



# City of Palm Coast

## Agenda

### City Council Business

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

**Mayor Michael Norris**  
**Vice Mayor Theresa Pontieri**  
**Council Member Charles Gambaro**  
**Council Member Ty Miller**  
**Council Member David Sullivan**

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**Tuesday, December 16, 2025**

**9:00 AM**

**City Hall - Jon Netts Community Wing**

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#### 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

#### **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) This agenda item has a thirty (30) minute limit.

- (2) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.
- (3) 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.
- (4) Public speakers may address their comments to the Council as a whole, the Mayor, or to an individual Council Member
- (5) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
  - (a) make their comments concise and to the point;
  - (b) not speak more than once on the same subject;
  - (c) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
  - (d) obey the orders of the Mayor or the City Council; and
  - (e) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (6) 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. MINUTES**

- 1. MINUTES OF THE CITY COUNCIL:  
DECEMBER 2, 2025, BUSINESS MEETING**

#### **F. ORDINANCES SECOND READ**

- 2. ORDINANCE 2025-XX AMENDING CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8-100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE SEC. 14.02 GLOSSARY**
- 3. ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION SB 954**

#### **G. RESOLUTIONS**

- 4. RESOLUTION 2025-XX APPROVING ESTABLISHING THE PERMIT FEE**

## **SCHEDULE FOR THE ALLOWANCE OF BACKYARD CHICKENS**

- 5. RESOLUTION 2025-XX DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES**
- 6. RESOLUTION 2025-XX APPROVING PROFESSIONAL ADMINISTRATIVE SERVICES CONTRACT WITH NBS GOVERNMENT FINANCE GROUP FOR OKR SPECIAL ASSESSMENT TAX DISTRICT**

### **H. PUBLIC PARTICIPATION**

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

### **I. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA**

### **J. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA**

### **K. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA**

- 7. REPORTING OF EMERGENCY AND SOLE SOURCE FOR NOVEMBER 2025**

### **L. ADJOURNMENT**

- 8. AGENDA WORKSHEET AND CALENDAR**

**City of Palm Coast, Florida**  
**Agenda Item**

**Agenda Date:** December 16, 2025

<b>Department</b> CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	<b>Account #</b>
<b>Subject:</b> MINUTES OF THE CITY COUNCIL: DECEMBER 2, 2025, BUSINESS MEETING	
<b>Presenter:</b> Kaley Cook, City Clerk	
<b>Attachments:</b> 1. Minutes (1)	
<b>Background:</b>	
<b>Recommended Action:</b> APPROVE MINUTES OF THE CITY COUNCIL: DECEMBER 2, 2025, BUSINESS MEETING	

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 16, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject:</b> ORDINANCE 2025-XX AMENDING CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8-100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE SEC. 14.02 GLOSSARY		
<b>Presenter:</b> Barbara Grossman, Code Enforcement Manager		
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Ordinance Redline</li><li>2. Ordinance Clean</li><li>3. Business Impact Statement</li></ol>		
<b>Background:</b> <p><b>This is a legislative item.</b></p> <p><b><u>UPDATED BACKGROUND FROM THE DECEMBER 2, 2025, BUSINESS MEETING:</u></b> City Council requested an update to the Ordinance which has been attached to this item.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE DECEMBER 2, 2025, BUSINESS MEETING:</u></b> On May 13, 2025, City Council directed staff to implement a Backyard Chicken Pilot Program. The portal for applying for backyard chickens under the Pilot Program permits was available on June 18, 2025. On October 14, 2025, staff presented the results of the pilot program to Council. Council then requested staff present the proposed Ordinance to the Planning and Land Development Board (PLDRB) with some minor changes concerning allowing backyard chickens in the City.</p> <p>Staff presented the proposed Ordinance with Council's minor changes to the Planning and Land Development regulation Board (PLDRB) on November 19, 2025. The PLDRB unanimously recommended that City Council adopt backyard chickens and amend the Code of Ordinances and the Land Development Code to include backyard chickens.</p>		
<b>Recommended Action:</b> <p><b>ORDINANCE 2025-XX AMENDING CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8-100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE SEC. 14.02 GLOSSARY</b></p>		

