



City of Palm Coast Agenda City Council Workshop Meeting

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

Mayor David Alfin
Vice Mayor Ed Danko
Council Member Charles Gambaro
Council Member Nick Klufas
Council Member Theresa Pontieri

Tuesday, October 8, 2024

9:00 AM

City Hall - Community Wing

City Staff

Lauren Johnston, Acting City Manager

Marcus Duffy, City Attorney

Kaley Cook, City Clerk

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Other matters of concern may be discussed as determined by City Council.
- If you wish to obtain more information regarding the City Council's agenda, please contact the City Clerk's Office at 386-986-3713.
- 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.
- City Council Meetings are streamed live on YouTube at <https://www.youtube.com/@PalmCoastFL>.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while Council is in session.
- Any person who decides to appeal any decision of the City Council 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

B PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE

C ROLL CALL

D PUBLIC PARTICIPATION

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (2) The Public may provide comments to the City Council relative to matters not on the agenda at the times indicated in this Agenda. Following any comments from the public,

there may be discussion by the City Council.

(3) When addressing the City Council on specific, enumerated Agenda items, speakers shall:

(a) direct all comments to the Mayor;

(b) make their comments concise and to the point;

(c) not speak more than once on the same subject;

(d) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;

(e) obey the orders of the Mayor or the City Council; and

(f) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.

(4) Any person who becomes disorderly or who fails to confine his or her comments to the identified subject or business, shall be cautioned by the Mayor and thereafter must conclude his or her remarks on the subject within the remaining designated time limit.

Any speaker failing to comply, as cautioned, shall be barred from making any additional comments during the meeting and may be removed, as necessary, for the remainder of the meeting.

Members of the public may make comments during the public comment portion of the meeting. Please be advised that public comment will only be permitted during the public comment portions of the agenda at the times indicated by the Chair during the meeting.

E PRESENTATIONS

- 1 PRESENTATION - UCF SMALL BUSINESS DEVELOPMENT CENTER ANNUAL REPORT**
- 2 PRESENTATION - ECONOMIC DEVELOPMENT 2024 UPDATES**
- 3 PRESENTATION - REVIEW OF CURRENT DEBT POLICY AND PROPOSED UPDATES AND CHANGES**
- 4 PRESENTATION - UNITED STATES TENNIS ASSOCIATION GRANT AND FUTURE OPPORTUNITIES**
- 5 ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES, CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V, SHORT-TERM VACATION RENTALS**
- 6 PRESENTATION - STRATEGIC ACTION PLAN AND UTILITY GAP RATE STUDY**
- 7 ORDINANCE 2024-XX AMENDING THE UNIFIED LAND DEVELOPMENT CODE TO IMPLEMENT AND ENSURE COMPLIANCE WITH THE LIVE LOCAL ACT**

F PUBLIC PARTICIPATION

Remainder of Public Comments is limited to three (3) minutes each.

- G DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**
- H DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**
- I DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**
- J ADJOURNMENT**

8 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 8, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	ECONOMIC DEVELOPMENT	Account #
Subject: PRESENTATION - UCF SMALL BUSINESS DEVELOPMENT CENTER ANNUAL REPORT		
Presenter: Eunice Choi, Regional Director, Florida SBDC at UCF		
Attachments: 1. Presentation		
Background: Council Priority: A. Strong Resilient Economy The University of Central Florida Small Business Development Center (UCF SBDC) offers a wide range of outstanding services to support entrepreneurs and small businesses in their growth and success. Some of the key services provided by the UCF SBDC include: Business Consulting: The UCF SBDC offers one-on-one consulting services, where experienced advisors work closely with entrepreneurs to address specific business challenges. They provide guidance on business planning, marketing, financial management, and more. Business Training: The center conducts various workshops, seminars/webinars, and training sessions on topics such as business planning, marketing strategies, financial management, and government contracting. These programs are designed to enhance the knowledge and skills of small business owners. Access to Capital: UCF SBDC assists entrepreneurs in securing financing for their businesses. They help businesses prepare loan applications, access government grants and loans, and connect with potential investors and lenders. Market Research and Analysis: The center offers market research services to help businesses understand their target audience, competition, and industry trends. This information is crucial for making informed decisions and developing effective marketing strategies. Export Assistance: UCF SBDC helps small businesses explore and expand into international markets. They provide guidance on export strategies, market-entry, and compliance with international regulations. Technology Commercialization: For businesses involved in technology-based industries, UCF SBDC helps in technology commercialization, intellectual property protection, and licensing.		

