



City of Palm Coast Agenda

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

City Council Workshop Meeting

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

Tuesday, March 10, 2026	9:00 AM	City Hall - Jon Netts Community Wing
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City Staff

Michael McGlothlin, 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. PRESENTATIONS

- 1. PRESENTATION - FY27 HEALTH INSURANCE OPTIONS**
- 2. PRESENTATION - MY HEALTH ONSITE**
- 3. ORDINANCE 2026-XX AMENDING PROCUREMENT POLICY**
- 4. PRESENTATION - REGULATIONS REGARDING DUPLEX ZONING, DROP LOTS, AND THE LAND USE ADMINISTRATOR**
- 5. PRESENTATION - PROPOSED AMENDMENTS TO CHAPTER 7 CONCURRENCY MANAGEMENT SYSTEM OF LAND DEVELOPMENT CODE**
- 6. PRESENTATION - PROPOSED AMENDMENTS TO CHAPTER 9 ENGINEERING DESIGN AND UTILITIES OF LAND DEVELOPMENT CODE**
- 7. PRESENTATION - PROPOSED AMENDMENTS TO CHAPTER 10 ENVIRONMENTAL AND CULTURAL RESOURCE PROTECTION OF THE LAND DEVELOPMENT CODE**
- 8. PRESENTATION - PROPOSED AMENDMENTS TO CHAPTER 12 SIGNS AND ADVERTISING OF THE LAND DEVELOPMENT CODE, INCLUDING INTRODUCTION OF REGULATIONS TO ALLOW DIGITAL SIGNAGE**
- 9. PRESENTATION - PROPOSED AMENDMENTS TO CHAPTER 13 ARCHITECTURAL DESIGN REGULATIONS OF THE LAND DEVELOPMENT CODE**

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

- 10. AGENDA WORKSHEET AND CALENDAR**

Agenda Date: March 10, 2026

Department	HUMAN RESOURCES	Amount
Division	HUMAN RESOURCES	Org/Account #
Subject:	PRESENTATION - FY27 HEALTH INSURANCE OPTIONS	
Presenter:	Renina Fuller, M.A., SHRM-CP, Director of Human Resources, Lisa Lynch, Sr. HR Generalist, Brandon Savage Senior Account Executive Brown & Brown	
Attachments:	1. Presentation	
Background:	<p>On February 26, 2026, Brown & Brown Insurance Services presented a recap of the City's FY 2025–2026 health insurance plan performance, including renewal projections and proposed plan design modifications for FY 2026–2027.</p> <p>Brown & Brown will present additional health insurance coverage options for consideration that are intended to reduce overall plan costs while maintaining comprehensive coverage for employees.</p> <p>Council Priority: Objective 9 - Quality of Life for Essential Workers</p>	
Recommended Action:	FOR PRESENTATION	

Agenda Date: March 10, 2026

Department	HUMAN RESOURCES	Amount	
Division	HUMAN RESOURCES	Org/Account #	
Subject:	PRESENTATION - MY HEALTH ONSITE DISCUSSION		
Presenter:	Brian Branham Vice President		
Attachments:	1. Budget and Cost Projections		
Background:	<p>City Council requested City staff work with Flagler County to explore options and collaborate to reduce costs to our health insurance fund.</p> <p>My Health Onsite (MHO) has nearly 20 years of operating onsite health and wellness centers. Their team pioneered one of the first public sector health centers in the state. They have provided services to Flagler County BOCC for 15 years.</p> <p>My Health Onsite provides comprehensive primary care services to include acute and chronic disease management. Other services include labs, prescription dispensing, occupational related services; such as pre-employment screenings, drug screening, random drug testing, DOT physicals, Firefighter Physicals, and workers' compensation services. Their services are tailored to meet our clients' specific needs.</p> <p>Council Priority: Objective 9 - Quality of Life for Essential Workers</p>		
Recommended Action:	FOR PRESENTATION AND DISCUSSION		

