



# **City of Palm Coast Minutes City Council Business**

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

***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**

*Mayor Norris called the meeting to order at 9:00 a.m.*

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

**C. ROLL CALL**

*City Clerk Kaley Cook called the roll. All members were present.*

**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.

*Mayor Norris provided the rules and procedure of public comment.*

*Jeani Duarte requested an independent forensic review of the utility system, to table the Charter Review Committee, and discussed water utilities.*

*David Breek thanked Ms. Johnston for her time as the Acting City Manager, thanked Vice Mayor Pontieri for information and discussed Fire Stations, thanked Council for relaxing house color restrictions, discussed library funding, and was not in support of animal licensing fees.*

*Ed Fuller shared gratitude, thanks to staff for the Veteran's Day parade, and shared compliments and thanks to Ms. Johnston.*

*Holly Tree discussed issues with vacant rental properties, utility procedures, and bills in other cities for comparison.*

*Mark Webb discussed a trying and struggling year and applauded Council for listening and trying to do the right thing.*

*Jeffrey Marsdan was disappointed that there were not more citizens in attendance, brought up the cancellation of the Starlight Parade, fees for boats to*

*enter the parade, new City Manager salary, Governor salary in comparison, aquatic center closure, pool exercise for elderly and disabled residents, and asked Council to think about finances and members of the community.*

*Ms. Johnston replied to public comment to discuss the Charter Review committee findings coming forward at a future City Council workshop, Customer Service working with Ms. Tree, clarified that there was not a fee for boats to participate in the holiday boat parade, the cancellation of Starlight parade, closure of the Palm Coast aquatic center and that the YMCA is still moving forward.*

*Council Member Miller shared that everyone was disappointed in having to cancel the parade and was looking forward to the event this coming Saturday.*

*Vice Mayor Pontieri shared research that has been done with staff to open the pool and that the issue is having to replace the pool heaters.*

*Council Member Sullivan discussed rental properties and asked for the procedure for utility shut offs for rental properties.*

## **E. MINUTES**

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

**Pass**

**Motion made to approve by Vice Mayor Pontieri and seconded by Council Member Sullivan**

**Approved - 5 - Council Member Charles Gambaro, Council Member Ty Miller, Mayor Michael Norris, Council Member David Sullivan, Vice Mayor Theresa Pontieri**

## **F. ORDINANCES SECOND READ**

### **2. ORDINANCE 2025-26 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**

*Mayor Norris read the title into the record.*

*Attorney Duffy outlined the changes that were made as requested by City Council during the first reading.*

*Public Comment:  
There were none.*

**Pass**

**Motion made to be adopted on second reading by Council Member Gambaro and seconded by Council Member Miller**

**Approved - 5 - Council Member Charles Gambaro, Council Member Ty Miller, Mayor Michael Norris, Council Member David Sullivan, Vice Mayor Theresa Pontieri**

- 3. ORDINANCE 2025-27 ESTABLISHING THE CREATION OF THE RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION SB 954**

*Mayor Norris read the title into the record.*

*Jackie Gonzalez, Site Development Coordinator I, was available for questions.*

*Public Comment:  
There were none.*

**Pass**

**Motion made to be adopted on second reading by Council Member Gambaro and seconded by Council Member Sullivan**

**Approved - 5 - Council Member Charles Gambaro, Council Member Ty Miller, Mayor Michael Norris, Council Member David Sullivan, Vice Mayor Theresa Pontieri**

## **G. RESOLUTIONS**

- 4. RESOLUTION 2025-204 APPROVING ESTABLISHING THE PERMIT FEE SCHEDULE FOR THE ALLOWANCE OF BACKYARD CHICKENS**

*Mayor Norris read the title into the record.*

*Ms. Johnston shared that this item is complimentary to the backyard chicken ordinance.*

*Barbara Grossman, Code Enforcement Manager, was available for questions.*

*Council Member Sullivan shared that it will be interesting to see how things work out with the fee.*

*Mayor Norris shared that he never thought there would be more than 100 people and that the Council is doing what the citizens asked for.*

*Public Comment:  
David Breek supported backyard chickens, discussed things being user friendly, outrageous fees, and urged Council to not tax and permit everything the citizens need to do.*

*Jeani Duarte stated that it is unaffordable for people to pay these fees for four chickens.*

*Mayor Norris replied to public comments to share that there is a cost to regulate and enforce codes.*

*Vice Mayor Pontieri appreciated the comments from Mayor Norris and shared that the whole goal is cost recovery.*

*Council Member Sullivan clarified that roosters are not allowed.*

**Pass**

**Motion made to approve by Council Member Gambaro and seconded by Vice Mayor Pontieri**

**Approved - 5 - Council Member Charles Gambaro, Council Member Ty Miller, Mayor Michael Norris, Council Member David Sullivan, Vice Mayor Theresa Pontieri**

