



# 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.