. Paul Mykytka expressed his concerns and would like to see a wider driveway. Barbara Revels made a motion to recommend approval of item 7b. with the condition the applicant remove the handicap space in the back of the building and place it in the front of the building providing for a sixteen (16) foot wide driveway. Attorney Smith expressed concern about including moving the parking space in the motion and whether moving the parking space is allowable. Attorney Smith advised the motion should include only the recommendation for approval with the condition of the applicant meeting a sixteen (16) foot wide driveway. Barbara Revels amended her motion to recommend approval with the condition of requiring a sixteen (16) foot wide driveway. Paul Mykytka inquired with the City Engineer if the sixteen (16) foot wide driveway is sufficient. The City Engineer Bill Freeman stated the sixteen feet would be tight, but sufficient. Further discussion ensued related to the challenges with meeting the requirements of the City Code and allowing development. Scott Chappuis seconded the motion. Attorney Smith stated for the record there was no public present, and no public comment was received.

Roll Call: Boudie Estberg, Nay; Lisa Smith: Yea; Scott Chappuis, Yea; Barbara Revels, Yea; Paul Mykytka, Yea; Chair Suzie Johnston, Yea. Motion passed five (5) to one (1).

7. Other Business

None

8. City Planner Report

None

9. Board Comments

Barbara Revels commented on the changes in the Land Development Code for commercial zoning setbacks.

10. Adjournment

A motion to adjourn the meeting was made by Scott Chappuis, seconded by Lisa Smith. The motion carried unanimously. Chair Johnston adjourned the meeting at 6:43pm.

2. *Minimum Lot Size:* None3. *Build-To Line*

Build-to lines are established for each property to ensure that building placements clearly define street edges and corners. The build-to line is the line parallel to the property line along which the facade of the building must be located. The maximum front build-to line requirements shall apply to the first story of the building, and higher portions of the building maybe stepped back further from the front property line.

Interior Lot

Front Line: Five (5) feet or ten (10) feet

Side Line: Build-to property line on one (1) side.

Rear Line: Build-to determined by building location and arrangement of parking.

Corner Lot

Front Line: Five (5) feet or ten (10) feet

Side Line facing street: Five (5) feet or ten (10) feet

Rear setback facing street: Build-to determined by building location and arrangement of parking.

4. *Frontage Guidelines*

Front: Minimum of sixty (60) percent of the property line to-be building; minimum of seventy-five (75) percent frontage if shared access

Side frontage (not facing street): Minimum of seventy (70) percent of the side property line to be building

Side frontage facing street: Minimum of sixty (60) percent of the side property line to be building

Rear frontage (not facing residential street): Maximum forty (40) percent of the rear property line may contain building

Barriers and Buffers:

- There should be no barriers between properties within the Downtown Mixed-Use Overlay District

5. *Parking*

Refer to Chapter 2, Area Wide Guidelines, VI Intersection Design Parking, for parking design guidelines.

Maximum amount of off-street parking permitted for all uses in the proposed Mixed-Use Districts shall be as follows:

Residential Uses: On-site two (2) spaces per unit as per Section 2.06.02.1 Schedule of Off-Street Parking Requirements.

Commercial Uses: 1.33 spaces per eight hundred (800) square feet to be provided on-site.