



Planning & Architectural Review Board Regular Meeting Agenda

Tuesday, June 3, 2025 at 5:30 PM



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

All meeting items will be continued until meeting is complete.

1. Call the meeting to order
2. Pledge of Allegiance
3. Roll Call / Determination of Quorum
4. Approve Minutes
 - a. May 6, 2025 Meeting Minutes
5. Old Business
6. New Business
 - a. Application OE-25-06-01 Request for an Annual Outdoor Entertainment Permit - Compass Hotel 1111 S. Daytona Avenue - Applicant - Syra Bhoola
7. Other Business
8. City Planner Report
9. Board Comments
10. Adjournment

RECORD REQUIRED TO APPEAL: In accordance with Florida Statute 286.0105 if you should decide to appeal any decision the Commission makes about any matter at this meeting, you will need a record of the proceedings. You are responsible for providing this record. You may hire a court reporter to make a verbatim transcript. The City is not responsible for any mechanical failure of the recording equipment. In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at (386) 517-2000 ext 233 at least 72 hours prior to the meeting. The City Commission reserves the right to request that all written material be on file with the City Clerk when the agenda item is submitted.



PLANNING AND ARCHITECTURAL REVIEW BOARD MEETING MINUTES

Tuesday, May 06, 2025 at 5:30 PM

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

1. Call the meeting to order

Chair Johnston called the meeting to order at 5:30pm.

2. Pledge of Allegiance

Chair Johnston led the Pledge of Allegiance.

3. Roll Call / Determination of Quorum

Present: Suzie Johnston, Boudie Estberg, Barbara Revels, Joann Soman, Lisa Smith and Scott Chappuis

Absent: Paul Chestnut

Staff Present: City Attorney Drew Smith, City Planner Lupita McClenning and Secretary Michele Ficocello

4. Approval of Meeting Minutes

a. April 8, 2025

Joann Soman made a motion to approve the meeting minutes; Lisa Smith seconded. Motion passed unanimously.

5. Deletions and changes to the agenda

None

6. Old Business

- a. **ORDINANCE NO. 2025-XX:** AN ORDINANCE BY THE CITY OF FLAGLER BEACH AMENDING THE FLAGLER BEACH CODE OF ORDINANCES, APPENDIX "A," LAND DEVELOPMENT REGULATIONS, TO SPECIFY ELEVATION OF MANUFACTURED HOMES IN FLOOD HAZARD AREAS; TO ADOPT AND REFORMAT LOCAL AMENDMENTS TO THE FLORIDA BUILDING CODE; PROVIDING FOR APPLICABILITY AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Smith presented the item and summary. Board comments included confirmation the ordinance amendments are related only to manufactured homes and the City Attorney clarified it is for all homes.

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

Public comment was opened. No comments were received.

7. New Business

- a. **ORDINANCE NO. 2025-XX:** AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING THE CITY'S COMPREHENSIVE PLAN TO INCORPORATE AND MAKE REFERENCE TO CERTAIN STATE LEGISLATION INCLUDING THE STATE'S ADOPTION OF AND AMENDMENTS TO THE LIVE LOCAL ACT AND OTHER STATE LEGISLATION RELATED TO AFFORDABLE HOUSING, ENERGY RESOURCES, AND RESILIENCY; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Smith present item and summary. Board comments and discussion included mixed-use development and the Live Local Act, affordable housing, reduced parking for affordable housing and requirements by the State to adopt legislation. Public comment was opened. No comments were received.

Barbara Revels made a motion to recommend approval of item 7a.; Lisa Smith seconded. Motion passed unanimously after a roll call vote.