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 16, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject:</b>	ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION SB 954	
<b>Presenter:</b>	Jackie Gonzalez, Site Development Coordinator I; Barbara Grossman, Code Enforcement Manager	
<b>Attachments:</b>	<ol style="list-style-type: none"><li>1. Ordinance</li><li>2. Business Impact Statement</li></ol>	
<b>Background:</b>	<p><b>This is a legislative item.</b></p> <p><b><u>UPDATED BACKGROUND FROM THE DECEMBER 2, 2025, BUSINESS MEETING:</u></b> City Council heard the first reading of this item at the December 2, 2025, Business Meeting and no changes have been made to the item.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE DECEMBER 2, 2025, BUSINESS MEETING:</u></b> In 2011, Federal and State governments created programs relating to recovery residences. The National Association of Recovery Residences (NARR) and Florida Association of Recovery Residences (FARR) Florida Statute 397.487 promotes standards and certifications for recovery residences. In 2013, NARR became National Alliance for Recovery Residences and FARR became Florida Alliance for Recovery Residences.</p> <p>In 2017, NARR established a code of ethics adopted by FARR, but it was on a voluntary evaluation for community-based residential homes. Federal courts have consistently supported the rights of recovery residences to operate in residential areas, challenging discriminatory zoning laws and selective enforcement of building codes. These challenges have caused an unintended consequence of allowing these institutions to go unchecked in fear of litigation.</p> <p>On July 1, 2025, Senate Bill 954 became effective requiring local governments to create an ordinance to be in effect by January 1, 2026. SB 954 requires the ordinance to include the following:</p> <ul style="list-style-type: none"><li>• Streamline Permit and Business Tax Process</li><li>• Inclusion of Multifamily Zoning districts</li><li>• Personnel Ratios</li><li>• Fair Housing Compliance</li></ul>	

In order to meet state compliance, additions of key definitions and terms for clarification to the Land Development Code (LDC) are necessary; updates to the LDC Zoning Use Table 3-2, existing forms like Reasonable Accommodation and Occupancy Care Home; and defining the responsible department/division and staff for this new process are proposed in this Ordinance.

On November 19, 2025 The Planning and Land Development Regulation Board heard this item and voted unanimously to recommend approval to the City Council.

**Recommended Action:**

**THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD RECOMMENDS  
CITY COUNCIL ADOPT ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE  
RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION  
SB 954**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 16, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING ESTABLISHING THE PERMIT FEE SCHEDULE FOR THE ALLOWANCE OF BACKYARD CHICKENS		
<b>Presenter:</b> Barbara Grossman, Code Enforcement Manager		
<b>Attachments:</b> 1. Resolution		
<b>Background:</b> <b>This is a legislative item.</b>  As part of the Backyard Chickens pilot program, staff proposed to City Council to establish a \$50 permit fee. This item is to establish the \$50 permit fee for the newly adopted code allowing backyard chickens.  The Ordinance adopted provides the authority to City Council to establish the permit fee. This item grants authority to the City Manager, or designee to amend the permit fee in the future as needed.		
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING ESTABLISHING THE PERMIT FEE SCHEDULE FOR THE ALLOWANCE OF BACKYARD CHICKENS</b>		



# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 16, 2025

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	ECONOMIC DEVELOPMENT	<b>Account #</b>
<b>Subject:</b>	RESOLUTION 2025-XX DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES	
<b>Presenter:</b>	John Zobler, Community Development Director and Craig McKinney, Economic Development Manager	
<b>Attachments:</b>	1. Resolution	
<b>Background:</b>	<p>This is a legislative item.</p> <p><b><u>UPDATED BACKGROUND FROM THE DECEMBER 2, 2025, BUSINESS MEETING:</u></b> The first hearing of the item occurred at the December 2, 2025, Business Meeting and no changes have been made to the item.</p> <p><b><u>ORIGINAL BACKGROUND FROM THE DECEMBER 2, 2025, BUSINESS MEETING:</u></b> The City of Palm Coast owns Tract 17, an approximately 103-acre property located within the Palm Park DRI. Because of the tract's many physical, exceptional utility availability and close proximity to I-95 via direct access from US 1, the city has long identified this site as a prime economic development opportunity to create industrial employment.</p> <p>Florida State Statute 376.80(2)(a) authorizes local government-proposed brownfield area designation outside of a specific redevelopment area under qualifying conditions. To be clear, this tract contains no contamination or required remediation. This designation will not cost the city money. The law allows local governments to designate property as a Brownfield Area for economic redevelopment purposes, even where environmental contamination is not present or suspected. The intent of this designation is to make the city eligible to receive state funding through the Florida Department of Commerce's Florida Job Growth Grant Fund (JGGF) which provides state funding for public infrastructure improvements such as water, sewer and reuse extensions, traffic signalization and roadway improvements including roads interior to the property as long as they remain public, related public stormwater capacity improvements and fiber and gas line extensions.</p> <p>Because this property has an FPL Florida First Sites designation, an uncommon but highly desirable 10MW of easily accessible power, all other nearby utilities, is located on US 1 within 2 and a half miles of I-95 and is intended to be a multi-tenant employer makes this site a highly eligible candidate for this particular type of grant funding. Staff would apply for 6 million dollars promptly after approval of this resolution. In addition, if awarded, this grant provides \$2,500/full-time employee employed at the site and more grant funding to</p>	

the city to work with Daytona State College for the proposed to be developed site's job and skills training needs.

