



City of Palm Coast Agenda COUNCIL WORKSHOP

City Hall
160 Lake Avenue
Palm Coast, FL 32164
www.palmcoastgov.com

Mayor David Alfin
Vice Mayor Ed Danko
Council Member Theresa Carli Pontieri
Council Member Cathy Heigher
Council Member Nick Klufas

Tuesday, January 10, 2023

9:00 AM

COMMUNITY WING

City Staff

Denise Bevan, City Manager

Neysa Borkert, City Attorney

Virginia A. Smith, 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/user/PalmCoastGovTV/live>.
- 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

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) Each speaker shall at the podium, provide their name and may speak for up to 3 minutes.

(2) 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.

- (3) When addressing the City Council on specific, enumerated Agenda items, speakers shall:
- (a) direct all comments to the Mayor;
 - (b) make their comments concise and to the point;
 - (c) not speak more than once on the same subject;
 - (d) not, by speech or otherwise, delay or interrupt the proceedings or the peace of the City Council;
 - (e) obey the orders of the Mayor or the City Council; and
 - (f) not make any irrelevant, impertinent or slanderous comments while addressing the City Council; which pursuant to Council rules, shall be considered disorderly.
- (4) 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 - STRATEGIC ACTION PLAN EVALUATION UPDATE**
- 2 RESOLUTION 2023-XX APPROVING A CONTRACT WITH TAYLOR ENGINEERING FOR THE SALTWATER CANAL STUDY PHASE I**
- 3 PRESENTATION - NEIGHBORHOOD ROADWAY SAFETY**
- 4 RESOLUTION 2023-XX APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK**
- 5 RESOLUTION 2023-XX APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT**
- 6 RESOLUTION 2023-XX APPROVING AMENDMENTS TO THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020 CDBG ANNUAL ACTION PLANS**
- 7 RESOLUTION 2023-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT-2023 FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM AND THE (LHAP) 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

8 AGENDA WORKSHEET AND CALENDAR

City of Palm Coast, Florida Agenda Item

Agenda Date: January 10, 2023

Department CITY ADMINISTRATION	Amount
Division	Account
	#
Subject PRESENTATION - STRATEGIC ACTION PLAN EVALUATION UPDATE	
Presenter: Lauren Johnston, Assistant City Manager	
Background : Staff will provide a comprehensive update on the implementation of Fiscal Year 22-23 Strategic Action Plan adopted by Resolution on May 3, 2022. The update will include a timeline regarding the Strategic Action Plan annual evaluation process.	
Recommended Action : FOR PRESENTATION ONLY	



STRATEGIC ACTION PLAN PROJECT PLANS



City Council Workshop
January 2023

WHERE WE ARE

March – July 2023

1/10

SAP Q1 Updates ✓

2/27-3/10

Annual Interviews with SAP/City Council

3/28

SAP Evaluation #1

4/25

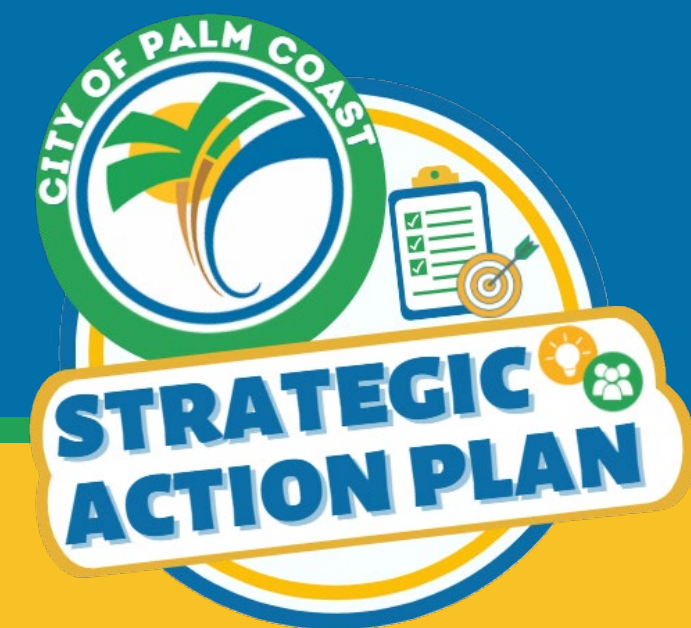
SAP Evaluation #2

5/02

Adoption of SAP Priorities

6/27

SAP Q3 Council Priority Update and Presentation



SAP UPDATE

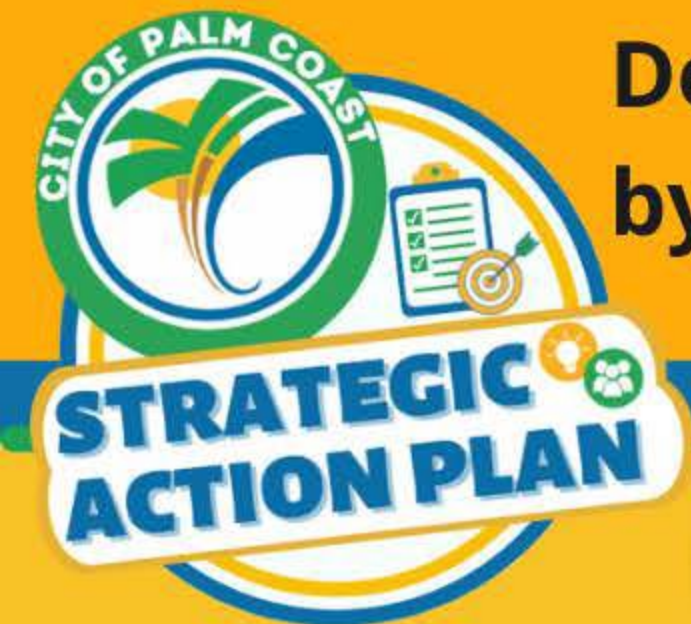
Our Core Beliefs

VALUES

Pride, Accountability, Leadership, Motivated Collaborative, Ownership, Achievement, Stewardship, Trust

OUR MISSION

Delivering exceptional service by making citizens our priority.



PRIORITY GOAL UPDATE

OUR VISION

A multigenerational community recognized as one of Florida's premier cities that values:

- Building a diverse, sustainable economic base to support innovation while providing necessary infrastructure and services.
- Providing exceptional amenities and standards that support a high quality lifestyle.
- Protecting the environment and beauty of Palm Coast while conserving natural resources.

PILLARS OF PRIORITIES



STRONG RESILIENT ECONOMY

Support the expansion and smart growth of both population and businesses to ensure success locally as well as regionally.

Maintaining financial strengths within the City and promote fiscal responsibility to ensure future stability.



SAFE & RELIABLE SERVICES

A safe community for all is the catalyst to ensure that residents and regional visitors enjoy quality amenities year-round.

Recruiting and retaining a quality, talented workforce to maintain uninterrupted services to the citizens.



CIVIC ENGAGEMENT

Build a cooperative and trusting relationship between the City and the community.

Promote the opportunity for communication between the decision makers and the public and create a credible channel through which accurate and timely information from the City can be disseminated.

Increase the public's understanding and support of the City's goals and strategies.



SUSTAINABLE ENVIRONMENT & INFRASTRUCTURE

Build and effectively manage sustainable infrastructure that promotes clean water, integrated streets, and emphasizes green infrastructure.

To anticipate the need for additional services and infrastructure to provide opportunities for mixed use development with goods, services, and employment while creating a sustainable framework of visual appeal by caring for our land, water, air, and wildlife.



PRIORITY GOAL UPDATE

Town Center should promote and partner with well-known higher education institutions to become a regional center for learning. Partnerships will be enhanced by a home for arts & culture offering opportunities for performance, display, creative expression & training.

- Evaluate Town Center land for potential acquisition of open space to meet the need of future growth.

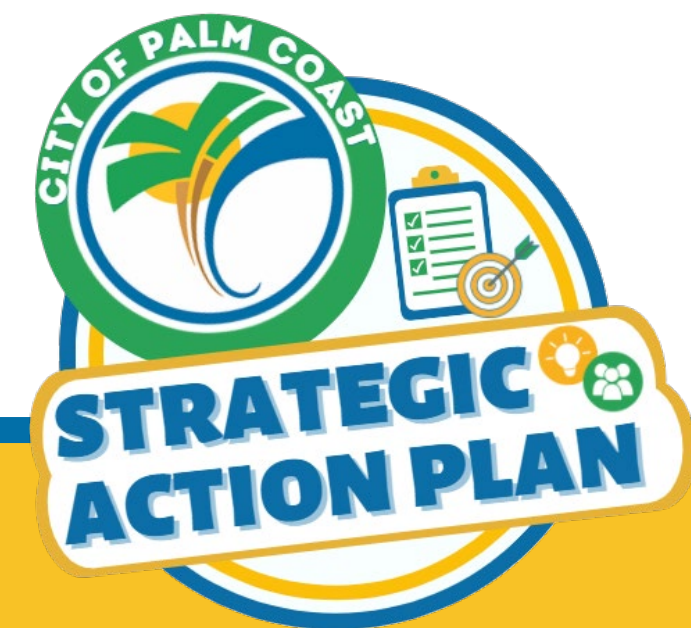
Project Manager	Parks & Recreation
Projected Budget	\$50,000
Funding Source	Capital Projects Fund
Est. Staff Hours	400
Completion Year	Ongoing

PROGRESS TO DATE

- **Created an Arts District Steering Group, continue to have stakeholder meetings.**
- **Underway with Master Plan.**
- **Hosted First Annual Fall Arts Festival in conjunction with United We Art and other local arts organizations.**
- **Enhanced criteria for Cultural Arts Grants.**

PROJECTED OUTCOMES

- **Presentation on Arts & Cultural Vision for Palm Coast in Feb 2023.**



Palm Coast brands its' future as a regional destination for health care training complimented by research and technology innovation while fostering relationships.

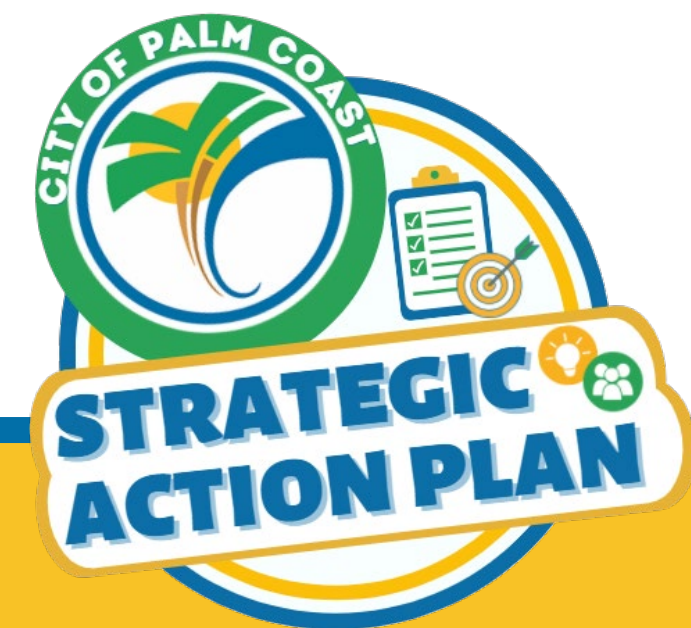
Project Manager	Economic Development
Projected Budget	\$15,000
Funding Source	Economic Development
Est. Staff Hours	178
Completion Year	Ongoing

PROGRESS TO DATE

- **Meet with community hospital, higher education institutions, and stakeholders.**
- **Identify geographic areas for healthcare facility growth and new business recruitment. Continue to strengthen relationships with sector professionals.**

PROJECTED OUTCOMES

- **Conduct in-depth healthcare industry feasibility study which will provide the data to validate the healthcare industry as a viable industry to pursue. The study will identify the optimum sectors for growth in Palm Coast, the assets and infrastructure required, associated costs, a roadmap for implementation, as well as a concept master plan, Center of Excellence.**



Strengthen and maintain relationships with key community stakeholders through reoccurring meetings and other proactive approaches to further key initiatives.

- Staff should provide City Council a list of stakeholders, top 10 biggest employers and periodic communications on relationship feedback.

Project Manager	Administration
Projected Budget	N/A
Funding Source	N/A
Est. Staff Hours	15
Completion Year	Ongoing

PROGRESS TO DATE

- **Quarterly meetings are being tracked and feedback is in the City Manager Weekly report.**

PROJECTED OUTCOMES

- **Provide City Council Tracking Sheet on an annual basis.**
- **Publish top 10 employers in the annual budget book.**



Develop economic opportunity tools and communication strategies to enhance the need for regional growth.

- Create a portfolio and make available for business when they inquire about locating to our community.
- Focus on green and clean industry.

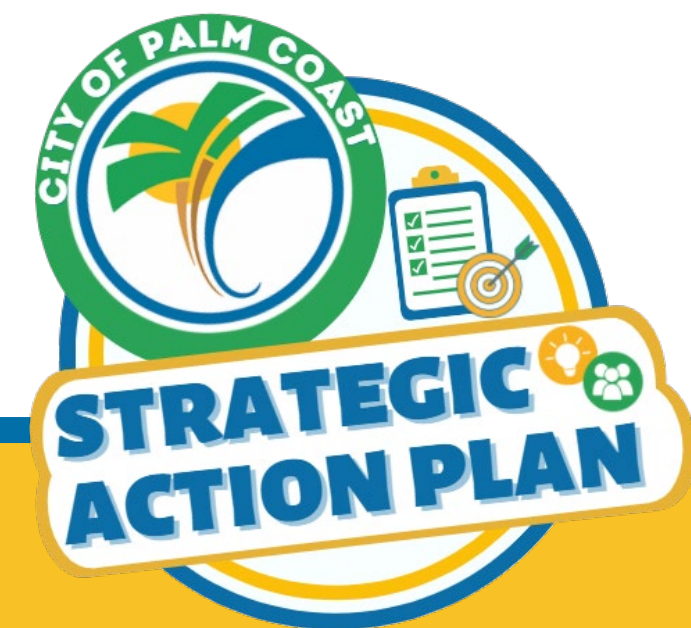
Project Manager	Economic Development
Projected Budget	N/A
Funding Source	Economic Development
Est. Staff Hours	160
Completion Year	March 31, 2023

PROGRESS TO DATE

- **Created a template for portfolio.**
- **Identified geographic areas to support new business relocations and growth, evaluated current zoning and the need for rezoning to support industry diversification and new business.**
- **Business survey template in development.**
- **Economic Development Manager has attended local business networking events and meeting with existing businesses.**

PROJECTED OUTCOMES

- **Printable and digital portfolio.**
- **Recruitment and retention plan.**
- **White paper on the benefits associated with forming an Industrial Development Authority.**



The westward expansion is guided by master planning for smart, managed, growth. Economic development is driven by Town Center regional destination initiatives. Economic growth and community marketing are supported by competitive youth sport activity centers catering to young athletes, families, and fans from regional and distant locations.

Project Manager	Economic Development
Projected Budget	\$75,000
Funding Source	Economic Development
Est. Staff Hours	160
Completion Year	Ongoing

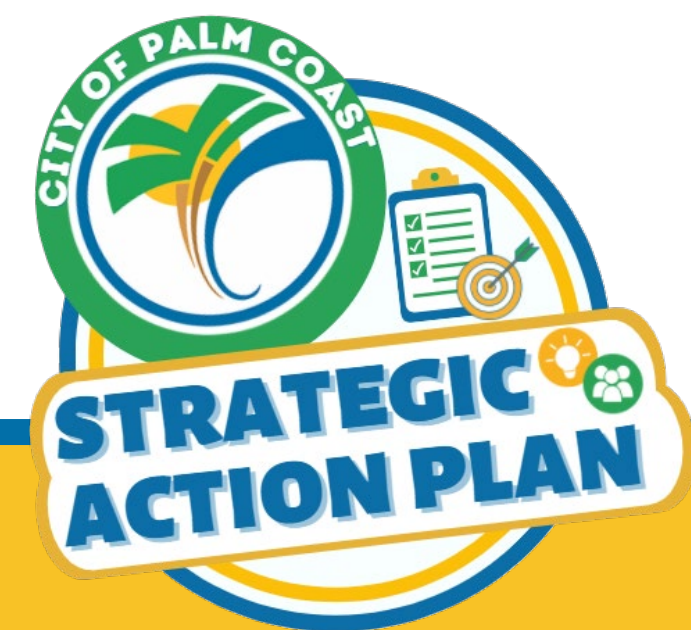


PROGRESS TO DATE

- **Regional Youth Sports complex feasibility study underway.**
- **Green print discussion with west landowner initiated.**
- **Conservation Easement release permit submitted to SJRWMD.**
- **Conversations with FEC railroad for flyover ROW.**
- **Several technical meetings with FDOT to support funding request.**

PROJECTED OUTCOMES

- **Conceptual Master Plan of Matanzas Woods Flyover Area.**
- **Secure funding and commence construction.**
- **Deliver youth sports activity center feasibility study.**
- **In collaboration of Council Priority C2, staff will work in conjunction on local recreation needs and regional impacts.**



Inventory, assess, and identify optimal use of city land assets.

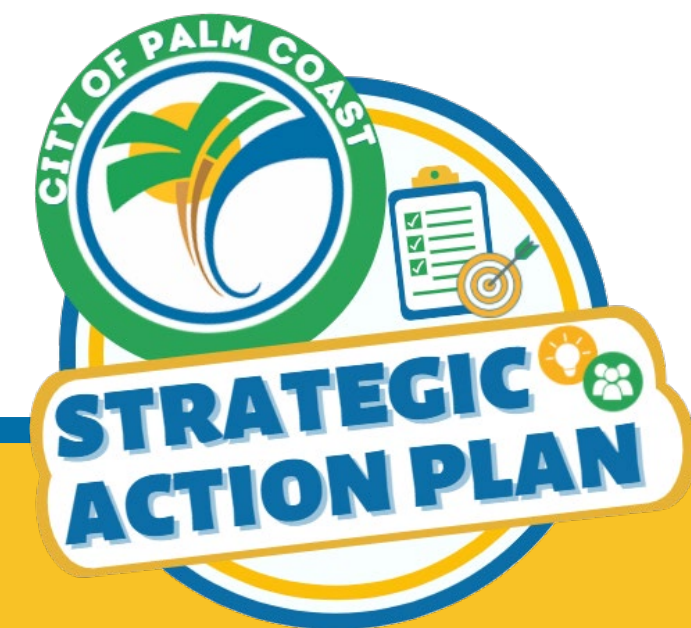
Project Manager	Community Development
Projected Budget	N/A
Funding Source	N/A
Est. Staff Hours	614
Completion Year	September 2023

PROGRESS TO DATE

- **Team established.**
- **Created Land Assets Evaluation Map.**
- **Worked with IT/GIS to create a map identifying/inventorying all City Owned Property.**
- **Team assigned to identify current and proposed uses of City Property and identify excess lands.**

PROJECTED OUTCOMES

- **Assess existing conditions including/but not limited to drainage, environmental, and encumbrances.**
- **Analysis of optimal uses of City owned properties.**



To ensure continued smart/sustainable long-term growth of the City of Palm Coast, staff will develop a timeline and propose a budget accordingly to conduct a comprehensive Evaluation and Appraisal Report (EAR) analysis to an updated planning horizon of 2045.

- In FY22, Staff shall conduct a survey on resident feedback on multi-family house in Palm Coast.

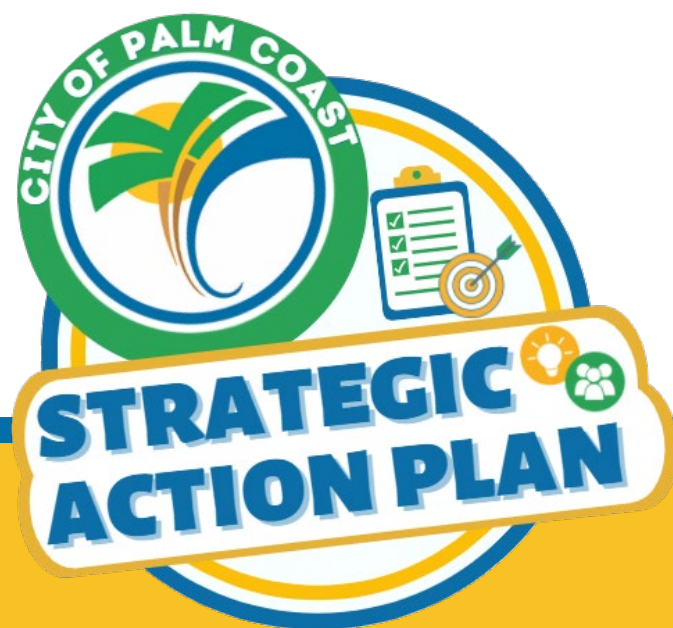
Project Manager	Community Development
Projected Budget	\$200,000
Funding Source	General Fund, Impact Fees
Est. Staff Hours	3970
Completion Year	Q2 2024

PROGRESS TO DATE

- **Team established.**
- **Held several pre planning meetings.**
- **Currently reviewing other municipal outreach programs.**

PROJECTED OUTCOMES

- **Engage a facilitator team to conduct a series of neighborhood meetings between City residents and City staff regarding future growth of Palm Coast, including survey of all residential dwelling units.**
- **Complete Community dialogue and vision (report) that will serve as the building block for updating the Goals, Objectives, and Policies in the Comprehensive Plan.**



In the spirit of the Arts District, create an arts program with community partners for the original blue & white neighborhood entry way signs to transform them into art in public places.

- Program proposals should focus on enhancing the visual appeal. Focus on a modern, classy, easy to read, and pleasant to the eye style.
- Evaluate the process and address funding sources for this project.

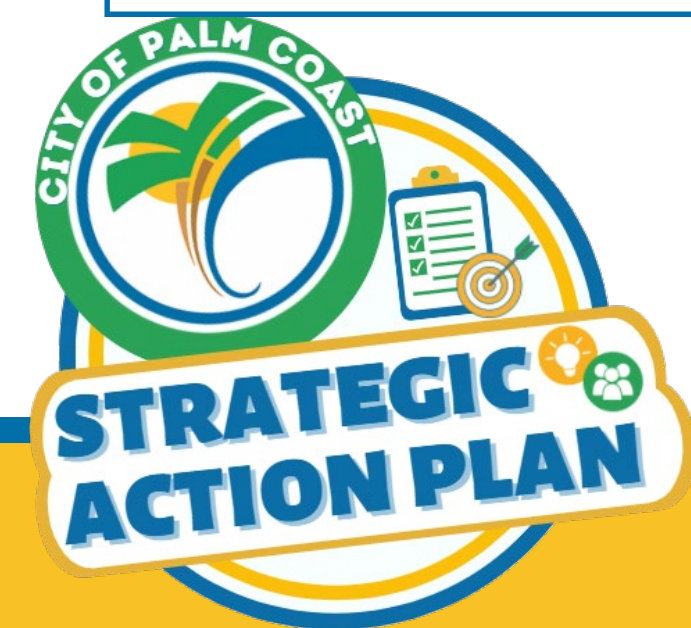
Project Manager	Parks & Recreation
Projected Budget	TBD
Funding Source	Capital Projects
Est. Staff Hours	300
Completion Year	Ongoing

PROGRESS TO DATE

- **Modified Priority for FY 23.**

PROJECTED OUTCOMES

- **Presentation of existing master plan, funding options and proposal of artistic program.**



Seek out opportunities to engage Flagler County students on civic programs.

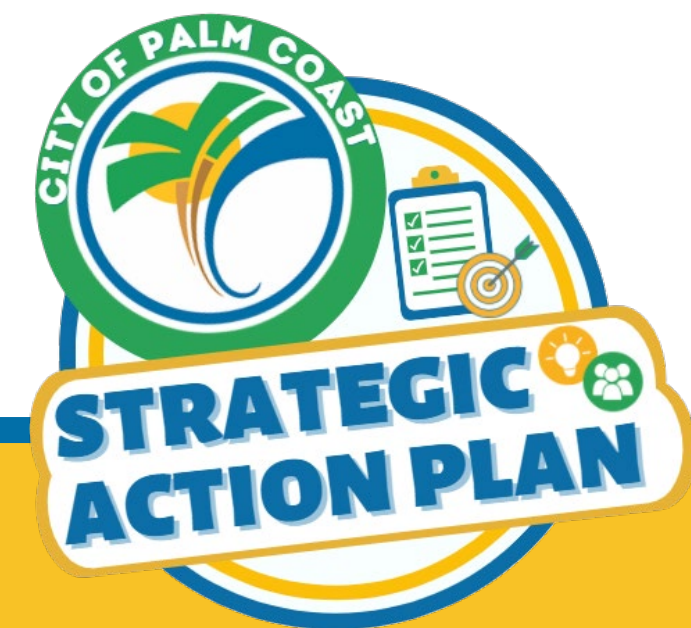
Project Manager	Parks & Recreation
Projected Budget	\$6,500
Funding Source	General Fund
Est. Staff Hours	60
Completion Year	Ongoing

PROGRESS TO DATE

- **Coordination with Flagler Schools on creating a field trip for 7th grade students to learn more about local government, activities include mock council meeting and tour of city facilities.**
- **Coordination with Flagler Schools to showcase city departments and recruit graduating students.**

PROJECTED OUTCOMES

- **Students achieve a better understanding of civics and engaged with the City of Palm Coast.**



Staff to provide an inventory of potential facilities according to the Public Renaming Policy in honor of Mayor Jon Netts.

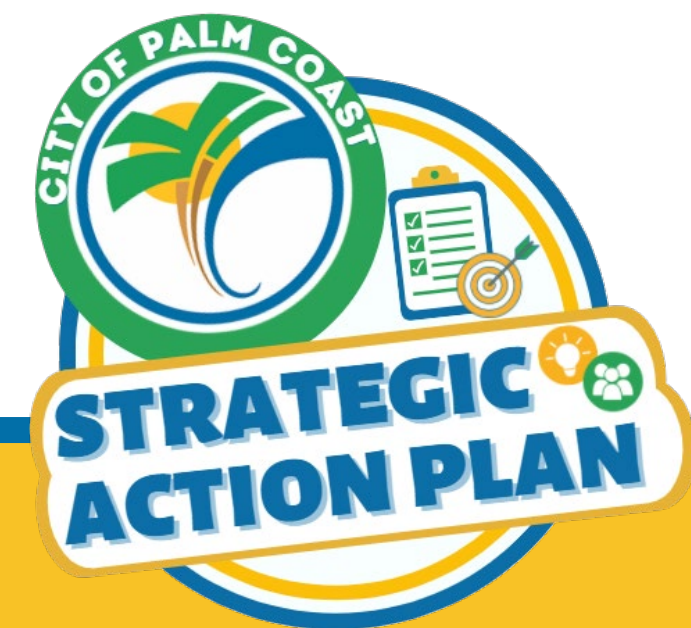
Project Manager	Parks & Recreation
Projected Budget	\$2,000
Funding Source	General Fund
Est. Staff Hours	70
Completion Year	September 2023

PROGRESS TO DATE

- **Completed an inventory of potential sites for the potential of renaming.**
- **Completed an inventory of sites and facilities already named.**

PROJECTED OUTCOMES

- **Presentation of renaming policy including potential sites, and already named facilities.**



Research other cities communications strategies on how they respond in proactive and reactive manners with social media applications.

