



Planning & Architectural Review Board Regular Meeting Minutes

Tuesday, January 6, 2026 at 5:30 PM

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

1. Call the meeting to order

Chair Suzie Johnston called the meeting to order at 5:30 p.m.

2. Pledge of Allegiance

Chair Suzie Johnston led the Pledge of Allegiance.

3. Roll Call / Determination of Quorum

Present: Barbara Revels, Scott Chappuis, Suzie Johnston, Paul Mykytka, Joann Soman

Absent: Lisa Smith

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

4. Approve Minutes

a. November 4, 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. 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.

Fire Inspector Bruce Adams and Fire Chief Stephen Cox presented the item and staff report. Barbara Revels comments related to the pre-fire inspection checklist including the following sections: Exits & Egress, Heating & Electrical and Outside Areas. Fire Inspector Adams clarified that the bullet points under Exits & Egress and Heating & Electrical are guidelines

and are to be followed if applicable. Fire Inspector Adams clarified that the city regulations referenced under Outside Areas are based on city ordinances. Board discussion ensued and included previous checklists provided to rental permit holders, frequency of inspections, inspection fees, unpermitted short-term rentals operating in the City, coordinating with Sanitation Department related to unpermitted rentals, Code Enforcement process for unpermitted rentals, resolution adopting new inspection fees and the process to determine the rate, estimated number of current rental permits in the City, reviewing other municipalities guidelines for inspections, scheduling for annual inspections and the process for inspections. Public comment was opened and Karen Stiles spoke. Public comment was closed.

Paul Mykytka made a motion to recommend approval of item 6a.; Barbara Revels seconded and requested the pre-fire inspection checklist be revised to include the clarification discussed. Motion passed unanimously after a roll call vote.

Clarification on pre-fire inspection checklist: EXITS & EGRESS - All sleeping rooms have a secondary means of escape (window or door). Add alternative options. HEATING & ELECTRICAL – adding “if required.” OUTSIDE AREAS - Fire pits and outdoor fireplaces operated per city regulations. Add references to city ordinances.

- 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.

Board Member Revels declared a voting conflict for item 6b. and submitted a Form 8B (attached to the minutes). The applicant was present and spoke before the Board. City Planner Lupita McClenning presented the item and staff report. Board discussion ensued and included lot square footage required for multi-family dwelling, adopted ordinances not being reflected in Municode, affordable housing and an existing wall on the property. Public comment was opened and Karen Stiles, 300 N 4th Street, spoke. Public comment was closed.

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

- 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.

City Planner Lupita McClenning presented the item and staff report. The applicant’s representative, Joseph Pozzouli, was present and spoke before the Board. Board discussion ensued and included access to the roof, fire sprinklers, walk-up tellers, parking spaces and size, ingress/egress, parking pool and an underground parking option. Public comment was opened and no comments were received.

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

- 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.

City Attorney Drew Smith presented the item and outlined that the ordinance is based on a mandate from the State. Attorney Smith further clarified the ordinance only establishes a process and does not automatically approve the applications. Board discussion ensued and included the potential for a recovery residence to be approved in the City and the rationale behind the mandate. Public comment was opened and no comments were received.

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

7. Other Business - None

8. City Planner Report

Lupita McClenning reported that she is working on the FY 24/25 review report for the Board, the open GIS position is forthcoming, there is an effort to obtain training for the Board, the Northeast Florida Regional Council submitted their adaptation plan that follows the vulnerability study to Flagler County on December 31, 2025 and Staff is working on grey area sections of the code to bring before the Board in a workshop.

9. Board Comments

Barbara Revels reported she will be unavailable for the February meeting. The Board inquired about the status of filling the vacant seat and term limits. Secretary Michele Ficocello will follow-up and report back to the Board regarding the vacant seat and term limits. The Board inquired about sidewalks being closed for construction and are there requirements when there is a disruption.

10. Adjournment

A motion to adjourn the meeting was made by Barbara Revels. Chair Johnston adjourned the meeting at 6:42pm.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Barbara S. Revels, hereby disclose that on JANUARY 6, 2026:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

I own property within the "noticed" area.

1/26/26
Date Filed

Barbara S. Revels
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.