



City of Palm Coast

Agenda

City Council Workshop

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoast.gov

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

Tuesday, May 27, 2025

9:00 AM

City Hall - Jon Netts Community Wing

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.

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 PRESENTATIONS

- 1 ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE II TRANSPORTATION IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY**
- 2 ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE IV FIRE & RESCUE IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY**
- 3 ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE III PARK SYSTEM IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY**
- 4 PRESENTATION - ECONOMIC DEVELOPMENT UPDATES**
- 5 PRESENTATION - FIRE DEPARTMENT OVERVIEW**
- 6 PRESENTATION - STRATEGIC ACTION PLAN**

F PUBLIC PARTICIPATION

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

G DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

H DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

I DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

J ADJOURNMENT

7 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 27, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject: ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE II TRANSPORTATION IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY		
Presenter: Phong Nguyen, Senior Planner		
Attachments: 1. Presentation 2. Ordinance 3. Technical Report 4. Extraordinary Circumstances 5. Business Impact Estimate		
Background: A transportation impact fee is a one-time assessment on new development on residential and non-residential development to fund the proportionate share of the costs of capital transportation improvements created by impact-generating development. A Transportation impact fee will be imposed by the City of Palm Coast (City) on impact-generating development proposed within the corporate boundaries of the City at the time of building permit application and are to be paid at the time a building permit is issued by the City. The City last updated its transportation impact fee in 2018. This update is being undertaken to ensure that the City's transportation impact fee is based on the most recent and localized data as required by Florida Statute Section 163.31801 (3)(a). The "City of Palm Coast Transportation Impact Fee Technical Report Update" report dated April 2025, and the "City of Palm Coast Extraordinary Circumstances Study" report dated May 2025 prepared by LTG, Inc. and NUE Urban Concepts LLC, provide the rational nexus to justify transportation impact fee assessment and meet Statutory requirements for using the "most recent and localized data." The City Council has four (4) options as it considers whether to vote for the finding of extraordinary circumstances to adopt the fully calculated Transportation Impact Fee rates: (1) Accept the Technical Report. Do not vote for a finding of extraordinary circumstances. Phase-in increases consistent with Florida Statute. Limit overall increases to 50%. (2) Amend the Road Improvements. Identify additional funding, amend or remove needed projects. Increasing funding or lowering the cost will result in a decrease in Transportation Impact Fee rates.		

(3) Accept the Technical Report analysis and the finding of extraordinary circumstances. Then develop an alternative phase-in to the fully calculated rates, even-those over 50%, so that by the time of the next update, the adopted fees reflect fully calculated rates. Assuming the legislature does not limit local governments from doing so as part of amendments to the Impact Fee Act.

(4) Accept the Technical Report analysis and finding of Extraordinary Circumstances Study, adopting the calculated Transportation Impact Fee rates at 100%.

Once City Council provides direction to staff regarding the four (4) options or another option, staff will present the draft at the first hearing for the proposed changes to the ordinance. This Ordinance will require at least two-thirds (2/3) vote of the governing body if including the extraordinary circumstances in the Ordinance.

Recommended Action:

ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE II TRANSPORTATION IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY PREPARED BY LTG, INC., AND NUE URBAN CONCEPTS, LLC

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 27, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account #
Subject:	ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE IV FIRE & RESCUE IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY	
Presenter:	Carl Cote, Director of Stormwater & Engineering	
Attachments:	1. Presentation 2. Ordinance 3. Study	
Background:	The City of Palm Coast growth in residential and non-residential properties has occurred and is expected to continue to occur in the areas that are provided municipal services by the City. In August of 2019, the City contracted with Raftelis (consultant) to conduct a Fire/EMS impact fee study. In January 2020, staff presented Council with the Fire and Rescue Impact Fee Study dated January 30, 2020, received from the City's consultant. Raftelis reviewed the existing demand for capital improvements, including, where appropriate, land acquisition, and construction costs; the existing inventory of same; and the method of financing same. The Fire and Rescue impact fee report has been presented to and reviewed by the City Council, determined (1) that an updated impact fee is necessary to offset the costs associated with meeting future capital improvement demands pursuant to the projections set forth in the report; (2) that the impact fees adopted by this Ordinance bear a reasonable relationship to the burden imposed upon the City to provide capital improvements to new residents and businesses. Fire and Rescue impact fees provide a direct benefit to such new residents and businesses reasonably related to the Fire and Rescue impact fees assessed; (3) that an "essential nexus" exists between the projected new development and the need for additional capital improvements to be funded with Fire and Rescue impact fees, and between the impact fee and the benefits that accrue to new development paying the fee; and (4) that the amount of the impact fees is "roughly proportional" to the pro rata share of the additional capital improvements needed to serve new residential development and businesses, while maintaining the level of service (LOS) standard currently provided to City residents and businesses. City Council approved the update of the fire impact fee ordinance including increasing rates on June 16, 2020 and July 7, 2020 with an effective date of 90 days after approval on July 7, 2000. Fire and rescue system planning is an evolving process, and the standard of service of the City fire and rescue system constitutes a projection of anticipated need and costs for capital improvements based upon present knowledge and judgment. Therefore, in recognition of	

