



City of Palm Coast
Agenda
PLANNING AND LAND
DEVELOPMENT
REGULATION BOARD

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Chair James A. Jones
Vice Chair Glenn Davis
Board Member Sybil Dodson-Lucas
Board Member Christopher Doiney
Board Member Pete Lehnertz
Board Member Jake Scully
Board Member Clinton Smith
School Board Rep David Freeman

Wednesday, December 20, 2017

5:30 PM

COMMUNITY WING OF CITY HALL

RULES OF CONDUCT:

>Public comment will be allowed consistent with Senate Bill 50, codified at the laws of Florida, 2013 – 227, creating Section 286.0114, Fla. Stat. (with an effective date of October 1, 2013). The public will be given a reasonable opportunity to be heard on a proposition before the City's Planning & Land Development Regulation Board, subject to the exceptions provided in §286.0114(3), Fla. Stat.

>Public comment on issues on the agenda or public participation shall be limited to 3 minutes.

> All public comments shall be directed through the podium. All parties shall be respectful of other persons' ideas and opinions. Clapping, cheering, jeering, booing, catcalls, and other forms of disruptive behavior from the audience are not permitted.

>If any person decides to appeal a decision made by the Planning and Land Development Regulation Board with respect to any matter considered at such meeting or hearing, he/she may want a record of the proceedings, including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

>If you wish to obtain more information regarding Planning and Land Development Regulation's Agenda, please contact the Community Development Department at 386-986-3736.

>In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk's Office at 386-986-3713 at least 48 hours prior to the meeting.

>The City of Palm Coast is not responsible for any mechanical failure of recording equipment

>All pagers and cell phones are to remain OFF while the Planning and Land Development Regulation Board is in session.

A Call to Order and Pledge of Allegiance

B Roll Call and Determination of a Quorum

C Approval of Meeting Minutes

1 Meeting Minutes for the PLDRB Meeting November 15, 2017

D Public Hearings

2 RESOLUTION 2018-XX APPROVING UPDATE TO 3RD AMENDED AND RESTATED PALM COAST PARK DRI

3 ORDINANCE 2018-XX TO REZONE 40 COLECHESTER LANE FROM MFR-1 TO SFR-1 AS INDICATED BY APPLICATION 3449.

E Board Discussion and Staff Issues

F Adjournment

4 ATTACHMENTS TO MINUTES



**City of Palm Coast
Minutes
PLANNING AND LAND
DEVELOPMENT
REGULATION BOARD**

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A Call to Order and Pledge of Allegiance

Chair Jones called the November 15, 2017 meeting of the Planning and Land Development Regulation Board to order @ 5:30PM.

B Roll Call and Determination of a Quorum

Recording Secretary Irene Schaefer called the roll.

Present and responding to roll call were the following:

Board Member:	James A. Jones
	Pete Lehnertz
	Jake Scully
	Clinton Smith
	Glenn Davis

Absent

Board Member:	Christopher Dolney
	Sybil Dodson-Lucas

Also Present:

School Board Representative:	David Freeman
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C Approval of Meeting Minutes

Board Member Smith made a motioned, which was seconded by Vice Chair Davis that the Minutes for the October 18, 2017 PLDRB meeting be approved as presented the motion was approved by the following vote:

Approved - 5 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Board Member Clinton Smith, Vice Chair Glenn Davis

D Public Hearings

- 2 COMPREHENSIVE PLAN AMENDMENT FOR A 196+/- ACRE PARCEL FROM FLAGLER COUNTY DESIGNATIONS OF MIXED USE HIGH INTENSITY AND INDUSTRIAL TO CITY OF PALM COAST DESIGNATION OF MIXED USE ALONG WITH A POLICY TO LIMIT DEVELOPMENT ON PORTIONS OF THE SUBJECT AREA**

Board Member Smith recused himself from voting on agenda items #2 through #5 as he had a prior relationship with the former owner and currently works for the current owner. Four sets of Form 8B signed by Mr. Smith are attached to these minutes.

Mr. Ray Tyner, Planning Manager introduced this item and informed the Board Members and the public that agenda items #2 through #5 would be presented together as they are related. Mr. Tyner also introduced Mr. Jose Papa, Senior Planner, who gave a presentation which is attached to these minutes.

Chair Jones: So all parcels are owned by the same owner, correct?

ANS: Mr. Papa: Yes.

School Board Representative Freeman: I don't have any questions at this time. I think where I would come in is when we develop a site plan, is that correct, Jose?

ANS: Mr. Papa: Yes, sir.

Chair Jones: These reds (referring to the red points on the PowerPoint presentation) are multi-family dwellings?

ANS: Mr. Papa: Yes, they are. Yes, sir.

Chair Jones: So, there are no single family dwellings being shown on this map?

ANS: Mr. Papa: Under this conceptual development plan there are not. At the time they come in for their subdivision master plan, that flexibility will be moved off the table and there will be some commitments made as to the unit types that will be proposed on site. As I mentioned the 1500 is more of a cap on the number of units that they will have.

Chair Jones: A dwelling unit? A dwelling unit can either be a single family or an apartment?

ANS: Mr. Papa: Yes, sir.

Chair Jones: The area on the curve on Roberts Road as you approach Colbert (Lane)) they are commercial buildings?

ANS: Mr. Papa: They will either be (built as) light industrial or general commercial area. Again, the applicant has proposed a 400 space storage site for RVs and boats and they would be up in that area, too. Yes, sir.

At 5:56PM Chair Jones opened the meeting to public comment on this item.

Mr. James Smith, 557 N. Beach St., Ormond Beach, FL. one of the owners of the two commercial buildings in question on the 10 acres. My main questions are why are we changing the zoning on these two buildings only? We have been promised no zoning changes if we annexed into the City of Palm Coast. He also questioned the size of the buffer between his business and neighbors.

At 5:58PM seeing no other parties approach the podium, Chair Jones closed the meeting to public comment on this item.

Mr. Papa clarified for Mr. Smith the reason for the proposed zoning stating that it is because the property was part of incorporated Flagler County. Once it is annexed into the City we need to update these parcels with designations that belong to the City. So that rules that are applied to them (referring to the parcels) have been adopted by the City. We don't deal with the Flagler County Land Development Code or Zoning Code, we are the City of Palm Coast. That is why

whenever you annex a parcel, or areas, or lands, you need to change the zoning from the County to the City of Palm Coast designations.

Mr. Tyner also clarified the City's annexation process which tries to match the parcel's existing County zoning to the City's proposed zoning. He also reminded the Board members that there are two City Council readings after this meeting (if this item is approved). In the meanwhile staff will meet with the land owner to discuss the situation prior to City Council.

Board Member Scully made a motioned, which was seconded by Board Member Lehnertz that the item be approved as presented the motion was approved by the following vote:

Approved - 4 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Vice Chair Glenn Davis

- 3 A ZONING MAP AMENDMENT FROM INDUSTRIAL (FLAGLER COUNTY DESIGNATION) TO GENERAL COMMERCIAL (COM-2) FOR A 2+/- ACRE PARCEL LOCATED AT THE SOUTHEAST CORNER OF COLBERT LANE AND ROBERTS ROAD**

This item was discussed along with item number 2.

Vice Chair Davis made a motioned, which was seconded by Board Member Lehnertz that the item be approved as presented the motion was approved by the following vote:

Approved - 4 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Vice Chair Glenn Davis

- 4 A ZONING MAP AMENDMENT FROM INDUSTRIAL (FLAGLER COUNTY DESIGNATION) TO LIGHT INDUSTRIAL (IND-1) FOR A 10+/- ACRE PARCEL LOCATED AT 465 AND 551 ROBERTS ROAD**

This item was discussed along with item number 2.

Board Member Scully made a motioned, which was seconded by Vice Chair Davis that this item be approved as presented with staff recommendation, the motion was approved by the following vote:

Approved - 4 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Vice Chair Glenn Davis

- 5 ORDINANCE 2017-XX ZONING MAP AMENDMENT FOR 184+/- ACRE PARCEL FROM MIXED USE HIGH: PLANNED UNIT DEVELOPMENT (PUD) (FLAGLER**

COUNTY DESIGNATION) TO MASTER PLANNED DEVELOPMENT (MPD) (CITY OF PALM COAST DESIGNATION)

This item was discussed along with item number 2.

Vice Chair Davis made a motioned, which was seconded by Board Member Scully that the item be approved as presented with staff's recommendation that includes the limitations which are included in the development agreement, the motion was approved by the following vote:

Approved - 4 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Vice Chair Glenn Davis

6 APPROVAL OF A MASTER SUBDIVISION PLAN REFERRED TO AS APPLICATION 3398 AMERICAN VILLAGE

Mr. Ray Tyner introduced this item along with Ms. Ida Meehan, Senior Planner who gave a presentation which is attached to these minutes.

Chair Jones: Will the other phases of this project come back to this board?

ANS: Mr. Tyner: Yes, with the intensity of the multi-family, yes sir.

Mr. Scully suggested staff prepare a graphical presentation of where we are on the project (stage), that it may be helpful to see a timeline.

Chair Jones: Sorry Ida, those are SFR 1 (single family residential 1 zoning)?

ANS: Ms. Meehan: Correct, that is what the Land Development Code are for those two zoning districts.

Mr. Mike Beebe, representative for the applicant addressed the board members. Mr. Beebe did not have a presentation, but informed the Board Members that the applicant's Landscape Architect and Traffic Engineer are present to answer any questions.

Chair Jones: At another phase of this project we will get into the nitty gritty of the traffic, sanitary, water, and all the other things we usually do. Is it too early to get into those things now? Is that right?

ANS: Ms. Meehan: This (application) is to demonstrate the conceptual feasibility of the project.

Mr. Smith: I have two questions, first I wanted to make sure the traffic study that we have in there included the multi-family, it looked like it did?

ANS: Ms. Meehan: Yes.

Mr. Smith: The other thing is you flashed up the setbacks for the single family, I was under the impression that if the back of the house faced the road right of way, you had an additional setback that wasn't ten feet?

ANS: Ms. Meehan: If it was on a major (road) like a collector there is an additional street setback.

ANS: Mr. Beebe: We actually show a fifteen foot setback on those vs. ten (feet).

Vice Chair Davis made a motioned, which was seconded by Board Member Smith that this item be approved as presented with staff recommendation, the motion was approved by the following vote:

Approved - 5 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Board Member Clinton Smith, Vice Chair Glenn Davis

E Board Discussion and Staff Issues

F Adjournment

This meeting was adjourned at 6:22 PM.

Respectfully Submitted by:

*Irene Schaefer
Recording Secretary*

Motion made to Approve Adjourned made by Vice Chair Davis and seconded by Board Member Smith

Approved - 5 - Chair James Jones, Board Member Pete Lehnertz, Board Member Jake Scully, Board Member Clinton Smith, Vice Chair Glenn Davis

Attachments to Minutes

ATTACHMENTS TO MINUTES

City of Palm Coast, Florida

Agenda Item

Agenda Date: December 20, 2017

Department PLANNING	Amount
Item Key	Account
	#
Subject RESOLUTION 2018-XX APPROVING UPDATE TO 3RD AMENDED AND RESTATED PALM COAST PARK DRI	
Background : On December 7, 2004, the Palm Coast City Council approved the Palm Coast Park Development of Regional Impact Development Order (DRI DO) comprising 4,677 +/- acres by Resolution 2004-48. In April 2007, the northwest portion of the DRI, generally located west of US Highway 1 and north of Matanzas Woods Parkway was rezoned to the Sawmill PUD. The City Council on July 17, 2007 adopted an Amended and Restated DRI DO. In 2008, another substantial portion of the DRI was rezoned to MPD. On October 4, 2011, the City Council adopted the 2 nd Amended and Restated DRI DO. Eventually on October 19, 2011, the City Council approved rezoning all of the lands within the DRI, except for about 92 +/- acres, into a new MPD called the Palm Coast Park MPD. On August 4, 2017, Sunbelt Palm Coast I, LLC purchased Tract 1 and Florida Land Investments I, LLC purchased Tracts 2 and 3. The 3 rd Amended and Restated DRI was approved by City Council on September 5, 2017 and a First Amendment to the Palm Coast Park MPD was approved by City Council on September 19, 2017. Sunbelt Palm Coast I, LLC (Tract 1 owner) and Florida Land Investments I, LLC (owner of Tracts 2 and 3) are requesting to update and replace Exhibit "B" Master Plan Development as it pertains to Tracts 1 -3 only of the 3rd Amended and Restated Palm Coast Park Development of Regional Impact (DRI) Development Order (DO). No other changes to the Palm Coast Park DRI or to any other tracts within the DRI are proposed. The revision to Exhibit "B" relocates the previously allowed borrow/soil extraction activities on Tracts 1 and 2 over to Tract 3 in order to minimize environmental impacts/issues. Additionally, the conceptual boundaries between residential, wetland and upland preservation/recreation designated areas on Tracts 1 – 3 have been updated due to further wetland jurisdictional studies that have been accomplished since the DRI was originally created. <u>Analysis:</u> Tracts 1 – 3 are located in the southwest portion of the Palm Coast Park DRI. More specifically, they are located on the west side of US Highway 1 and encompass about 677 acres of land from the north boundary of the industrial park along Hargrove Grade and extend approximately another 1.5 miles northward. Tracts 1, 2 and 3 of the subject DRI are all part of the Palm Coast Park MPD that encompasses almost all of the lands within the Palm Coast Park DRI. The proposal to relocate the previously approved borrowing/soil extraction activities from Tracts 1 and 2 over to Tract 3 would not affect the Palm Coast Park MPD as the language allowing the borrowing/soil extraction activities was limited to only Exhibit "B" Master Development Plan of the DRI.	

By relocating the proposed borrowing/soil extraction areas from Tracts 1 and 2 over to Tract 3 it will significantly reduce wetland impacts. As the new owners of Tracts 1, 2 and 3 did more detailed environmental jurisdictional studies it became apparent that the previously approved borrowing/soil extraction areas would be difficult to access by heavy equipment and motor vehicles without creating significant impacts to jurisdictional wetlands. The relocation of these borrowing/soil activities to Tract 3 should allow these soil extraction activities to have minimal wetland impacts.

Staff finds this request consistent with the Unified Land Development Code and the City's Comprehensive Plan.

Recommended Action: Planning staff recommends that the Planning and Land Development Regulation Board find this application in compliance with the LDC and Comprehensive Plan and recommend to City Council approval of this Update to the 3rd Amended and Restated Palm Coast Park DRI Development Order, Application No. 3453.

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**COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT ON PALM COAST PARK DRI
December 20, 2017**

OVERVIEW

Application Number: 3453

Applicant: Clint F. Smith, Agent for Sunbelt Palm Coast I, LLC and Florida Land Investments I, LLC

Property Description: 4,677 +/- acres (DRI) generally located along both sides of US Highway 1, between Palm Coast Parkway and Old Kings Road

Property Owners: Sunbelt Palm Coast I, LLC (Tract 1) and Florida Land Investments I, LLC (Tracts 2 & 3)

Parcel ID #: Numerous

Current FLUM designation: DRI Mixed Use, Conservation

Current Zoning designation: Master Planned Development (Mixed Uses)

Current Use: Vacant land with some infrastructure constructed

Size of subject property: 4,677 +/- acres (DRI)

Requested Action: Update Exhibit "B" Master Development Plan, Pertaining only to Tracts 1, 2 and 3, of the 3rd Amended and Restated Palm Coast Park Development of Regional Impact (DRI) Development Order

Recommendation: Approval

ANALYSIS

REQUESTED ACTION

Sunbelt Palm Coast I, LLC (Tract 1 owner) and Florida Land Investments I, LLC (owner of Tracts 2 and 3) are requesting to update and replace Exhibit "B" Master Plan Development as it pertains to Tracts 1 -3 only of the 3rd Amended and Restated Palm Coast Park Development of Regional Impact (DRI) Development Order (DO). No other changes to the Palm Coast Park DRI or to any other tracts within the DRI are proposed. The revision to Exhibit "B" relocates the previously allowed borrow/soil extraction activities on Tracts 1 and 2 over to Tract 3 in order to minimize environmental impacts/issues. Additionally, the conceptual boundaries between residential, wetland and upland preservation/recreation designated areas on Tracts 1 – 3 have been updated due to further wetland jurisdictional studies that have been accomplished since the DRI was originally created.

Tracts 1 – 3 are located in the southwest portion of the Palm Coast Park DRI. More specifically, they are located on the west side of US Highway 1 and encompass about 677 acres of land from the north boundary of the industrial park along Hargrove Grade and extend approximately another 1.5 miles northward.

BACKGROUND/SITE HISTORY

On December 7, 2004, the Palm Coast City Council approved the Palm Coast Park Development of Regional Impact Development Order (DRI DO) comprising 4,677 +/- acres by Resolution 2004-48. In April

2007, the northwest portion of the DRI, generally located west of US Highway 1 and north of Matanzas Woods Parkway was rezoned to the Sawmill PUD. The City Council on July 17, 2007 adopted an Amended and Restated DRI DO. In 2008, another substantial portion of the DRI was rezoned to MPD. On October 4, 2011, the City Council adopted the 2nd Amended and Restated DRI DO. Eventually on October 19, 2011, the City Council approved rezoning all of the lands within the DRI, except for about 92 +/- acres, into a new MPD called the Palm Coast Park MPD.

On August 4, 2017, Sunbelt Palm Coast I, LLC purchased Tract 1 and Florida Land Investments I, LLC purchased Tracts 2 and 3. The 3rd Amended and Restated DRI was approved by City Council on September 5, 2017 and a First Amendment to the Palm Coast Park MPD was approved by City Council on September 19, 2017.

LAND USE AND ZONING INFORMATION

Tracts 1, 2 and 3 of the subject DRI are all part of the Palm Coast Park MPD that encompasses almost all of the lands within the Palm Coast Park DRI. The proposal to relocate the previously approved borrowing/soil extraction activities from Tracts 1 and 2 over to Tract 3 would not affect the Palm Coast Park MPD as the language allowing the borrowing/soil extraction activities was limited to only Exhibit "B" Master Development Plan of the DRI.

ANALYSIS BASED ON UNIFIED LAND DEVELOPMENT CODE, CHAPTER 2, SECTION 2.05.05

The Unified Land Development Code, Chapter 2, Part II, Section 2.05.05 states: *When reviewing a development order application, the approval authority shall determine whether sufficient factual data was presented in order to render a decision. The decision to issue a development order shall be based upon the following, including but not limited to:*

A. The proposed development must not be in conflict with or contrary to the public interest;

Staff Finding: This amendment to the Palm Coast Park DRI Development Order is not in conflict with, or contrary to, the public interest as the land designations on the updated Exhibit "B" Master Development Plan are already permitted in the DRI and just being relocated from Tracts 1 and 2 over to Tract 3 of the DRI. Additionally, the DRI entitlements are not being modified with this amendment.

B. The proposed development must be consistent with the Comprehensive Plan and the provisions of this LDC;

Staff Finding: The request is consistent with the following policy and objective of the Comprehensive Plan:

- **Chapter 1 Future Land Use Element:**

-Policy 1.1.2.2 – Permitted densities and intensities within a MPD shall generally follow those allowed within the corresponding zoning districts associated with the land use designation assigned to the property. Deviations from these density and intensity standards may be permissible in order to promote and encourage creatively planned projects and in recognition of special geographical features, environmental conditions, economic issues, or other unique circumstances.

- **Chapter 6 Conservation and Coastal Management Element:**

-Objective 6.1.9 – Protect, conserve, and enhance the natural functions of existing wetlands including, but not limited to, estuarine systems.

The proposed changes to the existing DRI DO are primarily being made due to minimize impacts to environmental wetland areas and will not increase the overall maximum residential units or maximum permitted square footage for commercial, office, and industrial uses (entitlements) within the DRI Development Order.

C. *The proposed development must not impose a significant financial liability or hardship for the City;*

Staff Finding: Nearby area roadways and public utilities are available to serve the project and the proposed changes will not create a financial liability or hardship for the City.

D. *The proposed development must not create an unreasonable hazard, or nuisance, or constitute a threat to the general health, welfare, or safety of the City's inhabitants;*

Staff Finding: The proposed DRI amendment will only relocate land use designations already existing within the DRI on Tracts 1 and 2 over to Tract 3 in order to minimize wetland impacts. These minor changes will not create any of the issues outlined above.

E. *The proposed development must comply with all other applicable local, state and federal laws, statutes, ordinances, regulations, or codes.*

Staff Finding: The subject property will be required to comply with the development standards of the City's Land Development Code, this Update to the Third Amended and Restated Palm Coast Park DRI Development Order, the Comprehensive Plan, the First Amendment to the Palm Coast Park MPD Development Agreement, and the requirements of all other applicable agencies throughout the development process.

ANALYSIS BASED ON UNIFIED LAND DEVELOPMENT CODE, CHAPTER 2, SECTION 2.06.03

The Unified Land Development Code, Chapter 2, Part II, Sec. 2.06.03 states: "*The Planning and Land Development Regulation Board and City Council shall consider the following criteria, in addition to the findings listed in Subsection 2.05.05, when reviewing a rezoning application*":

A. *Whether it is consistent with all adopted elements of the Comprehensive Plan and whether it furthers the goals and objectives of the Comprehensive Plan;*

Staff Finding: As noted previously in the analysis prepared for ULDC Chapter 2, Part II, Section 2.05.05 of this staff report, the requested minor DRI amendment is in conformance with the Comprehensive Plan elements (including portions related to DRIs) and their goals, objectives and policies.

B. *Its impact upon the environment and natural resources;*

Staff Finding: By relocating the proposed borrowing/soil extraction areas from Tracts 1 and 2 over to Tract 3 it will significantly reduce wetland impacts. As the new owners of Tracts 1, 2 and 3 did more detailed environmental jurisdictional studies it became apparent that the previously approved borrowing/soil extraction areas would be difficult to access by heavy equipment and motor vehicles without creating significant impacts to jurisdictional wetlands. The relocation of these borrowing/soil activities to Tract 3 should allow these soil extraction activities to have minimal wetland impacts.

C. *Its impact on the economy of any affected area;*

Staff Finding: Impacts to the Palm Coast economy are expected to be negligible.

D. *Its impact upon necessary governmental services such as schools, sewage disposal, potable water, drainage, fire and police protection, solid waste, or transportation;*

Staff Finding: The proposed update to the DRI should not have any impact on these services.

E. *Any changes in circumstances or conditions affecting the area;*

Staff Finding: The new owners of Tracts 1 – 3 have had additional environmental studies done which indicated there would be significantly less of an impact to jurisdictional wetland areas if the borrowing/soil activities were relocated from Tracts 1 – 2 over to Tract 3.

F. *Compatibility with proximate uses and development patterns, including impacts to the health, safety, and welfare of surrounding residents;*

Staff Finding: The proposed update should not affect land use compatibility or create negative impacts on surrounding properties. No residents are located nearby any of the tracts being changed.

G. *Whether it accomplishes a legitimate public purpose:*

Staff Finding: Yes, the proposed changes in the DRI DO will allow the borrowing/soil activities to occur on Tract 3 without the significant wetland impacts if they would occur on Tracts 1 and 2.

PUBLIC PARTICIPATION

Unified Land Development Code Chapter 2, Part II, Section 2.05.02 requires developers or property owners who are requesting to apply for modifications to DRI amendments within the City to notify neighboring property owners within 300 feet of the subject property boundaries and hold a neighborhood meeting.

To comply with this standard, the property owner notified the neighboring property owners via regular mail on December 6, 2017, of an upcoming neighborhood meeting that was held on December 14, 2017 at 5:15 p.m. at the public library 2500 Palm Coast Parkway NW.

Three City provided signs were erected along the west side of US Highway 1, adjacent to the subject property on December 5, 2017. These notified neighbors of the upcoming public hearings for the Planning and Land Development Regulation Board on December 20, 2017 and the City Council meeting on January 16, 2018.

SUMMARY

Staff finds this request consistent with the Unified Land Development Code and the City's Comprehensive Plan.

RECOMMENDATION

Planning staff recommends that the Planning and Land Development Regulation Board find this application in compliance with the LDC and Comprehensive Plan and recommend to City Council approval of this Update to the 3rd Amended and Restated Palm Coast Park DRI Development Order, Application No. 3453.

RESOLUTION NO. 2018-_____

**UPDATE TO THIRD AMENDED AND RESTATED PALM COAST PARK
DEVELOPMENT OF REGIONAL IMPACT DEVELOPMENT ORDER**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING AN UPDATE TO THE THIRD AMENDED AND RESTATED PALM COAST PARK DEVELOPMENT OF REGIONAL IMPACT (DRI) DEVELOPMENT ORDER; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO RECORD THE UPDATE TO THE THIRD AMENDED AND RESTATED DRI DO IN AN APPROVED FORM; PROVIDING FOR EXECUTION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 7, 2004 the City Council of the City of Palm Coast approved the Palm Coast Park Development of Regional Impact Development Order (DRI DO) by means of the adoption of Resolution Number 2004-48, which Resolution and DRI DO were recorded at Official Records Book 1177, Page 1796 of the Public Records of Flagler County, Florida; and

WHEREAS, on July 17, 2007, City Council, by Resolution 2007-105, adopted an Amended and Restated DRI DO being duly recorded on July 23, 2007, in Official Records Book 1600, Page 49, of the Public Records of Flagler County Florida; and

WHEREAS, on October 4, 2011, the City Council, by Resolution 2011-93, adopted the changes as provided for in the NOPC, and subsequently recorded the 2nd Amended and Restated DRI DO on October 20, 2011, in Official Records Book 1838, Page 834, of the Public Records of Flagler County, Florida; and

WHEREAS, on July 17, 2017, Palm Coast Land, LLC, a Florida limited liability company, majority owner of the Palm Coast Park DRI (for itself and as successor by merger for Palm Coast Forest, LLC) and Carter-Sawmill Creek LLLP, submitted an application to the City proposing changes to the DRI DO; and

WHEREAS, on August 14, 2017, Sunbelt Palm Coast I, LLC purchased Tract 1 of the DRI and Florida Land Investments I, LLC purchased Tracts 2 and 3 of the DRI; and

WHEREAS, on September 5, 2017, the City Council, by Resolution 2017-100, authorized the Mayor to execute the Third Amended and Restated DRI DO and authorized the

City Manager, or designee, to take other implementing actions relative to the implementation of this Resolution.

