



City of Palm Coast

Agenda

City Council Business

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, July 1, 2025

6:00 PM

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.

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

A. PROCLAMATIONS - 5:30 P.M.

1. PROCLAMATION - JULY 2025 AS PARKS & RECREATION MONTH

B. CALL TO ORDER THE BUSINESS MEETING - 6:00 P.M.

C. PLEDGE OF ALLEGIANCE TO THE FLAG AND A MOMENT OF SILENCE

D. ROLL CALL

E. 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.

F. MINUTES

- 2. MINUTES OF THE CITY COUNCIL:**
JUNE 17, 2025, BUSINESS MEETING
JUNE 24, 2025, WORKSHOP MEETING

G. ORDINANCES SECOND READ

- 3. 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**
- 4. ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE, CHAPTER 13 RELATING TO EXTERIOR COLORS**

H. RESOLUTION

**5. RESOLUTION 2025-XX APPROVING A CONTRACT WITH GRANICUS, LLC FOR
AGENDA AND MEETING MANAGEMENT PLATFORM**

I. PUBLIC PARTICIPATION

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

J. DISCUSSION BY CITY COUNCIL OF MATTERS NOT ON THE AGENDA

K. DISCUSSION BY CITY ATTORNEY OF MATTERS NOT ON THE AGENDA

L. DISCUSSION BY CITY MANAGER OF MATTERS NOT ON THE AGENDA

M. ADJOURNMENT

6. AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida

Agenda Item

Agenda Date: July 1, 2025

Department PARKS & RECREATION Division	Amount Account #
Subject: PROCLAMATION - JULY 2025 AS PARKS & RECREATION MONTH	
Presenter: James Hirst, Director of Parks & Recreation	
Attachments: 1. Proclamation 2. Parks & Recreation Month Video	
Background: Since 1985, America has recognized July as Park & Recreation Month. A celebration hosted by the National Recreation and Park Association (NRPA), the goal is to raise awareness of the vital impact that parks, recreation, and conservation have on communities across the U.S. This July, Palm Coast Parks & Recreation and the National Recreation and Park Association are celebrating “Build Together, Play Together,” showcasing how parks and recreation bring people together, create shared experiences, and strengthen the connections that make our community thrive. During Parks & Recreation Month, Palm Coast Parks & Recreation is encouraging everyone to go out and enjoy our parks, trails, and amenities. Whether you are looking to attend our summer camps, participate in a swim lesson, explore a trail, attend a Zumba class, meet friends on the playground, playing basketball in the park, or connect with nature, we invite you to take part in the moments that bring people together and make our city feel like home.	
Recommended Action: PROCLAIM JULY 2025 AS PARKS & RECREATION MONTH	

City of Palm Coast, Florida Agenda Item

Agenda Date: July 1, 2025

Department	CITY ADMINISTRATION	Amount
Division		Account #
Subject: MINUTES OF THE CITY COUNCIL: JUNE 17, 2025, BUSINESS MEETING JUNE 24, 2025, WORKSHOP MEETING		
Presenter: Kaley Cook, City Clerk		
Attachments: 1. Minutes (2)		
Background:		
Recommended Action: APPROVE MINUTES OF THE CITY COUNCIL: JUNE 17, 2025, BUSINESS MEETING JUNE 24, 2025, WORKSHOP MEETING		

City of Palm Coast, Florida

Agenda Item

Agenda Date: July 1, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division		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 (Redline and Clean Copy) 3. Report 4. Extraordinary Circumstances 5. Business Impact Estimate		
Background: <u>UPDATED BACKGROUND FROM THE JUNE 17, 2025, BUSINESS MEETING:</u> City Council heard the first reading of this item at the June 17, 2025, Business Meeting. The requested Ordinance and report updates are attached. <u>UPDATED BACKGROUND FROM THE JUNE 10, 2025, WORKSHOP MEETING:</u> City Council heard a presentation on this item at the June 10, 2025, Workshop Meeting. The report has been updated per the direction provided. <u>UPDATED BACKGROUND FROM THE JUNE 3, 2025, BUSINESS MEETING:</u> The first reading of this item was scheduled for the June 3, 2025, Business Meeting. City Council tabled the first reading to the June 17, 2025, Business Meeting and requested for additional information to be presented at the June 10, 2024, Workshop. <u>UPDATED BACKGROUND FROM THE MAY 27, 2025, WORKSHOP MEETING:</u> City Council received a presentation on this item at the May 27, 2025, Workshop Meeting. City Council requested additional information at the workshop meeting which is in progress. The updated Technical Report and the Extraordinary Circumstances Study are expected before the second reading, which is currently scheduled for June 17, 2025. <u>ORIGINAL BACKGROUND FROM THE MAY 27, 2025, WORKSHOP MEETING:</u> 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: July 1, 2025