changing growth patterns and the dynamic nature of population growth, it is the intent of the City Council that the standard of service for the City fire and rescue system and the fire and rescue system impact fee imposed in this article be reviewed and adjusted periodically to insure that the City fire and rescue system impact fees are imposed equitably and lawfully, based upon actual and anticipated growth at the time of their imposition.

The City annually develops a capital budget to ensure new development is adequately provided with capital improvements necessary to serve new development at the growth rates projected in the Fire and Rescue impact fee report.

The City fire and rescue system provides services for all citizens of the City and the presence of the City fire and rescue system enhances and benefits the health, safety, well being and general welfare of all citizens of the City. Therefore, the City fire and rescue system impact fee shall be imposed and collected from all fire and rescue system impact construction. The existing City fire and rescue system and other improvements and additions, contemplated by the council and which are or will be funded by revenues other than impact fees, shall eliminate any deficiency between the existing City fire and rescue system and the established standard of service, and shall be sufficient for the needs of the existing population of the City. Therefore, the revenue derived from the fire and rescue system impact fee shall be utilized only for capital improvements for the City fire and rescue system which are necessitated by new construction.

Staff is recommending adopting this Ordinance amending Chapter 29 Impact Fees, Article IV Fire and Rescue System Impact Fee.

Recommended Action:

ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE IV FIRE & RESCUE IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY

City of Palm Coast, Florida

Agenda Item

Agenda Date: May 27, 2025

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account #
Subject:	ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE III PARK SYSTEM IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY	
Presenter:	Carl Cote, Director of Stormwater & Engineering	
Attachments:	1. Presentation 2. Ordinance 3. Study	
Background:	One of City Council's priority is to update the Parks & Recreation Impact Fee. This fee was last reviewed in Fiscal Year 2020. Regular updates or review of impact fees are necessary to accommodate changes in facility/capital needs, land use characteristics, cost assumptions, and projected growth. An update or review of impact fees also ensures that impact generating development pays an appropriate share of capital improvements. Based upon City Council's request to revisit impact fees, the City retained the services of Raftelis to facilitate the review of the City's Parks & Recreation impact fee. City Staff recommends adoption of the proposed Parks & Recreation fees and approval of amended ordinance.	
Recommended Action:	ADOPT ORDINANCE 2025-XX AMENDING CHAPTER 29 IMPACT FEES, ARTICLE III PARK SYSTEM IMPACT FEES, CODE OF ORDINANCES OF THE CITY OF PALM COAST, TO ADJUST RATES BASED ON A COMPREHENSIVE STUDY INCLUDING AN EXTRAORDINARY CIRCUMSTANCES STUDY	

City of Palm Coast, Florida

Agenda Item

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Department	CITY ADMINISTRATION	Amount
Division	ECONOMIC DEVELOPMENT	Account #
Subject: PRESENTATION – ECONOMIC DEVELOPMENT UPDATES		
Presenter: Craig McKinney; Economic Development Manager		
Attachments: 1. Presentation		
Background: Council Priority: A. Strong Resilient Economy Staff will present an overview on assessments and recent and upcoming initiatives that include: • Economic Development Updates from Q2 • Incentives • Recent Lead Requirements • Tract 17 • Next Steps		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date: May 27, 2025

Department	PUBLIC SAFETY	Amount
Division	FIRE	Account #
Subject: PRESENTATION - FIRE DEPARTMENT OVERVIEW		
Presenter: Kyle Berryhill, Fire Chief		
Attachments: 1. Presentation		
Background: Staff will present City Council with a Fire department overview to assist Council during the upcoming budget preparations. This overview will detail current operational effectiveness, three pillars of successful fire service provisions, and future opportunities.		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date: May 27, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: PRESENTATION - STRATEGIC ACTION PLAN		
Presenter: Lauren Johnston, Acting City Manager		
Attachments: 1. Presentation		
Background: City Council will continue the Strategic Action Planning process to affirm the priorities for the scheduled adoption of the priorities at the June 3, 2025, Business Meeting.		
Recommended Action: FOR PRESENTATION ONLY		