WHEREAS, on December 11, 2017, Sunbelt Palm Coast I, LLC, owner of Tract 1 of the DRI, and Florida Land Investments I, LLC, owner of Tracts 2 and 3 of the DRI submitted a request to the City to update Exhibit “B” for Tracts 1 – 3 of the DRI DO as shown in Exhibit “1” to this Resolution; and

WHEREAS, on _____, 2018, the City Council authorized the Mayor to execute this Resolution, and authorized the City Manager, or designee, to take other implementing actions relative to the implementation of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA:

SECTION 1. FINDINGS OF THE CITY COUNCIL.

(a). The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

(b). The City Council of the City of Palm Coast hereby adopts and incorporates into this Resolution the City staff report and City Council agenda memorandum and packet relating to the proposed Update to the Third Amended and Restated DRI DO. The exhibits to this Resolution are incorporated herein as if fully set forth herein verbatim.

(c). The City of Palm Coast has complied with all requirements and procedures of Florida law in processing and advertising this Resolution and the associated Update to the Third Amended and Restated DRI DO.

(d). This Resolution and approval of the Update to the Third Amended and Restated DRI DO are consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Palm Coast*.

SECTION 2. APPROVAL OF THIRD AMENDED AND RESTATED DRI DO.

The City Council of the City of Palm Coast hereby approves the Update to the Third Amended and Restated DRI DO, as set forth in Exhibit “1” to this Resolution.

SECTION 3. AUTHORIZATION TO EXECUTE. This Resolution shall be executed by the Mayor and the City Clerk. The City Manager, or designee, shall cause the new Exhibit “B” to the DRI DO to be recorded in the Official Records of Flagler County (Land Records) in accordance with the provisions of State Law at the expense of the DRI property owners.

SECTION 4. COPY PROVIDED TO FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (FDEO): Upon full execution and recording of this Update to the Third Amended and Restated DRI DO, a copy of same shall be furnished to the FDEO by the City Manager, or designee.

SECTION 5. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 6. SEVERABILITY. If any section, sentence, phrase, word or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence phrase, word or portion of this Resolution not otherwise determined to be invalid, unlawful or unconstitutional.

SECTION 7. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 8. EFFECTIVE DATE. This Resolution shall become effective immediately upon adoption.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this the ____ day of _____, 2018.

CITY OF PALM COAST, FLORIDA

ATTEST:

MILISSA HOLLAND, MAYOR

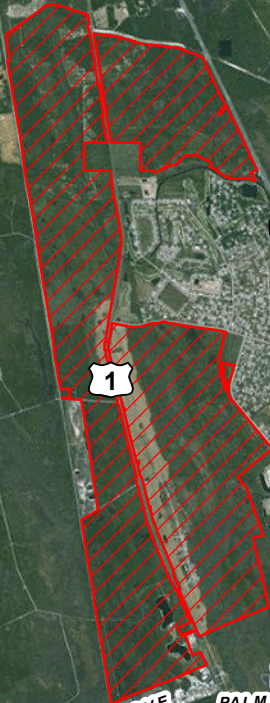
VIRGINIA A. SMITH, CITY CLERK

Approved as to form and legality

William E. Reischmann, Jr., Esq.

Attachment: Exhibit "1" Update to the Third Amended and Restated DRI DO

G:\Docs\Cities\Palm Coast\Agreements\Development Agreements\Palm Coast Park\Ameded MPD\Resolution - 3rd Amended PC Park DRI DO CDR 8-3-17 v2 CLEAN.doc



OLD KINGS RD N

MATANZAS WOODS PKWY

FOREST GROVE DR

BELLE TERRE PKWY

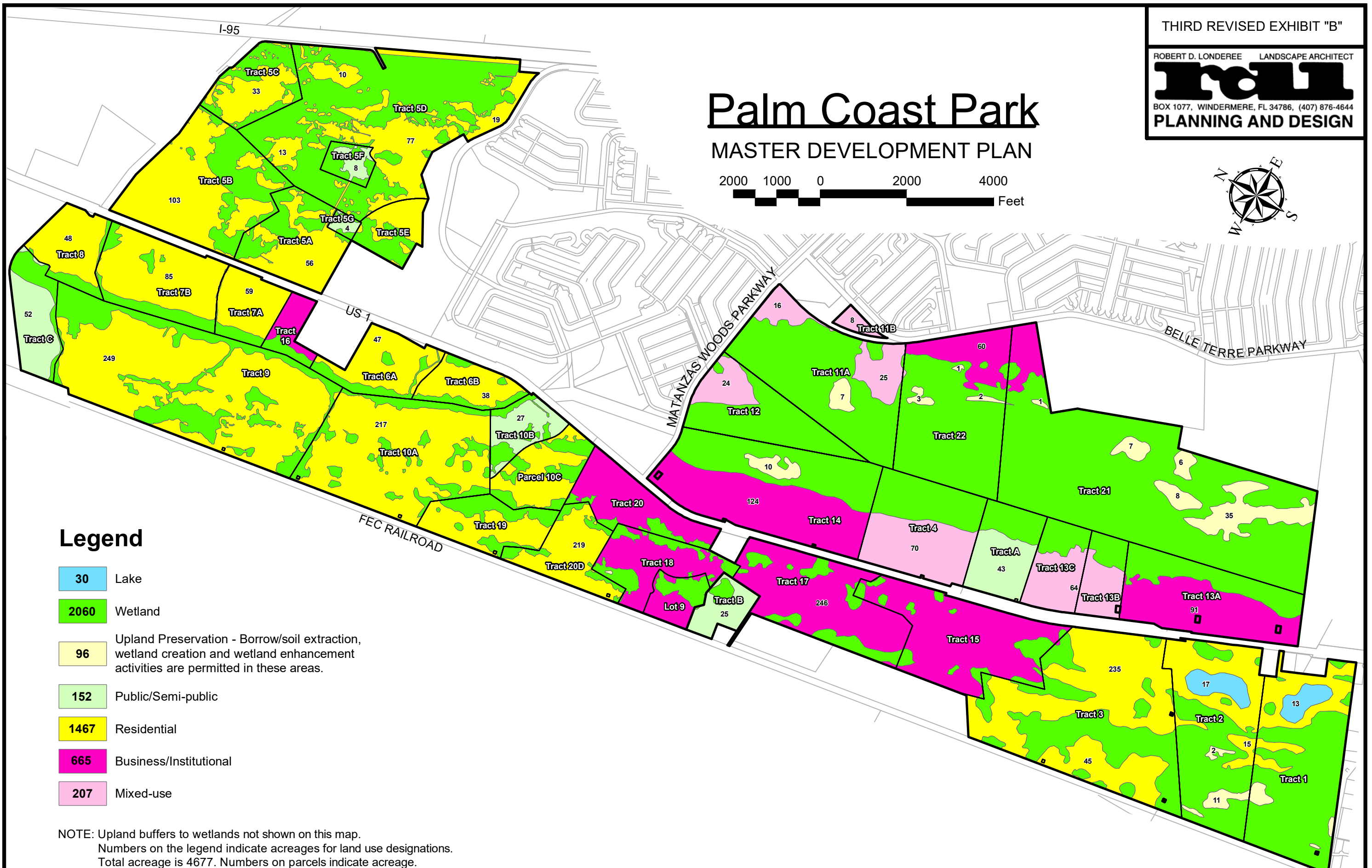
HARGROVE GRADE

PALM COAST PKWY NW

**Palm Coast Park
DRI/MPD**

Palm Coast Park

MASTER DEVELOPMENT PLAN



Legend

- 30 Lake
- 2060 Wetland
- 96 Upland Preservation - Borrow/soil extraction, wetland creation and wetland enhancement activities are permitted in these areas.
- 152 Public/Semi-public
- 1467 Residential
- 665 Business/Institutional
- 207 Mixed-use

NOTE: Upland buffers to wetlands not shown on this map.
 Numbers on the legend indicate acreages for land use designations.
 Total acreage is 4677. Numbers on parcels indicate acreage.

City of Palm Coast, Florida Agenda Item

Agenda Date: December 20, 2017

Department	PLANNING	Amount
Item Key		Account
		#
Subject	ORDINANCE 2018-XX TO REZONE 40 COLECHESTER LANE FROM MFR-1 TO SFR-1 AS INDICATED BY APPLICATION 3449.	
Background :	<p>The owner, in cooperation with the City, is proposing to rezone approximately .41 +/- acres on the east side of Colchester Lane from Multifamily – 1 (MFR-1) Single Family Residential -1 (SFR-1).</p> <p>The subject property consists of approximately .41 acres of vacant land owned by Nuview IRA, Inc. The applicant has indicated a desire to rezone the property from Multifamily Residential -1 to Single Family Residential-1. This property was originally part of a larger parcel acquired and become part of the Long's Creek Nature Preserve. This parcel was not purchased, and retained the MFR-1 zoning.</p> <p>Over time, it has become apparent that developing the property for multifamily creates a number of challenges given the City's requirements for this District. For example, the City's Land Development Code would require commercial standards such as retention, landscaping, fire code and parking circulation. Rezoning the property to single family residential would simplify the development process in many respects and allow the site to be developed as two single-family lots. Single- family development is generally more suitable and compatible manner with the surrounding neighborhood.</p> <p>Similar to other recent actions, the City has worked with the property owner to facilitate this rezoning.</p>	
Recommended Action :	RECOMMEND APPROVAL OF ORDINANCE 2018-XX TO REZONE 40 COLECHESTER LANE FROM MFR-1 TO SFR-1.	



**COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT FOR APPLICATION #3449
December 20, 2017**

OVERVIEW

Application Number: 3449

Applicant: Nuview IRA, Inc. FBO John Morris

Property Description: .41 ± acre property located on the east side of Colchester Lane, canal

Property Owner:	Nuview IRA, Inc. FBO John Morris
Parcel ID:	07-11-31-7016-00020-0010
Current FLUM designation:	Residential
Current Zoning designation:	MFR-1 (Multifamily –One)
Current Use:	Vacant
Size of subject property:	.41 ± acres

Requested Action: Rezoning from Multifamily – One (MFR-1) to Single Family Residential-1 (SFR-1)

Recommendation: Approval

ANALYSIS

REQUESTED ACTION

The owner, in cooperation with the City, is proposing to rezone approximately .41 +/- acres on the east side of Colchester Lane from Multifamily – 1 (MFR-1) Single Family Residential -1 (SFR-1).

BACKGROUND/SITE HISTORY

The subject property consists of approximately .41 acres of vacant land owned by Nuview IRA, Inc. The applicant has indicated a desire to rezone the property from Multifamily Residential -1 to Single Family Residential-1. This property was originally part of a larger parcel acquired and become part of the Long's Creek Nature Preserve. This parcel was not purchased, and retained the MFR-1 zoning.

Over time, it has become apparent that developing the property for multifamily creates a number of challenges given the City's requirements for this District. For example, the City's Land Development Code would require commercial standards such as retention, landscaping, fire code and parking circulation. Rezoning the property to single family residential would simplify the development process in many respects and allow the site to be developed as two single-family lots. Single- family development is generally considered more suitable and compatible with the surrounding neighborhood and property adjacent to the Nature Preserve.

The City has partnered with the property owner to facilitate this rezoning.

LAND USE AND ZONING INFORMATION

USE SUMMARY TABLE:

CATEGORY:	EXISTING:	PROPOSED:
Future Land Use Map (FLUM)	Residential	No change proposed
Zoning District	Multifamily -1	Single Family Residential -1
Overlay District	None	None
Use	Vacant	Single Family homes
Acreage	.41	.41 acres
Access	None	TBD

SURROUNDING LAND USES:

NORTH: FLUM: Residential
 Zoning: Single Family Residential -2

SOUTH: FLUM: Conservation
 Zoning: Preservation

EAST: FLUM: Residential
 Zoning: Single Family Residential -2

WEST: FLUM: Canal
 Zoning: Single Family Residential -2

SITE DEVELOPMENT REQUIREMENTS Proposed in Comparison to Existing

Criteria	SFR-1	MFR-1 (Existing Zoning)
Min. Lot Size	5,000 SF	3 Acres
Min. Site Size	N/A	N/A
Min. Lot Width	50 ft.	25' TH/100' MFR
Max. Impervious area	75 percent	70 percent
Min. Living Area	1200 SF	650 SF
Max. Bldg. Height	35 ft.	50 ft.
Min. Front Setback	20 Ft.	25 ft.
Min. Rear Setback	10 ft.	25 ft.
Min. Interior Side Setback	5 ft.	10 ft.
Min. Street Side Setback	15 ft.	20 ft.
Max. Density (units/acre)	5.8 du/ac	Up to 8 du/ac

ANALYSIS BASED ON UNIFIED LAND DEVELOPMENT CODE CHAPTER 2 SECTION 2.05.05

The Unified Land Development Code, Chapter 2, Part II, Section 2.05.05 states: *When reviewing a development order application, the approval authority shall determine whether sufficient factual data was presented in order to render a decision. The decision to issue a development order shall be based upon the following, including but not limited to:*

A. The proposed development must not be in conflict with or contrary to the public interest;

Staff Finding: The proposed development is not in conflict with, or contrary to, the public interest. The property is bounded by single-family zoning and land uses to the north, as one would expect within a largely developed residential neighborhood.

B. The proposed development must be consistent with the Comprehensive Plan and the provisions of this LDC;

Staff Finding: The request is consistent with the following objectives and policies of the Comprehensive Plan:

- **Chapter 3 Housing Element:**

-Objective 3.3.5 – Protect predominantly residential areas from the intrusion of incompatible or more intensive land uses.

The applicant proposes to rezone the property to MFR-1 to SFR-1. The rezoning will protect the residential area from the intrusion of potentially conflicting land uses, and establish that future development of the site will be in harmony with the surrounding properties.

C. The proposed development must not impose a significant financial liability or hardship for the City;

Staff Findings: Rezoning the subject property to SFR-1 will not impose a significant financial liability or hardship for the City. The property is located in a developing area adjacent to Long's Creek Nature Preserve.

D. The proposed development must not create an unreasonable hazard, or nuisance, or constitute a threat to the general health, welfare, or safety of the City's inhabitants;

Staff Finding: The rezoning will not create an unreasonable hazard, or nuisance, or constitute a threat to the general health, welfare, or safety of the City's inhabitants. Future development of the site must comply with the performance standards contained in Unified Land Development Code (ULDC). Additionally, the approval of the rezoning will provide a new opportunity for additional single-family lots in this vicinity.

E. The proposed development must comply with all other applicable local, state and federal laws, statutes, ordinances, regulations, or codes;

Staff Finding: The future development of the property must comply with the City's Land Development Code, Comprehensive Plan and the requirements of all other applicable local, state and federal laws, statutes, ordinances, regulations and codes in order for the developer to successfully develop the property.

ANALYSIS BASED ON UNIFIED LAND DEVELOPMENT CODE CHAPTER 2 SECTION 2.06.03

The Unified Land Development Code, Chapter 2, Part II, Sec. 2.06.03 states: "*The Planning and Land Development Regulation Board and City Council shall consider the following criteria, in addition to the findings listed in Subsection 2.05.05, when reviewing a rezoning application*":

A. *Whether it is consistent with all adopted elements of the Comprehensive Plan and whether it furthers the goals and objectives of the Comprehensive Plan;*

Staff Finding: As noted previously in the analysis prepared for ULDC Chapter 2, Part II, Section 2.05.05 of this staff report, the requested rezoning is in conformance with the Comprehensive Plan elements, and their goals, objectives and policies.

B. *Its impact upon the environment and natural resources;*

Staff Finding: The property is adjacent to the entrance of Long's Creek Nature Preserve. A fifteen-foot access easement is located on the easternmost portion of the site. The potential for two single-family lots is arguably a more compatible and suitable land use than a multifamily density.

C. *Its impact on the economy of any affected area;*

Staff Finding: Impacts to the economy of the affected area are anticipated to be positive. Development of the subject parcel will be consistent with overall property values in the area, as well as provide an environment more hospitable to development in proximity to the subject property than the existing multifamily development.

D. *Its impact upon necessary governmental services such as schools, sewage disposal, potable water, drainage, fire and police protection, solid waste, or transportation;*

Staff Finding: The impact on the necessary governmental services including wastewater, potable water, drainage, fire and police protection, solid waste and transportation systems shall be evaluated at the time of permit application. Future permits must fall within the adopted Level of Service Standards for all categories of services per the requirements of the City's ULDC.

E. *Any changes in circumstances or conditions affecting the area;*

Staff Finding: The site is located at the entrance of Long's Creek Nature Preserve. The Preserve as created in 2008 by purchasing the development rights associated with a proposed condominium regime. With the purchase of the property for public use and conservation, a lower density can be considered more compatible and suitable.

F. *Compatibility with proximate uses and development patterns, including impacts to the health, safety, and welfare of surrounding residents;*

Staff Finding: The rezoning will allow the development of a two single-family residential lots, which is similar to the developed residential area to the north. The proposed rezoning is thus compatible with the surrounding uses and zoning districts and will not threaten the general health, welfare or safety of the surrounding residents.

G. *Whether it accomplishes a legitimate public purpose:*

Staff Finding: Yes, the rezoning accomplishes a legitimate public purpose. The rezoning of the property and subsequent development into single family residential will be compatible and more of a transition to the preservation area to the south.

PUBLIC PARTICIPATION

Unified Land Development Code Chapter 2, Part II, Section 2.05.02 requires developers (defined as property owners or persons who are improving property within the City) to notify owners within 300 feet and hold a neighborhood meeting for Zoning Map Amendments.

To comply with this standard, the City notified the property owners via regular mail on November 28, 2017 for a neighborhood meeting to be held on December 11, 2017 at 5:30 p.m. No residents attended.

The required legal advertisement for the public hearing for the Planning and Land Development Regulation Board meeting was placed in the December 6, 2017 paper of local circulation.

RECOMMENDATION

Staff recommends that the Planning and Land Development Regulation Board (PLDRB) recommend to the City Council approval application number 3449 to rezone .41 +/- acres from Multifamily -1 (MFR-1) to Single Family Residential -1.

ORDINANCE NO. 2017-XX_____
REZONING APPLICATION NO. 3449
40 Colechester Lane

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, PROVIDING FOR THE AMENDMENT OF THE OFFICIAL ZONING MAP AS ESTABLISHED IN SECTION 2.06 OF THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE; AMENDING THE OFFICIAL ZONING MAP FOR .41+ ACRES OF CERTAIN REAL PROPERTY DESCRIBED AS TAX PARCEL IDENTIFICATION NUMBER 07-11-31-7016-00020-0010, LOCATED AT 40 COLECHESTER LANE AND BEING MORE PARTICULARLY DESCRIBED IN THE ATTACHED EXHIBIT A, FROM MULTIFAMILY RESIDENTIAL-1 (MFR-1) TO SINGLE FAMILY RESIDENTIAL-1 (SFR-1) ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Palm Coast, as the governing body of the City, pursuant to the authority vested in Chapter 163 and Chapter 166, Florida Statutes and the City of Palm Coast Unified Land Development Code, is authorized and empowered to consider applications relating to zoning; and

WHEREAS, the notice and public hearing requirements, as provided for in Chapter 2 (Review Authority, Enforcement, and Procedures) of the City of Palm Coast Unified Land Development Code have been satisfied; and

WHEREAS, the City Council of the City of Palm Coast has considered the evidence and testimony presented by the applicant and other interested parties, the recommendations of the various City reviewing departments, and the recommendation of the Planning and Land Development Regulation Board (PLDRB); and

WHEREAS, the City Council has considered the findings in the staff report and the following findings of fact:

1. The rezoning is consistent with the purposes, goals, objectives, and policies of the City of Palm Coast Comprehensive Plan;
2. The rezoning is compatible as defined in the Unified Land Development Code and generally consistent with the uses and character of the land surrounding and in the vicinity of the land proposed for rezoning;
3. The rezoning will result in a logical, timely and orderly development pattern;

4. The staff report has demonstrated sufficient justification that there are changed circumstances, which would require the rezoning request.

NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CITY OF PALM COAST, FLORIDA:

SECTION 1. Legislative and Administrative Findings. The above recitals (whereas clauses) are hereby adopted as the legislative and administrative findings of the City Council.

SECTION 2. Official Zoning Map Amended. The .41 +/- acres of land, identified as tax parcel identification number **07-11-31-7016-00020-0010** located AT 40 Colechester Lane, legally described in “Exhibit A” and as depicted in “Exhibit B,” attached hereto, is hereby amended from the Multifamily Residential-1 (MFR-1) zoning district to Single Family Residential-1 (SFR-1) zoning district.

SECTION 3. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Code are severable, and if any phrase, clause, sentence, paragraph or section of this Code shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Code.

SECTION 4. Conflicts. All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

SECTION 6. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption. [OR BECOME EFFECTIVE IMMEDIATELY UPON THE EFFECTIVE DATE OF ORDINANCE NO. ____ AS ADOPTED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AND PURSUANT TO THE CITY CHARTER. IF ORDINANCE NO. ____ DOES NOT BECOME EFFECTIVE, THEN THIS ORDINANCE SHALL BECOME NULL AND VOID.]

Approved on first reading this ___ day of _____, 2017

Adopted on the second reading after due public notice and hearing City of Palm Coast this ___ day of _____ 2017.