Strategic Planning: The center helps businesses develop strategic plans for long-term growth and sustainability. They assist in setting goals, creating action plans, and measuring progress.

Disaster Recovery Assistance: UCF SBDC plays a vital role in helping businesses recover from natural disasters or economic downturns. They provide guidance on disaster preparedness, access to emergency funding, and business continuity planning.

Networking and Partnerships: The UCF SBDC connects small businesses with a network of industry experts, government agencies, and other organizations to foster collaborations and growth opportunities.

Specialized Services: Depending on the specific needs of a business, the UCF SBDC offers specialized services in areas such as government contracting, minority business development, and innovation support.

In summary, the UCF SBDC offers a comprehensive suite of services aimed at nurturing small businesses, helping them thrive, and contributing to the economic development of the region. Their expertise, resources, and support have made them a valuable resource for entrepreneurs and small business owners in the Central Florida area.

Recommended Action:
FOR PRESENTATION AND DISCUSSION

City of Palm Coast, Florida Agenda Item

Agenda Date: October 8, 2024

Department CITY ADMINISTRATION Division	Amount Account #
Subject: PRESENTATION - ECONOMIC DEVELOPMENT 2024 UPDATES	
Presenter: Craig McKinney; Economic Development Manager	
Attachments: 1. Presentation	
Background: Council Priority: A. Strong Resilient Economy Staff will present an overview on assessments and recent and upcoming initiatives that include: • 2024 Economic Development Updates • Sites & Buildings Readiness • Workforce • Collaborative Partnerships • Recruiting • Marketing	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 8, 2024

Department FINANCIAL SERVICES Division	Amount Account #
Subject: PRESENTATION - REVIEW OF CURRENT DEBT POLICY AND PROPOSED UPDATES AND CHANGES	
Presenter: Helena Alves, Director of Financial Services	
Attachments: 1. Presentation	
Background: The City of Palm Coast recognizes that the foundation of any well-managed debt program is a comprehensive debt management policy. The debt management policy approved by council as Resolution 2013-111 sets forth the parameters for issuing debt and managing outstanding debt. The policy also provides guidance to management and the City Council regarding the timing and purpose for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy recognizes a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into capital markets. Adherence to the debt policy helps to ensure that the City maintains a sound debt position and that credit quality is protected. The debt policy promotes consistency and continuity in decision making, rationalizes the decision -making process, and demonstrates a commitment to long-term financial planning objectives. The policy was developed in accordance with the guidelines established by the GFOA. At the July 16, 2024, Business Meeting, Council instructed staff to review the City of Palm Coast's debt policy with assistance from the City's bond Counsel. Staff compiled the information in conjunction with Chris Roe of Bryant Miller Olive P.A. and has summarized the results of the policy review for council consideration.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 8, 2024

Department PARKS & RECREATION Division	Amount Account #
Subject: PRESENTATION - UNITED STATES TENNIS ASSOCIATION (USTA) GRANT AND FUTURE OPPORTUNITIES	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. Presentation	
Background: As part of the USTA grant awarded to the Southern Recreation Center, the USTA will provide a presentation on the grant, a program and services approach, and future opportunities.	
Recommended Action: FOR PRESENTATION ONLY	