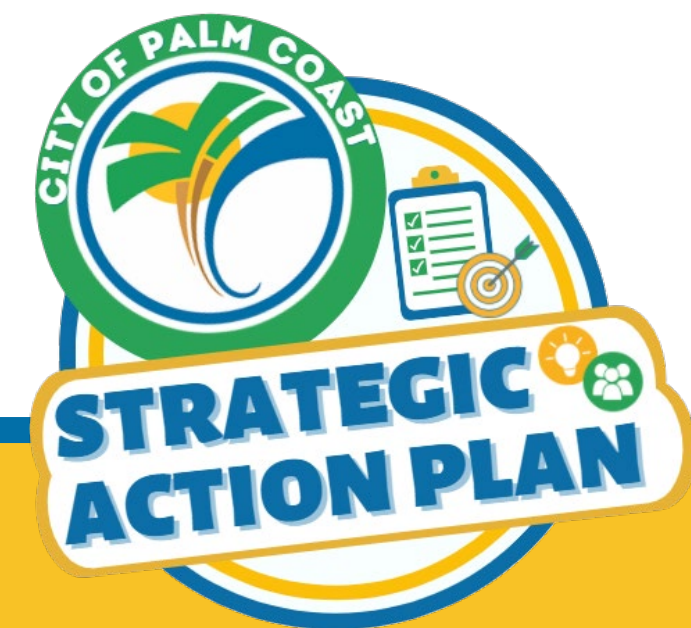
Project Manager	Communications
Projected Budget	\$5,000
Funding Source	General Fund
Est. Staff Hours	240
Completion Year	Ongoing

PROGRESS TO DATE

- **Active Board Member of the local Florida Public Relations Association to collaborate with other cities on best practices.**
- **Hosted two in-person quarterly meetings with local communication professionals from Flagler County, FCSO, Flagler Beach, Health Dept, and Flagler Schools.**
- **Conducting cost-benefit analysis on social media listening services.**

PROJECTED OUTCOMES

- **Increased engagement with residents.**
- **Increased educational opportunities.**
- **Creating a model path to success for future communication efforts.**



Ensure that the Maintenance and Operations Facility is top priority facility project and commence with initial improvements based on Capital Improvement Plan timeline.

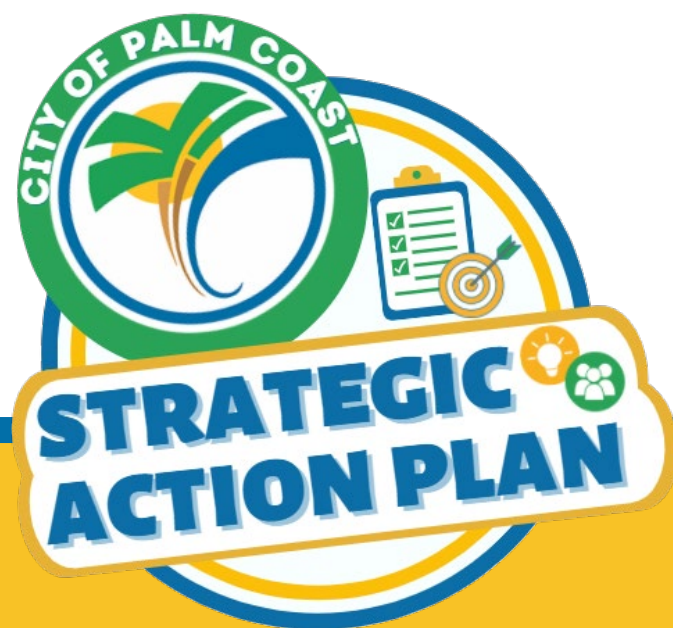
Project Manager	Stormwater & Engineering
Projected Budget	N/A
Funding Source	Multiple Source
Est. Staff Hours	N/A
Completion Year	Ongoing

PROGRESS TO DATE

- **FY21 - FY22 Master Plan presented to City Council and approval of plan and design & CM contracts were obtained (Complete).**
- **FY22/23 Design - Phase One (underway).**

PROJECTED OUTCOMES

- **Update Capital Improvement Plan annually updating construction costs and revenue updates.**
- **Seek Construction Management firm and Design Consultant team and bring contracts to City Council for approval.**
- **Schematic Design to be presented to City Council.**
- **FY 23 Commencement of Fleet Facility.**



Identify local recreation demands (i.e. aquatics, fields, senior services, etc.) to balance the need of regional activity centers.

- Staff to provide a branding outline that represents the community recreation needs for the southern extent of the City.
- Prioritize projects on the Parks & Recreation Capital Improvement Plan.

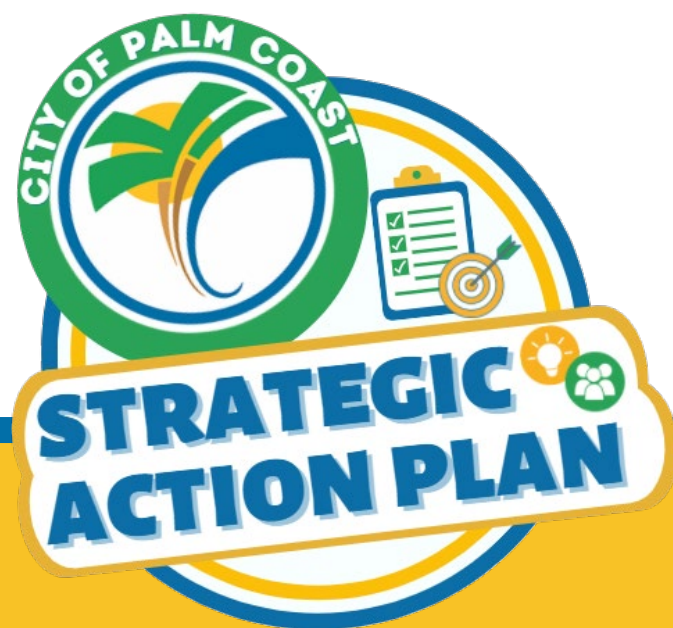
Project Manager	Parks & Recreation
Projected Budget	\$100,000
Funding Source	Capital Projects Funds
Est. Staff Hours	600
Completion Year	September 2023

PROGRESS TO DATE

- **Steering meeting between County/City created.**
- **Parks Master details were approved by Council December 13.**
- **Staff presented the rebranding of the Southern Recreation Center on June 28.**

PROJECTED OUTCOMES

- **Staff will present to City Council on Southern recreation branding outline.**
- **Collaborate with Flagler County on a comprehensive County-wide Recreation Master Plan to prioritize projects on CIP.**



Seek opportunities for the Community Center to help relieve parking pressures through the following approaches.

- Evaluating the utilization of the Community Center playground, basketball courts and tree area for additional parking.
- Conducting a detailed analysis of city-owned lands and facilities in the vicinity of the Community Center to determine optimum use value.
- Repurpose FS22 to preserve historical value and expand visitor awareness of Palm Coast.

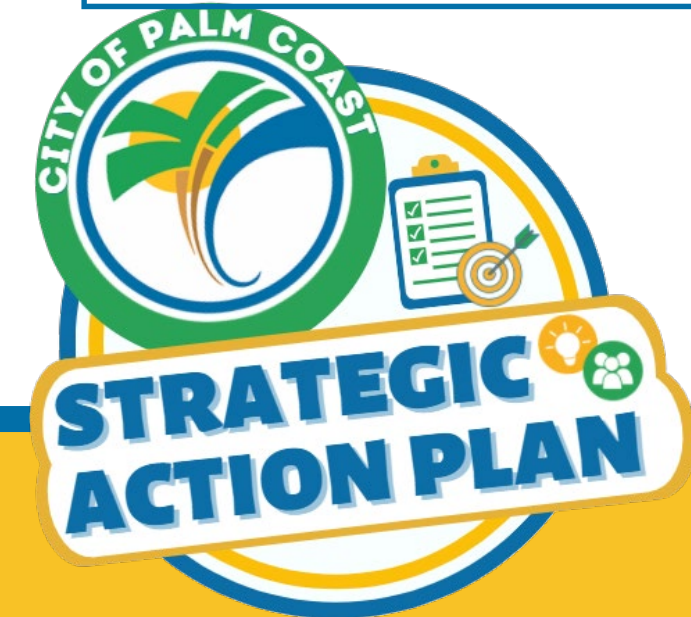
Project Manager	Fire/ Parks & Recreation
Projected Budget	TBD
Funding Source	Capital Projects Fund
Est. Staff Hours	600
Completion Year	Dec 2022

PROGRESS TO DATE

- **Completed analysis of playground and basketball court.**
- **Evaluation of current conditions of Fire Station 22 with cost estimates.**
- **Completed draft drawings on new parking lot options.**

PROJECTED OUTCOMES

- **Conduct and present final analysis with staff recommendations to City Council.**



On high value service contracts, provide adequate quality control to ensure contractual compliance.

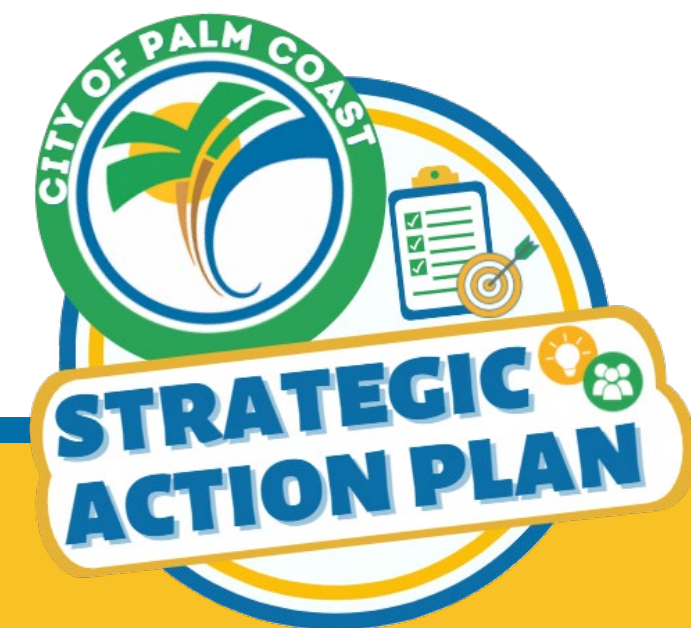
Project Manager	Administration
Projected Budget	N/A
Funding Source	N/A
Est. Staff Hours	TBD
Completion Year	Ongoing

PROGRESS TO DATE

- **Residential Collections Supervisor was hired Oct. 1 to oversee the solid waste division of Public Works.**
- **New requests will be reviewed by the City Manager.**

PROJECTED OUTCOMES

- **City Administration will evaluate organizational alignment on high value service contracts.**



Develop a comprehensive Cybersecurity plan to focus on safety and security of all infrastructure and critical functions.

Project Manager	IT
Projected Budget	\$50,000
Funding Source	IT
Est. Staff Hours	500 +
Completion Year	Ongoing

PROGRESS TO DATE

- **Staffing plan formalized**
- **Email phishing training started**

PROJECTED OUTCOMES

- **Staff recommends moving this priority to operations and information can be requested on an as needed basis.**



Collaborate with FPL and other stakeholders to provide electric vehicles fast charging stations across multiple locations in the City.

- Engage local interest in expanding opportunities.

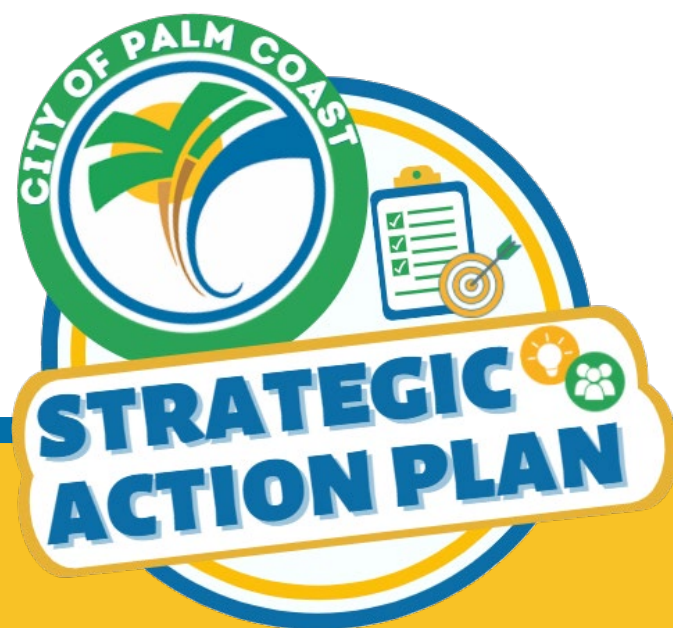
Project Manager	Administration
Projected Budget	N/A
Funding Source	N/A
Est. Staff Hours	TBD
Completion Year	May 2023

PROGRESS TO DATE

- **LITE Team project for FY 23.**

PROJECTED OUTCOMES

- **LITE Team will present their finding at the conclusion of their project.**



Conduct a solar feasibility study and expand the scope to include solar retrofits for current and future facilities.

- Seek out grant opportunities.

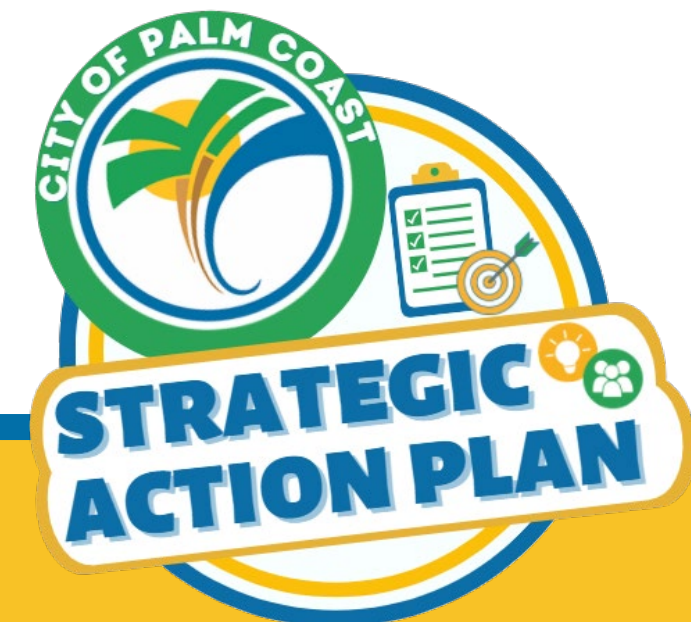
Project Manager	Stormwater & Engineering
Projected Budget	\$120,000
Funding Source	Capital Projects Fund
Est. Staff Hours	TBD
Completion Year	Ongoing

PROGRESS TO DATE

- **An ROI analysis for the Southern Recreation Center was completed and presented to Council in FY 22.**
- **The ROI evaluated two options. City Council directed staff to include the quicker ROI payback but to design with the ability to expand and add battery storage in the future. This option was included as part of the GMP amendment for construction.**

PROJECTED OUTCOMES

- **Complete an ROI for the Maintenance Operations Center (MOC) Design Scope of Work.**
- **An analysis of the City’s existing facilities will only be completed upon review of ROI findings from the Racquet Center & MOC projects and council direction.**



Multifaceted approach, including TPO, collaboration with City lobbyists, and direct communication with our legislative team to encourage the inclusion of Phase II and III of Old Kings Road widening in the FDOT 5 year work plan.

Project Manager	Economic Development
Projected Budget	\$3,000
Funding Source	Economic Development
Est. Staff Hours	82
Completion Year	July 2023

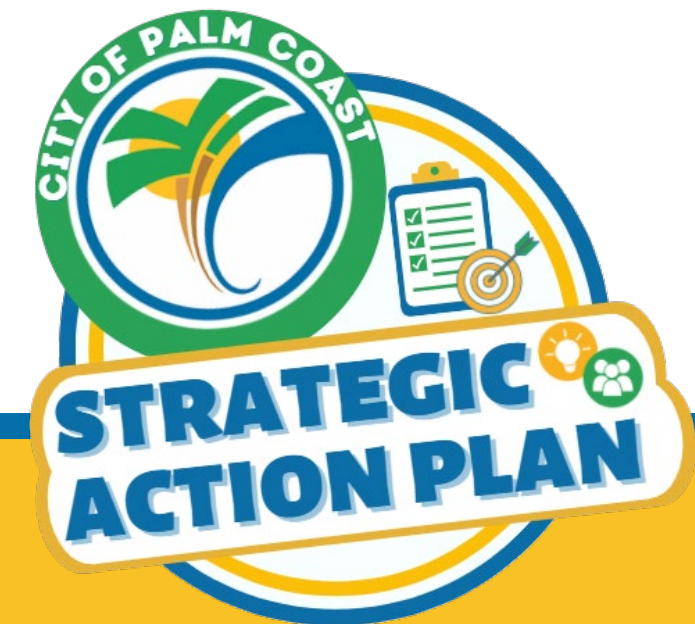
PROGRESS TO DATE

- **Adopted as NEFRC legislative priority.**
- **Included in Local legislative priority document and present at Flagler Legislative delegation meeting on Dec. 19.**



PROJECTED OUTCOMES

- **Develop a comprehensive strategy to obtain funding.**



Develop a plan for maintenance of the saltwater canals.

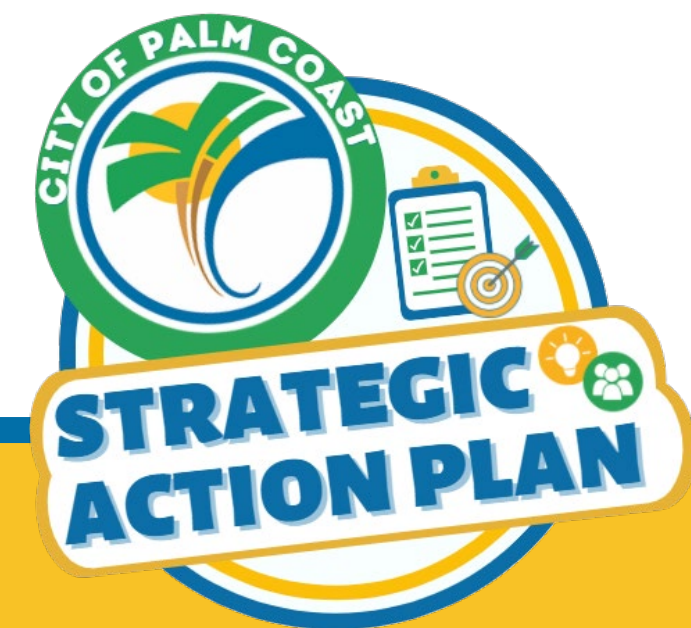
Project Manager	Engineering
Projected Budget	\$180,000
Funding Source	TBD
Est. Staff Hours	TBD
Completion Year	Ongoing

PROGRESS TO DATE

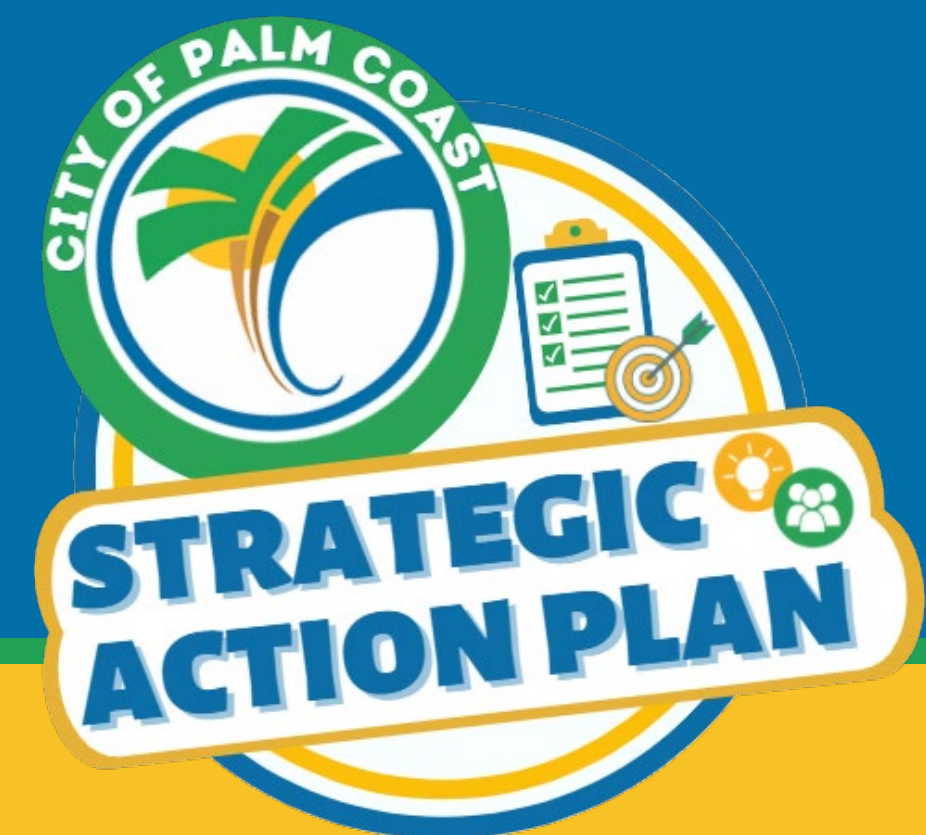
- **In February of FY 22, staff advertised a RSFQ to conduct a Saltwater Canal Study.**
- **Staff will seek council approval for engineering services related to Phase 1.**

PROJECTED OUTCOMES

- **Determine source of project funding.**
- **Summary report assessing seawall conditions.**
- **Conduct Bathymetric Survey, sediment analysis.**
- **Feasibility for additional dredging, recommendations for dredge material management.**



QUESTIONS?



City of Palm Coast, Florida Agenda Item

Agenda Date: January 10, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$175,952.48
Division		Account	43000099-034000
Subject	RESOLUTION 2023-XX APPROVING A CONTRACT WITH TAYLOR ENGINEERING FOR THE SALTWATER CANAL STUDY PHASE I		
Presenter : Don Schragar, Deputy Director of Stormwater & Engineering			
Background :			
COUNCIL PRIORITY:			
D. Sustainable Environment and Infrastructure			
5) Develop a plan for maintenance of the saltwater canals.			
<p>On February 15, 2022, staff presented an overview of the consultant selection process for the saltwater canal dredging study.</p> <p>The proposed work is for the evaluation, design, permitting, and engineering services to dredge approximately 26 miles of the saltwater canal system. The scope of service will include data collection, preliminary design, permit application assistance, final design, technical specifications, preparation of bid documents, bid assistance, and construction phase services.</p> <p>On February 16, 2022, staff advertised a request for statements of qualifications for professional engineer services (RFSQ-SWE-22-33) and received three (3) bids that were deemed responsive and responsible. Staff recommends awarding the contract to the highest ranked bidder, in the amount of \$175,952.48, Taylor Engineering, Inc., for the stormwater canal dredging study.</p> <p>Taylor Engineering, Inc., has proposed a three (3) phased approach to the project:</p> <p>Phase I – Initial Investigation</p> <ol style="list-style-type: none"> 1. Permit and Design Review 2. Data Collection 3. Identify and Evaluate Potential Funding Sources <p>Phase II – Design and Permitting</p> <p>Phase III – Construction Administration</p> <p>On May 10, 2022, staff presented the scope and fee to the saltwater canal dredging study for Council direction. Staff received permission to move forward with Phase I of the study.</p> <p>Funds for this assessment are budgeted out of the Capital Improvement Projects Fund and are included in the 5-Year Capital Improvement Plan.</p>			

The City Attorney’s Office reviewed the title work relating to the saltwater canals within the boundaries of the City of Palm Coast. Attached is a summary of Ms. Borkert’ s review highlighting items to note.

SOURCE OF FUNDS WORKSHEET FY 23

Capital Projects – Professional Services 43000099-034000.....	\$	180,000.00
Total Expended/Encumbered to Date.....	\$	0.00
Pending Work Orders/Contracts.....	\$	0.00
Current (WO/Contract).....	\$	<u>175,952.48</u>
Balance.....	\$	4,047.52

Recommended Action :
ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH TAYLOR ENGINEERING FOR THE SALTWATER CANAL STUDY PHASE I



Saltwater Canal System Assessment

Consultant Procurement
Scope and Fee

FY23 Strategic Action Plan



SUSTAINABLE ENVIRONMENT & INFRASTRUCTURE

Develop a plan for maintenance of the salt water canals.

**N
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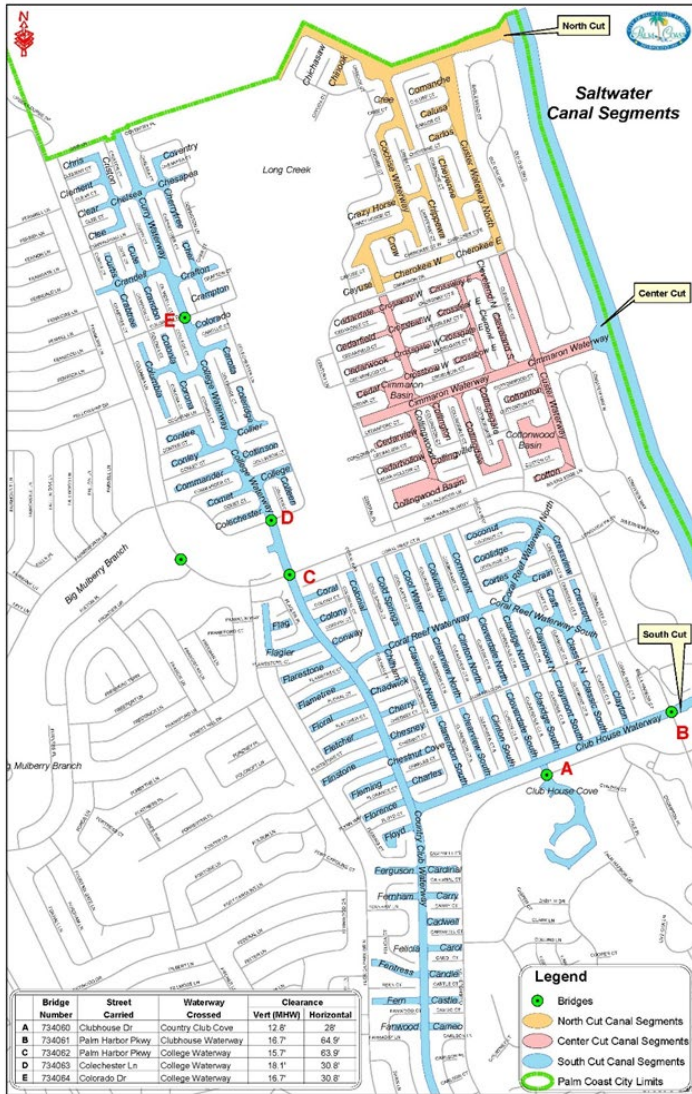
- ▶ City Council Adopted Council Priority on May 4, 2022
- ▶ Budget in FY23 CIP



PRIORITY GOAL UPDATE



Consultant Selection Process



- ▶ Request for Qualifications (RFQ) Issued February 16
- ▶ Three (3) Proposals Received
- ▶ Taylor Engineering selected
- ▶ Kick off meeting April 20 to negotiate scope/fee
- ▶ Scope and fee proposal received May 4



Saltwater Canal Assessment

Schedule (Days from NTP):

- **Phase I - Initial Assessment: 6 to 7 Months**
 - **Professional Fees: \$175,952.48**
- **Phase II – Design & Permitting: 18 to 24 Months**
 - **Professional Fees: TBD**
- **Phase III – Construction: TBD**
- **Phase IV – Establish Maintenance Program: TBD**



Saltwater Canal Assessment

Phase 1 – Initial Investigation

Consultant Scope of Services

Permitting & Design Review

- ▶ Research existing information (FDEP, SJRWMD, USACOE)
- ▶ Determine permitting requirements for maintenance dredging
- ▶ Determine permitting requirements for additional dredging

Data Collection

- ▶ Conduct bathymetric survey of existing saltwater canals
- ▶ cursory evaluation of seawalls
- ▶ Preliminary sampling of material to be dredged



Saltwater Canal Assessment

Phase 1 – Initial Investigation (Cont'd)

Scope of Services (Cont'd)

Data Collection (Cont'd):

- ▶ Establish priority areas for dredging based on existing conditions, use, access, cost, and other limiting factors
- ▶ Develop concepts, including phasing recommendations, estimated construction cost, and priority areas
- ▶ Identify potential disposal areas



Saltwater Canal Assessment

Phase 1 – Initial Investigation (Cont'd)

Scope of Services (Cont'd)

Identify & Evaluate Potential Funding Sources:

- ▶ Identify potential funding sources

Deliverables:

- ▶ Design Schedule
- ▶ Final Report
- ▶ Presentation to City Council





Questions

RESOLUTION 2023-_____
SALTWATER CANAL STUDY – PHASE I

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING A CONTRACT WITH TAYLOR ENGINEERING, INC., FOR PHASE I OF THE SALTWATER CANAL STUDY; AUTHORIZING THE CITY MANAGER OR DESIGNEE, TO EXECUTE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Taylor Engineering, Inc., has expressed a desire to provide engineering services for Phase I of the Saltwater Canal Study; and

WHEREAS, the City Council of the City of Palm Coast desires for Taylor Engineering, Inc., to provide engineering services for the above-mentioned project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:

SECTION 1. APPROVAL OF A CONTRACT. The City Council of the City of Palm Coast hereby approves the terms and conditions of a contract with Taylor Engineering, Inc., to provide engineering services for Phase I of the Saltwater Canal Study, as attached hereto and incorporated herein by reference as Exhibit “A.”

