



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

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

**Chair Sandra Shank
Vice Chair James Albano
Board Member Charles Lemon
Board Member Hung Hilton
Board Member Suzanne Nicholson
Board Member David Ferguson
Board Member Dana Mark Stancel
Alternate Board Member Larry
Gross
Alternate Board Member Garrett
Decker
School Board Rep David Freeman**

Wednesday, December 18, 2024

5:30 PM

CITY HALL - COMMUNITY WING

- 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, persons needing assistance to participate in any of these proceedings should contact the ADA Coordinator at 386-986-2570 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.

Call to Order and Pledge of Allegiance

Chair Shank called the December 18, 2024 Planning and Land Development Regulation Board (PLDRB) to order at 5:30pm.

Roll Call and Determination of a Quorum

Present and responding to roll call were:

*Vice Chair Albano
Chair Shank
Ms. Nicholson*

Mr. Ferguson
Mr. Decker

Excused:
Mr. Hilton
Mr. Lemon

Unexcused:
Mr. Gross

Mr. Stancel arrived at 5:32pm after roll call was taken.

Approval of Meeting Minutes

1 MINUTES OF THE NOVEMBER 20, 2024 PLANNING AND LAND DEVELOPMENT REGULATION BOARD MEETING

Pass

Motion made to approve as presented by Vice Chairman Albano and seconded by Board Member Nicholson

Approved - 5 - Chairman Sandra Shank, Vice Chairman James Albano, Board Member Suzanne Nicholson, Board Member David Ferguson, Board Member Garrett Decker

Public Hearing

2 PRESENTATION ON ZONING, TECHNICAL AND TRANSPORTATION REVIEW PROCESSES

Mr. Ray Tyner, Deputy Chief Development Officer, gave a presentation on Zoning (101) which is attached to this record.

Mr. Stancel asked about the status of the Matanzas Golf Course. Mr. Tyner stated that the owners could not make a go of the golf course (private owner) and sold it to a developer. The developer applied for a rezoning to a master planned development (MPD) and it was approved a few years ago.

Chair Shank asked if Mr. Tyner remembered the name of the City of Palm Coast's sister city in Europe and Mr. Tyner did not.

Mr. Stancel asked about the new projects not following the alphabet naming of streets. Vice Chair Albano stated that the subdivisions (newer sections) work with E911 in the naming of these new developments. Mr. Stancel mentioned the speed on Seminole Pkwy. is too high at 55 mph.

Ms. Nicholson asked about the process when an applicant asks for a rezoning of commercial to residential. Mr. Tyner stated that we have the Land Development Code (LDC) and the Comprehensive Plan for the standards however we also look at the volume of commercial in the area and that is part of

our consideration. Mr. Tyner provided an example of a rezoning from commercial to mixed use including townhomes, commercial and a park.

Mr. Ferguson commented on the BJ's increased traffic and he questioned who did the traffic analysis for this project. Mr. Tyner stated that it was the County and they did coordinate with the City of Palm Coast on the review. Mr. Tyner stated that Florida Department of Transportation (FDOT) has a yearlong project along SR100 and their construction teams have control over the timing of the traffic lights during this project. Mr. Phong Nguyen, Senior Planner, stated that any SR100 projects, FDOT will turn over the timing of the signals to the contractors to keep their projects on time. He explained that once the project is completed then the City along with FDOT will monitor the timing on the lights along SR100.

Mr. Decker asked about who in the City looks at existing roads and their condition. Mr. Nguyen explained his job with the Community Development Department is to look at future development traffic impact. Existing roads are handled via the traffic division and they perform traffic counts every two years. In addition, every year they evaluate existing conditions involving volume of traffic and the needs for future turn lanes under Mr. Cote's Engineering and Stormwater Department and they present to City Council for budgeting needs. Mr. Decker asked how far out from the proposed development does the review include for impact on the existing roads. Mr. Nguyen explained that for residential projects we look 3 miles out.