City of Palm Coast, Florida Agenda Item

Agenda Date: March 10, 2026

Department Item Key	FINANCIAL SERVICES	Amount Account #
Subject	PRESENTATION FOR PROCUREMENT ORDINANCE UPDATE	
Presenter: Nathalie Garcia, Senior Procurement and Contracts Coordinator		
Background: City staff will be presenting on proposed changes to the City's Purchasing Policy, Chapter 2 Article 1 Division 3 of the City Palm Coast Code of Ordinances. The ordinance was last updated on September 21, 2021. At the end of FY 2025, Plante & Moran conducted a risk assessment. In response, staff reviewed internal processes, met with departments, and consulted with legal counsel to identify potential updates aimed at improving operational efficiencies. The proposed changes include the addition of a definitions section, best practice updates with respect to solicitation thresholds, the addition of cooperative purchasing programs. City council requested review of Local bidder preference policy on 3/3/26 which is included in the attachments. In support of the proposed changes, attached to this Agenda Item are: <ol style="list-style-type: none">1. PowerPoint presentation2. Ordinance amending Procurement Policy3. Ordinance amending Procurement Policy Redlined		
Recommended Action: FOR PRESENTATION		

Agenda Date: March 10, 2026

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Org/Account #
Subject:	PRESENTATION OF REGULATIONS REGARDING DUPLEX ZONING, DROP LOTS, AND THE LAND USE ADMINISTRATOR.	
Presenter:	Estelle Lens, A.I.C.P, Senior Planner	
Attachments:	1. Presentation - Duplex Lots, Drop Lots, Land Use Administrator	
Background:	As requested by City Council, staff will provide a presentation on Land Development Code Regulations for the following: <ul style="list-style-type: none">• Duplex Zoning Development Standards• Drop Lots zoned Duplex (DPX)• Land Use Administrator Role• Appeal of a Decision of the Land Use Administrator	
Recommended Action:	FOR PRESENTATION	

Agenda Date: March 10, 2026

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Org/Account #
Subject:	PRESENTATION ON PROPOSED AMENDMENTS TO CHAPTER 7 CONCURRENCY MANAGEMENT SYSTEM OF LAND DEVELOPMENT CODE	
Presenter:	Jose Papa, AICP, Senior Planner, Phong Nguyen, PTP, Planning Manager	
Attachments:	<ol style="list-style-type: none">1. Strike-thru and Underline version of Chapter 72. Presentation on Chapter 7	
Background:	<p>In May 2025, the City completed the update of the Comprehensive Plan. In order to implement the goals, objectives, and policies of the 2050 Comprehensive Plan, the Land Development Code (LDC) needs to be updated. Staff has started drafting updates to the various chapters of the LDC. Staff will provide a summary of the proposed amendments to Chapter 7, Concurrency Management System of the LDC. The agenda package includes a strike-thru and underline version of the chapter. The proposed amendments may include changes directly related to policies in the Comprehensive Plan, based on new references, or updates necessitated by best practices as applied in the City.</p>	
Recommended Action:	STAFF IS SEEKING COMMENTS ON THE PROPOSED AMENDMENTS AS WELL AS SUGGESTIONS FOR ADDITIONAL AMENDMENTS	

Agenda Date: March 10, 2026

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Org/Account #
Subject:	PRESENTATION ON PROPOSED AMENDMENTS TO CHAPTER 9 ENGINEERING DESIGN AND UTILITIES OF LAND DEVELOPMENT CODE	
Presenter:	Dennis Leap, PE, Site Development Coordinator	
Attachments:	<ol style="list-style-type: none">1. Presentation for Chapter 92. Strike-thru and Underline Version of Chapter 9	
Background:	<p>In May 2025, the City completed the update of the Comprehensive Plan. In order to implement the goals, objectives, and policies of the 2050 Comprehensive Plan, the Land Development Code (LDC) needs to be updated. Staff has started drafting updates to the various chapters of the LDC. Staff will provide a summary of the proposed amendments to Chapter 9 Engineering Design and Utilities of the LDC. The agenda package includes a strike-thru and underline version of the chapter. The proposed amendments may include changes directly related to policies in the Comprehensive Plan, based on new references, or updates necessitated by best practices as applied in the City.</p>	
Recommended Action:	STAFF IS SEEKING COMMENT ON THE PROPOSED AMENDMENTS AS WELL AS SUGGESTIONS FOR ADDITIONAL AMENDMENTS	