CITY OF PALM COAST, FLORIDA

ATTEST:

MILISSA HOLLAND, MAYOR

VIRGINIA SMITH, CITY CLERK

Attachments:

Exhibit “A” – Legal Description of property subject to Official Zoning Map amendment

Exhibit “B” – Revised Official Zoning Map

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EXHIBIT "A"
LEGAL DESCRIPTION

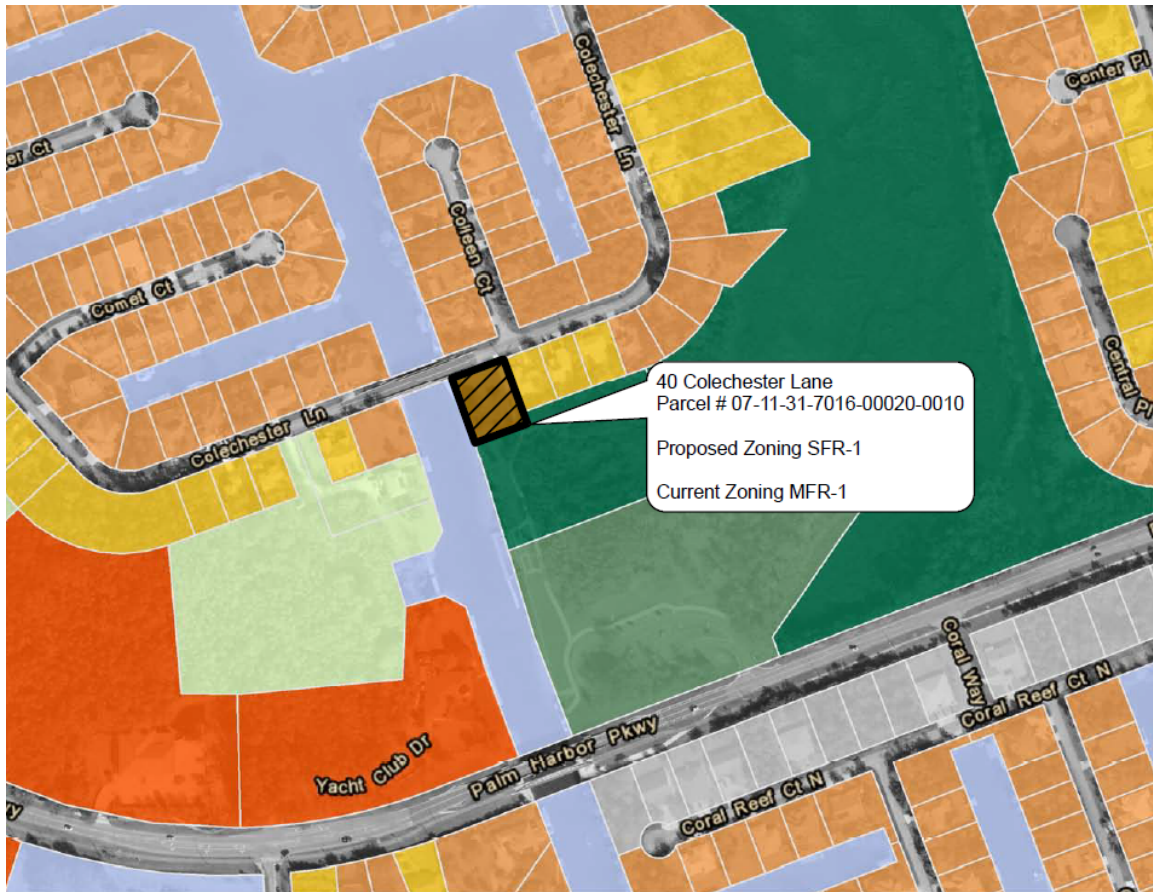
Address: 40 Colechester Lane., Palm Coast, FL. The parcel is also referred to as:

Parcel No: 07-11-31-7016-00020-0010 Legal Description: PALM COAST SEC 16 BLK 2 LT 1 &THE
WLY 121.56' OF NLY 25' OF RP-A BEING 0.07 AC OR

553/1539OR 652/1697 OR 669/452 OR 765/1315 OR 849/1987 OR 948/1064 OR 1646/957 OR
2054/1537 OR 2197/1342 OR 2197/1343 OR 2211/755-CD OR 2211/756-CD

Size: 18,020 SF


EXHIBIT "B"
ORDINANCE No. 20117-XX



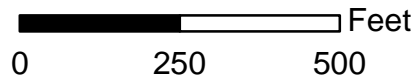


Location Map

40 Colechester Ln

 PIN 0711317016000200010

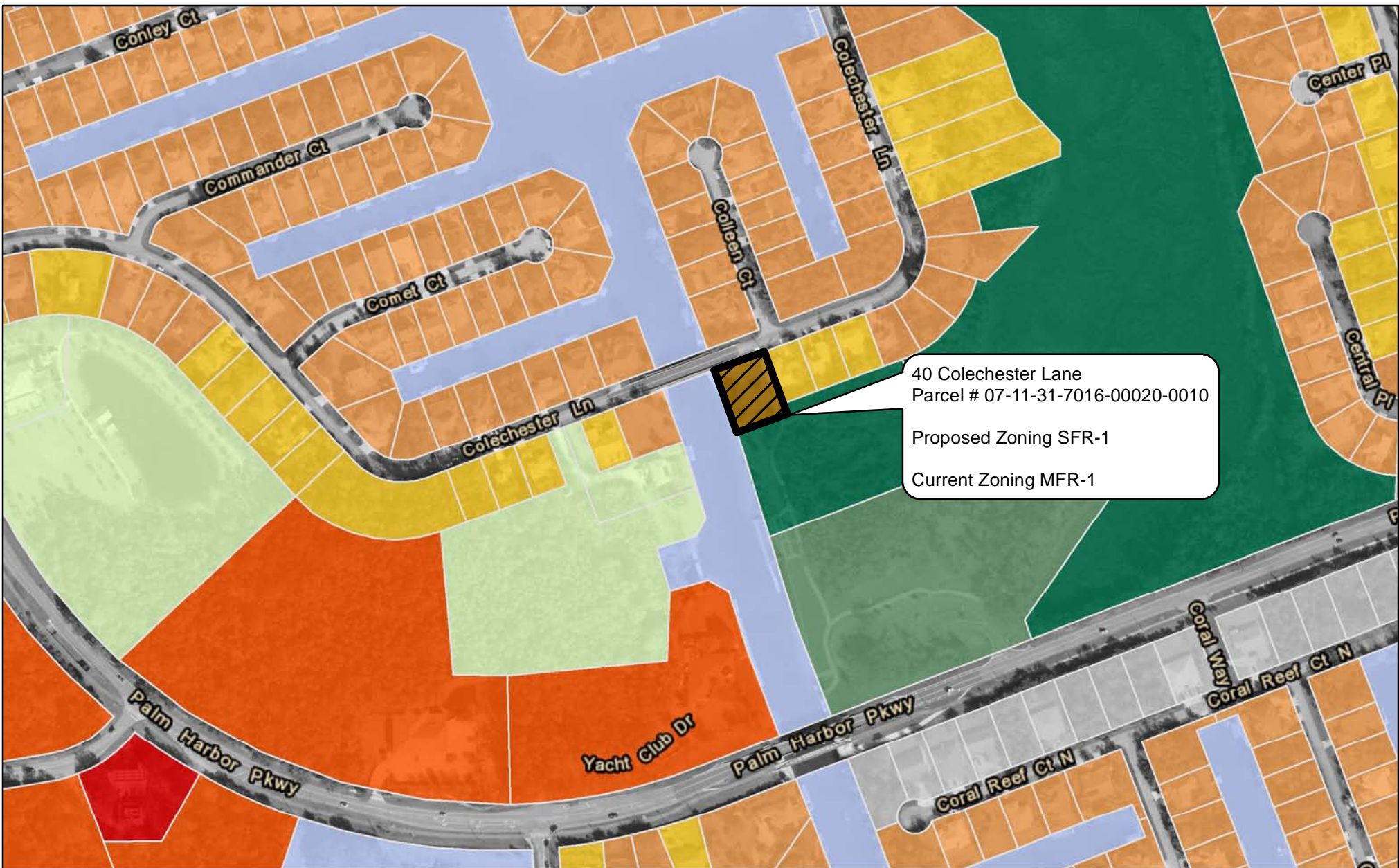
2017 FDOT Imagery



Map Provided by the GIS Division

Date: 11/22/2017

The City of Palm Coast prepares and uses this map/map data for its own purposes. This map/map data displays general boundaries and may not be appropriate for site specific uses. The City uses data believed to be accurate; however, a degree of error is inherent in all maps. This map/map data is distributed AS-IS without warranties of any kind, either expressed or implied including, but not limited to, warranties of suitability to a particular purpose or use. This map/map data is intended for use only at the published scale. Detailed on-the-ground surveys and historical analyses of sites may differ substantially from this map/map data.



40 Colechester Lane
 Parcel # 07-11-31-7016-00020-0010
 Proposed Zoning SFR-1
 Current Zoning MFR-1

Zoning Map

40 Colechester Ln
 PIN 0711317016000200010











 Proposed Zoning SFR-1

FDOT 2017 Imagery



0 250 500 Feet

Palm Coast Zoning Districts

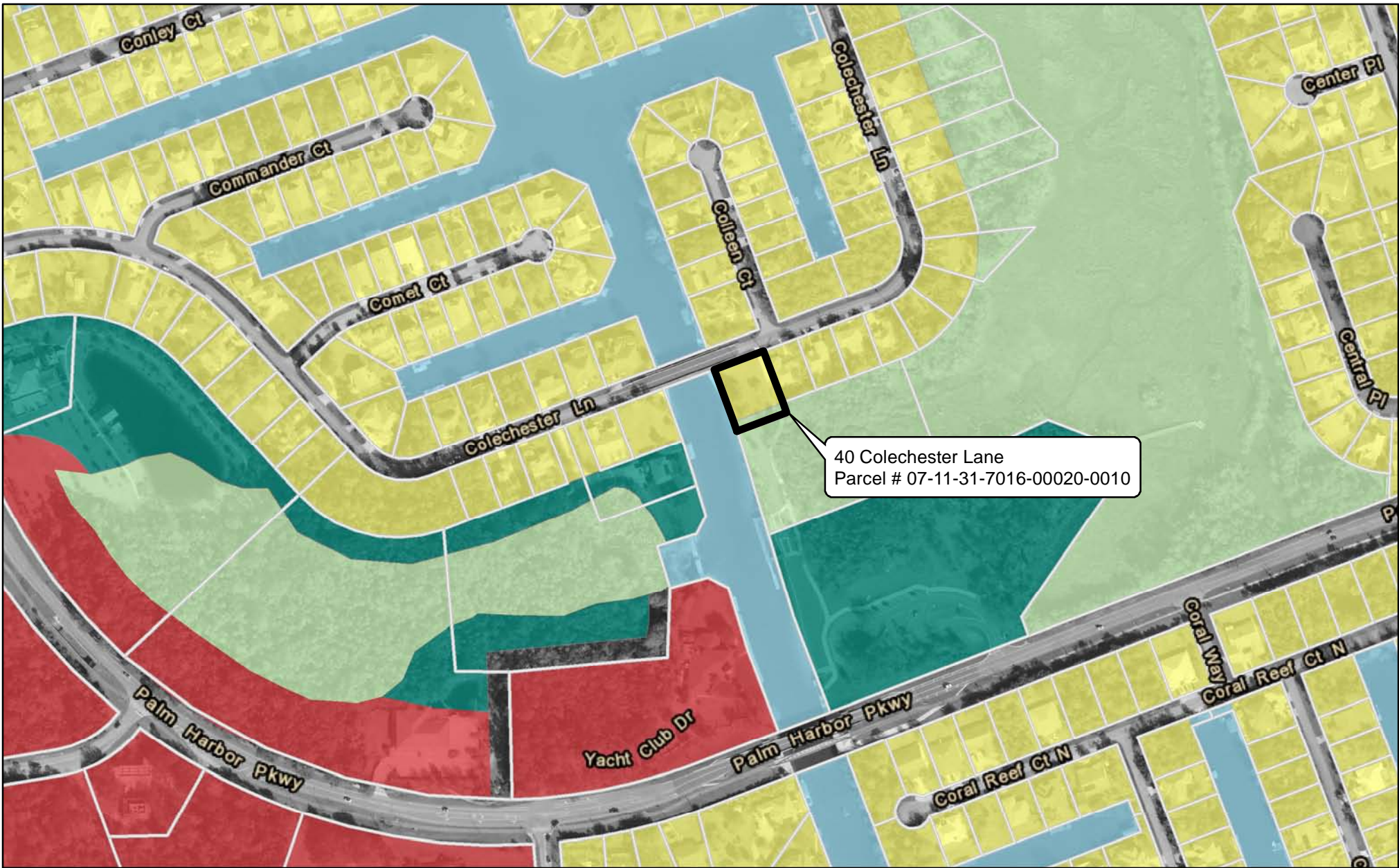
- | | | |
|---|---|---|
|  COM-1 |  EST-1 |  PRS |
|  COM-2 |  MFR-1 |  PSP |
|  DPX |  P & G |  SFR-2 |
| | |  SFR-3 |



Map Provided by the GIS Division


Date: 12/7/2017

The City of Palm Coast prepares and uses this map/map data for its own purposes. This map/map data displays general boundaries and may not be appropriate for site specific uses. The City uses data believed to be accurate; however, a degree of error is inherent in all maps. This map/map data is distributed AS-IS without warranties of any kind, either expressed or implied including, but not limited to, warranties of suitability to a particular purpose or use. This map/map data is intended for use only at the published scale. Detailed on-the-ground surveys and historical analyses of sites may differ substantially from this map/map data.

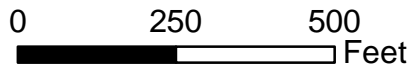


Future Land Use Map






40 Colechester Ln

 PIN 0711317016000200010

FDOT 2017 Imagery



Palm Coast FLUM Classifications

- | | |
|---|---|
|  Canals |  Mixed Use |
|  Conservation |  Residential |
|  Greenbelt | |



Map Provided by the GIS Division

Date: 11/22/2017

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BARRETT MARTIN & MARYANNE H&W
50 COLECHESTER LN
PALM COAST, FL 321379039

BENTLEY DEMAREE JEAN
44 COLECHESTER LANE
PALM COAST, FL 32137

BOSSEN MICHAEL D & MARIA A
DEBENEDETTO JTWROS
660 ISLAND WAY UNIT 603
CLEARWATER, FL 33767

CITY OF PALM COAST
160 LAKE AVENUE
PALM COAST, FL 32164

CITY OF PALM COAST
160 LAKE AVENUE
PALM COAST, FL 32164

CITY OF PALM COAST
160 LAKE AVENUE
PALM COAST, FL 32164

CITY OF PALM COAST
160 LAKE AVENUE
PALM COAST, FL 32164

DANZA PHILIP
8 COLLEEN CT
PALM COAST, FL 32137

DICKENSON JAMES O & LAUREL L
DICKENSON H&W
415 VISTA RIDGE
RADFORD, VA 24141

DIVERIO PAUL
2 WATERFORD CT
RINGWOOD, NJ 07456

DUBARRY ETIENNE TRUSTEE
9768 SE CRAPE MYRTLE CT
HOBE SOUND, FL 33455

ERVIN ROBERT W &
DEBORAH E H&W
37 COLECHESTER LANE
PALM COAST, FL 32137

GOEBNER DONALD K &
ELIZABETH P - LIFE ESTATE
57 COLECHESTER LN
PALM COAST, FL 32137

KOLOMOTSEV SERGEI S &
CHERYL L H&W
8 COLLEGE COURT
PALM COAST, FL 32137

KOULIEVA ELMIRA & RASUL
GULIYEV W&H
34B COLECHESTER LANE
PALM COAST, FL 32137

KRUCZKOWSKI KAROL & BARBARA
KRUCZKOWSKA H&W
PO BOX 2144
AQUEBOGUE, NY 119312144

KUYKENDALL JAMES & CARLYN H&W
20 COMET COURT
PALM COAST, FL 32137

LEE RICKIE
48 COLECHESTER LANE
PALM COAST, FL 32137

LOURENCO DALE R & YVONNE
H&W
38A ELM STREET
HANSON, MA 02341

NICHOLS RONNIE VERNON
36 COLECHESTER LANE
PALM COAST, FL 32137

NUVIEW IRA INC FBO JOHN MORRIS
280 S RONALD REAGAN BLVD
SUITE 200
LONGWOOD, FL 32750

PROKUBOVSKIY ALEXEY & NATALIA
KISLYAK H&W
17 FLETCHER CT
PALM COAST, FL 32137

PROSSER RODNEY ALAN
TRUSTEE
9 COLLEEN COURT
PALM COAST, FL 32137

REID ROBERT &
JANE BLAIR H&W
39 COLECHESTER LANE
PALM COAST, FL 32137

ROQUE ANGEL C &
OFELIA M
37 HARRIOT PLACE
HARRINGTON PARK, NJ 07640

SALVAGGIO VINCENT & ANTONIO &
CALOGERA L H&W JTWROS
11021 SW 140TH AVENUE
MIAMI, FL 33186

SCHULE ALLAN W & SUSAN H&W
22 COMET COURT
PALM COAST, FL 32137

TAVARES LUCIO & FATIMA M
TAVARES H&W
12 OAK LANE
GREEN BROOK, NJ 08812

WEBER STEVEN D & LISA A H&W
LIFE ESTATE
4 COLLEEN CT
PALM COAST, FL 32137

ZAWATSKI GARY W & LOU ANN
ZAWATSKI H&W
PO BOX 351609
PALM COAST, FL 32135



City of PALM COAST

Community Development Department
Planning Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3736

November 28, 2017

RE: Notice for Neighborhood Meeting on Proposed Rezoning for the follow Subject Property
Address: 40 Colechester Lane., Palm Coast, FL. The parcel is also referred to as:
Parcel No: 07-11-31-7016-00020-0010
Size: 18,020 SF

Dear Property Owner:

You are invited to a neighborhood meeting to discuss the proposed zoning map amendment (rezoning) for the subject properties outlined on the attached map.

The subject site is currently zoned Multi-Family Residential or (MFR-1). This zoning designation mainly permits multi-family development such as apartments, townhouses, or condominiums.

Under the proposed rezoning (the request is Single Family Residential-1), the properties will be limited **in development to single-family residential uses** as referred to in the City's Zoning Ordinance. (https://www.municode.com/library/fl/palm_coast/codes/land_development_code?nodetid=PACOU_NLADECO_CH3ZOUSDIST_S3.02REZODI)

The neighborhood meeting is to be held at:

City of Palm Coast City Hall – Community Wing
160 Lake Ave., Palm Coast, FL 32164
Monday, December 11, 2017
5:30 p.m.

If you have any questions, please do not hesitate to call or write Ida Meehan, Senior Planner, 386-986-2482 or IMeehan@palmcoastgov.com.

Sincerely,

Ida Meehan, AICP, Senior Planner

c. Ray Tyner, Planning Manager

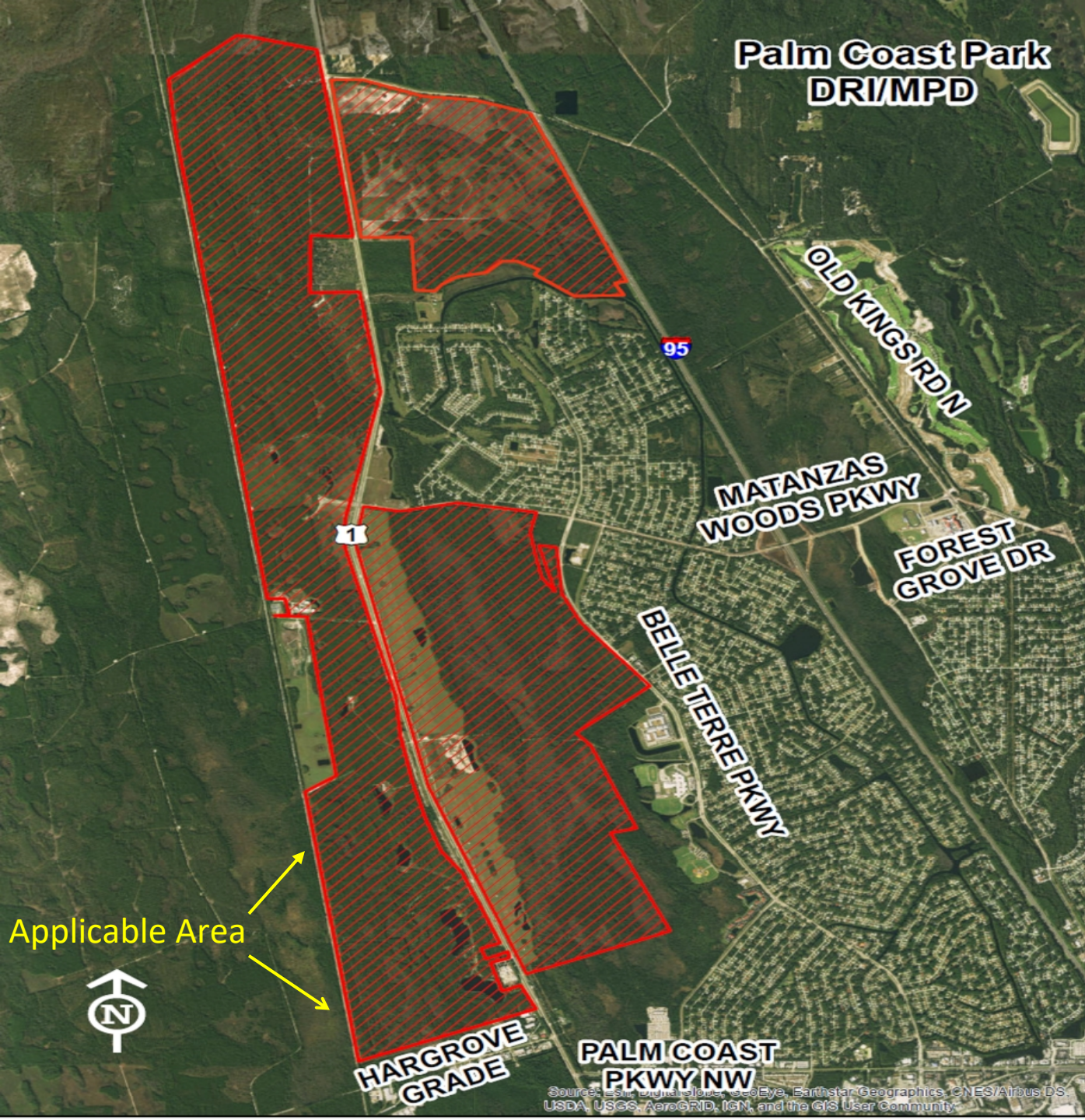


PALM COAST PARK DRI UPDATE

PLDRB Public Hearing

on December 20, 2017

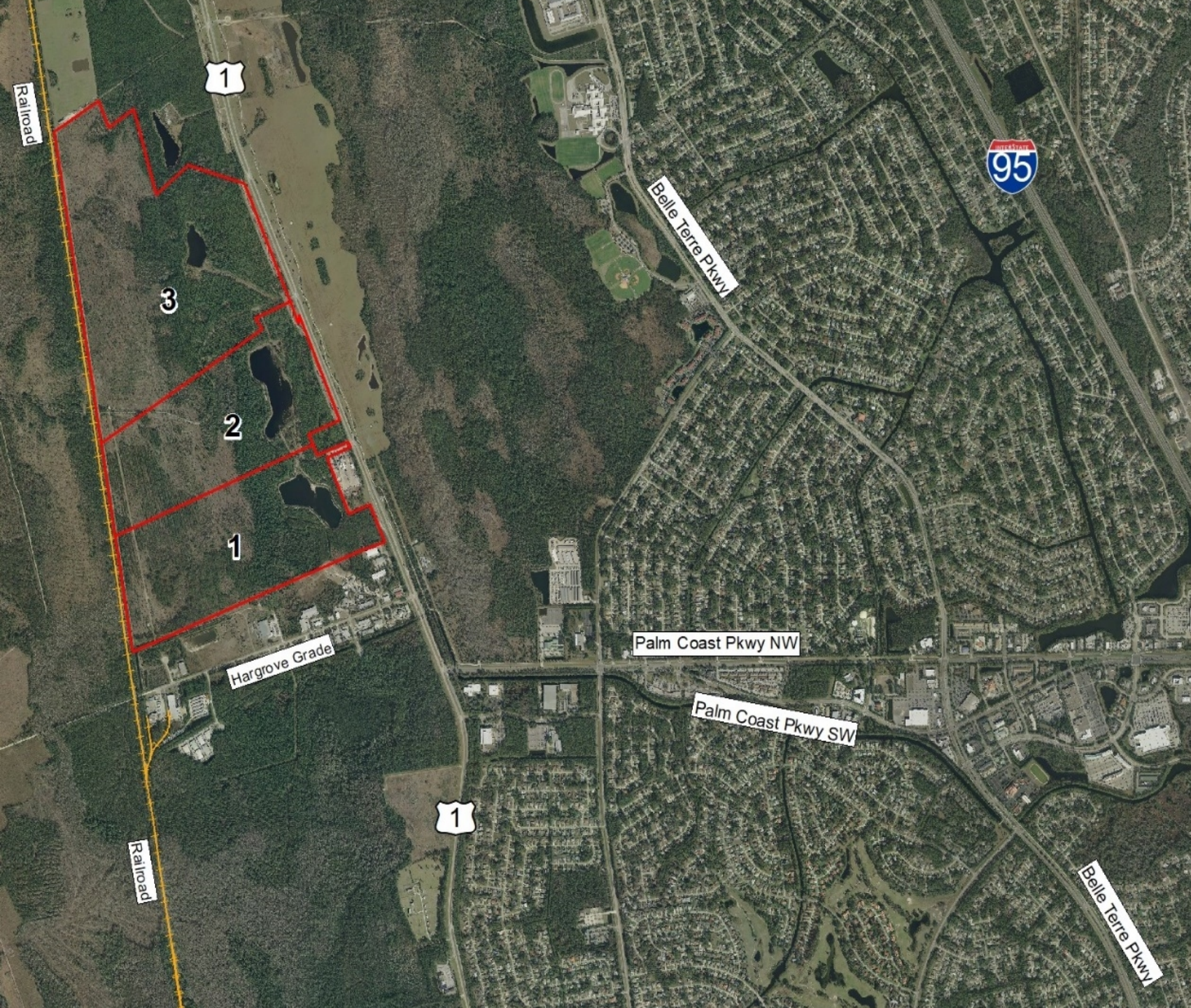




Location/Aerial Map

Palm Coast Park DRI is 4,677 acres and located along US Hwy 1, between Palm Coast Pkwy and Old Kings Road.

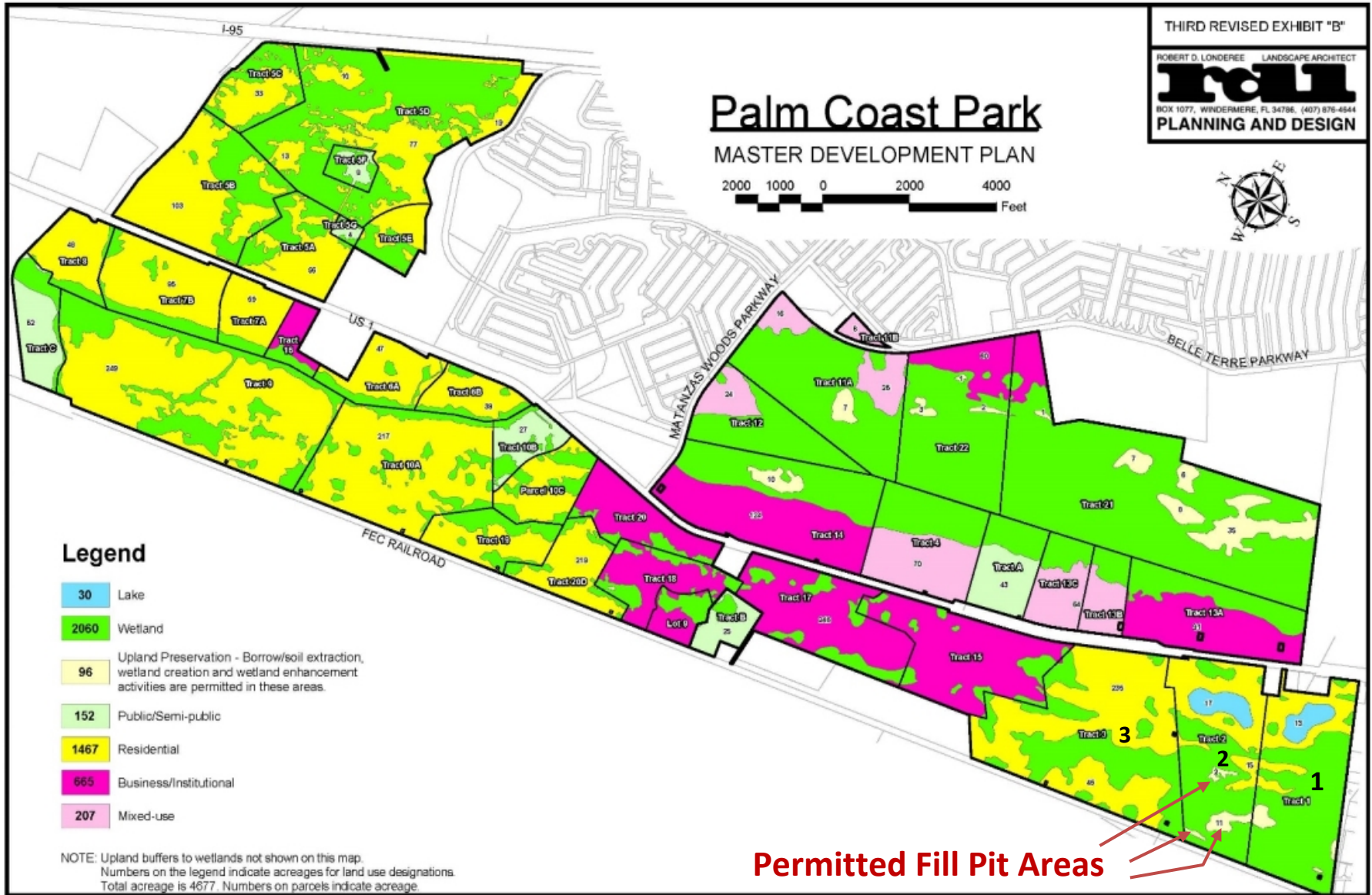
It is a mixed use MPD and DRI and two new owners of the SW portion of the DRI have requested an update.



