



City of Palm Coast
Agenda
CITIZENS' ADVISORY TASK
FORCE

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

Wednesday, June 25, 2025

5:30 PM

**City Hall - Jon Netts 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 for each speaker.
- The Board Chair shall call for public comment, each speaker shall be directed through the podium. All parties shall be respectful of other person's ideas and opinions. Clapping, cheering, jeering, booing, catcalls, and other forms of disruptive behavior from the audience are not permitted.
- 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.
- The City of Palm Coast is not responsible for any mechanical failure of recording equipment.
- 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 Minutes

1 MINUTES OF THE NOVEMBER 14, 2024 CITIZENS' ADVISORY TASK FORCE MEETING

Public Hearings/Action Items

**2 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2025
(FY 2025/26) ANNUAL ACTION PLAN**

**3 RESOLUTION 2025-XXXX ADMENDMENT TO INTERLOCAL AGREEMENT BETWEEN
FLAGLER COUNTY AND CITY OF PALM COAST REGARDING STATE HOUSING INITIATIVE
PARTENERSHIP PROGRAM**

4 AMENDMENT TO BYLAWS FOR AFFORDABLE HOUSING ADVISORY COMMITTEE

**5 PRESENTATION COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING ASSISTANCE
PLAN FIRST TIME HOMEBUYERS PROGRAM POINT BUYDOWN PROGRAM**

Public Comments

Board Discussion

Adjournment

City of Palm Coast, Florida Agenda Item

Agenda Date: June 19, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject:	MINUTES OF THE NOVEMBER 14, 2024 CITIZENS' ADVISORY TASK FORCE MEETING	
Presenter:	Irene Schaefer, Recording Secretary	
Attachments:	1. Minutes	
Background:		
Recommended Action:	Approve as presented.	

City of Palm Coast, Florida Agenda Item

Agenda Date: June 25, 2025

Department	COMMUNITY DEVELOPMENT	Amount	
Division	PLANNING	Account #	
Subject: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FEDERAL FISCAL YEAR (FFY) 2025 (FY 2025/26) ANNUAL ACTION PLAN			
Presenter: Jose Papa, AICP, Senior Planner and Jackie Gonzalez, Site Development Coordinator I			
Attachments: 1. Annual Action Plan 2. Presentation			
<p>Background: The Community Development Block Grant (CDBG) Program started in 1974 in order to provide funding for housing and community development. Activities or Programs funded by CDBG funds must meet one of the following the National Objectives of the Program:</p> <ol style="list-style-type: none"> 1) Benefit low- and moderate-income persons (LMI) 2) Prevent or eliminate slum or blight 3) Address urgent community development needs (Emergency) <p>As an entitlement community, the City of Palm Coast will be eligible to receive an annual allocation from the Department of Housing and Urban Development (HUD). Historically, CDBG funds have been used for various community development activities such as:</p> <ul style="list-style-type: none"> • Housing Programs, • Public Services (Limited to 15% of Grant), • Public Infrastructure/Facilities (In Qualified Areas based on Census or benefits area 51% or greater LMI Area), • Economic Development, and • Planning/Administration/Monitoring of the Program (limited to 20% of allocation). <p>In the City of Palm Coast, CDBG funds have been used to fund the following activities:</p> <ul style="list-style-type: none"> • Housing rehabilitation of owner-occupied units, • Financial assistance for first-time homebuyers, • Public Services, • Public Infrastructure (Multi-use paths), and • Planning/Administration/Monitoring of the program. <p>In order to receive CDBG funds, an entitlement community is required to complete a Consolidated Plan/Strategic Plan, and Annual Action Plan. The Consolidated Plan is designed to provide a unified vision for community development actions to meet CDBG goals of decent housing, suitable living environment, & expanded economic opportunities.</p>			

The Strategic Plan is an outlay of expected actions and programs to address City needs as consistent with the national objectives and the Annual Action Plan describes the intended use of CDBG funds over the coming year.

