



PLANNING AND ARCHITECTURAL REVIEW BOARD MEETING MINUTES

Tuesday, December 03, 2024 at 5:30 PM

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

1. Call the meeting to order

Chairman Joseph Pozzuoli called the meeting to order at 5:30pm.

2. Pledge of Allegiance

Paul Chestnut led the Pledge of Allegiance.

3. Roll Call / Determination of Quorum

Present: Chairman Joseph Pozzuoli, Vice-Chairman Marshall Shupe, Brenda Wotherspoon, Lisa Smith, Joann Soman, Scott Chappuis, Paul Chestnut

Absent: None

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

4. Approval of Meeting Minutes

a. November 12, 2024

Joann Soman motioned to approve minutes; Lisa Smith seconded. Motion passed unanimously.

5. Deletions and changes to the agenda

Item 7c. tabled until next meeting.

6. Old Business

None

7. New Business

a. **Application PSPE25-0001:** Special Exception – request for a special exception use to utilize the building at 2501 Moody Blvd. Unit A as a church in the Highway Commercial Zoning District as provided for in the Land Development Regulations Section 2.04.02.8, Zoning Schedule One Land Use Controls.

Parcel ID No.: 11-12-31-2500-00010-0010

FLUM: Commercial

Zoning District: Highway Commercial (HC)

Owner: Young & Patel II, Inc., 1515 Hwy N., Eagle Lake, FL 33839

Applicant: Coastal Community Church d/b/a Coastal Family Church, 208 S. 6th Street, Flagler Beach, FL 32136; Representative: Patrick Jordan Farrell, 701, N. Ocean Shore Blvd., Flagler Beach, FL 32136

City Planner Lupita McClenning presented the item and staff report to the Board. Staff findings are that the Planning and Architectural Review Board recommend to the City Commission to approve the special use to allow for a church in the Highway Commercial zoning district in accordance with Section 2.06.01 (1 through 7); and that the use meets the applicable regulations governing the Highway Commercial district where the proposed church is to be located. The applicant, Pastor Roderick

Palmer, was present and spoke before the Board. Board comments included inquiry about the plans for the existing location of the Church, inquiry about planned renovations to proposed new location, commercial property tax and sales tax revenue impact concerns, inquiry about proposed new location being available to the community for various activities and inquiry about the approval status from condo association at proposed new location. Applicant comments included plans to open proposed new location to the community for multi-use activities, no contact with condo association at proposed new location, no set plans for existing location and no set plans for renovations at proposed new location. No public comment was received. No further discussion by the Board. Joann Soman motioned to recommend approval of item 7a., Paul Chestnut seconded. The motion passed unanimously.

b. Application PFS24-0001: Final Site Plan Approval - Legacy Pointe Cottages

Parcel ID No.: 11-12-31-0650-000D0-0050

FLUM: Medium Density Residential (MDR)

Zoning District: General Commercial (GC)

Owner: ALT Homes LLC, T.J. McNitt - 3371 N State St, Unit 1, Bunnell, FL 32110

Applicant: ALT Homes LLC , Katie Crooke, Representative - 3371 N State St, Unit 1, Bunnell, FL 32110

Brenda Wotherspoon disclosed she reached out to the applicant due to not being able to find the location of the mailboxes on the plans. City Planner Lupita McClenning presented the item and staff report to the Board. Staff findings are, per the technical review of the Legacy Pointe Final Site Plan, the City's Engineering and Planning staff recommend that the Planning and Architectural Review Board (PARB) forward to the City Commission to recommend approval of the Final Site Plan with the following condition:

Improve Joyce Street to the 50' wide per standard R-2 of City of Flagler Beach standard drawings as noted on page 20 of the applicants Final Site Plan Submittal.

Joyce Street is unimproved, dirt road. The project requires receiving stormwater and water utilities within the right of way. Joyce St. currently has a 40' right of way width and not in compliance with city standards. Joyce Street will be receiving stormwater and water utilities within the right of way. The minimum width will be required to be 50' wide per standard R-2 of Flagler Beach's standard drawings. This may be accomplished by obtaining 10' of utility easements along Joyce Street, either 5' on each side of Joyce Street, or 10' on one side of Joyce St.; and be continuous from John Anderson Rd. to the eastern property line of Legacy Pointe Apts.

Board discussion ensued and comments included clarification on future land use designation, single family vs. multi-family, number of fire hydrants, speed limit on plans, traffic safety concerns and safety fence around perimeter missing from civil engineering plans. The applicant's representative, Katie Crooke, was present and spoke before the Board. Ms. Crooke's responses to the Board's comments included revising civil engineering plans to include the safety fence around the perimeter. Public comment was opened. Jane Mealy, Flagler Beach, commented about resolution of wetland concerns and Staff indicated the concerns have been resolved. Public comment was closed. Lisa Smith made a motion to recommend approval of item 7b. including the condition of improvements to Joyce Street set forth in the staff report, Joann Soman seconded. Chairman Pozzuoli indicated the need to include the safety fence being reflected in the conditions of approval recommendation. The City Attorney advised it is more of a clarification, but can be included in the motion. Lisa Smith amended her motion to include the applicant submit revised plans before this item goes to the City Commission to identify the location of the safety fence. Roll Call: Paul Chestnut, Yea; Brenda Wotherspoon, Yea; Vice-Chairman Marshall Shupe, Yea; Lisa Smith, Yea; Joann Soman, Yea; Scott Chappuis, Yea; Chairman Joseph Pozzuoli, Yea. Motion passed unanimously.

c. Nominations to elect Chairman and Vice-Chairman for the Planning & Architectural Review Board.

Item tabled until next meeting.

8. Other Business

None

9. City Planner Report

- a. **Discussion regarding amendments to floodplain regulations - communities that amend their local floodplain regulations must submit draft ordinances to the Office Floodplain Management (OFM) 30 days before presenting proposal to planning boards or elected officials. Floodplain Management include Articles IV, V, VI, VIII, and IX.**

Ms. McClenning presented the item and explained process moving forward.

- b. **Gridics Update**

Ms. McClenning presented the item. Progress with the software is continuing and the Board will have access to test the platform soon.

- c. **End of Year Report of Accomplishments**

Ms. McClenning presented the item. Comments included the River to Sea Board and a workshop offered she can forward to the Board, on-boarding of new code enforcement officer and professional development of staff.

10. Board Comments

Board comments included clarification that all city streets are now 20 mph and inquiry about the status of the Old Johnny D's property to which Ms. McClenning provided an update to include Magistrate Orders to run daily fines and status of submitted demolition permit.

11. Adjournment

Motion to adjourn meeting made by Joann Soman, seconded by Vice-Chairman Shupe.

Motion passed unanimously.

Chairman Joseph Pozzuoli adjourned the meeting at 6:38pm.