



**City of Palm Coast**  
**Agenda**  
**Planning and Land**  
**Development Regulation**  
**Board**

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
[www.palmcoastgov.com](http://www.palmcoastgov.com)

***Chair Clinton Smith***  
***Vice Chair Sandra Shank***  
***Board Member James Albano***  
***Board Member Charles Lemon***  
***Board Member Hung Hilton***  
***Board Member Suzanne Nicholson***  
***Alternate Board Member Sybil***  
***Dodson-Lucas***  
***Alternate Board Member Larry***  
***Gross***  
***School Board Rep Kory Bush***

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**Wednesday, February 15, 2023**

**5:30 PM**

**City Hall - Community Wing**

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- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Public comment on issues on the agenda or public participation shall be limited to 3 minutes.
- Other matters of concern may be discussed as determined by Committee during the meeting.
- If you wish to obtain more information regarding the agenda, please contact the Community Development Department at 386-986-3736.
- In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a reasonable accommodation to participate in any of these proceedings or meeting should contact the City Clerk at 386-986-3713, at least 48 hours prior to the meeting.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while meeting is in session.
- Any person who decides to appeal any decision with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

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

**C Approval of Meeting Minutes**

**1 MEETING MINUTES OF THE JANUARY 18, 2023 PLANNING AND LAND DEVELOPMENT  
REGULATION BOARD MEETING**

**D Public Hearing**

**2 VARIANCE – 16 ROUND TABLE LANE – REDUCE THE MINIMUM LOT SIZE REQUIRED FOR SFR-3 ZONED PROPERTY, APPLICATION # 5290**

**3 PALM COAST SEASCAPE SUBDIVISION MASTER PLAN - TIER 2, APPLICATION # 5201**

**E Board Discussion and Staff Issues**

**F Adjournment**

## City of Palm Coast, Florida Agenda Item

Agenda Date: February 15, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	MEETING MINUTES OF THE JANUARY 18, 2023 PLANNING AND LAND DEVELOPMENT REGULATION BOARD MEETING	
<b>Presenter: Irene Schaefer, Recording Secretary</b>		
<b>Background:</b>		
<b>Recommended Action:</b> Approve as presented.		

# City of Palm Coast, Florida

## Agenda Item

Agenda Date: February 15, 2023

<b>Department</b> <b>Division</b>	COMMUNITY DEVELOPMENT PLANNING	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b>	VARIANCE – 16 ROUND TABLE LANE – REDUCE THE MINIMUM LOT SIZE REQUIRED FOR SFR-3 ZONED PROPERTY, APPLICATION # 5290	
<b>Presenter: Estelle Lens, AICP, Planner</b>		
<b>Background:</b> This request is for a variance to reduce the minimum lot size required in the Single Family Residential-3 (SFR-3) zoning district for property located at 16 Round Table Lane (Subject Property). The Applicant is requesting to reduce the minimum lot size by approximately 364 square feet (SF), from 10,000 SF to approximately 9,636 SF. The Subject Property has a Future Land Use Map (FLUM) designation of Residential and a Zoning designation of Single Family Residential-3 (SFR-3). The property is a standard SFR-3 lot measuring approximately 80' X 125' and comprising 10,000 SF. The minimum lot size for an SFR-3 zoned lot is 10,000 SF.  The house on the adjacent lot, 18 Round Table Lane, was constructed in 1997, (prior to City incorporation,) and encroaches approximately eight (8) feet onto the Subject Property.  On October 8, 2021, city staff received an email from a real estate company inquiring, on behalf of the owner, whether the Subject Property is considered a buildable lot. The email included a survey, dated January 26, 2021, which demonstrates the encroachment. Staff's response included the dimensional standards required to build on an SFR-3 zoned property and advised that the shed would have to be removed.  On November 3, 2021, staff received an email from an attorney's office asking what their client would need to obtain in order to be able to get approval to build a house on the Subject Property.  Single family residential zoning allows only one residence per parcel. To cure the encroachment of the existing residence on the Subject Property, staff recommended the owner of the Subject Property convey to the owner of the encroaching residence the property that their residence is encroaching on, plus an additional 5' to accommodate roof overhang.  The Subject Property currently meets the minimum lot size of 10,000 SF. Conveying the requested portion of the lot to the neighbor will reduce the lot to 9,636 SF. This application is attempting to bring both properties more into compliance with the LDC. With the reduction in the lot size, there will remain ample area to accommodate the construction of a single-family home and meet all other dimensional standards of the SFR-3 zoning district, including side yard setbacks.		

**Standards for Variance approval:**

In addition to the findings listed in Subsection 2.05.05 for all development orders, variance applications shall be reviewed based on the following:

1. Special conditions and circumstances exist which are peculiar to the land, use, or building involved and which are not applicable to other lands, uses, or buildings in the same zoning district.
2. The special conditions and circumstances are not self-imposed and do not result from the actions of the applicant.
3. Literal interpretation of the provision of this LDC would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of this LDC and would work unnecessary and undue hardship on the applicant.
4. The variance is the minimum relief necessary that will make possible the reasonable use of the land or building.
5. The granting of the variance will be in harmony with the general intent and purpose of this LDC and that such variance will not be injurious to the area involved or otherwise detrimental to the public health, safety, and welfare or injurious to other property in the area.

**Findings:** Planning staff finds that this request meets all five standards for approval of the variance. The Subject Property is encumbered by the adjacent lot's residence. This is a special condition/circumstance which is not self-imposed. Curing the encumbrance by conveying a portion of the lot will make it non-conforming to the minimum lot size requirement. Approving the variance to allow construction of a residence on the Subject Property is consistent with the intent and purpose of the Comprehensive Plan and Land Development Code and will be harmonious with the neighborhood and zoning district.

**Recommended Action:**

Planning Staff recommends that the Planning and Land Development Regulation Board approve the variance request to reduce the minimum lot size by the area encumbered by the adjacent lot's residence, approximately 364 square feet, from 10,000 to approximately 9,636 square feet, application number 5290.

## City of Palm Coast, Florida Agenda Item

Agenda Date: February 15, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b>	PALM COAST SEASCAPE SUBDIVISION MASTER PLAN - TIER 2, APPLICATION # 5201	
<b>Presenter: Jordan Myers, CFM, Environmental Planner</b>		
<b>Background:</b> The applicant, who purchased this property on December 7, 2021, has submitted for a proposed residential Subdivision Master Plan, consisting of 110 single-family residential lots. Since the project has greater than 100 lots it is considered a “Moderate” (Tier 2) development, which requires review and approval by the Planning and Land Development Regulation Board (PLDRB). The subject property is located within the Town Center DRI and Town Center MPD and is the third proposed subdivision in Town Center. Palm Coast Seascape is located on Tracts 20A and 20B of the Town Center MPD. The Town Center MPD Uses Map shows both of these tracts as Town Residential. Single-family development in the Town Residential area is developed using the Town Residential Areas standards in the Town Center MPD Agreement, which provides that lots be a minimum of 2,500 sq. ft. and 25 feet in width. The applicant’s layout shows the 110 single-family lots with both 40 ft. and 50 ft. widths. The project depicts an amenity center in the central portion of the project. There are also extensive sidewalks and a 10 ft. multi-use trail going around one of the ponds and heading north towards Coastal Gables.		
<b>Recommended Action:</b> Staff recommends the PLDRB approve the Subdivision Master Plan for Palm Coast Seascape, Application No. 5201.		