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the necessary documents.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 17th day of January 2023.

ATTEST:

CITY OF PALM COAST

VIRGINIA A. SMITH, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit A – Taylor Engineering

GARGANESE, WEISS, D'AGRESTA & SALZMAN, P.A.
P.O. Box 2873
Orlando, FL 32802-2873
(407) 425-9566
(407) 425-9596 facsimile

MEMORANDUM TO: *Denise Bevan, City Manager*

FROM: *Neysa Borkert, City Attorney*

RE: *Saltwater Canals Title Review*

DATE: *May 19, 2022*

As per the City's request, I have reviewed the title work relating to the saltwater canals within the jurisdictional boundaries of the City of Palm Coast. The following is a summary of my review highlighting items that the City should be mindful of moving forward with a potential maintenance program.

SECTION 2

Ownership: City of Palm Coast, Florida and Palm Coast Community Service Corporation, a dissolved Florida not-for-profit corporation, as their interests may appear.

Legal Description:

ALL OF FERGUSON COVE, FERNHAM COVE, FELICIA COVE, FENTRESS COVE, FERN COVE AND FANWOOD COVE, LESS AND EXCEPT THOSE PORTIONS OF THE AFORESAID DESCRIBED COVES AND WATERWAYS LYING BETWEEN A LINE DESIGNATED AS A BULKHEAD LINE AND THE TERMINAL END (LAND END) OF SAID COVES AND WATERWAYS, ALL ACCORDING TO THE SUBDIVISION PLAT FLORIDA PARK - SECTIONS 2 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 1 THROUGH 3, PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

SUBJECT TO A TWENTY (20) FOOT WIDE EASEMENT BEING TEN (10) FEET EACH SIDE OF ALL EXISTING SANITARY SEWER AND WATER PIPELINE ROUTES EXISTING WITHIN THE AFORE DESCRIBED CANALS, COVES AND WATERWAYS.

Encumbrances: Includes deed restrictions for the adjacent lots concerning the canals, prohibiting certain activities pertaining to the canals and imposing conditions on docks and moorings. (See OR 36, Page 563). Further, these restrictions state that the City, as a subsequent property owner to ITT, is not obligated to maintain any canal or other waterway or to maintain any bulkhead, deadman anchor, bulkhead cap, riprap or other similar related installation. Owners are permitted to build docks and boat houses, however, there must obtain an easement or license agreement to do so. Multiple easements (9 total) exist in these canals allowing property owners to build and maintain docks and boathouses. However, in the easements I reviewed, there was no mention of future canal maintenance by the grantor of the easement or anything relating to the same. There are also a number of license agreements (8 total) along these canals. Some of these license agreements include a provision requiring the property owner to indemnify and hold the City "harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City's maintenance work or dredging on or about the

Property” while others merely provide a release for the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

SECTION 3

Ownership: City of Palm Coast, a municipal corporation.

Legal Description:

ALL OF CHERRY COVE, CHESNEY COVE, CHESTNUT COVE, CHARLES COVE, CLAREDON COVE, CLEARVIEW COVE, CLINTON COVE, CLOVERDALE COVE, CLARIDGE COVE, CLAYMONT COVE, CLASSIC COVE, CLAYTON COVE, CLUB HOUSE WATERWAY, CARDINAL COVE, CARRY COVE, CARDWELL COVE, CAROL COVE, CANDLE COVE, CASTLE COVE, CAMEO COVE AND COUNTY CLUB WATERWAY LESS AND EXCEPT THOSE PORTIONS OF THE AFORE DESCRIBED COVES AND WATERWAYS LYING BETWEEN A LINE DESIGNATED AS A BULKHEAD LINE AND THE TERMINAL END (LAND END) OF SAID COVES AND WATERWAYS, ALL ACCORDING TO THE REVISED SUBDIVISION PLAT COUNTY CLUB COVE SECTION-3 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 4 THROUGH 8, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

LESS AND EXCEPT THE SOUTHERLY 593.00 FEET MORE OR LESS OF COUNTY CLUB WATERWAY BEING THAT PORTION LYING NORTH OF PALM COAST PARKWAY NOT IN USE AS A WATERWAY, ALL ACCORDING TO THE SUBDIVISION PLAT COUNTY CLUB COVE SECTION-3 MAP BOOK 6, PAGE 4 THROUGH 8, FLAGLER COUNTY, FLORIDA.

SUBJECT TO A TWENTY (20) FOOT WIDE EASEMENT BEING TEN (10) FEET EACH SIDE OF ALL EXISTING SANITARY SEWER AND WATER PIPELINE ROUTES EXISTING WITHIN THE AFORE DESCRIBED CANALS, COVES AND WATERWAYS.

Encumbrances: The Palm Coast Restrictive Covenants, and Easements recorded in OR 36, Page 573 affecting these canals state that the City, as a subsequent property owner to ITT, is not obligated to maintain any canal or other waterway or to maintain any bulkhead, deadman anchor, bulkhead cap, riprap or other similar related installation. Owners are permitted to build docks and boat houses, however, there must obtain an easement or license agreement to do so. There are a number of easements and license agreements (more than 140) along the Section 3 canals. Some of these license agreements include a provision requiring the property owner to indemnify and hold the City “harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City’s maintenance work or dredging on or about the Property” while others merely provide a release for the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

SECTION 4

Ownership: City of Palm Coast, Florida and Palm Coast Community Service Corporation, a dissolved Florida not-for-profit corporation, as their interests may appear.

Legal Description:

ALL OF CORAL COVE, COLONY COVE, CONWAY COVE, COLONIAL COVE, COLD SPRINGS COVE, COOL WATER COVE, COLUMBUS COVE, CORMORANT COVE,

COCONUT COVE, CRESSVIEW COVE, COOLIDGE COVE, CORTES COVE, CRAIN COVE, CORAL REEF WATERWAY, CORAL REEF-WATERWAY NORTH, CORAL REEF WATERWAY SOUTH, CRESCENT COVE, CRAFT COVE, CROWN COVE, CRIMSON COVE, CROFTON COVE, CRAWFORD COVE, CRISFIELD COVE, CROSSWICK COVE, CRESTMONT COVE, CHILHAM COVE, CHADWICK COVE, AND COUNTY CLUB WATERWAY LESS AND EXCEPT THOSE PORTIONS OF THE AFORE DESCRIBED COVES AND WATERWAYS LYING BETWEEN A LINE DESIGNATED AS A BULKHEAD LINE AND THE TERMINAL END (LAND END) OF SAID COVES AND WATERWAYS, ALL ACCORDING TO THE SUBDIVISION PLAT COUNTY CLUB COVE SECTION-4 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 9 THROUGH 13, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

SUBJECT TO A TWENTY-(20) FOOT WIDE EASEMENT BEING TEN (10) FEET EACH SIDE OF ALL EXISTING SANITARY SEWER AND WATER PIPELINE ROUTES EXISTING WITHIN THE AFORE DESCRIBED CANALS, WATERWAYS AND COVES.

Encumbrances: Multiple easements (more than 160) exist in these canals allowing property owners to build and maintain docks and boathouses. However, in the easements I reviewed, there was no mention of future canal maintenance by the grantor of the easement or anything relating to the same. There are also a number of license agreements (approximately 70) along these canals. Some of these license agreements include a provision requiring the property owner to indemnify and hold the City “harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City’s maintenance work or dredging on or about the Property” while others merely provide a release for the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

SECTION 6

Ownership: City of Palm Coast, Florida and Palm Coast Community Service Corporation, a dissolved Florida not-for-profit corporation, as their interests may appear.

Legal Description:

ALL OF FLAG COVE, FLAGLER COVE, FLARESTONE COVE, FLAMETREE COVE, FLORAL COVE, FLETCHER COVE, FLINTSTONE COVE, FLEMING COVE, FLORENCE COVE AND FLOYD COVE LESS AND EXCEPT THOSE PORTIONS LYING BETWEEN A LINE DESIGNATED AS A BULKHEAD LINE AND THE TERMINAL END (LAND END) OF SAID COVES AND WATERWAYS, ALL ACCORDING TO THE SUBDIVISION PLAT FLORIDA PARK SECTION-6 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 15 THROUGH 17, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

SUBJECT TO A TWENTY (20) FOOT WIDE EASEMENT BEING 10 FEET EACH SIDE OF ALL EXSTING SANITARY SEWER AND WATER PIPLINE ROUTES EXISTING WITHIN THE AFORE DESCRIBED CANALS, COVES AND WATERWAYS.

Encumbrances: Includes deed restrictions for the adjacent lots concerning the canals, prohibiting certain activities pertaining to the canals and imposing conditions on docks and moorings. (See OR 36, Page 603). Further, these restrictions state that the City, as a subsequent property owner to ITT, is not obligated to maintain any canal or other waterway or to maintain any bulkhead, deadman anchor, bulkhead cap, riprap or other similar related installation. Owners are permitted to build docks and boat houses, however, there must obtain an easement or license agreement to

do so. Multiple easements exist in these canals allowing property owners to build and maintain docks and boathouses. However, in the easements I reviewed (I did not review all as there are more than 80), there was no mention of future canal maintenance by the grantor of the easement or anything relating to the same. There are also a number of license agreements along these canals (more than 30). Some of these license agreements include a provision requiring the property owner to indemnify and hold the City “harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City’s maintenance work or dredging on or about the Property” while others merely provide a release for the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

SECTION 14

Ownership: City of Palm Coast, Florida and Palm Coast Community Service Corporation, a dissolved Florida not-for-profit corporation, as their interests may appear.

Legal Description:

PARCEL 1:

ALL OF CEDARDALE COVE, CEDARFIELD COVE, CEDARWOOD COVE, CEDAR COVE, CIMMARON WATERWAY, CEDARVIEW COVE, CEDARHOLLOW COVE, COLLINGWOOD BASIN, COLLINGWOOD COVE, COLLINGVILLE COVE, CROSS BOW COVE WEST, CROSSGATE COVE WEST, CROSSLEAF COVE WEST, CROSSWAY COVE WEST, CROSS BOW COVE EAST, CROSSGATE COVE EAST, CROSSLEAF COVE EAST, CROSSWAY COVE EAST, CLEVELAND COVE NORTH, CLEVELAND COVE SOUTH, COLLINGTON COVE, COLLINGDALE COVE, COTTAGEGATE COVE, COTTONTON COVE, COTTONWOOD BASIN, COTTON COVE, AND CUSTER WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTY CLUB COVE SECTION-14 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 54 THROUGH 58, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

LESS AND EXCEPT

A PARCEL OF LAND BEING A PORTION OF CIMMARON WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION 14, PALM COAST, RECORDED IN MAP BOOK 6, PAGE 56, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT 250, BLOCK 2, OF SAID MAP BOOK 6, PAGE 56, THENCE NORTH 19 DEGREES 06 MINUTES 03 SECONDS WEST A DISTANCE OF 150.00 FEET TO A POINT BEING THE SOUTHWEST CORNER OF LOT 1, BLOCK 6, OF SAID MAP BOOK 6, PAGE 56, THENCE NORTH 70 DEGREES 53 MINUTES 57 SECONDS EAST ALONG THE SOUTHERLY LINE OF SAID LOT 1, A DISTANCE OF 20.00 FEET, THENCE SOUTH 19 DEGREES 06 MINUTES 03 SECONDS EAST A DISTANCE OF 150.00 FEET, THENCE SOUTH 70 DEGREES 53 MINUTES 57 SECONDS WEST ALONG THE NORTHERLY LINE OF LOT 250, BLOCK 2, A DISTANCE OF 20.00 FEET TO THE POINT OF BEGINNING.

SUBJECT TO A TWENTY (20) FOOT WIDE EASEMENT BEING TEN (10) FEET EACH SIDE OF ALL EXISTING SANITARY SEWER AND WATER PIPELINE ROUTES EXISTING WITHIN THE AFORE DESCRIBED BASINS, WATERWAYS AND COVES.

PARCEL 2:

ALL OF CLERMONT COVE, A SALTWATER CANAL, ACCORDING TO THE SUBDIVISION MAP COUNTY CLUB COVE SECTION-14 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 54 THROUGH 58, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

Encumbrances: Includes deed restrictions for the adjacent lots concerning the canals, prohibiting certain activities pertaining to the canals and imposing conditions on docks and moorings. (See OR 36, Page 683). Further, these restrictions state that the City, as a subsequent property owner to ITT, is not obligated to maintain any canal or other waterway or to maintain any bulkhead, deadman anchor, bulkhead cap, riprap or other similar related installation. Owners are permitted to build docks and boat houses, however, there must obtain an easement or license agreement to do so. Multiple easements exist in these canals allowing property owners to build and maintain docks and boathouses. However, in the easements I reviewed (I did not review all as there are almost 200), there was no mention of future canal maintenance by the grantor of the easement or anything relating to the same. There are also a number of license agreements along these canals (approximately 100). Some of these license agreements include a provision requiring the property owner to indemnify and hold the City “harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City’s maintenance work or dredging on or about the Property” while others merely provide a release from the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

SECTION 15

Ownership: City of Palm Coast, Florida and Palm Coast Community Service Corporation, a dissolved Florida not-for-profit corporation, as their interests may appear.

Legal Description:

ALL OF CHICKASAW COVE, CHINOOK COVE, CREE COVE, CRAZY HORSE COVE, CAYUSE COVE, CHEROKEE COVE WEST, CROW COVE, CHIPPEWAY COVE, COMANCHE COVE, CALUSA COVE, CARLOS COVE, CHEYENNE COVE, CHEROKEE COVE EAST, COCHISE WATERWAY AND CUSTER WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTY CLUB COVE SECTION-15 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 68 THROUGH 72, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

SUBJECT TO A TWENTY (20) FOOT WIDE EASEMENT BEING TEN (10) FEET EACH SIDE OF ALL EXISTING SANITARY SEWER AND WATER PIPELINE ROUTES EXISTING WITHIN THE AFORE DESCRIBED CANALS, WATERWAYS AND COVES.

Encumbrances: Includes deed restrictions for the adjacent lots concerning the canals, prohibiting certain activities pertaining to the canals and imposing conditions on docks and moorings. (See OR 34, Page 273).). Further, these restrictions state that the City, as a subsequent property owner to ITT, is not obligated to maintain any canal or other waterway or to maintain any bulkhead, deadman anchor, bulkhead cap, riprap or other similar related installation. Owners are permitted to build docks and boat houses, however, there must obtain an easement or license agreement to do so. Multiple easements exist in these canals allowing property owners to build and maintain docks and boathouses. However, in the easements I reviewed (I did not review all as there are more than 140), there was no mention of future canal maintenance by the grantor of the easement or anything relating to the same. There are also a number of license agreements

along these canals (more than 100). Some of these license agreements include a provision requiring the property owner to indemnify and hold the City “harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City’s maintenance work or dredging on or about the Property” while others merely provide a release for the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

SECTION 16

Ownership: City of Palm Coast, Florida and Palm Coast Community Service Corporation, a dissolved Florida not-for-profit corporation, as their interests may appear.

Legal Description: See attached Exhibit “A”.

Encumbrances: Includes deed restrictions for the adjacent lots concerning the canals, prohibiting certain activities pertaining to the canals and imposing conditions on docks and moorings. (See OR 37, Page 1). Further, these restrictions state that the City, as a subsequent property owner to ITT, is not obligated to maintain any canal or other waterway or to maintain any bulkhead, deadman anchor, bulkhead cap, riprap or other similar related installation. Owners are permitted to build docks and boat houses, however, there must obtain an easement or license agreement to do so. Multiple easements exist in these canals allowing property owners to build and maintain docks and boathouses. However, in the easements I reviewed (I did not review all as there are more than 200), there was no mention of future canal maintenance by the grantor of the easement or anything relating to the same. There are also a number of license agreements along these canals (more than 100). Some of these license agreements include a provision requiring the property owner to indemnify and hold the City “harmless from and against any and all claims, of whatsoever nature or form, arising out of or pertaining to any damages arising from the City’s maintenance work or dredging on or about the Property” while others merely provide a release for the same. Either way, this is a beneficial provision to the City when considering potential dredging of the saltwater canals.

Exhibit "A"

ALL OF CRIS COVE, CLEMENT COVE, CLEAR COVE, CLEE COVE, CRISTON COVE, CHELSEA COVE, CUTE COVE, CURTIS COVE, CRABTREE COVE, CRANDON COVE, CRANDELL COVE, COLONIA COVE, COLUMBIA COVE, CORONA COVE, CONTEE COVE, CONLEY COVE, COMMANDER COVE, COMET COVE, COLECHESTER COVE, COLLEEN COVE, COLLINSON COVE, COLLIER COVE, COLERIDGE COVE, CAROLLO COVE, COLEBROOK COVE, COLORADO COVE, CRAMPTON COVE, CRAFTON COVE, CHER COVE, CHERRY TREE COVE, CHESAPEA COVE, COVENTRY COVE, COLLEGE WATERWAY, AND CURRY WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

ALSO THE FOLLOWING SOUTHERLY EXTENSION OF COLLEGE WATERWAY. A PARCEL OF LAND LYING WITHIN RESERVED PARCEL "C" OF THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF LOT 19, BLOCK 1 ACCORDING TO SAID MAP OF COUNTRY CLUB COVE SECTION-16 THENCE NORTH 20°57'23" WEST A DISTANCE OF 125.00 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF COLECHESTER LANE, THENCE NORTH 69°30'47" EAST A DISTANCE OF 125.00 FEET, THENCE DEPARTING SAID RIGHT-OF-WAY SOUTH 20°57'23" EAST A DISTANCE OF 125.00 FEET, THENCE SOUTH 16°54'52" EAST A DISTANCE OF 465.38 FEET, THENCE SOUTH 20°57'23" EAST A DISTANCE OF 233.32 FEET TO A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF PALM HARBOR PARKWAY (PLATTED AS YOUNG PARKWAY), THENCE SOUTH 69°02'37" WEST A DISTANCE OF 125.00 FEET, THENCE DEPARTING SAID RIGHT-OF-WAY NORTH 20°57'23" WEST A DISTANCE OF 200.00 FEET, THENCE NORTH 17°11'24" WEST A DISTANCE OF 146.71 FEET, THENCE NORTH 17°11'34" WEST A DISTANCE OF 352.94 FEET TO THE POINT OF BEGINNING. ALSO, ALL OF RESERVED PARCEL "E" ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

ALSO A PARCEL OF LAND BEING A PORTION OF RESERVED PARCEL "C" ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: A POINT OF REFERENCE BEING THE SOUTHEAST CORNER OF LOT 19, BLOCK 1, OF SAID COUNTRY CLUB COVE, THENCE SOUTH 17°11'34" EAST A DISTANCE OF 181.05 FEET TO THE POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL, THENCE SOUTH 17°11'34" EAST A DISTANCE OF 171.89 FEET, THENCE NORTH 62°11'24" WEST A DISTANCE OF 52.13 FEET, THENCE SOUTH 74°11'10" WEST A DISTANCE OF 90.00 FEET, THENCE NORTH 17°11'34" WEST A DISTANCE OF 100.00 FEET, THENCE NORTH 72°48'26" EAST A DISTANCE OF 93.97 FEET, THENCE NORTH 27°48'26" EAST A DISTANCE OF 46.47 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PARCEL OF LAND BEING A PORTION OF COLLINSON COVE AND A PORTION OF COLLEGE WATERWAY ACCORDING TO THE SUBDIVISION PLAT COUNTRY CLUB COVE SECTION-16, MAP BOOK 6, PAGES 81 THROUGH 86, LYING WITHIN GOVERNMENT SECTION 31, TOWNSHIP 10 SOUTH, RANGE 31 EAST, FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF LOT 22, BLOCK 6, OF SAID PLAT COUNTRY CLUB COVE SECTION-16 THENCE SOUTH 20°29'13" EAST A DISTANCE OF 0.50 FEET, THENCE SOUTH 68°16'54" WEST A DISTANCE OF 93.07 FEET, THENCE NORTH 64°20'52" WEST A DISTANCE OF 38.00 FEET TO A POINT ON THE BOUNDARY LINE OF SAID LOT 22, THENCE SOUTH 65°29'13" EAST ALONG SAID BOUNDARY LINE A DISTANCE OF 35.21 FEET, THENCE NORTH 69°30'47" EAST ALONG SAID BOUNDARY LINE OF LOT 22 A DISTANCE OF 94.49 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PARCEL OF LAND BEING A PORTION OF COMET COVE ACCORDING TO THE SUBDIVISION PLAT COUNTRY CLUB COVE SECTION-16, MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF LOT 38, BLOCK 4, OF SAID SECTION-16, THENCE NORTH 69°30'47" EAST ALONG THE BOUNDARY OF LOT 33 A DISTANCE OF 94.49 FEET, THENCE SOUTH 24°30'47" WEST A DISTANCE OF 6.50 FEET, THENCE SOUTH 72°26'24" WEST A DISTANCE OF 90.01 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PART OF COLLIER COVE WATERWAY LYING ADJACENT TO A PART OF LOT 24, BLOCK 6, OF COUNTRY CLUB COVE, SECTION 16, PALM COAST, AS RECORDED IN PLAT BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCE AT THE SOUTHEAST CORNER OF SAID LOT 24, THENCE NORTH 20 DEGREES 29 MINUTES 13 SECONDS WEST ALONG THE EASTERLY LINE OF SAID LOT 24, A DISTANCE OF 110.00 FEET TO THE NORTH-EAST CORNER OF SAID LOT 24, AND THE POINT OF BEGINNING; THENCE SOUTH 69 DEGREES 30 MINUTES 47 SECONDS WEST ALONG THE NORTHERLY LINE OF SAID LOT 24, A DISTANCE OF 94.49 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 24; THENCE DEPARTING SAID LOT 24, CONTINUE SOUTH 69 DEGREES 30 MINUTES 47 SECONDS WEST, A DISTANCE OF 1.52 FEET TO THE FACE OF A SEAWALL CAP; THENCE NORTH 24 DEGREES 34 MINUTES 11 SECONDS EAST, ALONG THE FACE OF SAID SEAWALL CAP, A DISTANCE OF 6.32 FEET; THENCE CONTINUE ALONG THE FACE OF SAID SEAWALL CAP, NORTH 72 DEGREES 05 MINUTES 10 SECONDS EAST, A DISTANCE OF 92.75 FEET; THENCE SOUTH 20 DEGREES 29 MINUTES 13 SECONDS EAST, A DISTANCE OF 0.35 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PARCEL OF LAND BEING A PORTION OF COLLEGE WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, MAP BOOK 6, PAGES 81 THROUGH 86, LYING IN GOVERNMENT SECTION 31, TOWNSHIP 10 SOUTH, RANGE 31 EAST, FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: A POINT OF BEGINNING BEING THE NORTHEAST CORNER OF LOT 1, BLOCK 3, OF SAID SECTION-16 THENCE NORTH 20°29'13" WEST A DISTANCE OF 125.00 FEET TO THE SOUTHEAST CORNER OF LOT 1, BLOCK 6, THENCE NORTH 69°30'47" EAST A DISTANCE OF 175.00 FEET TO THE SOUTHEAST CORNER OF LOT 1, BLOCK 7, THENCE SOUTH 20°29'13" EAST A DISTANCE OF 125.00 FEET TO THE NORTHEAST

CORNER OF LOT 14, BLOCK 2, THENCE SOUTH 69°30'47" WEST A DISTANCE OF 175.00 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PARCEL OF LAND BEING A PORTION OF SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, RECORDED IN MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCE AT THE SOUTHWESTERLY CORNER OF LOT 85, BLOCK 6, COUNTRY CLUB COVE, SECTION 16, PALM COAST, A SUBDIVISION AS RECORDED IN MAP BOOK 6, PAGES 81 THROUGH 86, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA, SAID CORNER ALSO BEING ON THE SOUTHEASTERLY LINE OF COLORADO COVE WATERWAY; THENCE ALONG THE WESTERLY LINE OF LOT 85 AND THE SOUTHEASTERLY LINE OR SAID WATERWAY N 24°03'47" E A DISTANCE OF 0.57 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUE ALONG SAID LINE N 24°30'47" E A DISTANCE OF 85.01 FEET TO THE NORTHWESTERLY CORNER OF LOT 85; THENCE N 69°30'47" E ALONG THE NORTHERLY LINE OF LOT 85 A DISTANCE OF 94.49 FEET TO THE NORTHEASTERLY CORNER OF LOT 85; THENCE LEAVING THE WATERWAY LINE AND ALONG THE EASTERLY EXTENDED LINE OF LOT 85 N 20°29'13" W, A DISTANCE OF 0.19 FEET; THENCE S 71°02'31" W A DISTANCE OF 94.32 FEET; THENCE S 24°26'16" W A DISTANCE OF 76.62 FEET TO A POINT OF CURVATURE; THENCE ALONG A CURVE TO THE LEFT (CONCAVE EASTERLY) HAVING A CENTRAL ANGLE OF 18° 00' 41", A RADIUS OF 33.77 FEET, A LENGTH OF 10.62 FEET, A CHORD BEARING OF S 15°25'57" W, A CHORD DISTANCE OF 10.57 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PARCEL OF LAND BEING A PORTION OF COLLEGE WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, MAP BOOK 6, PAGES 81 THROUGH 86, LYING IN GOVERNMENT SECTION 31, TOWNSHIP 10 SOUTH, RANGE 31 EAST, FLAGLER FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: A POINT OF BEGINNING BEING THE SOUTHEAST CORNER OF LOT 1, BLOCK 6, OF SAID SECTION-16; THENCE SOUTH 20° 29'13" EAST A DISTANCE OF 62.50 FEET; THENCE SOUTH 69° 30' 47" WEST A DISTANCE OF 23.00 FEET; THENCE NORTH 20° 29' 13" WEST A DISTANCE OF 62.50; THENCE NORTH 69° 30' 47" EAST A DISTANCE OF 23.00 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT A PARCEL OF LAND BEING A PORTION OF COLLEGE WATERWAY ACCORDING TO THE SUBDIVISION MAP COUNTRY CLUB COVE SECTION-16 PALM COAST, MAP BOOK 6, PAGES 81 THROUGH 86, LYING IN GOVERNMENT SECTION 31, TOWNSHIP 10 SOUTH, RANGE 31 EAST, FLAGLER FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: A POINT OF BEGINNING BEING THE NORTHEAST CORNER OF LOT 1, BLOCK 3, OF SAID SECTION-16; THENCE NORTH 20° 29' 13" WEST A DISTANCE OF 62.50 FEET; THENCE SOUTH 69° 30' 47" WEST A DISTANCE OF 23.00 FEET; THENCE SOUTH 20° 29' 13" EAST A DISTANCE OF 62.50; THENCE NORTH 69° 30' 47" EAST A DISTANCE OF 23.00 FEET TO THE POINT OF BEGINNING.



