



Planning & Architectural Review Board Regular Meeting Minutes



Tuesday, September 2, 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: Barbara Revels, Scott Chappuis, Suzie Johnston, Lisa Smith, Boudie Estberg

Absent: Paul Mykytka, Joann Soman

Staff Present: Acting City Attorney Holli New o.b.o. City Attorney Drew Smith, City Planner Lupita McClenning, City Engineer Bill Freeman and Secretary Michele Ficocello

4. Approve Minutes

a. August 5, 2025 Meeting Minutes

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

5. Old Business

None

6. New Business

- a. **Application PVAR25-0003:** Variance - Legacy Pointe Cottages, 2401 Leslie Street. Applicant is requesting a variance related to Appendix A - Land Development Regulations, Article VIII, Section. 8.05.08. The request is to maintain the 40-foot (40') platted right-of-way (ROW) in lieu of a 50-foot right-of-way (ROW) required by the City of Flagler Beach's Standard Construction Details Index R-2. **Parcel ID No.:** 11-12-31-0650-000D0-0050; **FLUM:** Medium Density Residential (MDR); **Zoning District:** General Commercial (GC); **Owner:** ALT Homes LLC, T.J. McNitt - 3371 N State St, Unit 1, Bunnell, FL 32110; **Applicant:** ALT Homes LLC, Katie Crooke, Representative - 3371 N State St, Unit 1, Bunnell, FL 32110.

Acting City Attorney Holli New presented the item and provided a brief overview. City Engineer Bill Freeman stated the development would have two points of access. Leslie Street being an existing paved road with a 40' right-of-way and Joyce Street which is currently an unimproved road. As part of the final site plan approval, the developers are improving Joyce Street and seeking a variance from the City's Standard Construction Details requiring a 50' right-of-way and instead allowing for a 40' right-of-way. Joyce Street is currently a two-way street, but the development is designed for traffic to enter on Leslie Street and exit on Joyce Street. The representative for the applicant, Katie Crooke, was present and spoke before the Board. Board discussion ensued and included standards for older platted developments, direction of traffic through Joyce Street, improvements to Joyce Street, approval status of the development, history of the project, the attempts to obtain easements to meet current standards and square footage of units. PAR Board Member Paul Mykytka provided written comments prior to the meeting (attached to the minutes). Public comment was opened. Karen Parker Bradely spoke before the Board related to supporting the project and the reason why the Parker Family denied agreeing to the easement on their property related to a new septic system. Brandy Parker spoke before the Board related to why the City could not secure the easement from CVS. Public comment was closed.

Lisa Smith made a motion to recommend approval of item 6a.; Barbara Revels seconded. Motion passed unanimously after a roll call vote.

- b. **ORDINANCE NO. 2025-16: AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING ARTICLE VI OF THE LAND DEVELOPMENT REGULATIONS RELATED TO SUBDIVISIONS AND PLATTING IN ORDER TO CONFORM TO FLORIDA STATE LAW AMENDMENTS REQUIRING ADMINISTRATIVE APPROVAL OF PLATS; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Acting City Attorney Holli New presented the item. Attorney New stated this Ordinance is to comply with State Law. Board discussion ensued and included clarification on the change from legislative to administrative authority and how the final plat approval process will function administratively. Public comment was opened. R.J. Santore, 618 Cumberland Drive, spoke before the Board related to the platting process and suggested safeguards be put in place including a Formal Conformance Review Step by having the City Engineer publish a short report or (preferably) a checklist confirming that the plat matches the approved final plan in all material ways before signing it. This would be part of the administrative process we already have not an added layer of regulation and Public Posting of Plats by posting proposed plats on the City's website for public viewing at least a week before they are signed. This doesn't delay approval; it simply provides public awareness. Public comment was closed. Discussion ensued related to Mr. Santore's suggested safeguards. Attorney New stated she would discuss further with the City Attorney Drew Smith on how the safeguards could be incorporated.

