



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.