City of PALM COAST

Finance Department
Budget & Procurement Office

160 Lake Avenue
Palm Coast, FL 32164
386-986-3730

NOTICE OF INTENT TO AWARD

Project: REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ):
ENGINEERING SERVICES - PALM COAST SALTWATER CANALS -
RFSQ-SWE-22-33

Date: 3/29/2022

Appeal Deadline: Appeals must be Filed by 5:00 PM on 4/1/2022

Firm	Rank
Taylor Engineering, Dredging & Marine Consultants, LLC, and CPH, Inc.	1
Dredging & Marine Consultants, LLC	2
CPH, Inc.	3

The intent of the City of Palm Coast is to award REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ): ENGINEERING SERVICES - PALM COAST SALTWATER CANALS to Taylor Engineering, Dredging & Marine Consultants, LLC, and CPH, Inc.

Cc: Contract Coordinator, Project Manager, BPO Manager, Financial Services Director, Department Director

For questions regarding the NOIT please contact Procurement Coordinator CLuedke@palmcoastgov.com.

Bid protests arising under City Bidding Documents or Procedures shall be resolved under the City of Palm Coast Budget and Procurement Office Bid Protest procedures.

A proposer may protest matters involving the award of this Bid within three (3) business days from the posting of this recommendation to award. Failure to protest to the City's Financial Services Director, Helena Alves (HALves@palmcoastgov.com) shall constitute a waiver of the protest proceedings.





RFSQ-SWE-22-33 - REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ): ENGINEERING SERVICES - PALM COAST SALTWATER CANALS

Project Overview

Project Details	
Reference ID	RFSQ-SWE-22-33
Project Name	REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ): ENGINEERING SERVICES - PALM COAST SALTWATER CANALS
Project Owner	Casey Luedke
Project Type	RFSQ
Department	Procurement
Budget	\$0.00 - \$0.00
Project Description	The City of Palm Coast is seeking statements of qualification for the purpose of professional engineering services for the City of Palm Coast saltwater canal system.
Open Date	Feb 16, 2022 8:00 AM EST
Intent to Bid Due	Mar 17, 2022 12:00 PM EDT
Close Date	Mar 17, 2022 2:00 PM EDT

Awarded Suppliers	Reason	Score
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Taylor Engineering		87.2 pts
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Seal status

Requested Information	Unsealed on	Unsealed by
RFSQ Proposal	Mar 17, 2022 2:01 PM EDT	Casey Luedke
Required Forms 1 - 5	Mar 17, 2022 2:01 PM EDT	Casey Luedke
Addendum No 1 (Signed and Dated)	Mar 17, 2022 2:01 PM EDT	Casey Luedke

Conflict of Interest

Declaration of Conflict of Interest You have been chosen as a Committee member for this Evaluation. Please read the following information on conflict of interest to see if you have any problem or potential problem in serving on this committee. ## Code of Conduct All information related to submissions received from Suppliers or Service Providers must be kept confidential by Committee members. ## Conflict of Interest No member of a Committee shall participate in the evaluation if that Committee member or any member of his or her immediate family: * has direct or indirect financial interest in the award of the contract to any proponent; * is currently employed by, or is a consultant to or under contract to a proponent; * is negotiating or has an arrangement concerning future employment or contracting with any proponent; or, * has an ownership interest in, or is an officer or director of, any proponent. Please sign below acknowledging that you have received and read this information. If you have a conflict or potential conflict, please indicate your conflict on this acknowledgment form with information regarding the conflict. I have read and understood the provisions related to the conflict of interest when serving on the Evaluation Committee. If any such conflict of interest arises during the Committee's review of this project, I will immediately report it to the Purchasing Director.

Name	Date Signed	Has a Conflict of Interest?
Carl Cote	Mar 17, 2022 2:41 PM EDT	No
Mike Peel	Mar 17, 2022 2:21 PM EDT	No



Donald Schrager	Mar 17, 2022 4:57 PM EDT	No
Carmelo Morales	Mar 24, 2022 8:48 AM EDT	No
Jason DeLorenzo	Mar 24, 2022 9:51 AM EDT	No
Casey Luedke	Mar 17, 2022 2:02 PM EDT	No



Project Criteria

Criteria	Points	Description
Administrative Review	Pass/Fail	Check for submission as requested and completeness
Project Understanding and Proposal	10 pts	This section shall establish that the Proposer understands the City's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the Proposer's ability to meet the City's schedule for providing the work, service, outlining the approach that would be undertaken in providing the requested services. 0 = Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 1 = Poor – Partial submittal or very limited info meets requirements 2 = Below Standard – Mostly does not meet requirements 3 = Marginal – Partially Meets Criteria 4 = Average – Barely Meets Requirements 5 = Above Average – Meets Requirements 6 = Good – Slightly above Requirements 7 = Very Good – Meets Requirements with partial that exceed 8 = Well above average – Meets Requirements with majority that exceed 9 = Excellent – Exceeds Requirements 10 = Outstanding – Far Exceeds Requirements
Experience with Similar Projects	35 pts	Provide a listing of similar projects, maximum of three, by a team member who is specifically part of the team proposed in the response. Identify specific project details, including but not limited to, location, description of the funding entity, project budget, project description, length, and outcomes. Provide the contact information for the entities where work has been done for reference purposes. 0 =



		<p>Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 1 = Poor – Partial submittal or very limited info meets requirements 2 = Below Standard – Mostly does not meet requirements 3 = Marginal – Partially Meets Criteria 4 = Average – Barely Meets Requirements 5 = Above Average – Meets Requirements 6 = Good – Slightly above Requirements 7 = Very Good – Meets Requirements with partial that exceed 8 = Well above average – Meets Requirements with majority that exceed 9 = Excellent – Exceeds Requirements 10 = Outstanding – Far Exceeds Requirements</p>
Proposed Innovations	20 pts	<p>In this section, discuss any ideas, innovative approaches, or specific new concepts included in the proposal that would benefit the City. The Proposer may suggest technical or procedural innovations that have been used successfully on other engagements. 0 = Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 1 = Poor – Partial submittal or very limited info meets requirements 2 = Below Standard – Mostly does not meet requirements 3 = Marginal – Partially Meets Criteria 4 = Average – Barely Meets Requirements 5 = Above Average – Meets Requirements 6 = Good – Slightly above Requirements 7 = Very Good – Meets Requirements with partial that exceed 8 = Well above average – Meets Requirements with majority that exceed 9 = Excellent – Exceeds Requirements 10 = Outstanding – Far Exceeds Requirements</p>
Project Team	35 pts	<p>Provide an organization chart showing a staffing plan, which clearly illustrates the key elements of the organizational structure of the entire project team with specific proposed functions for each individual listed. Identify the project team members, including major and minor sub-consultants, and provide their contact information and technical resumes. Project management and key personnel within each area of required services shall be identified and past experience of</p>



		<p>each, as it relates to this project, shall be discussed. The City must approve any changes to the Project Management & Key Personnel. This section should include information only on the individuals who will perform work on this project. Provide detail that identifies anticipated major milestones and their associated phasing as well as the allocation of existing resources. The information provided under this section should be limited to a maximum of ten (10) pages. 0 = Unacceptable – No Response Provided or Information Does not Meet or Comply with Criteria 1 = Poor – Partial submittal or very limited info meets requirements 2 = Below Standard – Mostly does not meet requirements 3 = Marginal – Partially Meets Criteria 4 = Average – Barely Meets Requirements 5 = Above Average – Meets Requirements 6 = Good – Slightly above Requirements 7 = Very Good – Meets Requirements with partial that exceed 8 = Well above average – Meets Requirements with majority that exceed 9 = Excellent – Exceeds Requirements 10 = Outstanding – Far Exceeds Requirements</p>
Total	100 pts	



Scoring Summary

Active Submissions

	Total	Administrative Review	Project Understanding and Proposal	Experience with Similar Projects	Proposed Innovations
Supplier	/ 100 pts	Pass/Fail	/ 10 pts	/ 35 pts	/ 20 pts
Taylor Engineering	87.2 pts	Pass	9.2 pts	32 pts	16.4 pts
Dredging & Marine Consultants, LLC	83.8 pts	Pass	8.8 pts	28.6 pts	14.4 pts
CPH, Inc.	62.4 pts	Pass	8 pts	17 pts	12.4 pts

	Project Team
Supplier	/ 35 pts



	Project Team
Supplier	/ 35 pts
Taylor Engineering	29.6 pts
Dredging & Marine Consultants, LLC	32 pts
CPH, Inc.	25 pts



May 13, 2022

**Palm Coast Saltwater Canal Dredging
Design, Permitting, & Construction Phase Services**

Taylor Engineering (Taylor) is pleased to offer this scope of work (scope) and cost estimate to the City of Palm Coast (City) for the above-referenced project. We developed this scope based on our understanding of the project as follows:

This scope represents the proposed work for the evaluation, design, permitting and engineering services to dredge approximately 26 miles of saltwater canal system. The scope of services will include data collection, preliminary design, permit application assistance, final design and technical specifications, preparation of bid documents, bid assistance, and construction phase services.

Assumptions

- The dredging areas provided by Palm Coast and used as the basis for this proposal may change after review of the bathymetric survey and based on additional public input. In that case, Taylor will consult with the City and if appropriate, prepare a scope addendum to incorporate changes from these sources.
- Others will have all responsibility for all real estate and property issues associated with the project including but not limited to potential damage to shorelines, shoreline structures, docks, vegetation, and other items that property owners may perceive as potential or realized effects of the dredging design.
- Taylor will assist with the permit application process serving as consultant or agent as the City requests.
- Taylor does not guarantee, warranty, or otherwise ensure that the regulatory agencies will authorize the requested permits or authorize dredging of all areas shown in the permit application.
- A joint (FDEP+USACE) permit preapplication meeting at a single location is most effective, and Phase II will include a single meeting assuming full attendance, or at least teleconference by those who cannot attend in person. If this is not possible, we will submit an amended proposal for this subtask to conduct a second meeting.
- This scope assumes that any proposed dredged material management area (DMMA), considered to be temporary transfer sites, will not require an environmental resource survey. Also, the scope assumes that Taylor will not provide a topographic and boundary survey data for DMMA sites. Upon selection and design of the DMMA sites, the technical specifications will require that the contractor provide such data.

– SCOPE OF SERVICES –

Phase I: Initial Investigation

Task 1: Permit and Design Review

Assumptions:

- Palm Coast will provide copies of construction drawings relating to dredging and canal construction and modifications
- Taylor will research and obtain previous permit information.
- Budgeted for one trip to Palm Coast to review documents with City personnel.

Taylor will research and review historic design and permit documents. This may include as-built drawings of the original canal system construction, modifications within the canal system, and historic dredging and construction permits. Previous permits may include those issued by U.S. Army Corps of Engineers (USACE), Florida Department of Environmental Protection (FDEP) and St. Johns River Water Management District (SJRWMD). The goal will be to determine the established project design depth and extents and to document previous maintenance dredging events and material placement history. This information is required for permit submittal and dredging design.

Task 2: Data Collection

Taylor will perform data collection services necessary to advance the design and prepare a permit application. The data collection will provide information to:

- Document existing site conditions,
- Document previous dredging activities,
- Perform engineering analysis and dredge volume computations, and,
- Evaluate and document the dredge cut elevations.

Task 2.1 – Seawall Assessment:

Assumptions:

- Seawalls will be assessed for visual signs of failure,
- Structures and moored vessels may prevent visual assessment of some seawall areas,
- Assessment will be conducted on the portion of seawall above the high-water line only.

Taylor will visually inspect the approximately 52 miles of seawalls throughout the entire canal system by a field team operating from a vessel. The inspection will be documented by photographs and/or video. Where a potential defect is found, we will note the type, extent and location of the damage and photograph the damage. These areas will be further assessed during the bathymetric survey task to identify if shoaling patterns near the damaged areas are significantly different than areas where the seawall is intact. Taylor will generate a general assessment of the effects of 1) seawall disrepair and 2) vacant lots with no seawall on siltation within the canals. The assessment will provide the condition of existing seawalls and highlight specific areas that Taylor identifies as causing potential problems with siltation.

Task 2.2 - Bathymetric Survey:

Assumptions:

- Use the latest imagery from FDOT or Labins combined with Task 2.1 drone imagery.
- Location of docks, seawalls and other structures will be obtained from existing imagery.

Taylor will complete a bathymetric survey of the 26 miles of canals. The survey will be designed to efficiently cover the areas of interest within the canal system. The result will be a survey with sufficient data density to produce elevation contours of the canals and calculate the volume of the proposed dredge material. Taylor will locate the shoreline, bulkheads, seawalls, riprap, limits of existing docks, and other structures within the entire project area using existing imagery from FDOT or Labins. Taylor will prepare digital and hard copies of the draft survey results for incorporation into the design drawings. We have also provided a unit price option for additional survey work to be conducted as directed by City staff, if additional survey coverage is required. Note that this additional day is to be performed concurrently with the bathymetric survey described above. A separate mobilization is not included.

Task 2.3 – Preliminary Sediment Sampling and Analysis

Assumptions:

- Sediment will be collected using grab samples, coring will not be required
- Taylor will collect up to six samples for laboratory physical and chemical analysis to provide information regarding the physical and chemical characteristics of the proposed dredge material.
- These samples will not be collected and analyzed for regulatory compliance.
- Anticipated sediment analyses include those required by FDEP per “SLERP Guidance for Requesting Sediment Sampling for Dredge Projects”.
- Water or elutriate testing will not be performed in this task.

Taylor will provide the necessary sediment collection services and will coordinate with the appropriate labs for chemical analysis of the proposed dredge material. Sample locations will be selected based on bathymetric data collected in Task 2.2 and any areas where contamination may be suspected. Taylor will collect grab samples using a petite Ponar™ or similar grab sampler and containerize the material for transportation to the laboratory for analysis. We will perform laboratory grain-size analyses on each sample at our geotechnical laboratory in Jacksonville. Taylor will select the most appropriate analytical laboratory to perform chemical analysis of the proposed dredge material. The results of these analyses will define whether the sediments are safe for general disposal or whether they require disposal in specific facilities.

Task 2.4 – Evaluate Feasibility of Additional Dredging:

Taylor will evaluate the feasibility of performing additional dredging to modify the originally permitted cross-section of the canals. This will include evaluating the side-slope of the canals required for the desired cross section and the potential effect of such construction on existing structures such as docks and seawalls. Geotechnical evaluations of the canal subsurface is not included in this task. If geotechnical evaluation is required to assess the feasibility of additional dredging, a separate cost proposal will be prepared for those services. Construction beyond maintenance dredging will require additional permitting activities. If additional dredging is feasible, the permit requirements for doing so will be identified.

Task 2.5 – Develop Preliminary Assessments for Dredging and Dredge Material Management

Taylor will evaluate the bathymetric survey, sediment laboratory analysis and other information to identify priority areas for dredging based on the existing vs. original cross-sections of the canals, vessel use, canal access, approximate cost and other limiting factors. We will develop preliminary concepts, including dredge phasing recommendations, and identify priority areas for dredging. Taylor will coordinate with City staff and other entities to develop a preliminary list of potential temporary transfer and dewatering sites (dredged material management areas or ‘DMMA’s’) and potential access points to conduct work activities. Based on input from City staff, we will rank order the DMMA sites identified in order of viability. We will prepare a list of recommendations for City staff review.

Task 2.6 – Prepare Presentation Materials for City Council and Public

Taylor will prepare presentation materials with the results of the feasibility evaluations for review by City staff. Upon receiving input, Taylor will finalize the presentation for inclusion in the Council agenda. We will provide presentations to the City Council and public at two Council meetings. We will prepare a report outlining permitting requirements/options, concepts, cost estimates, funding sources, recommendations, and other pertinent information identified during the course of the evaluation. Additional presentations will be addressed through a change order.

Task 3: Identify and Evaluate Potential Funding Sources

Taylor, in collaboration with City staff, will establish the objectives and expectations for potential funding sources that can support the dredging maintenance program established through this scope of services. Taylor Engineering will use the recommended protocol to model and evaluate the revenue generation for each of the potential funding sources which shall focus on but not be limited to: existing available revenue earmarked by the City for this purpose; municipal service taxing units; municipal service benefit units; Florida Boater’s Improvement Fund; waterfront assessment programs; federal cost-share opportunities; and state cost-share opportunities.

Taylor will identify the strengths, weaknesses, opportunities, and challenges associated with the use of each funding source, identify the extent to which each funding source can meet the objectives and expectations as expressed by the City staff, and identify and describe examples of how other communities provide ongoing funding for such program maintenance operations.

In collaboration with City staff, Taylor Engineering will identify up to three funding strategies (potentially including combinations of individual funding sources) for which we will identify more specifically:

- a) The order of magnitude cost impact for individual properties
- b) A summary of the process, timeframe, application deadlines and any necessary information required to implement each funding scenario, in coordination with the City’s attorney and City staff.

Taylor will prepare a summary report identifying funding scenarios.

Phase II: Design and Permitting

Task 4: Preliminary Design

Task 4.1 - Dredge Template:

After reviewing the final bathymetric survey, Taylor will develop a three-dimensional AutoCAD-based digital terrain model of the project area. Taylor will advance the dredging design on a canal-by-canal basis. We will establish priority areas for dredging based on existing vs. original cross-sections, use, access, cost, and other limiting factors. Taylor will identify cuts and reaches for each canal and identify the dredge volume by cut and reach. Taylor will apply side slopes for the preliminary dredging template which we may revise after review of geotechnical data. We will develop concepts, including phasing, recommendations, estimated construction cost, and priority areas. We will submit the dredging plan view, cross-section, and total required dredging volume by individual channel cut and basin areas dredging plans for City staff review.

Based on other permitting efforts, Taylor expects that the regulatory agencies will ask for of a buffer of at least 5 feet for vegetated natural shorelines and hardened shorelines (bulkheads, riprap, etc.), and 15 feet from bridge abutments. Using these general criteria and the data developed in Task 2, these buffers will be incorporated to the extent practical. However, due to the narrow nature of many of the canals, some impacts at the edges of canals may be unavoidable. Agency requirements after review of the designs may also alter these buffers.

Task 4.2 - DMMA Reconnaissance and Preliminary Design:

Taylor will perform a detailed investigation of the potential DMMA sites identified in Task 2.5. This investigation will include Taylor's aerial imagery to approximate the available space and storage capacity for each site.. We will conduct a site visit to the top three ranked DMMA sites to collect field measurements, photo documentation, comment on potential onsite environmental issues, identify potential pipeline corridors if applicable, and staging areas. We will consider potential dewatering and material handling techniques to develop a volume capacity per DMMA based on dewatering technique. Taylor will also identify potential permanent dredge material placement areas. We will summarize advantages and disadvantages of each placement area and identify potential regulatory issues (including resource impacts and possible mitigation).

Task 5: Environmental Permitting

Task 5.1 - Preapplication Meeting

Taylor will coordinate and take part in a pre-application meeting with FDEP, USACE, and the City of Palm Coast. The meeting will give the agencies a clear, positive understanding of the project. Similarly, the meeting will give the City clear recommendations for the type, form, and content of the permit applications for the project and establish clear lines of communication for the permit application process. At least one week prior to the meeting, we will send a project presentation that summarizes the dredging and dredging permit history of Palm Coast and outlines proposed dredging areas and natural resources in those areas. The meeting will include the presentation followed by discussion of and recommendations regarding foreseeable permit application issues and agency recommendations for application type, contents, and organization. We will produce written summaries of the meeting documenting any feedback from the agencies. After review by the City's project manager, we will distribute the summary to all relevant parties in both state and federal lead regulatory agencies.

Task 5.2 - Sediment Sample Collection and Testing:

Assumptions:

- Sediment will be collected using grab samples, coring will not be required (note, FDEP may require coring based on existing sediment elevation and project dredge depth).
- We expect FDEP to require coring if canal deepening is proposed.
- Taylor will negotiate with FDEP to minimize the number of samples required. One sample per mile (26 total) are assumed for price estimating.
- Anticipated sediment analysis requirements are those required by FDEP per “SLERP Guidance for Requesting Sediment Sampling for Dredge Projects”.

Taylor will provide the necessary sediment collection services and will coordinate with the appropriate labs for chemical analysis of the proposed dredge material. A Sampling and Analysis Plan (SAP) will be developed and approved by FDEP prior to sample collection. This SAP will define the number of samples to be collected, sample locations, and analyses to be performed. Taylor will collect grab samples using a petite Ponar™ or similar grab sampler and containerize the material for transportation to the laboratory for analysis. We will perform laboratory grain-size analyses on each sample at our geotechnical laboratory in Jacksonville. Taylor will select the most appropriate analytical laboratory to perform chemical analysis of the proposed dredge material. The results of these analyses will define whether the sediments are safe for general disposal or whether they require disposal in specific facilities.

Task 5.3 - Environmental Resource Permit Application

We believe that both state and federal agencies will need to authorize the project. We expect to develop a joint Environmental Resources Permit Application for review by state and federal authorities. After the preapplication meeting, Taylor will prepare an environmental resource permit application with all necessary forms and attachments, including digital permit-level plan, cross-sectional, and detail drawings of the proposed maintenance dredging template and associated temporary dredge material management areas (DMMA) designs and other required information. We will supply the City with an electronic copy of the application package and include preliminary permit drawings in hard-copy and digital (AutoCAD and PDF) formats.

During development of the application, we expect to coordinate with the regulatory agency lead permit application reviewers to minimize review-based requests for additional information. After review by the City, Taylor Engineering will submit the package for agency review.

Task 5.4 - Requests for Additional Information (RAI) and Coordination (Not to Exceed Subtask)

After review of the permit application, the FDEP and USACE will likely respond with requests for additional information (RAIs). Such requests typically ask for explanation or clarification of environmental and engineering issues.

A complete response may involve extensive effort. A discussion with the reviewer is often the best way to minimize the necessary effort. Taylor will actively coordinate with state and federal agencies' staff during the application process. These agencies may include, but are not limited to, the FDEP, USACE, U.S. Fish and Wildlife Service (USFWS), Florida Fish and Wildlife Conservation Commission

(FWC), and National Marine Fisheries Service (NMFS). We will also meet or correspond with City staff regularly to inform them of the project progress and will request review of all draft RAI responses.

We will bill this task on a time and materials basis and keep the city closely aware of the expenditures. If response to RAI's and agency coordination require significant effort beyond this limited budget, Taylor will confer with the City and if appropriate request a modification to the contract to expand the subtask scope of work and cost.

Task 6: Final Design, Technical Specifications, and Bid Documents

Taylor will prepare final design documents and digital construction drawings for the various project elements. As construction drawings are developed, Taylor will provide copies to the City for review at the 60%, 90% and 100% level. Taylor will incorporate City comments into the drawings. Construction drawings will provide plan, cross-sectional, and detail views of the dredging areas, pertinent details (i.e. pipeline corridor, contractor staging area, equipment and/or geotextile tube locations, discharge area, etc.) of the DMMA(s). Taylor Engineering will complete final engineering of the DMMA(s) to include a conceptual site layout and contractor access. We will produce construction drawings in hardcopy and digital (AutoCAD) formats, as well as record drawings signed and sealed by a Florida Registered Professional Engineer.

Taylor will incorporate City Contract Documents and prepare Technical Specifications to construct the project. We will also update the opinion of probable construction costs and provide a memorandum summarizing those costs for City review as part of the final design deliverable package.

Taylor will prepare a bid package (including contract documents, technical specifications, and bid schedule) with estimated quantities for all bid items. To give interested bidders immediate access to the bid package, Taylor Engineering will provide an electronic copy of the final drawings and specifications for City staff to upload onto its FTP site or website. Taylor will provide the City with a record set of drawings and specifications signed and sealed by a Florida Registered Professional Engineer.

Phase III: Construction Administration

Task 7: Bidding and Construction Phase Services (Not to Exceed Task)

Task 7.1 – Bid Assistance:

Taylor will assist the City with bid advertisement. We will coordinate and attend one mandatory pre-bid meeting with City staff and prospective bidders. In addition, we will assist the City in responding to up to ten (10) contractor's requests for information (RFIs) related to the technical aspects of the project. Upon receipt of the bids, we will review all bid packages, prepare a bid tabulation, rank order the bids based on contractor experience and price, and recommend a bid for award.

Task 7.2 - Construction Phase Services:

Upon contractor award, we will attend a pre-construction kick off meeting with City staff and the contractor to walk through the DMMA site(s) and discuss any outstanding questions or concerns. Taylor Engineering will review the contractor's pre-construction submittals. These submittals may include (among others) an updated schedule of values, list of subcontractors, signature authority, construction schedule, submittal register, environmental protection plan, and quality control plan.

Taylor will conduct weekly construction site visits (2 days per week during dredging). Taylor's observers will ascertain whether work is progressing in general conformance with permit conditions, project drawings, and specifications. Our visits will include observing the work and monitoring the contractor's means, methods, and sequence. Taylor will observe project progress to verify conformance with or note discrepancies from the project contract drawings, specifications, and environmental permits. Following each week's site visits, Taylor will prepare a weekly construction observation progress report, which will become part of the project record. The report will include the name of the observer, weather conditions, date, personnel/visitors on site, the contractor's personnel and equipment, and daily summary of events. As part of construction administration, we will review all payment requests and make payment recommendations to City staff.

Notably, Taylor will not direct the contractor's means, methods, or sequencing of construction. Taylor is not responsible for jobsite safety.

Taylor will also attend on-site bi-monthly project meetings to discuss project progress and address questions pertaining to engineering, design, permitting issues, and proposed changes to the project design; these meetings will provide a setting to address and resolve any conflicts on the project. Expected attendees include representatives from the construction contractor, City staff and Taylor. The progress meeting agenda will generally include review of minutes of previous meetings, work progress since the previous meeting, definable features of work (i.e. construction schedule, submittal register, quality control/quality assurance testing, contract quality for materials and workmanship [per ASTM standards], pending contract modifications, changes and substitutions of materials, and other business, as appropriate. Taylor personnel will attend each of the on-site meetings and will clarify, if required, the design intent of various project design elements.

