



City of Palm Coast Agenda

Community Center
305 Palm Coast Pkwy NE
Palm Coast, FL 32137
www.palmcoast.gov

PARKS AND RECREATION ADVISORY BOARD

Chair Philip McClure
Vice Chair Julia Walthall
Board Member Megan Rizzo
Board Member Agnes Lightfoot
Board Member John Subers
Alternate Board Member DeAnna O'Flaherty
Alternate Board Member Kelsey McManus

Wednesday, July 22, 2026

4:30 PM

Palm Coast Community Center

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Public comments on issues on the agenda or public participation shall be limited to 3 minutes.
- 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 Parks and Recreation Department at 386- 986-2323.
- 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.

NOTICE: This meeting is audio recorded for public record and transparency.

A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

B. ROLL CALL & QUORUM

C. APPROVAL OF MINUTES

- 1. APPROVE MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD: JUNE 24, 2026 MEETING**

D. NEW BUSINESS

- 2. PRESENTATION - PARKS & RECREATION DEPARTMENT FISCAL YEAR 2026 QUARTER 3 REPORT**
- 3. PRESENTATION - CREATING PARK IDENTITY FOR PALM COAST PARKS**
- 4. OVERVIEW OF SPECIFIC CULTURAL PROJECTS GRANT APPLICATION FOR BEATS & EATS EVENT SERIES**

E. STAFF & BOARD MEMBERS COMMENTS

F. PRESS AND CITIZEN COMMENTS

G. ADJOURNMENT

**City of Palm Coast, Florida
Agenda Item**

Agenda Date: July 22, 2026

Agenda Item: C.1

Department	PARKS AND RECREATION	Amount
Division	PARKS AND RECREATION	Org/Account #
Subject: APPROVE MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD: JUNE 24, 2026 MEETING		
Presenter:		
Attachments: 1. Minutes		
Background:		
Recommended Action: APPROVE MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD: JUNE 24, 2026 MEETING		



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Wednesday, June 24, 2026

4:30 PM

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A. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair McClure called the meeting to order at 4:30pm

B. ROLL CALL & QUORUM

Chair McClure called the role. All Board Members were present. The Alternate Board Members DeAnna O'Flaherty and Alternate Board Member Kelsey McManus were absent.

C. APPROVAL OF MINUTES

1. APPROVE MINUTES OF THE PARKS AND RECREATION ADVISORY BOARD: MAY 27, 2026 MEETING

Motion made to approve as presented by Board Member Subers and seconded by Board Member Rizzo.

Motion passed unanimously.

D. NEW BUSINESS

2. PRESENTATION - DEVELOPMENT OF RECREATIONAL FACILITIES FOR CHILDREN AND TEENAGERS IN PALM COAST, FLORIDA PETITION

Ms. Zhuzha was not present when this item came up in the agenda.

Motion made to table this presentation for later in the meeting and move up agenda item D3. "Presentation – Strategic Action Plan" by Board Member Rizzo and seconded by Vice Chair Walthall.

Motion passed unanimously.

The Board came back to this agenda item following Staff Comments.

Parks & Recreation Deputy Director Brittany McDermott presented this topic to the Board.

The Board discussed the petition that requested development and expansion of recreational infrastructure for children and teenagers within Palm Coast, including parks, sports/activity spaces, and community areas.

3. PRESENTATION - STRATEGIC ACTION PLAN

Facilitator James Hirst presented the topic to the Board.

The Board discussed the City of Palm Coast's Strategic Action Plan's Community Survey Results, Priority #1. Prioritize Palm Coast infrastructure to address current needs and anticipate future growth, Priority #3. Enhance current economic development efforts to create better-paying jobs and attract major employers such as healthcare, manufacturers, and industry, Priority #4. Implement the Parks Master Plan, and Priority #7. Identify diverse dedicated funding sources for arts/cultural/historical activities and facilities.

E. STAFF & BOARD MEMBERS COMMENTS

Mr. Hirst reminded the Board about the upcoming Beats & Eats event on June 25th, about the upcoming United Flagler 4th event on July 4th at the Airport, and that July is National Parks and Recreation Month.

Chair McClure inquired an update about Mr. Schoenfelder's request at the May 27, 2026 meeting. Mr. Hirst provided an update.

F. PRESS AND CITIZEN COMMENTS

G. ADJOURNMENT

The meeting was adjourned at 5:33pm

Respectfully submitted by: Katelyn Anderson, Recording Secretary.

