



# Planning & Architectural Review Board Regular Meeting Agenda

Tuesday, January 6, 2026 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. November 4, 2025 Meeting Minutes
5. **Old Business**
6. **New Business**
  - a. Ordinance No. 2026-XX. An Ordinance of the City of Flagler Beach, Florida, Amending the Land Development Regulations, Section 2.06012 "Rental Units" of Appendix "A," "Land Development Regulations;" Amending the Process and Schedule for Fire Inspections of Resort Dwellings and Resort Condominiums; Providing for Conflict; Providing for Codification; Providing for Severability; and Providing for an Effective Date.
  - b. Special Exception Application PSPE26-0001: Parcel ID No. 12-12-31-4500-00380-0030; Applicant: Jason and Samantha Clark; Request for a Special Exception Use to build a two-family dwelling in the Low-Density Residential Zoning District.
  - c. Final Site Plan Application PMS26-0001: Barwick Bank, 202 S. Daytona Ave.; Parcel ID: 12-12-31-4500-00500-0010; Applicant: Barwick Bank Company; Request for final site plan approval to construct a three-story commercial bank building in the General Commercial and CRA Overlay Downtown Mixed-Use Zoning District.
  - d. Ordinance No. 2025-29. An Ordinance of the City of Flagler Beach, Florida, Relating to the Land Development Regulations; Amending the Code of Ordinances to Add Section 8.06.01 to Appendix "A," "Land Development Regulations." Establishing a Process for the Review of Reasonable Accommodation Requests for Certified Recovery Residences Pursuant to Florida Statutes Section 397.487; Providing for Conflict; Providing for Codification; Providing for Severability; and Providing for an Effective Date.
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 & Architectural Review Board Regular Meeting Minutes

Tuesday, November 4, 2025 at 5:30 PM



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

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**1. Call the meeting to order**

Acting Chair Scott Chappuis called the meeting to order at 5:30 p.m.

**2. Pledge of Allegiance**

Acting Chair Scott Chappuis led the Pledge of Allegiance.

**3. Roll Call / Determination of Quorum**

Present: Barbara Revels, Scott Chappuis, Lisa Smith, Boudie Estberg, Paul Mykytka, Joann Soman

Absent: Suzie Johnston

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

**4. Approve Minutes**

a. October 7, 2025 Meeting Minutes

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

**5. Old Business**

None

**6. New Business**

- a. **Application PVAR26-0001:** Variance - 202 S. Daytona Avenue. Applicant is requesting a variance from Appendix A — Land Development Regulations, Article II, Section 2.04.02.12. Drive-through type businesses are prohibited in Downtown General Commercial, Mixed Use Overlay. Financial institutions with a drive-through component are only permitted by Special Exception in the Highway Commercial District.  
**Parcel ID No.:** 12-12-31-4500-00500-0010  
**FLUM:** Commercial  
**Zoning District:** General Commercial / Mixed Use Overlay District  
**Owner/Applicant:** Barwick Banking Company, 101 Marina Cove Drive, Saint Augustine, FL 32080

City Planner Lupita McClenning presented the item and staff findings. The applicant and their representative, Joseph Pozzuoli, were present and spoke before the Board. Mr. Pozzuoli provided updated plans at the meeting (attached to the minutes). Board discussion ensued and included potential for changing the Code to allow a drive-thru, parking, maintaining downtown business district character and a golf cart drive-thru.

Lisa Smith made a motion to recommend denial of item 6a. based on none of the six (6) criteria being met; Joann Soman seconded. Public comment was opened. No public comment was received. Motion passed unanimously after a roll call vote.

**7. Other Business**

Secretary Michele Ficocello provided the 2026 PAR Board Meeting schedule (attached to minutes).

**8. City Planner Report**

City Planner Lupita McClenning reported that the mobility study plan is priority.

**9. Board Comments**

Joann Soman commented the October meeting agenda was too full. Board discussion ensued and included limited time to review documents. Ms. McClenning clarified that the analysis for Veranda Bay was completed last year and the time has been spent to bring the City into compliance with the State.

**10. Adjournment**

A motion to adjourn the meeting was made by Joann Soman, seconded by Barbara Revels. The motion carried unanimously. Acting Chair Chappius adjourned the meeting at 5:56pm.



City of Flagler Beach

**Planning and Architectural Review Board**

*2026 MEETING SCHEDULE*

First Tuesday of Each Month at 5:30 p.m. unless otherwise indicated

City Hall Commission Room, 105 S. 2<sup>nd</sup> Street, Flagler Beach, FL 32136

<b>Application Submittal Deadline</b>	<b>Public Notice Deadline</b>	<b>Regular Meeting Date</b>
Tuesday, December 2, 2025	Friday, December 19, 2025	<b>Tuesday, January 6, 2026</b>
Tuesday, December 30, 2025	Friday, January 16, 2026	<b>Tuesday, February 3, 2026</b>
Tuesday, February 3, 2026	Friday, February 20, 2026	<b>Tuesday, March 10, 2026 **</b>
Tuesday, March 3, 2026	Friday, March 20, 2026	<b>Tuesday, April 7, 2026</b>
Tuesday, March 31, 2026	Friday, April 17, 2026	<b>Tuesday, May 5, 2026</b>
Tuesday, April 28, 2026	Friday, May 15, 2026	<b>Tuesday, June 2, 2026</b>
Tuesday, June 2, 2026	Friday, June 19, 2026	<b>Tuesday, July 7, 2026</b>
Tuesday, June 30, 2026	Friday, July 17, 2026	<b>Tuesday, August 4, 2026</b>
Tuesday, July 28, 2026	Friday, August 14, 2026	<b>Tuesday, September 1, 2026</b>
Tuesday, September 1, 2026	Friday, September 18, 2026	<b>Tuesday, October 6, 2026</b>
Tuesday, October 6, 2026	Friday, October 23, 2026	<b>Tuesday, November 10, 2026 †</b>
Tuesday, October 27, 2026	Friday, November 13, 2026	<b>Tuesday, December 1, 2026</b>
Tuesday, December 1, 2026	Friday, December 18, 2026	<b>Tuesday, January 5, 2027</b>

\* Due date adjusted due to holiday.

\*\* Meeting date moved due to Municipal Election.

† Meeting date moved due to General Election.



# Staff Report



## Planning & Architectural Review Board Regular Meeting

January 6, 2026

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**To:** Planning & Architectural Review Board  
**From:** Steve Cox, Fire Chief  
**Meeting Date:** January 6, 2026  
**Item Name:** Ordinance No. 2026-XX. An Ordinance of the City of Flagler Beach, Florida, Amending the Land Development Regulations, Section 2.06012 "Rental Units" of Appendix "A," "Land Development Regulations;" Amending the Process and Schedule for Fire Inspections of Resort Dwellings and Resort Condominiums; Providing for Conflict; Providing for Codification; Providing for Severability; and Providing for an Effective Date.

### Background:

Short-term rental properties have become an increasingly common form of lodging within the City of Flagler Beach, accommodating residents, visitors, and seasonal guests. Unlike traditional owner-occupied dwellings, short-term rentals experience frequent occupant turnover, varying levels of familiarity with the property, and increased use of cooking, heating, and electrical systems. These factors elevate the potential risk for fire incidents and life-safety emergencies.

Fire inspections of short-term rental properties are conducted to ensure compliance with applicable fire codes, life-safety standards, and local ordinances. The primary objective of these inspections is to reduce the risk of fire, ensure early detection and warning, provide safe means of egress, and protect occupants, neighboring properties, and responding emergency personnel.

By implementing a standardized inspection process for short-term rentals, the Flagler Beach Fire Department promotes a consistent level of safety. This program supports community risk reduction efforts, enhances public safety, and ensures that property owners meet their responsibility to provide a safe environment for occupants while operating a short-term rental within the jurisdiction.

### Fiscal Impact:

The implementation of a short-term rental fire inspection program is expected to have a minimal to neutral fiscal impact on the Flagler Beach Fire Department and the City of Flagler Beach when supported by a cost-recovery inspection fee. Inspections will be conducted by the

existing Flagler Beach Fire Department Inspector as part of normal fire prevention and life-safety operations.

The program is anticipated to generate modest recurring revenue sufficient to cover inspection labor, administrative processing, and enforcement activities. No additional staffing, apparatus, or capital expenditures are anticipated at this time.

From a broader perspective, the program may result in long-term cost avoidance by reducing the likelihood and severity of fire incidents, minimizing emergency response demands, property loss, and potential liability exposure to the City. Enhanced compliance with fire and life-safety standards supports community risk reduction goals while maintaining fiscal responsibility.

**Staff Recommendation:**

Staff recommends the Planning and Architectural Review Board recommend to the City Commission to approve.

**Attachments:**

- 1. Ordinance 2026-XX\_STR Fire Inspections
- 2. FBFD - Pre-inspection Guide\_SHORT TERM RENTAL

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ORDINANCE NO. 2026-\_\_\_\_

AN ORDINANCE OF THE CITY OF FLAGLER BEACH,  
FLORIDA, AMENDING THE LAND DEVELOPMENT  
REGULATIONS, SECTION 2.06.12 “RENTAL UNITS” OF  
APPENDIX “A,” “LAND DEVELOPMENT  
REGULATIONS;” AMENDING THE PROCESS AND  
SCHEDULE FOR FIRE INSPECTIONS OF RESORT  
DWELLINGS AND RESORT CONDOMINIUMS;  
PROVIDING FOR CONFLICTS; PROVIDING FOR  
CODIFICATION; PROVIDING FOR SEVERABILITY; AND  
PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 206.12 of the Land Development Regulations currently provides for annual self-inspection by operators of Resort Dwellings and Resort Condominiums; and

WHEREAS, in order to best protect the public health, safety, and welfare, the City Commission has considered a recommendation to adopt a more formal annual inspection process ensuring Resort Dwellings and Resort Condominiums maintain compliance with the National Fire Protection Association Fire Code and the Life Safety Code.

NOW THEREFORE, BE IT ENACTED BY THE CITY OF FLAGLER BEACH  
FLORIDA:

**Section 1.** The findings set forth in the recitals above are adopted and fully incorporated herein by reference.

**Section 2.** Appendix “A,” Article 2, Section 2.06.12, “Rental Units,” of the City of Flagler Beach Code of Ordinances, is hereby amended as follows (Note: additions indicated by underscore; deletions indicated by ~~striketrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (\*\*\*)):

**Sec. 2.06.12. Rental units.**

- (1) *Applicability.* This section shall be applicable to the rental of all dwelling units within the City of Flagler Beach, but shall not apply to hotels, motels, resorts, long-term rentals, or bed and breakfast inns as defined in F.S. § 509.242. This section shall not be taken to authorize the establishment or operation of resort dwellings.

\* \* \*

- (e) At the time an initial application for a Resort Dwelling/Resort Condominium Rental Permit is submitted to the City, the City shall schedule an

43 inspection of the rental property by the ~~Fire Marshall~~ Fire Inspector or his  
44 designee. The City shall also provide the owner with a ~~Resort Dwelling~~  
45 ~~Compliance Regulations Worksheet~~ Pre-Inspection Short-Term Rental  
46 Checklist. ~~Within thirty days prior to the date a Resort Dwelling/Resort~~  
47 ~~Condominium Rental Permit expires, each owner shall perform an annual~~  
48 ~~self inspection of the rental property and complete the Compliance Regulations~~  
49 ~~Worksheet. The Completed Compliance Worksheet shall be provided to the~~  
50 ~~City upon application for a renewal of the Resort Dwelling/Resort~~  
51 ~~Condominium Rental Permit.~~

52 One year after the initial fire safety inspection, the Resort Dwelling/Resort  
53 Condominium Rental Permit will be placed on an annual reinspection schedule  
54 by the Fire Inspector. All Resort Dwelling/Resort Condominium Rental  
55 Permits are required to pass an annual fire safety reinspection in order to maintain  
56 compliance under the National Fire Protection Association (NFPA) Fire Code 1  
57 and Life Safety Code 101. The City Commission may, by resolution, adopt an  
58 initial fire safety inspection fee to be paid upon application for a Resort  
59 Dwelling/Resort Condominium Rental Permit and an annual fire safety  
60 reinspection fee to be paid yearly upon reinspection for a Resort  
61 Dwelling/Resort Condominium Rental Permit.

62  
63 **Section 3. Conflicts.** All ordinances or parts of ordinances in conflict with this ordinance  
64 are hereby repealed to the extent of such conflict.  
65

66 **Section 4. Codification.** The City Planner shall cause the Code of Ordinances of the City  
67 of Flagler Beach to be amended as provided by this Ordinance and may renumber, re-letter, and  
68 rearrange the codified parts of this Ordinance if necessary to facilitate the finding of the law.  
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70 **Section 5. Severability.** Should any word, phrase, sentence, subsection, or section be held  
71 by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then  
72 that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance  
73 and all other words, phrases, sentences, subsections, or sections shall remain in full force and  
74 effect.  
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76 **Section 6. Effective Date.** This Ordinance shall become effective immediately upon its  
77 passage and adoption.  
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79 PASSED ON FIRST READING THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2026.

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PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

CITY OF FLAGLER BEACH, FLORIDA

\_\_\_\_\_  
Patti King, Mayor

ATTEST:

\_\_\_\_\_  
Penny Overstreet, City Clerk



# Flagler Beach Fire Department

## Pre-Fire Inspection Checklist for Short Term Rentals

Prepare for your upcoming fire safety inspection – Know what we look for!

(Based on current NFPA 1 Fire Code & NFPA 101 Life Safety Codes)

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### GENERAL SAFETY

- Property address numbers clearly visible from the street (minimum 4" high, contrasting color).
- Electrical panels accessible with at least 30" of clearance.
- No extension cords used as permanent wiring; UL-listed power strips only.
- Good housekeeping, no excessive storage, trash, or combustibles.
- Ceiling is complete, no missing or damaged tiles.
- Smoke alarms installed in every bedroom, outside each sleeping area, and on each floor level.
- Carbon monoxide alarms installed where fuel-burning appliances or attached garages are present.
- All detectors tested and functioning properly.

### EXITS & EGRESS

- All sleeping rooms have a secondary means of escape (window or door).
- Exit doors open easily from the inside without keys or tools.
- Exit routes are clear, unobstructed, and at least 36" wide.
- Exterior stairs, porches, and decks are in good condition and well lit.
- Exit signs and emergency lighting function properly (if required).

### FIRE EXTINGUISHERS

- At least one multi-purpose (2A:10B:C) extinguisher on each floor.
- Mounted 3.5–5 ft from floor, easily accessible, and fully charged.
- Inspected and tagged within the past 12 months by a certified technician.
- Owner/host performs visual check monthly.

### SMOKE & CARBON MONOXIDE ALARMS

- Smoke alarms less than 10 years old, with test button working.
- CO alarms installed per manufacturer instructions and tested monthly.
- Interconnected alarms (hardwired or wireless) where required.

### KITCHEN FIRE SAFETY

- Stove area clear of combustibles (towels, paper, curtains, etc.).
- Working fire extinguisher within 30 ft of cooking area.
- Range hood, filters, and cooking surfaces kept clean and grease-free.

## HEATING & ELECTRICAL

- Heating appliances and water heaters properly vented and maintained.
- Portable space heaters (if any) are UL listed and automatically shut off if tipped.
- No overloaded outlets or daisy-chained power strips.
- Portable heaters kept at least 3 ft from combustibles.
- Electrical cords in good condition — no frays or exposed wires.

## OUTSIDE AREAS

- BBQ grills kept at least 10 ft from the structure and not used on balconies.
- Propane tanks secured upright and stored safely.
- Fire pits and outdoor fireplaces operated per city regulations.
- Driveway and access routes clear for emergency vehicles.

## FIRE SAFETY INFORMATION

- Emergency contact numbers posted near main exit.
- Property address and evacuation map posted in a visible location.
- Guests are informed of emergency exits and fire extinguisher locations.
- Fire department access key or lockbox available (if required).

## DOCUMENTATION

- Fire inspection records and service tags (alarms, extinguishers, sprinklers if applicable).
- Proof of compliance with Flagler Beach STR registration and inspection requirements.

## AFTER YOUR INSPECTION

- If any issues are found, a written report will be provided with a timeline for correction.
- Re-inspections are typically scheduled within 30 days.
- Failure to correct violations may result in fines or suspension of STR approval.

## Tips for Success:

- Walk through your property using this checklist before scheduling inspection.
- Test alarms and extinguishers regularly.
- Keep exits clear and visible at all times.
- Contact us if you have questions — we're here to help!

## Questions?

### Flagler Beach Fire Department – Fire Prevention Division

320 S Flagler Ave, Flagler Beach, FL

(386)-293-4795

[BAdams@fbfire.org](mailto:BAdams@fbfire.org)

\*Written as of 10/8/25\*



# Staff Report

## Planning & Architectural Review Board Regular Meeting



January 6, 2026

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**To:** Planning & Architectural Review Board  
**From:** Lupita McClenning, Planner  
**Meeting Date:** January 6, 2026  
**Item Name:** Special Exception Application PSPE26-0001: Parcel ID No. 12-12-31-4500-00380-0030; Applicant: Jason and Samantha Clark; Request for a Special Exception Use to build a two-family dwelling in the Low-Density Residential Zoning District.

### Background:

The intent of the applicant is to develop a duplex in Low Density Residential zoning district allowed by Special Exception.

### Fiscal Impact:

N/A

### Staff Recommendation:

Staff recommends the Planning and Architectural Review Board recommend to the City Commission to approve the special exception allowing for two-family dwelling in the Low-Density Residential zoning district in accordance with Section 2.06.01 (1 through 7); as the use meets the applicable regulations governing the district where the proposed two-family dwelling is to be located.

### Attachments:

1. Final\_City Planner Report\_Staff Report\_Findings\_Special Exception
2. Application
3. Survey
4. Preliminary Site Plan
5. Rendering
6. Uses\_Surrounding Properties
7. Affidavit of Publication



# City of Flagler Beach

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Planning & Zoning Department  
P.O. Box 70 \* 800 S Daytona Ave.  
Flagler Beach, FL 32136  
[www.cityofflaglerbeach.com](http://www.cityofflaglerbeach.com)

## STAFF REPORT / FINDINGS

**To:** Planning and Architectural Review Board

**From:** Lupita McClenning, City Planner

**Date:** December 18, 2025 for January 2026 Regular Meeting

**Re:** Findings / Staff Report Special Exception

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**Applicant(s):** Jason and Samantha Clark  
421 N. Daytona Ave  
Flagler Beach, FL 32136

**Intent:** The intent of the applicant is to develop a duplex in Low Density Residential zoning district allowed by Special Exception

**Property** Jason and Samantha Clark  
421 N. Daytona Ave  
Flagler Beach, FL

### Land Use and Parcel Information

Parcel ID: 12-12-31-4500-00380-0030  
FLUM: Low Density Residential  
Zoning: Low Density Residential  
Overlay: CRA Overlay Residential Neighborhood

The Design Guidelines establish three (3) planning areas within the designated Downtown area, based on existing land uses, zoning classifications, desired development characteristics and geographic locations. The three (3) areas represent distinct character districts of the Downtown that create a functional whole, each emulate the design guidelines, and goals of the Community Redevelopment Agency. The character areas are as follows:

1. Downtown Mixed-Use District—Provides general guidelines for commercial and mixed-use areas in the Downtown Core excluding the parcels located along the Oceanshore Boulevard.