- b. **ORDINANCE NO. 2025-XX:** AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FLAGLER BEACH, FLORIDA, AMENDING ITS COMPREHENSIVE PLAN TO ADOPT BY REFERENCE THE UPDATED WATER FACILITIES SUPPLY WORK PLAN AS REQUIRED BY 163.3177, FLORIDA STATUTES; PROVIDING FOR THE ADOPTION OF AMENDMENTS TO THE CITY'S COMPREHENSIVE PLAN TO IMPLEMENT THE UPDATED WATER FACILITIES SUPPLY WORK PLAN; PROVIDING FOR ADOPTION OF UPDATED POLICIES WITHIN THE COMPREHENSIVE PLAN PUBLIC FACILITIES ELEMENT; PROVIDING FOR ADOPTION OF AMENDMENTS TO THE CAPITAL IMPROVEMENT ELEMENT AND PROVIDING FOR UPDATED FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS; PROVIDING FOR TRANSMITTAL TO THE STATE LAND PLANNING AGENCY, DEPARTMENT OF ECONOMIC OPPORTUNITY; PROVIDING THE REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

City Attorney Smith presented the item and summary. Board comments and discussion included projected numbers on pages 34-38 in technical plan are questionable for the City to be able to handle capacity for future development, City's service area, current population vs. projected population, the City Planner pointed out an error in the Mead & Hunt draft report to clarify there are two (2) septic tanks left in the City not twenty-two (22), the City Planner explained the draft Mead & Hunt report will be reviewed by Planning and Engineering as well as State review, projected units for proposed annexation of Veranda Bay and the City's ability to provide services, history of water wars, future plans for reuse water in the City, impact fees, the ability to amend the Comprehensive Plan if needed, slip lining projects, reclaimed water facility and wastewater treatment plant.

Public comment was opened. Sally Arnoff spoke before the Board and comments included Mead & Hunt report, City under DEP mandate, Veranda Bay development and water wars history. No further comments were received. Public comment was closed.

Lisa Smith made a motion to recommend approval of item 7b.; Joann Soman seconded.

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

8. Other Business

None

9. City Planner Report

Ms. McClenning reported the Flagler County Property Appraiser's Office is working to provide a link on their website to Gridics. Discussion with the Board ensued related to lots being provided parcel IDs and addresses, but they are not buildable lots. City Attorney Smith emphasized receiving a parcel ID from the Property Appraiser does not ensure you have a buildable lot, the parcel ID is for tax purposes. The property owner must go through the City's administrative lot split process to ensure compliance with the City's Land Development Code and further discussion ensued on ways to prevent this issue in the future.

10. Board Comments

None

11. Adjournment

Joann Soman made a motion to adjourn the meeting; Chair Johnston seconded the motion. Chair Johnston adjourned the meeting at 6:14pm.



Staff Report

Planning & Architectural Review Board Regular Meeting

June 3, 2025



To: Planning & Architectural Review Board
From:
Meeting Date: June 3, 2025
Item Name: Application OE-25-06-01 Request for an Annual Outdoor Entertainment Permit - Compass Hotel 1111 S. Daytona Avenue - Applicant - Syra Bhoola

Background:

Applicant: Compass Hotel Flagler Beach, 111 S. Daytona Avenue, Flagler Beach, Florida 32136. The subject property is zoned General Commercial G.C. The applicant is seeking approval of an Annual Outdoor Entertainment Permit to allow amplified and non-amplified events consisting of music, spoken word and/or other forms of entertainment. Section 4-167, Review of Permit Application states, the City Commission, after receiving recommendation from the Planning and Architectural Review Board (PARB), shall approve, approve with conditions, or deny a permit for outdoor entertainment activity based on any of the following grounds:

- (1) The activity would present an adverse impact on the health, safety or welfare of the applicant, participants, public employees or members of the public and/or fail to protect the city's environment.
- (2) The activity would unreasonably inconvenience the general public.
- (3) The proposed activity is prohibited by or inconsistent with the Flagler Beach Code of Ordinances or the Flagler Beach Comprehensive Plan.
- (4) The applicant cannot meet, or is unwilling to meet, all the requirements of this article.
- (5) The activity is proposed for a site that does not have adequate parking to accommodate the activity.
- (6) The activity is proposed for a site that is inherently hazardous to the participants or the public.
- (7) The event would have an adverse effect, and would unreasonably infringe upon, the rights of property owners within two hundred (200) feet of the property line of the subject property.
- (8) The event would conflict with another proximate event or interfere with construction or maintenance work.
- (9) The information furnished in the application is not materially complete and accurate.
- (10) The applicant has violated a provision, restriction or condition of this article or an outdoor entertainment activity permit issued to the applicant within the past and has not presented competent substantial evidence that measures to prevent future violations will be implemented at the property.