When the contractor requests certification that the project is substantially complete, we will visit the project site to make our determination of the degree of completion. If we cannot certify substantial completion, we will develop preliminary and subsequent final punch lists of items for the contractor to complete or correct. With concurrence from the City, we will transmit this list to the contractor. Upon completion of outlined items, we will certify the project substantially complete. We have budgeted for one on-site meeting during this stage of the project. We will collect and review the following information from the contractor before project closeout: (1) final waiver and release of lien from all subcontractors and suppliers, (2) final pay application, (3) post-construction/as-built survey, (4) final contractor certification, and (5) final contractor affidavit.

We will help the City staff coordinate permit-related submittals. Following completion of the project, we will prepare a statement of completion and a certification in accordance with the FDEP and USACE permit requirements, if applicable.

Phase IV: Develop Long Term Dredging Management Plan

Taylor will prepare a long-term dredging management plan to reduce the overall cost of canal maintenance. This plan will include:

- Establishing specific intervals to perform bathymetric surveys to determine sedimentation rates,
- Identifying areas of high sedimentation,
- Recommended methods to reduce sedimentation within the canal system,
- Identify long term dredge material management and placement options,
- Determining an optimum recommended dredging cycle.

SCHEDULE

We can begin work on this project upon receipt of your execution of this agreement. A preliminary schedule for each task is as follows.

Project Schedule			
Task	Description	Duration (Days)	Days from NTP
Phase I: Initial Investigation			
1	Permit and Design Review	14	14
2	Data Collection	180	194
3	Identify and Evaluate Potential Funding Sources	30	194
Phase II: Design and Permitting			
4	Preliminary Design	90	284
5	Environmental Permitting	240	524
6	Final Design, Technical Specifications, and Bid Documents	120	730
Phase III: Construction Administration			
7	Bidding and Construction Phase Services (Not to Exceed Task)	TBD	TBD

*Bid assistance and construction phase services schedule is dependent upon City schedule for bid advertisement, bid timeframe allowance, and issuance of contractor’s notice to proceed.

FEE ESTIMATE

Taylor Engineering will perform the services described in Tasks 1, 2 and 3 for a fixed fee of \$175,952.48 as outlined in ATTACHMENT A.

– END SCOPE OF SERVICES –

CONFIDENTIAL
NOT FOR PUBLIC RELEASE

ATTACHMENT A

TAYLOR ENGINEERING, INC.
COST SUMMARY BY TASK
P2022-031: PALM COAST SALTWATER CANALS

TASK 1: Permit and Design Review

<i>Labor</i>	Hours	Cost	Task Totals
President	1	428.00	
Principal	2	548.00	
Program Manager	2	472.00	
Senior Professional	24	5,112.00	
Project Professional	32	5,440.00	
Staff Professional	8	1,024.00	
Sr. CAD/GIS	16	2,928.00	
Admin/Document Prep	8	576.00	
Total Man-Hours		93	
Labor Cost			16,528.00
<i>Non-Labor</i>	Units	Cost	
Mileage	120.0	64.80	
Fee @ 12.0%		7.78	
Total Non-Labor Cost			72.58
Total Task 1			\$ 16,600.58

TASK 2.1: Seawall Assessment

<i>Labor</i>	Hours	Cost	Task Totals
Principal	8	2,192.00	
Senior Professional	16	3,408.00	
Project Professional	50	8,500.00	
Staff Professional	62	7,936.00	
Sr. CAD/GIS	36	6,588.00	
Admin/Document Prep	8	576.00	
Total Man-Hours		180	
Labor Cost			29,200.00
<i>Non-Labor</i>	Units	Cost	
Meals/Lodging	6.0	930.00	
Mileage	120.0	64.80	
Vessel	3.0	900.00	
Non-Labor Cost		1,894.80	
Fee @ 12.0%		227.38	
Total Non-Labor Cost			2,122.18
Total Task 2.1			\$ 31,322.18

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P2022-031: PALM COAST SALTWATER CANALS

ATTACHMENT A

TASK 2.2: Bathymetric Survey

<i>Labor</i>	Hours	Cost	Task Totals
Principal	8	2,192.00	
Program Manager	80	18,880.00	
Senior Professional	24	5,112.00	
Staff Professional	70	8,960.00	
Sr. CAD/GIS	24	4,392.00	
Staff CAD/GIS	16	1,376.00	
Admin/Document Prep	8	576.00	
Total Man-Hours		230	
Labor Cost			41,488.00
<hr/>			
<i>Non-Labor</i>	Units	Cost	
Meals/Lodging	12.0	1,860.00	
Rental Car	7.0	770.00	
Mileage (Truck)	120.0	64.80	
Vessel	7.0	2,100.00	
Non-Labor Cost		4,794.80	
Fee @ 12.0%		575.38	
Total Non-Labor Cost			5,370.18
<i>Total Task 2.2</i>			\$ 46,858.18

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P2022-031: PALM COAST SALTWATER CANALS

TASK 2.3: Preliminary Sediment Sampling & Analysis

<i>Labor</i>	Hours	Cost	Task Totals
President	1	428.00	
Principal	2	548.00	
Senior Professional	24	5,112.00	
Project Professional	4	680.00	
Staff Professional	56	7,168.00	
Sr. CAD/GIS	44	8,052.00	
Project CAD/GIS	8	1,192.00	
Admin/Document Prep	10	720.00	
Total Man-Hours	149		
Labor Cost			23,900.00
<i>Non-Labor</i>	Units	Cost	
Meals/Lodging	2.0	310.00	
Mileage (Truck)	120.0	64.80	
Vessel	2.0	600.00	
Expendable Supplies	2.0	50.00	
Overnight Shipping	1.0	1,000.00	
Sample Chemical Analysis	6.0	3,900.00	
Grain Size Analysis	12.0	960.00	
Non-Labor Cost		6,884.80	
Fee @ 12.0%		826.18	
Total Non-Labor Cost			7,710.98
<i>Total Task 2.3</i>			\$ 31,610.98

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P2022-031: PALM COAST SALTWATER CANALS

TASK 2.4: Evaluate Feasibility of Additional Dredging

<i>Labor</i>	Hours	Cost	Task Totals
President	1	428.00	
Principal	4	1,096.00	
Program Manager	4	944.00	
Senior Professional	8	1,704.00	
Project Professional	16	2,720.00	
Sr. CAD/GIS	8	1,464.00	
Admin/Document Prep	4	288.00	
Total Man-Hours	45		
Labor Cost			8,644.00
<i>Total Task 2.4</i>			\$ 8,644.00

TASK 2.5: Develop Assessments for DMMA

<i>Labor</i>	Hours	Cost	Task Totals
Principal	4	1,096.00	
Senior Advisor/QC/Editor	4	1,192.00	
Senior Professional	16	3,408.00	
Project Professional	8	1,360.00	
Staff Professional	16	2,048.00	
Sr. CAD/GIS	8	1,464.00	
Admin/Document Prep	4	288.00	
Total Man-Hours	60		
Labor Cost			10,856.00
<i>Total Task 2.5</i>			\$ 10,856.00

CONFIDENTIAL
NOT FOR PUBLIC RELEASE

P2022-031: PALM COAST SALTWATER CANALS

TASK 2.6: Presentation to City Council and Public (2)

<i>Labor</i>	Hours	Cost	Task Totals
Principal	24	6,576.00	
Program Manager	6	1,416.00	
Senior Professional	32	6,816.00	
Sr. CAD/GIS	16	2,928.00	
Admin/Document Prep	20	1,440.00	
Total Man-Hours	98		
Labor Cost			19,176.00
<i>Non-Labor</i>	Units	Cost	
Mileage	120.0	64.80	
Fee @ 12.0%		7.78	
Total Non-Labor Cost			72.58
Total Task 2.6			\$ 19,248.58

TASK 3: Identify and Evaluate Potential Funding Sources

<i>Labor</i>	Hours	Cost	Task Totals
Principal	2	548.00	
Program Manager	20	4,720.00	
Senior Professional	24	5,112.00	
Admin/Document Prep	6	432.00	
Total Man-Hours	52		
Labor Cost			10,812.00
Total Task 3			\$ 10,812.00

Project Total \$ 175,952.48

City of Palm Coast, Florida Agenda Item

Agenda Date: January 10, 2023

Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount
Division		Account
Subject	PRESENTATION - NEIGHBORHOOD ROADWAY SAFETY	
Presenter: Michael Grunewald, Traffic Engineer III		
Background : Presentation to discuss traffic safety initiatives on residential roadways in Palm Coast.		
Recommended Action : FOR PRESENTATION ONLY		



Residential Traffic Safety

January 10, 2023

Table of Contents

- City Roadway System
- Palm Coast Residential Safety Practices
- Traffic Calming



Palm Coast Roadway Network

Residential 439 miles

Arterial 103 miles



Traffic Safety - Process

- Investigate
- Identify
- Apply



**“WHAT GETS MEASURED,
GETS MANAGED.”**

- Peter Drucker



Traffic Safety –Public Input

10 to 15 Engineering Traffic Issues per month

- Palm Coast Connect
- Calls to City Hall
- City Council
- City Staff Observations



Residential Traffic Safety Examples



Residential Lighting

<https://www.palmcoast.gov/engineering>



Residential Sidewalks Retrofit

Not Feasible

High Installation Cost

Every Property

Easement

Driveway Reconstruction



Pedestrian Accommodation Feasibility Study for Residential Collectors

FINAL REPORT

Prepared for:



City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164

Prepared by:

England-Thims & Miller, Inc.
14775 Old St Augustine Road
Jacksonville, Florida 32258

June 2022

Professional Engineer: Mark S. Manwell, PE
Florida P.E. Number: 53938

Supported By: Adriann LeBlanc, PE
Florida P.E. Number: 87860

Supported By: Chase Wilkinson, PE
Florida P.E. Number: 81324

Residential Signing



Residential Speed Studies

Palm Coast Residential Speed Limit



FL Statute 316.183 (2)



Residential Speed Studies

Data Collection

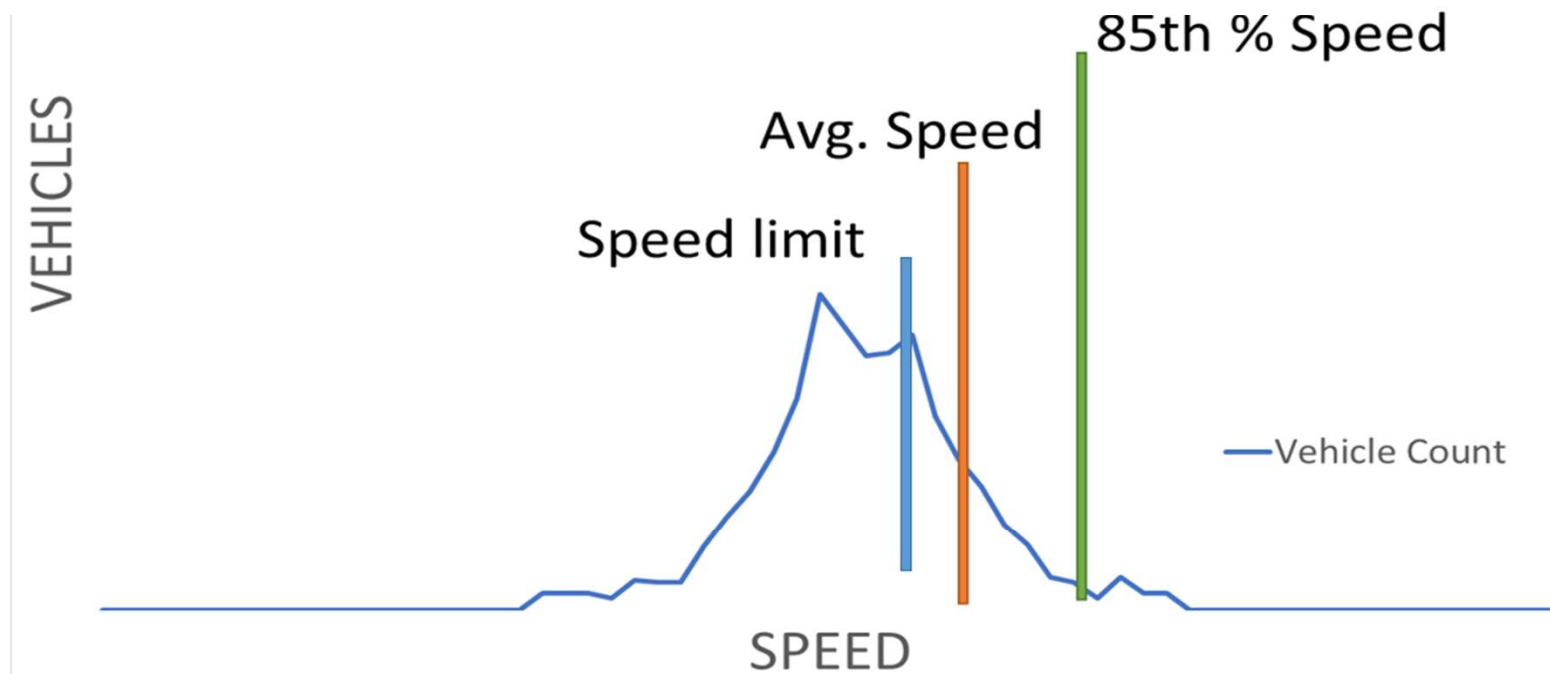
- City Owns Radar Speed Recorders
- The Recorder is Placed for 7 Days



Residential Speed Studies

Data Evaluation

- Normal Distribution



Residential Speed Studies

Project Outcome

- **Evaluation:** Speed Profile – Within Normal Range
- **Evaluation:** Crash History – Zero or Low
- **Action:** Forward Speed Data to Flagler County Sheriff's Office
- **Action:** Inform residents of the outcome



Traffic Calming



What is Traffic Calming?

“Traffic Calming is the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior and improve conditions for non-motorized street users”

- www.ite.org

Institute of Transportation Engineers "*Traffic Calming*"

<https://www.ite.org/technical-resources/traffic-calming/>. ITE Document. 07 12 2022.

IOWA Department of Transportation Study. *Temporary Speed Hump*

Impact Evaluation. Atlantic: IOWA State University, 2022.

Project for Public Spaces. "Traffic Calming 101."

31 December 2008. <https://www.pps.org/article/livememtraffic>.

07 December 2022.



Traffic Calming – Palm Coast

Landscaped Median Residential & Roadway Layout



Traffic Calming

Speed Limit Radar Sign

In Palm Coast

Florida Park Drive

Casper Drive



Traffic Calming

Speed Limit Radar Sign

Expected Result

Short Term

Mild average speed
reduction

Long Term

Minimal average speed
reduction



Traffic Calming

Speed Limit Radar Sign

Unintended Consequences

More devices – less effective

Lose impact over time

Moderate annual
maintenance cost



Traffic Calming

Speed Bumps

Width

12 to 24 inches

Height

2 to 4 inches



Traffic Calming

Speed Humps

Width

12 to 14 feet

Height

3 to 4 inches



Traffic Calming

Speed Tables

Width

Ramp 6 to 9 feet

Table 10 to 20 feet

Height

3 to 4 inches



Traffic Calming

Speed Bumps, Humps, Tables
Area of Effect

Prior

200 feet

After

300 feet

Recommended Spacing

300 feet

- IADOT Study



Traffic Calming

Emergency Response Delay

Table 4. Speed Hump/Table Design and Emergency Response Time*

Jurisdiction	Speed Hump/Table Design	Delay per Hump/Table (Seconds)
Portland, Oregon	14' humps	1.0 to 9.4
	22' tables	0.0 to 9.2
Austin, Texas	12' humps	2.3 to 9.7
Montgomery County, Maryland	12' humps	2.8 to 7.3
Sarasota, Florida	12' humps	4.7
Boulder, Colorado	12' humps	2.8 to 6.0

*Sources: Ewing, 1999; Knapp, 2000; Transportation Association of Canada, 1998; Atkins and Coleman, 1997; Montgomery County Fire and Rescue Commission, 1997; Gutschick, 1998.

Traffic Calming

Speed Bumps, Humps, Tables

Expected Benefit

Point Speed Reduction

High Controversy



- IADOT Study



Traffic Calming

Speed Bumps, Humps, Tables

Unintended Consequences

Extreme Road Noise

High acceleration rates beyond the hump

Unexpected driver behavior

Large Impact on Fire Rescue Times

All Drivers impacted

Wear on vehicles

- IADOT Study



Summary

- **City staff is constantly focused on traffic safety.**
- **Traffic Safety studies are occurring on a regular basis. No issue is left behind.**



Questions?



City of Palm Coast, Florida Agenda Item

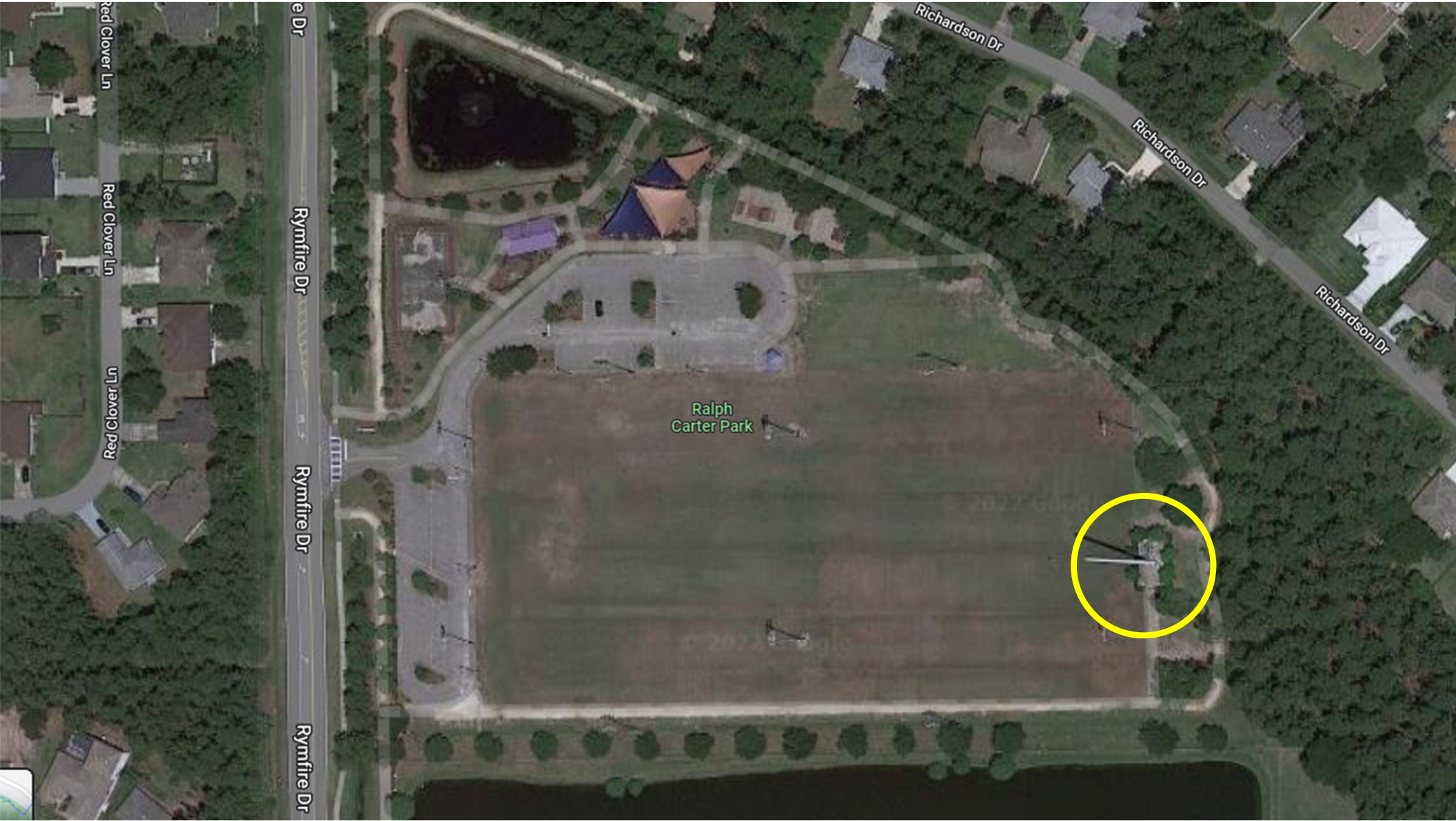
Agenda Date : January 10, 2023

Department	Information Technology	Amount	
Division	Information Technology	Account #	
Subject	RESOLUTION 2023-XX APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK		
Presenter : Doug Akins, Director of Information Technology			
Background :			
<p>In April 2008, the City Council approved a Communications Site Lease Agreement with MetroPCS, Florida, LLC, for a wireless communication facility at Ralph Carter Park. Also, there were two previous amendments to this agreement. The first amendment was in December 2008, relating to rental amounts, and the second amendment in September 2012, related to direct rental payments to be made to the City of Palm Coast.</p> <p>The City of Palm Coast owns the Flagpole Cell Tower located at 1385 Rymfire Drive in Ralph Carter Park. Currently, T-Mobile is the sole carrier on the tower and would like to perform upgrades to their equipment located on the tower. Therefore, these upgrades necessitate a third amendment to the agreement in order to update the locations being occupied by the carrier both on the tower and the ground, and to revise outdated language related to third parties mentioned in the agreement.</p> <p>The City Attorney along with staff drafted the third amendment, which is attached to this item.</p>			
Recommended Action :			
ADOPT RESOLUTION 2023-XX APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK			



MetroPCS Lease Amendment at Ralph Carter Park





RESOLUTION 2023-____
THIRD AMENDMENT
RALPH CARTER PARK
COMMUNICATION SITE LEASE AGREEMENT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE THIRD AMENDMENT TO THE COMMUNICATIONS SITE LEASE AGREEMENT WITH METROPCS, FLORIDA, INC., AT RALPH CARTER PARK; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Palm Coast owns a Flagpole Cell Tower located at Ralph Carter Park (1385 Rymfire Drive); and

WHEREAS, the City has an existing Communications Site Lease Agreement with MetroPCS for T-Mobile co-location on that tower; and

WHEREAS, the T-Mobile desires to upgrade their existing equipment on the Ralph Carter Park Cell Tower; and

WHEREAS, the T-Mobile upgrades require the existing agreement to be amended;

WHEREAS, the City of Palm Coast desires to approve the third amendment to the Communications Site Lease Agreement with MetroPCS, Florida, Inc., at Ralph Carter Park.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:

SECTION 1. APPROVAL OF THIRD AMENDMENT TO THE AGREEMENT. The City Council of the City of Palm Coast hereby approves the third amendment to the Communications Site Lease Agreement with MetroPCS, Florida, Inc., as attached hereto and incorporated herein by reference as Exhibit “A”.

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the necessary documents.

SECTION 3. SEVERABILITY. If any section or portion of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 17th day of January 2023.

ATTEST:

CITY OF PALM COAST

VIRGINIA A. SMITH, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit A – Third Amendment to MetroPCS, Florida, Inc., Communications Site Lease Agreement

**THIRD AMENDMENT TO COMMUNICATIONS SITE LEASE AGREEMENT FOR
GROUND SPACE AND RENT ABATEMENT**

THIRD AMENDMENT TO COMMUNICATIONS SITE LEASE AGREEMENT FOR GROUND SPACE AND RENT ABATEMENT (“Third Amendment”) effective as of the date of the last signature (“Effective Date”), governing the Diamond site number Palm Coast Ralph Carter Park FL108, located at 1385 Rymfire Drive, Palm Coast, FL 32164 (“Site”) by and between City of Palm Coast, a Florida municipal corporation (“Lessor”), and MetroPCS Florida, LLC, a Delaware limited liability company (“Lessee”). Lessor and Lessee shall be collectively referred to as the “Parties”.

WITNESSETH:

WHEREAS, May 16, 2008, a Communications Site Lease Agreement for Ground Space and Rent Abatement was entered into by and between Lessor and Lessee, for the above-referenced Site, and was amended by that certain Amendment No. 1 dated December 3, 2008 and Second Amendment relating to Communications Site Lease Agreement for Ground Space and Rent Abatement with Metro PCS Florida, LLC dated September 12, 2012 (collectively, the “Agreement”).

WHEREAS, the Parties wish to amend the Agreement to allow for the addition of certain equipment located upon the Site, and allow for other modifications to the Agreement.

NOW, THEREFORE, in consideration of the foregoing, the Parties agree to amend the Agreement as follows:

1. The last sentence of Section 4 is hereby deleted in its entirety and replaced with the following:

Rent shall be payable to the City of Palm Coast, Attn: Finance, 160 Lake Avenue, Palm Coast, FL 32164. Upon agreement of the Parties, Lessee may pay rent by electronic funds transfer and in such event, Lessor agrees to provide to Lessee bank routing information for such purpose upon request of Lessee.

2. The following shall be added to Section 6(a) of the Agreement:

All equipment modifications, upgrades or replacements shall require Lessor’s prior written consent, which shall not be unreasonably withheld or delayed, except i) where a permit is not required, and ii) the physical size and weight of the equipment modifications, upgrades or replacements do not increase, and iii) the location of the equipment modifications, upgrades or replacements remains the same. Notwithstanding anything to the contrary contained in the Agreement, Lessor and Lessee agree and acknowledge that any and all installation and

maintenance of Lessee's Facilities that would result in the removal of any stealth panels on the Tower shall require Lessor's prior written consent and the presence of Lessor or its approved representative during the removal and replacement of any such stealth panels. Any damage to the tower, property, and/or injury caused by the improper installation or removal of said stealth panels by Lessee or its agents, contractors, and/or representatives shall be the sole responsibility of the Lessee. Upon notice from Lessor, Lessee shall use commercially reasonable efforts to diligently repair and/or replace any damaged or improperly installed stealth panels as soon as is practicable, but in no event later than forty-five (45) days after the initial notice. All Lessee Facilities (including, but not limited to, antennas, cables, and related equipment) shall be properly installed in order to avoid causing any damage, bulging, or the inability to properly secure the stealth panels to the Tower as per the manufacturer's specifications. Upon the completion of any installation and/or maintenance on the Tower by Lessee, Lessee shall provide Lessor a complete close-out package for Lessor's review and approval, and Lessor shall have the right to require a video close-out to verify that all stealth panels and materials have been installed in accordance with the manufacturer's specifications. The cost of obtaining such video-close out by Lessor shall be paid for by Lessee up to an amount not to exceed Two Thousand 00/100 Dollars (\$2,000.00). Upon completion of Licensee's review of the close-out package and video, Lessor shall notify Lessee if the work was performed satisfactorily or if any repair work is required.

3. Subsection 19(d) of the Agreement is modified as follows:

The City of Palm Coast address is replaced with:

160 Lake Avenue Palm Coast, Florida 32164

Lessee Address is replaced with:

T-Mobile USA, Inc.
Attn: Lease Compliance / Site No. A2A1007A
12920 SE 38th Street
Bellevue, WA 98006

The "With copies to:" is modified to remove CityScape Consultants, Inc. and City Attorney entirely.

4. The drawing in Exhibit B, Description of Premises, is deleted in its entirety and replaced Exhibit B (Third Amendment), Description of Premises, attached hereto and made a part hereof.

5. The Agreement is amended by inserting a new Exhibit B-1 (Third Amendment), Description of Antennas and Facilities and Frequencies and Transmitter Power Levels at the Site, attached hereto and made a part hereof.
6. Exhibits 1 and D in the Agreement are hereby deleted. Any and all references to Exhibit 1 and D in the Agreement shall hereafter refer to Exhibit B and Exhibit B-1 (Third Amendment).
7. Except as otherwise expressly set forth herein and amended by this Third Amendment, all terms of the Agreement shall remain in full force and effect. All capitalized terms not otherwise defined herein shall have the same meanings ascribed to them in the Agreement. If there is any conflict between the terms and conditions of this Third Amendment and the terms and conditions of the Agreement or any prior addendum or amendment to the Agreement, the terms and conditions of this Third Amendment shall prevail.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have executed this instrument as of the date first written above.

