



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

City Hall
160 Lake Avenue
Palm Coast, FL 32164
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
Board Member David Ferguson
Alternate Board Member Larry
Gross
School Board Rep William Whitson***

Tuesday, September 17, 2024

5:30 PM OR AS SOON THEREAFTER

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

Roll Call and Determination of a Quorum

Approval of Meeting Minutes

**MINUTES OF THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD JULY 17,
2024 BUSINESS MEETING, JULY 17, 2024 SPECIAL WORKSHOP MEETING AND THE
AUGUST 14, 2024 SPECIAL WORKSHOP MEETING**

Public Hearing

SUBDIVISION MASTER PLAN - MATANZAS PARK– APPLICATION #5704

SUBDIVISION MASTER PLAN - SAWMILL BRANCH PHASE 5, APPLICATION # 5865

Board Discussion and Staff Issues

Adjournment

City of Palm Coast, Florida Agenda Item

Agenda Date: September 17, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject:	MINUTES OF THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD (PLDRB) JULY 17, 2024 BUSINESS MEETING, JULY 17, 2024 SPECIAL WORKSHOP MEETING AND THE AUGUST 14, 2024 SPECIAL WORKSHOP MEETING	
Presenter:	Irene Schaefer, Recoding Secretary	
Attachments:	<ol style="list-style-type: none">1. Minutes of the PLDRB July 17, 2024 Business Meeting2. Minutes of the PLDRB July 17, 2024 Special Workshop Meeting3. Minutes of the PLDRB August 14, 2024 Special Workshop Meeting	
Background:		
Recommended Action:	Approve as presented.	

City of Palm Coast, Florida Agenda Item

Agenda Date: September 17, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: SUBDIVISION MASTER PLAN - MATANZAS PARK– APPLICATION #5704		
Presenter: Estelle Lens, A.I.C.P., Planner		
Attachments: <ol style="list-style-type: none">1. Staff Report2. Development Order3. Map – Distant Aerial4. Map – Closer in Aerial5. Map – Future Land Use Map (FLUM)6. Map – Zoning7. Site Plan (Subdivision Master Plan)8. Environmental Report9. Traffic Report10. Application		
Background: <p>The Matanzas Park Subdivision Master Plan (SMP) is a 25.83 +/- acre site (Subject Property) located about ½ mile NW of the intersection between Matanzas Woods Parkway and Lakeview Boulevard. The project is proposing 104 Single Family Residential (SFR-1) lots, each with a minimum width of 50 feet and a minimum lot area of 6,000 square feet.</p> <p>The Subject Project was rezoned from Multi-Family Residential (MFR-1) to Single Family Residential (SFR-1) on June 6, 2023, with Council adoption of Ordinance No. 2023-5. Prior to adoption of the rezoning, a neighborhood meeting was held on April 6, 2022, at the Palm Coast Community Center. The Planning and Land Development Regulation Board reviewed this rezoning on March 15, 2023, and recommended approval to City Council by a 6 – 0 vote.</p> <p>The proposed subdivision is considered a Tier 2 development, requiring PLDRB review and approval due to its size. The community, consisting of 104 single-family lots surrounding a centrally located stormwater pond and an amenity center, will be more compatible with the surrounding neighborhood compared to the previous MFR-1 zoning standards.</p> <p>The Subdivision Master Plan is evaluated for compliance with Land Development Code (LDC) Section 2.10.04, which outlines the criteria for approval. Key elements of the proposed design include:</p> <ul style="list-style-type: none">• Logic of Design: The layout incorporates appropriately sized lots and the necessary stormwater and drainage facilities, roadways, sidewalks, utilities (including a lift station), and amenities.		

- **Internal Consistency:** The project is internally consistent, as individual homes will comply with LDC requirements for setbacks, maximum impervious area, landscaping, and architectural standards.
- **Impact on Neighboring Sites:** The design of 50-foot wide single-family lots ensures greater compatibility with the surrounding neighborhood than higher-density development allowed under the previous MFR-1 zoning. Some inconvenience will occur during construction, but the final development will provide long-term community benefits.
- **Connectivity:** Internal sidewalks will serve residents. The project meets the City's requirement for two access points, both connecting to Longfellow Drive.
- **Consolidation of Utilities and Facilities:** Onsite infrastructure, including stormwater management and utilities will be consolidated and reviewed further in the Preliminary Plat stage.
- **Public Benefit:** This project will provide new single-family housing within a planned community, supporting the City's goals of addressing housing choices. It will also create construction jobs and increase the property tax base while insuring roads and stormwater systems will be privately maintained.