- (11) The requirements identified by the city staff to ensure public health, safety and welfare have not been met.
- (12) The comments and/or recommendations of the planning and architectural review board have not been addressed.
- (13) The proposed event or activity is prohibited by federal, state, or local regulations.
- (14) Other issues in the public's interest as identified by the city commission.
- (a) In deciding to approve a permit the city commission may limit the type and number of temporary structures and the duration of the activity, including the hours and the number of days of the activity conducted to minimize any adverse impact caused by the activity.

Fiscal Impact:

Staff Recommendation:

Staffs recommendation: the application should be reviewed and considered based upon the fourteen criteria.

Attachments:

1. Item doc.'s OE Compass Hotel



OFFICE USE ONLY: DATE REC'D _____ FEE REC'D \$ _____ INITIALS: _____ APPROVED ☐ DISAPPROVED ☐ SENT PARB ☐ PERMIT ISSUED _____	INSTRUCTIONS: <i>Please print or type all information.</i> The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications may delay your request. All statements made on the application are subject to verification.	City of Flagler Beach APPLICATION FOR OUTDOOR ENTERTAINMENT  105 South 2nd Street, Post Office Box 70 Flagler Beach, Florida 32136 Phone (386) 517-2000 Fax (386) 517-2008
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**Please type or print legibly
Required Information**

Business Name: Compass Hotel Flagler Beach

Contact Person: Syra Bhoola

Address: 111 S Daytona Ave

City: Flagler Beach **State:** FL **Zip:** 32136

Work Phone: (386)356-8510 **Home Phone:** _____

Fax: _____ **Mobile Phone:** (386)882-6796

E-Mail Address: AGM@compasshotelflaglerbeach.com

What type of permit are you applying for? (check one)

 X **Annual Permit** (permit fee = \$150.00)

 Per event that occurs fewer than 12 times a year (permit fee = \$75.00)
(Please list dates and times for the events on the bottom of page 2)

 One day event on Date _____ **(permit fee = \$50.00)**
Start time _____ **am\pm** **End time** _____ **am\pm**

Will you utilize temporary structures at your event? X **No** **Yes**
(If yes, attach a sketch of the site showing the location of these structure and see note below)

(Indicate number of each)

 Stages **Scaffolding** **Fences** **Other**

 Tents **Do any of the tents exceed 200 square feet ?** X **No** **Yes**

Note: Special Permits are required for tents exceeding 200 square feet. Special Building permits are required for temporary structures 700 or more square feet in area and those that are four feet above grade.