**5. RESOLUTION 2025-205 DESIGNATING THE PALM COAST STRATEGIC EMPLOYMENT ZONE (TRACT 17) AS A BROWNFIELD AREA FOR ECONOMIC REDEVELOPMENT PURSUANT TO SECTION 376.80, FLORIDA STATUTES**

*Mayor Norris read the title into the record.*

*John Zobler, Director of Community Development, was available for questions.*

*Public comment:*

*Tony Amaral discussed the history of tract 17, considerations, and asked what the plan is for tract 17.*

*Mayor Norris shared that the point of this item is to try to spur economic development and asked about current zoning.*

*Council Member Gambaro shared that this is an opportunity to bring in funding and creative and reasonable solutions for driving economic development.*

*Council Member Miller discussed the original intent of the property, the opportunity, and that we do still need to get the entitlements for the property.*

*Ms. Johnston shared the original zoning and funding.*

*Vice Mayor Pontieri discussed entitlements and hopefully getting additional funding to work towards development.*

*Mayor Norris highlighted that the community needs to understand that less than 3% of the City is industrial and discussed property rights limitations.*

**Pass**

**Motion made to approve by Council Member Gambaro and seconded by Vice Mayor Pontieri**

**Approved - 5 - Council Member Charles Gambaro, Council Member Ty Miller, Mayor Michael Norris, Council Member David Sullivan, Vice Mayor Theresa Pontieri**

**6. RESOLUTION 2025-206 APPROVING PROFESSIONAL ADMINISTRATIVE SERVICES CONTRACT WITH NBS GOVERNMENT FINANCE GROUP FOR OKR SPECIAL ASSESSMENT TAX DISTRICT**

*Mayor Norris read the title into the record.*

*Mayor Norris highlighted trying to reduce costs to the city.*

*Michael Vespucci, Senior Accountant, provided a background of the item.*

*Mayor Norris shared details of the OKR special assessment and that this is to administer that debt.*

*Ms. Johnston shared details of the OKR special assessments and that this service will help us manage this process.*

*Public Comment:*

*There were none.*

**Pass**

**Motion made to approve by Vice Mayor Pontieri and seconded by Council Member Sullivan**

**Approved - 5 - Council Member Charles Gambaro, Council Member Ty Miller, Mayor Michael Norris, Council Member David Sullivan, Vice Mayor Theresa Pontieri**

**H. PUBLIC PARTICIPATION**

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

*Diana McLemore thanked Ms. Johnston and wished happy holidays.*

*David Breek stated that he is going to try to help guide this city and that we are supposed to be revenue neutral.*

*Tony Amaral thanked Council for a year that started out rocky but has become beneficial, and thanked Ms. Johnston.*

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

*Council Member Miller thanked Parks & Recreation staff for all of the holiday events and efforts.*

*Council Member Gambaro thanked staff, highlighted great service, thanked Ms. Johnston for her outstanding leadership, thanked Council for making the hard*

*choices this year for the long-term benefit of our community, and wished a Merry Christmas and safe New Year.*

*Council Member Sullivan discussed the Starlight Parade and Boat Parade, thanked staff and Ms. Johnston, appreciated the staff that made his transition to Council easier to do, wished a Merry Christmas, and was looking forward to another great year.*

*Mayor Norris shared prior year's emergency weather events during the Starlight Parade, airing on the side of caution, thanked staff, highlighted an excellent job on the boat parade, the transition of ownership to the City, commemorative shirts available at the Palm Coast Historical society, and thanked Ms. Johnston.*

*Vice Mayor Pontieri met with the Flagler Humane Society and shared discussions, discussed Chapter 8 in the Code of Ordinances which dictates how many pets can be in a household and asked for consensus for staff to bring back an item on chapter 8. The Council provided unanimous consent. Additionally, Vice Mayor Pontieri echoed the comments about the year, that it was a unique year, that Council the past few months has been the most professional and congenial Council in a long time, commended Council and staff, shared thanks for special events, and wished a Merry Christmas and Happy Holidays.*

*Vice Mayor Pontieri recognized and thanked Ms. Johnston for her role as Acting City Manager and presented Ms. Johnston with a plaque.*

*Ms. Johnston shared thanks to Council Members, residents, appreciation for the City of Palm Coast team, Interim Assistant City Manager Chief Strobridge, Chief Berryhill, and her family Cole, Maddi, and C.J.*

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

*Attorney Duffy highlighted an upcoming shade meeting regarding litigation with BBI for Holland Park.*

*Additionally, Attorney Duffy shared that it is an honor to work with City Council and staff.*

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

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

*Ms. Johnston highlighted the emergency and sole source purchases.*

**L. ADJOURNMENT**

*The meeting was adjourned at 10:10 a.m.*

*Respectfully submitted by: Kaley Cook, CMC, FCRM  
City Clerk*