City of Palm Coast, Florida Agenda Item

Agenda Date: July 22, 2026

Agenda Item: D.2

Department	PARKS AND RECREATION	Amount
Division	PARKS AND RECREATION	Org/Account #
Subject: PRESENTATION - PARKS & RECREATION DEPARTMENT FISCAL YEAR 2026 QUARTER 3 REPORT		
Presenter: James Hirst, Director of Parks and Recreation		
Attachments: 1. Quarter 3 Report		
Background: The Parks & Recreation Department will present its Fiscal Year 2026 Quarter 3 Progress Report to the Parks and Recreation Advisory Board. The report provides a quarterly overview of departmental activities and progress for the Board's review.		
Recommended Action: FOR PRESENTATION ONLY		

City of Palm Coast, Florida Agenda Item

Agenda Date: July 22, 2026

Agenda Item: D.3

Department	PARKS AND RECREATION	Amount
Division	PARKS AND RECREATION	Org/Account #
Subject:	PRESENTATION - CREATING PARK IDENTITY FOR PALM COAST PARKS	
Presenter:	James Hirst, Director of Parks and Recreation	
Attachments:	1. Presentation 2. Park Classification Metrics	
Background:	The Parks and Recreation Master Plan recommends reviewing and updating the City's park classifications to establish clear and consistent park identities. As part of this effort, the Parks and Recreation Advisory Board will review selected parks and provide feedback to assist staff in determining the most appropriate classification for each location.	
Recommended Action:	FOR PRESENTATION AND DISCUSSION	

Parks Open Space and Pathway Classifications			
Classification	General description	Location	Size criteria
Mini park	Used to address limited isolated or unique recreational needs	Less than 1/4 mile distance in residential setting	Between 2500 square feet and 1 acre in size
Neighborhood park	Neighborhood park remains the basic unit of the park system and serves as the recreational and social focus of the neighborhood focus is on informal activity and passive recreation	Up to 1/2 miles distance and uninterrupted by nonresidential roads and other physical barriers	5 acres is considered minimum size 5 to 10 acres is considered optimal
School park	Depending on circumstances combining parks with school sites can fulfill the space requirements for other classes or parks such as neighborhood community sports parks complex and specialties use	Determined by location of school district property	Variable depends on function
Community park	Serves broader purpose than neighborhood park focuses on meeting community based recreation needs as well as preserving unique landscapes and open spaces	Determined by the quality and suitability of the site usually serves two or more neighborhoods within the 3 mile distance	As needed to accommodate desires uses, usually between 30 and 50 acres
Large urban park	Large urban parks serve a broader purpose than community parks and are used when community and neighborhoods parks are not adequate to serve the needs of the community focuses on meeting community based recreational needs as well as preserving unique landscapes and open spaces	Determined by the quality and suitability of the site, usually serves the entire community	As needed to accommodate desire needs usually a minimum of 50 acres with 75 or more acres being optimal
Natural resource areas	Land set aside for preservation of significant natural resources remnant and landscapes open space and visual aesthetics or buffering	Resource availability and opportunity	Variable
Greenways	Effectively tie the park system components together to form a continuous park environment	Resource availability and opportunity	Variable
Sports Complex	Consolidates heavily programmed athletic fields and associated facilities to larger and fewer sites	strategically located throughout community wide facilities	Determined by projected demand usually a minimum of 25 acres with 40 to 80 being optimal
Special use park	Covers a broad range of Parks and Recreation facilities oriented toward a single purpose use	Variable dependent on specific use	Variable
Private park and recreation facility	Park and recreation facilities that are privately owned yet contribute to the public park and recreation system	Variable dependent on specific use	Variable

City of Palm Coast, Florida Agenda Item

Agenda Date: July 22, 2026

Agenda Item: D.4

Department	PARKS AND RECREATION	Amount
Division	PARKS AND RECREATION	Org/Account #
Subject:	OVERVIEW OF SPECIFIC CULTURAL PROJECTS GRANT APPLICATION FOR BEATS & EATS EVENT SERIES	
Presenter:	James Hirst, Director of Parks and Recreation	
Attachments:		
Background:	The Parks & Recreation Department applied for the Florida Department of State Division of Arts and Culture's Specific Cultural Projects Grant to support the Beats & Eats event series. The grant program provides funding for cultural projects and programming that advance arts and culture throughout Florida. The Board will receive an overview of the City's submitted application.	
Recommended Action:	FOR DISCUSSION ONLY	