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING AND ZONING	Account #
Subject:	ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE, CHAPTER 13 RELATING TO EXTERIOR COLORS	
Presenter:	Tracey Doak, Zoning Manager and Barbara Grossman, Code Enforcement Manager	
Attachments:	1. Presentation 2. Ordinance (Redline and Clean Copy) 3. Updated Color and Material Sheet 4. Business Impact Estimate	
Background:	<u>UPDATED BACKGROUND FROM THE JUNE 17, 2025, BUSINESS MEETING:</u> City Council heard the first reading of this item at the June 17, 2025, Business Meeting. City Council requested to remove language from the Ordinance and the updated copy is attached. <u>UPDATED BACKGROUND FROM THE MAY 13, 2025, WORKSHOP MEETING:</u> City Council heard this item at their May 13, 2025, workshop. City Council requested staff draft an Ordinance to include the following amendment: Section 13.02.06 Exterior Colors-Colors of walls. B.1.c. Light Bermuda Colors: Acceptable Bermuda colors include blues, greens (except for sage and olive green as defined in this section), lavenders, peach and pinks with a LRV or 65 or greater. B.3. c. Residential and multi-family are prohibited from using any shade of purple, fuchsia, magenta and orange that have a LRV of less than 65. Attached to this item is a draft Ordinance for Council's consideration. <u>ORIGINAL BACKGROUND FROM THE MAY 13, 2025, WORKSHOP MEETING:</u> At the City Council Workshop on January 14, 2025, City Council directed staff to draft an ordinance removing all Light Reflective Value (LRV) restrictions for residential exterior colors, except for the existing banned colors. The attached ordinance reflects these proposed changes. Previously, City Council requested the Planning and Land Development Regulation Board (PLDRB) and the Beautification and Environmental Advisory Committee (BEAC) review the proposed revisions. This item presents the recommendations from the PLDRB and BEAC for City Council's consideration.	

Summary of the February 27, 2025, BEAC Meeting

The Palm Coast Beautification and Environmental Advisory Committee (BEAC) reviewed the City Council's proposed ordinance amending exterior residential color regulations. Following discussion, the BEAC reached a **2-2 split vote**, meaning no formal recommendation was made. The two dissenting votes were not necessarily against the ordinance but opposed its approval **without additional conditions** regarding specific red tones.

Findings from BEAC Review:

- **Expansion of Allowable Colors** – The proposed ordinance removes most restrictions on residential exterior colors, allowing all colors except fuchsia, purple, magenta, and orange. The intent is to provide homeowners with greater flexibility in exterior paint choices.
- **Discussion on Additional Color Restrictions** – Some committee members proposed further prohibiting certain red shades (reds lacking visible brown tones) due to concerns over bright, governmental, or warning-style colors. However, defining these colors objectively remained a challenge.
- **Public Engagement & Neighborhood Character** – Committee members discussed findings from the **2050 Comprehensive Plan outreach**, which indicated that residents generally preferred maintaining their neighborhood character. There was no strong public demand for a broader range of exterior colors.
- **Enforcement & Code Clarity** – Concerns were raised regarding the enforceability of color restrictions, particularly given variations in color names across manufacturers. Some members questioned whether the City should regulate aesthetics rather than focusing on health and safety concerns.
- **Role of Light Reflectance Value (LRV)** – The proposed ordinance does not incorporate LRV restrictions, which were previously discussed as a way to regulate brightness and intensity.

BEAC Recommendation:

- **Votes in Favor of Approval (2):** Members who supported adopting the ordinance as written, without additional restrictions.
- **Votes Against (2):** Members who wanted to **include additional prohibited colors** (specific shades of red).

Because of the **2-2 split vote**, the BEAC did not provide a formal recommendation for approval or denial. However, the opposition was based on the desire for additional conditions, not outright rejection of the ordinance.