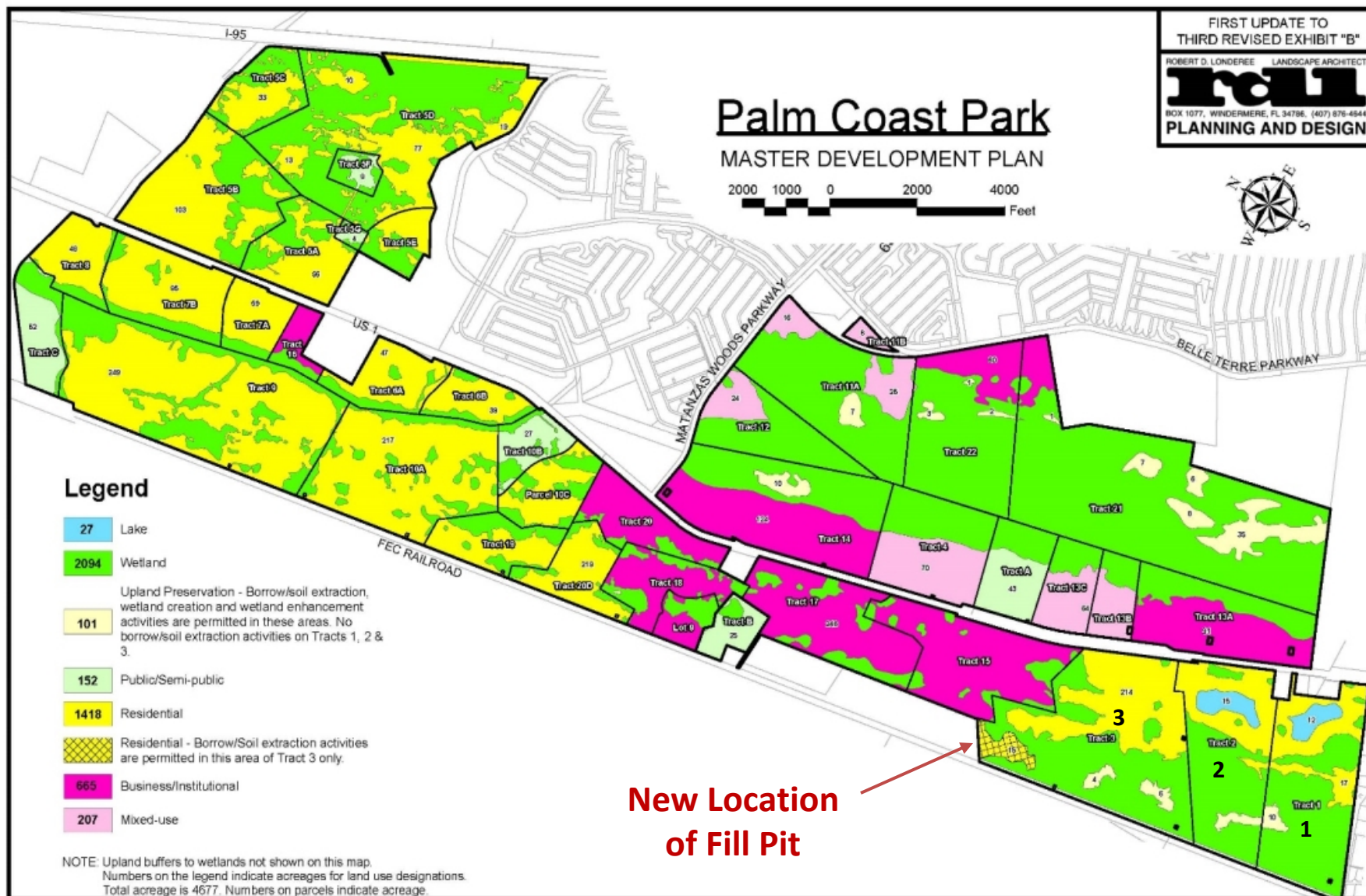
DRI Tracts 1 – 3

Sunbelt Palm Coast I, LLC who just purchased Tract 1 and Florida Land Investments I, LLC who just purchased Tracts 2 and 3 have requested a change to Exhibit “B” of DRI

Existing Exhibit "B" Master Development Plan



Updated Exhibit "B" Master Development Plan



Additional wetland studies have indicated if soil extraction areas are relocated to Tract 3 it would minimize wetland impacts by heavy equipment and motor vehicles



Five Review Criteria from Sec. 2.05.05 of LDC

- Proposed changes in development:
 - A) Must not be in conflict with public interest
 - B) Must be consistent with LDC and Comprehensive Plan
 - C) Must not impose a significant liability or hardship on City
 - D) Must not create an unreasonable hazard or nuisance
 - E) Must comply with all applicable government standards

Staff Analysis Based on LDC Chapter 2, Sec. 2.05.05

- Planning staff reviewed the update for these five criteria and provided detailed findings in the staff report.
- The changes will not increase the DRI entitlements or create a nuisance, hazard, or any compatibility issues.
- Soil extraction uses are already permitted in the DRI and are only being relocated from Tracts 1 and 2 over to Tract 3 to minimize wetland environmental impacts.
- Changes meet the LDC and Comprehensive Plan.

Public Participation

- Three signs were posted along west side of US 1 next to site
- Applicant notified neighbors within 300' of Neighborhood Information Meeting (NIM) by US Mail
- NIM on December 14, 2017 at 5:15 PM at Public Library
- No one from the public attended NIM

Recommendation

Planning staff recommends the PLDRB find this amendment in compliance with the LDC and Comprehensive Plan and recommend City Council approve the Update to the 3rd Amended and Restated Palm Coast Park DRI Development Order (Application No. 3453).

Questions

Planning and Land Development Board

Rezoning Request – Application 3449
40 Colechester Lane

December 20, 2017

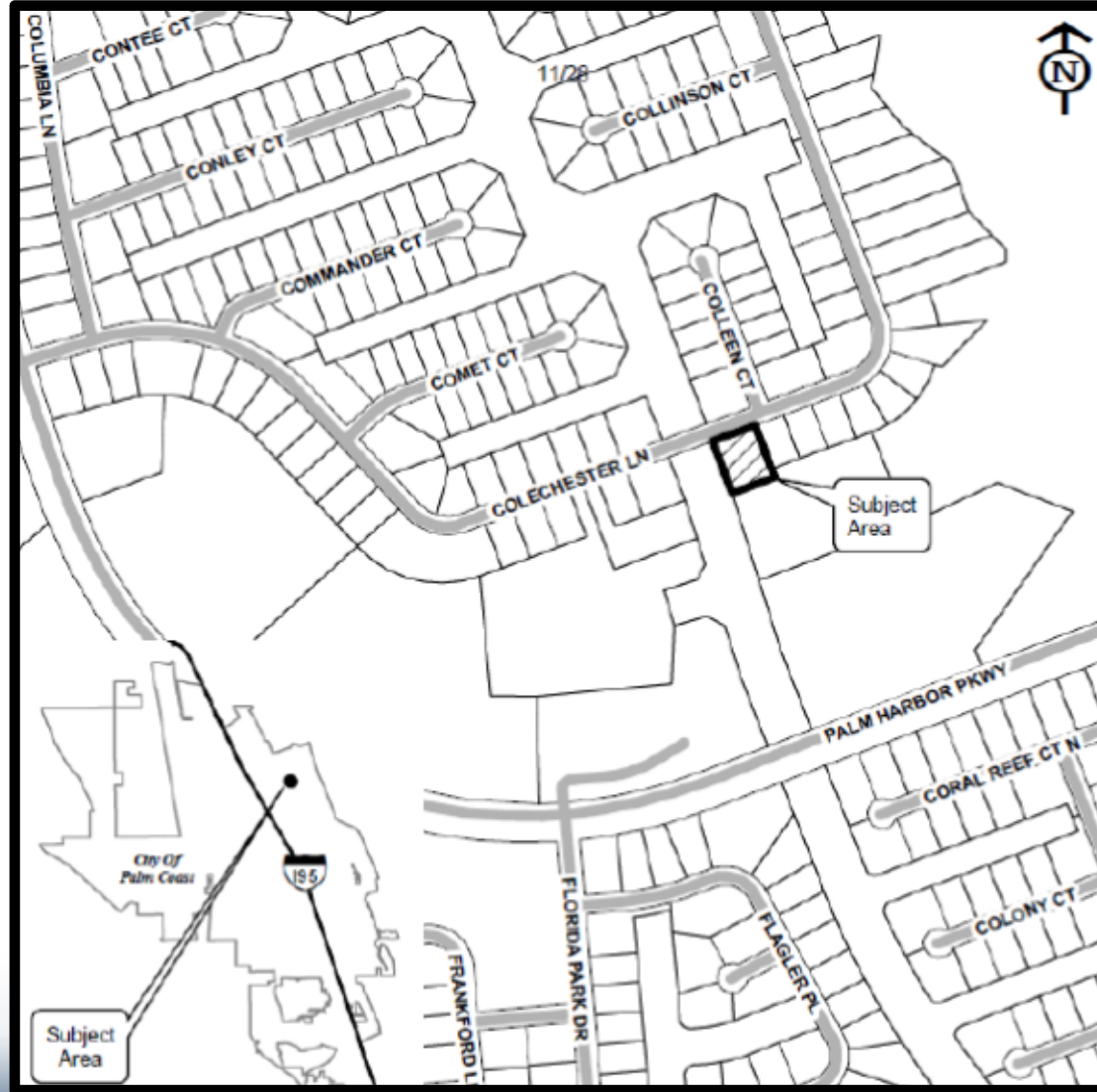


Location Map

Subject Property

Owner: Nuview IRA

Owner: John Morris



Location/Aerial Map



Existing Future Land Use Map




Current Zoning Map – 40 Colechester Lane



- .41 +/- acres
- Current Zoning MFR-1 (8 units/acre)
- Vacant

Zoning Map

40 Colechester Ln
PIN 0711317016000200010











 Proposed Zoning SFR-1

FDOT 2017 Imagery



0 250 500
Feet

Palm Coast Zoning Districts

 COM-1	 EST-1	 PRS
 COM-2	 MFR-1	 PSP
 DPX	 P & G	 SFR-2
	 SFR-3	



Map Provided by the GIS Division

Date: 12/7/2017

Proposed Zoning Map – 40 Colechester Lane



- .41 +/- acres
- Current Zoning MFR-1 (8 units/acre)
- Vacant

Development Standards Comparison Table

40 Colechester Lane.

<u>Criteria</u>	<u>SFR-1</u> <u>(Proposed)</u>	<u>MFR-1 (Existing)</u>
Min. Lot Size	6000 sq. ft.	
Min. Site Size	--	3 acres
Min. Lot Width	50'	25' for townhouses 100' for multi-family
Min. Living Area	1,200 sq. ft.	650 sq. ft.
Max. Bldg. Height	35'	50'
Max. Density (units/acre)	6-7 DU/acre	8 DU/acre

Findings Based on LDC Chapter 2, Sec. 2.05.05

A. The proposed development must not be in conflict with or contrary to the public interest;

- The proposed single-family residential rezoning will enhance the compatibility of uses in neighborhood.

B. The proposed development must be consistent with the provisions of the Land Development Code and the Comprehensive Plan;

- Staff found it consistent with the LDC and the goals of the Comprehensive Plan. Protects area from potential intrusive land uses, consistent with the Comp Plan.

Findings Based on LDC Chapter 2, Sec. 2.05.05

C. The proposed development must not impose a significant financial liability or hardship for the City;

- The infrastructure is nearby and will be reviewed during permitting.

D. The proposed development must not create an unreasonable hazard, or nuisance, or constitute a threat to the general health, welfare, or safety of the City's inhabitants;

- The site is designated "Residential" on the FLUM which allows less intensive zoning than the current zoning. The proposed SFR -2 Zoning District is consistent with "Residential" FLUM.

Findings Based on LDC Chapter 2, Sec. 2.05.05

E. The proposed development must comply with all other applicable local, state and federal laws, statutes, ordinances, regulations, or codes;

- The project will be subject to further review and compliance with the City's LDC, Comprehensive Plan, and requirements of all other applicable agencies throughout the development process.

Planning Staff Recommendation

The Planning and Land Development Regulation Board (PLDRB) find the request consistent with the Unified Land Development Code (ULDC) and the Comprehensive Plan and recommend that the City Council approve (Application 3449) the rezoning of 40 Colechester Lane from MFR-1 to SFR-1.

The Next Steps - Schedule

- City Council on January 16, 2018 at 9:00 AM
- City Council on February 6, 2018 at 6:00 PM



Questions?

Find Your Florida



Contact Ida Meehan, Sr. Planner,
386-986-2482
IMeehan@palmcoastgov.com

Find Your Florida



City of PALM COAST

Community Development

To: Jim Landon, City Manager
Date: December 14, 2017
Department/Team: Community Development Department
Director/Team Leader: Stephen Flanagan, Community Development Director
Reporting Period: Fiscal Year 2017 End of Year Progress Report

Executive Summary:

Fiscal year 2017 began with Hurricane Matthew and ended with Hurricane Irma damage assessment. Property damage for Irma was assessed and completed by staff within two days. Staff received refresher course training prior to Irma to assist the utility department (if needed) in connecting generators to pep tanks in order to prevent sewage backups. Expedited permitting was implemented and fees were once again waived for storm related permits through November 30th. 595 hazard tree complaints were received between September 12th (the day after Hurricane Irma) and September 30th. Hurricanes Matthew and Irma resulted in staff conducting 2,571 tree inspections in fiscal year 2017, which is a 317% increase compared to the number of inspections performed in the previous fiscal year (617).

The building division ended the 4th quarter of fiscal year 2017 with the same trend experienced over the past few years, with a steady increase in development activity. The issuance of new commercial construction permits decreased slightly, however, 67 commercial alteration permits were issued this year. These permits represent a new business or a renovation of existing buildings, to include Kentucky Fried Chicken, Outback Steakhouse and 57 Town Court (an unoccupied building for a few years). Island Walk and City Centre (next to City Hall) continue to gain new tenants and fill up empty units.

Implementation of a complete electronic permitting process from beginning to end for all permit types has been very successful. We currently have 640 registered users and 3,768 permits have been created online. Of those, 55 have been homeowners. A breakdown of the top online permits is as follows:

- 1,338 HVAC change-outs
- 823 roofing
- 461 fences
- 180 single family homes

Planning division staff provided review of 72 development order applications. These projects included large scale, big impact commercial projects, to include Creekside at Grand Haven, Aldi, Starbucks (2), International House of Pancakes (IHOP), Dunkin Donuts, Chipotle Mexican Grill, Taco Bell and Moonrise Brewery.



City of PALM COAST

Community Development

Two large residential projects this fiscal year include Grand Landings Phase 3 and Matanzas Lake Subdivision. In addition, several properties in the Matanzas area were rezoned from multi-family to single-family residential.

City Council adopted revisions to the Unified Land Development Code (LDC) Chapter 11 – Tree Protection, Landscaping, Buffers and Irrigation. This lengthy and detailed process had substantial input from residents, design professionals, business owners and the Flagler County Association of Responsible Development (FCARD). Input from these sources identified concerns with the existing chapter, which included changes to buffers, irrigation, overcrowding of trees and landscape material, as well as with providing more flexibility while ensuring we maintain our beautiful landscaping.

Construction Management & Engineering (CM&E) staff continues to provide modeling, survey and design for many capital projects. Some of the major efforts this fiscal year consisted of completing survey work associated with the Lakeview Path project, Indian Trails Sports Complex (ITSC) Field 4 rehabilitation project and the FPL Path project, design work associated with the Sesame Path (Citation to Selma Trail south) project, W-1, L-1, K-1 Stormwater Control Structure Replacement projects, Pine Lakes Pedestrian Bridge Removal and Pipe Replacement project, Reclaimed Water Main on US Highway 1 Aquifer Recharge project, as well as modeling for various utility projects.

Throughout the year, staff has partnered with FPL in committing to the use of LED fixtures for street lighting. In line with direction from City Council, staff has standardized the use of LED fixtures for all new streetlight installations. Staff has also been working with FPL to coordinate the eventual conversion of the City's more than 2,700 street lights from high pressure sodium to more energy efficient LED fixtures. It is anticipated that these conversions could potentially start in the early part of fiscal year 2018.

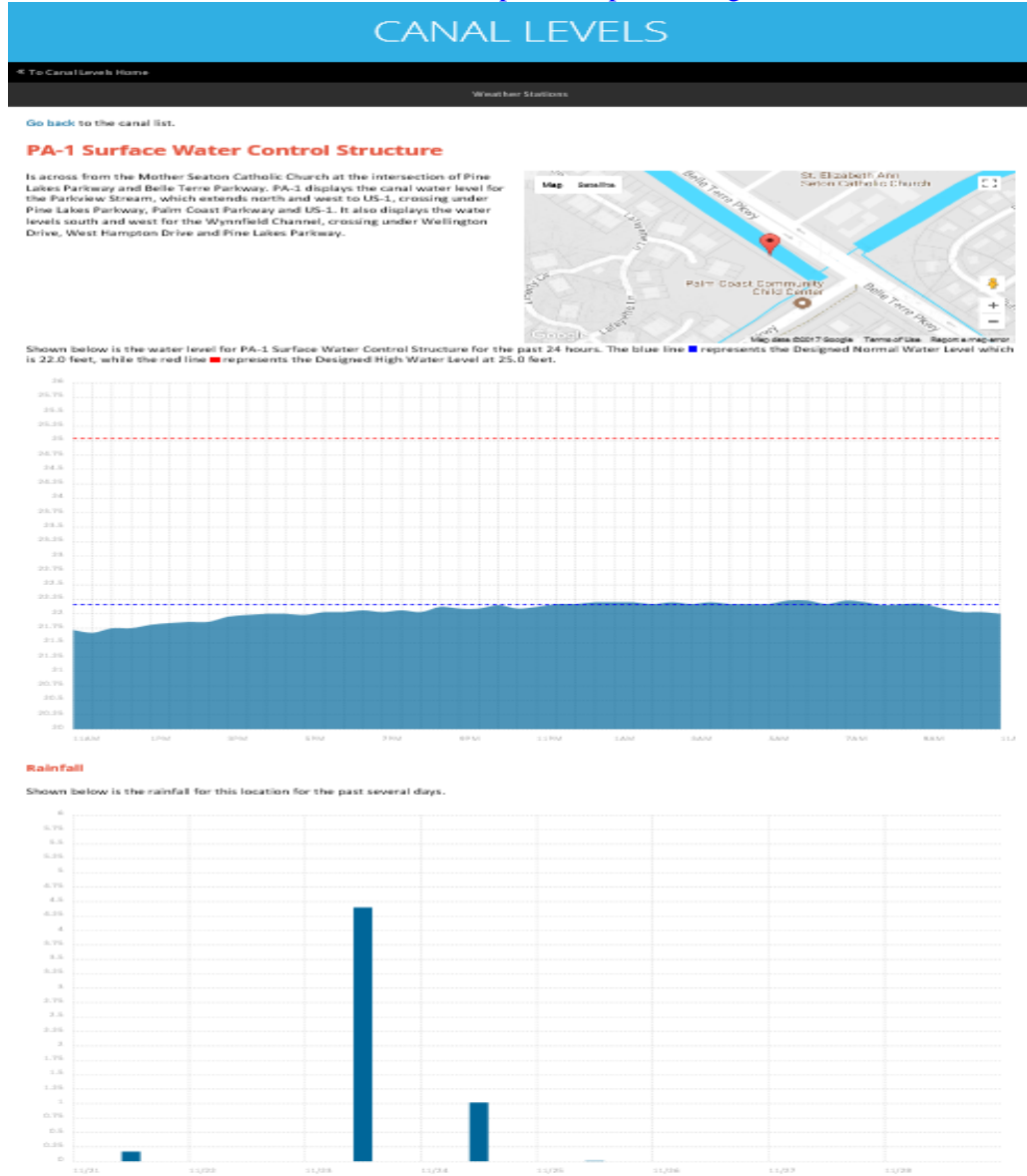
Staff actively began work with the consulting firm Lassiter Transportation Group, Inc. on a two phase street lighting project. The first phase is to develop a master plan to identify and plan for the installation of continuous lighting along the city's main thoroughfares. The second phase is to design continuous street lighting along Lake View Blvd. and along Belle Terre Blvd, from Palm Coast Parkway to State Road 100. The completion of the master plan is anticipated for the 1st quarter of fiscal year 2018 and design plans in the 2nd quarter. Lassiter continues to work with the city modifying and updating the city's transportation impact fees.



City of PALM COAST

Community Development

Staff completed an enhancement to four of the existing stormwater water control structures by adding an electronic monitoring system that allows staff to raise and lower gates remotely, as well as to monitor water levels in the canals. This past year, City staff also added a link to the city's website that residents can use to see the canal water levels. A few locations have rainfall information as well. The link can be found at <http://www.palmcoastgov.com/canals>.



Two code officer positions that were vacant for several months were finally filled. With the influx of work that emanated from the storms, a number of code officers provided assistance to urban forestry staff with wildfire mitigation re-inspections and postings. Code staff also provided data entry assistance with tree removal permits. With the substantial increase this fiscal year to the workload in urban forestry, one of the new staff members will be trained to assume responsibilities associated with the position.



City of PALM COAST

Community Development

Budget:

A review of the budget indicates that overall, each division was on target with operating expenditures in fiscal year 2017, with the exception of a slight overage in the other contractual services budgets in building & permitting and code enforcement.

**Progress
Report:**

38 out of 67 performance measures were completed or performed to a 100% completion level this fiscal year.

Highlighted Development Orders Issued in FY '17

- Aldi Food Market – October 12, 2016
- RaceTrac Remodel – October 28, 2016
- Marco's Pizza – November 3, 2016
- Starbucks (Island Walk) – November 3, 2016
- Dunkin Donuts (Palm Coast Pkwy.) – November 16, 2016
- Tattoo Studio – November 16, 2016
- Creekside at Grand Haven Commercial – December 6, 2016
- Shoppes of Palm Coast – January 6, 2017
- Starbucks – (Belle Terre Blvd.) – February 9, 2017
- Grand Landings Phase 3A – February 14, 2017
- Chipotle Mexican Grill Restaurant – March 10, 2017
- Craig Flagler Palms mausoleum addition – March 31, 2017
- IHOP (International House of Pancakes) – May 1, 2017
- Indian Trails restroom facilities & sports field lighting – May 22, 2017
- Arts Foundation Restrooms – May 22, 2017
- Vystar Credit Union ATM – June 28, 2017
- Kings Pointe landscape rehabilitation – June 28, 2017
- Taco Bell – August 7, 2017
- Moonrise Brewery – August 16, 2017
- Matanzas Lake Subdivision – September 5, 2017

Cumulative Numbers FY '17 Compared to FY '16

- Development order applications (72) increased 4%
- Residential plan review (20,586) increased 5%
- Permits issued (13,149) increased 33%
- New home construction (633) increased 31%
- The value of single family construction (\$175,151,000) increased 32%
- New commercial construction (89) decreased 22%
- Building inspections increased (33,576) increased 30%
- Swale/drainage work order inspections (1,278) increased 26%
- Residential driveway/home permit reviews (1,083) increased 38%
- Permit inspections (ROW)(4,132) increased 3%
- Code Enforcement action orders (15,357) increased 6%
- Code board cases (602) decreased 9%
- Animal licenses issued (6,929) increased less than 1%



City of PALM COAST

Community Development

Construction Management & Engineering Staff:

- Reviewed 65 requests for streetlights with 25 new installations approved
- Managed over 50 Capital Improvement projects
- Prepared 710 residential driveway swale plan designs

Construction Inspectors Performed

- Oversight of 22 active construction projects
- 1,892 residential utility inspections
- 531 commercial utility inspections
- 1,216 Project Dox permit reviews

Surveyors Completed

- Setting 722 survey benchmarks
- 153 surveys for driveway replacements
- 470 surveys associated with new home construction permits
- 32 surveys for city drainage pipe replacement projects
- 6 survey associated with city swale rehabilitation projects
- 12 surveys associated with city valley gutter projects

Swale Specialists:

- In 4th quarter completed 1,020 right of way involved inspections
- Verified 100% of the street light inventory of GIS mapping for accuracy. Began inventory reconciliation with FPL billing

Projects Currently Under Review or Ready for Building Permit Issuance

- 5 various commercial renovations for new businesses to include West Marine at Island Walk

4th Quarter Projects Under Construction

- Chipotle Mexican Restaurant (5,896 sq. ft.)
- Taco Bell (1,981 sq. ft.)
- Painting with a Twist (Island Walk) (1,800 sq. ft.)
- Starbucks at Island Walk (2,064 sq. ft.)
- Protea/Sabal Palms assisted living facility (67,432 sq. ft. 100 beds)
- Palm Coast Community Center (21,475 sq. ft.)
- 57 Town Court – Medical Offices (6 units)
- Palm Coast wastewater treatment plant
- Watercrest Market Street (45,952 sq. ft. 64 unit memory care residence)
- Tuscan Gardens (37,860 sq. ft. 2 story memory care facility)
- Tuscan Gardens (88,887 sq. ft. 4 story assisted living facility & 18,040 sq. ft. amenity building)
- Flagler Palms Cemetery Garden Mausoleum (414 crypt spaces)
- Island Doctors (former News Journal building) (9,425 sq. ft.)
- Arts Foundation- two restroom buildings (1,140 sq. ft. each)



City of PALM COAST

Community Development

4th Quarter Completed Projects

- Aldi Food Market (17,849 sq. ft.)
- Florida Power & Light (FPL) 2 story office building (25,436 sq. ft.)
- Starbucks - Belle Terre Pkwy. (2,200 sq. ft.)
- Parkview Baptist classroom addition (12,255 sq. ft.)
- Marco's Pizza (1,800 sq. ft.)
- T-Mobile (2,027 sq. ft.)

