



Planning & Architectural Review Board Regular Meeting Minutes

Tuesday, May 5, 2026 at 5:30 PM

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, Lisa Smith, Rick Belhumeur

Absent: Joann Soman

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

4. Approve Minutes

a. April 7, 2026 Meeting Minutes

A motion to approve the meeting minutes was made by Lisa Smith, seconded by Rick Belhumeur. The motion carried unanimously.

5. Old 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 Lupita McClenning presented the item, and a revised staff report was provided to the Board (attached to the minutes). Board discussion ensued and included parking requirements, parking requirements when commercial development abuts residential development, all parking should be indicated on the site plan being reviewed, trash receptacles must be screened on all sides, air conditioning units along the rear must be screened, Mr. Belhumeur provided a printout of section 2.05.04.02 related to required screening i.e. wall (attached to the minutes), the definition of the word "abut", screening requirements, building permit process, request for the stormwater retention to be indicated on the site plan, concern over parking spaces in the back obstructing sanitation services and

concerns over safety of cars backing out. The Applicant was present and spoke before the Board providing a PowerPoint presentation. The Applicant stated he will incorporate all the recommendations from the Board into the site plan prior to submitting them to the City Commission. Public comment was opened. Thomas Hagman, 914 S. Ocean Shore Blvd., spoke before the Board regarding the screening wall requirements. Mike Archer spoke before the Board related to the staff report. No further public comments were received. Board discussion resumed related to screening requirements.

Rick Belhumeur made a motion to recommend approval of item 5a. with the stipulations of indicating all parking spaces on the site plan, screening all trash receptacles, screening all a/c units, revising the site plan to reflect a screening wall as required by the code, indicating pervious pavers on the site plan, ensuring there are no conflicts between sanitation and the parking ingress/egress and ensuring there are no conflicts related to the safety of parking ingress/egress and the building structure; Paul Mykytka seconded. Motion passed unanimously after a roll call vote.

6. New Business

- a. Application PCPA26-0002. Ordinance 2026-10. An Ordinance of the City Commission of the City of Flagler Beach, Florida, amending the Comprehensive Plan Future Land Use Map designation for approximately 0.116 acres of certain real property; providing for conflicts; providing for severability; and providing an effective date

The City Planner Lupita McClenning presented the item and staff report. The Applicant's Representative, Clay Ervin with Zev Cohen and Associates, was present and spoke before the Board providing a PowerPoint presentation. Board discussion ensued and included a special exception use for parking is only permitted in Tourist Commercial Zoning, intention of the applicant to bind the lots, request for further details of parking requirements and calculations, square footage of existing buildings approximately 7,000 sq. ft., approximately eighty (80) parking spaces required for proposed development, access to proposed development, processes of previously approved parking lots, concern over creating an enclave of commercial zoning in residential zoning and the possible option to rezone the two General Commercial parcels to Tourist Commercial and utilize the special exception permitted use for a parking lot in Single Family Residential zoning. Public comment was opened. David Foster, neighbor to the subject property, spoke before the Board related to parking concerns and noise. Neighbor from 1102 S. Central Ave. spoke before the Board related to ingress/egress of parking lot and stormwater management. Sandra Edmonds, 1110 S. Central Ave., spoke before the Board related to rezoning concerns, noise, property values and safety. Public comment was closed. Board discussion resumed related to ingress/egress, screening, property values, outdoor entertainment permits, permitted uses in Tourist Commercial and previous down zoning in the city.

Based on the Board discussion, the Applicant's Representative withdrew the application and will submit applications for rezoning and a special exception for the July 2026 PAR Board meeting agenda.

- b. Application PRZ26-0002. Ordinance 2026-11. An Ordinance of the City Commission of the City of Flagler Beach, Florida, amending the Official Zoning Map designation for approximately 0.116 acres of certain real property; providing for conflicts; providing for severability; and providing an effective date

Based on the Board discussion, the Applicant's Representative withdrew the application and will submit applications for rezoning and a special exception for the July 2026 PAR Board meeting agenda.

- c. Site Plan Application PMS26-0003: House of Crego, 2205 N. Ocean Shore Blvd.; Parcel ID: 36-11-31-5630-00020-0110; Applicant: Brent and Evelyn Crego; Request for site plan approval to construct a mixed-use building in the Tourist Commercial Zoning District.