Mr. Dennis Leap, Site Development Manager, gave a presentation on the Technical Review Extreme (TRX) program for review of proposed development projects by city staff prior to the applicant's project submittal which is attached to this record.

Mr. Tyner summarized the timeline of review prior to the PLDRB hearing an action.

Mr. Phong Nguyen gave a presentation on transportation planning and concurrency component which is attached to this record.

Mr. Tyner explained the Level of Service (LOS) which is set at level D per our Comprehensive Plan currently and 2050.

Mr. Albano asked what is the lag time from identification of a road improvement need to funding. Mr. Nguyen explained that we look at road segment capacity when it is at 80% because of funding. It takes 5-7 years to begin construction because you have to go through funding, design and acquisition (right of way). With FDOT it takes longer based on their need for a study. Mr. Nguyen mentioned that by adding 2 lights gaps and along with reducing speed at 45mph, these changes will impact traffic flow.

Mr. Tyner added that our traffic team looks at operational items on site including turn radii, street widths, if turn lanes are required. Mr. Tyner mentioned that in the 2nd quarter of FY'25 City Council will review the Transportation Impact Fee structure.

Mr. Decker asked about the standard (if it exists) for the school bus stop construction (covered or not) if that falls under the City. Mr. Tyner stated that our code doesn't address this standard which requires a coordination with Flagler Schools. Mr. Decker asks if it is possible to have the road (turn lanes, if applicable) is in place prior to the construction of the project. Mr. Nguyen stated that currently the turn lane needs to be in place prior to Certificate of Occupancy. He also gave an example of a multi-phase construction depending on the phase being constructed will use a construction entrance. Discussion ensued of damage to existing roads. Mr. Decker discussed timing of the reviews and Mr. Nguyen explained that we include new construction and /or 50% of construction of new development into the projections. He also stated that we include in our review the # of Certification of Occupancies in a certain area and that may trigger additional counts. Mr. Decker asked who sets the standards for triggering reviews and Mr. Nguyen stated it is local government. Mr. Decker asked if we know a development has a higher impact can you assess additional fees. Mr. Nguyen, we work within our fees of our LDC. Mr. Tyner stated proportion share is set by the state of Florida. Mr. Tyner stated that the impact fee has to be defensible and we can only increase impact fees over a certain percentage - State regulations state that you can't increase impact fees by more than 50%.

Mr. Stancel asked if there is a plan to expand Seminole Pkwy. to US #1 to 4 lanes. Chair Shank addressed how the adopted level of service is used in the review of capacity issues for future projects.

Vice Chair Albano asked the plans for adding a signal at the Bird of Paradise and Mr. Nguyen stated not at this time.

Ms. Nicholson stated the last 2 meetings have been exceptional and suggested those members needing CEUs apply for them by supplying the PowerPoint and preparing a statement. Irene to share the PowerPoint with the PLDRB members.

Mr. Decker inquired if these types of trainings are available to the public and Mr. Tyner stated yes, it is and we do outreach and speak at various groups when invited.

No public comment

Received and Filed

Board Discussion and Staff Issues

Mr. Tyner announced that the City of Palm Coast has won 3 awards as follows:

2024 Florida American Planning Association (APA) 11th Annual Great Places in Florida Award – Waterfront Park

2024 Florida Planning and Zoning Association (FPZA) Surfcoast Chapter Outstanding Planning Study – Imagine 2050: City on the Rise

2024 FPZA Surfcoast Chapter Outstanding Private Public Partnership – Disc Golf Park Improvement

Adjournment

Motion made to approve by Board Member Nicholson and seconded by Vice Chair Albano. The meeting was adjourned at 7:46pm.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*

Pass

Motion made to approve by Board Member Nicholson and seconded by Vice Chairman Albano

Approved - 6 - Chairman Sandra Shank, Vice Chairman James Albano, Board Member Suzanne Nicholson, Board Member David Ferguson, Board Member Dana Stancel, Board Member Garrett Decker