



# City of Palm Coast

City Hall  
160 Lake Avenue  
Palm Coast, Florida 32164

## Meeting Minutes Citizens' Advisory Task Force

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Wednesday, November 2, 2016

5:30 PM

City Hall Community Wing

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### **RULES OF CONDUCT:**

- >Public Comment will be allowed consistent with Section 286.0114(3), Florida Statutes.
  
- >Public comment on issues on the agenda or public participation shall be limited to 3 minutes for each speaker.
  
- >The Board Chair shall call for public comment, each speaker shall be directed through the podium. All parties shall be respectful of other person's ideas and opinions. Clapping, cheering, jeering, booting, catcalls, and other forms of disruptive behavior from the audience are not permitted.
  
- >The City of Palm Coast is not responsible for any mechanical failure of recording equipment.
  
- >If you wish to obtain more information regarding the agenda, please contact Jose Papa at 386-986-2469.
  
- >In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk at 386-986-3713 at least 48 hours prior to the meeting.
  
- >All cell phones are to remain OFF while the meeting is in session.

### **A. Call to Order and Pledge of Allegiance**

*Planning Clerk, Irene Schaefer administered the oath of office to Mr. Jake Scully as a new member of the Planning and Land Development Regulations Board (PLDRB). Please note as an appointee to the PLDRB a member also sits as a Citizen Advisory Task Force Member.*

*Chair Alfin called the meeting to order @ 5:31PM.*

### **B. Roll Call and Determination of a Quorum**

**Present:** 6 - Member Alfin, Member Bongiovanni, Member Kowalsky, Member Scully, Member Smith, and Member Stauffacher

**Absent:** 9 - Member Belhumer, Member Davis, Member Dodson-Lucas, Member Dolney, Member Jones, Member Lehnertz, Member Pio Spears, Member Santa Maria, and Member Sperber

**C Approval of Minutes**

- 1 [16-447](#) MEETING MINUTES OF THE APRIL 27, 2016 CITIZENS' ADVISORY TASK FORCE (CATF) MEETING.

**The Minutes were Approved as presented.**

**D. Public Hearings/Action Items**

- 2 [16-446](#) PRESENTATION AND DISCUSSION OF RECOMMENDATIONS TO THE ASSESSMENT OF IMPEDIMENTS TO FAIR HOUSING STUDY

*Jose Papa, Senior Planner for the City of Palm Coast introduced this item. Ms. Margo Moehring, Managing Director of Policy & Planning of Northeast Florida Regional Council along with Mr. Ed Preston, Director of Planning addressed the members of the Citizen Advisory Task Force (CATF) and presented the attached Power Point presentation.*

*Mr. Bongiovani: Can you define new (referring to an item in the presentation using the term of New Housing Stock)?*

*ANS: Ms. Moehring: 75.7 percentage in Palm Coast home ownership as compared to a statewide percentage of 67.7 in 2015.*

*Chair Alfin: Are you going to define a problem of housing (referring to the slide presentation)?*

*ANS: Ms. Moehring: Defined the study used the HUD (Department of Housing and Urban Development) definition of a housing problem as one or all of the following: overcrowded unit (too many people living in the space), paying more than 30% or 50% of your income for housing, and/or having less than a completed bathroom and/or kitchen.*

*Mr. Stauffacher: Does your study include distressed mortgages as well?*

*ANS: Ms. Moehring: Yes it is in there.*

*Chair Alfin: Discussed a realty standard called walkability scale and Palm Coast is zero?*

*ANS: Ms. Moehring: Yes, thank you I'll add that to report.*

*Mr. Preston: Is that a zero to 100 score?*

*ANS: Chair Alfin: No, zero to four.*

*Chair Alfin: Can we spend a minute on the 4th slide - Senior Living? There are several assisted living being built? Does that make Palm Coast a destination location?*

*ANS: Ms. Moehring: We will make a note of that, it is depended on how the community sees itself.*

*Discussion ensued among the members about the lack of units for purchase in our community in the over 55 age bracket.*

*Mr. Papa discussed recent applications we have received for various developments in the City within the "assisted living" category.*

*Mr. Stauffacher discussed the need for affordable assisted living housing.*

*Chair Alfin: Is it fair to say based on your goals, that there are no abnormalities here in Palm Coast, so there is a balance in Palm Coast?*

*ANS: Ms. Moehring: Balance is a good word regarding demographic and the choice.*

*Chair Alfin discussed the need for a balance of choices that are needed to maintain the economy of the area as well as the living style.*

*Mr. Stauffacher discussed the impact of the Comprehensive Plan on the starter homes with regard to minimum square footage.*

*Mr. Jose Papa discussed the challenge of the history of Palm Coast.*

*Chair Alfin: How do we bring the impediments into this meeting tonight?*

*ANS: Ms. Moehring: We would define that as local knowledge and we will include in our report.*