The City Planner Lupita McClenning presented the item and staff report. The Applicant's Representative, Richard Daniels with Paul Culver Construction, was present and spoke before the Board. Mr. Daniels clarified there are not three (3) units, only a single-family residence with a commercial unit. Board discussion ensued and included clarification on the site plan layout, mixed-use buildings are not permitted outside of the overlay district, no parking permitted, per code, off Central Avenue, code enforcement concerns related to neighboring property, potential variance and a special exception for residential in Tourist Commercial Zoning. No public comments were received.

Paul Mykytka made a motion to recommend denial of item 6c.; Rick Belhumeur seconded. Motion passed unanimously after a roll call vote.

7. Other Business - None

8. City Planner Report

- a. Legislative Updates

City Attorney Drew Smith provided an overview and a summary of the legislative updates.

- b. Project Updates

City Engineer Bill Freeman provided an overview and a summary of the project updates including a discussion with the Board.

9. Board Comments

Lisa Smith inquired about the requirements for the Technical Review Committee. Discussion ensued related to the Technical Review Committee process.

10. Adjournment

A motion to adjourn the meeting was made by Rick Belhumeur. Chair Johnston adjourned the meeting at 7:19pm.



City of Flagler Beach

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

To: Planning Architectural Review Board, City of Flagler Beach, FL
From: Lupita McClenning, City Planner
Date: April 28, 2026
RE: Staff Report – 1708 S. Oceanshore Blvd - Site Plan

Applicant: Theodore Barnhill
PO Box 390
Flagler Beach, FL 32136

Project
Address: 1708 N. Oceanshore Blvd
Flagler Beach, FL 32136

Parcel ID: 18-12-32-2750-00030-0030
Zoning: Tourist Commercial
FLUM: General Commercial

Overlay: None

Existing
Condition: 8,631 SQFT vacant, undeveloped lot fronting N. Oceanshore Blvd.

Surrounding
Properties: Property to the north is a vacant, undeveloped lot zoned Tourist Comme (TC)
Property to the east is Hwy A1A Oceanfront
Property to the south is zoned TC with adjacent use listed as multi-family
Property to the west is an existing, unimproved right-of-way, alley which abuts single family residential (SFR) district

SUMMARY BACKGROUND SITE PLAN

In accordance with Section 2.02.02, the proposed parking area for guests was originally designed in the rear with access from the unimproved ROW alley; and included two parking spaces for primary access from A1A. The PARB recommended that the City Commission approve the site plan with the condition that the unimproved alley be stabilized and/or meet the City's standards for improved alleys.

The City Commission voted that the applicant return to the PARB Board with an amended design for the parking area to be in the front with access from A1A.



Project Description

The applicant made editions to the design by adding dormers and relocated the parking plan from the rear to the front of the lot, with access off A1A.

- 3-story, eight (8) one (1) bedroom vacation rental/hotel
- Building 2,558 SQFT.
- Building height 34'1/2"
- Ten (10) 10x20 parking spaces including 1 ADA w/access off A1A
- One (1) minimum parking space with access from the rear
- Total eleven (11) parking spaces
- 24' wide commercial access off A1A

Definitions Section 2.02.00

Hotel—Shall mean a public lodging establishment consisting of one (1) or more buildings including accessory uses properly licensed by the State of Florida which offers facilities such as:

- a. Eating and drinking facilities.
- b. One (1) or more recreation facilities.
- c. [Off-street](#) parking for each unit.
- d. Rental units exiting into internal corridors.
- e. Sleeping room with or without cooking facilities.
- f. No intention of long-term occupancy.
- g. Recognized as a [hotel](#) in the community in which it is situated, or by the industry.

Section 2.04.02.8 Tourist Commercial

The proposed project meets the permitted uses in Tourist Commercial as prescribed in Section 2.04.02.8

1. **Motels and hotels.**
2. Bed and breakfast inns.
3. Restaurants.
4. Gift shops.
5. Convenience commercial uses such as:
 - Beauty or barber shops.
 - Laundromat, laundry and dry-cleaning pick-up stations.