2. Downtown A1A Core Retail Corridor—Provides design guidelines for properties located along the A1A Corridor.
3. Residential Neighborhoods—Includes general design guidelines for new developments/renovations of residential areas in the Downtown.

### **Special Uses**

There are certain uses and features which, because of their unique characteristics, cannot be distinctly classified or regulated in a particular district without consideration in each case of the impact of such uses and features upon neighboring uses and the surrounding area, compared with the public need for them at particular locations.

Special exception uses, as described in Schedule One of the Land Development Code, shall be permitted only upon authorization of the City Commission after review by the Planning and Architectural Review Board (PARB). In recommending approval or denial of the use, the PARB shall provide findings and recommendations on whether requirements of Section 2.06.01 (1. Through 7.) are met as well as other comments the PARB thinks will assist the City Commission in the determination of whether to grant the use.

### **Findings Required for Approval Section 2.06.01**

1. That the use is a permitted special use as set forth in Schedule One.

Section 2.04.02.8. *Zoning Schedule One Land Use Controls.*

- a. Private, social, recreational or fraternal clubs or organizations.
- b. Churches, synagogues or other houses of worship.
- c. Public or private schools including day care centers.
- d. Public administrative and service facilities.
- e. **Two-family dwellings.**
- f. See Section 2.07.00 for PUD.

NOTE: All special exception uses are subject to Section 2.03.00, Section 2.06.01 and additional specific requirements as noted.

***Finding: The use is identified as a permitted special use in the City of Flagler Beach Land Development Code, Schedule One #6 - Two-family dwellings.***

2. That the use is so designed, located, and proposed to be operated that the public health, safety, welfare, and convenience will be protected.

***Finding: The use including design, location, and proposed does not compromise the protection of public health, safety, welfare nor convenience.***

3. That the use will not cause substantial injury to the value of other property in the neighborhood where it is to be located.

***Finding: The use does not cause injury to the value of other property in the neighborhood.***

4. That the use will be compatible with adjoining development and the proposed character of the district where it is to be located.

***Finding: The use is compatible with adjoining development as surrounding properties are two-family dwellings units.***

5. That the adequate landscaping and screening is provided as required herein, or otherwise required.

***Finding: The proposed two-family dwelling unit complies with Design Guidelines, CRA Residential Neighborhood.***

6. That adequate off-street parking and loading is provided and ingress and egress is so designed as to cause minimum interference with traffic on abutting streets.

***Finding: The off-street parking, ingress and egress are designed to standards and not causing interference with traffic on abutting streets.***

7. That the use conforms with all applicable regulations governing the district where located.

***Finding: The use conforms with applicable regulations governing the district as it relates to minimum density, setbacks, building height, max impervious surface, and parking.***

#### **Criteria**

The proposed special use for two-family dwelling in Low Density Residential zoning district meets the requirements of Section 2.06.01 (1 through 7). Additionally, staff determines that satisfactory provision of the following factors have been met by the petitioner:

- The special use is found to be in compliance with all elements of the City of Flagler Beach Comprehensive Plan.
- Ingress and egress to the property and proposed use with particular reference to pedestrian safety and convenience, traffic flow and control, are satisfactorily met.
- Off-street parking area is satisfactorily met.
- Utilities, with reference to location, availability and compatibility are satisfactorily met.
- General compatibility with adjacent properties and other property in the district is satisfactorily met.

- The change suggested is not out of scale with the needs of the neighborhood or City of Flagler Beach.
- Infill development helps revitalize by building on vacant or underused land within existing areas, offering benefits including using existing infrastructure, increasing housing diversity, and promoting walkable, vibrant neighborhoods with access to amenities. It enhances community connectivity and sustainability by making better use of land and services already in place.

Commencement of a special exception occurs upon the issuance of a building permit.  
Parking for a church

### **Findings/Recommendation**

Staff recommends the Planning and Architectural Review Board recommend to the City Commission to approve the special exception allowing for two-family dwelling in the Low-Density Residential zoning district in accordance with Section 2.06.01 (1 through 7); as the use meets the applicable regulations governing the district where the proposed two-family dwelling is to be located.

#### Attachments:

- Application
- Survey
- Preliminary Site Plan
- Rendering
- Surrounding Properties & Uses



GENERAL APPLICATION	
<input type="checkbox"/> Final Site Plan	<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Master Site Plan	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Site Development Plan(s)	<input type="checkbox"/> Plat Vacating
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision Master Plan
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Non-statutory Land Division/Parcel Reconfiguration
<input type="checkbox"/> Future Land Use Map Amendment	<input type="checkbox"/> Site Plan Modification (Post approval)
<input checked="" type="checkbox"/> Special Exception	<input type="checkbox"/> Development Order Modification
<input type="checkbox"/> Variance	<input type="checkbox"/> Wireless Communication Facility (new structure)

Application Submittal Date: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Employee Accepting Application (print name): \_\_\_\_\_

Rejected Date: \_\_\_\_\_ Rejected by: \_\_\_\_\_

Reason for Rejection: \_\_\_\_\_

\_\_\_\_\_

**RECEIVED**

DEC 01 2025

- A. PROJECT NAME: Duplex - 209 N 5th Street
- B. LOCATION OF SUBJECT PROPERTY (PHYSICAL ADDRESS): 209 N 5th Street (not yet assigned)
- C. PROPERTY APPRAISER'S PARCEL ID NUMBER(S): 12-12-31-4500-00380-0030
- D. LEGAL DESCRIPTION: \_\_\_\_\_ Subdivision Name; George Moody  
Lot 3, Block 48, Moody Subdivision, according to the plat thereof, recorded in Plat Book 1, Page 24, of the Public Records of Flagler County, Florida
- Section; \_\_\_\_\_ Block(s); 38 Lot(s); 3
- E. SUBJECT PROPERTY ACRES / SQUARE FOOTAGE: 5,000.194
- F. FUTURE LAND USE MAP DESIGNATION: \_\_\_\_\_ EXISTING ZONING DISTRICT: Low Density Residential  
 OVERLAY DISTRICT: \_\_\_\_\_
- G. FLOOD ZONE: X FEMA COMMUNITY PANEL NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_
- H. CURRENT USE OF PROPERTY: Vacant land
- I. DESCRIPTION OF REQUEST/PROPOSED DEVELOPMENT (ATTACH ADDITIONAL SHEETS) \_\_\_\_\_  
Request to permit a two-unit duplex as long-term affordable housing on our lot
- J. PROPOSED NUMBER OF LOTS (If Applicable): 1 Development Phasing: Yes  No



**CITY OF FLAGLER BEACH  
BUILDING AND PLANNING DEPARTMENT**

K. LIST BELOW ANY APPLICATIONS CURRENTLY UNDER REVIEW OR RECENTLY APPROVED ASSOCIATED WITH THIS APPLICATION:

L. WATER/SEWER PROVIDER: City of Flagler Beach

M. EXISTING MORTGAGE? Yes  No

<b>OWNER:</b>	<b>APPLICANT/AGENT:</b>
Name: Jason and Samantha Clark	Name: Jason and Samantha Clark
Mailing Address: 412 N Daytona Ave, Flagler Beach	Mailing Address: 412 N Daytona Ave, Flagler Beach
Phone Number: 862-881-0568	Phone Number: 862-881-0568
E-mail Address: echo0195@gmail.com	E-mail Address: echo0195@gmail.com

<b>MORTGAGE HOLDER: N/A</b>	<b>ENGINEER OR PROFESSIONAL:</b>
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

<b>SURVEYOR: Stephenson, Wilcox &amp; Associates</b>	<b>LANDSCAPE ARCHITECT:</b>
Name: Stephanie Ward	Name:
Mailing Address: PO Box 186, Bunnell, FL 32110	Mailing Address:
Phone Number: 386-437-2363	Phone Number:
E-mail Address: info.swa@gmail.com	E-mail Address:

<b>PLANNER:</b>	<b>TRAFFIC ENGINEER:</b>
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

<b>ATTORNEY OF RECORD:</b>	<b>DEVELOPER:</b>
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:

Signature of owner OR person authorized to represent this application:

Signature(s): [Signature] [Signature]

Printed or typed name(s): Jason Clark Samantha Clark

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 1<sup>st</sup> day of December, 2025 by Jason & Samantha Clark individual submitted by  Personal Knowledge  Satisfactory Evidence: Type FC DL

[Signature]  
Signature of Notary Public, State of Florida



## CHECKLIST OF REQUIRED ITEMS

The information and attachments requested as part of this application are the minimum necessary to determine compliance with the requirements of the City of Flagler Beach Zoning Ordinance. The City may require additional information, or waive certain requirements, at any time during the application process depending upon the nature of the Special Exception request.

### ATTACHMENTS CHECKLIST:

- DESCRIPTION OF HOW THIS APPLICATION MEETS THE SEVEN (7) REQUIREMENT STANDARDS (Complete Attachment A, "Special Exception Requirements").
- RECORDED WARRANTY DEED
- OWNER'S AUTHORIZATION
- SURVEY OF PROPERTY
- LOCATION MAP
- SITE DEVELOPMENT PLAN (1"=20' if applicable)
- ARCHITECTURAL BUILDING ELEVATION
- ROOF MATERIAL AND COLOR (if applicable)
- EXTERIOR FINISH AND COLOR (if applicable)
- SANITARY SEWER/ WATER AVAILABILITY (FORM PROVIDED)

**YOU MUST PROVIDE FIFTEEN (15) COMPLETE SETS OF ALL  
REQUIRED MATERIALS**



**City of Flagler Beach**  
**PO Box 70 105 South 2<sup>nd</sup> Street**  
**Flagler Beach, Florida 32136**  
**Phone (386) 517-2000 Fax (386) 517-2016**

**Special Exception – (SPEX)**

PETITION NO.: PSPE26-0007

DATE: 12/1/2025

Pursuant to Appendix A, Land Development Regulations, Section 2.06.01 of the Zoning Ordinance,  
 I hereby request a Special Exception as described below:

PURPOSE FOR THE SPECIAL EXCEPTION PETITION: To allow construction of a duplex on a 50x100 lot for long-term residential housing

PETITIONER: Jason and Samantha Clark

PROJECT ADDRESS: Parcel 12-12-31-4500-00380-0030 (209 N 5th but that address is not assigned yet) PHONE NO.: 862-881-0568

OWNER OF SUBJECT PROPERTY: Jason and Samantha Clark

ADDRESS: 412 N Daytona Avenue, Flagler Beach, FL 32136 PHONE NO.: 862-881-0568

PETITIONER'S RELATION TO SUBJECT PROPERTY: self

ADDRESS/LEGAL DESCRIPTION: No address yet - I believe it will be 209 N 5th Street - George Moody Subd

LOT: 3 BLOCK: 38 SUBDIVISION: George Moody Subdivision ZONING DISTRICT: Low Density Residential

ATTACH JUSTIFICATION STATEMENTS ADDRESSING ALL SEVEN (7) REQUIREMENTS FOR THIS SPECIAL EXCEPTION REQUEST AS REQUIRED: (See Attachment "A" Special Exception Requirements.)

**TO BE COMPLETED BY THE PLANNING & ZONING DEPARTMENT**

ACCEPTED BY: [Signature] DATE: 12/1/2025

PETITION #: PSPE26-0007

Authorization

Owner/Applicant

THIS IS TO CERTIFY THAT I AM THE OWNER AND/OR PETITIONER OF THE SUBJECT PROPERTY DESCRIBED IN THIS SPECIAL EXCEPTION PETITION. I HAVE READ THIS PETITION AND THE STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF PETITIONER: \_\_\_\_\_

SIGNATURE OF OWNER: Samantha Clark

DATE: 12/01/25

Owner- Designating Agent on his/her behalf

AS OWNER, I AUTHORIZE \_\_\_\_\_ TO ACT AS MY AGENT IN THIS MATTER. PRINT NAME, ADDRESS AND PHONE NUMBER OF REPRESENTATIVE, IF APPLICABLE.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

STATE OF FLORIDA,  
County of Flagler

Subscribed and Sworn to (or affirmed) before me by

Samantha Clark  
SIGNATURE OF OWNER

Samantha Clark  
OWNER'S NAME (Print/Type)

412 N Daytona Ave Flagler Beach FL  
ADDRESS (Street, City) & Phone Number 32136

This 1st day of Decemr, 2025. Who is personally known to me or has produced FL DL as identification.

\_\_\_\_\_  
Commission Number & Expiration

Michele C. Fico  
Notary Public



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## SPECIAL EXCEPTION STANDARDS - ATTACHMENT A

The Planning and Architectural Review Board may grant Special Exceptions only upon finding that the request meets the criteria set forth in Appendix A, Land Development Regulations, Section 2.06.01. Describe how your request meets each requirement.

1. That the use is a permitted Special Exception use as set forth in Schedule One hereof.
2. That the use is so designed located and proposed to be operated that the public health, safety, welfare and convenience will be protected.
3. That the use will not cause substantial injury to the value of other property in the neighborhood where it is to be located.
4. That the use will be compatible with adjoining development and the proposed character of the district where it is to be located.
5. That the adequate landscaping and screening is provided as required herein, or otherwise required.
6. That adequate off-street parking and loading is provided and ingress and egress is so designed as to cause minimum interference with traffic on abutting streets.
7. That the use conforms with all applicable regulations governing the district where located.

In advocating any Special Exception, the Planning and Architectural Review Board may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the Special Exception is advocated, shall be deemed a violation of this ordinance. The Planning and Architectural Review Board may prescribe a reasonable time limit within which the action for which the Special Exception is required shall be begun or completed or both. Under no circumstances except as permitted above shall the Planning and Architectural Review Board advocate a Special Exception to permit use not generally permitted in the zoning district involved or any use expressly or by implication prohibited by the terms of this ordinance in the zoning district. No nonconforming use of neighboring lands, structures or buildings in the same zoning district and no permitted use of lands, structures or buildings in other zoning districts shall be considered grounds for the advocacy of a Special Exception.

## **Justification Statement for Special Exception Request**

We respectfully submit this justification statement in support of our request for a Special Exception to allow construction of a duplex on our property (Parcel ID 12-12-31-4500-00380-0030), which is currently zoned Low Density Residential (R-1). The following addresses each of the seven criteria required for the granting of a Special Exception:

**1. Permitted Special Exception Use**

A duplex is listed as a permitted Special Exception use within this zoning district. Our request is therefore consistent with the provisions outlined in Schedule One.

**2. Protection of Public Health, Safety, Welfare, and Convenience**

The proposed duplex will be designed and constructed in accordance with all applicable building codes, safety standards, and zoning regulations. The units will be offered as long-term housing, thereby supporting local residents and contributing to the overall welfare and convenience of the community.

**3. No Substantial Injury to Property Values**

The duplex will be modest in scale and will meet the minimum requirement of 900 square feet per unit. The structure will be maintained to a high standard, consistent with surrounding properties, ensuring that the value of other properties in the neighborhood will not be negatively affected. We believe this will add value to the neighborhood.

**4. Compatibility with Adjoining Development and Character of the District**

The neighborhood contains a mix use of single-family and multifamily homes, primarily multi-family homes and apartments. This property has a duplex behind it, a two unit apartment to the right, a triplex across the street, a duplex across the street, a six-unit caddy corner to the front and a quadplex caddy corner to the back. The across the street block also has a 5-unit apartment building and a 3-unit apartment building. A duplex is fully compatible with this existing development pattern and aligns with the intended residential character of the district.

**5. Adequate Landscaping and Screening**

All required landscaping and screening measures will be provided in compliance with the Town's regulations. The design will enhance the visual appearance of the lot and maintain harmony with adjacent properties.

**6. Adequate Off-Street Parking and Traffic Considerations**

The site plan will provide sufficient off-street parking for residents. Driveway ingress and egress will be designed to minimize traffic disruption and avoid interference with abutting streets.

## **7. Conformance with Applicable Regulations**

The proposed use will conform to all zoning, building, and land use regulations applicable to the district. The project will be constructed, maintained, and operated in compliance with Town requirements.

### **Conclusion**

This proposed duplex represents a thoughtful and responsible use of the property, providing much-needed long-term housing for local residents while maintaining compatibility with the surrounding neighborhood.

Jason and I have lived in Flagler Beach for over a decade. We currently own a quadplex in Flagler Beach behind our personal residence. We take great pride in keeping it well-maintained and attractive. We have an excellent relationship with our tenants and because we live locally, it allows us to respond quickly to any concerns or maintenance needs. If desired, we can gladly provide a tenant reference.

Our home is located just one lot over from this property. We believe that a small duplex will have a more positive impact on our neighbors and the overall neighborhood character than a larger three-story home would. We imagine that, in hindsight, our neighbors would say something to us in the effect of, "If I knew you were going to build a 3-story larger home, we would rather have had a small duplex."

This project will satisfy the criteria for approval of a Special Exception and Jason and I respectfully request the Town's favorable consideration of this application.

Respectfully submitted,  
Samantha and Jason Clark  
12/01/25

This Instrument Prepared by  
and to be Returned to:  
Robert J. Naberhaus III, Esquire  
DEAN MEAD  
7380 Murrell Road, Suite 200  
Viera, FL 32940  
321-259-8900

TAX PARCEL IDENTIFICATION NO.: 12-12-31-4500-00380-0030  
ADDRESS: 209 N 5<sup>th</sup> Street  
Flagler Beach, FL 32136

PERSONAL REPRESENTATIVE'S DEED

THIS PERSONAL REPRESENTATIVE'S DEED is made as of this 21<sup>st</sup> day of July 2025, by RODNEY A. HVIZDAK, as Personal Representative of the Estate of WILLIAM G. HVIZDAK, deceased, whose address is 813 Clubhouse Pointe, Woodstock, Georgia 30188 (hereinafter referred to as the "Grantor") to SAMANTHA CLARK and JASON CLARK, husband and wife, whose post office address is 412 N Daytona Avenue, Flagler Beach, Florida 32136 (hereinafter referred to as the "Grantee").

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations, partnerships, trustees and personal representatives.)

WITNESSETH:

That Grantor, pursuant to the powers conferred upon the Personal Representative by the Letters of Administration of WILLIAM G. HVIZDAK, deceased, filed in the Circuit Court for Volusia County, Florida, Probate Division (File. No. 2025 11061 PRDL), for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee, all of Grantor's right, title and interest in that certain real property situate, lying and being in Flagler County, Florida (hereinafter referred to as the "Property"), and being more particularly described as follows:

**Lots 3, Block 38, Moody Subdivision, according to the Plat thereof, recorded in Plat Book 1, Page 24, of the Public Records of Flagler County, Florida.**

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

TO HAVE AND HOLD the same in fee simple forever.

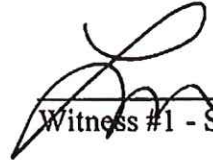
AND the Grantor hereby covenants to and with the Grantee that in all things preliminary to and in and about the sale and this conveyance the laws of the State of Florida have been followed and complied with in all respects.