LESSOR:
City of Palm Coast

By: _____
Title: _____
Date: _____

LESSEE:
MetroPCS Florida, LLC, a Delaware limited liability company

DocuSigned by:
Jess Louk
9682A5EC2EB3400

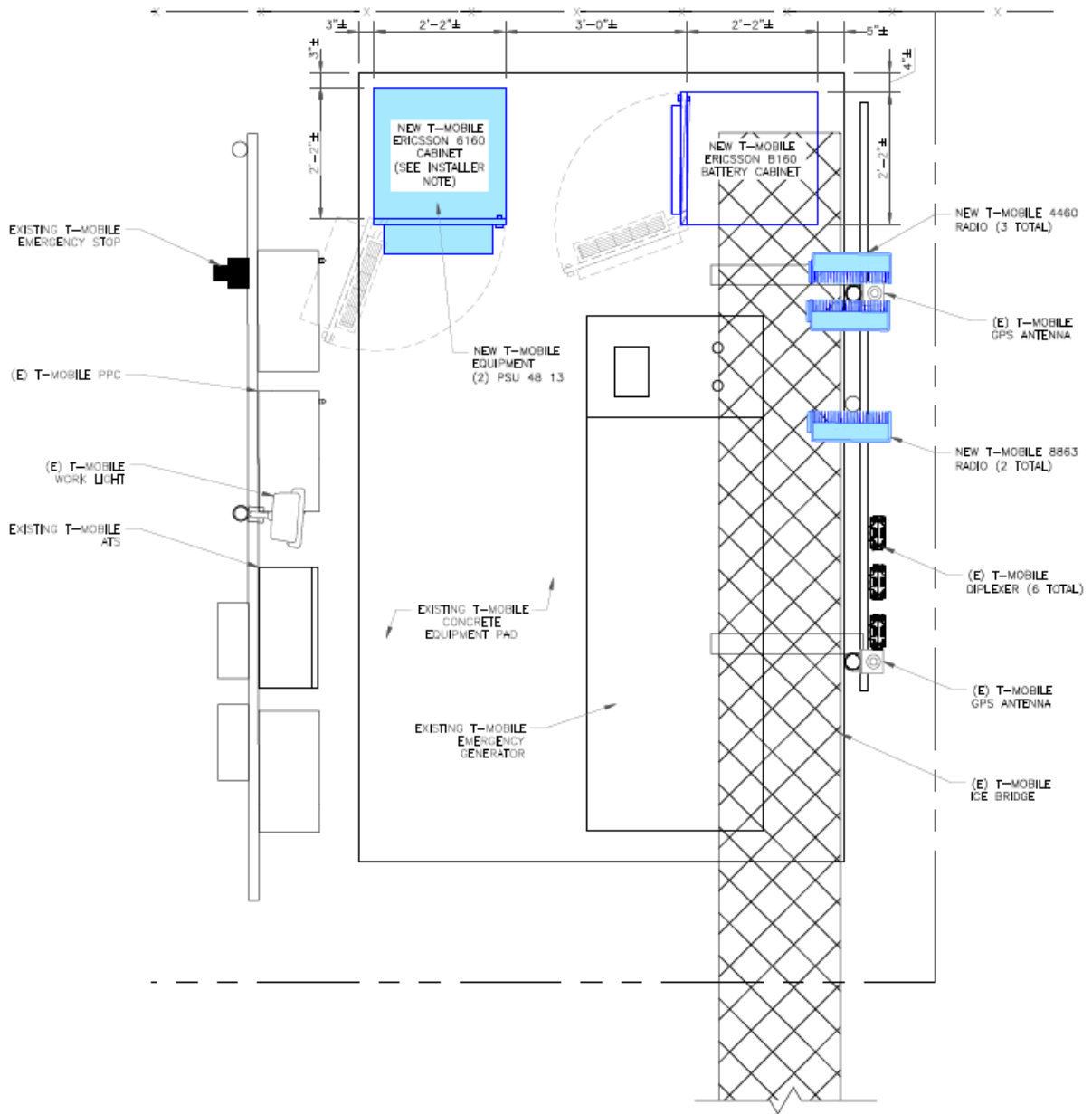
By: Jess Louk
Title: Director, Network Engineering & operations
Date: 11/17/2022



TMO Signatory Level: L06

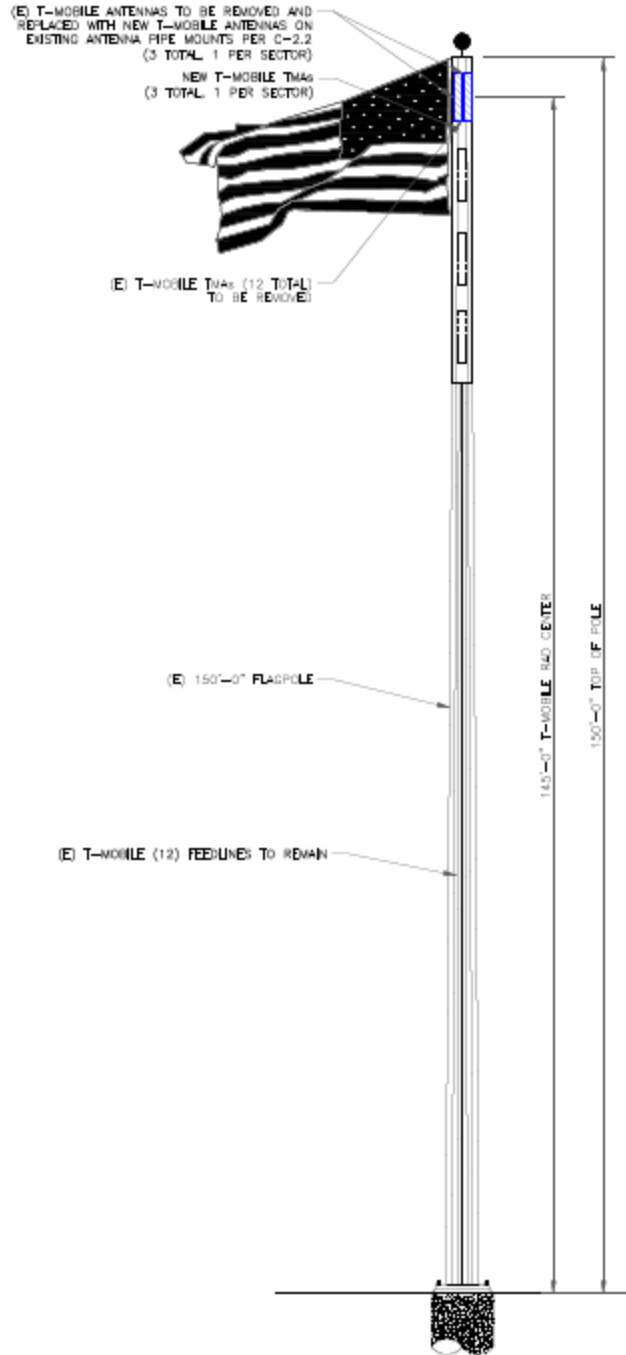
Exhibit B (Third Amendment)

Description of Premises



2 FINAL EQUIPMENT PLAN
SCALE: 3/4"=1'-0" (FULL SIZE)
3/8"=1'-0" (11x17)





OS IS
SIS.
Q
SIGN OR
ED BY

2 FINAL EAST ELEVATION
SCALE: NOT TO SCALE

Exhibit B-1 (Third Amendment)**Description of Antennas and Facilities and
Frequencies and Transmitter Power Levels at the Site**

Frequencies: TX: 2496-2690, 1695-2690, 698-715, 663-698, 612-652, 698-704 MHz
RX: 2496-2690, 617-894, 617-652, 728-745, 663-698, 728-734 MHz

ANTENNAS AND CABLES

Type	Qty.	RAD Height	Make / Model	Dimensions (Inches)	Weight (lbs.)	# of Cables	Cable Size	ERP (Watts)
Panel	3	145'	CommScope/ VV-65B-R1 (Quad)	12" x 4.6" x 70.3"	28	12	7/8"	--
Total	3				Total	12		

OTHER EQUIPMENT

Equipment Type	Quantity	Mounting Height	Make / Model	Dimensions (inches)	Weight (lbs.)
TMA	3	145'	CommScope/ATSBT-TOP-MF-4G	5.63" x 3.70" x 1.96"	1.764

LESSEE CABINET(S) AND GROUND SPACE

Cabinet Type or Manufacturer (Prefab, Custom, etc.)	Quantity	Foundation Type (concrete pad, metal platform, etc.) and dimensions	Total Ground Space (s.f.)
Cabinet(s)	2	Concrete Pad	14' x 16' (224 sq.ft.)

GENERATOR & FUEL TANK

Number of Generators	Make	Model	Output (kW)	Fuel Type (Propane, Diesel)	Number of Fuel Tanks	Tank Volume (gal.)	Ground Space
1	Generac	RD015	15kW	Diesel	1	TBD	Within leased space

ELECTRICAL & TELCO REQUIREMENTS

Power Usage (customer meter, sub-meter or consumption)	Electrical Service (Voltage & Amps)	Number of Circuits (Interior Equipment)	Telephone Requirements (POTS, T-1, etc...)

Lessee Meter	240VAC/100Amp	1	Fiber
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City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

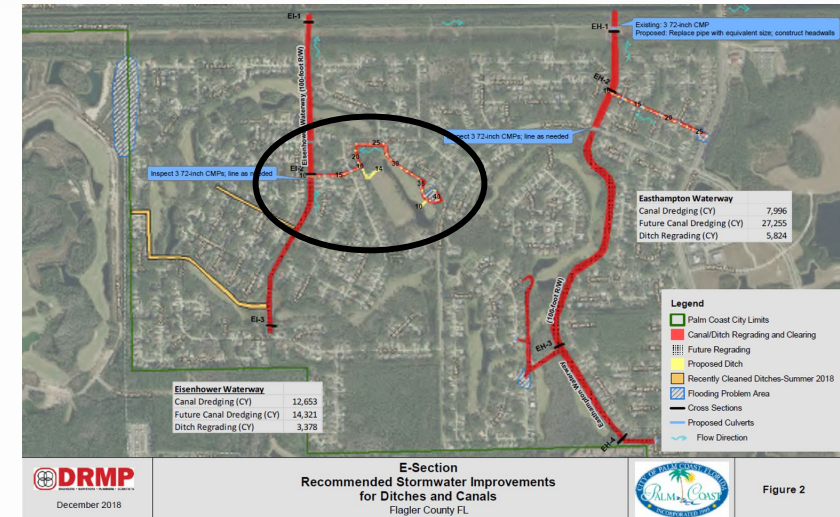
Department	CONSTRUCTION MANAGEMENT & ENGINEERING	Amount	\$11,165.00															
Division		Account	# 54205509-063000-55003															
Subject	RESOLUTION 2023-XX APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT																	
Presenter: Carmelo Morales, Stormwater Engineer III																		
<p>Background : This item is for standard operations. The E-Section West Project is a continuation of the Eisenhower and Easthampton Canal Dredging Project that was completed in June of 2022. This in-house enhancement project entails a ditch modification and upsizing of pipes to improve drainage flow. In November of 2022 Staff completed swale/ditch regrading, vegetation removal, and a smaller stormwater pipe installation in the Ehrly/Evans vicinity. Utility work is needed before the larger stormwater pipe can be lowered to increase drainage at Evans Drive.</p> <p>A work order in the amount of \$42,945 was created under the existing contract with B&B Underground & Drilling (ITB-UT-19-96) for directional drilling to install stormwater pipes. It was determined that a longer pipe length is needed which will increase the original proposal by \$11,165.</p> <p>This item is to request council approval of an increase to the work order in the amount of \$11,165 above the City Manager's allotted approval of \$49,999.</p> <p>Funds for this project have been budgeted in the Stormwater Engineering FY 23 Budget.</p>																		
<p>SOURCE OF FUNDS WORKSHEET FY 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Ditch&Pipe R&R-54205509-063000-55003</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 20%; text-align: right;">90,000.00</td> </tr> <tr> <td>Total Expenses/Encumbered to date</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">60,689.00</td> </tr> <tr> <td>Pending Work Orders/Contracts</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Current Contract</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><u>11,165.00</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">18,146.00</td> </tr> </table>				Ditch&Pipe R&R-54205509-063000-55003	\$	90,000.00	Total Expenses/Encumbered to date	\$	60,689.00	Pending Work Orders/Contracts	\$	0	Current Contract	\$	<u>11,165.00</u>			18,146.00
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<p>Recommended Action : RESOLUTION 2023-XX APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT</p>																		



E-Section West Ditch Rehabilitation Ehrly & Evans

E-Section West is a continuation of a larger project being constructed in stages

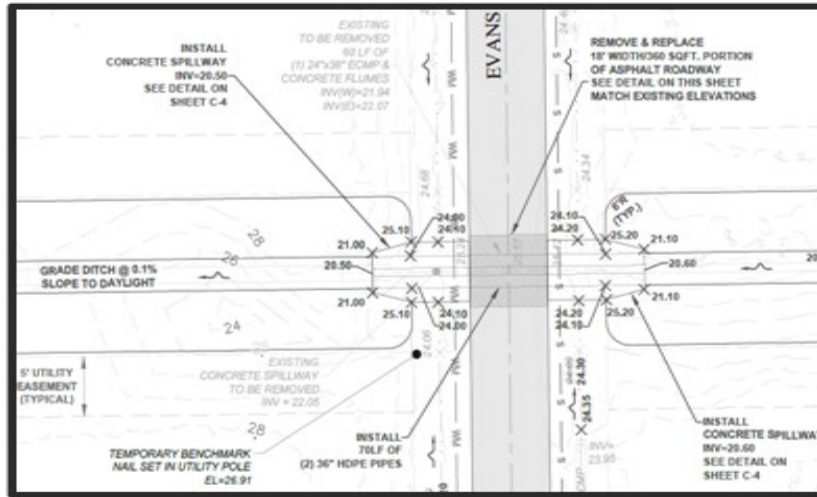
- Eisenhower and Easthampton Canal dredging concluded June 2022 (contractor work)
- Swale/ditch regrading, vegetation removal, and (smaller) storm pipe installation in the Ehrly/Evans vicinity concluded November 2022 (city stormwater crews)
- Utility work (directional drilling) is needed before the (larger) storm pipe increase and lowering at Evans Drive can be accomplished
- There are expected future stages/costs which have not yet been bid; these are expected to occur within the current fiscal year (FY23) and consist of reestablishing utility services at four residences (continuing services contractor) and installation of larger pipe crossing at two locations on Evans Drive (city stormwater staff)





Mayor David Allen,
 My name is Anthony (Tony) Catoggio. I've lived in Palm Coast 38 years, I have owned and operated D&H Alarm and Security Inc. I lived in the C section for 29 years and now live in the E section.
 I was very active serving on the Executive Board of Flagler County Home Builders Assoc for thirteen years and was Vice President in 1989 and again in 1995.
 I was very active serving on the Executive Board of Flagler County Chamber of Commerce and was President / Chairman in 2001.
 I was also Secretary of the Alarm Association of Florida, Central Region in 1989.
 I'm writing this letter because the City usually hears the bad but never the good. I, being retired, have been observing the work of the Storm water and Engineering at work. They are redoing the storm water ditch From the Ehrly place to Evans and Evans again to its destination at the main drainage ditch on Eric place.
 First of all I want to compliment the Engineering led by Carmelo Merakis. He is not only an outstanding engineer, but he converses with all the homeowners and explains what is going on and why.
 Carmelo is on the site constantly inspecting the progress and making changes or corrections. He is a true asset to the city of Palm coast.
 They started by moving the fire hydrant and putting in two new water lines. Working in water and mud waist high the crew did an outstanding job. The job was completed efficiently, and the clean-up was great. Next the storm water crew came in and started removing pine trees along the old ditch and where the new ditch would be.
 I guess I should start with the survey team led by Jeff Crews. Enough can't be said about how good the crew is and how they work together to do a great job. Other supervisors I met were Kevin Nelson and Tim Lowe. All the supervisors were great to speak with. They worked very hard with their crews and were terrific with the homeowners. The city should be very proud of them.
 The tree crew came in next and removed a couple of hundred trees. One of the supervisors demonstrated how to take down a tree, gave instructions to the new members of the crew on how to be safe and also respect the property surrounding the trees. It was a pleasure to watch the entire crew work together to complete the job. They were efficient and when they left the area it was very clean to everyone's satisfaction.
 Then came the crew with their massive equipment that not only moved the old ditch to a better location ditch but filled in the old ditch and improved the look and value of the golf course, (9th hole). The crew had to install some concrete culverts to keep the cart paths where they belonged. The crews also removed many thousands of dirt, graded the area and improved the golf course cart paths where necessary even replacing concrete paths where necessary. The ninth hole on the golf course has never looked better than now and it all due to the storm water crews and all the teams that worked with them. This was a large undertaking that was well designed and engineered, and all should be complemented.
 Now we are finishing up with the sod. The sod crews, as they were able to cut the sod due to the large amount of rainfall, matched the type of sod on the properties they were attached to along the main drainage ditch. On the street side there was a crew supervised by John Caccavale who did a great job making sure the swales were pitched right. He also made sure each property received the right sod.
 I have lived here at 10 Ehrly place for over ten years and with each heavy rainfall over those years I would have water continuously up to half my driveway and flood Ehrly Place and Ehrly Place sometimes for days. During the last two hurricanes (IAN and NICKLE) the water drained as it should and never came up my driveway. When the rain stopped the street dried very soon after. This was a dramatic improvement.
 In conclusion I would like the supervisors and their crews understand to be made aware of the homeowner's appreciation for their hard work and the great improvement made to this area.

Sincerely,
 Anthony (Tony) Catoggio
 10 Ehrly Place
 Palm Coast, Florida
 (386) 503-5483
 CC: C. Cote and Don Schinger



E-Section West Ditch Rehabilitation – Council Actions

- Directional Drilling at Evans Drive Purchase Order Number 20230330
- After a Site Visit with the Contractor, City Staff has Decided to Extend the Linear Feet of Pipe Needed to be Drilled to Accommodate Existing Field Conditions (Existing Driveways) Resulting in an \$11,165.00 Increase in Cost.

- Council Action - Approval of Work Order Increase for Additional Costs
 - Previous PO Amount \$42,945.00
 - Requested Increase Amount \$11,165.00
 - New PO Total **\$54,110.00**

**RESOLUTION 2023-
E SECTION WEST**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA APPROVING A WORK ORDER INCREASE FOR ADDITIONAL COSTS RELATED TO E-SECTION WEST DRAINAGE REHABILITATION PROJECT; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID GRANT APPLICATION; PROVIDING FOR SEVERABILITY, PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, City staff is requesting an increase to an existing work order for an increase in the scope of work related to the E section west drainage project; and

WHEREAS, City Council approves a work order increase for the above-mentioned project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:

SECTION 1. APPROVAL OF FUNDING. The City Council hereby approves a work order increase for an increase in the scope of work related to the E-section drainage project, as attached hereto and incorporated herein by reference as Exhibit “A.”

SECTION 2. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the necessary documents.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force of effect of any section or part of this Resolution.

SECTION 4. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 5. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 6. EFFECTIVE DATE. This Resolution shall take effect immediately upon

adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida on this 17th day of January 2023.

ATTEST:

CITY OF PALM COAST

VIRGINIA A. SMITH, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit A – Work Order



Proposal

321 E Ohio Ave.
Lake Helen, Florida 32744
Phone: 386-734-0592 Fax: 386-943-8895
Lic# CUC1224552

Attention:
Carmelo Morales

Date: 08/10/2022

Proposal For:
City of Palm Coast Stormwater
24 Utility Drive
Palm Coast, Florida 32164
(386)986-4758

Quote Valid for: 30 Days

RE: ITB-UT-19-96 Evans Dr. - Palm Coast

B&B Underground & Drilling, Inc is pleased to submit our proposal for directional drilling on the above referenced project.

Scope of Work:

Install an estimated total 429 LF of 8" HDPE WM (crossing storm ditch on Evans Dr. with two bore locations).

Price @ \$85.00 Per Foot

Install an estimated total 216 LF of 4" HDPE FM (crossing storm ditch on Evans Dr.).

Price @ \$30.00 Per Foot

Price Includes Fusing of Pipe/MJ Adapters

Total Estimate:

\$42,945.00

Primary Contractor Responsibility: (hereinafter PC)

- Location to dump drill slurry. All cost associated with dumping to be paid by PC.



Proposal

321 E Ohio Ave.
Lake Helen, Florida 32744
Phone: 386-734-0592 Fax: 386-943-8895
Lic# CUC1224552

- MOT
- Water for drilling equipment.
- Any excavation beyond four feet and associated dewatering.
- Utilities that are located under roadway(s) or where B&B Underground & Drilling, Inc is unable to verify depth will require a soft dig. Soft dig work to be performed by outside contractor. All associated cost to be paid by PC.
- Work will begin upon receipt of written notice to proceed and is subject to drill rig availability.
- Project delays not caused by B&B Underground and Drilling, Inc. will incur a \$3,500.00/day fee for each day without daily production plus additional mobilization fee(s) associated with said occurrence.
- Payment for "Scope of Work" due upon receipt of invoice.

We look forward to Partnering with your Team on this project.

Best Regards,

Michael L Bennett

Michael "Lee" Bennett

Primary Contractor:

B&B Underground & Drilling, Inc.

Print: _____

Print: _____

Sign: _____

Sign: _____

Title: _____

Title: _____

Date: _____

Date: _____



321 East Ohio Ave.
Lake Helen, Florida 32744
Phone: 386-734-0592 Fax: 386-943-8895
Lic# CUC1224552

Proposal

Attention:
Carmelo Morales

Revised Proposal

Date: 11/9/2022

Proposal For:
City of Palm Coast
160 Lake Avenue
Palm Coast, Florida 32164
(386) 986-4758

Quote Valid for: 30 Days

RE: ITB-UT-19-96 Evans Drive – Palm Coast

B&B Underground & Drilling, Inc is pleased to submit our proposal for directional drilling on the above referenced project.

Scope of Work:

Install an estimated 216 LF of 8" HDPE Water Main (Evans Drive R/O/W)
Priced @ \$85.00/LF
Price Per Bore: \$18,360.00

Install an estimated 350 LF of 6" HDPE Water Main (Evans Drive R/O/W)
Priced @ \$85.00/LF
Price Per Bore: \$29,750.00

Install an estimated 200 LF of 4" HDPE Force Main (Evans Drive R/O/W)
Priced @ \$30.00/LF
Price Per Bore: \$6,000.00

Price Includes Mobilization and Fusing of Pipe/MJ Adapters

Total Estimate:

\$54,110.00 (Material and Labor)



321 East Ohio Ave.
 Lake Helen, Florida 32744
 Phone: 386-734-0592 Fax: 386-943-8895
 Lic# CUC1224552

Proposal

Primary Contractor Responsibility: (hereinafter PC)

- Location to dump drill slurry. All cost associated with dumping to be paid by PC.
- MOT
- Water for drilling equipment.
- Any excavation beyond four feet and associated dewatering.
- Utilities that are located under roadway(s) or where B&B Underground & Drilling, Inc is unable to verify depth will require a soft dig. Soft dig work to be performed by outside contractor. All associated cost to be paid by PC.
- Work will begin upon receipt of written notice to proceed and is subject to drill rig availability.
- Project delays not caused by B&B Underground and Drilling, Inc. will incur a \$3,500.00/day fee for each day without daily production plus additional mobilization fee(s) associated with said occurrence.
- Payment for "Scope of Work" due upon receipt of invoice.

We look forward to Partnering with your Team on this project.

Best Regards,

Scott Gabor

Primary Contractor:

B&B Underground & Drilling, Inc.

Print: _____

Print: _____

Sign: _____

Sign: _____

Title: _____

Title: _____

Date: _____

Date: _____

City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department	COMMUNITY DEVELOPMENT	Amount	
Division		Account	21000000-331501 21000000-331502 21000000-334403 21000000-380100

Subject RESOLUTION 2023-XX APPROVING AMENDMENTS TO THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS

Presenter : Jose Papa, AICP, Senior Planner

Background :
The proposed amendments to the Federal Fiscal Year (FFY) 2017, 2018, 2019, and 2020 Annual Action Plans are housekeeping in nature. The intent of the amendments are to align the City’s records in HUD’s Integrated Disbursement and Information System (IDIS) with the City’s grant records.

These amendments will account for the use of available obligated funds from previous years to cover activities which have been completed. Other than for General Planning/Administration activity (this action will result in an increase of \$25,000 for housing activity while reducing the funds available for General Planning/Admin activity), the amendment does not change the amount of funding dedicated for any activity. The only difference will be that when the City completes a reimbursement request for completion of an activity, it will be with funds from a different funding year.

As shown on the tables below, unobligated funds from the 2017, 2018, 2019 were drawn to pay for housing activities (see Table 1). In return a similar amount from the 2020 allocation will now be dedicated for the activities previously identified in 2017, 2018, 2019 Annual Action Plan (Table 2).