Recommended Action:

Planning staff recommends the Planning and Land Development Regulation Board find the project in compliance with the Comprehensive Plan and the Land Development Code and approve the Subdivision Master Plan for Matanzas Park, Application No. 5704 subject to the following conditions:

1. All liens must be satisfied prior to submittal of the Preliminary Plat.

City of Palm Coast, Florida Agenda Item

Agenda Date: September 17, 2024

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: SUBDIVISION MASTER PLAN - SAWMILL BRANCH PHASE 5, APPLICATION # 5865		
Presenter: Estelle Lens, A.I.C.P., Planner		
Attachments:		
<ol style="list-style-type: none"> 1. Staff Report 2. Development Order 3. Map – Distant Aerial 4. Map – Closer in Aerial 5. Map – Future Land Use Map (FLUM) 6. Map – Zoning 7. Site Plan (Subdivision Master Plan) 8. Environmental Report 9. Traffic Report Conclusion 10. Application 		
Background:		
<p>The Sawmill Branch Phase 5 Subdivision Master (SMP) Plan is a 131.65 +/- acre site (Subject Property) located west of US Highway 1 at the terminus of Old Kings Road North and adjacent to the west of Sawmill Branch Phase 7. This phase of the Sawmill Branch Community is proposed to be developed with 275 single family residential lots. Phase 5 was included as a future phase, along with Phase 4, on the plat for Sawmill Branch Phase 3. This was required to accommodate the construction of Sawmill Branch Boulevard (“Spine Road”) from Phase 2 northerly to US Hwy 1, which will provide the required secondary access for these tracts of land.</p> <p>The Subject Property is located within the Palm Coast Park Development of Regional Impact (DRI) and the Palm Coast Park Master Planned Development (MPD). The Palm Coast Park DRI and MPD is a large DRI encompass 4,700+ acres in the northwest portion of Palm Coast located mostly on the west side of US Hwy 1. Following are the dates of approval of the DRI and MPD:</p> <ul style="list-style-type: none"> • December 2004 - Original approval of the DRI. • May 2023. – 9th Amendment to the DRI approved by Council. • October 2011 – Original approval of the MPD. • May 2023 – 5th Amendment to the MPD approved by Council. <p>This project is located on a portion of Tract 9 of the MPD which allows residential development subject to the Residential Low Density Dimensional Standards in the Palm Coast Park MPD Agreement.</p> <p>Staff finds the Subdivision Master Plan in compliance with the MPD agreement and the criteria for approval of a Subdivision Master Plan as provided in the Land Development Code Section 2.10.04 including:</p>		

- **Logic of Design:** The layout incorporates appropriately sized lots and the necessary stormwater and drainage facilities, roadways, sidewalks, utilities (including a lift station), and amenities.
- **Internal Consistency:** The project is internally consistent, as individual homes will comply with MPD and LDC requirements for setbacks, maximum impervious area, landscaping, and architectural standards.
- **Impact on Neighboring Sites:** This project is one phase of the Sawmill Branch community and will be developed with the common standards within the Palm Coast Park DRI and MPD. The overall neighborhood will develop in a manner that will be complementary with other nearby sites.
- **Connectivity:** Internal sidewalks will be provided to serve pedestrians and bicyclists and these sidewalks will connect through the neighboring subdivisions to the 10' wide pedestrian trail along the west side of US Hwy 1. This project meets the access requirements of two access points onto public right of way.
- **Consolidation of Utilities and Facilities:** Onsite infrastructure, including stormwater management and utilities will be consolidated and reviewed further in the Preliminary Plat stage.
- **Public Benefit:** This project will provide new single-family housing within a planned community, supporting the City's goals of addressing housing choices. It will also create construction jobs and increase the property tax base while ensuring roads and stormwater systems will be privately maintained.

Recommended Action:

Staff recommends the PLDRB find the project in compliance with the Comprehensive Plan, the Land Development Code and the Palm Coast Park MPD and approve the Subdivision Master Plan for Sawmill Branch Phase 5, Application No. 5865 subject to the following conditions:

1. The Preliminary Plat for Phase 5 will be a replat of Future Tract (TBD) of the Sawmill Branch Phase 3 plat.
2. Recreation:
 - a. The following note must appear on the Plat for Phase 5:
 "The recreation facilities for active and passive recreation are being shared between Sawmill Branch Phases 2a, 2b, 3, 4, 5, and 6. All residents in these phases shall share the Amenity Center being constructed at Sawmill Branch Phase 2a - Sawmill Landing Amenity Center."
 - b. The applicant shall provide a signed, notarized letter from the HOA confirming the availability of the shared amenity center and recreational facilities for the residents of this project prior to submittal of the preliminary plat.
3. Developer will work with the school board regarding the location of a school bus stop.
4. School Concurrency will be determined at the next stage of the subdivision process which will be the submittal of a Preliminary Plat and Construction Plans.
5. The environmental assessment stated Gopher Tortoises were located on site. A survey and subsequent relocation of any Gopher Tortoise burrows within 25 feet of construction will be required, once this is complete an after-action report will be

required to be submitted before any clearing or development per 10.04.04 of the Land Development Code (LDC).

6. There is Flood Zone A on the property. The Base Flood Elevation must be established by an engineer and then submitted to FEMA with City endorsement to support a Letter of Map Change per 10.02.07.A and 10.02.07.D.
7. The approved either CLOMR or LOMR from FEMA must be submitted to staff before a Site Development Permit will be issued.
8. All lots must be removed from the floodplain prior to issuance of Final Plat.
9. The requirement for approval for Phase 5 is the same as for Phase 3 and 4 in which the Sawmill Branch Blvd (Spine Road) must be constructed to and connected to US-1. This is a requirement on the DO until the Road is constructed and open for traffic.