Employee Development:

4th Quarter Training Sessions/Courses/Conferences

- Microsoft Word training - 3
- Microsoft Excel training - 4
- American Institute of Certified Planners (AICP) CEU General training APA conf. – 5
- EOC Call Center training & final exam – 1
- Building Officials Assoc. of FL (BOAF) – St. Augustine Code Training – 5
- BOAF – South Daytona Code training – 3
- BOAF – Building Cross training – 2
- BOAF – Inspection & Plan Review Techniques – 1
- BOAF – Laws & Rules for the Building Officials – 1
- Florida Rural Water Association (FRWA) Annual Symposium – 2
- Florida Dept. of Transportation (FDOT) Maintenance of Traffic (MOT) training – 2
- Project Management training – 5
- Webinar - Improving the Delivery of Government Infrastructure Projects - 1
- Webinar - Infrastructure: What's New in Point Cloud processing, ReCap 360 & InfraWorks 360 -1
- Webinar - Trimble Power Hour: Defining & Working with Grid & Ground Coordinates - 1
- Webinar – Civil 3D Surfaces Tips & Tricks -1
- Webinar – What Government Agencies Need to Know About Autodesk Subscription - 1

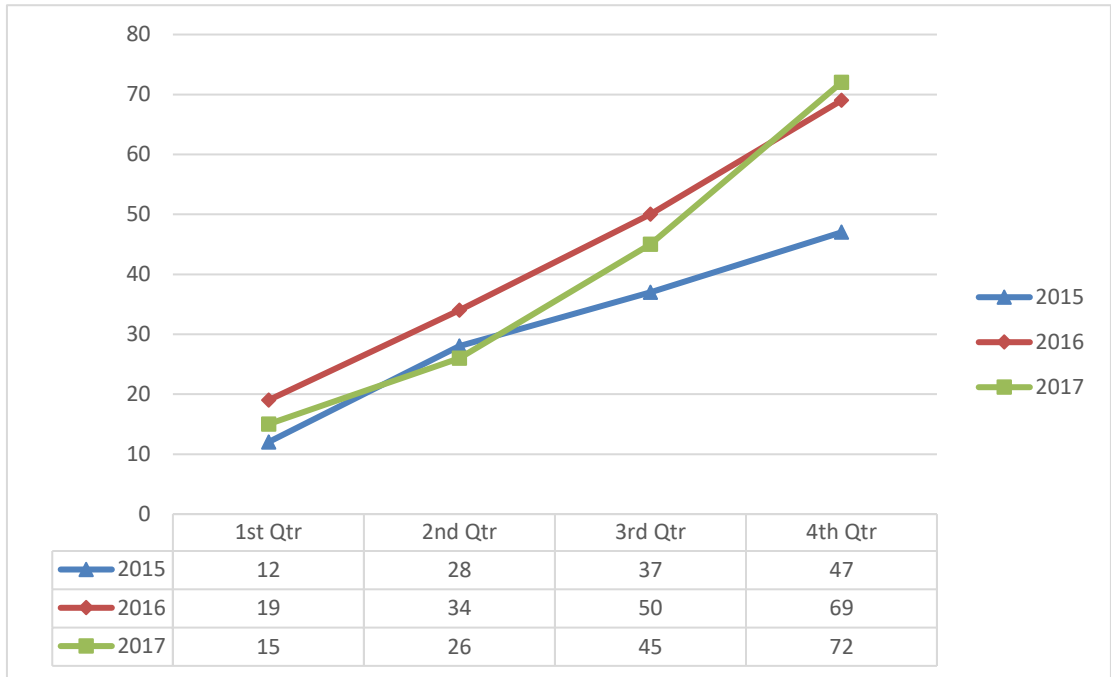


City of PALM COAST

Community Development

Other:

Number of development order applications



Number of residential plan reviews

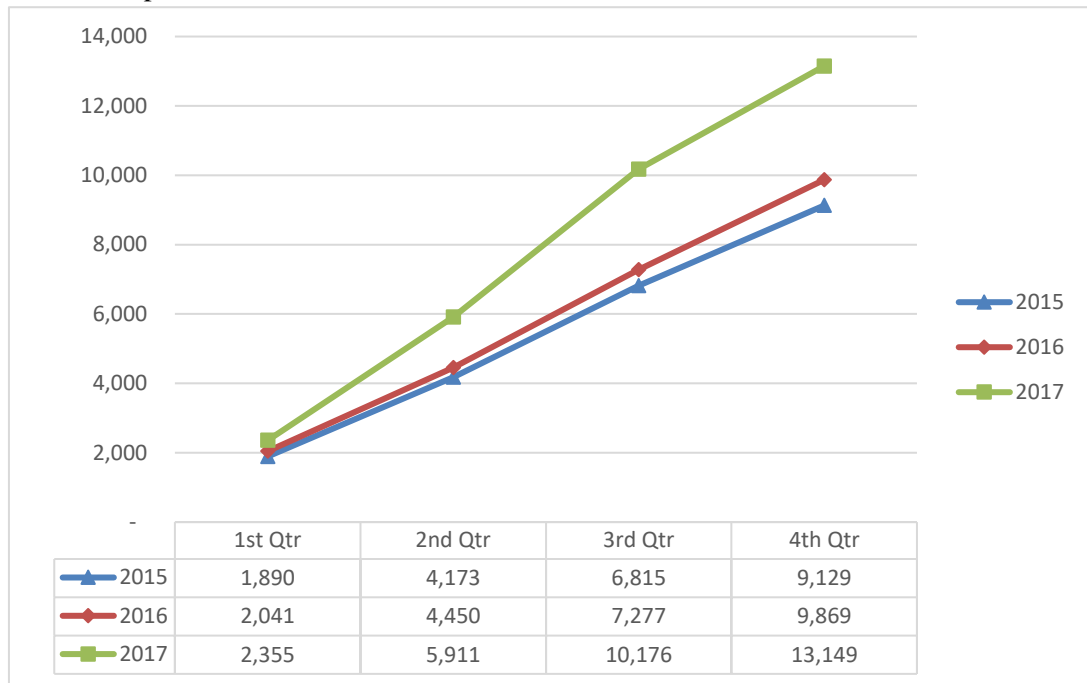




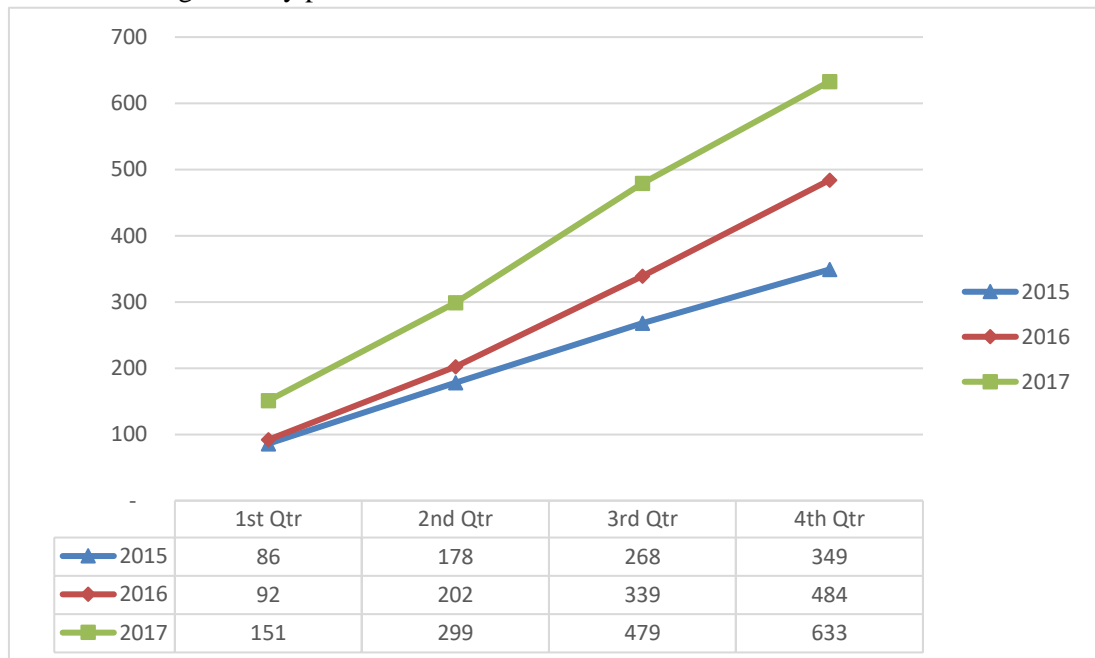
City of PALM COAST

Community Development

Number of permits issued



Number of single family permits issued

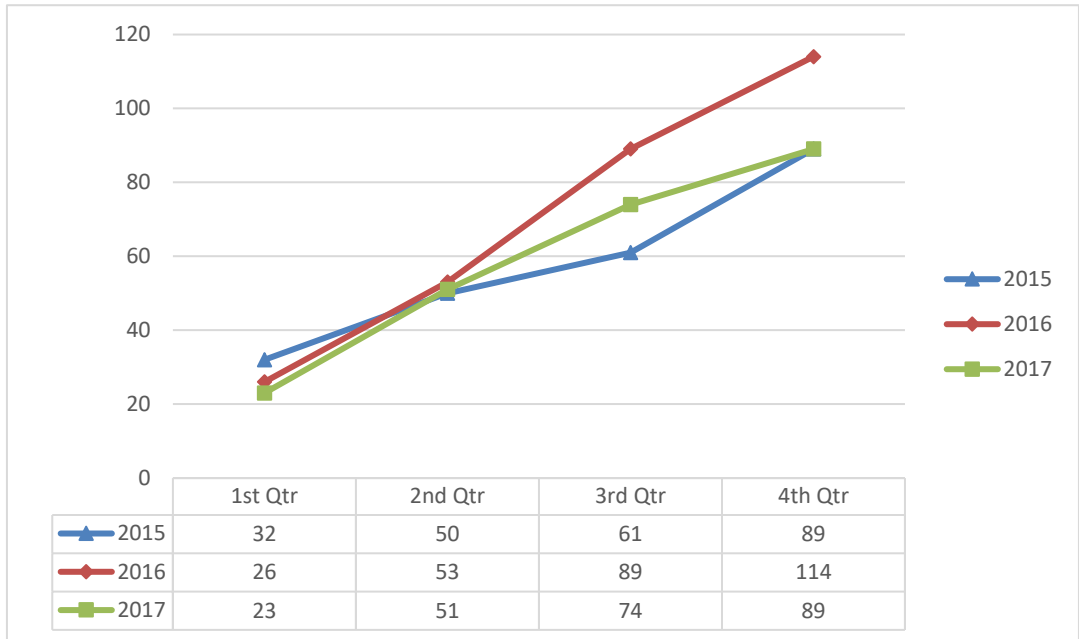




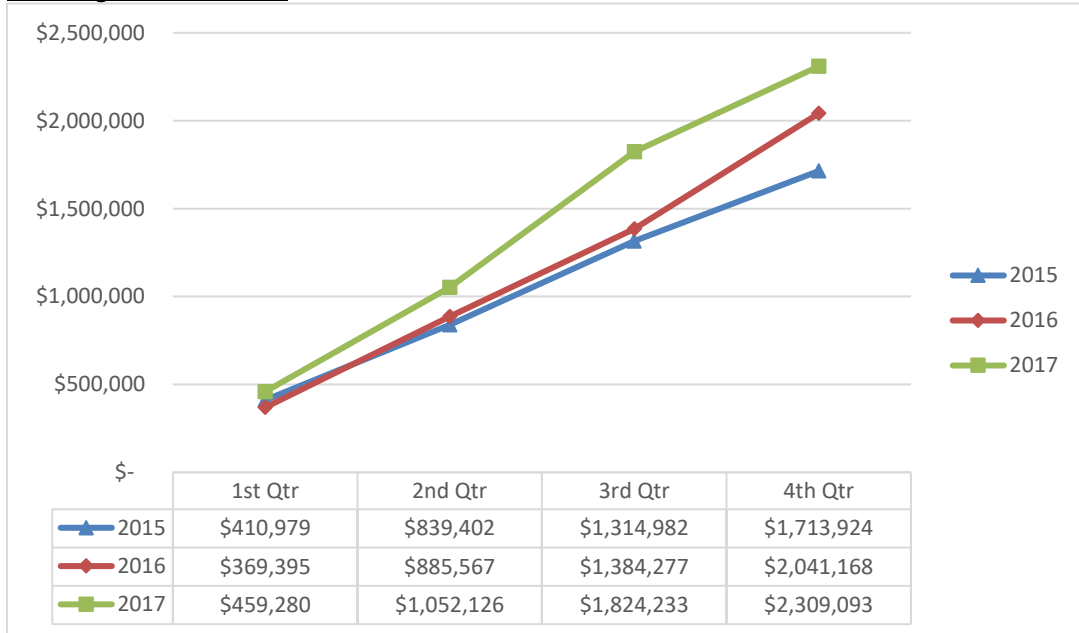
City of PALM COAST

Community Development

Number of new commercial permits issued



Building Fund Revenue

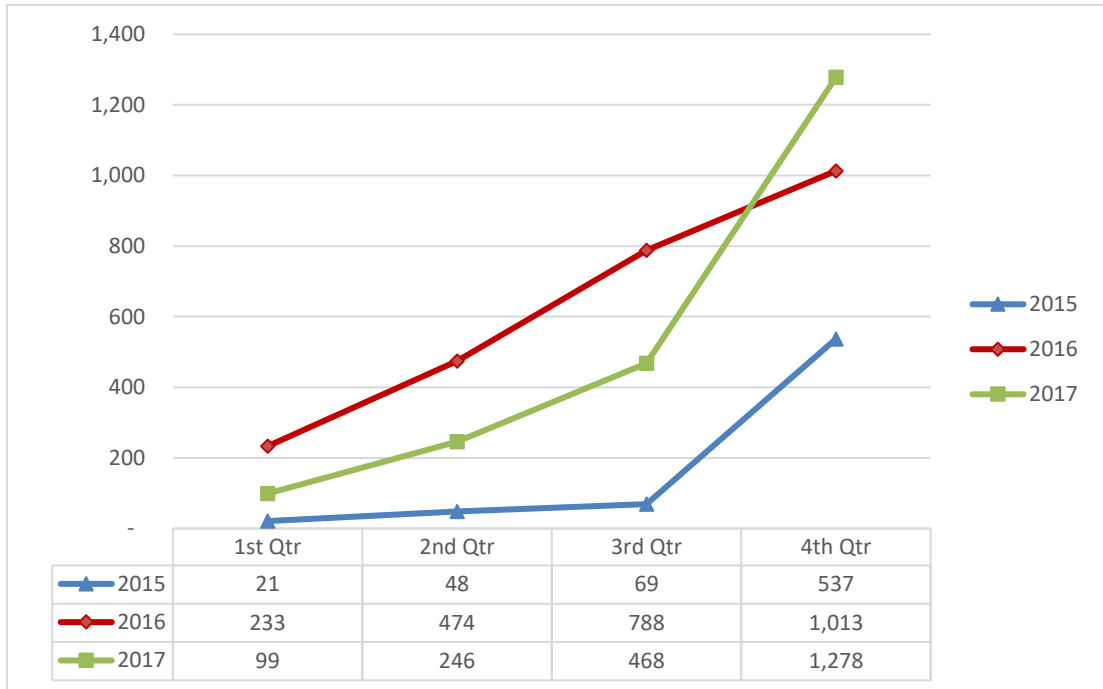




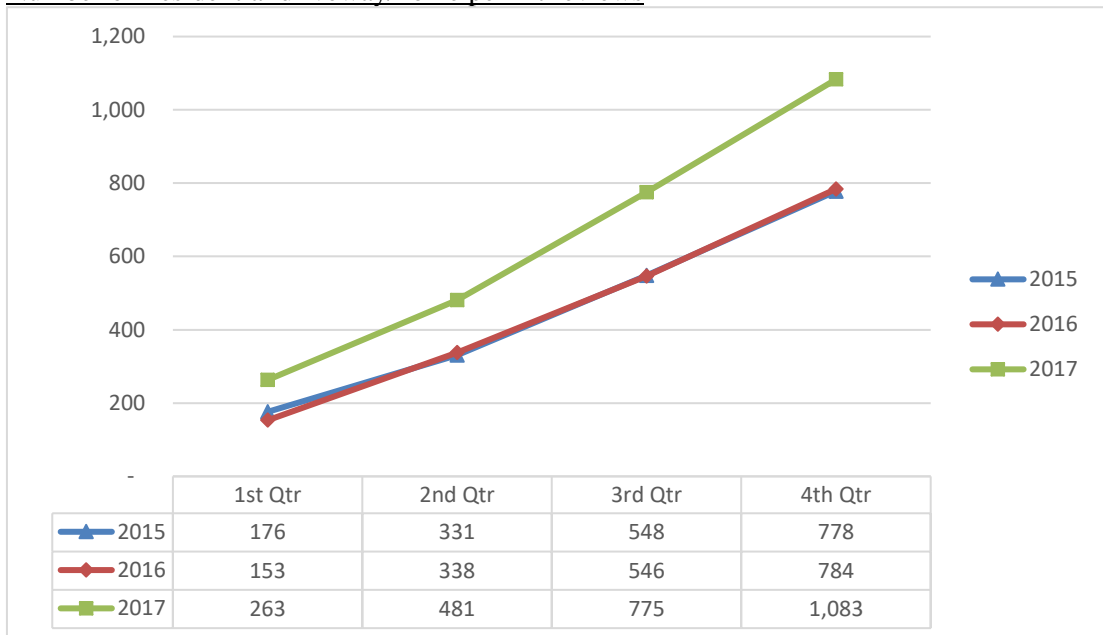
City of PALM COAST

Community Development

Number of swale/drainage work order inspections



Number of residential driveway/home permit reviews

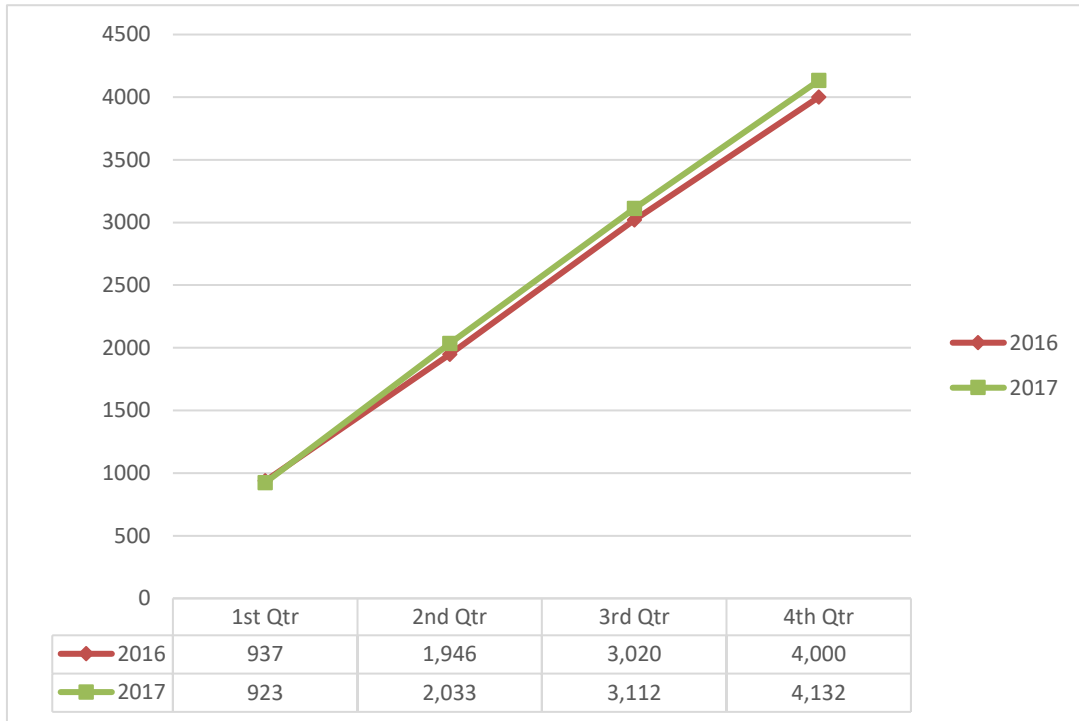




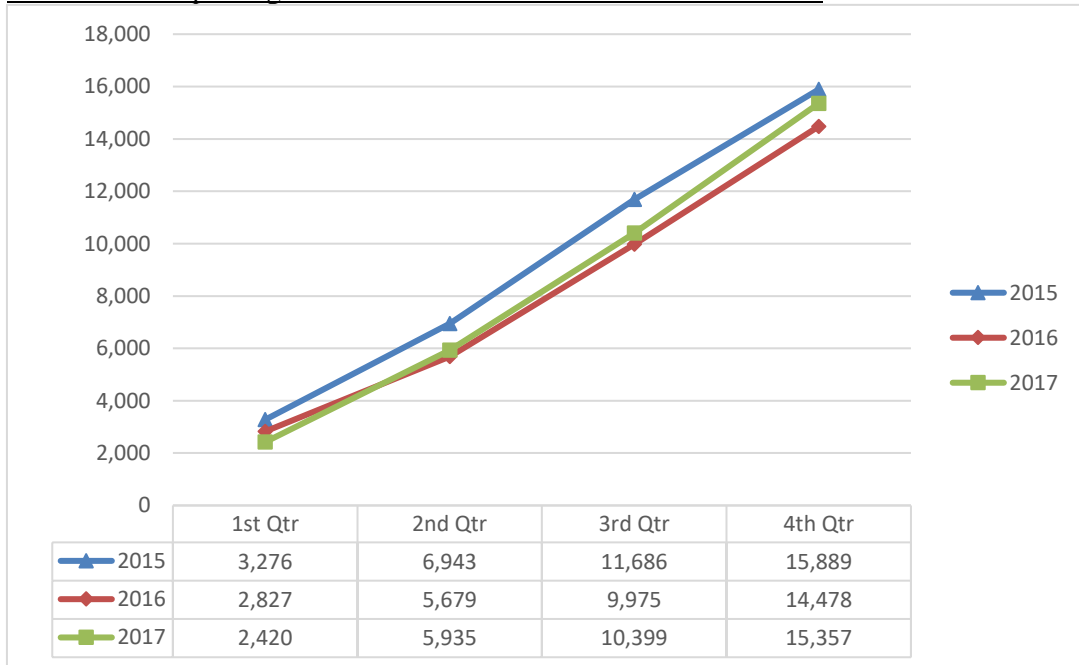
City of PALM COAST

Community Development

Number of permit inspections



Number of complaint generated & code officer initiated action orders

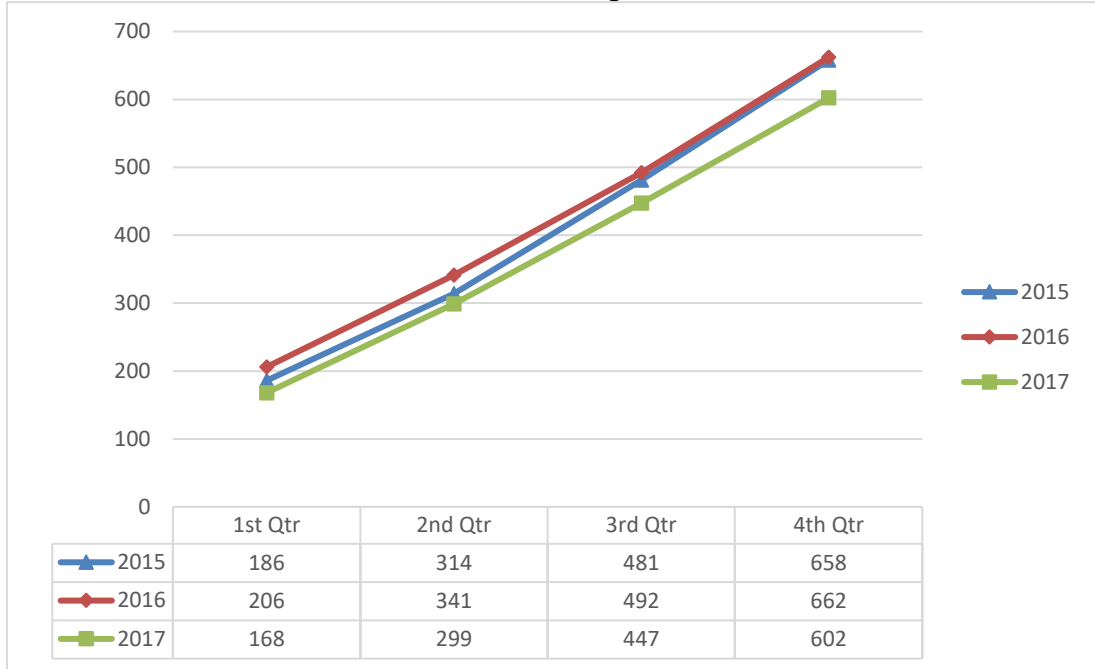




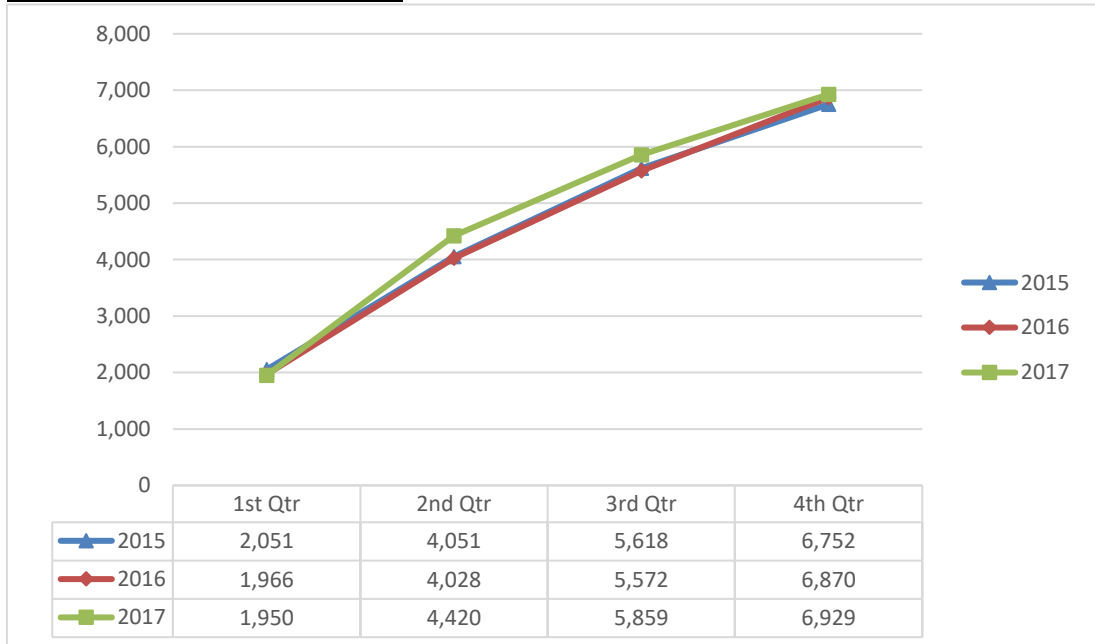
City of PALM COAST

Community Development

Number of cases scheduled for a code board hearing



Number of animal licenses issued





City of PALM COAST

Community Development

Development Orders/Master Plans, Etc.