Table 1

FUNDING YEAR	ACTIVITY			TOTAL AMOUNT OF FUNDS
	From General Planning/Admin Activity to Housing Activity	From Public Service Grant Activity to Housing Activity	From Public Service – Youth Activities to Housing Activity	
2017	\$10,000	\$30,000		\$40,000
2018	\$5,000	\$15,200	\$43,800	\$64,000
2019	\$10,000	\$18,184	\$1,436.65	\$29,620.65
TOTAL	\$25,000	\$63,384	\$45,236.65	\$133,620.65

Table 2

FUNDING YEAR	ACTIVITY			TOTAL AMOUNT OF FUNDS
	From Housing Activity to General Planning/Admin Activity	From Housing Activity to Public Service Grant Activity	From Housing Activity to Public Service - Youth Activity	
2020	No transfer. Additional \$25,000 of funds are allocated for Housing Activities.	\$63,384	\$45,236.65	\$108,620.65

Recommended Action:
ADOPT RESOLUTION 2023-XX APPROVING THE AMENDMENTS TO THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS

Community Development Block Grant (CDBG)

Amendments to the Federal Fiscal Year (FFY)
2017, 2018, 2019, & 2020 Annual Action Plans

City Council

Public Workshop & Public Hearing



Amendments to the Annual Action Plans

- Annual Action Plan is adopted to identify use of CDBG funds
- Reallocation of funds from one activity to another requires an amendment to the Annual Action Plan
- Use of funds from oldest grant agreements for reimbursement of completed activities



Amendments to the Annual Action Plans

- The amendments are housekeeping in nature
- No change in amount of funds allocated for any activity (except for \$25,000 to be reallocated from Administration)
- The following tables summarize the amendments



Amendments to the Annual Action Plans

FUNDING YEAR	ACTIVITY			
	From General Planning/Admin Activity to Housing Activity	From Public Service Grant Activity to Housing Activity	From Public Service – Youth Activities to Housing Activity	TOTAL AMOUNT OF FUNDS
2017	\$10,000	\$30,000		\$40,000
2018	\$5,000	\$15,200	\$43,800	\$64,000
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TOTAL	\$25,000	\$63,384	\$45,236.65	\$133,620.65



Amendments to the Annual Action Plans

FUNDING YEAR	ACTIVITY			
	From Housing Activity to General Planning/Admin Activity	From Housing Activity to Public Service Grant Activity	From Housing Activity to Public Service – Youth Activities	TOTAL AMOUNT OF FUNDS
2020	No transfer. Additional \$25,000 of funds are reallocated for Housing Activities.	\$63,384	\$45,236.65	\$108,620.65



Amendments to the Annual Action Plans

The Citizens Advisory Task Force recommends that City Council Approve the proposed amendments



Amendments to the Annual Action Plans-Next Steps

- CATF Public Hearing (Dec. 7)
- 30-day Public Comment (Nov. 18 to Dec. 17)
- **City Council Public Workshop (Jan. 10)**
- City Council Public Hearing (Jan. 17)



Questions



RESOLUTION 2023-_____
AMENDING THE FEDERAL FISCAL YEAR (FFY) 2017, 2018, 2019, & 2020
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AMENDING THE FFY 2017, 2018, 2019, & 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLANS TO REALLOCATE \$133,620.65 FROM FFY 2017, 2018, AND 2019 FUNDS TO THE HOUSING REHABILITATION ACTIVITY AND REALLOCATE \$108,620.65 OF FUNDING FROM FFY 2020 FUNDS TO PUBLIC SERVICE GRANTS & YOUTH ACTIVITIES AS DESCRIBED IN MORE DETAIL IN EXHIBIT A; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE NECESSARY DOCUMENTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City of Palm Coast (the “City”) participates in the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program as an entitlement jurisdiction; and

WHEREAS, the City has prepared all the necessary documents, notices and forms to participate in the CDBG program; and

WHEREAS, the City Council has adopted a Citizen Participation Plan establishing the policies and procedures to be followed to encourage participation by residents and affected parties in the development of the City’s CDBG programs; and

WHEREAS, the City implemented the policies and procedures of the Citizen Participation Plan to ensure appropriate and adequate citizen participation; and

WHEREAS, the City has completed a five-year consolidated plan (Consolidated Action Plan), which is a required comprehensive planning document in order to receive funding under the CDBG program; and

WHEREAS, the City annually prepares a one-year action plan (Annual Action Plan) to outline the proposed use of the available CDBG funds for the fiscal year; and

WHEREAS, the FFY 2017, 2018, 2019, and 2020 Annual Action Plans allocated funds for Housing Activities, Public Service Grants, Public Service -Youth Activities, and General Planning and Administration Activities; and

WHEREAS, \$133,620.65 in funds from FFY 2017, 2018, and 2019 were reallocated from other activities to pay for completed Housing Rehabilitation Activities; and

WHEREAS, \$108,620.65 in funds from FFY 2020 will be reallocated to Public Service Grants, and Public Service-Youth Activities; and

WHEREAS, the intent of this amendment package is to align the City's records in IDIS (the program tracking platform for HUD's various block grant programs) with the City's grant records; and

WHEREAS, the Citizens Advisory Task Force (CATF) held a public hearing on December 7, 2022, to hear public testimony of all interested parties regarding the amendments; and

WHEREAS, the CATF has reviewed and recommended that the City Council approve the proposed amendments; and

WHEREAS, the 30-day comment period for the amendments were held from November 18, 2022 to December 17, 2022; and

WHEREAS, the City Council held a public hearing on January 17, 2023, to hear public testimony of all interested parties regarding the amendments.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY OF PALM COAST, FLORIDA:

SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS. The above recitals (whereas clauses) are hereby adopted as the legislative and administrative findings of the City Council.

SECTION 2. APPROVAL OF AMENDMENTS TO FEDERAL FISCAL YEAR 2017, 2018, 2019, & 2020 ANNUAL ACTION PLANS. The City Council of the City of Palm Coast hereby approves the amendments to the FFY 2017, 2018, and 2019 Annual Action Plans to reallocate \$133,620.65 for Housing Rehabilitation Activities and to reallocate \$108,620.65 of FFY 2020 funding for Public Service Grants and Public Service-Youth Activities. The amendments are shown in more detail in Exhibit A.

SECTION 3. AUTHORIZATION TO EXECUTE. The City Manager, or designee, is hereby authorized to execute the necessary documents.

SECTION 4. SEVERABILITY. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Resolution are

severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution.

SECTION 5. CONFLICTS. All Resolutions or parts of Resolutions in conflict with this Resolution are hereby repealed.

SECTION 6. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 7. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on the 17th day of January 2023.

ATTEST:

CITY OF PALM COAST

VIRGINIA A. SMITH, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit A – Amendments to the FFY 2017, 2018, 2019, & 2020 Annual Action Plans

Exhibit A
Amendments to the FFY 2017, 2018, 2019, and 2020 Annual Action Plans

The amendments to the 2017, 2018, 2019, and 2020 Annual Action Plan are housekeeping in nature. The intent of the amendment is to align the City’s records in IDIS (IDIS is HUD’s program tracking platform) with the City’s grant records.

This amendment will account for the use of available obligated funds from previous years to cover activities which have been completed. Other than for General Planning/Administration activity (this action will result in an increase of \$25,000 for housing activity while reducing the funds available for General Planning/Admin activity), the amendment does not change the amount of funding dedicated for any activity, the only difference will be that when the City completes a reimbursement request for completion of an activity it will be with funds from a different funding year.

As shown on the tables below, unobligated funds from the 2017, 2018, 2019 were drawn to pay for housing activities (see Table 1). In return a similar amount from the 2020 allocation will now be dedicated for the activities previously identified in 2017, 2018, 2019 Annual Action Plans (Table 2).

Table 1

FUNDING YEAR	ACTIVITY			TOTAL AMOUNT OF FUNDS
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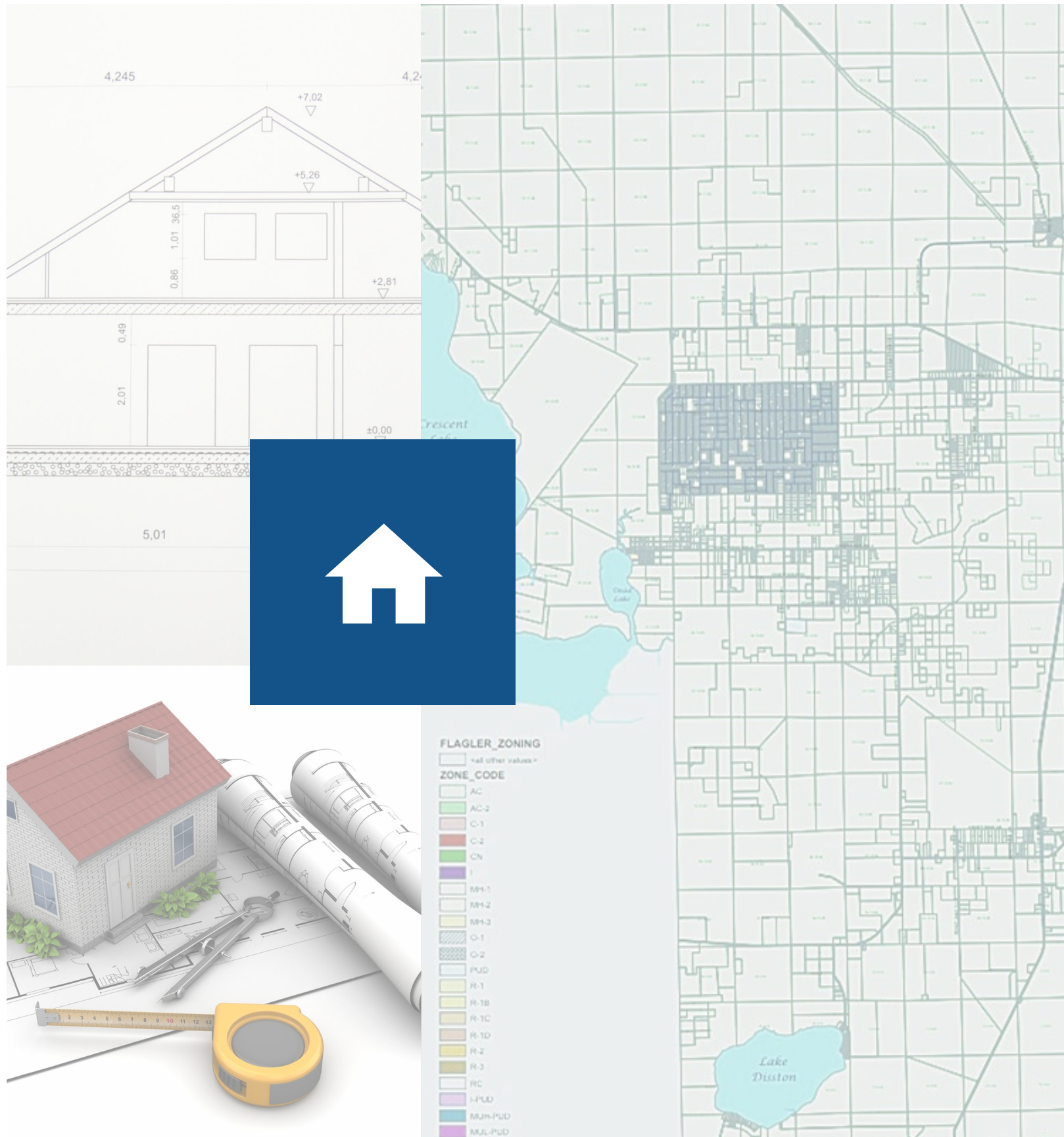
Table 2

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City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department	COMMUNITY DEVELOPMENT	Amount
Division	PLANNING	Account
Subject	RESOLUTION 2023-XX APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT-2023 FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM	
Presenter : Jose Papa, AICP, Senior Planner		
<p>Background: In April 2009, the City Council approved an Interlocal Agreement (ILA) with Flagler County to implement a Joint Housing Assistance Program. One of the programs administered by Flagler County is the State Housing Initiatives Partnership (SHIP) program. The SHIP program is funded by a portion of the documentary stamps collected on the recordation of deeds.</p> <p>As required by State statutes, the Affordable Housing Advisory Committee (AHAC), who serves as the advisory board for the SHIP program, shall annually review and recommend incentive strategies to promote affordable housing as required by Florida Statutes Chapter 420.9076. After the preparation of a report on the local housing incentives, the local government shall incorporate the local housing incentive strategies into the Local Housing Assistance Plan (LHAP) for the SHIP Program.</p> <p>On November 15, 2022, the Affordable Housing Advisory Committee (AHAC) reviewed the above-mentioned incentives at a public hearing and made a recommendation to the County Commission and City Council to accept the report and incorporate the recommendations into the LHAP.</p> <p>Since the LHAP is part of a Joint Housing Program between Flagler County and the City of Palm Coast, both the Board of County Commissioners (BOCC) and City Council review and approve the proposed amendment to the LHAP.</p> <p>The AHAC report recommends the following potential actions for the City of Palm Coast.</p> <ul style="list-style-type: none"> • Develop a Planned Affordable Development ordinance consistent with the county's ordinance. Such an ordinance would lay out a definition and conditions which defines an affordable housing project. • Publish the inventory of surplus lands suitable for housing development on the City's web page. • Consider the adoption of an affordable housing trust fund for the purpose of funding affordable housing development incentives. Potential implementation of this recommendation will require additional research of examples/ordinances to create a program that may work for the City of Palm Coast. 		
<p>Recommended Action: THE AFFORDABLE HOUSING ADVISORY COMMITTEE RECOMMENDS CITY COUNCIL APPROVE THE ANNUAL AFFORDABLE HOUSING INCENTIVE REPORT-2023</p>		



Flagler County and City of Palm Coast

Affordable Housing Advisory Committee

Annual Report

2023



Flagler County and City of Palm Coast Affordable Housing Advisory Committee

- Governed by 420.9076 F.S as a requirement for SHIP communities
- Submits an annual report of recommendations to their appointing governing boards or councils concerning policies and procedures impacting housing affordability
- Interlocal Agreement creates a joint Affordable Housing Advisory Committee for Flagler County and City of Palm Coast

COMPOSITION

-  ELECTED OFFICIAL
-  (a) HOME BUILDING
-  (b) BANKING AND MORTGAGE
-  (c) CONSTRUCTION LABOR
-  (d) LOW INCOME ADVOCACY
-  (e) FOR PROFIT AFFORDABLE HOUSING
-  (f) NONPROFIT AFFORDABLE HOUSING
-  (g) REAL ESTATE
-  (h) LOCAL PLANNING AGENCY
-  (i) LOCAL RESIDENT
-  (j) EMPLOYMENT
-  (k) ESSENTIAL SERVICES



8 TO 11 MEMBERS



Elected Official plus members representing at least six of the defined categories

Elected official from both interlocal governments not required, but recommended

Current Committee Members

Committee Member Name	Appointing Government	Appointment Date	Category
Committee Chair			
Sandra Shank	Flagler County BOCC	October 2, 2021	(d)
Vice Chair			
Nealon Joseph	Flagler County BOCC	February 3, 2020	(k)
Commissioner Andy Dance	Flagler County BOCC	August 15, 2022	Elected Official
Mary Vasilevsky	City of Palm Coast	September 21, 2021	(a)
Denise Santa Maria	Flagler County BOCC	April 20, 2021	(b)
Valerie Clymer	City of Palm Coast	September 20, 2022	(b)
Rick Belhumeur	Flagler County BOCC	April 18, 2022	(e)
Patricia "Trish" Giaccone	Flagler County BOCC	February 3, 2020	(f)
Kim Carney	Flagler County BOCC	January 10, 2022	(g)
Dorothy Sperber	Flagler County BOCC	July 7, 2022	(j)

Incentives AHAC Must Review

Defined in F.S
420.9076(4)(a-k)



Incentives AHAC Must Review

Defined in F.S
420.9076(4)(a-k)

f

The reduction of parking and setback requirements for affordable housing

g

The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing

h

The modification of street requirements for affordable housing.

i

The establishment of a process by which a local government considers, before adoptions, policies, procedures, ordinances, regulations, or plan revisions that increase the cost of housing.

j

The preparation of a printed inventory of locally owned public lands suitable for affordable housing.

k

The Support of Development near transportation hubs and major employment centers and mixed-use developments



Local Housing Assistance Plan (LHAP)

Section 1: Policies governing SHIP and local program

Section 2: Strategies to use SHIP funding (programs locally designed to spend funds)

Section 3: Housing Development Incentives

- 3-year plan: funding strategies updated every three years
- Local incentives are updated in the Local Housing Assistance Plan annually

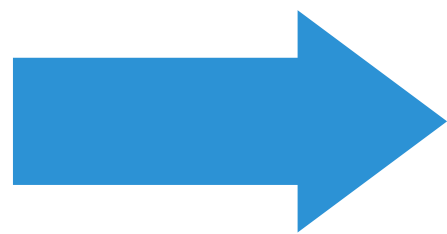
Recommendations accepted by the board will be updated in the plan and presented to the board for resolution

Local Housing Assistance Plan

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Primary
Statutory
Purpose
of
AHAC





Local Housing Assistance Plan

Flagler County Incentives

A. Expedited Permitting

The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s.163.3177(6)(f)(3).

In Flagler County, permits for affordable housing projects are expedited to a greater degree than other projects by standard custom and practice. All rehabilitation and replacement home construction projects were processed through the expedited permit strategy. At this time, the County’s Housing Element of the Comprehensive Plan does not include any specific policies that pertain to expedited permitting; however, both Policies C.1.1.3 and C.1.1.4 foster the County’s current practice to expedite affordable housing permits:

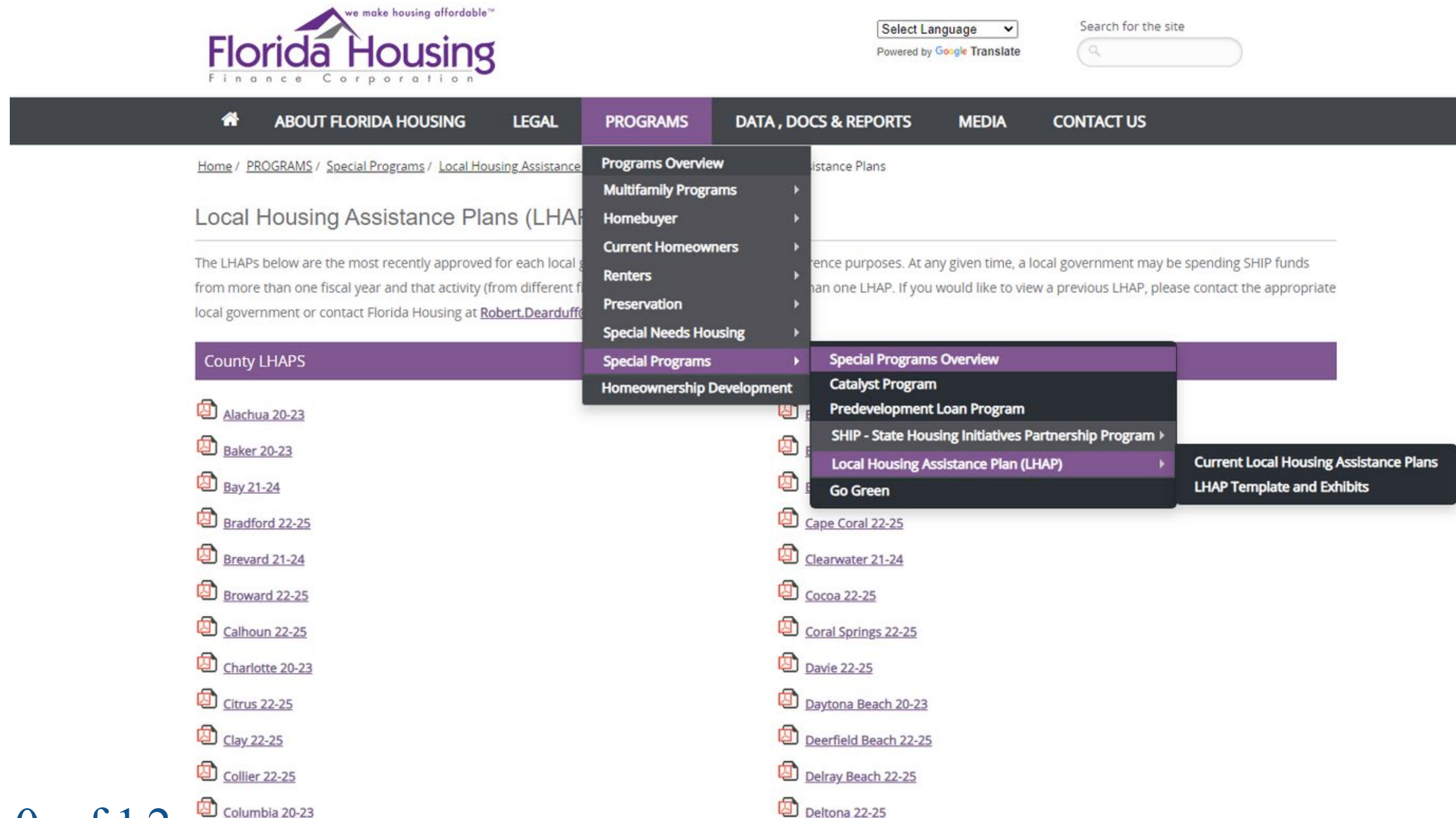
Policy C.1.1.4: Flagler County shall continue to use its Affordable Housing Advisory Committee to assess very low, low and moderate income housing needs and recommend programs that could be instituted to facilitate the implementation of the County’s Housing Goals, Objectives and Policies.

Affordable housing projects will be processed in the next available Planning Board or Board of County Commissioners meetings regardless of the application closing date, provided the applications meet the legal notice requirements.

Affordable housing projects will be approved as priority projects. The affordable housing projects will be moved to the front of the agenda at the County Technical Review Committee and Planning Board meetings. Processing the affordable housing projects at the next available Planning Board or Board of County Commissioner meetings regardless of application closing dates will result in a reduction of five to fifteen days of time. This time reduction will result in measurable savings of project cost and interest.

Local Incentives
are written
into the LHAP

www.FloridaHousing.org

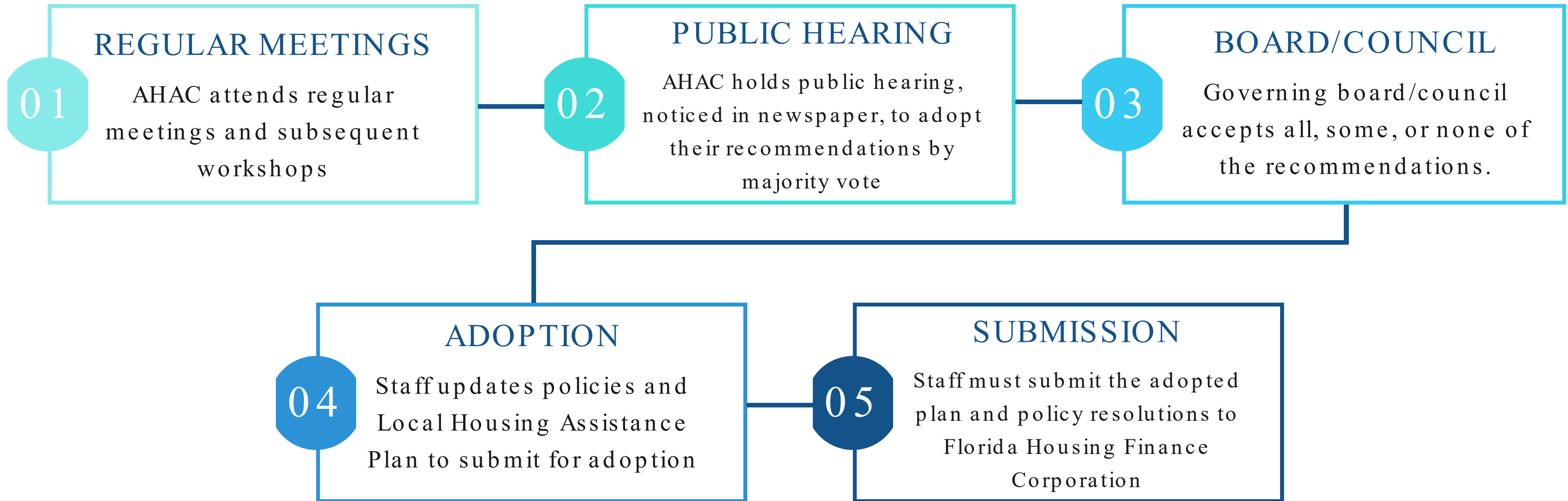


The screenshot shows the Florida Housing website interface. At the top, there is a navigation bar with links for Home, ABOUT FLORIDA HOUSING, LEGAL, PROGRAMS, DATA, DOCS & REPORTS, MEDIA, and CONTACT US. The PROGRAMS menu is expanded, showing options like Programs Overview, Multifamily Programs, Homebuyer, Current Homeowners, Renters, Preservation, Special Needs Housing, Special Programs, and Homeownership Development. The Special Programs sub-menu is further expanded, listing Special Programs Overview, Catalyst Program, Predevelopment Loan Program, SHIP - State Housing Initiatives Partnership Program, Local Housing Assistance Plan (LHAP), and Go Green. Below the navigation, the page displays 'Local Housing Assistance Plans (LHAP)' for various counties, including Alachua, Baker, Bay, Bradford, Brevard, Broward, Calhoun, Charlotte, Citrus, Clay, Collier, and Columbia.

- www.floridahousing.org
- Programs
- Special Programs
- Local Housing Assistance Plans
- Current Local Housing Assistance Plans

Annual Report Process

Flagler County and City of Palm Coast AHAC



THANK YOU

—
Flagler County Health and
Human Services Department

Housing Division

1000 Belle Terre Blvd
Palm Coast, FL 32164

386-586-2324



Recommendations from AHAC to City of Palm Coast

- Develop a Planned Affordable Development ordinance consistent with the county's ordinance.
- Publish the inventory of surplus lands suitable for housing development on the City's web page.
- Consider the adoption of an affordable housing trust fund for the purpose of funding affordable housing development incentives.

RESOLUTION 2023 - _____
AFFORDABLE HOUSING INCENTIVES REPORT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE AFFORDABLE HOUSING INCENTIVES REPORT-2023 FOR INCLUSION INTO THE LOCAL HOUSING ASSISTANCE PLAN FOR THE STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) ACT, SECTION 420.907, FLORIDA STATUTES THROUGH SECTION 420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, Section 420.907, Florida Statutes through Section 420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, Flagler County and the City of Palm Coast adopted an Interlocal Agreement to establish a joint local housing assistance program; and

WHEREAS, the Flagler County Affordable Housing Advisory Committee (AHAC) has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, Section 420.9076(4), Fla. Stat. specifies that each advisory committee shall evaluate affordable housing incentives annually; and

WHEREAS, Section 420.9076(4), Fla. Stat. specifies at a minimum the incentives to be considered by each advisory committee; and

WHEREAS, the Local Housing Assistance Plan is being amended to include the incentive strategies to promote workforce/affordable housing in the City of Palm Coast.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA AS FOLLOWS:

SECTION 1. APPROVAL OF THE 2023 REPORT AND TO BE INCORPORATED INTO THE LOCAL HOUSING ASSISTANCE PLAN.

The City Council of the City of Palm Coast hereby approves the Affordable Housing Incentives Report-2023 for inclusion into the Local Housing Assistance Plan (LHAP) for the State Housing Initiatives Partnership (SHIP) Act, as attached hereto and incorporated herein by Exhibit “A”.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. CONFLICTS. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION 4. IMPLEMENTING ACTIONS. The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Council.

DULY PASSED AND ADOPTED by the City Council of the City of Palm Coast, Florida, on this 17th day of January 2023.

ATTEST:

CITY OF PALM COAST

VIRGINIA A. SMITH, CITY CLERK

DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit “A” - Affordable Housing Incentives Report-2023



Affordable Housing Advisory
Committee of Flagler County
and Palm Coast

Annual Affordable Housing Incentive Report 2023



PRESENTED TO
**FLAGLER COUNTY BOARD OF COUNTY
COMMISSIONERS
AND
PALM COAST CITY COUNCIL**

Affordable Housing Advisory Committee
Report to Flagler County Board of County Commissioners and
Palm Coast City Council
On Affordable Housing Incentive Strategies

Date
November 15, 2022

PREPARED BY:
The Joint Affordable Housing Advisory Committee of Flagler County and
the City of Palm Coast

SUBMITTED TO:
FLORIDA HOUSING FINANCE CORPORATION
FLORIDA HOUSING COALITION

BACKGROUND

As a recipient of State Housing Initiative Partnership (SHIP) funds, the Flagler County Board of County Commissioners established an Affordable Housing Advisory Committee (AHAC) as required by the Florida Statutes, Sec. 420.9076. The AHAC is responsible for reviewing and evaluating local plans, policies, procedures, land development regulations, the Comprehensive Plan, and other aspects of the county housing activities that impact the production of affordable housing. Further, the AHAC is specifically directed by the SHIP Statute to consider and evaluate the implementation of the incentives set out at Florida Statutes, Sec. 420.9076 (4)(a)-(k). Based on the AHAC evaluation, it may recommend to local government that it make modifications of, exceptions to, or creation of new plans, policies, procedures, and other governing vehicles which would encourage production of affordable housing.

Flagler County and the City of Palm Coast receive SHIP funding, and as such, the two governments have entered an interlocal agreement for Flagler County to administer the program, and for the Affordable Housing Advisory Committee to be a joint committee between the two local governments.