*Chair Alfin: Would you be presenting to the City Council?*

*ANS: Mr. Papa: No, Ms. Moehring would be presenting.*

*Mr. Papa discussed institutional/regulatory impediments vs. CDBG funding issues impediments.*

*Mr. Bongiovani discussed a private/public solution to the lack of transportation.*

*Chair Alfin discussed a question about moving the agenda item along - is the report broad enough to cover the issues discussed in this meeting thus far?*

*Mr. Stauffacher discussed the regional impact on the HUD report.*

*Mr. Bongiovani made the motion to accept the recommendations and Mr. Stauffacher 2nd.*

*Mr. Kowalsky discussed the involvement of the County in the solution to public transportation within the City of Palm Coast.*

**The Agenda Item was Approved.**

**Approved:** 6 - Member Alfin, Member Bongiovanni, Member Kowalsky, Member Scully, Member Smith, and Member Stauffacher

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PRESENTATION AND APPROVAL OF THE CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT FOR THE PROGRAM YEAR OF OCTOBER 1, 2015 TO SEPTEMBER 30, 2016

*Mr. Jose Papa introduced this item to the CATF members.*

*Mr. Kowalsky: Where is the summer camp located?*

*ANS: Mr. Papa: The community center.*

*Mr. Kowalsky: That is with the City doing that work (regarding the Seminole Woods Multi Use Path)*

*ANS: Mr. Papa: Yes, sir.*

*Mr. Kowalsky: It has to be with the HUD (Department of Housing and Urban*

Development) area?

ANS: Mr. Papa:

Chair Alfin: Are you willing to share a completion date (for the Seminole Woods Multi-Use Path)?

ANS: Mr. Papa: The end of September 2017.

Chair Alfin: I have to ask, there have been other delays (to the Seminole Woods Multi-Use Path) I assume, it has crept forward at a slower pace? There were wetlands problems there, too?

ANS: Mr. Papa: There were some permitting issues there, however, there were other infrastructure projects that had to be done before portions of the construction can begin. For example, a new water main had to be installed (prior to the path).

Chair Alfin: The intention is not to roll over that over the following year, because we do that every two years, if we can do 7 1/2 houses than we do 7 1/2 houses per year?

ANS: Mr. Papa: No, we will have an application window every year where we were previously doing it every two years.

Chair Alfin: Are there metrics available, comparing to other cities our size, in terms of how many homes are repaired within a similar timeframe?

ANS: Ms. Moehring: I have a meeting tomorrow and will be able to provide you with that information.

Mr. Stauffacher discussed his experience with various counties compared to Palm Coast regarding home repair programs.

Mr. Preston stated that Palm Coast is not out of line (as compared to other communities) in regard to home repairs.

Chair Alfin: Let me ask Staff, are you content with these numbers?

ANS: Mr. Papa: Am I content, I wish we could do more but that is a matter of funding availability. With the funds we have, I believe we do well. CDBG because of the funds, it is a federal program, there is a lot of oversight and a lot of paperwork. You have to make sure the house qualifies, that the home owner qualifies, that there is environmental clearance even though it is an existing site, you have to make sure no part of it (the property under repair) falls within a potential flood hazard area.

Mr. Papa discussed the bureaucracy involved in the program in both qualifications phase as well contractor paperwork.

Mr. Papa discussed another program RCMP.

Mr. Kowalsky: Would the City accept any monies for that program (summer camp)?

ANS: Mr. Papa: Yes, although CDBG funds need to be kept separate the Parks & Recreation department runs Food Truck Tuesdays and some of the proceeds are assigned to this program (summer camp).

Mr. Kowalsky requested the contact information for the Parks & Recreation Department regarding outside funding as he is aware of many other organizations that would be willing to fund the summer camp programs.

Chair Alfin: On page 2, total unspent amounts, why hasn't the money been spend?

ANS: Mr. Papa: Because the work has been completed yet.

*Discussion ensued about adding an asterisks to the encumbered monies reflected on page 2 of the report.*

*The task force agreed to forward the item to the City Council and the public for their review.*

**The Agenda Item was Approved.**

**Approved:** 6 - Member Alfin, Member Bongiovanni, Member Kowalsky, Member Scully, Member Smith, and Member Stauffacher

**E. Public Comments**

*At 6:40PM Chair Alfin opened the meeting to public comments - no one came forward and so Chair Alfin closed the meeting to public comments at 6:41PM.*

**F. Board Discussion**

**G. Adjournment**

*The meeting was adjourned at 6:41PM.*

*Respectfully submitted:  
Irene Schaefer, Recording Secretary*

[16-450](#)

ATTACHMENTS TO MINUTES