The City is to receive \$462,211 in CDBG funds for FFY 2025 (FY 25/26). Consistent with prior years, the following activities are proposed to be funded in the upcoming fiscal year:

- financial assistance to homeowners for home repairs,
- financial assistance for first-time homebuyers,
- provide grant opportunity for public service providers,
- summer camp, and
- compliance activities for the CDBG program.

In summary, the proposed allocation for FFY 2025 is as follows:

ACTIVITY	Allocation
Housing Assistance Activities	
Financial Assistance for Home Repair Owner-Occupied Unit	\$307,880
First-time homebuyers Program	\$50,000
Public Service Activities (Max. 15% of annual allocation) - \$69,331	
Public Service Grant Program	\$34,331
City Summer Camp Program	\$35,000
Planning and Administration	\$35,000
TOTAL ALLOCATION FOR FFY-2024 (FY 2024/25)	\$462,211

Recommended Action: Staff requests comments and a recommendation from the CATF regarding the allocation of FFY 2025 CDBG funds for the upcoming program year.

City of Palm Coast, Florida Agenda Item

Agenda Date: 6/25/2025

Department	COMMUNITY DEVELOPMENT	Amount	
Division	PLANNING	Account #	
Subject: RESOLUTION 2025-XXXX ADMENDMENT TO INTERLOCAL AGREEMENT BETWEEN FLAGLER COUNTY AND CITY OF PALM COAST REGARDING STATE HOUSING INITITATIVE PARTENERSHIP PROGRAM			
Presenter: Jacqueline Gonzalez, Site Development Coordinator I			
Attachments:			
<ol style="list-style-type: none"> 1. Strike through and underline Resolution 2. Resolution 3. Exhibit "A" 			
Background:			
<p>The County and City entered into an Interlocal Agreement on March 26, 2009, establishing a joint Local Housing Assistance Program ("LHAP") under the State Housing Initiatives Partnership (SHIP) program in accordance with the F.S. 420.9076. The County serves as the SHIP administrator, with funding and implementation responsibilities. After recent review of current polices and resolutions it was determined that updates and changes were necessary to the current Interlocal Agreement for the following reasons:</p>			
Demographic and administrative realities have evolved:			
<ul style="list-style-type: none"> • The City of Palm Coast now comprises over 75% of the county's population and is the primary land use authority. • The County continues to administer the program, but AHAC duties increasingly involve City-focused planning concerns (e.g., zoning, ADUs, density). • Greater clarity is needed regarding roles in appointments, reporting, and implementation. 			
Key Changes in the Amendment:			
<ol style="list-style-type: none"> 1. Clarifies Program Governance <ul style="list-style-type: none"> • Defines the difference between LHAP amendments (requiring City and County adoption) vs. technical revisions (administrative). • Empowers the County to implement funded strategies without requiring repeat City Council action. • Requires dual adoption for Section 3 Incentive Strategies. 2. Updates AHAC Structure <ul style="list-style-type: none"> • Establishes joint appointments: 8 members by the City, 3 by the County (including 1 elected official from each). • Adds formal staff coordination: the City designates a point of contact in Community Development; the County continues to provide a SHIP liaison. 3. Adds CATF Coordination <ul style="list-style-type: none"> • Requires City-resident AHAC members to also serve on the City's Citizens Advisory Task Force (CATF) for CDBG, supporting program alignment. 			

Recommended Action:

Planning Staff ask that the Citizen Advisory Task Force recommend to City Council to approve the proposed updates to the proposed Flagler County and City of Palm Coast Interlocal Agreement.

