BOARD OF ADJUSTMENT
SUMMARY MINUTES
November 12, 2025
1:30 P.M.

Okaloosa County Administrative Complex; 1250 Eglin Parkway N.,
1st Floor BCC Chambers, Shalimar, Florida.

Commissioner Robert Ambrose, District 1
Commissioner Patricia Duggan, District 2
Commissioner Scott Kearney, District 3 Vice-Chairman
Commissioner, Dennis Chavez District 4
Commissioner Pat Byrne, District 5

County Staff Present: Kristen Shell, AICP, Director; Randy Woodruff, AICP, Deputy Director; Sherry Cadenhead, Planning Coordinator; and Stuart Campbell, Planner III

Attorney: Kerry Parsons, Esq.

A. CALL TO ORDER

Mr. Pat Byrne, acting chairman, called the meeting to order at 1:30 P. M.

B. ROLL CALL

Mrs. Cadenhead conducted roll call. District 2, Patricia Duggan, District 4, Dennis Chavez, and District 5, Pat Byrne were present.

C. APPROVAL OF MINUTES – June 11, 2025

Motion to approve minutes made by Patricia Duggan and second by Dennis Chavez; 3 ayes, Motion Passes.

D. ANNOUNCEMENTS - None

E. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA - None

F. ACCEPTANCE OF AGENDA

Motion to accept the agenda made by Dennis Chavez and second by Patricia Duggan; 3 ayes, Motion Passes.

G. OATH TAKING - Mrs. Cadenhead gave the Oath to those presenting testimony.

H. DISCLOSURES - None

I. OLD BUSINESS - None

J. NEW BUSINESS

REQUESTED VARIANCE:

VAR-0925-0001 Variance request from Richard III & Bobbi Pawlik from Section 2.21.05 (2) Limitations and Restrictions from 5’ to 0’ East rear setback for a proposed pool enclosure to be attached to the existing home. The property is currently zoned **RESIDENTIAL 1 (R-1)** with a Future Land Use of **LOW DENSITY RESIDENTIAL (LDR)**. The property is located at 21 Forest Grove Place, Fort Walton Beach, Florida. The site contains .35 acre more or less.

Mr. Stewart Campbell presented the staff report and findings; noting that public notice was given by an ad in the Northwest Florida Daily News, certified letter mail out, and signs being posted on the property. Staff noted that no opposition was received for said variance. In conclusion, staff recommended approval of the requested variance.

Mr. Richard Pawlik, applicant, came forward to answer questions from the board.

Discussion ensued about the minimum setback the applicant could accept.

Mr. Pawlik stated that he could accept a variance from 5’ to 1’ rear setback.

Mr. Byrne closed the discussion with the applicant and turned the discussion over to the board.

Motion by Mr. Dennis Chavez to approve the requested variance from 5’ to 1’ rear setback for a proposed pool enclosure to be attached to the existing home. Seconded by Mr. Patricia Duggan. Motion passes; 3 ayes.

K. OTHER BUSINESS

1. **Election of Chairman and Vice-Chairman.**

Chairman

Mr. Pat Byrne passed the gavel to Mr. Dennis Chavez.

Motion by Mrs. Patricia Duggan to elect Mr. Dennis Chavez as the Chairman of the Board of Adjustments. Seconded by Mr. Pat Byrne Chavez. Motion passes; 3 ayes.

Mr. Dennis Chavez passed the gavel to Mrs. Patricia Duggan.

Vice-Chairman

Motion by Mr. Dennis Chavez to elect Mrs. Patricia Duggan as the Vice-Chairman of the Board of Adjustments. Seconded by Mr. Pat Byrne Chavez. Motion passes; 3 ayes.

Mrs. Patricia Duggan passed the gavel back to Mr. Pat Byrne.

2. **The next regular meeting of the Board of Adjustment is to be determined**.

L. ADJOURNMENT

Motion by Mr. Dennis Chavez to adjourn, Seconded by Mrs. Patricia Duggan. Motion passes; 3 ayes.