Taco Bell

On August 7, 2017 a development order was issued for a new Taco Bell 1,961 sq. ft. restaurant with a drive-thru lane in the Shoppes of Palm Coast Shopping Center located at the Southeast corner of SR 100 and Belle Terre Blvd.



Matanzas Lake Subdivision

On September 5, 2017 a Preliminary Plat development order was issued for the 28.6-acre Matanzas Lake Subdivision consisting of 106 single-family lots located on the east side of Laramie Drive, one-half mile north of Matanzas Woods Parkway.



Progress Report



City of PALM COAST

Community Development

Development Order Issued for Moonrise Brewery

The Planning and Land Development Regulation Board (PLDRB) approved the first microbrewery in the City at its August 16, 2017 meeting. Moonrise Brewery was granted a Special Exception to operate a microbrewery at European Village in units 123, 124 and 125. The owners are from St. Augustine and have a proven record of accomplishment in the industry, including two gold medals, winner of Taste Saint Augustine, four silver and three bronze medals. The addition of Moonrise Brewery will provide additional recognition to European Village as a tourist and destination location, for visitors and locals alike.



Special Exception and Site Plan Approved for Discount Tire Store

A special exception and site plan was approved on August 16, 2017 for a Discount Tire store to be allowed, on a vacant lot zoned General Commercial "COM-2", located on Garden Street just south of Home Depot and east of Bob Evans Restaurant. The new one-story, 7,373 sq. ft. discount tire facility will have three service bays.



Progress Report



City of PALM COAST

Community Development

Unified Land Development Code Modifications

Chapter 11 – Landscape Code modification approved by City Council on November 1, 2016

Chapter 5 – Transportation draft written and PLDRB workshops were held on May 3rd & 17th, 2017

Chapter 13 – Architectural Design Regulations draft written and under Planning staff review

River to the Sea Transportation Planning Organization Updates

Staff submitted funding applications to the River to Sea Transportation Planning Organization for four projects, which are:

- Intersection Improvements:
 - Royal Palms Pkwy. & Belle Terre Pkwy.
 - Belle Terre Pkwy. & Pine Grove Dr. to Pritchard Dr.
 - Belle Terre Pkwy. between Ponce DeLeon Dr. & Point Pleasant Dr.

- Design & Construction:
 - Graham Swamp trail gap

Environmental Interns

Staff invited the Executive Director and the TPO Bicycle/Pedestrian Coordinator to assist with the completion of the Bloomberg Mayor's Challenge application. The 2017 Environmental interns completed a multitude of tasks including, but not limited to; preliminary environmental assessments, monitoring and reporting associated with land stewardship and wildlife monitoring for a city project. These activities were targeted to grow professional skills that would benefit various career fields. For example, Long Creek Nature Preserve requires various stewardship activities to ensure the property is preserved in a natural condition. One commitment was to manage invasive, exotic and nuisance vegetation, which commenced in 2014 at time of initial construction. As part of the park's St. Johns River Water Management District (SJRWMD) permit, the city has a responsibility to manage these vegetative species, monitor and report to the agency for four years. These efforts have been conducted by in-house staff, including environmental interns for the last two years. It is estimated that approximately \$8,000 in savings have been realized by using in-house resources. As a result of these efforts, SJRWMD confirmed that the permit condition has been met and reporting is no longer required, however, the City of Palm Coast will continue management of targeted vegetative species. The true success story is that both of the referenced interns successfully secured jobs in relevant fields shortly after leaving their internship roles.



Progress Report



City of PALM COAST

Community Development

Community Development Block Grant (CDBG) & State Residential Construction Mitigation Program (RCMP)

Ten homes received housing rehabilitation improvements through the Community Development Block Grant Program during fiscal year 2017. These improvements ranged from interior to exterior improvements, including roofs, air conditioners, cabinetry, plumbing and replaced appliances. In total, approximately \$285,000 worth of home improvements were completed through the program. Six homes were retrofitted through the State Residential Construction Mitigation Program (RCMP) in 2017. This program is conducted through the State Office of Emergency Management, which approves mitigation techniques compliant with the Florida Building Code. Improvements included wind compliant roofing, shutters, garage doors, door, clips and strapping, replacement doors, etc. Approximately \$175,000 was invested in homes as a result of this program. These improvements provide the necessary upgrades to the City's older housing so that they may remain code compliant and be protected during storms.

Ayres Property

This 5.2+/-acre parcel is located on Matanzas Woods Parkway, east of Londonderry Drive and south of Longview Lane. This property was rezoned by City Council from Multi-family to Single-Family Residential (SFR-2) and Preservation (PRS) in June. The rezoning will allow up to a maximum of 3 single-family homes and is consistent with the Matanzas neighborhood.





City of PALM COAST

Community Development

Projects Under Construction

Chipotle Mexican Restaurant – SR 100 (5,896 sq. ft.)



Arts Foundation- two restroom buildings – Central Ave. (1,140 sq. ft. each)





City of PALM COAST

Community Development

Taco Bell – SR 100(1,981 sq. ft.)



Starbucks - Island Walk (2,064 sq. ft.)





City of PALM COAST

Community Development

Protea/Sabal Palms assisted living facility – Palm Harbor Pkwy. (67,432 sq. ft. 100 beds)



Palm Coast Community Center – Club House Dr. (21,475 sq. ft.)





City of PALM COAST

Community Development

Watercrest Market Street - Corporate Dr. (45,952 sq. ft. 64 unit memory care residence)



Flagler Palms Cemetery Garden Mausoleum – Old Kings Rd. (414 crypt spaces)



Progress Report



City of PALM COAST

Community Development

Completed Projects

Aldi Food Market - SR 100 (17,849 sq. ft.)



Florida Power & Light (FPL) 2 story office building – SR 100 (25,436 sq. ft.)



Progress Report



City of PALM COAST

Community Development

Starbucks – Belle Terre Blvd. (2,200 sq. ft.)



Parkview Baptist classroom addition – Belle Terre Pkwy. (12,255 sq. ft.)



Progress Report



City of PALM COAST

Community Development

Marco's Pizza – Belle Terre Pkwy. (1,794 sq. ft.)



T-Mobile – Island Walk (2,027 sq. ft.)





City of PALM COAST

Community Development

Island Walk



Progress Report



City of PALM COAST

Community Development

Community Education

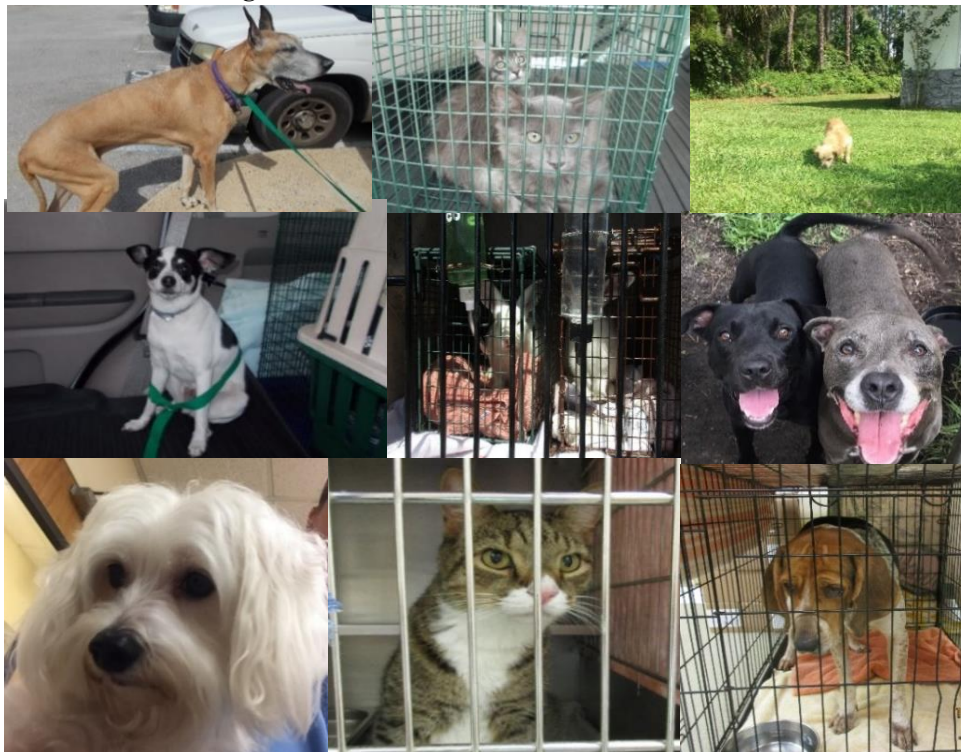
In September, code supervisory staff was invited to and attended a neighborhood watch meeting. Raleigh Drive Neighborhood Watch representatives requested for staff to give an overview of Palm Coast codes and answer questions posed by the participants.

Animal Control to the Rescue

Staff received a call from the Sheriff's office to retrieve a rat terrier, whose owner was taken by EMS to Flagler Hospital. It was believed the dog had a possible broken leg. He was taken to a local animal hospital and examined accordingly, which resulted in a temporary cast being placed on his leg. Family members of the dog owner were contacted and collected the dog.



Animal rescues throughout FY'17



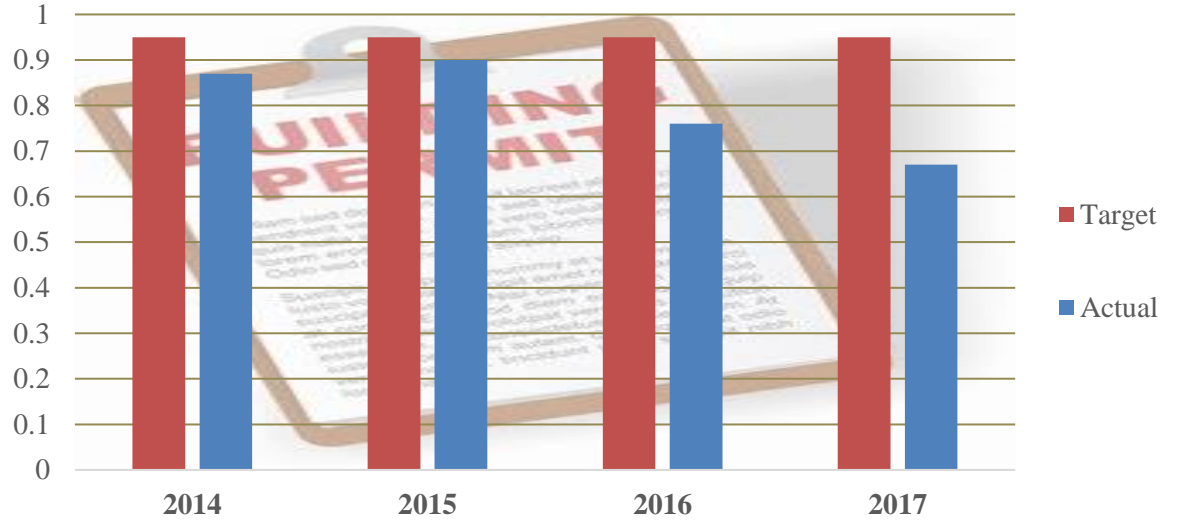


City of PALM COAST

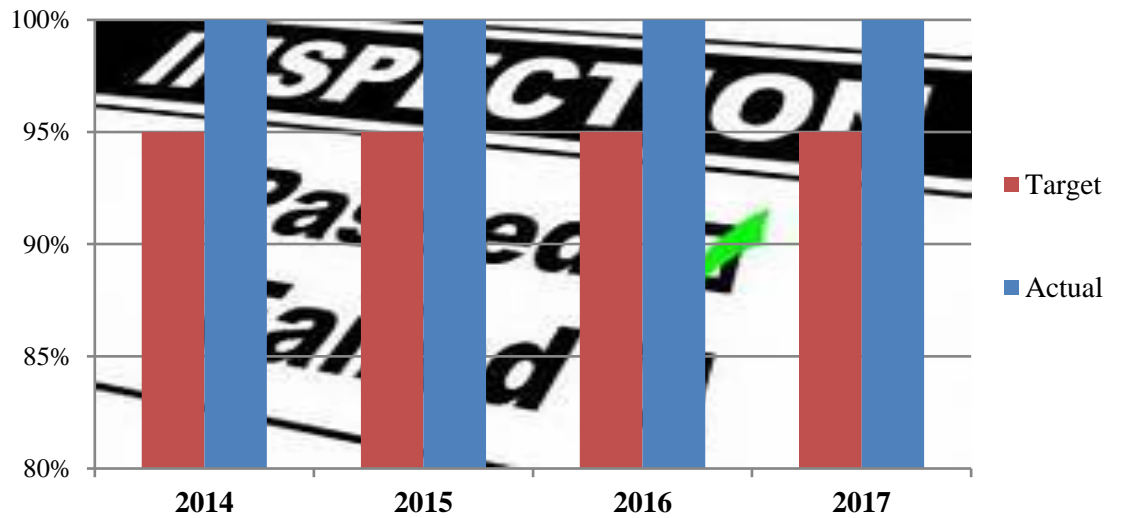
Community Development

Multiyear Measures

Building Residential Permits Responded to Within 7 Days



Building Inspections Completed Within One Working Day

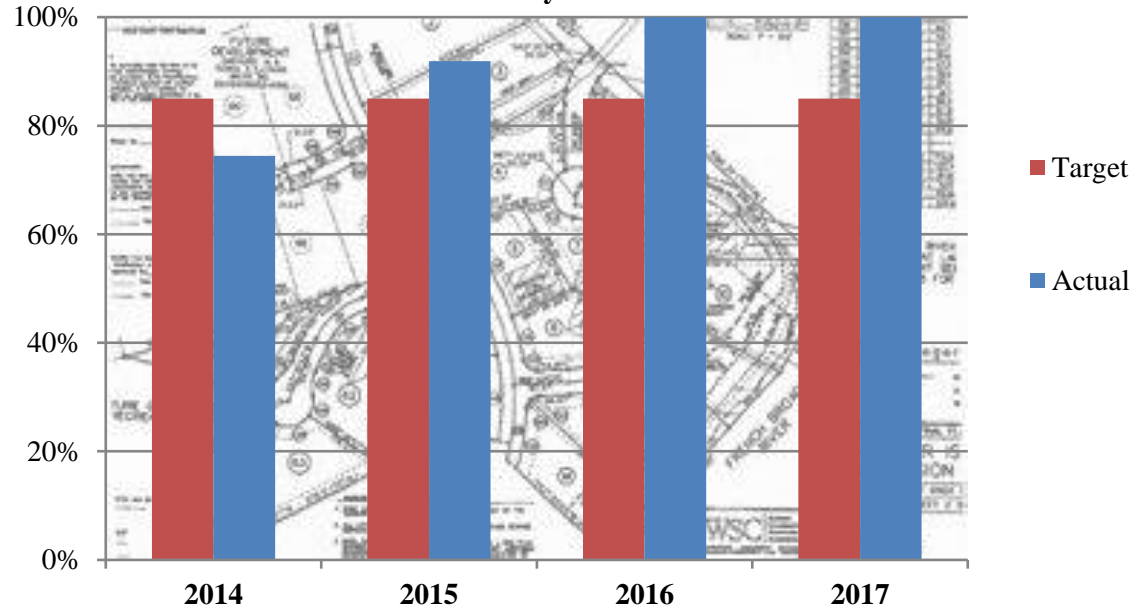




City of PALM COAST

Community Development

Site Plan and Plat Related Comments to Applicant within
15 days



Performance Measures Overview for BUILDING PERMITS - 13505, CODE ENFORCEMENT - 13508, CONSTRUCTION MANAGEMENT - 00099, CONSTRUCTION MANAGEMENT - 15509, ENGINEERING - 17009, ENGINEERING & STORMWATER - 05509, Planning - 13507

This report gives an overview of the progress made in the Strategic Action Plan for BUILDING PERMITS - 13505, CODE ENFORCEMENT - 13508, CONSTRUCTION MANAGEMENT - 00099, CONSTRUCTION MANAGEMENT - 15509, ENGINEERING - 17009, ENGINEERING & STORMWATER - 05509, Planning - 13507. **The percentages given in the completed column only reflect the percentages completed for your measures. They do not reflect the overall percentages for the Goal, Objective, Strategy or Approach.** So a Goal with a 100% completion means you have completed all of your measures for that goal. It **does not** mean that goal is 100% completed across the organization. Use the "Performance Overview" report to get the actual percentage across the organization.

Average Percentage : 79.40%

	Completed
GOAL 1 : To anticipate the need for additional services and infrastructure to provide opportunities for mixed use development with goods, services, and employment.	74.73%
Objective 1.1 To enhance infrastructure in order to maintain quality neighborhoods and business districts	88.58%
Strategy 1.1.1 Projects targeted as highest priority shall be evaluated for potential upgrade or enhancement	88.58%
Approach 1.1.1.2 Inspect, evaluate and rate Water Control structures, Major crossings, Pipes through seawalls.	52.92%
Measurement 1.1.1.2.a Inspect, evaluate and rate water control structures, major crossings, pipes through seawalls, and canal ends annually.	52.92%
Comments	
1/17/2017	Oct. - 0 out of 274 Nov. - 0 out of 274 Dec. - 57 out of 274 YTD Total: 57 out of 274
4/24/2017	Jan. - 0 out of 274 Feb. - 0 out of 274 Mar. - 44 out of 274 YTD Total: 101 out of 274
7/24/2017	Apr. - 0 out of 274 May. - 28 out of 274 Jun. - 16 out of 274 YTD Total: 145 out of 274
11/2/2017	July - 0 out of 274 Aug. - 0 out of 274 Sept. - 0 out of 274 YTD Total: 145 out of 274 Due to shorthanded staff and heavy workload staff was unable to complete any inspections in Quarter 4.
Approach 1.1.1.4 Maintain an Action Plan for Community Development Block Grant (CDBG) Program in order to receive community development funds.	100.00%
Measurement 1.1.1.4.a Update Annual Action Plan for Community Development Block Grant.	100.00%

Comments

1/19/2017	Analysis of Impediments to Fair Housing Study was completed in the 1st Quarter FY'17. The findings from the study will be used in the completion of a new 5-year Consolidated Action Plan and Annual Action Plan. The completion of the Annual Action Plan will commence in 2nd Quarter.
4/27/2017	A draft of the 5-year Consolidated Action Plan (CAP) is 50% complete. Annual Action Plan will be completed after the CAP.
7/14/2017	Draft Annual Action Plan was completed and recommended for approval by the Citizens Advisory Task Force. The draft will be presented to City Council in the next quarter for final approval.
10/17/2017	The draft was presented to and approved by City Council. The Action Plan has been submitted to HUD for review.

Measurement 1.1.1.4.b Complete new 5-Year Consolidated Action Plan for Community Development Block Grant Program	100.00%
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Comments	
1/23/2017	The Analysis of Impediments to Fair Housing was completed in Quarter 1. This study provides data and analysis to be included in the new 5-year Consolidated Action Plan.
4/27/2017	Draft of the CAP is underway.
7/14/2017	A draft of the 5-Year Consolidated Action Plan (CAP) was completed and presented to the Citizens Advisory Task Force this quarter. The CAP will be reviewed by City Council next quarter.
10/20/2017	The draft of the 5-year Consolidated Action Plan was presented to and approved by City Council. The Consolidated Action Plan has been submitted to HUD for review.

Approach 1.1.1.6 Maintain stormwater system elements	100.00%
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Measurement 1.1.1.6.g Complete the installation of electronic monitoring (SCADA System) at BT-2 & L-4 weirs	100.00%
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Comments	
1/24/2017	Purchase orders issued in 1st quarter for material needed to complete project.
4/24/2017	No action taken in 2nd quarter.
7/28/2017	All work completed. Final testing to be done in 4th quarter.
11/2/2017	Installation Completed. Technical support delayed due to high water

Approach 1.1.1.16 Develop a comprehensive public policy to address failing sea walls.	90.00%
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Measurement 1.1.1.16.a Report to City Council an overview of issues related to failing seawalls and present solution options.	90.00%
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Comments	
1/23/2017	This performance measurements has been carried forward from FY'16 where the completion percentage was at 90% at the end of FY'16. Progress to date includes conducting research and providing a draft presentation to the City Manager for review.
4/20/2017	This performance measurement has been modified for FY'18 based on City Council direction.

Objective 1.2 To assess the need to expand infrastructure for sustainable growth	68.43%
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Strategy 1.2.1 Maintain an inventory of the condition and priority rating of infrastructure projects	99.25%
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Approach 1.2.1.8 Ensure proper inspection and repair of City infrastructure	97.76%
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Measurement 1.2.1.8.j Inspect swale drainage problems and provide customer communication within 2 business days of the receipt of the complaint 85% of the time.	97.76%
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Comments	
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11/17/2017	Oct. - 48 out of 50 Nov. - 27 out of 30 Dec. - 14 out of 19 YTD Total: 89 out of 99
11/17/2017	Jan. - 21 out of 30 Feb. - 37 out of 45 Mar. - 64 out of 72 YTD Total: 211 out of 246
11/17/2017	Apr. 60 out of 83 May - 37 out of 44 Jun - 71 out of 95 YTD Total: 379 out of 468
12/13/2017	July – 135 of 150 Aug. – 320 of 362 Sept. – 228 of 298 YTD Total : 1062 out of 1278

Approach 1.2.1.16 Develop and institute a bridge maintenance program	100.00%
Measurement 1.2.1.16.a Update bridge maintenance program annually	100.00%

Comments	
1/17/2017	No action taken in 1st quarter. Waiting on 2017 FDOT bridge reports.
4/24/2017	2017 plan completed, the report tool was updated to incorporate 2017 inspection results. Waiting on 2017 bridge inspection reports for 2018 plan.

Approach 1.2.1.17 Address drainage related issues	100.00%
Measurement 1.2.1.17.e Update GIS mapping application within 6 months of each stormwater related project completion.	100.00%

Comments	
1/27/2017	No rehabilitation projects received in 1st quarter for input.
4/28/2017	No rehabilitation projects received in 2nd quarter for input.
7/24/2017	No rehabilitation projects received in 3rd quarter for input.
11/17/2017	No rehabilitation projects received in 4th quarter for input.