This conveyance is subject to the lien for taxes accruing after December 31, 2024, and to easements, restrictions, agreements, conditions, limitations, reservations and matters of record, if any, but this reference to the foregoing shall not operate to reimpose the same.

The Property is not the constitutional homestead of the Grantor.


IN WITNESS WHEREOF, the Grantor has executed and delivered this instrument and has intended the same to be and become effective as of the day and year first above written.

Signed, sealed and delivered in the presence of:

  
\_\_\_\_\_  
Witness #1 - Signature

**Laura Minton Young**

\_\_\_\_\_  
Witness #1 - Printed Name  
Address: 7380 Murrell Road, Suite 200  
Viera, FL 32940

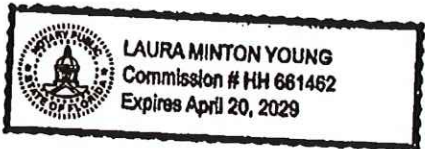
  
\_\_\_\_\_  
RODNEY A. HVIZDAK, as Personal  
Representative of the Estate of WILLIAM  
G. HVIZDAK, deceased


  
\_\_\_\_\_  
Witness #2 - Signature

Christy Haney  
\_\_\_\_\_  
Witness #2 - Printed Name  
Address: 7380 Murrell Road, Suite 200  
Viera, FL 32940

STATE OF FLORIDA  
COUNTY OF Brevard

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 8<sup>th</sup> day of July 2025, by RODNEY A. HVIZDAK, as Personal Representative of the Estate of WILLIAM G. HVIZDAK, deceased. Said person (check one)  is personally known to me, or  produced \_\_\_\_\_ as identification.



  
\_\_\_\_\_  
Notary Public - State of Florida  
Print name: Laura Minton Young  
Commission No. \_\_\_\_\_  
My commission expires: \_\_\_\_\_

# FLAGLER COUNTY PROPERTY APPRAISER



**Overview**



**Legend**

- Parcels
- Roads
- Streams and Rivers

<b>Parcel ID</b>	12-12-31-4500-00380-0030	<b>Owner</b>	CLARK SAMANTHA & JASON W&H	<b>Land Value</b>	\$166,500	<b>Last 2 Sales</b>							
<b>Prop ID</b>	78804		412 N DAYTONA AVENUE	<b>Ag Land Value</b>	\$0	<b>Date</b>	7/8/2025	<b>Price</b>	\$175000	<b>Reason</b>	V	<b>Qual</b>	Q
<b>Class Code</b>	VACANT		FLAGLER BEACH, FL	<b>Building Value</b>	\$0		5/1/2003	\$97500		V		U	
<b>Taxing</b>	21		32136	<b>Misc Value</b>	\$0								
<b>District</b>		<b>Physical Address</b>	n/a	<b>Just Value</b>	\$166,500								
<b>GIS sqft</b>	5,000.194			<b>Assessed Value</b>	\$122,399								
				<b>Exempt Value</b>	\$0								
				<b>Taxable Value</b>	\$122,399								

Date created: 9/26/2025  
 Last Data Uploaded: 9/26/2025 7:21:34 AM



ADDRESS: 209 NORTH 5TH STREET

JOB #25-4529

LOT 8 & WEST  
PORTION OF LOT 7  
BLOCK 38  
(IMPROVED)  
RESIDENCE#208  
4TH STREET NORTH  
F.F.=16.10'

LOTS 9 & 10  
BLOCK 38  
(IMPROVED)  
RESIDENCE#401  
NORTH CENTRAL  
AVENUE  
F.F.=21.65'

RESIDENCE#211  
5TH STREET NORTH  
F.F.=14.90'

LOT 2  
BLOCK 38  
(IMPROVED)  
RESIDENCE#409  
NORTH CENTRAL  
AVENUE  
F.F.=18.80'

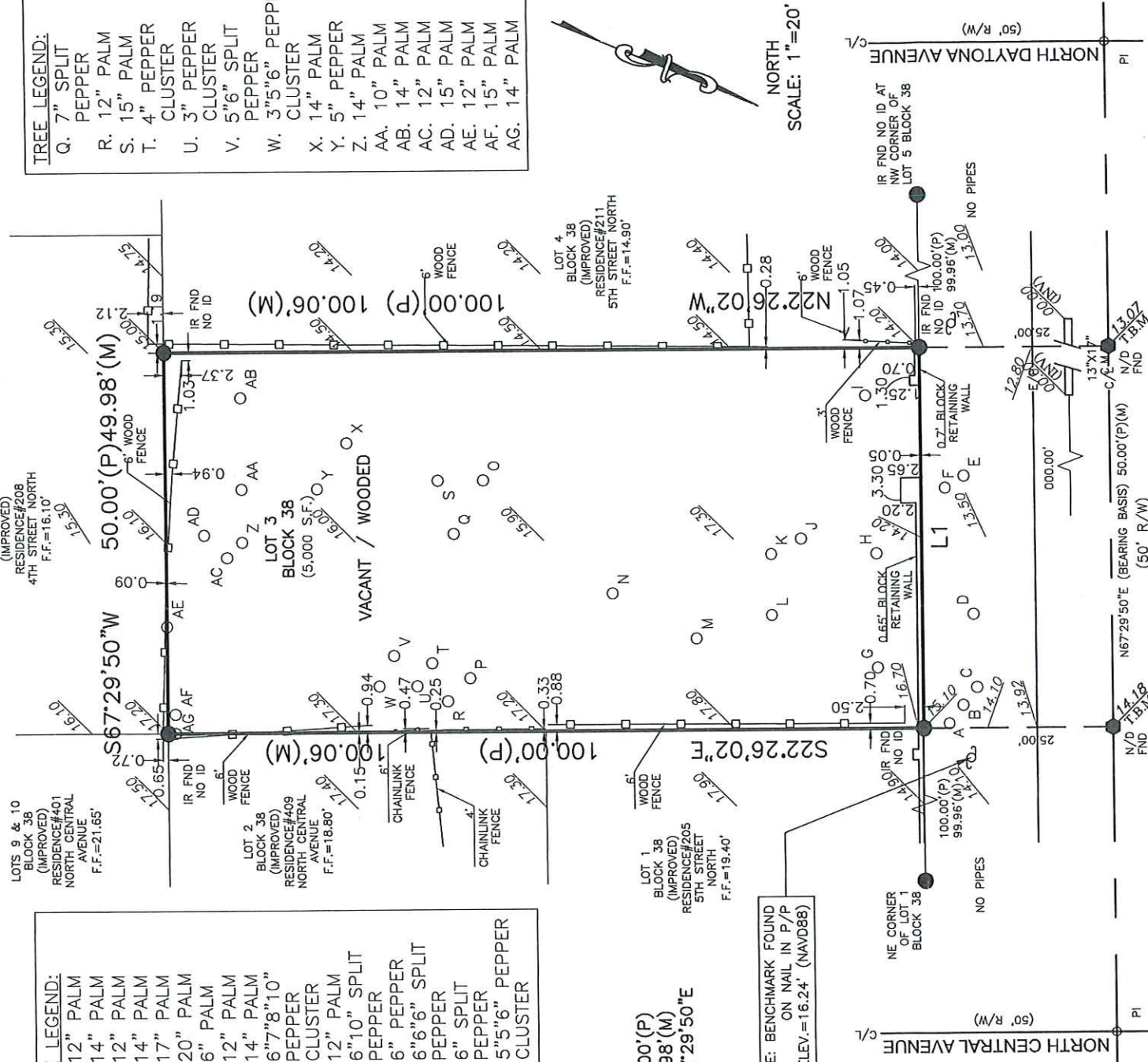
LOT 1  
BLOCK 38  
(IMPROVED)  
RESIDENCE#205  
5TH STREET  
NORTH  
F.F.=19.40'

L1  
50.00'(P)  
49.98'(M)  
N67°29'50"E

NOTE: BENCHMARK FOUND  
ON NAIL IN P/P  
ELEV.=16.24' (NAVD88)

- TREE LEGEND:**
- A. 12" PALM
  - B. 14" PALM
  - C. 12" PALM
  - D. 14" PALM
  - E. 17" PALM
  - F. 20" PALM
  - G. 6" PALM
  - H. 12" PALM
  - I. 14" PALM
  - J. 6"7"8"10" PEPPER CLUSTER
  - K. 12" PALM
  - L. 6"10" SPLIT PEPPER
  - M. 6" PEPPER
  - N. 6"6"6" SPLIT PEPPER
  - O. 6" SPLIT PEPPER
  - P. 5"5"6" PEPPER CLUSTER

- TREE LEGEND:**
- Q. 7" SPLIT PEPPER
  - R. 12" PALM
  - S. 15" PALM
  - T. 4" PEPPER CLUSTER
  - U. 3" PEPPER CLUSTER
  - V. 5"6" SPLIT PEPPER
  - W. 3"5"6" PEPPER CLUSTER
  - X. 14" PALM
  - Y. 5" PEPPER
  - Z. 14" PALM
  - AA. 10" PALM
  - AB. 14" PALM
  - AC. 12" PALM
  - AD. 15" PALM
  - AE. 12" PALM
  - AF. 15" PALM
  - AG. 14" PALM



**NORTH 5TH STREET (SIGN)  
FOURTH STREET (PLAT)**

REVISIONS:

TYPE OF SURVEY: BOUNDARY / TOPOGRAPHIC / TREE LOCATION

NOTE: THIS SURVEY IS VALID NO MORE THAN 90 DAYS FROM DATE OF LAST FIELD WORK

**DESCRIPTION:** LOT 3, BLOCK 38, (MOODY SUBDIVISION), FLAGLER BEACH, A SUBDIVISION AS RECORDED IN MAP BOOK 1, PAGE 24, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

**LEGEND:**

- IR 1/2" Iron Rod set "LB7672"
- IP 5/8" Iron Rod found
- N/D Nail and Disk set "LB7672"
- PCP Nail and Disk found
- CM Permanent Control Point
- CM Concrete Monument found
- PRM Permanent Reference Monument Found
- FND Licensed Business
- LS Licensed Surveyor
- PSM Professional Surveyor & Mapper
- O.R. Official Records Book
- PG Page
- (P) Plat Bearing & Distance

(M)	Measured Bearing & Distance	TOE of slope	TOE of slope
C/L	Center Line	Finish Floor Elevation	Invert
E/P/W	Edge of Pavement	Concrete Block & Stucco	Concrete
Δ	Right of Way	Concrete Slab	A/C
R	Radius	Air Conditioner Pad	EDP
L	Length	Pretreatment Effluent	PEP
CB	Chord Bearing	Pumping Tank	o/E
CH	Chord Distance	Overhead Electric	○
PC	Point of Curvature	P/P - Power Pole	○
PRC	Point of Reverse Curvature	Manhole	○
N.R.	Non-Radius Curve	Telephone Riser	○
PT	Point of Tangency	Cable Television Riser	○
PI	Point of Intersection	Fiber Optic Riser	○
N.G.V.D.	National Geodetic Vertical Datum	Water Meter	○
N.A.V.D.	North American Vertical Datum	Electric Meter	○
B.M.	Bench Mark	Fire Hydrant	○
T.B.M.	Temporary Bench Mark		
TOB	Top Of Bench		

**NOTES:**

1. The entire map encompassing this survey is recorded in Map Book 1, Pages 24.
2. Elevations refer to N.A.V.D. 1988 datum and reference local datum.
3. Underground improvements and utilities not located.
4. Bearings refer to plat datum and to the centerline of 5TH STREET NORTH as being N88°34'20"E.
5. Property lies in Flood Zone "X" with reference to Map No. 1203500232E, Effective Date: June 6, 2018. This location is based on maps prepared by the Federal Emergency Management Agency. Final location and flood zone determination rest with said agency and based on N.A.V.D. 1988 datum.
6. Description provided by client.
7. No search for encumbering instruments was made by surveyor.
8. Error of closure meets or exceeds 1:7500 feet.
9. Fences shown are located with an accuracy of ±0.2'.

**JASON & SAMANTHA CLARK**  
412 NORTH DAYTONA AVENUE  
FLAGLER BEACH, FL 32136

**SWA**

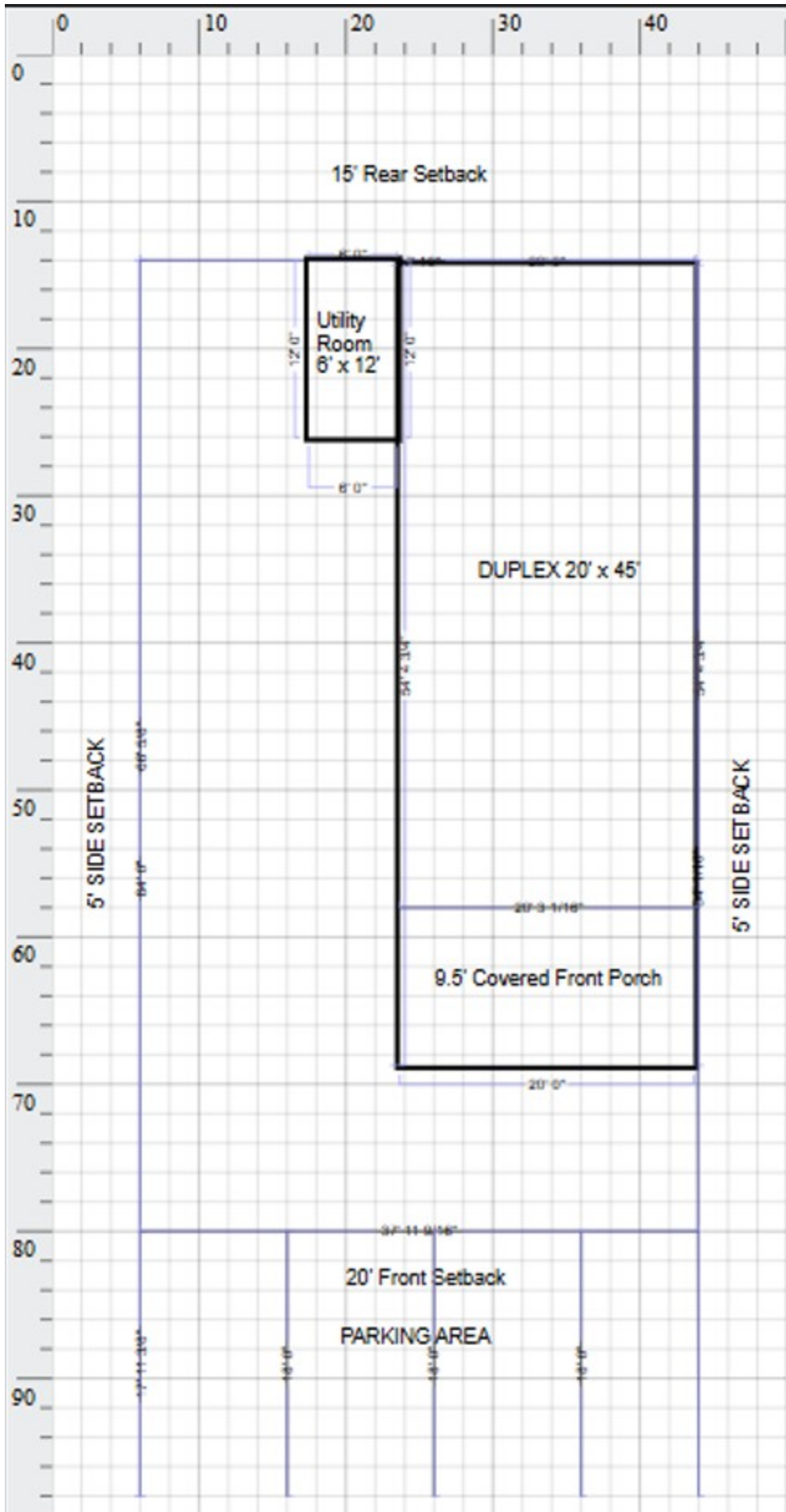
**STEPHENSON, WILCOX & ASSOCIATES, INC.** CA#27726-LB#7672  
2729 E. Moody Blvd., Ste. 400 • PO Box 186 Bunnell FL 32110  
Phone: 386.437.2363 • Fax: 386.437.0030 • Email: info.swa@gmail.com

I hereby certify that the survey represented hereon meets or exceeds the minimum standards established pursuant to Section 472.027, Florida Statutes, and adopted in Chapter 5J-17 Florida Administrative Code.

*Dan A. Wilcox Jr.*  
DAN A. WILCOX JR., PSM No. 5749, PE No. 57633  
Not valid without the signature and the original raised seal of a Florida Licensed Surveyor and Mapper.

CLIENT INFO	FIELD DATE	OFFICE DATE	JOB NO.	BY:
Boundary	10/08/25	10/14/25	25-4529	BAS
Site Plan				
House Stake				
Formboard				
Foundation				
Final				

**SHEET**  
1 of 1





The # indicates the # of units at that location.  
"US" is our personal residence.  
The blue square is our proposed duplex site.



# Observer

## PALM COAST OBSERVER

Published Weekly

PALM COAST, FLAGLER COUNTY, FLORIDA

### STATE OF FLORIDA COUNTY OF FLAGLER

Before the undersigned authority personally appeared Brandon Bressner, who under oath says he is a registered representative of *Palm Coast Observer*, a weekly newspaper published in Palm Coast, Flagler County, Florida, that the attached copy of advertisement, being a legal notice in the matter of:

FILE NO.:

vs.  
Special Exception Application PSPE26-0001

in the Circuit Court, was published in said newspaper in the issues of  
Dec. 25, 2025

Affiant further says that the said *Palm Coast Observer* is a newspaper published at Palm Coast, in said Flagler County, Florida, and that the said newspaper has heretofore been continuously published in said Flagler County, Florida, each week and has been entered as periodical matter at the post office in Palm Coast in said Flagler County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

  
\_\_\_\_\_  
Signature of Affiant

Sworn to and subscribed before me this 25th day of December 2025.

  
\_\_\_\_\_  
Signature of Notary

Personally known X or produced identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_

Name of Notary typed printed or stamped



### CITY OF FLAGLER BEACH PUBLIC HEARING NOTICE

**Special Exception Application PSPE26-0001** - A request has been submitted for a Special Exception Use to build a two-family dwelling at the subject property in the Low-Density Residential Zoning District as provided for in the Land Development Regulations Section 2.04.02.8, Zoning Schedule One Land Use Controls. The subject property vacant, undeveloped land and identified by the Flagler County Property Appraiser as Parcel ID No. 12-12-31-4500-00380-0030 or George Moody Subdivision Block 38 Lot 3 pictured in Exhibit A. Applicant: Jason and Samantha Clark.