Barbara Revels made a motion to recommend approval of item 6b. with the condition of including Mr. Santore's suggested Formal Conformance Review Step and Public Posting of Plats incorporated into the administrative process; Scott Chappuis seconded. Motion passed unanimously after a roll call vote.

- c. ORDINANCE NO. 2025-17: AN ORDINANCE OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES RELATED TO SIGNS; AMENDING THE METHOD OF CALCULATION COPY AREA OF WINDOW SIGNS; CLARIFYING PROVISIONS RELATED TO EVENT SIGNAGE IN PUBLIC PARKS; PROVIDING ALLOWANCE FOR CERTAIN EVENT SIGNAGE IN CITY RIGHTS-OF-WAY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Acting City Attorney Holli New presented the item. Board discussion ensued and included the history of the proposed ordinance and the purpose, signage related to Special Event Permits, enforcement of proposed ordinance, first amendment and freedom of speech related to signage and safety concerns related to signage. PAR Board Member Paul Mykytka provided written comments prior to the meeting (attached to the minutes). Public comment was opened. Brandy Parker spoke before the Board related to the Flagler Beach Farmers Market signage. Public comment was closed. Discussion ensued related to the Farmers Market signage.

Lisa Smith made a motion to recommend approval of item 6c.; Scott Chappuis seconded. Motion passed unanimously after a roll call vote.

- d. FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR PUBLIC SCHOOL FACILITY PLANNING

City Planner Lupita McClenning presented the item and a brief overview outlining the changes. No public comments were received.

Barbara Revels made a motion to recommend approval of item 6d.; Scott Chappuis seconded. Motion passed unanimously.

7. Other Business

None

8. City Planner Report

City Planner Lupita McClenning provided a status update on the Mobility Study and reported an upcoming meeting in October.

9. Board Comments

None

10 Adjournment

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A motion to adjourn the meeting was made by Lisa Smith, seconded by Boudie Estberg. The motion carried unanimously. Chair Johnston adjourned the meeting at 6:10pm.

COMMENTS (IN RED) SUBMITTED BY PAUL MYKYTKA

6. New Business

- a. **Application PVAR25-0003:** Variance - Legacy Pointe Cottages, 2401 Leslie Street. Applicant is requesting a variance related to Appendix A - Land Development Regulations, Article VIII, Section. 8.05.08. The request is to maintain the 40-foot (40') platted right-of-way (ROW) in lieu of a 50-foot right-of-way (ROW) required by the City of Flagler Beach's Standard Construction Details Index R-2 Parcel ID No.: 11-12-31-0650-000D0-0050
FLUM: Medium Density Residential (MDR)
Zoning District: General Commercial (GC)
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I support this. It maintains the existing right-of-way width and sounds like the owner has tried to acquire the additional right-of-way, but has been unsuccessful.

- b. ORDINANCE NO. 2025-16: AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING ARTICLE VI OF THE LAND DEVELOPMENT REGULATIONS RELATED TO SUBDIVISIONS AND PLATTING IN ORDER TO CONFORM TO FLORIDA STATE LAW AMENDMENTS REQUIRING ADMINISTRATIVE APPROVAL OF PLATS; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

No comments.

- c. ORDINANCE NO. 2025-17: AN ORDINANCE OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES RELATED TO SIGNS; AMENDING THE METHOD OF CALCULATION COPY AREA OF WINDOW SIGNS; CLARIFYING PROVISIONS RELATED TO EVENT SIGNAGE IN PUBLIC PARKS; PROVIDING ALLOWANCE FOR CERTAIN EVENT SIGNAGE IN CITY RIGHTS-OF-WAY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Sounds reasonable to me. This allows a business like a yoga studio to cover the windows for privacy but not have lettering or images all over it. Also, the temp signage for city permitted events is a good idea, especially for the farmer's market.

- d. FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR PUBLIC SCHOOL FACILITY PLANNING

No comments.