Strategy 1.2.2 Coordinate facility capacity upgrades to meet the City's growth needs appropriately	50.83%
Approach 1.2.2.7 Continue to ensure capacity is consistent with growth needs	5.00%
Measurement 1.2.2.7.e Complete design & permitting of force main project from Pine Lakes to WWTP#2	5.00%

Comments	
11/9/2017	Options for the force main routing are being analyzed.
11/9/2017	Options for the force main routing have been analyzed. Design on hold until development occurs on US 1 within limits of project.
11/9/2017	Options for the forcemain routing have been analyzed. Design on hold until development occurs on US1 within limits of project.
11/9/2017	A proposed secondary forcemain crossing under I-95 from pump station 24-2 to the Old Kings Road forcemain was modeled, to compare the results of rerouting the Ravenwood Master Pump Station to WWTP2 vs. forcemain improvements to WWTP1. Design of Pine Lakes route is on hold until further progress of development plans occurs on US1 within limits of project. After reviewing the completion percentage a change was made to the total percentage to reflect accuracy.

Approach 1.2.2.8 Provide for current and future capacity of the wastewater system	62.50%
Measurement 1.2.2.8.f Complete modeling of Pump Station 34-1 and complete design of improvements if needed	100.00%
Comments	
1/24/2017	Existing design and run times were reviewed. A hydraulic analysis and review was completed.
4/24/2017	After system analysis, plumbing repairs within wetwell is recommended. Work to be completed by City staff.
7/24/2017	After system analysis, plumbing repairs within wetwell is recommended. Work to be completed by City staff.
11/2/2017	No further action taken in 4th quarter.
Measurement 1.2.2.8.g Complete modeling & design of PEP System Upgrades Phase 1 Project	25.00%
Comments	
11/9/2017	Existing system and various system modeling was performed and is underway to explore various options for system upgrade(s).
11/9/2017	95% modeling, 0% design. Existing system and various system modeling was performed and is underway to explore various options for system upgrade(s).
11/9/2017	Analysis of phase 1 area was completed. The analysis included system performance for average day flow and peak flow using maximum build out applied to the existing piping system and four alternative piping systems. Probable costs were developed for the four alternate systems.
11/9/2017	Analysis of Phase 1 improvements area has been completed. Four (4) improvement options were developed and cost estimated. One of the options was selected for developing construction plans and permitting.
Approach 1.2.2.18 Complete annual report for MS4 permits	100.00%
Measurement 1.2.2.18.a Complete annual report for MS4 permit and implement report requirements	100.00%
Comments	
1/17/2017	Year 2 report completed and submitted to FDEP. Year 3 goals have been established. Public outreach and education session was held at the UF Ag center in November.
4/24/2017	Year 2 annual report submitted Dec. 2016. Year 3 annual report due by Dec. 2017.
7/24/2017	Year 2 annual report submitted Dec. 2016. Year 3 annual report due by Dec. 2017.
11/8/2017	Year 2 annual review submitted 12/2016. Year 3 Annual Review in progress and is due by 12/2017
Approach 1.2.2.22 Update the transportation impact fee study	65.00%
Measurement 1.2.2.22.a Complete evaluation of existing transportation impact fees and provide a presentation/ordinance or fee resolution to City Council.	65.00%
Comments	
1/19/2017	The City and the Consultants have prepared a Draft Land Use Schedule. This schedule will be presented to City Council in the 2nd Quarter.
4/24/2017	A draft land use schedule was presented to City Council in the 2nd quarter.
7/14/2017	The consultants continue to work on developing the update of the transportation improvement projects to be included in the transportation impact fee study.
10/20/2017	The consultants continue to work on developing the update of the transportation improvement projects to be included in the transportation impact fee study. This performance measure will be carried to new fiscal year.



Approach 1.2.2.24 Ensure School Concurrency	10.00%
Measurement 1.2.2.24.a Work with Flagler School Board in drafting a revised ILA for School concurrency.	10.00%

Comments	
1/19/2017	No activity in the 1st Quarter.
4/24/2017	Met with school board to update available information regarding on-going projects in the City.
7/14/2017	No Activity in the 3rd Quarter.
10/17/2017	No Activity in the 4th Quarter.

Strategy 1.2.3 Keeping older neighborhoods attractive and relevant	75.00%
Approach 1.2.3.6 Address abandoned structures	100.00%
Measurement 1.2.3.6.a Secure all unsecured - abandoned houses within 14 days of being identified.	100.00%

Comments	
1/23/2017	In the 1st quarter, there were no abandoned structures in need of being secured.
4/20/2017	In the 2nd quarter, there were no abandoned structures in need of being secured.
7/25/2017	In the 3rd quarter, there were no abandoned structures in need of being secured.
11/3/2017	In the 4th quarter, there were no abandoned structures in need of being secured.

Approach 1.2.3.16 Identify and evaluate strategies to promote infill development within original ITT Comprehensive Land Use Plan (CLUP) area	50.00%
Measurement 1.2.3.16.a Draft white paper identifying and evaluating strategies to promote infill development	50.00%



Comments	
1/19/2017	This measure will be completed as part of the Impact Fee update.
4/27/2017	Impact fee update is 50% complete. A draft of strategies to promote infill development will begin after completion of impact fee.
7/14/2017	This measure will be completed as part of the Impact Fee update.
10/20/2017	This measure will be completed as part of the Impact Fee update.

GOAL 2 : To develop and maintain a strong economy by supporting the growth and development of new and existing businesses while creating an environment to attract new companies that align with our values	88.53%
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Objective 2.2 To develop a "branding and marketing strategy" and establish criteria to measure success	88.53%
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Strategy 2.2.2 Develop a campaign to highlight the City's economic strengths and opportunities	88.14%
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Approach 2.2.2.1 Ensure proper review time and inspections	95.28%
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Measurement 2.2.2.1.c Complete new home driveway & driveway replacement engineering review and provide a culvert design if necessary within 5 business days from the time the permit is received, 95% of the time	76.97%
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Comments	
11/17/2017	Oct. - 73 out of 85 Nov. - 105 out of 122 Dec. - 55 out of 56 YTD Total: 233 out of 263

11/17/2017	Jan. - 36 out of 51 Feb. - 41 out of 76 Mar. - 58 out of 91 YTD Total: 368 out of 481
11/17/2017	Apr. - 55 out of 90 May - 93 out of 113 Jun. - 58 out of 91 YTD Total: 574 out of 775
11/17/2017	July - 45 out of 76 Aug. - 125 out of 164 Sept. - 48 out of 68 YTD Total: 792 out of 1083

Measurement 2.2.2.1.d Review all performance bonds and maintenance bond releases from developers for financial accuracy within 3 business days from the time received.	100.00%
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Comments	
1/27/2017	Oct. 1 out of 1 Nov. 1 out of 1 Dec. 1 out of 1 YTD Total: 3 out of 3
4/28/2017	No activity this quarter. YTD Total: 3 out of 3
7/24/2017	No activity this quarter. YTD Total 3 out of 3
10/20/2017	No activity this quarter. YTD Total: 3 out of 3

Measurement 2.2.2.1.e Complete "utility" Right of Way utilization permits within 3 business days 95% of the time the permit is received	89.28%
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Comments	
11/9/2017	Oct. - 18 out of 18 Nov. - 20 out of 20 Dec. - 13 out of 13 YTD Total: 51 out of 51
11/9/2017	Jan. - 36 out of 51 Feb. - 26 out of 28 Mar. - 27 out of 30 YTD Total: 140 out of 160
11/9/2017	Apr. - 20 out of 24 May - 24 out of 48 Jun. - 26 out of 29 YTD Total: 210 out of 261
11/9/2017	July - 28 out of 28 Aug. - 25 out of 25 Sept. - 22 out of 22 YTD Total: 285 out of 336

Measurement 2.2.2.1.f Inspect canal / waterway drainage problems within 3 business days of the request 90% of the time from the time received.	95.95%
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Comments	
11/9/2017	Oct. - 36 out of 40 Nov. - 34 out of 35 Dec. - 36 out of 40 YTD Total: 106 out of 115

11/9/2017	Jan. - 9 out of 11 Feb. - 10 out of 11 Mar. - 19 out of 20 YTD Total: 144 out of 157
11/9/2017	Apr. - 7 out of 10 May - 10 out of 12 Jun. - 8 out of 11 YTD Total: 169 out of 190
11/9/2017	July - 6 out of 8 Aug. - 9 out of 12 Sept. - 6 out of 10 YTD Total: 190 out of 220

Measurement 2.2.2.1.h Review & provide response to developer submittal of Utility Agreement within 5 business days of submittal and resubmittal 95% of the time

100.00%

Comments

1/17/2017	Oct. - 1 out of 1 Nov. - 2 out of 2 Dec. - 3 out of 3 YTD Total: 6 out of 6
4/24/2017	Jan. - 1 out of 1 Feb. - 2 out of 2 Mar. - 1 out of 1 YTD Total: 10 out of 10
7/24/2017	Apr. - 6 out of 6 May - 2 out of 2 Jun. - 1 out of 1 YTD Total: 19 out of 19
11/2/2017	July - 2 out of 2 Aug. - 1 out of 1 Sept. - 1 out of 1 YTD Total: 23 out of 23

Measurement 2.2.2.1.i Review & provide response to DBPR forms within 2 business days of developer's submittal and resubmittal 95% of the time

100.00%

Comments

1/17/2017	Oct. - 1 out of 1 Nov. - 1 out of 1 Dec. - 0 out of 0 YTD Total: 2 out of 2
4/24/2017	Jan. - 0 out of 0 Feb. - 0 out of 0 Mar. - 0 out of 0 YTD Total: 2 out of 2
7/24/2017	Apr. - 0 out of 0 May - 1 out of 1 Jun. - 0 out of 0 YTD Total: 3 out of 3
11/6/2017	Jul. - 0 out of 0 Aug. - 0 out of 0 Sept. - 2 out of 2 YTD Total: 5 out of 5

Measurement 2.2.2.1.j Review a completed Division of Alcoholic Beverage and Tobacco Application as it pertains to zoning within 5 working days 95% of the time.	100.00%
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Comments	
1/19/2017	Oct. 2 out of 2 Nov. 3 out of 3 Dec. 2 out of 2 YTD Total: 7 out of 7
4/27/2017	Jan. 1 out of 1 Feb. 3 out of 3 March 4 out of 4 YTD Total: 15 out of 15
7/18/2017	April 5 out of 5 May 3 out of 3 June 2 out of 2 YTD Total: 25 out of 25
10/19/2017	July 4 out of 4 Aug. 2 out of 2 Sept. 1 out of 1 YTD Total: 32 out of 32

Measurement 2.2.2.1.k Review zoning on building occupancy permit or commercial or residential interior alteration permit for community residential homes and residential child care facilities, within 7 working days 95% of the time.	100.00%
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Comments	
1/19/2017	Oct. 0 out of 0 Nov. 1 out of 1 Dec. 1 out of 1 YTD Total: 2 out of 2
4/27/2017	Jan. 15 out of 15 Feb. 8 out of 8 March 20 out of 20 YTD Total: 45 out of 45
7/18/2017	April 11 out of 11 May 10 out of 10 June 13 out of 13 YTD Total: 79 out of 79
10/19/2017	July 1 out of 1 Aug. 1 out of 1 Sept. 4 out of 4 YTD Total: 85 out of 85

Approach 2.2.2.3 Complete design work in a timely manner	66.67%
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Measurement 2.2.2.3.a Complete swale redesigns within six months from the time the request was received for from the issuance of a permit	0.00%
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Comments	
1/17/2017	Oct. - 0 out of 58 Nov. - 0 out of 83 Dec. - 0 out of 68 YTD Total: 0 out of 209
4/26/2017	Jan. - 0 out of 73 Feb. - 0 out of 89 Mar. - 0 out of 76 YTD Total: 0 out of 447

7/24/2017	Apr. 0 out of 46 May 0 out of 61 Jun. 0 out of 35 YTD Total: 0 out of 589
11/3/2017	July 0 out of 29 Aug. 0 out of 63 Sept. 0 out of 47 YTD Total: 0 out of 728

Measurement 2.2.2.3.b Design pipes for repair or upgrade per the current year's pipe rehabilitation program	100.00%
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Comments	
1/25/2017	Oct. - 6 Nov. - 0 Dec. - 4 YTD Total: 10 (Projected target is 20)
4/24/2017	Jan. - 8 Feb. - 11 Mar. - 0 YTD Total: 29
7/28/2017	Apr. - 0 May - 0 Jun. - 1 YTD Total: 30
11/3/2017	July. - 1 Aug. - 0 Sept. - 1 YTD Total: 32

Measurement 2.2.2.3.c Design valley gutters for repair or upgrade per the current year's pipe rehab program	100.00%
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Comments	
1/26/2017	Oct. - 4 Nov. - 4 Dec. - 0 YTD Total: 8 (At this time, valley gutter designs are not expected to exceed 8 in FY '17.)
4/24/2017	Jan. - 4 Feb. - 0 Mar. - 0 YTD Total: 12
7/24/2017	Apr. - 1 May - 0 Jun - 0 YTD Total: 13
11/3/2017	July - 0 Aug. - 0 Sept. - 0 YTD Total: 13

Approach 2.2.2.5 Monitor ERU calculation time	58.07%
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Measurement 2.2.2.5.a Calculate ERUs within 14 calendar days 95% of the time from the time received	58.07%
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Comments	
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1/26/2017	Oct. - 1 out of 1 Nov. - 0 out of 0 Dec. - 5 out of 7 YTD Total: 6 out of 8
4/24/2017	Jan. - 0 out of 0 Feb. - 4 out of 6 Mar. - 4 out of 6 YTD Total: 14 out of 20
7/28/2017	Apr. - 0 out of 0 May - 0 out of 0 Jun. - 0 out of 2 YTD Total: 14 out of 22
11/3/2017	July - 0 out of 0 Aug. - 2 out of 7 Sept. - 0 out of 0 YTD Total: 16 out of 29

Approach 2.2.2.7 Monitor permit review time	99.89%
Measurement 2.2.2.7.e Provide initial site plan and plat related COPC comments to the applicant within 15 working days 85% of the time.	100.00%

Comments

1/23/2017	Oct. 4 out of 4 Nov. 5 out of 5 Dec. 6 out of 6 YTD Total: 15 out of 15
4/27/2017	Jan. 1 out of 1 Feb. 5 out of 5 March 2 out of 3 YTD Total: 23 out of 24
7/18/2017	April 3 out of 4 (City Project, Lakeview Multi Use Path) May 4 out of 4 June 7 out of 7 YTD Total: 37 out of 39
10/20/2017	July 4 out of 4 Aug. 5 out of 5 Sept. 2 out of 2 YTD Total: 48 out of 50

Measurement 2.2.2.7.f Review site plan and plat related resubmittals and provide COPC comments to the applicant within 10 working days 95% of the time.	100.00%
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Comments

1/23/2017	Oct. 3 out of 3 Nov. 2 out of 2 Dec. 2 out of 2 YTD Total: 7 out of 7
4/27/2017	Jan. 7 out of 7 Feb. 2 out of 2 March 2 out of 2 YTD Total: 18 out of 18

7/20/2017	April 0 out of 0 May 3 out of 4 (Taco Bell) June 0 out of 0 YTD Total: 21 out of 22
10/20/2017	July 2 out of 2 Aug. 5 out of 5 Sept. 2 out of 2 YTD Total: 30 out of 31

Measurement 2.2.2.7.g Provide plan review for all commercial construction (includes additions/accessory) within 10 working days from the time the plan is received 95% of the time.	100.00%
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Comments	
11/16/2016	Oct - 92 out of 92
12/7/2016	Nov - 173 out of 173
1/9/2017	Dec - 177 out of 177 YTD Total: 442 out of 442
2/7/2017	Jan - 229 out of 230
3/6/2017	Feb - 53 out of 53
4/1/2017	March - 205 out of 205 YTD Total: 929 out of 930
5/3/2017	April - 80 out of 80
6/6/2017	May - 73 out of 73
9/6/2017	June - 135 out of 135
9/6/2017	July - 81 out of 82
9/6/2017	Aug. - 114 out of 114
10/4/2017	Sept. - 74 out of 74 YTD Total : 1486 out of 1488

Measurement 2.2.2.7.h Provide plan review for all residential construction (includes additions/accessory) within 5 working days from the time the plan is received 95% of the time.	99.44%
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Comments	
11/16/2016	Oct - 1009 out of 1027
12/7/2016	Nov - 1083 out of 1143
1/10/2017	Dec - 1005 out of 1107 YTD Total: 3,097 out of 3,277
2/7/2017	Jan - 794 out of 901
3/6/2017	Feb - 996 out of 1028
4/1/2017	March - 1243 out of 1271 YTD Total: 6,130 out of 6,477
5/3/2017	April - 1232 out of 1270
6/6/2017	May - 1291 out of 1378
7/5/2017	June - 1157 out of 1169 YTD Total: 9,810 out of 10,294
8/8/2017	July - 1011 out of 1033
9/14/2017	Aug. - 1287 out of 1500
10/4/2017	Sept. - 729 out of 829 YTD Total : 12,837 out of 13,656

Measurement 2.2.2.7.i Provide initial response to new commercial permits within 10 working days (to include new structures and alterations) from the time the permit is received 95% of the time.	100.00%
Comments	
11/16/2016	Oct - 4 out of 4
12/7/2016	Nov - 11 out of 11
1/9/2017	Dec - 11 out of 11 YTD Total: 26 out of 26
2/7/2017	Jan - 15 out of 16
3/6/2017	Feb - 6 out of 6
4/1/2017	March - 6 out of 6 YTD Total: 53 out of 54
5/3/2017	April - 3 out of 3
6/6/2017	May - 4 out of 4
7/5/2017	June - 12 out of 12 YTD Total: 72 out of 73
8/8/2017	July - 3 out of 4
9/6/2017	Aug. - 6 out of 6
10/4/2017	Sept. - 3 out of 4 YTD Total : 84 out of 87
Approach 2.2.2.8 Provide proper response time for inquiries	86.52%
Measurement 2.2.2.8.a Provide initial response to new building residential permits within 5 working days (single family residence) from the time the permit is received 95% of the time.	67.36%
Comments	
11/16/2016	Oct - 44 out of 53
12/7/2016	Nov - 31 out of 61
1/9/2017	Dec - 31 out of 56 YTD Total: 106 out of 170
2/7/2017	Jan - 9 out of 33
3/6/2017	Feb - 36 out of 49
4/1/2017	March - 45 out of 56 YTD Total: 196 out of 308
5/3/2017	April - 39 out of 60
6/6/2017	May - 33 out of 60
7/5/2017	June - 49 out of 59 YTD Total: 317 out of 487
8/8/2017	July - 31 out of 48
9/13/2017	Aug. - 40 out of 80
10/4/2017	Sept. - 28 out of 35 YTD Total: 416 out of 650
Measurement 2.2.2.8.b Provide plan review for select "quick review" permits within the 1 working day of submittal 95% of the time.	94.92%
Comments	
11/16/2016	Oct. - 412 out of 428
12/7/2016	Nov. - 447 out of 500

1/4/2017	Dec. - 652 out of 764 YTD Total: 1,511 out of 1,692
2/7/2017	Jan - 352 out of 382
3/3/2017	February - 723 out of 758
4/1/2017	March - 661 out of 798 YTD Total: 3,247 out of 3,630
5/3/2017	April - 616 out of 739
6/6/2017	May - 650 out of 679
7/5/2017	June - 623 out of 665 YTD Total: 5,136 out of 5,713
8/7/2017	July - 524 out of 549
9/6/2017	Aug. - 532 out of 612
10/4/2017	Sept. - 366 out of 398 YTD Total : 6,558 out of 7,272

Measurement 2.2.2.8.c Process all public hearing development orders within 2 working days after all requirements have been met, 95% of the time.	100.00%
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Comments

1/23/2017	Oct. 1 out of 1 Nov. 0 out of 0 Dec. 0 out of 0 YTD Total: 1 out of 1. City processed the Development Order within the 2 working days, applicant still has not signed the Development Order for recording.
4/27/2017	Jan. 0 out of 0 Feb. 0 out of 0 March 0 out of 0 YTD Total: 1 out of 1
7/18/2017	April 0 out of 0 May 0 out of 0 June 1 out of 1 YTD Total: 2 out of 2
10/20/2017	July 1 out of 1 Aug. 1 out of 1 Sept. 1 out of 1 YTD Total: 5 out of 5

Measurement 2.2.2.8.d Review / process all 3 elevation certifications within 1 working day 85% of the time.	86.68%
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Comments

1/23/2017	Oct. 6 out of 8 Nov. 6 out of 12 Dec. 16 out of 17 YTD Total: 28 out of 37
4/27/2017	Jan. 13 out of 13 Feb. 8 out of 8 March 10 out of 16 YTD Total: 59 out of 74

7/20/2017	April 8 out of 11 May 13 out of 15 June 6 out of 9 YTD Total: 86 out of 109
10/20/2017	July 7 out of 19 Aug. 23 out of 31 Sept. 10 out of 12 YTD Total: 126 out of 171

Measurement 2.2.2.8.e Provide Interlocal review / comments on other agencies requests within the given allotted time established by that local government or within 5 working days 95% of the time.	100.00%
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Comments

1/23/2017	Oct. 0 out of 0 Nov. 0 out of 0 Dec. 0 out of 0 YTD Total: 0 out of 0
4/27/2017	Jan. 0 out of 0 Feb. 0 out of 0 March 0 out of 0 YTD Total: 0 out of 0
7/18/2017	April 0 out of 0 May 0 out of 0 June 0 out of 0 YTD Total: 0 out of 0
10/20/2017	July 0 out of 0 Aug. 0 out of 0 Sept. 0 out of 0 YTD Total: 0 out of 0

Measurement 2.2.2.8.f Provide comments for Master Plan Developments (MPD) within 10 working days from initial submittal 95% of the time.	70.17%
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Comments

5/1/2017	Jan. 0 out of 0 Feb. 0 out of 0 March 0 out of 1 (South Old Kings Rd. Planning Area.) This MPD agreement was sent out on day 11 (1 day late). However, this MPD was not a typical agreement, the applicant withdrew the Development of Regional Impact (DRI) for the property and we now incorporating the Northeast Florida Regional Planning Council's recommendations as well as other DRI requirements and language. YTD Total 0 out of 1
5/1/2017	Oct. 0 out of 0 Nov. 0 out of 0 Dec. 0 out of 0 YTD Total: 0 out of 1
7/18/2017	April 0 out of 0 May 0 out of 0 June 0 out of 0 YTD Total: 0 out of 1
10/20/2017	July 0 out of 0 Aug. 0 out of 0 Sept. 2 out of 2 YTD Total: 2 out of 3

Approach 2.2.2.9 Provide proper inspection and response time to complaints	86.18%
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Measurement 2.2.2.9.a Respond to all landscape/environmental complaints within one working day from the time the complaint is received 95% of the time.	100.00%
Comments	
1/19/2017	Oct. 1 out of 1 Nov. 1 out of 1 Dec. 2 out of 2 YTD Total: 4 out of 4
4/24/2017	Jan. 2 out of 2 Feb. 4 out of 4 March 2 out of 2 YTD Total: 12 out of 12
7/18/2017	April 4 out of 4 May 6 out of 6 June 2 out of 2 YTD Total: 24 out of 24
10/16/2017	July 8 out of 8 August 2 out of 2 September 6 out of 6 YTD Total: 40 out of 40
Measurement 2.2.2.9.b Complete all commercial and multi-family tree inspections within 1 working day from date received 95 % of the time.	18.23%
Comments	
1/19/2017	Oct. 0 out of 80 Nov. 0 out of 41 Dec. 12 out of 12 YTD Total: 12 out of 133 Due to Hurricane Matthew the response time for the months of October and November could not be met in 1 working day.
4/27/2017	Jan. 1 out of 1 Feb. 7 out of 7 March 1 out of 2 YTD Total: 21 out of 143
7/18/2017	April 0 out of 0 May 5 out of 5 June 1 out of 1 YTD Total: 27 out of 149
10/20/2017	July 9 out of 9 Aug. 10 out of 10 Sept. 11 out of 161 YTD Total: 57 out of 329 Due to Hurricane Irma the response time for the month of September could not be met in 1 working day.
Measurement 2.2.2.9.c Complete all commercial and multi-family landscape/irrigation inspections within one working day from the time the inspection was called in 95% of the time.	100.00%
Comments	
1/19/2017	Oct. 1 out of 1 Nov. 21 out of 21 Dec. 28 out of 28 YTD Total: 50 out of 50

4/24/2017	Jan. 40 out of 40 Feb. 29 out of 29 March 8 out of 8 YTD Total: 127 out of 127
7/18/2017	April 32 out of 32 May 52 out of 52 June 29 out of 29 YTD Total: 240 out of 240
10/16/2017	July 21 out of 21 Aug. 46 out of 46 Sept. 21 out of 21 YTD Total: 328 out of 328

Measurement 2.2.2.9.d Urban Forestry will review and process tree removal and wildfire mitigation requests, and conduct all environmental site visits within 2 working days from the time the request is received 95% of the time.

98.87%

Comments

1/26/2017	Oct. - 760 out of 813 Nov. - 230 out of 265 Dec. - 157 out of 173 YTD Total: 1,147 out of 1,251
4/20/2017	Jan. - 348 out of 355 Feb. - 357 out of 364 Mar. - 324 out of 345 YTD Total: 2,176 out of 2,280
7/25/2017	Apr. - 208 out of 217 May - 222 out of 229 Jun. - 237 out of 237 YTD Total: 2,843 out of 2,963
11/3/2017	July - 289 out of 289 Aug. - 329 out of 329 Sept. - 674 out of 821 YTD Total: 4,135 out of 4,402

Measurement 2.2.2.9.e Code Enforcement will document and inspect all Code complaints within one working day from the time the complaint is received 95% of the time.