**A PUBLIC HEARING IS SCHEDULED TO BE HELD AT CITY HALL, 105 S. 2ND STREET, FLAGLER BEACH, FLORIDA AS FOLLOWS:**

**PLANNING AND ARCHITECTURAL REVIEW BOARD: TUESDAY, JANUARY 6, 2026 AT 5:30 P.M.**

**CITY COMMISSION: THURSDAY, JANUARY 22, 2026 AT 5:30 PM OR SOON THEREAFTER.**

**ALL INTERESTED PARTIES ARE INVITED TO ATTEND.**

**PLEASE DIRECT ANY QUESTIONS TO THE CITY OF FLAGLER BEACH AT 386-517-2000 EXT. 231.**

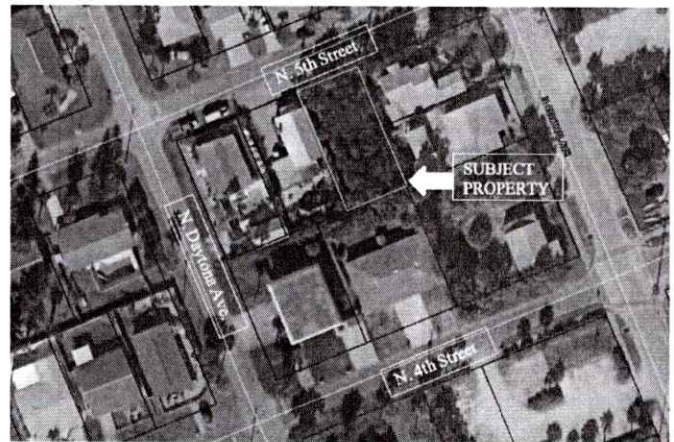
The public hearings may be continued to a future date or dates. The times and dates of any continuances of a public hearing shall be announced during the public hearing without any further published notice. The request will be heard at 5:30 PM, or as soon thereafter as possible, in the City Commission Chambers located at 105 South Second Street, Flagler Beach, Florida.

If a person decides to appeal any decision made with respect to any matter considered at the above referenced hearings, he/she will need a record of the proceedings. For such purposes, it may be necessary to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's Office at 386-517-2000 Ext. 233 at least 48 hours prior to the meeting.

For further information about this request, please call the Planning & Zoning Department at (386) 517-2000 Ext. 231. More detailed information may be inspected by the public at the Planning & Zoning Department, 800 S. Daytona Avenue, Flagler Beach, during office hours.

#### EXHIBIT A



7763-330848  
Dec. 25, 2025



# Staff Report

## Planning & Architectural Review Board Regular Meeting



January 6, 2026

---

**To:** Planning & Architectural Review Board  
**From:** Lupita McClenning, Planner  
**Meeting Date:** January 6, 2026  
**Item Name:** Final Site Plan Application PMS26-0001: Barwick Bank, 202 S. Daytona Ave.; Parcel ID: 12-12-31-4500-00500-0010; Applicant: Barwick Bank Company; Request for final site plan approval to construct a three-story commercial bank building in the General Commercial and CRA Overlay Downtown Mixed-Use Zoning District.

### Background:

The applicant is requesting final site plan approval to construct a three-story, commercial bank building in the General Commercial and CRA Overlay Downtown Mixed-Use Zoning District.

### Fiscal Impact:

N/A

### Staff Recommendation:

Staff recommends the Planning Architectural Review Board recommend to the City Commission to approve Final Site Plan for Barwick Bank on the condition that SJRWMD review and approve stormwater requirements.

### Attachments:

1. Staff Findings\_Barwick Bank Company\_FINAL
2. Application\_Barwick Bank\_PMS26-0001
3. Site Plan\_Barwick Bank\_PMS26-0001



City of Flagler Beach  
800 South Daytona Avenue  
Flagler Beach, Florida 32136  
Phone 386-517-2000 Ext. 257

To: Planning and Architectural Review Board (PARB)  
From: Lupita McClenning, City Planner  
Date: December 18, 2025  
RE: Barwick Bank Final Master Site Plan PMS26-0001

---

**Applicants:** Joseph Pozzuoli, Architect

**Project:** Barwick Bank Company

**Address:** 202 S. Daytona  
Flagler Beach, FL 32137

**Parcel ID:** 12-12-31-4500-00500-0010

**Area:** 8,252 SQFT

**Parcel Description**

**Property:** .19 acres, vacant, undeveloped land

**FLUM:** General Commercial

**Zoning:** General Commercial (GC)  
CRA Overlay Downtown Mixed-Use

**Existing**

**Conditions:** Vacant parcel

**Intent:** 3 story 35' Height Commercial Building  
Height top of parapet 41'  
Total area 8,065 sq.ft.  
6,112 sq.ft. under A/C

1<sup>st</sup> floor total area 2,917 sq.ft.  
2<sup>nd</sup> floor total area 2,576 sq.ft.  
3<sup>rd</sup> floor total area 2,572 sq.ft.

Final Site Plan: Application # PMS26-0001 Barwick Bank Company

The Design Guidelines establish three (3) planning areas within the designated Downtown area, based on existing land uses, zoning classifications, desired development characteristics and geographic locations. The three (3) areas represent distinct character districts of the Downtown that create a functional whole, each emulate the design guidelines, and goals of the Community Redevelopment Agency. The character areas are as follows:

1. Downtown Mixed-Use District—Provides general guidelines for commercial and mixed-use areas in the Downtown Core excluding the parcels located along the Oceanshore Boulevard.
2. Downtown A1A Core Retail Corridor—Provides design guidelines for properties located along the A1A Corridor.
3. Residential Neighborhoods—Includes general design guidelines for new developments/renovations of residential areas in the Downtown.

**Sec. 8.05.05. - Minimum site improvements**

All site development plans shall reflect the installation of all improvements required in this Code, in a manner consistent with standards of this Code.

Improvements include stormwater management systems, utilities, parking, and loading areas, lighting, sidewalks, and landscaping and buffering, and any other facility required by this Code.

**Sec. 2.06.06.06 - Site planning design principles.**

Utilities.

Existing infill development

**Sec 2.02.02 - Parking Off-Street Parking**

Off-street vehicle parking shall be provided as specified section 2.06.02.1.

Parking lots shall be placed to the side or rear of buildings where possible.

Parking lot landscaping shall be provided as specified in subsection 2.06.02.1(6); and

Parking lots shall be connected to all building entrances by means of internal pedestrian walkways.

In all districts and in connection with every use there shall be provided, at the time any building is constructed off-street parking space in accordance with the requirements as set forth herein.

Size and access—An off-street parking space shall consist of a parking space having minimum dimensions of ten (10) feet in width by twenty (20) feet in length for the parking of each automobile, exclusive of access drives or aisles thereto. Minimum width for the maneuvering of an automobile into a parking space shall be in conformance with this ordinance. The parking plan must be so arranged

Final Site Plan: Application # PMS26-0001 Barwick Bank Company

that each automobile may be placed and removed from the property without the necessity of moving any other automobile to complete the maneuver.

Street or sidewalk areas may not be used for off-street parking purposes as herein defined. Individual ingress and egress drives extending across the public sidewalks and curbs and connecting the off-street parking spaces to the public street areas shall not exceed a maximum of twelve (12) feet for a one-way drive and twenty-four (24) feet for a two-way drive. The number and placement of such drives is to be subject to the approval of the planning and architectural review board before being installed.

Occupancy Load 150 persons

1 space for every 350 sq.ft.

8,065 sq.ft./350 = 23 parking spaces

8,065/800 \*1.33 = **14 spaces required**

**7 spaces provided on site**

6 standard spaces + 1 ADA

**16 spaces Parking Pool**

**Section 05.04 - Landscape**

**Landscaping Parking Areas**

Landscaping—All parking areas shall be properly screened, landscaped, and lighted in accordance with Section 5.04.00 Landscaping/Trees.

**Lighting Parking Lots.**

All parking lots and vehicular use areas shall be well lighted.

Lighting is to be designed not only from the standpoint of safety and resistance to vandalism, but for visual effect. It should avoid any annoyance to the neighbors from brightness or glare. Low lights of a modest scale can be used along with feature lighting emphasizing plants, trees, barriers, entrances and exits. The fixtures are to be selected not only for their functional value but for their aesthetic qualities. They are to be considered furniture of the parking lot visible both day and night.

**Sidewalks - Pedestrian circulation**

To ensure safe, direct, and convenient pedestrian circulation, all multifamily developments shall contain a system of pathways designed based on the standards below:

The pathway system shall extend throughout the development site, and connect to all future phases of development, adjacent public parks and commercial uses, and the public sidewalk system; within

Final Site Plan: Application # PMS26-0001 Barwick Bank Company

the development shall provide safe, reasonably direct connections between dwelling units and parking areas, recreational facilities, storage areas, and common areas;

Where pathways are parallel and adjacent to a driveway or street (public or private), they shall be raised six (6) inches and curbed or separated from the driveway/street by a minimum five (5) foot strip with bollards, a landscape berm, or other physical barrier;

Pedestrian pathways shall be separated a minimum of six (6) feet from all building facades with residential living areas on the ground floor, except at building entrances;

Where pathways cross a parking area, driveway, or street ("crosswalk"), they shall be clearly marked with contrasting paving materials, humps/raised crossings, or painted striping; and

Pathway surface shall be concrete, asphalt, brick/masonry pavers, or other durable firm surface, at least five (5) feet wide, and shall conform to federal Americans with Disabilities Act (ADA) requirements.

**Per Section 8.05.05 - *Minimum Site Improvements*** – improvements include stormwater management systems, utilities, parking, and loading areas, lighting, sidewalks, and landscaping and buffering, and ingress/egress roadway improvements.

## **FINDINGS**

Staff recommends the Planning Architectural Review Board recommend to the City Commission to approve Final Site Plan for Barwick Bank on the condition that SJRWMD review and approve stormwater requirements.



**CITY OF FLAGLER BEACH  
BUILDING AND PLANNING DEPARTMENT**

GENERAL APPLICATION	
<input type="checkbox"/> Final Site Plan	<input type="checkbox"/> Preliminary Plat
<input checked="" type="checkbox"/> Master Site Plan	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Site Development Plan(s)	<input type="checkbox"/> Plat Vacating
<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision Master Plan
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Non-statutory Land Division/Parcel Reconfiguration
<input type="checkbox"/> Future Land Use Map Amendment	<input type="checkbox"/> Site Plan Modification (Post approval)
<input type="checkbox"/> Special Exception	<input type="checkbox"/> Development Order Modification
<input type="checkbox"/> Variance	<input type="checkbox"/> Wireless Communication Facility (new structure)

Application Submittal Date: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ Date Received: PMS26-0001

Employee Accepting Application (print name): \_\_\_\_\_

Rejected Date: \_\_\_\_\_ Rejected by: \_\_\_\_\_

Reason for Rejection: \_\_\_\_\_

**RECEIVED**  
DEC 12 2025

- A. PROJECT NAME: BARWICK BANKING COMPANY - FLAGLER BEACH
- B. LOCATION OF SUBJECT PROPERTY (PHYSICAL ADDRESS): 202 S DAYTONA AVE, FLAGLER BEACH
- C. PROPERTY APPRAISER'S PARCEL ID NUMBER(S): 12-12-31-4500-00500-0010
- D. LEGAL DESCRIPTION: GEORGE MOODY Subdivision Name; GEORGE MOODY SUBDIVISION  
BLOCK 50 N 50 FT
- Section; \_\_\_\_\_ Block(s); 50 N 50 Lot(s); 1, 2, 3
- E. SUBJECT PROPERTY ACRES / SQUARE FOOTAGE: 8,251.942
- F. FUTURE LAND USE MAP DESIGNATION: GC EXISTING ZONING DISTRICT: GC
- OVERLAY DISTRICT: DOWNTOWN MIXED USE DISTRICT
- G. FLOOD ZONE: X FEMA COMMUNITY PANEL NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_
- H. CURRENT USE OF PROPERTY: VACANT
- I. DESCRIPTION OF REQUEST/PROPOSED DEVELOPMENT (ATTACH ADDITIONAL SHEETS) \_\_\_\_\_  
BANK - 3 STORIES
- J. PROPOSED NUMBER OF LOTS (If Applicable): 1 Development Phasing: Yes  No



# CITY OF FLAGLER BEACH BUILDING AND PLANNING DEPARTMENT

K. LIST BELOW ANY APPLICATIONS CURRENTLY UNDER REVIEW OR RECENTLY APPROVED ASSOCIATED WITH THIS APPLICATION:

L. WATER/SEWER PROVIDER: CITY OF FLAGLER BEACH

M. EXISTING MORTGAGE? Yes  No

<b>OWNER:</b>	<b>APPLICANT/AGENT:</b> <u>JOSEPH POZZUOLI ARCHITECT</u>
Name: <u>BARWICK BANKING COMPANY</u>	Name: <u>JOSEPH POZZUOLI ARCHITECT</u>
Mailing Address: <u>101 MARINA COVE DR</u>	Mailing Address: <u>314 MOODY BLVD</u>
Phone Number: <u>ST. AUGUSTINE</u>	Phone Number: <u>386-439-5650</u>
E-mail Address: <u>386-569-3505</u>	E-mail Address: <u>joepne_jpaflorida.com</u>

<b>MORTGAGE HOLDER:</b> <u>NO MORTGAGE</u>	<b>ENGINEER OR PROFESSIONAL:</b>
Name:	Name: <u>JOSEPH POZZUOLI ARCHITECT</u>
Mailing Address:	Mailing Address: <u>314 MOODY BLVD</u>
Phone Number:	Phone Number: <u>386-439-5650</u>
E-mail Address:	E-mail Address: <u>joepne_jpaflorida.com</u>

<b>SURVEYOR:</b>	<b>LANDSCAPE ARCHITECT:</b>
Name: <u>SWA</u>	Name: <u>DICKINSON CONSULTING INC.</u>
Mailing Address: <u>2729 E MOODY #400</u>	Mailing Address: <u>25 OLD KINGS RD N SUITE 2B</u>
Phone Number: <u>386-437-2363</u>	Phone Number: <u>386-931-2853</u>
E-mail Address: <u>dwilcox.swa@gmail.com</u>	E-mail Address: <u>dickinson.consulting.coast</u>

<b>PLANNER:</b>	<b>TRAFFIC ENGINEER:</b> <u>NONE</u>
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
E-mail Address:	E-mail Address:

<b>ATTORNEY OF RECORD:</b>	<b>CONTRACTOR</b>
Name: <u>CHIUMENTO LAW</u>	<b>DEVELOPER:</b> <u>TBD</u>
Mailing Address: <u>145 CITY PL SUITE 301</u>	Name:
Phone Number: <u>386-356-2466</u>	Mailing Address:
E-mail Address:	Phone Number:

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:

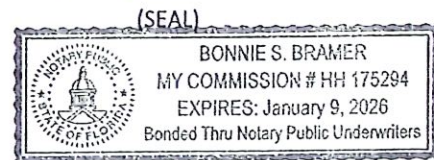
Signature of owner OR person authorized to represent this application:

Signature(s): [Signature]

Printed or typed name(s): James J. Bang

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 10 day of December 2025 by James J Bang individual submitted by  Personal Knowledge  Satisfactory Evidence: Type drivers license

Bonnie S. Bramer  
Signature of Notary Public, State of Florida



SPR#: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

**SITE PLAN REVIEW APPLICATION**

PROJECT TITLE: Barwick Banking Company

PROJECT ADDRESS: 202 S Daytona Ave. Flagler Beach, FL 32136

Subdivision: George Moody Block: 50 N 50 FT Lot(s): 1, 2, 3 Any Rights in Abutting Alley

TAX MAP NUMBER: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

**OWNERS INFORMATION:**

OWNERS NAME: Barwick Banking Company

ADDRESS: 101 Marina Cove Drive, Saint Augustine, FL 32080

PHONE NUMBER: 904-484-7679 FAX NUMBER: \_\_\_\_\_

SIGNATURE OF OWNER: 

**APPLICANTS INFORMATION:** N/A

APPLICANTS NAME (IF OTHER THAN OWNER): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

**REPRESENTATIVE:**

NAME: JOSEPH POZZUOLI ARCHITECT

ADDRESS: 314 MOODY BLVD FLAGLER BEACH FL

PHONE NUMBER: 386-439-5650 FAX NUMBER: \_\_\_\_\_

SIGNATURE OF REPRESENTATIVE: 

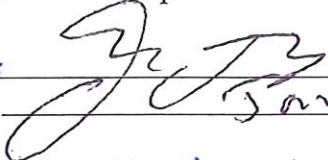
PROPERTY OWNER AUTHORIZATION

FOR USE WHEN APPLICANT IS NOT THE OWNER OF SUBJECT PROPERTY:

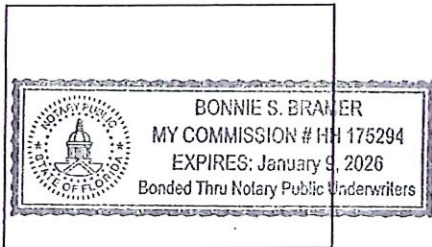
Property Address: 202 S Daytona Ave  
Flagler Beach, FL 32136

Parcel ID: 17-12-31-4500-00500-0010

This is to certify that I am the owner of the subject property described above and that I authorize: (PRINT NAME) \_\_\_\_\_ to make and file the aforesaid application for site plan review.

OWNER'S SIGNATURE: x   
PRINT OWNER'S NAME: James S. Brame

Sworn to and subscribed before me this 10 day of December, 2025.  
Personally known to me or produced identification: Drivers License (type)  
Notary Public: Bonnie S. Bramer My commission expires: 1-9-26



Notary Seal

**SITE PLAN REVIEW**  
**PROJECT DESCRIPTION**

**PRINT OR TYPE INFORMATION**

A. Provide a detailed description of the proposed project:

A 3 STORY COMMERCIAL BANK BUILDING  
CUSTOMER BANKING - 1ST FLOOR  
BANK OFFICES - 2ND & 3RD FL

B. Provide the lot size (parcel) and square footage of all building(s):

LOT SIZE 8,251.942 SQ FT - GIS FC. DATA  
BUILDING - 8,065 SQ FT

C. Provide the size, height and proposed use of each building:

BANK - 8,065 SQ FT UNDER ROOF  
34' 6" - HEIGHT - TOP OF ROOF  
BUILDING USE -  
BANK - 3 STORIES

D. Provide a detailed description of the following:

Exterior finish and color: STUCCO & PORCELAIN TILE (MARBLE  
Roof material and color: FLAT ROOF W/ PARAPETS LOOK)  
BLK POWD COATED PARAPET INSERTS - TINTED STONE FRONT

E. Indicate the project floor area ratio or lot coverage (if applicable):

LOT COVERAGE - IMPERVIOUS 79%  
WINDOWS - GRAY  
BALCONY  
RAILINGS -  
POWDER  
COATED

F. Provide the total number of:

23 REQUIRED  
Required on-site parking spaces: 14 REQUIRED ON SITE  
Proposed on-site parking spaces: 7  
Required on-site Handicapped parking spaces: 1  
Proposed on-site Handicapped Parking spaces: 1

G. Any off-site parking spaces proposed? If yes, describe number, location, and distance from proposed project location:

16 SPACES FROM THE  
PARKING POOL

H. Will project be accomplished in phases? If Yes, describe phasing plans and timeframe:

NO

I. Describe the nature of any tree and native vegetation removal, if applicable:

SOME PALMS IN REAR OF LOT  
TO REMAIN

J. If a Commercial use, describe the operational characteristics of the development (proposed hours of operation, any unique characteristics of the proposed use.