City of Palm Coast, Florida

Agenda Item

Agenda Date: October 8, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	CODE ENFORCEMENT	Account #
Subject: ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES, CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V, SHORT-TERM VACATION RENTALS		
Presenter: Jason DeLorenzo, Chief of Staff		
Attachments: 1. Presentation 2. Ordinance, Redline and Clean Versions 3. Business Impact Estimate		
Background: Council Priority: B. Safe and Reliable Services <u>UPDATED BACKGROUND FROM THE SEPTEMBER 3, 2024, BUSINESS MEETING:</u> Council requested the following changes to the Ordinance: • Section 17-67 - Definitions ○ Added ▪ Short term rentals do not apply to Single Family Dwelling occupied on a full-time basis by the owner as an on-premises, permanent resident and that has been declared and continues to be declared as homestead by the Property Appraiser. • Section 17-68 - ○ (A) ▪ Effective Date March 3rd, 2025 ○ (A)(2)(E) ▪ Added • A statement that recreational vehicles, boats and trailers may not be parked in the front of the house, except for temporary loading, unloading and cleaning. ○ (A)(3)(E) ▪ Changed one (1) responsible party's to (3) three. ○ (A)(8)(C) ▪ Added • Has completed a background check on the occupant who is renting the unit and said occupant certifies that all guests in the rented unit shall not be registered as a sex offender. • Section 17-71		

- (B)
 - Changed to maximum limit of ten (10) transient occupants
 - (C)
 - Added
 - Recreational vehicles, boats and trailers may not be parked in the front of the house, except for temporary loading, unloading and cleaning.
- Section 17-72
 - (D)
 - Added
 - The parking prohibition of RV's, boats, and recreational trailers except for temporary loading, unloading and cleaning;
- Section 17-73
 - Changed language to state
 - The Responsible Party shall be required to obtain confirmation of a nationwide background search that the prospective renter is not a registered sexual offender and also the prospective renter certifies that all guests in the rented unit are not registered sex offenders.

ORIGINAL BACKGROUND FROM THE SEPTEMBER 3, 2024, BUSINESS MEETING:

On June 4, 2024, City Council directed the City Attorney to provide new legislation to all of City Council regulating short-term rentals, aka Airbnbs within the areas of the City's jurisdiction. Section 509.032(7), Florida Statutes in which prevents a local law, ordinance, or regulation prohibiting vacation rentals or regulating the duration or frequency of rental of vacation rentals.

Single-family residential neighborhoods and their required infrastructure are generally designed to accommodate typical single-family residential homes with two (2) to three (3) persons per household on average. Local governments apply design standards tailored for residential neighborhoods for their roads, driveways, emergency services planning, public shelters, emergency evacuation plans, solid waste collection, utilities, and buffers, and also tailored in assessing their infrastructure impacts and their corresponding fair and proportionate impact/connection fees. Permanent single-family home residents inherently understand and know their physical surroundings, to include any safety gaps and potential risks to their families, because they have daily familiarity.

Short-term vacation rental occupants, due to the transient nature of their occupancy, are unfamiliar with local hurricane evacuation plans, the location of fire extinguishers, and other similar safety measures that would readily be provided to guests in traditional lodging establishments. Short-term vacation rental owners may live elsewhere and not experience the quality-of-life problems and negative impacts associated with larger, unregulated short-term vacation rental units on residential neighborhoods.

Short-term vacation rentals with no application of mitigating standards when located in residential neighborhoods can create disproportionate impacts related to excessive occupancy, noise, trash, and parking. Short-term vacation rentals locating within established neighborhoods can disturb the quiet enjoyment of the neighborhood, lower property values, and burden the design layout of a typical neighborhood.

Short-term vacation rentals with no application of mitigating standards when located in residential neighborhoods can create disproportionate impacts related to their size, excessive occupancy, and the lack of proper facilities if left unregulated. The City desires to encourage short-term vacation rentals that are safe, fit in with the character of the neighborhood, provide positive impacts for tourism, increase property values, and achieve greater neighborhood compatibility.

The City seeks to balance respect for private property rights and incompatibility concerns between the investors/short-term vacation rentals and families/permanent single-family residences in established residential neighborhoods through the use of reasonable development standards.

These regulations are deemed necessary by the City Council to preserve property values and to protect the health, safety, and general welfare of permanent residents, lot/parcel owners, investors and transient occupants and visitors alike.

These regulations are being proposed to City Council to supplement, but not to replace, any existing federal or state law or regulation, or other controls within established residential neighborhoods served by a homeowner's association.