City of Palm Coast, Florida Agenda Item

Agenda Date: 6/25/2025

Department	COMMUNITY DEVELOPMENT	Amount	
Division	PLANNING	Account #	
Subject: AMENDMENT TO BYLAWS FOR AFFORDABLE HOUSING ADVISORY COMMITTEE			
Presenter: Jacqueline Gonzalez, Site Development Coordinator I			
Attachments:			
<ol style="list-style-type: none"> 1. Strikethrough and Underline Bylaws 2. Current Bylaws 3. Amended Bylaws 			
Background:			
<p>The County and City entered into an Interlocal Agreement on March 26, 2009, establishing a joint Local Housing Assistance Program ("LHAP") under the State Housing Initiatives Partnership (SHIP) program called Affordable Housing Advisory Committee aka (AHAC) in accordance with the F.S. 420.9076. The AHAC shall serve as a joint advisory committee to the Flagler County Board of County Commissioners (BOCC) and the City of Palm Coast City Council (City Council), in accordance with F.S. 420.9076, to review affordable housing incentives and make annual recommendations. AHAC Committee must also create bylaws on operation and function of the committee, State require that we periodically review the bylaws and make any required changes to be approved by both County Commission and City Council.</p>			
2025 Draft AHAC Bylaws – Summary of Key Updates			
Purpose:			
To strengthen clarity, coordination, and statutory compliance for the jointly appointed Affordable Housing Advisory Committee (AHAC), administered under the State Housing Initiatives Partnership (SHIP) program.			
Key Changes & Clarifications:			
1. City–County Governance Structure			
<ul style="list-style-type: none"> • Aligns appointments, reporting, and coordination with the Interlocal Agreement (ILA) between Flagler County and the City of Palm Coast—brings city into full co-ownership of incentives and committee. • Establishes a shared ratification process for bylaws and amendments (City Council first, followed by BOCC). 			
2. Defined Staff Roles			
<ul style="list-style-type: none"> • County SHIP Administrator serves as the designated staff liaison and manages all statutory compliance. • City Community Development and County Growth Management staff provide technical input on zoning, development, and regulatory matters. • Administrative support (including minutes and logistics) may be provided by HHS administrative staff, including a designated Recording Secretary. 			
3. Public Notice & Meeting Procedures			

- Clarifies that public hearing notices (required under F.S. 420.9076) will be published in a newspaper by the County and shared with the City for additional posting.
- Regular meeting notices will be posted on the County's website and shared with the City Clerk's Office for publication on the city platform.

4. Virtual Attendance and Quorum Rules

- Members may attend meetings virtually if a physical quorum is present.
- Limits virtual attendance to 1/3 of meetings annually unless otherwise authorized.
- Requires full-member majority (not just quorum) to adopt the annual incentive report.

5. Conflict of Interest and Ethics Compliance

- Members must file the appropriate Florida Ethics Commission form (Form 8A or 8B) for any conflicts.
- Clarifies required disclosure for members or businesses receiving funds from the City or County.

6. Ex Officio Participation

- Creates a formal, non-voting ex officio category for technical advisors (e.g., planning, legal, housing experts).
- Capped at three (3) participants unless jointly approved by City and County housing staff.

Draft status only:

Pending Affordable Housing Advisory Committee (AHAC) recommendation and formal ratification by the Palm Coast City Council and Flagler County Board of County Commissioners (BOCC).

Adoption requires:

- At least five (5) business days written notice of proposed bylaw changes to all AHAC members.
- A majority vote of the full committee in favor of adoption prior to transmittal to City Council and BOCC for approval and ratification.

Recommended Action:

Planning Staff ask that the Citizen Advisory Task Force recommend to City Council to approve the adoption of proposed Amendments to the AHAC Bylaws which are following the F.S. 420.9076 and proposed Flagler County and City of Palm Coast Interlocal Agreement.

City of Palm Coast, Florida Agenda Item

Agenda Date: 6/25/2025

Department	COMMUNITUY DEVELOPMENT	Amount
Division	PLANNING	Account #
Subject:	PRESENTATION COMMUNITY DEVELOPMENT BLOCK GRANT HOUSING ASSISTANCE PLAN FIRST TIME HOMEBUYERS PROGRAM POINT BUYDOWN PROGRAM	
Presenter:	Jacqueline Gonzalez, Site Development Coordinator I	
Attachments:	1. Presentation	
Background:		
Recommended Action:	Planning Staff will ask the Citizen Advisory Task Force to provide feedback and suggestions about how to move this item forward.	