BANK, 8-5 M-F HRS  
, WALK UP 24 HR ATM

K. Provide other pertinent information regarding the proposed development:

# Site Plan Review

## Existing Conditions

A. Describe all previous uses or activities on the site:

RETAIL GIFT SHOP - COMMERCIAL

B. Describe all existing structures on the site in terms of their use, construction type, height, density, and size:

LOT TO BE COMPLETELY  
CLEARED

C. Describe the project site as it presently exists before the project in terms of:

- Site topography:

SLIGHTLY SLOPED

- Plant life (existing trees, vegetative cover):

NATIVE PALMS

- Soil conditions:

FINE SAND + GRAVELLY  
FINE SAND

- Historic or cultural resources (if applicable):

NONE

D. Describe the land use and zoning of surrounding properties within 200 feet of project location:

North:

COMMERCIAL

South:

RESIDENTIAL

East:

COMMERCIAL

West:

COMMERCIAL

PREPARED BY & RETURN TO:  
Susan Flanagan  
Covenant Closing & Title Services  
4879 Palm Coast Parkway NW, Suite 4  
Palm Coast, FL 32137

Incident to the fulfillment of conditions contained  
in title insurance commitment issued by it.

Tax ID #: 12-12-31-4500-00500-0010  
File #: 25-207391

CERTIFIED TRUE  
ORIGINAL COPY

## WARRANTY DEED

This Warranty Deed made this 28<sup>th</sup> day of April, 2025 by **Christopher Anthony Lewis and Sarah Alma Lewis, husband and wife**, whose post office address is: 1301 North Ocean Shore Blvd., Flagler Beach, FL 32136, hereinafter called the grantor,

to: **Barwick Banking Company, a Georgia Corporation**, whose post office address is: 101 Marina Cove Drive, Saint Augustine, FL 32080, hereinafter called the grantee,

*(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)*

**WITNESSETH:** that the grantor, for and in consideration of the sum of \$760,000.00, and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situated in Flagler County, Florida, viz:

The North 50 feet of Lot 1, the North 50 feet of Lot 2, and the North 50 feet of the Easterly 35 feet of Lot 3, Block 50, Moody Subdivision of Flagler Beach, Flagler County, Florida as recorded in Plat Book 1, Page 24, Public records of Flagler County Florida. Together with any and all rights, title, and interest that the grantor may have in and to the Westerly 15 feet of the North 50 feet of Lot 3, Block 50, Moody Subdivision of the Flagler County, Florida as recorded in Plat Book 1, Page 24, Public Records of Flagler County, Florida.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) nor any members of the household of Grantor(s) reside thereon.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in **FEE SIMPLE** forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in **FEE SIMPLE**; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to 2025, reservations, restrictions and easements of record, if any.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Susan Flanagan  
Witness #1 Sign

Susan Flanagan  
Witness #1 Print

Christopher Anthony Lewis  
Christopher Anthony Lewis

Sarah Alma Lewis  
Sarah Alma Lewis

COVENANT CLOSING  
Witness #1 Address  
Palm Coast, FL 32137

Witness #1 City, State and Zip

Tracy Callahan Hennessey  
Witness #2 Sign

Tracy Callahan Hennessey  
Witness #2 Print

312 N 11th St  
Witness #2 Address

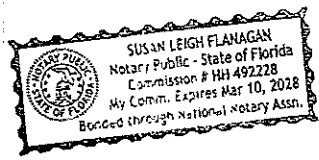
Flagler Beach FL 32136  
Witness #2 City, State and Zip

**\*\*TWO DIFFERENT WITNESSES REQUIRED\*\***

State of Florida  
County of Flagler

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 20th day of April, 2025 by Christopher Anthony Lewis and Sarah Alma Lewis, who are personally known to me, or who have provided valid government issued identification.

(NOTARY SEAL)

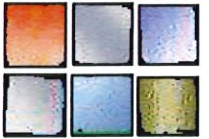


Susan Flanagan  
Notary Public

My Commission Expires: \_\_\_\_\_

# NEW COMMERCIAL BUILDING FOR: BARWICK BANKING COMPANY

202 SOUTH DAYTONA AVE.  
FLAGLER BEACH, FLORIDA



JPA

JOSEPH POZZI ARCHITECT  
314 MOODY BOULEVARD  
FLAGLER BEACH, FLORIDA 32136  
T: (386) 439-5650 F: (386) 439-5651  
AA 26003787 / AR13178 / ID 4843  
COPYRIGHT © 2024

PARB  
FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
BARWICK BANKING COMPANY

202 SOUTH DAYTONA AVE.  
FLAGLER BEACH, FLORIDA

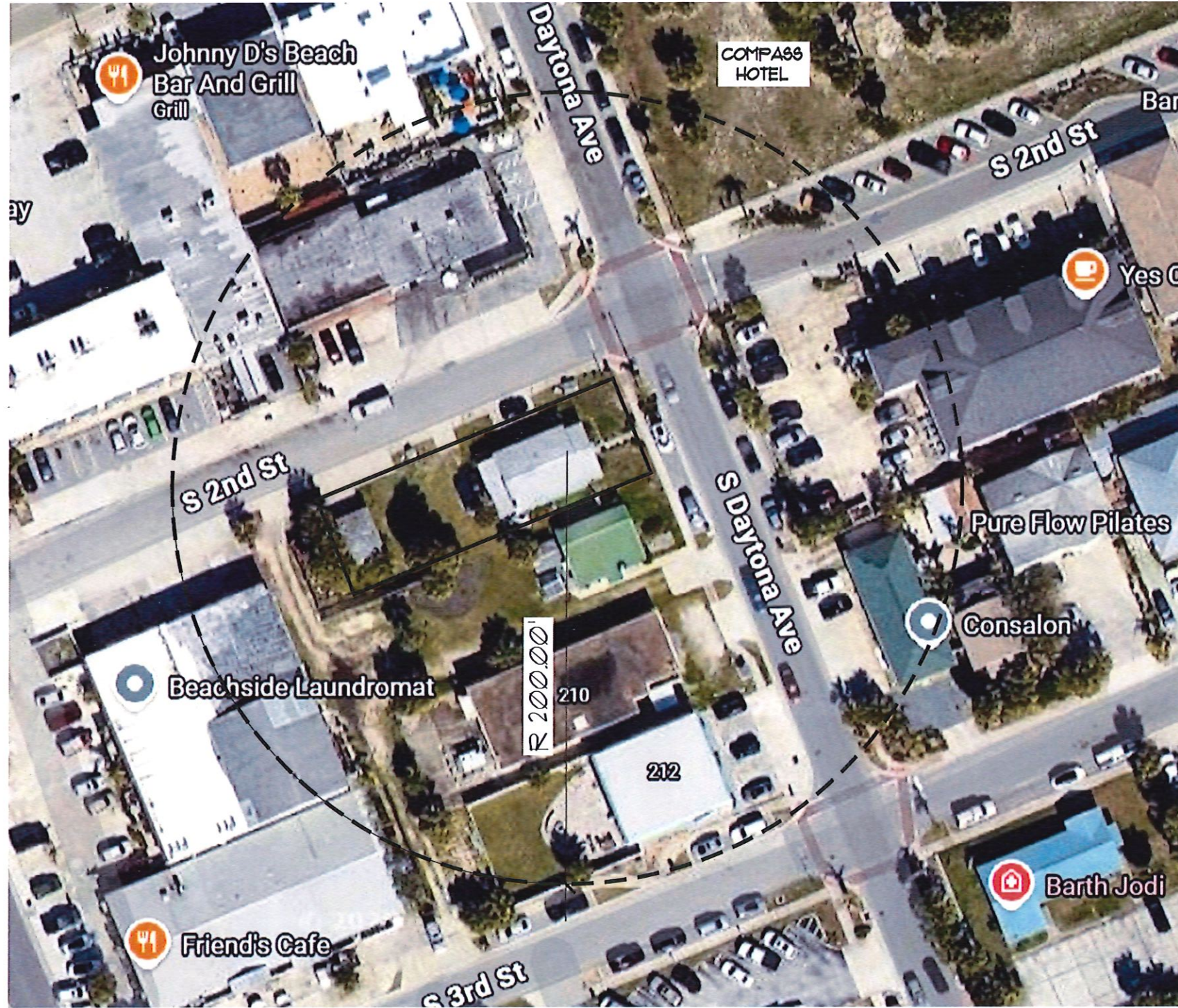
GENERAL NOTES	ABBREVIATIONS	PROJECT DESCRIPTION	LOCATION MAP																																																																																																																																																																																																																																																																																																																																																
<p>1. THESE CONSTRUCTION DOCUMENTS COMPLY WITH THE FLORIDA BUILDING CODE 8TH EDITION</p> <p>2. IT IS THE INTENT OF THE ARCHITECT THAT THIS WORK BE IN CONFORMANCE WITH ALL APPLICABLE LOCAL, STATE AND NATIONAL CODES AND ORDINANCES AS REQUIRED BY GOVERNMENT AGENCIES HAVING JURISDICTION OVER THE WORK.</p> <p>3. THE CONTRACTOR SHALL FIELD VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO COMMENCING THE WORK. ANY DISCREPANCIES BETWEEN ACTUAL CONDITIONS AND THE DRAWINGS SHALL BE REPORTED TO THE ARCHITECT FOR CLARIFICATION PRIOR TO COMMENCING THE WORK.</p> <p>4. AS INSTRUMENTS OF SERVICE, THESE DOCUMENTS ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED WITHOUT EXPRESSED WRITTEN CONSENT OF THE ARCHITECT.</p> <p>5. ALL DETAILS AND SECTIONS SHOWN ON THE DRAWINGS ARE INTENDED TO BE TYPICAL AND SHALL BE CONSIDERED TO APPLY TO ANY SIMILAR SITUATION ELSEWHERE IN THE WORK UNLESS OTHERWISE REFERENCED.</p> <p>6. ALL DIMENSIONS ARE TO FACE OF STUDS, MASONRY AND SLAB EDGES.</p> <p>7. SUBCONTRACTOR SHALL BE RESPONSIBLE FOR ALL CLEAN-UP AFTER COMPLETION OF THEIR WORK. ALL DEBRIS TO BE DEPOSITED IN ON-SITE DUMPSTER AND HOME / BUSINESS TO BE LEFT "BROOM CLEAN".</p> <p>8. SUBCONTRACTORS TO INSTALL ALL BLOCKING AND BRACING REQUIRED BY THEIR TRADE AND TO PERFORM ALL CUTTING AND PATCHING.</p> <p>9. THE CURRENT EDITION OF THE AIA GENERAL CONDITIONS OF THE CONTRACT SHALL BECOME A PART OF THESE DOCUMENTS.</p> <p>10. DO NOT SCALE DRAWINGS, USE WRITTEN DIMENSIONS ONLY.</p> <p>11. ALL CHANGES TO THE DRAWING MUST BE APPROVED IN WRITING BY THE ARCHITECT. DO NOT ACCEPT VERBAL CHANGES.</p> <p>12. MAKE NO MATERIAL SUBSTITUTION WITHOUT WRITTEN APPROVAL FROM ARCHITECT.</p> <p>13. THE APPLICATION, INSTALLATION AND USE OF ALL MANUFACTURED PRODUCTS AND MATERIALS SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S LATEST PUBLISHED INSTRUCTIONS.</p> <p>14. TAKE FIELD MEASUREMENTS FOR ALL OFF-SITE MANUFACTURED ITEMS SUCH AS DOORS, WINDOWS, MILLWORK, SKYLIGHTS, SCREENS, GRILLES, RAILINGS, ETC.</p> <p>15. PORCH AND PATIO OVERHANGS ARE TO BE ENGINEERED TO RESIST LOADS IMPOSED BY THE SCREEN ENCLOSURE ATTACHMENTS AS WELL AS ALL OTHER NORMALLY IMPOSED LOADS.</p> <p>16. SHOP DRAWINGS ARE TO BE PROVIDED TO BUILDER IN FIELD FOR CABINETS, WINDOW, DOOR, FIREPLACE, RAILINGS, ETC.</p> <p>17. THE CONTRACTOR SHALL VISIT THE JOB SITE AND BE RESPONSIBLE FOR VERIFICATION OF ALL EXISTING CONDITIONS.</p> <p>18. THIS OFFICE SHALL NOT HAVE CONTROL OR CHARGE OF, AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, TECHNIQUES, SEQUENCES, OR PROCEDURES, OR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK, ALL OF WHICH SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTORS AND SUBCONTRACTORS.</p> <p>19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION OF ALL PARTS OF THE WORK WITH THE OTHER SUBCONTRACTORS, UTILITY COMPANIES, AND OTHER ASSOCIATED OFFICES.</p> <p>20. CONTRACTORS SHALL CARRY LIABILITY INSURANCE, TERMS AND LIMITS AS DIRECTED BY THE OWNER, AND SHALL FURNISH THE CERTIFICATES OF INSURANCE UPON BID ACCEPTANCE.</p> <p>21. BY ACCEPTING THIS WORK, THE CONTRACTORS AGREE THAT THE OWNER, ARCHITECT, AND ENGINEERS SHALL BE HELD HARMLESS AND NOT LIABLE FOR ANY INJURIES OR PROPERTY DAMAGE RESULTING FROM ANY OF THE CONTRACTORS' OPERATIONS.</p> <p>22. EACH TRADE, MANUFACTURER AND/OR SUPPLIER SHOULD UNDERSTAND ITS SCOPE OF WORK WITHIN THIS SET OF PLANS COMPLETELY PRIOR TO COMMENCING ANY WORK. ANY QUESTIONABLE OR UNCLEAR CONDITIONS ARE TO BE BROUGHT TO THIS OFFICE'S ATTENTION FOR CLARIFICATION. THE ULTIMATE RESPONSIBILITY OF ALL TRADES, MANUFACTURERS AND/OR SUPPLIERS IS THEIRS IF THE INFORMATION IN QUESTION IS SHOWN CLEARLY OR HAS BEEN ADDRESSED AS REQUIRED PRIOR TO COMMENCING THE WORK.</p>	<table border="0"> <tr> <td>AFF</td><td>ABOVE FINISH FLOOR</td><td>NSUL</td><td>INSULATION</td></tr> <tr> <td>ADF</td><td>ACCESSIBLE DRINKING FOUNTAIN</td><td>NT</td><td>INTERIOR</td></tr> <tr> <td>ALUM</td><td>ALUMINUM</td><td>JT</td><td>JOINT</td></tr> <tr> <td>∠</td><td>ANGLE</td><td>LAM</td><td>LAMINATED</td></tr> <tr> <td>APPROX</td><td>APPROXIMATE</td><td>LAV</td><td>LAVATORY</td></tr> <tr> <td>ARCH</td><td>ARCHITECT</td><td>LP</td><td>LIGHT POLE</td></tr> <tr> <td>#</td><td>AT</td><td>LP</td><td>MANHOLE</td></tr> <tr> <td>BRG</td><td>BEARING</td><td>MFD</td><td>MANUFACTURED</td></tr> <tr> <td>BLK</td><td>BLOCK</td><td>MFR</td><td>MANUFACTURER</td></tr> <tr> <td>BLKG</td><td>BLOCKING</td><td>MASRY</td><td>MASONRY</td></tr> <tr> <td>BD</td><td>BOARD</td><td>MB</td><td>MASONRY BLOCKOUT</td></tr> <tr> <td>BLDG</td><td>BUILDING</td><td>MO</td><td>MASONRY OPENING</td></tr> <tr> <td>CLG</td><td>CEILING</td><td>MAT</td><td>MATERIAL</td></tr> <tr> <td>CH</td><td>CEILING HEIGHT</td><td>MAX</td><td>MAXIMUM</td></tr> <tr> <td>CL</td><td>CENTER LINE</td><td>MTL</td><td>METAL</td></tr> <tr> <td>∩</td><td>CHANNEL</td><td>MN</td><td>MINIMUM</td></tr> <tr> <td>CLR</td><td>CLEAR</td><td>MR</td><td>MOISTURE RESISTANT</td></tr> <tr> <td>CO</td><td>CLEAR OPENING</td><td>MTD</td><td>MOUNTED</td></tr> <tr> <td>CR</td><td>COLD ROLLED</td><td>NC</td><td>NOT IN CONTRACT</td></tr> <tr> <td>COL</td><td>COLUMN</td><td>NTS</td><td>NOT TO SCALE</td></tr> <tr> <td>CONC</td><td>CONCRETE</td><td>NO</td><td>NUMBER</td></tr> <tr> <td>CD</td><td>CONDENSATE DRAIN</td><td>OC</td><td>ON CENTER</td></tr> <tr> <td>CHU</td><td>CONCRETE MASONRY UNIT</td><td>OPF</td><td>OPPOSITE</td></tr> <tr> <td>CON</td><td>CONNECT / CONNECTION</td><td>OD</td><td>OUTSIDE DIAMETER</td></tr> <tr> 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CODE 8 TH EDITION - PLUMBING FLORIDA FIRE PREVENTION CODE 8 TH EDITION 2020 NATIONAL ELECTRICAL CODE</p> <p><b>SYMBOL LEGEND</b></p> <table border="0"> <tr> <td></td><td>DOOR NUMBER</td></tr> <tr> <td></td><td>WINDOW NUMBER</td></tr> <tr> <td></td><td>ROOM FINISH NUMBER</td></tr> <tr> <td></td><td>REVISION MARK</td></tr> <tr> <td></td><td>DETAIL KEY</td></tr> <tr> <td></td><td>DETAIL KEY</td></tr> <tr> <td></td><td>INTERIOR ELEVATION KEY</td></tr> <tr> <td></td><td>DETAIL KEY</td></tr> <tr> <td></td><td>SECTION KEY</td></tr> <tr> <td></td><td>LARGE SCALE DETAIL KEY</td></tr> </table>		DOOR NUMBER		WINDOW NUMBER		ROOM FINISH NUMBER		REVISION MARK		DETAIL KEY		DETAIL KEY		INTERIOR ELEVATION KEY		DETAIL KEY		SECTION KEY		LARGE SCALE DETAIL KEY	<p><b>SHEET INDEX</b></p> <table border="1"> <thead> <tr> <th>SHEET TITLE</th> <th>SHEET NUMBER</th> <th>ORIGINAL ISSUE DATE</th> <th>LATEST REVISION DATE</th> </tr> </thead> <tbody> <tr> <td>COVER SHEET/NOTES/LOCATION MAP/ SURROUNDING LAND USE</td> 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FD	FLOOR DRAIN	TOH	TOP OF MASONRY																																																																																																																																																																																																																																																																																																																																																
FDN	FOUNDATION	TO8	TOP OF STEEL																																																																																																																																																																																																																																																																																																																																																
FV	FIELD VERIFY	TOU	TOP OF WALL																																																																																																																																																																																																																																																																																																																																																
GALV	GALVANIZED	TS	TUBE STEEL																																																																																																																																																																																																																																																																																																																																																
GA	GAUGE	TYP	TYPICAL																																																																																																																																																																																																																																																																																																																																																
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GB	GYP/SUM BOARD	VTR	VENT THROUGH ROOF																																																																																																																																																																																																																																																																																																																																																
HC	HANDICAPPED	VERT	VERTICAL																																																																																																																																																																																																																																																																																																																																																
HUC	HANDICAPPED WATER CLOSET	WH	WATER HEATER																																																																																																																																																																																																																																																																																																																																																
HUJ	HARDWARE	WUF	WELDED WIRE FABRIC																																																																																																																																																																																																																																																																																																																																																
HT	HEIGHT	WTH	WIDTH																																																																																																																																																																																																																																																																																																																																																
HM	HOLLOW METAL	W	WITH																																																																																																																																																																																																																																																																																																																																																
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COVER SHEET