These regulations do not regulate duration or frequency of rentals but are intended to address the frequent change of many transient occupants housed within a single-family dwelling within an established residential neighborhood. This ordinance additionally establishes an enforcement mechanism for those short-term vacation rentals which do not adhere to the standards on an initial or continuing basis, with the overall goal of the short-term vacation rental program being compliance with the standards and not punitive in its scope.

This Ordinance is in the best interest of the public health, safety, and welfare of the citizens of Palm Coast.

Recommended Action:
APPROVE ORDINANCE 2024-XX AMENDING CITY OF PALM COAST ORDINANCES, CHAPTER 17, COMMUNITY DEVELOPMENT; AS AMENDED, TO ADD ARTICLE V, SHORT-TERM VACATION RENTALS

City of Palm Coast, Florida Agenda Item

Agenda Date: October 8, 2024

Department	WATER AND WASTEWATER UTILITY	Amount
Division		Account #
Subject:	PRESENTATION - STRATEGIC ACTION PLAN AND UTILITY GAP RATE STUDY	
Presenter:	Amanda Rees, Utility Director	
Attachments:	1. Presentation 2. Proposals (2)	
Background: Council Priority: D. Sustainable Environment and Infrastructure	The City's Utility Department is proposing to enlist the services of Raftelis to perform Water and Wastewater Strategic Planning Services and Rate Gap Analysis for its department. The strategic planning ultimately helps to share, internally and externally, what's important to the City as a way of building financial alignment. The proposed plan will ensure that the Department is focused on external trends that are likely to impact the Utility in the future, prioritizing key utility opportunities and conduct scenario analysis evaluating factors most likely will impact the Department's operations. Much information from this strategic action plan will support the upcoming rate study. The consultant will recommend adjustments to various rates including monthly base charges and per gallon charges. Rate studies are preformed to assure that the studied entity will be sustainable over time to cover operating costs, capital improvements costs, stay within financial policies and cover debt payments with a reserve for emergencies. These studies are usually performed every 3 to 5 years to keep up with the changes that occur in the operation, growth changes, material cost changes, labor rates, equipment costs as well as maintenance and other factors.	
Recommended Action:	FOR PRESENTATION AND COUNCIL CONSIDERATION TO UTILIZE THE SERVICES OF RAFTELIS TO PERFORM WATER AND WASTEWATER STRATEGIC PLANNING SERVICES AND RATE GAP ANALYSIS	

City of Palm Coast, Florida Agenda Item

Agenda Date: October 8, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: PRESENTATION - ORDINANCE 2024-XX AMENDING THE UNIFIED LAND DEVELOPMENT CODE TO IMPLEMENT AND ENSURE COMPLIANCE WITH THE LIVE LOCAL ACT		
Presenter: Michael Hanson, AICP, Planner		
Attachments: 1. Presentation 2. White Paper		
Background: This is a quasi-judicial item, please disclose any ex parte communication. This ordinance and related presentation are provided to educate and implement the Live Local Act within the City. The Live Local Act, otherwise known as Senate Bill 102 was signed into law by Governor DeSantis on March 29, 2023, and subsequently amended by Senate Bill 328, which was signed into law on May 16, 2024, with an immediate effective date. The Live Local Act preempts the City from regulating the use, density, height, or floor area ratio of an affordable housing development until October 1, 2033, in commercial and mixed-use zoning districts. Live Local developments must be mixed-use residential providing a mixture of residential and nonresidential uses (tied to the underlying zoning district). These projects must provide at least 40 percent of the units as affordable for households up to 120 percent of Area Median Income (AMI) for at least 30 years. Live Local mixed-use residential projects are required to have at least 65 percent of the buildable square footage of the project as residential. The city's draft ordinance proposes a minimum of 30 percent of the buildable square footage of the project to be nonresidential development based on the underlying zoning district. The Live Local Act requires live local developments to be administratively approved, so any subsequent application under this act shall be treated as a Tier 1 application which does not come before the Planning and Land Development Regulation or the City Council. Any Live Local development shall be subject to any regulation adopted by the City that is not preempted by the Live Local Act.		
Recommended Action: FOR PRESENTATION AND DISCUSSION		