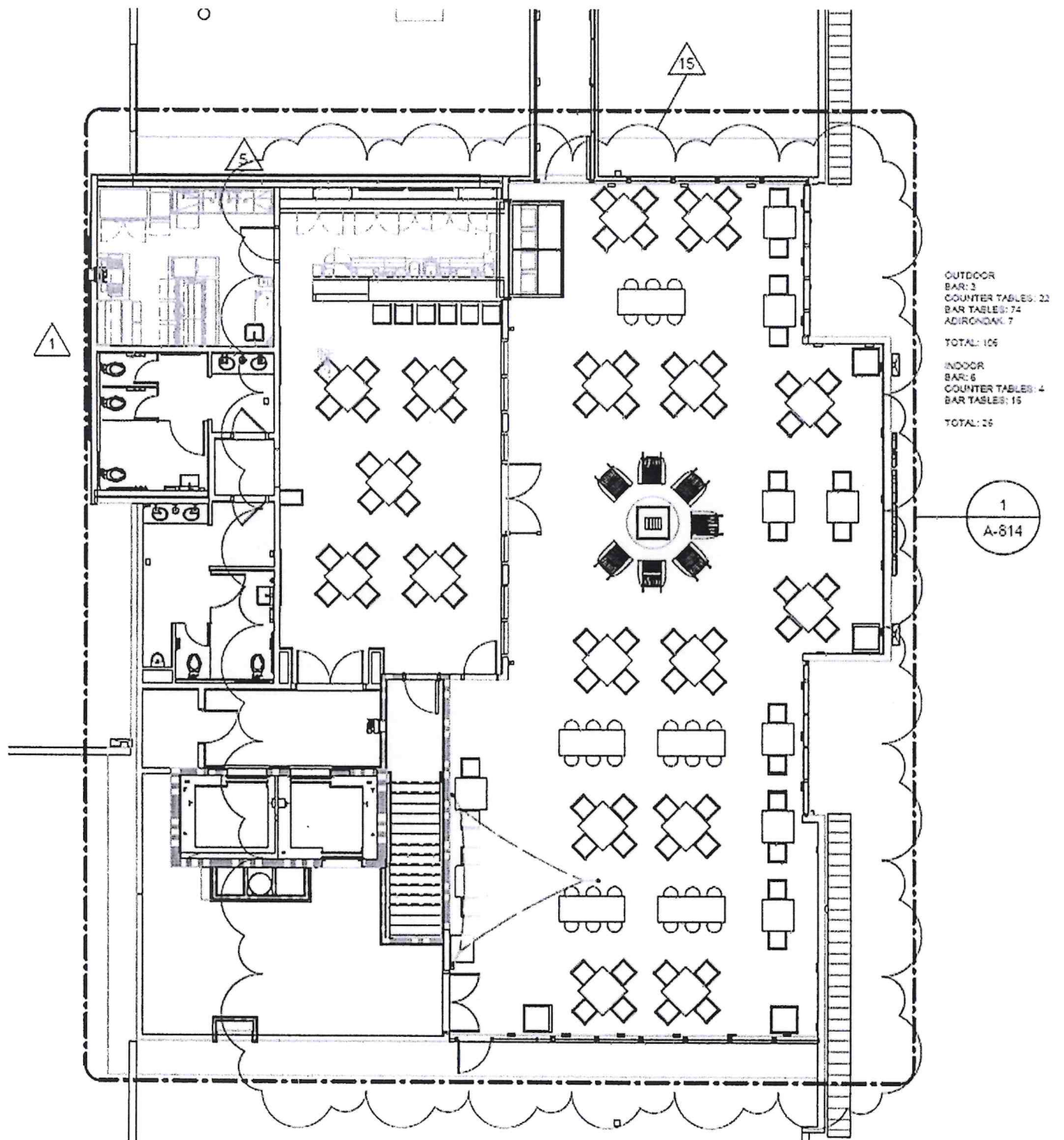
PLEASE ATTACH A SITE PLAN REGARDING THE SET UP OF THE OUTDOOR ENTERTAINMENT. PLEASE ATTACH A CURRENT COPY OF YOUR LIABILITY INSURANCE TO THIS APPLICATION.

By signing below I understand:

- This is an application only and does not obligate the City in any fashion to issuing a permit or approve an event.
- I have included my application fee and understand that my application will not be processed without the application fee.
- In no case shall the City's Noise Ordinance be violated.
- The City Manager may reasonably limit the type and number of temporary structures and the duration of the activity including the hours and the number of days of the activity conducted.
- The event(s) may not be held until a permit is received.