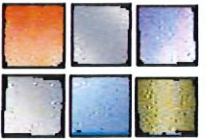
Rev #	Date	Issue

DATE:	DRAWN:
12-12-25	ULK
JOB NO.:	CHECKED:
225115	JDP





SURROUNDING LAND USE MAP  
 SCALE: 1" = 30'-0"



JPA

JOSEPH POZZI ARCHITECT  
 314 MOODY BOULEVARD  
 FLAGLER BEACH, FLORIDA 32136  
 T: (386) 439-5659 F: (386) 439-5651  
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PARB  
 FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
**BARWICK BANKING COMPANY**

202 SOUTH DAYTONA AVE.  
 FLAGLER BEACH, FLORIDA

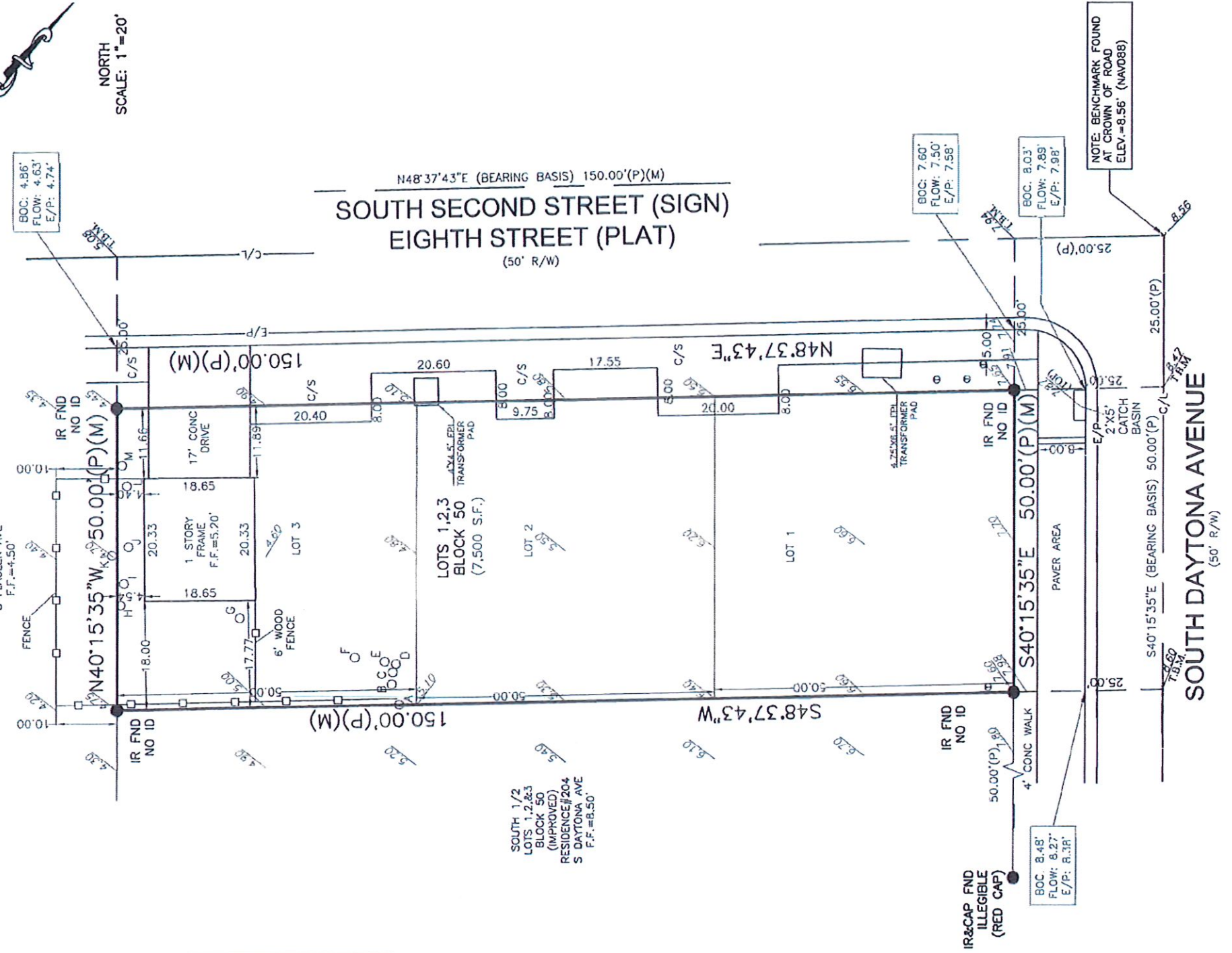
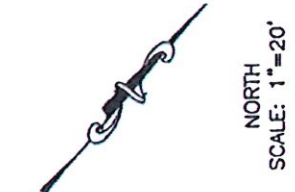
COVER SHEET		REV #	DATE	ISSUE

DATE: 12-12-25	DRAWN: JLK
JOB NO: 225115	CHECKED: JOP

LU

ADDRESS: 202 SOUTH DAYTONA AVENUE

JOB #25-2662



**TREE LEGEND:**

A.	6' PALM
B.	12' PALM
C.	15' PALM
D.	15' PALM
E.	14' PALM
F.	15' PALM
G.	15' PALM
H.	15' PALM
I.	14' PALM
J.	14' PALM
K.	18' PALM
L.	14' PALM

SOUTH 1/2  
LOTS 1, 2 & 3  
BLOCK 50  
(IMPROVED)  
RESIDENCE #204  
S DAYTONA AVE  
F.F. = 8.50

REVISIONS:

TYPE OF SURVEY: BOUNDARY / LOCATION / TOPOGRAPHIC  
NOTE: THIS SURVEY IS VALID NO MORE THAN 90 DAYS FROM DATE OF LAST FIELD WORK

DESCRIPTION: LOTS 1, 2 & 3, BLOCK 50, MOODY SUBDIVISION, FLAGLER BEACH, A SUBDIVISION AS RECORDED IN MAP BOOK 1, PAGE 24, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

LEGEND:

IR	1/2" Iron Rod set "L07672"
IP	5/8" Iron Rod found
IP	1/2" Iron Pipe
N/D	Nail and Disk set "L07672"
N/D	Nail and Disk found
PCP	Concrete Monument set
PCP	Concrete Monument found
PM	Permanent Reference Monument
FB	Found
LB	Licensed Business
LS	Licensed Surveyor
PSM	Professional Surveyor & Mapper
OR	Official Records Book
PC	Page

PI	Point of Intersection
U.E.	Utility Easement
D.E.	Drainage Easement
L.E.	Landscape Easement
N.A.V.D.	North American Vertical Datum
N.G.V.D.	North Geoidic Vertical Datum
M.S.L.	Mean Sea Level
D.M.	Datum
T.O.B.	Top of Bank
T.O.E.	Top of Edge
INV.	Invert
C.B.S.	Concrete Block & Stucco
Conc.	Concrete
C/S	Concrete Slab

**NOTES:**

- The said lots are recorded in Map Book 1, Page 24.
- Elevations refer to N.A.V.D. 1988 datum and reference local datum.
- Underground improvements and utilities not located.
- Bearings refer to plat datum and to the centerline of SOUTH DAYTONA AVENUE as being S40°15'35"E.
- Property lies in Flood Zone "X" & "X" (Annual chance flood = 0.2%), with reference to Map No. 12035C0232E. Effective Date: June 6, 2018. This location is based on maps prepared by the Federal Emergency Management Agency. Final location and flood zone determination rest with said agency and based on N.A.V.D. 1988 datum.
- Description provided by client.
- No search for encumbering instruments was made by surveyor.
- Error of closure meets or exceeds 1:7500 feet.
- Fences shown are located with an accuracy of ±0.2'.

BARWICK BANKING COMPANY  
101 MARINA COVE DRIVE  
ST. AUGUSTINE, FL 32080



STEPHENSON, WILCOX & ASSOCIATES, INC.  
CIVIL ENGINEERS • LAND SURVEYORS • CONSULTANTS • PLANNERS

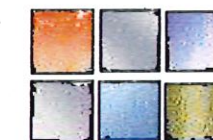
2729 E. Moody Blvd., Ste. 400  
PO Box 186 Bunnell FL 32110  
Phone: 386-437-2363 • Email: info.swa@gmail.com

JOB TYPE:	Boundary
FIELD DATE:	06/12/25
OFFICE DATE:	06/18/25
JOB NO.:	25-2662
BY:	BAS
House Stake	
Formboard	
Foundation	
Final	

I hereby certify that the survey represented hereon meets or exceeds the minimum standards established pursuant to Section 472.007, Florida Statutes, and adopted in Chapter 5J-17 Florida Administrative Code.

DAN A. WILCOX, J., P.S.M. No. 5749, PE No. 57633  
Not valid without the signature and the original stamp of a Florida Licensed surveyor and mapper.

SHEET 1 of 1



JPA

JOSEPH POZZI/OWI ARCHITECT  
314 MOODY BOULEVARD  
FLAGLER BEACH, FLORIDA 32136  
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**OCCUPANCY LOAD (F.B.C. 8th EDITION 1004.5)**

BUSINESS  
OCCUPANCY LOAD FACTOR = 50 GROSS

TOTAL GROSS SQ FT: 6/2 SQ FT

TOTAL OCCUPANCY LOAD = 6/2 SQ FT. / 50 = 41 PERSONS

NOTES:  
1. PER F.B.C. 8th EDITION, BUSINESS, CHAPTER 3, SECTION 303.12 SHALL ASSEMBLY SPACES, THE FOLLOWING ROOMS AND SPACES SHALL NOT BE CLASSIFIED AS ASSEMBLY OCCUPANCIES:  
- A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES WITH AN O.L. OF LESS THAN 50 PERSONS + ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP (B) OCCUPANCY OR AS PART OF THAT OCCUPANCY.  
- A ROOM OR SPACE USED FOR ASSEMBLY PURPOSES THAT IS LESS THAN 750 SQ FT IN AREA + ACCESSORY TO ANOTHER OCCUPANCY SHALL BE CLASSIFIED AS A GROUP (B) OCCUPANCY OR AS PART OF THAT OCCUPANCY.

**SPACE UTILIZATION**

**SQUARE FOOTAGE:**

FIRST FLOOR A/C	2,010 SQ. FT.
OPENED COVERED AREA	891 SQ. FT.
TOTAL ROOFTOP	2,901 SQ. FT.
2ND FLOOR A/C	2,848 SQ. FT.
OPEN BALCONY	518 SQ. FT.
TOTAL	3,366 SQ. FT.
3RD FLOOR A/C	1,044 SQ. FT.
OPEN BALCONY	518 SQ. FT.
TOTAL	1,562 SQ. FT.
TOTAL A/C	6/2 SQ. FT.

**PROPERTY INFO:**

ZONED: CC-CORP/ED USE  
OVERLAY DISTRICT: DOWNTOWN OVERLAY  
PLUME: COMMERCIAL

**SITE DATA:**

FRONT SETBACK	10'-0"
STREET SIDE SETBACK	5'-0"
REAR / SIDE SETBACK	0'-0"
TOTAL LOT SQUARE FEET	+ 13,000 100% SQ. FT.
ALLOWABLE PERVIOUS	+ 6,750 50% SQ. FT.
BUILDING FOOTPRINT PARKING/WALKS	+ 2,010 21% SQ. FT.
PROPOSED PERVIOUS	+ 3,300 25% SQ. FT.
PROPOSED PERVIOUS	+ 1,375 21% SQ. FT.

**SITE PARKING CALCULATIONS:**

COMMERCIAL PARKING REQUIRED: 1 SPACE FOR EVERY 350 SQ. FT.  
TOTAL FLOOR AREA = 8,265 / 6/2 SF (A/C)  
133 SPACES PER 800 SQ. FT. ON SITE

**ENCLOSED PARKING:**

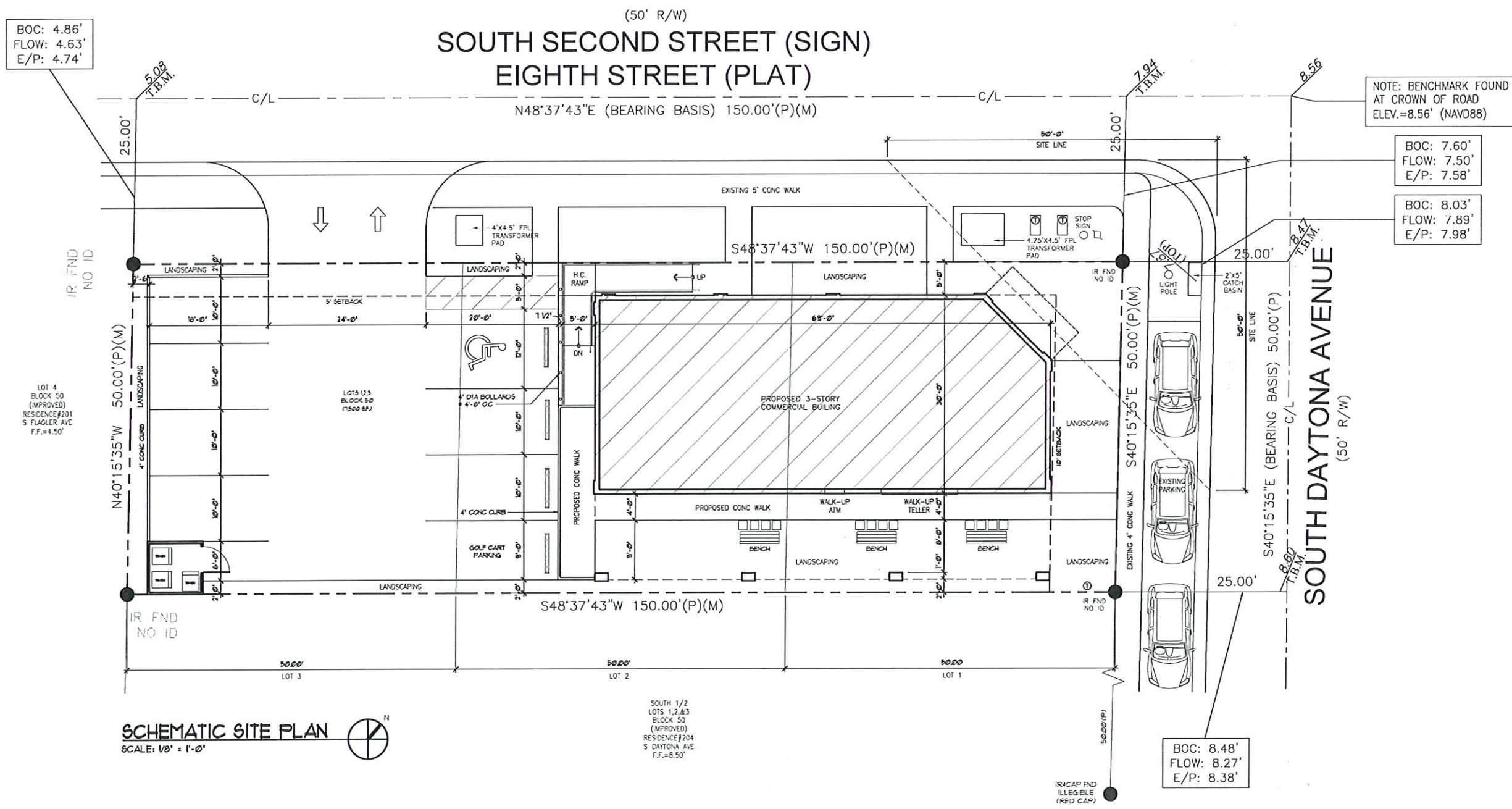
COMMERCIAL SPACES REQUIRED: 4 - 8,265 SQ. FT. / 350 = 23 SPACES REQUIRED  
4 - 8,265 SQ. FT. / 800 x 133 = 14 SPACES REQUIRED  
COMMERCIAL SPACES PROVIDED: 1 SPACES ON SITE (14 SPACES REQUIRED ON SITE)  
+ 6 STANDARD SPACES  
+ 1 ADA SPACE  
- WILL NEED 16 ADDITIONAL FROM PARKING POOL

**OCCUPANCY CLASSIFICATION:**  
BUSINESS F.B.C. 8th EDITION 303.4 - F.F.P.C. 8th EDITION TABLE 1312

	REQUIRED	PROVIDED	F.B.C. 8th EDITION	F.F.P.C. 8th EDITION
MIN. NUMBER OF EXITS	2	2	TABLE 1006.32	14
MIN. CORRIDOR WIDTH	36"	44"	TABLE 1020.3	123.8
DEAD END CORRIDOR	10' MAX	1'-4"	1020.5	123.3
COMMON PATH OF EGRESS	75' MAX	50' MAX	TABLE 1006.21	123.2
EXIT TRAVEL DISTANCE	200' MAX	8' MAX	TABLE 1012	

PARB FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
**BARWICK BANKING COMPANY**  
202 SOUTH DAYTONA AVE.  
FLAGLER BEACH, FLORIDA

