



# Planning & Architectural Review Board Regular Meeting Minutes

Tuesday, February 3, 2026 at 5:30 PM

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## 1. Call the meeting to order

Chair Suzie Johnston called the meeting to order at 5:31 p.m.

## 2. Pledge of Allegiance

Chair Suzie Johnston led the Pledge of Allegiance.

## 3. Roll Call / Determination of Quorum

Present: Scott Chappuis, Suzie Johnston, Paul Mykytka, Lisa Smith

Absent: Barbara Revels, Joann Soman

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

## 4. Approve Minutes

### a. January 6, 2026 Meeting Minutes

A motion to approve the meeting minutes was made by Scott Chappuis, seconded by Paul Mykytka. The motion carried unanimously.

## 5. Old Business - None

## 6. New Business

- a. Final Site Plan Application PMS26-0002: Flagler Beach Vacation Rentals, 1708 S. Ocean Shore Blvd.; Parcel ID: 18-12-32-2750-00030-0030; Applicant: Theodore Barnhill; Request for final site plan approval to construct a three-story, eight-unit, oceanfront vacation rental apartment building in the Tourist Commercial Zoning District.

The City Planner presented the item and staff report. The applicant was present and spoke before the Board which included a power point presentation. Board discussion ensued and included business type classification, parking requirements, short-term rental regulations, hotel/motel requirements related to the project, recreation requirement per the land development code if the project is classified as a hotel/motel, Suntrail project and purchasing rights-of-way, masonry wall requirements, sanitation requirements, alley maintenance, the site plan meeting the requirements of the land development code, the role of the PAR Board as it relates to this site plan review, the City Commission will also review the site plan, legislative vs recommendation board, minimum parking stall

requirements and occupancy. The applicant stated the state of Florida classifies it as transient lodging and there are locations on the plans which satisfy the recreation requirement. Public comment was opened. Andre Delany, 1735 S Central Ave, comments included required studies being conducted, occupancy, parking, alley maintenance responsibility and sanitation. Clark Jones, 1710 S Central Ave, comments included two-bedroom unit vs one bedroom unit requirements and parking stall sizes. Mike Archer, 1702 S Central Ave, comments included sanitation, access to alley concerns, mailbox access concerns, construction concerns, parking concerns, clarification for classification of proposed business and life safety concerns. Charles Balassone, 1705 S Central Ave, comments included concerns related to a propane tank in his backyard, alleyway concern and sanitation concerns. Laurie Hagan, 1702 S Central Ave, comments included concerns about the high density of the project. Cindy Seer, 1731 S Central Ave, clarification on the project classification and building in the setback concerns. No further comments were received. Public comment was closed. The applicant addressed the concerns raised during public comment and expressed his willingness to resolve them. The applicant explained many of the concerns raised during public comment will be addressed through the building permit process. The City Planner stated the applicant is willing to work with the City to address the alley concerns and regardless of the business classification, the project is a permitted use meeting the requirements of the land development code.

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

**7. Other Business - None**

**8. City Planner Report**

The City Planner reported she will be forwarding the mobility study plan draft to the Board. Ms. McClenning attended the Northeast Florida Regional Council Planner's Meeting and the NEFRC will provide a workshop training for the PAR Board. The City's Comprehensive Plan Amendment was approved, and an Evaluation & Appraisal Report (EAR) is not required, but mapping updates are required. Legislative updates will be forwarded to the Board.

**9. Board Comments**

Chair Johnston announced there is a vacant seat on the PAR Board and to reach out to the PARB Secretary or the City Clerk for an application.

**10. Adjournment**

A motion to adjourn the meeting was made by Paul Mykytka; seconded by Scott Chappuis. Chair Johnston adjourned the meeting at 6:18pm.