Signature of Applicant Syra Bhoola Date 5/14/25
 Title of Applicant Assistant General Manager
 Affiliation Elite Hospitality

1. Date_____	Start time _____ am\pm	End time _____ am\pm
2. Date_____	Start time _____ am\pm	End time _____ am\pm
3. Date_____	Start time _____ am\pm	End time _____ am\pm
4. Date_____	Start time _____ am\pm	End time _____ am\pm
5. Date_____	Start time _____ am\pm	End time _____ am\pm
6. Date_____	Start time _____ am\pm	End time _____ am\pm
7. Date_____	Start time _____ am\pm	End time _____ am\pm
8. Date_____	Start time _____ am\pm	End time _____ am\pm
9. Date_____	Start time _____ am\pm	End time _____ am\pm
10. Date_____	Start time _____ am\pm	End time _____ am\pm
11. Date_____	Start time _____ am\pm	End time _____ am\pm
12. Date_____	Start time _____ am\pm	End time _____ am\pm





City of Flagler Beach

P.O. Box 70 • 105 South 2nd Street
Flagler Beach, Florida 32126

Phone (386) 517-2000 • Fax (386) 517-2008

May 14, 2025

RE: Outdoor Entertainment Permit Application Review

Dear Sir or Madam:

The purpose of this letter is to advise you, the City is in receipt of a request from "Compass Hotel", located at 111 S. Daytona Avenue, requesting an Annual Outdoor Entertainment Permit. Per Ordinance 2010-02 the office of the City Clerk is required to notify property owners in a two-hundred-foot radius of the subject property of the meeting dates and times the request will be reviewed by the Planning & Architectural Review Board and the date the City Commission will have final review. The Planning & Architectural Review Board will review the request on June 03, 2025; the meeting begins at 5:30 p.m. The request will be before the City Commission for consideration on June 12, 2025; the meeting begins at 5:30 p.m. The purpose of this notice is to provide to you the opportunity to appear at the meeting(s) to voice your concerns or approval of the requested activity. Should you have any questions please contact the Planning & Zoning Office at 386-517-2000 ext. 231 or the City Clerk's Office at 386-517-2000 ext. 233 if you wish to view the application.

Sincerely,

Penny Overstreet
City Clerk

CC: Dale L. Martin, City Manager
Lupita McClenning, Planner
Elected Officials
PARB Members
Syra Bhoola, Applicant



City of Flagler Beach

P.O. Box 70 • 105 South 2nd Street
Flagler Beach, Florida 32126

Phone (386) 517-2000 • Fax (386) 517-2008

May 20, 2025

Syra Bhoola
Compass Hotel Flagler Beach
111 S. Daytona Avenue
Flagler Beach, Florida 32136

RE: Outdoor Entertainment Application

Dear Mr. Bhoola

This letter is to advise you that the Planning and Architectural Review Board will hear your request for an Outdoor Entertainment Permit on June 03, 2025, at 5:30 p.m. The City Commission will hear the Planning Board's recommendation, and the final decision will be made at their June 12, 2025, meeting, which begins at 5:30 p.m. I have enclosed a copy of the letter that has been mailed to businesses and residents within 200 feet of your location. Should you have concerns or questions please contact me at poverstreet@cityofflaglerbeach.com or 386-517-2000 ext. 233.

Sincerely,

Penny Overstreet
City Clerk

CC: Lupita McClenning, Planner
Planning & Architectural Review Board
Elected Officials
Dale L. Martin, City Manager

FLAGLER COUNTY PROPERTY APPRAISER



Overview



Legend

-  Parcels
-  Roads
-  Streams and Rivers

Parcel ID	12-12-31-4500-00340-0000	Owner	SUN PARTNERS LLC 45 SETON TRAIL ORMOND BEACH, FL 32176	Land Value	\$3,677,888	Last 2 Sales			
Prop ID	78788			Ag Land Value	\$0	Date	10/12/2023	Price	0
Class Code	VACANT COMMERCIAL			Building Value	\$0		9/9/2022	Reason	I
Taxing	22	Physical Address	111 S DAYTONA AVE	Misc Value	\$0				V
District				Just Value	\$3,677,888				
GIS sqft	57,662.450			Assessed Value	\$1,282,461				
				Exempt Value	\$0				
				Taxable Value	\$1,282,461				

Date created: 5/21/2025

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