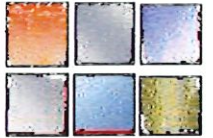


**SITE PLAN**

REV #	DATE	ISSUE

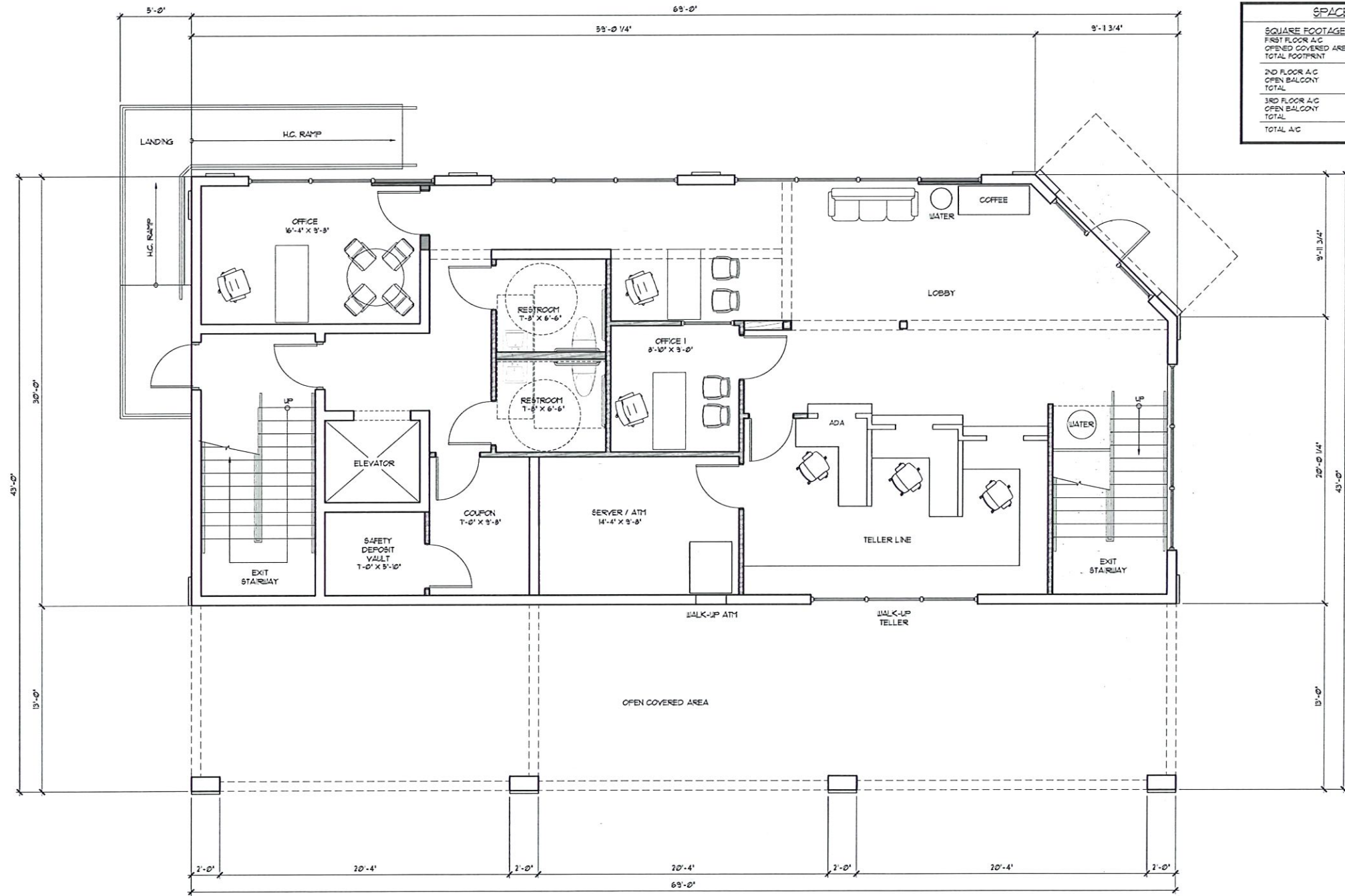
DATE: 12-12-25	DRAWN: JLK
JOB NO.: 225115	CHECKED: JDP

SP-1



**JPA**

JOSEPH POZZI ARCHITECT  
 314 MOODY BOULEVARD  
 FLAGLER BEACH, FLORIDA 32136  
 T: (386) 439-5659 F: (386) 439-5651  
 AA 2660337 / AR13178 / ID 4843  
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SPACE UTILIZATION	
<b>SQUARE FOOTAGE:</b>	
FIRST FLOOR A/C	2010 SQ. FT.
OPENED COVERED AREA	891 SQ. FT.
TOTAL FOOTPRINT	2901 SQ. FT.
<b>2ND FLOOR A/C</b>	
OPEN BALCONY	2048 SQ. FT.
TOTAL	518 SQ. FT.
<b>3RD FLOOR A/C</b>	
OPEN BALCONY	2044 SQ. FT.
TOTAL	518 SQ. FT.
<b>TOTAL A/C</b>	<b>6132 SQ. FT.</b>

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FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
**BARWICK BANKING COMPANY**

202 SOUTH DAYTONA AVE.  
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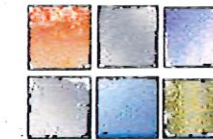
1 ST FLOOR PLAN			
REV #	DATE	ISSUE	ISSUE

**FIRST FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

DATE: 12-12-25	DRAWN: JLK
JOB NO.: 225115	CHECKED: JDP

**A-1**

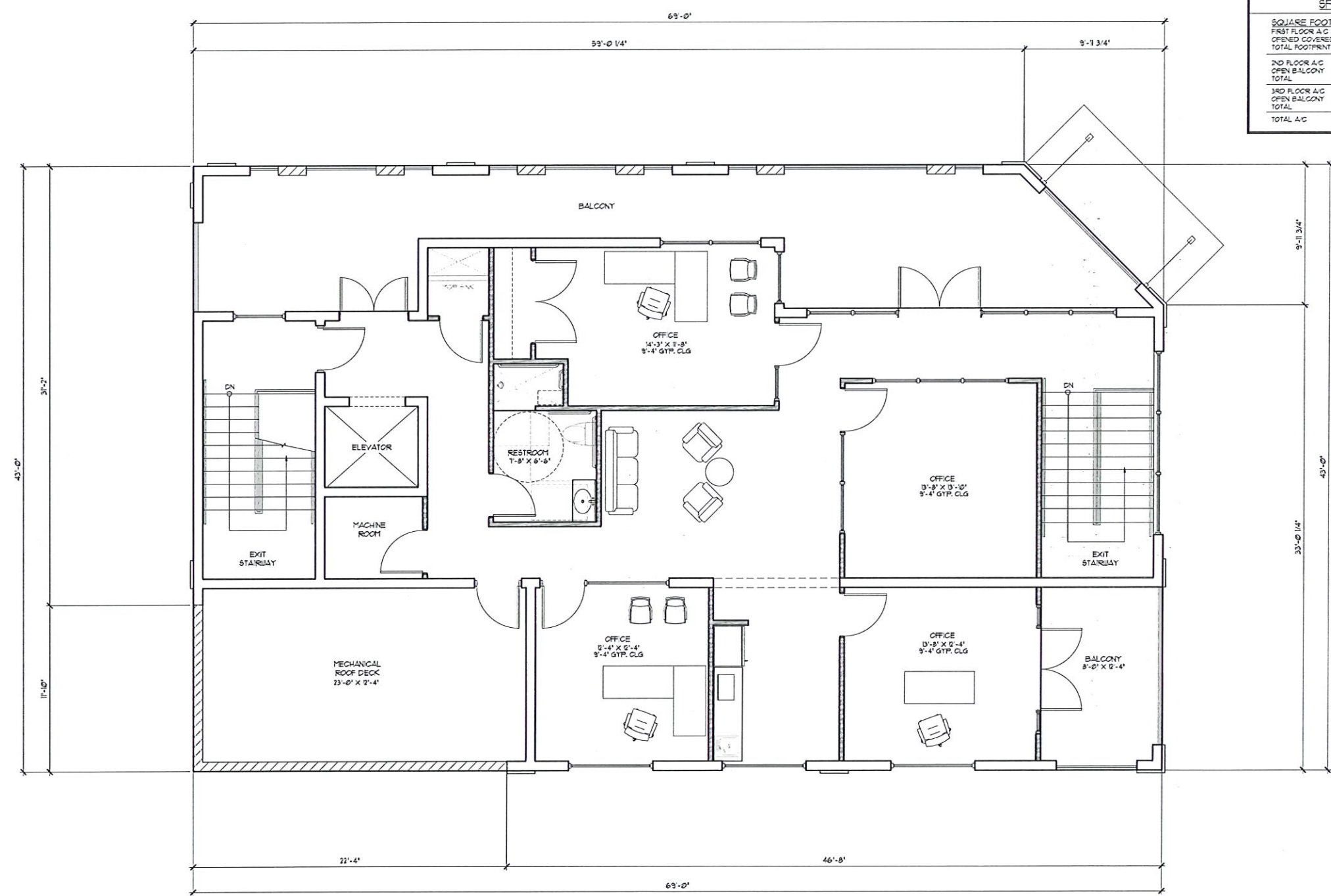




**JPA**

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SPACE UTILIZATION	
<b>SQUARE FOOTAGE:</b>	
FIRST FLOOR A.C.	2,010 SQ. FT.
OPENED COVERED AREA	891 SQ. FT.
TOTAL FOOTPRINT	2,901 SQ. FT.
<b>2ND FLOOR A.C.</b>	
OPEN BALCONY	2,048 SQ. FT.
TOTAL	518 SQ. FT.
<b>3RD FLOOR A.C.</b>	
OPEN BALCONY	2,044 SQ. FT.
TOTAL	2512 SQ. FT.
<b>TOTAL A.C.</b>	<b>6,72 SQ. FT.</b>



**THIRD FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

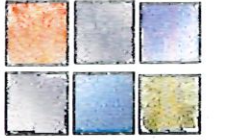
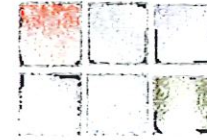
**P.A.R.B.**  
 FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
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 202 SOUTH DAYTONA AVE.  
 FLAGLER BEACH, FLORIDA

3RD FLOOR PLAN	
Rev #	Date

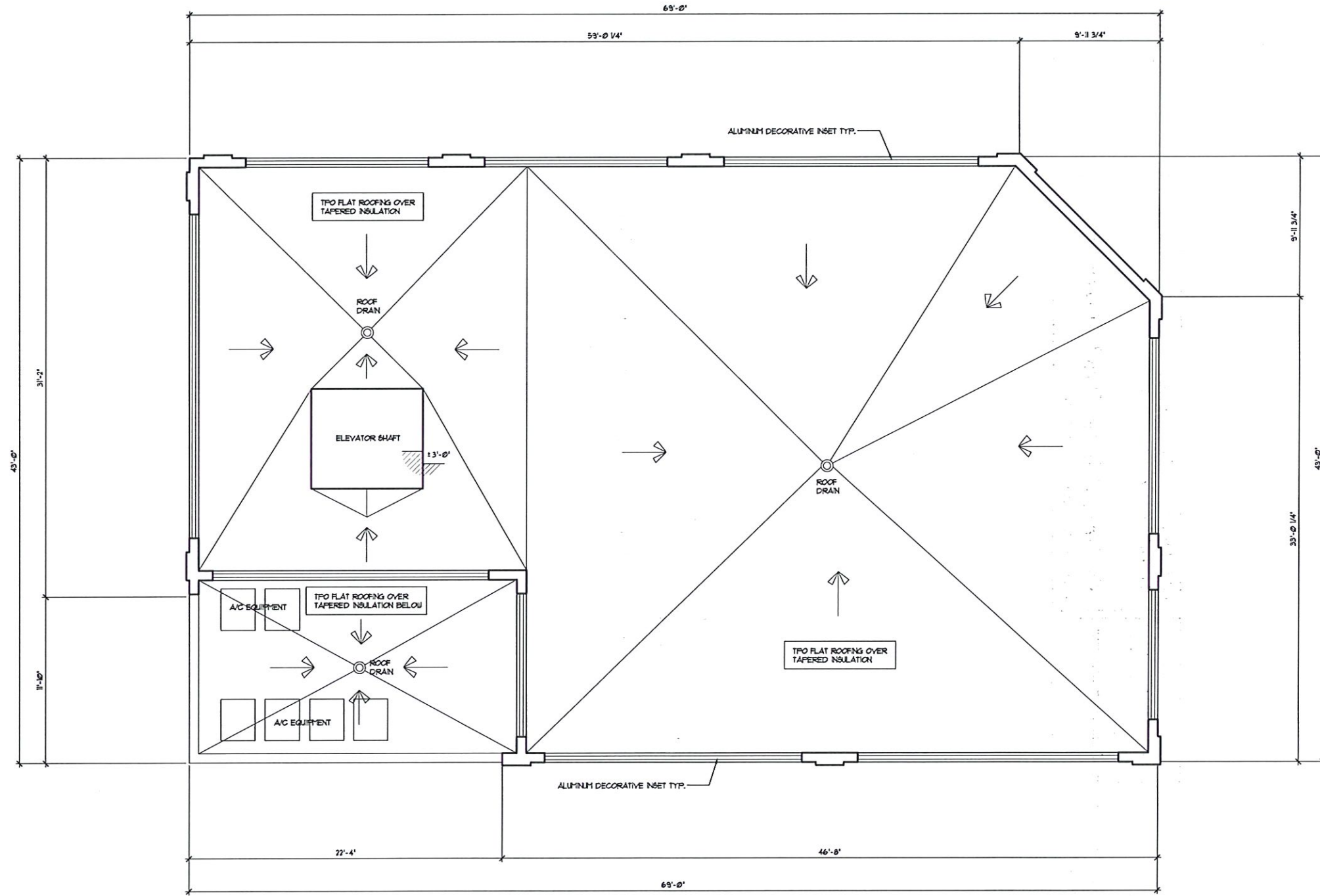
DATE:	DRAWN:
12-12-25	JLK
JOB No.:	CHECKED:
225115	JDP

**A-3**



JPA

JOSEPH POZZI/OU ARCHITECT  
314 MOODY BOULEVARD  
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**ROOF PLAN**  
SCALE: 1/4" = 1'-0"

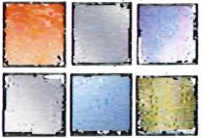
**PARB**  
FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
**BARWICK BANKING COMPANY**  
202 SOUTH DAYTONA AVE.  
FLAGLER BEACH, FLORIDA

ROOF PLAN		REV #	DATE	ISSUE

DATE: 12-12-25	DRAWN: JLK
JOB NO.: 225115	CHECKED: JDP

**A-4**



**JPA**

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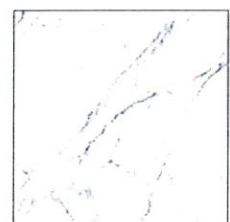
**NORTH ELEVATION**  
 SCALE: 1/4" = 1'-0"

- BUILDING MATERIALS**
- (A) SMOOTH STUCCO FINISH
  - (B) PORCELAIN TILE (MARBLE FINISH)
  - (C) BLACK FRAME STOREFRONT GLASS (TINTED)
  - (D) PORCELAIN TILE BANDING (MARBLE FINISH)
  - (E) POWDER COATED ALUMINUM RAILING (SAME COLOR AS CORNICE)
  - (F) PRE-FAB BLACK POWDER COATED METAL AWNING
  - (G) STUCCO SCORE LINES
  - (H) HAND-CAPPED RAMP / RAILING
  - (J) BLACK POWDER COATED ALUMINUM DECORATIVE INSET
  - (K) SOLID CORE ALUMINUM DOOR
  - (L) 35 SQ. FT. MAX. BUILDING SIGNAGE
  - (M) BUILT-UP STUCCO CORNICE
  - (N) WALK-UP ATM
  - (P) WALK-UP TELLER
  - (R) BLACK FRAME STOREFRONT DOOR & GLASS (TINTED)
  - (S) PORCELAIN TILE (BLACK MARBLE FINISH)
  - (T) 1 1/2" STUCCO BANDING
  - (U) A/C EQUIPMENT

**FOR REVIEW**  
 NEW COMMERCIAL BUILDING FOR:  
**BARWICK BANKING COMPANY**  
 202 SOUTH DAYTONA AVE.  
 FLAGLER BEACH, FLORIDA



**1. PRIMARY BODY**  
 SW 7757  
 High Reflective White



**2. COLUMN FINISH**  
 Porcelain Tile marble finish



**3. ENTRY TILE**  
 Porcelain Tile marble finish



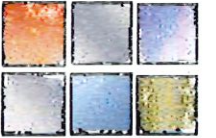
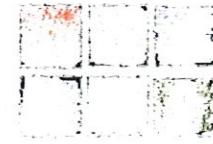
**4. BANDING AND RAILINGS**  
 SW 6255  
 Morning Fog

**ELEVATIONS**

REV #	DATE	ISSUE

DATE: 12-12-25	DRAWN: JLK
JOB NO.: 225115	CHECKED: JOP

**A-5**



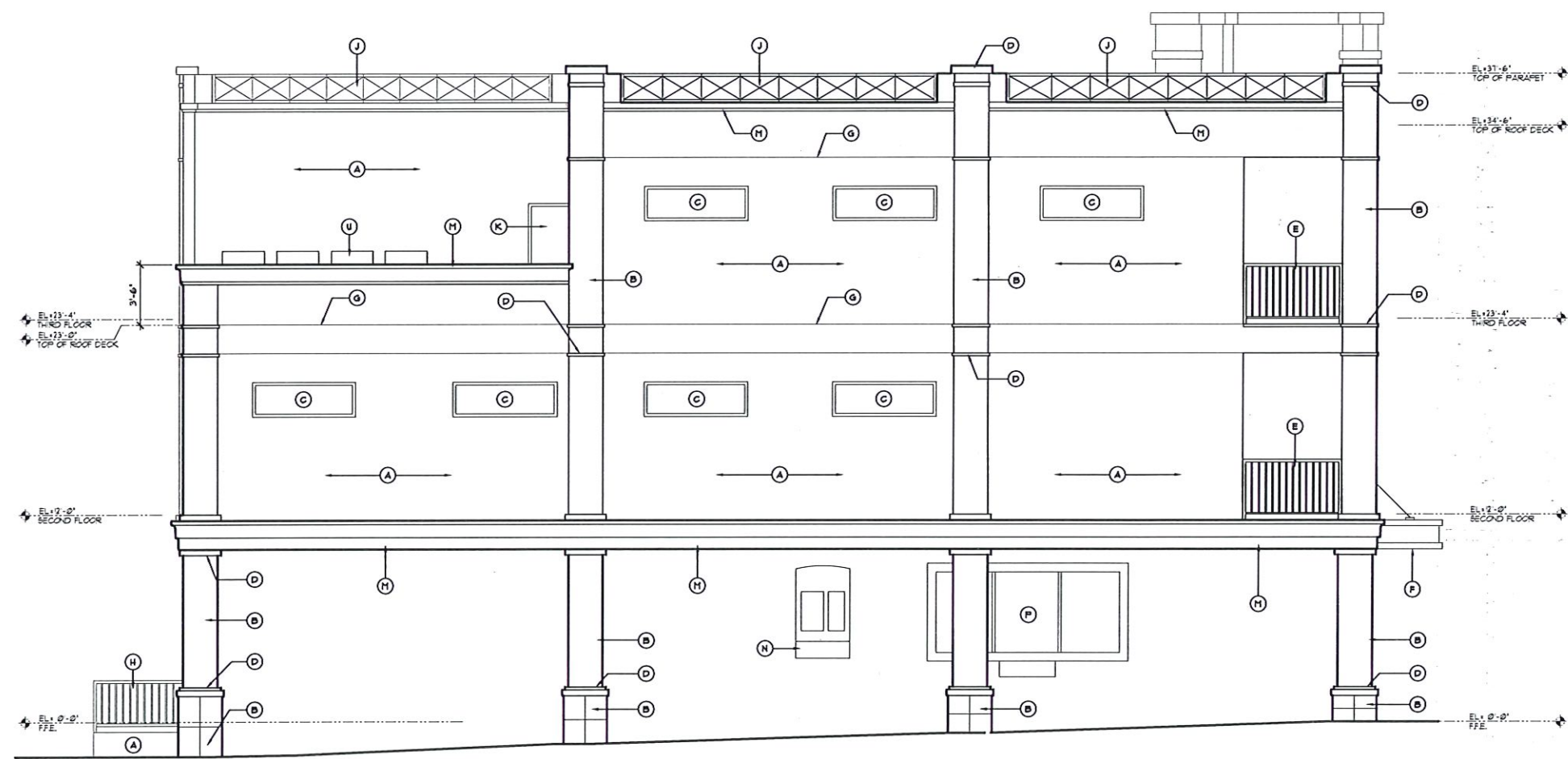
**JPA**

JOSEPH POZZINO ARCHITECT  
 314 MOODY BOULEVARD  
 FLAGLER BEACH, FLORIDA 32136  
 T: (386) 439-5650 F: (386) 439-5651  
 AA-26003787 / AR-131178 / ID-4843  
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**PARB**  
 FOR REVIEW