100.00%

Comments

1/26/2017	Oct. - 795 out of 807 Nov. - 856 out of 861 Dec. - 744 out of 752 YTD Total: 2,395 out of 2,420
4/20/2017	Jan. - 997 out of 1,005 Feb. - 909 out of 915 Mar. - 1,036 out of 1,049 YTD Total: 5,337 out of 5,389
7/25/2017	Apr. - 1,319 out of 1,321 May - 1,411 out of 1,416 Jun- 1,720 out of 1,727 YTD Total: 9,787 out of 9,853
11/3/2017	July - 1,411 out of 1,412 Aug. - 1,405 out of 1,405 Sept. - 699 out of 702 YTD Total: 13,302 out of 13,372

Measurement 2.2.2.9.f Complete building inspections within one working day from the time the inspection is called in 95% of the time.	100.00%
Comments	
11/16/2016	Oct - 2,453 out of 2,468
12/7/2016	Nov - 3,050 out of 3,060
1/4/2017	Dec - 2,760 out of 2,777 YTD Total: 8,263 out of 8,305
2/7/2017	Jan. - 1,962 out of 1,972
3/3/2017	Feb. - 2,985 out of 2,996
4/3/2017	Mar. - 3,742 out of 3,773 YTD Total: 16,952 out of 17,046
5/3/2017	April - 2880 out of 2901
6/6/2017	May - 3555 out of 3563
7/5/2017	June - 3408 out of 3415 YTD total: 26,795 out of 26,925
8/7/2017	July - 3040 out of 3046
9/6/2017	Aug. - 3327 out of 3359
10/4/2017	Sept. - 2544 out of 2550 YTD Total: 35,706 out of 35,880
Strategy 2.2.3 Support event activities that provide positive economic impact for the community	100.00%
Approach 2.2.3.1 Support event activities that provide positive economic impact for the community	100.00%
Measurement 2.2.3.1.c Complete survey for ITSC field # 4 improvement project	100.00%
Comments	
1/24/2017	No action taken in 1st quarter.
4/24/2017	Survey completed in 2nd quarter.
GOAL 3 : To leverage our financial strengths while ensuring the City remains committed to fiscal responsibility in delivering value-added services to residents and businesses	32.82%
Objective 3.2 Increase efficiency through enhanced operations and technological advancements	32.82%
Strategy 3.2.2 Evaluate current technological opportunities to reduce operational cost	0.00%
Approach 3.2.2.12 Connect Water Treatment Plant 2 to FiberNET	0.00%
Measurement 3.2.2.12.b Complete survey for Fiber Project along Belle Terre from SR100 to WTP#2	0.00%
Comments	
1/17/2017	No action taken in 1st quarter.
4/24/2017	No action taken in 2nd quarter.
7/24/2017	No action taken in 3rd quarter
11/6/2017	No action in 4th quarter. Project on hold due to pending fiber agreement.
Measurement 3.2.2.12.c Complete Design for Fiber Project along Belle Terre from SR100 to WTP#2.	0.00%
Comments	
4/24/2017	No action taken in 1st quarter

4/24/2017	No action taken in 2nd quarter.
7/27/2017	No action in 3rd quarter. Project on hold due to pending fiber agreement.
11/3/2017	No action in 4th quarter. Project on hold due to pending fiber agreement.

Strategy 3.2.4 Seek in-house alternative to external services while maintaining high-quality services	98.47%
Approach 3.2.4.4 Provide in-house survey services to other Departments when possible	98.47%
Measurement 3.2.4.4.b Review & respond to in-house survey requests from other City departments within 5 business days 95% of the time from the request is made	98.47%

Comments

11/17/2017	Oct. - 4 out of 4 Nov. - 2 out of 2 Dec. - 1 out of 1 YTD Total: 7 out of 7
11/17/2017	Jan. - 0 out of 0 Feb. - 4 out of 4 Mar. - 3 out of 3 YTD Total: 14 out of 14
11/17/2017	Apr. - 1 out of 1 May - 0 out of 0 Jun. - 1 out of 2 YTD Total: 16 out of 17
11/17/2017	July - 4 out of 5 Aug. - 3 out of 3 Sept. - 6 out of 6 YTD Total 29 out of 31

GOAL 4 : To blend our residential and commercial properties with our "City of Parks and Trails" image to create a sustainable framework of visual appeal while caring for our land, water, air, and wildlife

Objective 4.1 To develop programs to enhance our water conservation strategies	75.00%
Strategy 4.1.1 Utilize nature's water supply resources effectively for water supply	75.00%
Approach 4.1.1.2 Investigate options for freshwater canal weed control	100.00%
Measurement 4.1.1.2.b Implement & evaluate one weed control option on freshwater canals	100.00%

Comments

1/17/2017	No action taken in 1st quarter.
4/24/2017	No action taken in 2nd quarter.
7/28/2017	Stocked over 1,400 carp in canals citywide.

Approach 4.1.1.10 Monitor monthly surface water levels	50.00%
Measurement 4.1.1.10.a Review and monitor surface water levels of 9 remotely reporting weir locations each business day and verify accuracy of water levels at all 35 weir locations in the field monthly	100.00%

Comments

1/17/2017	In 1st quarter, all locations have been monitored and inspected.
4/24/2017	In 2nd quarter, all locations have been monitored and inspected.
7/24/2017	In 3rd quarter, all locations have been monitored and inspected.
11/3/2017	In 4th quarter, all locations have been monitored and inspected.

Measurement 4.1.1.10.b Monitor water quality per MS4 permit requirements	0.00%
Comments	
1/17/2017	No action taken in 1st quarter. Permit requirements have not been established yet.
4/24/2017	No action taken in 2nd quarter. Permit requirements still have not been established.
7/24/2017	No action taken in 3rd quarter. Permit requirements still have not been established.
11/7/2017	No Action in Quarter 4. Permit requirements are in the process of being established.
Approach 4.1.1.11 Complete Aquifer Recharge Project along US1/Palm Coast Park	100.00%
Measurement 4.1.1.11.a Complete design and permitting of Aquifer Recharge Project along US1/Palm Coast Park	100.00%
Comments	
1/25/2017	Meetings with property owners and reps as well as FPL took place to discuss design options. The design is underway.
4/24/2017	Design and permitting completed in 2nd quarter.
Objective 4.2 To evaluate the evolution of City of Palm Coast Recreation and Parks Facilities Master Plan projects	85.00%
Strategy 4.2.2 Build future bicycle / pedestrian connections to unique destinations	85.00%
Approach 4.2.2.1 Complete Design & Permitting for Seminole Woods Multi-use Path	70.00%
Measurement 4.2.2.1.b Complete design & permitting for 2 remaining phases of Seminole Woods Multi-Use Path Project.	70.00%
Comments	
1/27/2017	Phase 4 = 30% complete Phase 5 = 65% complete
4/24/2017	Phase 4 = 30% complete Phase 5 = 90% complete Project is 55% complete
7/28/2017	Phase 4 = 40% complete Phase 5 = 95% complete (design done, waiting on permit) Project is 65% complete
11/7/2017	The design for Phase 5 is complete and awaiting USACE permit. Phase 4 is 45% Complete
Approach 4.2.2.5 Community Development Block Grant	100.00%
Measurement 4.2.2.5.b Complete CDBG Comprehensive Annual Performance Evaluation Report (CAPER).	100.00%
Comments	
1/23/2017	CAPER was completed and submitted to HUD in Dec. 2016.
Objective 4.4 Protect the environment through appropriate development strategies	100.00%
Strategy 4.4.1 Protect natural green spaces to ensure a balance between the natural environment and development	100.00%
Approach 4.4.1.1 Maintain freshwater canals	100.00%
Measurement 4.4.1.1.a Visually inspect and verify that freshwater canals are being maintained per contract requirements on a monthly basis.	100.00%
Comments	

1/20/2017	Inspection has occurred and determination made that contract requirements were met during 1st quarter.
4/28/2017	Inspection has occurred and determination made that contract requirements were met during 2nd quarter.
7/24/2017	Inspection has occurred and determination made that contract requirements were met during 3rd quarter
11/3/2017	Inspection has occurred and determination made that contract requirements were met during 4th quarter.

GOAL 5 : To enhance the quality of life for our citizens by providing safe, affordable, and enjoyable options for cultural, educational, recreational, and leisure-time events	70.82%
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Objective 5.2 Enhance safety measures throughout the community	70.82%
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Strategy 5.2.2 Continue to enhance safety improvements at intersections and along roadways	69.90%
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Approach 5.2.2.2 Maintain, repair or replace major roadway crossing and control structures to ensure safety	50.00%
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Measurement 5.2.2.2.c Complete the design of the W-1 Major Crossing Rehabilitation Project.	0.00%
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Comments

1/17/2017	No action taken in 1st quarter.
4/24/2017	No action taken in 2nd quarter.
7/24/2017	No action taken in 3rd quarter.
11/3/2017	No action on 4th quarter. Project was deferred to FY18 as part of 5-Year CIP Update.

Measurement 5.2.2.2.d Complete the design of the W-1 Weir replacement project	100.00%
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Comments

1/17/2017	No action taken in 1st quarter.
4/24/2017	No action taken in 2nd quarter.
7/24/2017	No action taken in 3rd quarter.
11/3/2017	Design was finalized and project was bid for construction.

Approach 5.2.2.9 Evaluate and implement safety improvement options for intersections & roadways	74.88%
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Measurement 5.2.2.9.c Review street light requests for approval or denial within 5 business days of receipt	100.00%
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Comments

1/17/2017	Oct. - 1 out of 1 Nov. - 2 out of 2 Dec. - 1 out of 1 YTD Total: 4 out of 4
4/24/2017	Jan. - 0 out of 0 Feb. - 4 out of 4 Mar. - 10 out of 10 YTD Total: 18 out of 18
7/24/2017	Apr. - 9 out of 9 May - 3 out of 3 Jun. - 3 out of 3 YTD Total: 33 out of 33

11/7/2017	July - 8 out of 8 August - 16 out of 16 September - 4 out of 4 YTD Total - 61 of 61
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Measurement 5.2.2.9.d Complete Survey for Palm Coast Parkway Sidewalk - Pine Lakes to St Joe Plaza	0.00%
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Comments

1/17/2017	No action taken in 1st quarter.
4/24/2017	No action taken in 2nd quarter.
7/24/2017	Project moved to FY '18
11/3/2017	No action taken in 4th quarter. Project moved to Fiscal Year 2018 as part of a 5-year CIP update

Measurement 5.2.2.9.e Complete Survey for sidewalk on Forest Grove to connect existing sidewalk to OKR Extension and Ferndale Drive	100.00%
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Comments

1/17/2017	Survey data has been collected in 1st quarter.
4/24/2017	Survey completed in 2nd quarter.

Measurement 5.2.2.9.g Complete Design & Permitting for sidewalk on Forest Grove to connect existing to OKR and Ferndale Dr.	100.00%
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Comments

1/17/2017	No action taken in 1st quarter.
4/24/2017	No action taken in 2nd quarter
7/24/2017	No action taken in 3rd quarter.
11/3/2017	Permit not Required and a typical section and design criteria was reviewed and provided to Public Works that was sufficient for them to begin construction.

Measurement 5.2.2.9.m Complete design and permitting for Palm Coast PKWY sidewalk (Pine Lakes to St. Joe Plaza)	0.00%
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Comments

1/24/2017	No action taken in 1st quarter.
4/28/2017	No action taken in the 2nd quarter.
7/24/2017	Project moved to FY '18
11/3/2017	No action in 4th quarter. Project deferred to FY 18 as part of 5-Year CIP Update.

Measurement 5.2.2.9.o Complete survey for Lakeview Boulevard Sidewalk Extension Project	100.00%
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Comments

1/24/2017	Site visit took place in 1st quarter to assist in determining man hours needed to complete project.
4/28/2017	In 2nd quarter, survey work is complete.
11/3/2017	No action taken in 4th quarter.

Measurement 5.2.2.9.p Complete transportation safety study of Whiteview Parkway from US1 to Pritchard Drive.	100.00%
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Comments

1/24/2017	Traffic data has been collected and is currently being analyzed.
4/24/2017	Study has been completed, presentation has been prepared and is to be presented to City Council in 3rd quarter.
7/27/2017	The results of the Whiteview Pkwy Study was presented to City Council at a workshop in April 2017.
11/6/2017	The Study has been completed and was presented to City Council in Quarter 3

Measurement 5.2.2.9.q Complete Design and Permitting for Lakeview Boulevard Sidewalk Extension Project.	99.00%
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Comments	
1/24/2017	Site visit took place in 1st quarter to assist in determining man hours needed to complete project.
4/24/2017	Design is 55% complete.
7/28/2017	Design complete and permit obtained. Finalizing bid documents with FDOT.
11/7/2017	Design complete and permit obtained. Finalizing bid documents with FLorida Department Of Transportation.

Strategy 5.2.4 ISO standard improvement throughout the Organization	80.00%
Approach 5.2.4.3 Maintain a community floodplain management program	80.00%
Measurement 5.2.4.3.h Complete update of City's LiDAR data	80.00%

Comments	
1/17/2017	No action taken in 1st quarter.
4/24/2017	Purchase order issued in 2nd quarter. Project to be completed in 3rd quarter.
7/27/2017	LiDAR Data has been gathered. Quality control process for the data has begun. Post processing should be completed in the 1st qtr. of FY '18.
11/6/2017	Post Processing Continues. City Survey staff assisted with field verifying some coordinates. Still on target to be completed by the end of the 1st qtr. in FY '18

GOAL 6 : To develop and implement a comprehensive plan to improve City employee skills and performance through education and training; performance management; and personal development opportunities	100.00%
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Objective 6.2 To develop in-house and identify external training opportunities for employees	100.00%
Strategy 6.2.1 Create a comprehensive training program	100.00%
Approach 6.2.1.7 Develop a Comprehensive Training Program	100.00%
Measurement 6.2.1.7.o Track all employee departmental training & certifications for the Community Development Department through target solutions (PCU)	100.00%

Comments	
1/26/2017	In the 1st quarter, 13 out of 17 entries have been added in to the PCU portal.
5/1/2017	In the 2nd quarter, 26 out of 26 entries have been added in to the PCU portal.
7/27/2017	In the 3rd quarter, 12 out of 12 entries have been added in to the PCU portal.
12/13/2017	In the 4th quarter 40 out of 40 entries have been added in to the PCU portal.



City of PALM COAST

Public, Private Partnership “P3” Team

To: Jim Landon, City Manager
 Date: 11/27/2017
 Department/Team: P³ Team
 Director/Team Leader: Ray Tyner
 Reporting Period: 4th Quarter 2017

Executive Summary:

During the review period the P³ team members continued their sub team approach with a large measure of success. A total of 5 performance measurements have been completed during FY’17.

Progress Report:

Implementation of a complete electronic permitting process from beginning to end for all permit types has been very successful. We currently have 640 registered users and 3,768 permits have been created online. Of those, 55 have been homeowners.

A brief breakdown of the top users:

- 1338 HVAC change-outs
- 823 roofing
- 461 fences
- 180 single family homes



Progress Report



City of PALM COAST

Public, Private Partnership “P3” Team

The following highlight some of the significant progress that has been achieved during FY’17:

- Significant improvements have been achieved to improve the As-Built process. A work flow has been established and work with our Stakeholders to finalize the process will be achieved during the FY’18 2nd quarter. In addition, improvements regarding communication between site inspectors and planning project managers continue to improve via bi-weekly project discussion meetings.
- Testing has begun for Phase 3 of the Electronic Plans Submittal full integration of Development Order application/site development online submittals. During FY’18 2nd quarter testing will begin with one developer.
- Successfully tested for a user to pay on line for multiple permits at a time.
- Implementation of standardization for all PLDRB agenda products and ads has been completed.
- Initiated the review of Chapter 9 – Engineering Design and Utilities – of the Unified Land Development Code in order to update and incorporate National Pollutant Discharge Elimination System (NPDES) requirements.
- Implementation of Bi-Weekly Project Manager and Inspectors Meetings which has resulted in information exchange regarding current and future projects have closed gaps, improved communication and resolved multiple on-site issues.
- After evaluating the plat process with stakeholders, the team began to implement changes to improve the process. Some of the changes include: providing single point of contact for smaller subdivision applications, drafting standard template plat language, and eliminating commitment letters. Improving the plat process is a high priority for the team and the sub team is meeting weekly to expedite improvements.

Performance Measures Overview for P3 TEAM - 99016

This report gives an overview of the progress made in the Strategic Action Plan for P3 TEAM - 99016. **The percentages given in the completed column only reflect the percentages completed for your measures. They do not reflect the overall percentages for the Goal, Objective, Strategy or Approach.** So a Goal with a 100% completion means you have completed all of your measures for that goal. It **does not** mean that goal is 100% completed across the organization. Use the "Performance Overview" report to get the actual percentage across the organization.

Average Percentage : 83.67%

	Completed
GOAL 2 : To develop and maintain a strong economy by supporting the growth and development of new and existing businesses while creating an environment to attract new companies that align with our values	100.00%
Objective 2.3 To promote the Palm Coast Business Assistance Center as the destination center for small business training and support in Flagler County	100.00%
Strategy 2.3.4 To strengthen the BAC partner effort in order to provide a unified approach to helping existing Flagler County businesses	100.00%
Approach 2.3.4.11 Improve BAC coordination with Community Development	100.00%
Measurement 2.3.4.11.a Develop and implement a plan to improve coordination with Business Assistance Center (BAC) for potential new businesses.	100.00%

Comments

1/24/2017	We continued to meet with BAC and Building staff on business inquiries and relocations. We have worked as a group to find suitable sites for at least three potential new businesses. In some cases this includes suggesting alternative sites or alternative options that would likely work better from a Land Development Code and Building Code perspective.
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GOAL 3 : To leverage our financial strengths while ensuring the City remains committed to fiscal responsibility in delivering value-added services to residents and businesses	82.18%
Objective 3.2 Increase efficiency through enhanced operations and technological advancements	82.18%
Strategy 3.2.1 Review existing operational procedures and policies	73.57%
Approach 3.2.1.41 Evaluate existing fee schedule for permits	75.00%
Measurement 3.2.1.41.c Evaluate Fire Safety Code ordinance and recommend changes to City Manager related to fire inspection fees	75.00%

Comments

7/11/2017	Update to resolution and ordinance have been drafted and are under review.
10/3/2017	Draft completed to reflect consistency with the approved building permit fee reduction resolution.

Approach 3.2.1.42 Evaluate existing procedures and identify methods to improve community development driven processes	68.00%
Measurement 3.2.1.42.d Evaluate and implement changes to improve existing process for plats	60.00%

Comments

1/24/2017	Project Manager established and working towards developing a work plan.
4/6/2017	P3 sub team members have reviewed and identified gaps in the process and in addition stakeholder/FCARD members have provided their feedback regarding issues identified to the sub team members.

7/11/2017	P3 sub team members have begun the implementation process. Some of these changes to improve the platting process include: single point of contact, recommended dedication language changes as well as eliminating commitment letters. Special Flood Hazard Area Ordinance is being amended to match the state model and flow chart created to assist developers who wish to develop in properties without a BFE.
11/2/2017	P3 sub team is currently working on standard plat dedication language that will help reduce the plat review time and reduce the volume of comments.

Measurement 3.2.1.42.e Evaluate and implement changes to improve the bond process	50.00%
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Comments	
1/24/2017	Project Manager established and working towards developing a work plan.
4/6/2017	P3 sub team members have reviewed and identified gaps in the process.
7/11/2017	P3 sub team members have evaluated workflow process and proposed improvements to improve efficiencies. Members are now working with CDPlus modules to implement improvements regarding tracking of bonds.
11/2/2017	P3 sub team members will continue to work with the agreement module section in the CD-Plus to improve tracking of bond release inspections and expiration dates.

Measurement 3.2.1.42.f Evaluate and implement changes to binding and rescinding lot process	80.00%
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Comments	
1/24/2017	Project Manager established and gaps in process have been identified. Determined process to formalize and move to an electronic format (currently process is all paper). In addition staff members are being cross-trained on the process. Coordination with the property appraiser's office to ensure that we are in compliance with that office's recording requirements and to ensure consistency.
4/6/2017	The Binding and Rescinding processes will be created and tracked through the Development Planning module of CD Plus. Since there is a need to keep track of two or more parcels and/or addresses the Permit module is not the right instrument for this process. The Planning module will allow an address to be inactivated but still attached to an address for historical reasons.
7/11/2017	P3 sub team members are working with the module within CDPlus.
10/3/2017	Binding and rescinding lot applications have been added to CDPlus. CDPlus testing to begin the first quarter FY'18.

Measurement 3.2.1.42.g Evaluate and implement changes to improve PLDRB & BEAC agenda package process	100.00%
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Comments	
1/24/2017	Project Manager established and working towards establishing a work plan to improve the agenda package process. Evaluate the entire process to identify gaps, including gaps in technology.
4/17/2017	During this 2nd quarter processes were evaluated and gaps have been identified. Some of the significant gaps are highlighted below: Inconsistencies with regard to the timing of when agenda packages are distributed to the Board/Committee members. Inconsistencies with having the draft ordinance as part of the agenda package. Inconsistencies with having a Final Development Order available for the Planning & Land Development Regulation Board Chair to sign at the meeting when an agenda item is approved.

7/11/2017	In the 3rd quarter the recommended changes were implement to ensure consistency with the staff reports, signing of any approved development orders during same meeting in which the development order was approved. Agendas are more consistently reviewed well in advance of the due date, as well as any related PowerPoint presentations.
10/3/2017	During the 4th quarter the implemented strategies were reviewed for consistency and effectiveness. In addition the required newspaper ad format was reviewed and made consistent for all PLDRB required ads.

Measurement 3.2.1.42.h Evaluate and implement changes to improve the as-built process	50.00%
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Comments	
1/24/2017	Project Manager established and the evaluation process has begun.
4/6/2017	P3 sub team members are working on the final draft of the as-built flow process.
7/13/2017	P3 sub team members have completed the draft of the workflow process. They will work with stakeholders during the fourth quarter.
11/2/2017	No action was taken in the fourth quarter.

Approach 3.2.1.43 Evaluate current procedures and policies related to utility easements and rights-of-ways	100.00%
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Measurement 3.2.1.43.a Evaluate current procedures and policies related to utility easements and rights-of-ways and provide recommendation for changes	100.00%
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Comments	
1/24/2017	Project Manager has been identified and sub-team created. Sub-team met with City Attorney and discussed new law and possible solutions.
4/11/2017	P3 team members reviewed a conceptual approach that would minimize risk in this regard. If FP& L wants an easement it would need to be done outside of the Right Of Way and by a separate instrument.
7/11/2017	P3 sub team members have provided recommended changes to the language that will be incorporated into the plat process.

Strategy 3.2.2 Evaluate current technological opportunities to reduce operational cost	97.25%
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Approach 3.2.2.10 Implement electronic submittal	96.67%
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Measurement 3.2.2.10.b Implement an electronic plans submittal solution in coordination with IT Department	100.00%
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Comments	
1/11/2017	Beta testing was offered to ten select contractors in December. Approximately seven houses were submitted, reviewed and processed using the new electronic submittal system. Contractors will be able to submit for all permits types the beginning of Quarter 2 (in January)
4/6/2017	This measurement is now completed and we will be submitting a request for a new measurement that will cover phase II.

Measurement 3.2.2.10.c In coordination with the IT Department, implement phase 2 of the online permit submittals project which includes integration of current electronic plan review and processing system to existing online plan submittal solution within Cd Plus permitting database	100.00%
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Comments	
5/3/2017	Substantial progress has been made for full integration of the electronic plan review by staff in conjunction with the online submittals. Testing is taking place and It is anticipated phase 2 will be completed in May.
7/7/2017	Full implementation of phase 2 was completed and went live June 1st.

Measurement 3.2.2.10.d In coordination with the IT Department, implement phase 3 of the online permit submittals project which includes an electronic plan submittal solution for Commercial Site Development projects	90.00%
Comments	
7/13/2017	Phase 3 solution for commercial site development on-line submittal is in process. The initial workflow and the subsequent programming to implement these changes has started and is being tested in our CDPlus test environment.
10/3/2017	The configuration is almost completed with active testing currently occurring.
Approach 3.2.2.13 Transition Building division to paymentus	99.00%
Measurement 3.2.2.13.b Assist with transition of community development customer service counter to Paymentus in coordination with Finance & IT Department	99.00%
Comments	
1/23/2017	The transition of Community Development Customer Service counter to integrate with the Paymentus backend has been mostly completed. We have had successful transactions sent back and forth between CDPlus the Community Development application and Paymentus on the back end. Financial information has been processed by CDPlus sent over to Paymentus which then returned the status of the transaction back to CDPlus to complete the circuit. There is only one significant issue left and that is the verification of the new requested limits on transactions that the Paymentus web application can handle.
4/6/2017	The Paymentus backend transaction process is being debugged due to loss of connection during the return of financial data from the credit clearing center. Finance will contact Paymentus and inquire as to the nature of the problem. IT will be assisting with any technical issues that may arise, however, the error occurred during the increase of payment limits to the credit card transactions, which is a Paymentus process.
7/7/2017	Integration and connection between CDPlus permitting software and Paymentus finance software is working. We are waiting to hear from Paymentus why transactions are not able to be processed on their end.
10/27/2017	Integration between CDPlus and Paymentus now successfully transmit financial transaction information between both parties. There remains only two very minor changes to be made, we are looking for a November 1, 2017 launch date.