- Newsstands or bookstores.
6. Off-street parking and loading.
 7. Commercial recreational entertainment facilities.
 8. Boat and marine supply sales.
 9. Marinas.
 10. Resort dwellings.
 11. Resort condominiums.
 12. Mixed Use Buildings within the defined Downtown A1A Retail Corridor.
 13. All principal uses permitted in MDR District.

Section 8.05.02 Site Plan Approval

A major site plan is required for (c) new non-residential buildings or structures; and (h) parking lots containing more than seven (7) automobile parking spaces.

Section 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.

- A. Improvements include stormwater management systems, utilities, parking, and loading areas, lighting, sidewalks, and landscaping and buffering, and any other facility required by this Code.
- B. Easements and miscellaneous dedications.

Sec. 6.00.11. – Stormwater Management.

Prepared in accordance with the performance and design standards specified in the city's adopted stormwater management ordinance, and in compliance with *Section 9.04.02 Stormwater Design Criteria*, consistent with regulations and policies of the St. Johns River Water Management District (SJRWMD) and the Florida Department of Environmental Protection (FDEP).

Sec. 2.06.06.06 - Site planning design principles.

A. *Purpose:* Site planning and project design shall address the potential impacts on existing and planned adjacent uses. Project designs shall apply best practices as they relate to traffic planning, services (e.g. sanitation) and deliveries (if applicable), access, parking, circulation, traffic and pedestrian safety, light and glare, noise, odors, and security.

Compliance

The proposed vacation rental/hotel is compliant with applicable land development code and meets Policy A.1.1.3 and Policy 1.4.4 of the Comprehensive Plan.

Staff Recommendation

PARB recommend that the City Commission approve the site plan for 1708 S. Flagler Ave as it's in compliance with permitted uses prescribed in Tourist Commercial; and site plan reflects the installation of all improvements required in Section 8.05.02 Site Plan Approval.

Section 2.05.04.02 Commercial uses and industrial uses.

1. Generally. All walls and fences located within the required yard areas for commercial and industrial uses shall conform to the following regulations, except where special regulations are set forth. All such structures must be placed on a parcel of land on which there is an existing principal building. No fences, walls or hedges may be located within the intersection visibility triangle (see Section 2.05.01.4 Intersection visibility; corner lot).
2. Location and height.
 - a. Front and street side (corner) yards. Garden walls, walls, fences or hedges may be located in the front and corner yards. They must be set back five (5) feet from the property line for the purpose of landscape beautification and may not exceed six (6) feet in height.
 1. Tourist Commercial Zone - Fence and wall height shall be limited to four (4) feet in the required yard area and not require a minimum setback.
 - b. Side and rear yards. Maximum of six (6) feet in height except where special requirements exist.
3. Materials and construction.
4. The construction of walls and fences may be of one of several types, the selection of which shall be approved by the Planning and Architectural Review Board for new construction and the appropriate designated city official for existing developed properties, as follows.
 - a. Concrete block walls (see Required Screening—4c), vinyl clad chain link, PVC, non-corrosive metal, (defined herein as resisting gradual wearing away, usually by chemical action), picket fences constructed in accordance with this code.
 - b. Substantial wood fences of approved, durable materials, which have been chemically pressure treated to resist rot and termites and incorporate architectural design features to enhance appearance, quality and design. All fences or walls are to be installed straight and plumb.
 - c. Two (2) feet of barbed wire material may be placed on a fence at least six (6) feet in height only under the following conditions:
 1. Construction site where there is an active building permit.
 2. Utility sites.
 3. Location of essential public services as determined by the city manager.
 4. Installation of barbed wire shall be evidence that the property owner has expressly assumed all risks associated with the material.
5. Required screening. Where any nonresidential use directly abuts a residential zone or residentially-developed site or where said nonresidential use is within twenty-five (25) feet of a residential zone or residentially-developed site, or where a nonresidential use within a multi-family residential use in the same or different residential zone, it shall be screened from the adjoining residential zone or use in the following manner:
 - a. A solid decorative concrete block wall, or decorative concrete wall at least six (6) feet

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but not more than eight (8) feet in height.
 - b. Located completely within the limits of the nonresidential property so as to provide ample area for maintenance and repair on the residential side.
 - c. Equal architectural treatment on both sides with the final product, if painted, finished the same color as the principal building on the site.