Summary of the February 19, 2025, PLDRB Meeting

The Palm Coast Planning and Land Development Regulation Board (PLDRB) reviewed the City Council's proposed ordinance amending exterior residential color regulations. Following discussion, the PLDRB voted unanimously (7-0) to **recommend denial** of the ordinance, citing conflicts with the Comprehensive Plan and concerns about enforcement, neighborhood character, and lack of public demand. A summary of the Findings from

PLDRB include the following:

Findings from PLDRB Review:

- **Incompatibility with the Comprehensive Plan** – The proposed ordinance contradicts **Comprehensive Plan Goal 1.1**, which emphasizes preserving the character of residential communities. The majority of developed lots (35,000 out of 45,000) have followed the existing regulations, and changing the ordinance would not be in the best interest of the established neighborhoods.
- **Existing Comprehensive Plan and Land Development Code Provisions Already Address Color Regulations** – **Policy 1.1.1.5.3(C)** explicitly grants the City the authority to establish standards for color, reinforcing that the current regulations are already aligned with the Comprehensive Plan’s intent.
- **Lack of Supporting Data** – PLDRB members emphasized that throughout the year-long community engagement process for the **2050 Comprehensive Plan**, there was no public request for more vibrant or varied exterior colors. Instead, feedback consistently reflected a desire to maintain the existing character of the existing community. They noted that residents did not express interest in creating a more colorful or varied aesthetic, comparing such a shift to a “Disneyland” effect, which was not in line with the community’s vision.
- **Concerns Over Enforcement & Consistency** – Board members highlighted that the ordinance lacks clarity on enforceability, especially given the variations in color names across manufacturers. They expressed concerns that passing the ordinance would **not** resolve existing issues with code enforcement.
- **Potential Legal & Administrative Issues** – The broad scope of the proposed changes could create future legal challenges and complicate regulatory oversight. PLDRB members argued that any future modifications should be more limited and specific.

PLDRB Recommendation:

The PLDRB voted **7-0 to recommend denial** of the proposed ordinance, citing its lack of consistency with the Comprehensive Plan, lack of public demand, enforcement challenges, and legal concerns. However, PLDRB members continue to be amenable to allowing more variety of colors.

Recommended Action:

ADOPT ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST UNIFIED LAND DEVELOPMENT CODE, CHAPTER 13 RELATING TO EXTERIOR COLORS

City of Palm Coast, Florida

Agenda Item

Agenda Date: July 1, 2025

Department	INFORMATION TECHNOLOGY	Amount	\$303,674 (3 years)
Division		Account #	65052525-051020
Subject: RESOLUTION 2025-XX APPROVING A CONTRACT WITH GRANICUS, LLC FOR AGENDA AND MEETING MANAGEMENT PLATFORM			
Presenter: Doug Akins, Director of Information Technology			
Attachments: 1. Resolution 2. Contract and Master Services Agreement 3. Notice of Intent to Award 4. Project Overview			
Background: The City of Palm Coast issued a Request for Proposals (RFP) seeking a cloud-based Agendas and Minutes Management Platform to improve efficiency, streamline workflows, ensure ADA compliance, and enhance public access to government meeting records. The new platform will replace the City's current system, which lacks key functionalities and no longer meets the evolving needs of staff, Council, and the public. The RFP emphasized core features including agenda and minutes creation, version tracking, workflow approvals, automated notifications, document search, video streaming integration, live closed captioning, public access, ADA-compliant output, and secure Single Sign-On (SSO) integration with Microsoft Azure. Additional preferred capabilities included integration with Hyland OnBase and a robust API for future scalability. Following a competitive bid process and thorough evaluation of all submissions, Granicus was selected as the top-ranked vendor. Granicus demonstrated the most comprehensive solution, a strong track record with government clients, and alignment with the City's functional, technical, and security requirements, including compliance with NIST cybersecurity standards. The proposed contract includes: • A three-year term with two optional one-year renewals. • Cloud-based SaaS delivery with annual payments. • Implementation services, training, and ongoing support. The first-year cost is \$121,409.74 which includes \$39,119.70 in one-time implementation fees. Staff is requesting approval to transfer \$100,000 from IT's contingency fund 65052525-099091 for this implementation.			

City staff recommends approval of the contract with Granicus to enhance meeting management processes, improve public transparency, and support efficient governance.

IT Software Fund	
65052525-051020	\$2,363,463.00
Transfer from 65052525-099091	\$100,000.00
Total Expended/Encumbered to Date	\$2,028,601.35
Pending Work Orders/Contracts	\$12,332.38
Current Project	\$121,409.74
Balance	\$301,119.53

Recommended Action:

**ADOPT RESOLUTION 2025-XX APPROVING A CONTRACT WITH GRANICUS, LLC
FOR AGENDA AND MEETING MANAGEMENT PLATFORM**