Agenda Date: March 10, 2026

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Org/Account #
Subject:	PRESENTATION ON PROPOSED AMENDMENTS TO CHAPTER 10- ENVIRONMENTAL AND CULTURAL RESOURCE PROTECTION OF THE LAND DEVELOPMENT CODE	
Presenter:	Dylan Rodriguez, Planner	
Attachments:	Chapter 10 Summary Table Chapter 10 Strike Through and Underline Chapter 10 Presentation	
Background:	<p>In May 2025, the City completed the update of the Comprehensive Plan. In order to implement the goals, objectives, and policies of the 2050 Comprehensive Plan, the Land Development Code (LDC) needs to be updated. Staff has started to draft updates to the various chapters of the LDC. Proposed amendment to Chapter 10-Environmental and Cultural Resource Protection of the LDC will be presented by staff. The version included in the package is in a strike-thru and underline format. The proposed amendments will include changes directly related to policies in the Comprehensive Plan. Additionally, the amendments may include clarification of the code, update of references, or updates necessitated by best practices as applied in the City, or to address on-going/repetitive issues in applying the land development code.</p>	
Recommended Action:	STAFF IS SEEKING COMMENT ON THE PROPOSED AMENDMENTS AS WELL AS SUGGESTIONS FOR ADDITIONAL AMENDMENTS	

Agenda Date: March 10, 2026

Department COMMUNITY DEVELOPMENT Division PLANNING	Amount Org/Account #
Subject: PRESENTATION ON PROPOSED AMENDMENTS TO CHAPTER 12 – SIGNS AND ADVERTISING - OF THE LAND DEVELOPMENT CODE, INCLUDING INTRODUCTION OF REGULATIONS TO ALLOW DIGITAL SIGNAGE	
Presenter: Estelle Lens, A.I.C.P, Senior Planner	
Attachments: 1. Presentation - LDC Chapter 12 2. LDC Chapter 12 - Redlined changes	
<p>Background: An amendment to the sign code was adopted by City Council April 2, 2024. This amendment was primarily to comply with the Supreme Court Decision in the case of Reed v. Gilbert (Arizona) June 18, 2015.</p> <p>The 2050 Comprehensive Plan as adopted in May 2025 does not require any changes to the sign code for compliance. However, some minor amendments are being proposed to revise and clarify the code as adopted in 2024 and make it more business friendly.</p> <p>Additionally, Section 12.05.03 has been added to regulate digital (electronic) signs which are currently prohibited.</p> <p>Following is a summary of the proposed changes which are included in a strike-thru and underline format of Chapter 12, and portion of Chapter 14 (Glossary), as an attachment to this package: Chapter 12 – Signs and Advertising:</p> <ul style="list-style-type: none">• 12.03.02 Prohibited signs. The following changes to the Prohibited sign section are proposed to allow digital signs:<ul style="list-style-type: none"><input type="checkbox"/> Revised 12.03.02.C<input type="checkbox"/> Added 12.03.02.D<input type="checkbox"/> Added 12.03.02.E<input type="checkbox"/> Added 12.03.02.F<input type="checkbox"/> Strike 12.03.02.AA<input type="checkbox"/> Strike 12.03.02.BB• Subsection 12.04.01.A. Calculating sign area – deleted first line regarding geometry formulas to clarify the measurements used to calculate sign area and to match the graphics that follow.• 12.04.01.C. Clarified how to calculate sign area of freestanding signs with architectural features.• 12.05.02.A.4. Increased maximum height from 7 to 10 feet. (for nonresidential signs)	