NEW COMMERCIAL BUILDING FOR:  
**BARWICK BANKING COMPANY**

202 SOUTH DAYTONA AVE.  
 FLAGLER BEACH, FLORIDA



- BUILDING MATERIALS**
- (A) SMOOTH STUCCO FINISH
  - (B) PORCELAIN TILE (MARBLE FINISH)
  - (C) BLACK FRAME STOREFRONT GLASS (TINTED)
  - (D) PORCELAIN TILE BANDING (MARBLE FINISH)
  - (E) POWDER COATED ALUMINUM RAILING (SAME COLOR AS CORNICE)
  - (F) PRE-FAB BLACK POWDER COATED METAL AWNING
  - (G) STUCCO SCORE LINES
  - (H) HAND CAPPED RAMP #1 RAILING
  - (I) BLACK POWDER COATED ALUMINUM DECORATIVE INSET
  - (K) SOLID CORE ALUMINUM DOOR
  - (L) 35 SQ. FT. MAX. BUILDING SIGNAGE
  - (M) BUILT-UP STUCCO CORNICE
  - (N) WALK-UP ATM
  - (O) WALK-UP TELLER
  - (R) BLACK FRAME STOREFRONT DOOR + GLASS (TINTED)
  - (S) PORCELAIN TILE (BLACK MARBLE FINISH)
  - (T) 1"x1" STUCCO BANDING
  - (U) A/C EQUIPMENT

**SOUTH ELEVATION**  
 SCALE: 1/4" = 1'-0"

**ELEVATIONS**

REV #	DATE	ISSUE

DATE: 12-12-25	DRAWN: JLK
JOB NO. #: 225115	CHECKED: JDP

**A-6**





PRESENTATION

Project # - 225115  
Date - 12.11.2025  
Copyright 2025

A CUSTOM COMMERCIAL DESIGN FOR:

# BARWICK BANKING COMPANY





# Staff Report

## Planning & Architectural Review Board Regular Meeting



January 6, 2026

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**To:** Planning & Architectural Review Board  
**From:** Lupita McClenning, Planner  
**Meeting Date:** January 6, 2026  
**Item Name:** Ordinance No. 2025-29. An Ordinance of the City of Flagler Beach, Florida, Relating to the Land Development Regulations; Amending the Code of Ordinances to Add Section 8.06.01 to Appendix "A," "Land Development Regulations." Establishing a Process for the Review of Reasonable Accommodation Requests for Certified Recovery Residences Pursuant to Florida Statutes Section 397.487; Providing for Conflict; Providing for Codification; Providing for Severability; and Providing for an Effective Date.

### Background:

Chapter 2025-182, Laws of Florida, which was formerly known as Senate Bill 954, establishes new regulatory requirements for certified recovery residences in Florida, effective July 1, 2025. Pursuant to Section 397.487, Florida Statutes, "By January 1, 2026, the governing body of each county or municipality shall adopt an ordinance establishing procedures for the review and approval of certified recovery residences within its jurisdiction. The ordinance must include a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence." These facilities, commonly known as sober homes, offer structured, supportive living environments for individuals recovering from substance-use disorders. Typically operated as group living arrangements, recovery residences can present zoning and land use challenges related to occupancy limits, neighborhood compatibility, and use classifications. In the 2025 legislative session, the Florida Legislature passed Senate Bill 954, which requires local governments to adopt an ordinance to establish a process for applicants seeking reasonable accommodations from land use regulations that serve to prohibit the establishment of a certified recovery residence. On June 25, 2025, Governor DeSantis approved Senate Bill 954, and Senate Bill 954 was codified into law as Chapter 2025-182. The proposed LDC amendment complies with the statutory requirements of Section 397.487, Florida Statutes.

An applicant shall not be entitled to a reasonable accommodation if the requested accommodation is incompatible with surrounding uses and structures in the zoning district, is not substantially similar to surrounding uses and structures expressly permitted in the zoning district, and the city has not otherwise routinely waived the applicable ordinance, rule, policy,

practice or procedure. A requested increase in density shall not be considered reasonable accommodation. The applicant shall demonstrate that the proposed accommodation does not impose an undue financial or administrative burden on the city.

**Fiscal Impact:**

No fiscal impacts are anticipated.

**Staff Recommendation:**

On December 11, 2025, the City Commission approved this ordinance on first reading. Staff recommends approval of Ordinance 2025-29.

**Attachments:**

- 1. ORDINANCE NO. 2025-29
- 2. Affidavit of Publication

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**ORDINANCE NO. 2025-29**

**AN ORDINANCE OF THE CITY OF FLAGLER BEACH, FLORIDA, RELATING TO THE LAND DEVELOPMENT REGULATIONS; AMENDING THE CODE OF ORDINANCES TO ADD SECTION 8.06.01 TO APPENDIX “A,” “LAND DEVELOPMENT REGULATIONS,” ESTABLISHING A PROCESS FOR THE REVIEW OF REASONABLE ACCOMMODATION REQUESTS FOR CERTIFIED RECOVERY RESIDENCES PURSUANT TO FLORIDA STATUTES SECTION 397.487; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Section 397.487(15)(a), Florida Statutes, mandates that each municipality and county in the State of Florida must adopt an ordinance establishing procedures for the review and approval of certified recovery residences; and

**WHEREAS**, Section 397.487(15)(a), Florida Statutes, further mandates the inclusion within such ordinance of a process for requesting reasonable accommodations from any local land use regulation that serves to prohibit the establishment of a certified recovery residence; and

**WHEREAS**, Section 397.487(15)(b), Florida Statutes, provides that the regulation of the establishment of certified recovery residences must be consistent with the Fair Housing Amendments Act of 1988 (42 U.S.C. §§ 3601 et seq.) and Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131 et seq.); and

**WHEREAS**, the City of Flagler Beach Planning and Zoning Board held a public hearing, with all required public notice, to provide recommendations to the City Commission on this Ordinance to amend the Land Development Code and recommend that the City Commission adopt the Ordinance; and

**WHEREAS**, adoption of this Ordinance ensures that the City of Flagler Beach complies with Section 397.487(15), Florida Statutes, and that the best interest of ~~the public~~public health, safety, and welfare is served.

**NOW THEREFORE, BE IT ENACTED BY THE CITY OF FLAGLER BEACH FLORIDA:**

**Section 1.** The findings set forth in the recitals above are adopted and fully incorporated herein by reference.

**Section 2.** Appendix “A,” Article 8, Section 8.06.01, “Requests for Accommodations by Certified Recovery Residences” of Appendix “A” to the City of Flagler Beach Code of Ordinances, is hereby created to read as follows (Note: additions indicated by underline; deletions indicated

47 by ~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by  
48 ellipses (\*\*\*):

49  
50 **8.06.01. - REQUESTS FOR ACCOMMODATIONS BY CERTIFIED RECOVERY**  
51 **RESIDENCES.**

52  
53 (A) Purpose and applicability. The purpose of this section is to establish procedures for  
54 review and approval of reasonable accommodation requests to the City’s land use and  
55 zoning ordinances, rules, regulations, policies, and procedures that may prohibit  
56 establishment of certified recovery residences pursuant to section 397.487, Florida  
57 Statutes. Facilitating reasonable accommodation requests ensures that individuals with  
58 a disability and/or handicap have equal opportunity to use and enjoy dwellings,  
59 buildings or structures, or to provide accessibility in another manner, as provided by  
60 the Federal Fair Housing Amendments Act (42 U.S.C. §§ 3601 et seq. (“FHA”) and  
61 Title II of the Americans with Disabilities Amendments Act (42 U.S.C. §§ 12131 et  
62 seq. (“ADA”). For purposes of this section, a “disabled” person is an individual who  
63 qualifies as disabled and/or handicapped under the FHA and/or ADA. Any person who  
64 is disabled (or qualifying entities) may request a reasonable accommodation with  
65 respect to the City’s Land Development Code, Code of Ordinances, rules, regulations,  
66 policies, or procedures as provided by the FHA and the ADA pursuant to the procedures  
67 set out in this section.

68  
69 (B) Applicant. Any person who is disabled or a provider of services to disabled individuals  
70 qualifying for a reasonable accommodation, collectively referred to as “Applicant” in  
71 this subsection, may request a reasonable accommodation to the City’s land use and  
72 zoning ordinances, rules, regulations, policies, and procedures that prohibit  
73 establishment of certified recovery residences. It is the responsibility of the Applicant  
74 to establish that they, or those who are being provided recovery services, are protected  
75 individuals under the FHA and/or ADA by demonstrating that the proposed  
76 accommodation is reasonable and necessary to afford the Applicant, or those who are  
77 being provided services, an equal opportunity to use and enjoy a residential dwelling.

78  
79 (C) Application Procedure. A request for reasonable accommodation shall be made to the  
80 City Planner. An application for reasonable accommodation must, at a minimum,  
81 provide the following:

- 82  
83 (1) Name and contact information of the Applicant or the Applicant’s authorized  
84 representative;  
85 (2) Property address and parcel identification number of where the reasonable  
86 accommodation is being requested. If the Applicant is not the owner of the  
87 property, then the contact information for the owner and an owner’s  
88 authorization form is also required;  
89 (3) A description of the accommodation and the specific regulation(s) and/or  
90 procedures from which the accommodation is sought;  
91 (4) Reasons the accommodation may be necessary for the Applicant or those who  
92 are being provided services;

- 93 (5) A description of the qualifying disability or handicap;
- 94 (6) A certification signed by the Applicant stating: I CERTIFY UNDER
- 95 PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IN
- 96 THIS REQUEST IS TRUE AND CORRECT. I UNDERSTAND THAT IF I
- 97 KNOWINGLY PROVIDE FALSE INFORMATION WITH THIS REQUEST,
- 98 MY REQUEST SHALL BECOME NULL AND VOID;
- 99 (7) A verification of disability status form executed by someone with personal
- 100 knowledge of the Applicant's, or those who are being provided services',
- 101 disability, such as a medical or social services professional;
- 102 (8) Any additional information or documentation the Applicant feels is necessary
- 103 to supplement the request for reasonable accommodation.
- 104 (9) Signature of the Applicant and date.
- 105

106 The City Planner will date-stamp the application upon receipt and notify the Applicant,

107 in writing, within 30 days if additional information is required. The Applicant must

108 provide the additional information within 30 days. Failure of the Applicant to provide

109 a response within 30 days will result in the application being denied, unless the

110 Applicant requests an extension of time in writing.

111

112 (D) Review. Within 60 days of receiving a completed application, the City Planner, or

113 designee, shall review the request for reasonable accommodation and make a

114 determination consistent with the FHA and/or ADA, after considering all of the

115 following:

- 116 (1) Whether the Applicant has established that they are protected under the FHA
- 117 and/or ADA by demonstrating that they or those being provided recovery
- 118 services, are handicapped or disabled, as defined in the FHA and/or ADA. To
- 119 do this, the following must be shown:
- 120
- 121
- 122 (a) A physical or mental impairment which substantially limits one (1) or
- 123 more major life activities;
- 124 (b) That they are regarded as having such impairment; and
- 125 (c) A record of having such impairment.
- 126
- 127 (2) Whether the requested accommodation is reasonable and necessary to afford
- 128 the Applicant an equal opportunity to use and enjoy the dwelling, building or
- 129 structure, or provides accessibility in another manner.
- 130 (3) Whether the requested accommodation would impose an undue financial or
- 131 administrative burden on the City.
- 132 (4) Whether the requested accommodation would require a fundamental alteration
- 133 in the nature of the land use and zoning regulations of the City.
- 134

135 If the City Planner, or designee, finds that the requested accommodation will impose

136 an undue financial or administrative burden on the City or will require a fundamental

137 alteration in the nature of the City's land use and zoning regulation, they may consider

138 whether an alternative reasonable accommodation exists which would effectively meet

139 the disability-related need. An alternative reasonable accommodation may be the  
140 requested accommodation with conditions. In conducting the review, the City Planner,  
141 or designee, may make a site visit to the property where the reasonable accommodation  
142 is being requested.

143  
144 (E) Determination. Once review of the request is complete, the City Planner, or designee,  
145 will make a determination in writing to:

146  
147 (1) Approve the reasonable accommodation request in whole or in part, with or  
148 without conditions; or

149 (2) Deny the reasonable accommodation request, in accordance with state and  
150 federal law, and state the objective evidence-based reasons for denial and  
151 identify any deficiencies or actions necessary for reconsideration.

152  
153 The written determination by the City Planner, or designee, shall also include the  
154 Applicant’s right and method to appeal the determination. If the written determination  
155 is not issued within 60 days after receipt of the completed application, the reasonable  
156 accommodation request is deemed approved unless the parties agree in writing to a  
157 reasonable extension of time.

158  
159 (F) Appeals. Applicant shall have 30 days from the date of the City Planner or designee’s,  
160 written determination to appeal the determination or any conditions included therein,  
161 to the City Planner. Appeals must be made in writing and include the name of the  
162 Applicant, address and contact information, a written summary of the reason for the  
163 appeal, and an explanation of why the determination or condition is in error. Appeals  
164 shall be submitted to the City Planner. The City Planner shall issue a final decision on  
165 the appeal within 45 days of submitting the appeal to City Planner.

166  
167 (G) No Fee. There shall be no fee imposed by the City for the reasonable accommodation  
168 request process outlined in this section.

169  
170 (H) Stay of Enforcement. While a request for reasonable accommodation, or its appeal, is  
171 pending, the City will not enforce any applicable land use and zoning ordinances, rules,  
172 regulations, policies, and procedures against the Applicant.

173  
174 (I) Expiration of Approvals. Approval of requests for reasonable accommodation shall  
175 expire within one hundred eighty (180) days if not implemented.

176  
177 (J) Revocation of Reasonable Accommodation. Any reasonable accommodation received  
178 shall be deemed revoked if the Applicant or the property upon which the  
179 accommodation is granted is found in violation of any conditions of the approval  
180 granting the reasonable accommodation by a court of law or by the special magistrate  
181 hearing code enforcement cases. Failure to obtain state certification or a required state  
182 license, or failure to maintain state certification or a required state license or alternate  
183 certification permitted by this section, shall result in revocation of the reasonable

184 accommodation and cessation of operations within sixty (60) days of termination of the  
185 license or certification.

186  
187 (K) Confidential Information. Should the information provided by the Applicant to the City  
188 include medical information or records, including records indicating the medical  
189 condition, diagnosis, or medical history of the disabled individual(s), such individual(s)  
190 may, at the time of submitting such medical information, request that the City, to the  
191 extent allowed by law, treat such medical information as confidential information of  
192 the disabled individual(s).

193  
194 (L) General Provisions. The following general provisions are applicable to all reasonable  
195 accommodation requests:

196  
197 (1) The Applicant may apply for a reasonable accommodation on their own behalf  
198 or may be represented at all stages of the reasonable accommodation process  
199 by an attorney, legally appointed guardian, or other person designated by  
200 Applicant as a power of attorney.

201 (2) In the event that a reasonable accommodation is granted, the Applicant shall  
202 continue to comply with any and all other applicable building and/or permitting  
203 processes required by the City’s Code of Ordinances and Land Development  
204 Code and all other state and federal laws.

205 (3) A reasonable accommodation is specific to the Applicant and does not run with  
206 the subject property.

207  
208 **Section 3. Conflicts.** All ordinances or parts of ordinances in conflict with this ordinance  
209 are hereby repealed to the extent of such conflict.

210  
211 **Section 4. Codification.** The City Planner shall cause the Code of Ordinances of the City  
212 of Flagler Beach to be amended as provided by this Ordinance and may renumber, re-letter, and  
213 rearrange the codified parts of this Ordinance if necessary to facilitate the finding of the law.

214  
215 **Section 5. Severability.** Should any word, phrase, sentence, subsection, or section be held  
216 by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then  
217 that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance  
218 and all other words, phrases, sentences, subsections, or sections shall remain in full force and  
219 effect.

220  
221 **Section 6. Effective Date.** This Ordinance shall become effective immediately upon its  
222 passage and adoption.

223  
224 PASSED ON FIRST READING THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2025.

225  
226 PASSED AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 202~~5~~<sup>6</sup>.

227  
228 CITY OF FLAGLER BEACH, FLORIDA

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Patti King, Mayor

ATTEST:

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Penny Overstreet, City Clerk

# Observer

## PALM COAST OBSERVER

Published Weekly

PALM COAST, FLAGLER COUNTY, FLORIDA

### STATE OF FLORIDA COUNTY OF FLAGLER

Before the undersigned authority personally appeared Brandon Bressner, who under oath says he is a registered representative of *Palm Coast Observer*, a weekly newspaper published in Palm Coast, Flagler County, Florida, that the attached copy of advertisement, being a legal notice in the matter of:

FILE NO.:

vs.  
ORDINANCE 2025-29

in the Circuit Court, was published in said newspaper in the issues of  
Dec. 25, 2025

Affiant further says that the said *Palm Coast Observer* is a newspaper published at Palm Coast, in said Flagler County, Florida, and that the said newspaper has heretofore been continuously published in said Flagler County, Florida, each week and has been entered as periodical matter at the post office in Palm Coast in said Flagler County, Florida, for a period of 1 year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature of Affiant

Sworn to and subscribed before me this 25th day of December 2025.



Signature of Notary

Personally known X or produced identification     

Type of identification produced     

Name of Notary typed printed or stamped

The City of Flagler Beach proposes to adopt the following ordinances entitled: **ORDINANCE 2025-29**

**AN ORDINANCE OF THE CITY OF FLAGLER BEACH, FLORIDA, RELATING TO THE LAND DEVELOPMENT REGULATIONS; AMENDING THE CODE OF ORDINANCES TO ADD SECTION 8.06.01 TO APPENDIX "A," "LAND DEVELOPMENT REGULATIONS," ESTABLISHING A PROCESS FOR THE REVIEW OF REASONABLE ACCOMMODATION REQUESTS FOR CERTIFIED RECOVERY RESIDENCES PURSUANT TO FLORIDA STATUTES SECTION 397.487; PROVIDING FOR CONFLICTS; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE**

Public Hearings will be conducted to consider the amendments as follows:

City Commission: Thursday, January 08, 2026 @ 5:30 p.m. or soon thereafter

The public hearings may be continued to a future date or dates. The times and dates of any continuance of a public hearing shall be announced during the public hearing without any further published notice. The request will be heard at 5:30 PM, or as soon thereafter as possible, in the City Commission Chambers located at 105 South Second Street, Flagler Beach, Florida. If a person decides to appeal any decision made with respect to any matter considered at the above referenced hearings, he/she will need a record of the proceedings. For such purposes, it may be necessary to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's Office at 386-517-2000 Ext. 233 at least 48 hours prior to the meeting.

7763-330168  
Dec. 25, 2025