The fact that the property does not yet have the necessary land use entitlements and is not physically cleared does not affect the eligibility or priority status of the application. The goal of this program is to improve the site's readiness for development and employment. Grants are awarded throughout the year after the Florida Department of Commerce's review and recommendation to the Governor's Office. The next cycle of awards is anticipated in April 2026 and the City would like to begin competing at that time.

**Justification:**

Tract 17 is City-owned and strategically located to accommodate future employment.

This designation does not require environmental remediation or cleanup.

The designation does not change zoning, land entitlements, or development rights.

This action supports future eligibility for state job creation incentives, including the Brownfield Job Bonus Refund.

The designation strengthens the City's competitiveness for public infrastructure grants, including the Florida Job Growth Grant Fund (JGGF).

Increases overall neighborhood quality of life by replacing brownfields with sustainable development.

**Financial Impact:**

This action does not create a direct financial obligation for the City. There is no cost associated with the designation. The grant does not require cash matching or contributions from the city. Dedication of right of way or the city's ability to provide stormwater capacity or other off-site stormwater improvements to assist the site improves its chances for award but also are not necessary. Potential positive financial impacts include a large grant award to help pay for infrastructure to make the site more pad ready and to entice developer and company interest by provision of a \$2,500/full-time employee payment to any employer located in the designated area.

**Options:**

- . **Approve the Resolution** on second reading– *Recommended*
- . **Decline to Approve the Resolution** – *Not recommended, as it may diminish economic development leverage*

In accordance with Sec. 166.041(3)(c)2, Fla. Stat, this resolution requires two public hearings. One hearing is required to be after 5:00 pm on a weekday and the second hearing shall be held at least ten (10) days after the first hearing and shall be advertised at least five (5) days prior to the first hearing. All these requirements are scheduled to be met.

**Recommended Action:**

**ADOPT RESOLUTION 2025-XX DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES**

# City of Palm Coast, Florida

## Agenda Item

**Agenda Date:** December 16, 2025

<b>Department</b> FINANCIAL SERVICES <b>Division</b>	<b>Amount</b> <b>Account #</b>
<b>Subject:</b> RESOLUTION 2025-XX APPROVING PROFESSIONAL ADMINISTRATIVE SERVICES CONTRACT WITH NBS GOVERNMENT FINANCE GROUP FOR OKR SPECIAL ASSESSMENT TAX DISTRICT	
<b>Presenter:</b> Michael Vespucci, Senior Accountant	
<b>Attachments:</b> <ol style="list-style-type: none"><li>1. Resolution</li><li>2. Contract (available in the Clerk's office for review)</li></ol>	
<b>Background:</b> <p>The Old Kings Road Special Assessment District was established by Ordinance 2005-10 in order to provide a funding mechanism, through special assessments, to fund four-laning improvements to Old Kings Road, based on the request and consent of affected property owners, from Palm Coast Parkway to State Road 100.</p> <p>The initial ordinance 2005-10 encompassed 35 parcels and 8 different owners to be assessed the special assessment. During our last tax roll, Resolution 2025-125, the City of Palm Coast administered tax assessments to 247 parcels and 25 different owners. With the anticipated future development of this area, we expect these numbers to increase significantly in the coming years.</p> <p>This increase in development significantly increases the workload of staff in both the Finance Department and Community Development Department to the capacity that it has created a high-volume and manual workload that leaves the City open to potential errors in calculations. NBS Government Finance Group brings not only decades of high-volume assessment experience but also technology designed for this specific task thus minimizing the City's liability for potential calculation errors.</p> <p>The City has solicited services and received only 1 response and quote from NBS Government Finance Group for an annual fee of \$6,900 in addition to a one time start-up fee of \$1,500. Funds will be paid from budgeted operational funds of the finance department and funds of the OKR special assessment fund.</p>	
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2025-XX APPROVING PROFESSIONAL ADMINISTRATIVE SERVICES CONTRACT WITH NBS GOVERNMENT FINANCE GROUP FOR OKR SPECIAL ASSESSMENT TAX DISTRICT</b>	

## City of Palm Coast, Florida Agenda Item

**Agenda Date:** December 16, 2025

<b>Department</b>	FINANCIAL SERVICES	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject:</b> REPORTING OF EMERGENCY AND SOLE SOURCE FOR NOVEMBER 2025		
<b>Presenter:</b> Lauren Johnston, Acting City Manager		
<b>Attachments:</b> 1. Emergency and Sole Source Purchase Report		
<b>Background:</b>  Attached is a list of all emergency and sole source purchases for the month of November 2025, in accordance with Sec. 2.25 of Chapter 2, Article 1 Division 3 of the Code of Ordinances of the City of Palm Coast (Procurement Policy).		
<b>Recommended Action:</b> <b>FOR REPORTING ONLY - VIA CITY MANAGER COMMENTS</b>		