- 12.05.02.B.1.3. Increased maximum m height from 7 to 10 feet. (for nonresidential signs)
- 12.05.02.C.6.b. Added - Window and window signs shall not use neon lights nor lights or illuminations that flash, blink, have strobe effects, or have video, animation or full-motion graphics.
- 12.05.02.G – Revised reference to code subsections and differentiate between Flags (temporary signage) and Flag Poles.
- 12.05.02.H. – Signs facing drive-through lanes - Added 12.05.02.H.2 to address drive through lanes that are not at a restaurant. (Ie. Banks, Oil Change facilities, drive through car wash facilities)
- Subsection 12.05.03. Digital Signs – Added entire section
- Subsection 12.06 - Temporary Signs
 - A. Non-Residentially Zoned Properties -
 - Commercial Signs – (This would include things such as temporary banners announcing grand opening/closing, etc.) Propose to change maximum sign area to be based on the building frontage (with same criteria allowed for permanent signage 12.05.02.C. Table 12-1) rather than the acreage of the property. This addresses multi-tenant facilities.
 - Commercial Signs - Extend time allowed from 30 to 60 days
 - Commercial Signs – Adding a row for Commercial Signs at outdoor recreational facilities. Regulating only that they must be located at the active sports area and not be visible from the right of way. (Size and number of temporary signage as allowed by the property owner.)
 - Adding a row for Signs on property hosting Special Event- Special Event signage is regulated by permit.
 - B. Residentially Zoned Properties
 - Signs for parcels with active site/building permits. Strike “certificate of completion” and add “certificate of occupancy” to “Time to remove” row. (3 days after issuance of CO.)
- Chapter 14 – Glossary - subsection 14.02:
 - Sign, Commercial: (Added) A sign intended to promote the commercial or economic interests of the owner or the products/services offered on the site.
 - Sign, Digital: (Added) Any sign which has the capability of changing message content through the use of an electronically controlled device
 - Sign, non-commercial: (Added) Signs which display opinions, points of view, or contain political, civic, public service, religious, or ideological messages.
 - Sign, freestanding: (Revised) A monument sign supported by a sign structure in the ground and that is wholly independent of any building, fence, vehicle, or object other than the sign structure for support. The width of the base must be less than the width of the display area but must be a minimum of 40% of the width of the sign face.
 - Sign, monument: (Revised) A durable ground level, self-supporting sign with a solid foundation or base that is at least as wide as the sign’s display area.

Recommended Action:

STAFF IS SEEKING COMMENTS ON THE PROPOSED AMENDMENTS AS WELL AS SUGGESTIONS FOR ADDITIONAL AMENDMENTS

Agenda Date: March 10, 2026

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Org/Account #
Subject:	PRESENTATION ON PROPOSED AMENDMENTS TO CHAPTER 13-ARCHITECTURAL DESIGN REGULATIONS OF THE LAND DEVELOPMENT CODE	
Presenter:	Richard Picatagi, RLA, LEED®AP, Landscape Architect, Dylan Rodriguez, Planner	
Attachments:	Chapter 13 Summary Table Chapter 13 Strike Through and Underline Chapter 13 Presentation	
Background:	<p>In May 2025, the City completed the update of the Comprehensive Plan. In order to implement the goals, objectives, and policies of the 2050 Comprehensive Plan, the Land Development Code (LDC) needs to be updated. Staff has started to draft updates to the various chapters of the LDC. Proposed amendment to Chapter 13-Architectural Design Regulations of the LDC will be presented by staff. The version included in the package is in a strike-thru and underline format. The proposed amendments will include changes directly related to policies in the Comprehensive Plan. Additionally, the amendments may include clarification of the code, update of references, or updates necessitated by best practices as applied in the City, or to address on-going/repetitive issues in applying the land development code.</p>	
Recommended Action:	STAFF IS SEEKING COMMENT ON THE PROPOSED AMENDMENTS AS WELL AS SUGGESTIONS FOR ADDITIONAL AMENDMENTS	