



**City of Palm Coast
Minutes
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

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 Smith called the Planning and Land Development Regulation Board (PLDRB) September 17, 2024 meeting to order @ 5:30pm.

Roll Call and Determination of a Quorum

*Present and responding to roll call were:
Chair Smith
Vice Chair Shank
Ms. Nicholson
Mr. Hilton
Mr. Lemon
Mr. Ferguson*

Mr. Albano

Excused:
Mr. Gross

Approval of Meeting Minutes

**1 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**

Pass

**Motion made to approve as presented by Board Member Nicholson and
seconded by Board Member Lemon**

**Approved - 7 - Chairman Clinton Smith, Board Member Charles Lemon, Board
Member Suzanne Nicholson, Vice Chairman Sandra Shank, Board Member
James Albano, Board Member Hung Hilton, Board Member David Ferguson**

Public Hearing

2 SUBDIVISION MASTER PLAN - MATANZAS PARK– APPLICATION #5704

Mr. Ray Tyner, Deputy Chief Development Officer, gave an introduction to this agenda item as well as the three stages of this project. He also introduced Ms. Estelle Lens, AICP, Planner who gave a presentation which is attached to this record.

Mr. Adam Oestman, Alliant Engineering was available to answer any questions. Mr. Oestman addressed Mr. Lemon's question about the stormwater's pond drainage through a pipe above Longfellow Drive showing the route on the map within the presentation.

Chair Smith asked about what services the Home Owners' Association (HOA) will provide for the residents at this active adult community. Mr. Oestman stated that yard maintenance will be covered by the HOA.

Vice Chair Shank asked about the size of the development. Ms. Lens stated 26 acres. She asked about the location of the pond within the stormwater pond. Mr. Oestman said yes and are located in the middle of the site. Mr. Tyner added that the wetlands are a lower quality and when the Preliminary Plat comes in the quality of wetlands will be re-evaluated by the City's Environmental Planner.

Vice Chair Shank asked about mitigation flooding along London Drive as a result of the loss of wetlands. Mr. Oestman stated that in post development the site will be holding more in a large storm event (50 or 100 year event). Mr. Oestman answered the swales built around the property would accommodate the run off into the City ditches.

Chair Smith asked if the lots along London Drive were contributing drainage to this particular basin. Mr. Oestman stated the only thing that would be contributing would be the back of the lots along London Drive. Mr. Tyner stated that when the Preliminary Plat is submitted our engineering staff members will review the applicant's calculations. He further stated that during construction if

something is noted at that time it will be addressed. Mr. Ferguson asked about the sidewalks and Mr. Oestman stated that it will be curb and gutter. Mr. Tyner stated that the City's Land Development Code (LDC) requires all new subdivisions to be built with curb and gutter. Vice Chair Shank asked if utility capacity has been reserved. Mr. Tyner stated that it is a little early in the process, this will be addressed during the Preliminary Plat.

Chair Smith opened this item to public comment @5:52pm, seeing no one approach the podium Chair Smith closed the public comment @ 5:53pm.

Mr. Jeremiah Blocker, City Counsel, requested that this item be opened for a second public comment now that a motion and a second have been received. Chair Smith opened this item to a second public comment at 5:54pm.

Mr. Jared Trueheart, 3 Zepher Lilly Trail, posed a question regarding the source of the trips in the traffic report. Follow up question what is the traffic impact on Palm Coast Pkwy, US #1 and Belle Terre Pkwy.

Chair Smith closed this item to public comment @ 5:54pm.

Mr. Oestman 400+ trips is based on the national standard for the developments use, which is single family, adult (age restricted) which is a little less regular single family. Per the City's standard this is a minor study so intersections Longfellow Drive and 2 or 3 intersections up - no impact worse than it is. Mr. Tyner stated that per our Comprehensive Plan annually we look at our major throughfare for impacts. Recently we completed our Comprehensive Plan 2050 and we remodeled our traffic to better handle our future traffic. Chair Smith stated that all traffic studies are public record and be requested.

Mr. Ferguson asked about the proposed traffic light at the exit at Matanzas Woods Pkwy. Mr. Tyner stated he didn't know.

Pass

Motion made to approve as the Planning and Land Development Regulation Board finds 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 condition:

1. All liens must be satisfied prior to submittal of the Preliminary Plat.by Board Member Hilton and seconded by Board Member Ferguson

Approved - 7 - Chairman Clinton Smith, Board Member Charles Lemon, Board Member Suzanne Nicholson, Vice Chairman Sandra Shank, Board Member James Albano, Board Member Hung Hilton, Board Member David Ferguson

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

Chair Smith announced a conflict due to his relationship with the Community with this item and has filed the required Form 8B with the Recording Secretary.

Ms. Lens gave a presentation which is attached to this record.

Mr. Whitson arrived @6:12pm.

Mr. Adam Oestman, Alliant Engineering was present to answer any questions.

Vice Chair Shank asked about E-Bikes on the sidewalk access based on future LDC updates. Mr. Tyner stated that we are tasked to do a study on E-bikes and then staff will review the LDC to make updates. He relayed that in a private subdivision the rules may be different from public trails. He did not think that a special condition needs to be added as it is not in the LDC at this time. The association may impose their own conditions. Discussion ensued about the codes at the time of the Preliminary Plat. Mr. Jeremiah Blocker stated that there is nothing stopping the applicant from including E-bike sidewalk access in their plans. Vice Chair Shank stated that she would like to ask the developer to consider a wider sidewalk for E-bikes.

Mr. Whitson asked about timing of phase IV. Mr. Oestman stated likely construction in mid-2025.

Vice Chair Shank opened this item to public comment @6:22pm. Mr. Jared Trueheart, 3 Zepher Lilly Trail, asked what does the daily trips mean to you. Mr. Tyner stated that the Development of Regional Impact (DRI) for Palm Coast Park, approved in 2004, assessed the total transportation (trips) from the project at built out. It was reviewed by Florida Department of Transportation (FDOT), Flagler County, City of Palm Coast, and various state agencies. All future impacts where proportionately divided into fair share was allocations and those funds go into a pot to address future transportation needs including street maintenance. Mr. Tyner discussed road level of service standard throughout the City, which is set currently at a level C. He further stated that these streets are exempt because they paid their fair share as explained above. Vice Chair Shank closed public comment @6:28pm.

Pass

Motion made to approve as the Planning and Land Development Regulation Board 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.**

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.

Approved - 6 - Board Member Charles Lemon, Board Member Suzanne Nicholson, Vice Chairman Sandra Shank, Board Member James Albano, Board Member Hung Hilton, Board Member David Ferguson

Board Discussion and Staff Issues

Chair Smith said goodbye to his fellow PLDRB members as he retires from the PLDRB. Mr. Tyner thanked Mr. Smith for his dedication during his 8 years of service to the City of Palm Coast. Mr. Tyner praised and thanked the PLDRB

members for their unbiased adherence to the code.

Adjournment

Motion made to approve by Board Member Albano and seconded by Vice Chair Shank. The meeting was adjourned at 6:33 pm.

*Respectfully Submitted by:
Irene Schaefer, Recording Secretary*