As approved by the Flagler County Board of County Commissioners, the recommendations are used to amend the Local Housing Assistance Plan, the local Comprehensive Plan, land development regulations, and other policies affecting affordable housing.

COMMITTEE COMPOSITION

The Flagler County Board of County Commissioners and the Palm Coast City Council alternate the appointments of this joint, standing advisory committee. Florida Statutes, Sec. 420.9076(2) lists the categories from which committee members must be selected. Each AHAC must have a locally elected official from the county or municipality participating in the SHIP program. The elected official will count as a voting member of the AHAC, and this member’s appointment to the committee counts toward the required membership count. There must be at least eight but no more than eleven members. The committee must have members representing a minimum of six of the following categories:

- (a) A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- (b) A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- (c) A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- (d) A citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing.
- (e) A citizen who is actively engaged as a for-profit provider of affordable housing.
- (f) A citizen who is actively engaged as a not-for-profit provider of affordable housing.
- (g) A citizen who is actively engaged as a real estate professional in connection with affordable housing.
- (h) A citizen who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- (i) A citizen who resides within the jurisdiction of the local governing body making the appointments.
- (j) A citizen who represents employers within the jurisdiction.
- (k) A citizen who represents essential services personnel, as defined in the local housing assistance plan.

Committee Member Name	Appointing Government	Appointment Date	Category
Committee Chair			
Sandra Shank	Flagler County BOCC	October 2, 2021	(d)
Vice Chair			
Nealon Joseph	Flagler County BOCC	February 3, 2020	(k)
Commissioner Andy Dance	Flagler County BOCC	August 15, 2022	Elected Official
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Patricia “Trish” Giaccone	Flagler County BOCC	February 3, 2020	(f)
Kim Carney	Flagler County BOCC	January 10, 2022	(g)
Dorothy Sperber	Flagler County BOCC	July 7, 2022	(j)

Staff Available for AHAC

Flagler County

Adam Mengel, Growth Management Director

Gina Lemon, Development Review Planner

Devrie Paradowski, Housing Program Manager (SHIP Administrator)

Eduardo Diaz Cordero, Housing Program Coordinator (Staff Liaison to AHAC)

City of Palm Coast

Ray Tyner, Deputy Chief Development Officer (Palm Coast Liaison to AHAC)

Jose Papa, Senior Planner

Jacqueline Gonzales, Senior Planning Technician

AFFORDABLE HOUSING RECOMMENDATIONS

The Affordable Housing Advisory Committee held monthly meetings all year reviewing issues impacting housing affordability. The committee convened for a two-hour meeting on October 25th, 2022 for a regular meeting and held a workshop on November 2, 2022 to review the incentives in the currently adopted joint Local Housing Assistance Plan (LHAP). The committee met monthly to discuss housing affordability, prepare for the annual report, and provide input on the strategies developed to support affordable housing as funded by SHIP. The committee is required, per 420.9076 F.S., to review the following incentives to provide their report of recommendations to their appointing governing bodies annually.

- (a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.
- (b) All allowable fee waivers provided for the development or construction of affordable housing.
- (c) The allowance of flexibility in densities for affordable housing.
- (d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.
- (e) Affordable accessory residential units.
- (f) The reduction of parking and setback requirements for affordable housing.
- (g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- (h) The modification of street requirements for affordable housing.
- (i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- (j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- (k) The support of development near transportation hubs and major employment centers and mixed-use developments.

The following table summarizes the committee’s findings at the workshop.

Municipality	Existing Strategy	Recommendation
(a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.		
Flagler County	Expedited permits for affordable housing; affordable housing project developments processed at next available Planning Board.	Include maximum time frame for review period of 10 days for affordable housing permit processing in incentive language to incentivize developers. Use a preliminary form to identify affordable housing projects (See Appendix A)
Palm Coast	Expedited permits for affordable housing; all building permit reviews are completed w/in 5-7 days. Affordable housing w/in 5 days.	No Recommendation

Municipality	Existing Strategy	Recommendation
(b) All allowable fee waivers provided for the development or construction of affordable housing.		
Flagler County	Code allows affordable dwellings to be exempt from Educational Facilities Impact Fees w/10 year restrictive covenant Planned Affordable Development Code allows fee waivers for approved affordable housing projects.	Conduct a review of other Florida communities’ innovative use of funding for affordable housing. Consider ways to allocate impact fee investment earnings (interest) to support affordable housing development. Include the consideration of developing an affordable housing trust fund to support these measures. (See Appendix B).
Palm Coast	City of Palm Coast to review county’s Planned Affordable Development ordinance (PAD) when updating Comprehensive Plan.	No Recommendation

Municipality	Existing Strategy	Recommendation
(c) The allowance of flexibility in densities for affordable housing.		
Flagler County	11% density bonus over max density for affordable housing projects meeting specifications in land development code. Property owners must maintain 15-year land use restriction/ affordability period for density bonus	A. Conduct an analysis of potential use of currently available funds for variances, to include the creation of a housing trust fund. B. Use HUD guidelines to identify housing affordability vs. County Administrator discretion. C. Provide report on staff’s previously planned review of density options so AHAC can review by next annual report deadline, 2023.
Palm Coast	Unified Land Development Code (ULDC) allows flexible densities under certain districts, such as Master Planned Development (MPD) zoning district.	Consider the use of an affordable housing trust fund to fund variances for increased density. See Appendix B

Municipality	Existing Strategy	Recommendation
(d) The reservation of infrastructure capacity for housing for very-low-income persons, low-income persons, and moderate-income persons.		
Flagler County	The Future Land Use Map (FLUM) identifies areas suitable for residential development and its density capacity.	No Recommendation
Palm Coast	Developments cannot be approved without sufficient infrastructure. Requirements listed in Concurrency Management System of the City's ULDC.	No Recommendation
Municipality	Existing Strategy	Recommendation
(e) Affordable accessory residential units.		
Flagler County	Guest quarters in agricultural zoning districts can be permitted with Special Exception approval by Planning Board. Allowances for residential zoning district familial suites may be permitted for moderate income or lower income persons. The Future Land Use Map (FLUM) identifies areas suitable for residential development and its density capacity.	Staff to consider including an affordability requirement for any allowance for additional accessory dwelling units
Palm Coast	The City of Palm Coast allows accessory structures without full kitchens in residential zoning districts so long as they are otherwise to code.	No Recommendation

Municipality	Existing Strategy	Recommendation
(f) The reduction of parking and setback requirements for affordable housing.		
Flagler County	Some zoning districts have zero lot line setbacks on the sides. Developers could rezone to the Planned Unit Development district, which enables customized setback and parking requirements.	No Recommendation
Palm Coast	Various zoning districts may have appropriate setback requirements for projects. Developers may opt to rezone and use the MPD, which allows flexibility in customizing setback and parking requirements.	No Recommendation

Municipality	Existing Strategy	Recommendation
(g) The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.		
Flagler County	Palm Coast ULDC allows zero lot line configurations for affordable housing. Developers may rezone under MPD, which allows flexibility in lot size, setbacks, coverage, etc., for specific projects.	No Recommendation
Palm Coast	Palm Coast ULDC allows zero lot line configurations for affordable housing. Developers may rezone under MPD, which allows flexibility in lot size, setbacks, coverage, etc., for specific projects.	Adopt a Planned Affordable Development code with more flexibility like the County's to highlight the purpose by title to developers, increase consistency within the county, and allow more up-front negotiation for lot line configuration needs.

Municipality	Existing Strategy	Recommendation
(h) The modification of street requirements for affordable housing.		
Flagler County	Flagler County’s minimum street right-of-way requirements are based on the minimum area needed to accommodate improvements located in the right-of-way, so that modification requests are unnecessary.	No Recommendation
Palm Coast	Palm Coast ULDC allows zero lot line configurations for affordable housing. Developers may rezone under MPD, which allows flexibility in lot size, setbacks, coverage, etc., for specific projects.	No Recommendation

Municipality	Existing Strategy	Recommendation
(i) The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.		
Flagler County	Continuing review of ordinance, codes, and regulations and the permitting process, with review by both Planning and Development Board and Affordable Housing Advisory Committee as well as other ad hoc committees.	Include form (See Appendix C) like from St. Petersburg, calculating the costs impact of ordinances, policies, or actions prior to approval of the proposed policy. Maintain an ongoing tracking system for the increased cost of housing to be reviewed by the respective committees prior to implementation.
Palm Coast	Calculate impact to housing costs for regulations and include with record during formal hearing processes. Include input from advisory boards	No Recommendation

Municipality	Existing Strategy	Recommendation
(j) The preparation of a printed inventory of locally owned public lands suitable for affordable housing.		
Flagler County	Flagler County Housing Services requests a list of surplus lands from the Growth Management Department annually to present to the Affordable Housing Advisory Committee. Flagler County recognizes donating surplus lands to nonprofit affordable housing developers as an appropriate tool toward housing affordability.	Make the inventory of surplus lands available, as updated in July of each, year on the county website so that it can be available for view by developers (See Appendix D)
Palm Coast	The city compiles a list of surplus land that is suitable for affordable housing every three years. The list is made publicly available for review by housing providers.	Make the inventory of surplus lands available as updated annually on the City’s website so that it can be available for view by developers.

Municipality	Existing Strategy	Recommendation
(k) The support of development near transportation hubs and major employment centers and mixed-use developments.		
Flagler County	Flagler County’s Future Land Use Map (FLUM) identifies a land use pattern that situates residential development close to schools, health care facilities, employment centers and major highways.	No Recommendation
Palm Coast	The City of Palm Coast’s FLUM identifies areas appropriate for mixed use development and Village Center development appropriate for higher density residential development.	No Recommendation

Additional Affordable Housing Recommendations

The following recommendations fall within the purview of the committee’s responsibilities but are not recommendations on incentives required by 420.9076 F.S.

1. AHAC Recommends the **City of Palm Coast** Adopt a Planned Affordable Development consistent with the one adopted by Flagler County in 2021.

2. AHAC Recommends **Flagler County** review a Workforce Overlay District (See Appendix C), like that of St. Johns County, and consider a specific zoning district which clearly defines a housing affordability standard for which developers can make use of incentives, such as a metric formula based on construction costs, as did St. Johns County. The recommendation is for staff to review the feasibility and bring findings to AHAC for review for the next annual report. **(See Appendix E)**.

3. AHAC Recommends **Flagler County and the City of Palm Coast** staff work with the other municipalities in developing a Housing Retreat within the first quarter of calendar year 2023, to include support from Florida Housing Coalition and representatives from other communities who have implemented innovative solutions for affordable housing. The retreat would be a time for municipal leaders to assess the housing needs of their citizens while participating collaboratively with the other municipalities to consider actions to improve housing affordability.

SUMMARY OF RECOMMENDATIONS

Flagler County

1. Specify time frame for review of permits and technical reviews (10-day review period) for affordable housing, and include expedited permit form (**See Appendix A**).
2. Conduct a review and analysis of options to fund affordable housing development, such as the use of impact fee interest earnings to replace funds waived in that category for affordable housing development. Provide input to AHAC prior to deadline of 2023 annual report(**See Appendix B**).
3. Consider adoption of local affordable housing trust fund for the purpose of accounting for available funds for affordable housing incentives (**See Appendix B**).
4. Ensure housing affordability waivers are reviewed in accordance with HUD guidelines and not based on the determination of the County Administrator, as is currently specified in the Local Housing Assistance Plan.
5. Consider affordability requirement for allowable accessory dwelling units.
6. Track costs to housing affordability on an ongoing basis, versus tracking it annually, by incorporating a cost calculation worksheet with every policy or waiver request that could impact the cost of housing (**See Appendix C**).
7. Provide the inventory list of land suitable for housing development on the county web page so that it is accessible to developers (**See Appendix D**).
8. Consider Workforce Overlay District with specific measurement or metric to determine affordability for waivers and variances for affordable housing (**See Appendix E**).
9. Continue with plans for a multi-municipal affordable housing retreat

Palm Coast

1. Develop a Planned Affordable Development ordinance consistent with the county's ordinance.
2. Publish the inventory of surplus lands suitable for housing development on the City's web page.
3. Consider the adoption of an affordable housing trust fund for the purpose of funding affordable housing development incentives.

Appendix

Appendix A: Example expedited permitting form

Appendix B: St. Johns County AHAC Report covering Affordable Housing Trust Fund and impact fee earnings

Appendix C: Example impact statement for ongoing review of costs to affordable housing

Appendix D: Example of surplus land inventory as published on Lee County's web page

Appendix E: St. Johns County ordinance detailing the metrics used to define affordability within the county's Workforce Zoning District



CERTIFICATION
OF AFFORDABLE/WORKFORCE HOUSING
FOR THE EXPEDITED PERMIT PROCESSING PROGRAM
OR FOR CITY CODE CHAPTER 16 PARKING AND DESIGN
STANDARD INCENTIVES

The City of St. Petersburg Planning and Development Services, Fire and Engineering Departments have all agreed to an expedited permit processing system for affordable/workforce housing developments that will provide a **10-day response time on the initial plan review**. The Expedited Permit Processing Program utilizes a streamlined review process to provide a financial savings for affordable housing developers. In addition, the City has recently amended Chapter 16 of the City Code to allow for reduced parking or reduced design requirements for certified/workforce housing developments. To determine if your application meets the definition of affordable/workforce housing for purposes of processing under this program, we need to ask a few questions. Please complete this form and submit it with the required attachments to:

City of St Petersburg
Housing and Community Development (HCD) Department
Attn: Mr. Joshua Johnson, Director
PO Box 2842, St. Petersburg, FL 33731-2842

Please attach a copy of:

- o Aerial & Site Plan
- o Sample of the restrictive covenant that will be placed upon the property.
EVIDENCE THAT THE RESTRICTIONS HAVE BEEN RECORDED
IN PINELLAS COUNTY PUBLIC RECORDS MUST BE
PRODUCED PRIOR TO THE BUILDING PERMIT BEING ISSUED.
Note: Duration of the Restrictions for new construction of multifamily =
minimum of 20 years and 5 years for single family.

Section 1: Development Location, Zoning, and Ownership Information

1. Please provide an accurate description of the property:

Development Name: _____

Address: _____

County Parcel Identification Number: _____

Legal Description: _____

2. Please state the current land use and zoning district designations for the property:

Land Use: _____

Zoning: _____

Appendix A

3. Name, address, phone number and e-mail of Developer/Applicant:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Name, address, phone number, and e-mail of current land owner, if not the same as Developer/Applicant:

Name: _____

Address: _____

Telephone: _____

E-mail: _____

Signature of Property Owner: _____ Date: _____

Printed Name of Property Owner: _____

4. Will the project be developed in phases? YES _____ NO _____

If yes, please provide a phasing plan identifying the number of Affordable/ Workforce Units by income designation in each phase.

Section 2: Eligibility

Please place a check mark in the appropriate category below to indicate how your development is eligible for the Expedited Permit Processing Program:

- A.** The proposed Residential or Mixed-Use Development has been **approved for a Workforce Housing Density/ Intensity Bonus** and prior to issuance of the building permit, a Restrictive Covenant will be recorded in the Official Record Books of Pinellas County.
- B.** The proposed Residential Development is being **funded by the City of St. Petersburg's Housing & Community Development Department** to produce or renovate housing where at least 50% of the units are affordable to households with incomes at or below 120% Area Median Income (AMI) as adjusted by household (HH) size and restrictive covenants will be recorded on the property.
- C.** The proposed Residential or Mixed-Use Development is a **Public/Private partnership (City or County)** or is located on City owned property, at least 50% of the total units produced or renovated will be restricted to households with incomes at or below 120% AMI, rents or sales prices will be affordable, and restrictive covenants will be recorded on the property.

Appendix A

- **D.** The proposed Residential Development is **receiving Federal or State Funding** to produce or renovate housing where at least 50% of the units are affordable to households with incomes at or below 80% AMI and restrictive covenants will be recorded on the property.
- **E.** The proposed single-family new construction will be affordable and sold to households with incomes at or below 120% AMI and **restrictive covenants** will be recorded on the property. Please complete the following tables to provide information regarding unit affordability.

TABLE I. TOTAL Number of Units Proposed for the Development (including the affordable and workforce units affordable to households at or below 80% AMI or 120% AMI)

<u>Type of Unit</u>	<u>Rental</u>	<u>Owner_Occupied (units for sale)</u>
Efficiency	_____	_____
1 Bedroom	_____	_____
2 Bedroom	_____	_____
3 Bedroom	_____	_____
4 Bedroom	_____	_____
TOTAL Units	_____	_____
Number of above Units for 80% AMI or below HH	_____	_____
Number of above Units for 120% AMI or below HH	_____	_____

TABLE II. Rent or Proposed Sales Price for the 80% AMI Units

	<u>Rental</u>	<u>Proposed Rent*</u>	<u>Owner Occupied**</u>	<u>Proposed Sales Price</u>
Efficiency	_____	_____	_____	_____
1 Bedroom	_____	_____	_____	_____
2 Bedroom	_____	_____	_____	_____
3 Bedroom	_____	_____	_____	_____
4 Bedroom	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

TABLE III. Rent or Proposed Sales Price for the 80.01 to 120% AMI Units

	<u>Rental</u>	<u>Proposed Rent*</u>	<u>Owner Occupied**</u>	<u>Proposed Sales Price</u>
Efficiency	_____	_____	_____	_____
1 Bedroom	_____	_____	_____	_____
2 Bedroom	_____	_____	_____	_____
3 Bedroom	_____	_____	_____	_____
4 Bedroom	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

- *A The Current Florida Housing Finance Corporations Rent and Income Chart is attached, please ensure that proposed rents are within the published levels for 80% and 120% AMI.
- **B Please refer to the attached Home Purchase Affordability Charts to find the Maximum Sales Prices for 80% AMI & 120%AMI Households.

Section 3: Commitment and Certification

I acknowledge that I am voluntarily developing affordable units on the property identified in Section 1 and have truthfully provided the information in Sections 1 and 2 to demonstrate that the proposed development will meet the criteria to qualify for the City’s Affordable Housing Expedited Permit Processing Program or for the reduced parking or design standard allowed under Chapter 16 of the City Code.

Penalty for False or Fraudulent Statement:

Under Florida law, including but not limited to Chapter 817, Florida Statutes, fraud is both a tort and a crime and may be punishable as a felony.

Signature of Developer/Applicant: _____ Date: _____

Printed Name of authorized signatory: _____

Once this Certification of Affordable/Workforce Housing Development form is signed by the Director of Housing & Community Development, the applicant is eligible to check the “Affordable Housing” box on the Development Services Permit Application Form and qualifies for the Expedited Permit Processing Program for Affordable Housing.

City of St. Petersburg, Florida:

By: _____

Date: _____

Joshua A. Johnson, Director
 Housing & Community Development
 00414721

AHAC Recommendations:

- Have a policy that any large corporations or businesses receiving incentives to relocate and/or build in St. Johns County must pay a specific dollar amount, based on the incentive being received, into an Affordable Housing Fund. A way to make it more attractive to the companies receiving the incentives would be to give their qualified employees priority to the affordable housing being built. The policy could also set out that a percentage of the affordable housing being built could be set aside or reserved for other qualified residents of St. Johns County. Some type Affordable Housing impact or linkage fee on larger, or commercial developments could also be considered.

IMPACT FEE CREDIT TRANSFER

Meeting Synopsis:

- At the May 2021 meeting, under the guidance of the St. Johns County Assistant County Attorney, suggested that the AHAC could recommend to the Board of County Commissioners to conduct comprehensive analysis in the next financial forecast study.

Existing Strategy:

- At this time, an existing strategy is not in place. The AHAC will further discuss this matter and submit recommendations to the Board of County Commissioners for their review and approval.

AHAC Recommendations:

- Allow holders of impact fee credits to transfer or sell, at a discount, impact credits to other developments; in the same impact fee zone for the development of housing that (a) does not exceed a maximum sales price of \$250,000 (adjusted for inflation at 3% per year), or (b) is for sale or rent housing that is “affordable” to moderate, low or very low-income families under section 420.9071, Florida Statute, which generally evaluates an ability to pay based on income. These impact credits reflect dollars previously invested by a developer in County or School district infrastructure and are recognized as being usable against impact fees.

EXPEDITED PERMITTING

Meeting Synopsis:

- Dating back to the 2019 AHAC report, staff has taken the time to address both the previous recommendations as well as previous resolutions passed by the BCC (see below). Committee did feel that there should be a continued emphasis on income

**City of St. Petersburg
Housing Affordability Impact Statement**

Each year, the City of St. Petersburg receives approximately \$2 million in State Housing Initiative Partnership (SHIP) funds for its affordable housing programs. To receive these funds, the City is required to maintain an ongoing process for review of local policies, ordinances, resolutions, and plan provisions that *increase the cost of housing construction, or of housing redevelopment*, and to establish a tracking system to estimate the cumulative cost per housing unit from these actions for the period July 1– June 30 annually. This form should be attached to all policies, ordinances, resolutions, and plan provisions which increase housing costs, and a copy of the completed form should be provided to the City’s Housing and Community Development Department.

I. Initiating Department:

II. Policy, Procedure, Regulation, or Comprehensive Plan Amendment Under Consideration for adoption by Ordinance or Resolution:

III. Impact Analysis:

A. Will the proposed policy, procedure, regulation, or plan amendment, (being adopted by ordinance or resolution) increase the cost of housing development? (i.e. more landscaping, larger lot sizes, increase fees, require more infrastructure costs up front, etc.)

No (No further explanation required.)

Yes Explanation:

If Yes, the **per unit cost increase** associated with this proposed policy change is estimated to be:
\$ _____.

B. Will the proposed policy, procedure, regulation, plan amendment, etc. increase the time needed for housing development approvals?

No (No further explanation required)

Yes Explanation:

Appendix C

IV: Certification

It is important that new local laws which could counteract or negate local, state and federal reforms and incentives created for the housing construction industry receive due consideration. If the adoption of the proposed regulation is imperative to protect the public health, safety and welfare, and therefore its public purpose outweighs the need to continue the community's ability to provide affordable housing, please explain below:

CHECK ONE:

- The proposed regulation, policy, procedure, or comprehensive plan amendment will **not** result in an increase to the cost of housing development or redevelopment in the City of St. Petersburg and no further action is required. (Please attach this Impact Statement to City Council Material, and provide a copy to Housing and Community Development department.)

(signature)

Date

OR

- The proposed regulation, policy, procedure, or comprehensive plan amendment being proposed by resolution or ordinance *will increase housing costs* in the City of St. Petersburg. (Please attach this Impact Statement to City Council Material, and provide a copy to Housing and Community Development department.)

(signature)

Date

Copies to: City Clerk
Joshua A. Johnson, Director, Housing and Community Development



Hurricane Ian Recovery Resources

Click here for most up-to-date information

Affordable Housing Donations

61 surplus vacant lots available for donation to qualified affordable housing not-for-profit housing agencies

Resolution 18-05-26 and Resolution 20-08-17.

Contact the Department of County Lands for additional information by calling 239-533-8833 or emailing: Robert Clemens, Director of County Lands.

Learn more about the process for affordable housing agencies to request donation of surplus lots.

Surplus lot status as of 11/16/2021:

- Surplus Lots Approved: 21
- Total Surplus Lots Conveyed: 21
- Surplus Vacant Lots Pending: 0
- Available Surplus Vacant Lots: 61

Available properties list:

- Printable list of available properties
- *New properties are identified in bold font.*

#	STRAP & FOLIO	ADDRESS	ACREAGE	STATUS	DATES
5	STRAP NO: 14442602000160100 FOLIO ID: 10312825	3216 42nd St W, Lehigh Acres	0.25	Available	Escheat: 11/10/1998 Declared Surplus: 05/15/2018
8	STRAP NO: 11442703000110000 FOLIO ID: 10367469	1600 Truman Ave, Lehigh Acres *corner lot	1.55	Available	Escheat: 04/29/2015 Declared Surplus: 05/15/2018
10	STRAP NO: 11452716000740120 FOLIO ID: 10411363	1015 Lakeside Dr, Lehigh Acres	0.24	Available	Escheat: 11/10/1998 Declared Surplus: 05/15/2018
#1	STRAP & FOLIO 12452703000150170	ADDRESS 506 Westclair Ave S, Lehigh Acres	ACREAGE	STATUS	DATES Escheat: 11/10/1998

ORDINANCE 2021- 54

AN ORDINANCE OF ST. JOHNS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AMENDING THE 2025 COMPREHENSIVE PLAN, TO AMEND THE COMPREHENSIVE PLAN GOALS, OBJECTIVES AND POLICIES REGARDING AMENDMENTS TO THE WORKFORCE HOUSING ZONING DESIGNATION; AMENDING THE LAND USE ELEMENT AND HOUSING ELEMENT; SPECIFICALLY AMENDING GOAL A.1 FUTURE LAND USE, POLICY A.1.11.1.M TO REMOVE THE MAXIMUM SALES PRICE FOR THE WORKFORCE HOUSING ZONING DISTRICT AND DEFER TO THE SALES PRICE MAXIMUM ESTABLISHED IN THE LAND DEVELOPMENT CODE PROVIDING FOR FINDINGS OF FACT; FINDINGS OF CONSISTENCY; SEVERABILITY; AND AN EFFECTIVE DATE.

WHEREAS, Chapter 125 and 163, Florida Statutes, provide for the Board of County Commissioners to prepare, implement, and enforce Comprehensive Plans and Land Development regulations for the control of development within the County;

WHEREAS, Section 163.3184 and 163.3187 Florida Statutes provide for the process for the adoption of Comprehensive Plan amendments:

WHEREAS, local land development regulations require evaluation and revision to address public health, safety and welfare issues that may occur during the implementation of land development regulations; and

WHEREAS, in 2020, St. Johns County created a new Workforce Housing zoning district that provides new regulations and a density increase applicable to the Residential-B, Residential-C, Residential-D, and Mixed Use Future Land Use designations; and

WHEREAS, flexible design standards and additional density were provided for in the Workforce House Zoning district in consideration that the applicant dedicate a minimum of forty (40) percent of the overall units at a maximum sales price of two-hundred and ten thousand dollars (\$210,000); and

WHEREAS, due to a recent increase in construction costs and materials it has become unfeasible for the development community to provide single family homes at the maximum sales price of two-hundred and ten thousand dollars (\$210,000); and

WHEREAS, on March 2, 2021 at a regularly scheduled public hearing the St. Johns County Board of County Commissioners directed staff to increase the maximum sales price to two-hundred and forty thousand dollars (\$240,000); and

WHEREAS, the St. Johns County Board of County Commissioners directed staff to remove the numerical figure from the Comprehensive Plan and Land Development Code and

Appendix E

replace it with a metric/formula that would better reflect any increase and decrease in development costs annually per annum; and

WHEREAS, the Florida Housing Finance Corporation (FHFC) using United States Department of Housing and Urban Development (HUD) figures, determines the Annual Median Income (AMI) for St. Johns County and defines income eligibility in terms of AMI adjusted for family size; and

WHEREAS, HUD has provided several income limits and has defined them as Extremely Low income, Very Low income, Low income, and Moderate income; and

WHEREAS, as a general rule of thumb, HUD determines that the income eligible household is said to be living in affordable housing when they spend no more than thirty-percent (30%) their income on mortgage payments; and

WHEREAS, the increase in the maximum sales price of the Workforce Housing dwelling units would be considered affordable for households that currently fall within the Moderate income category, which ranges from 80% to 120% of AMI.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY:

SECTION 1. The Land Use Element, Goal A, and Goal C, of the St. Johns County Comprehensive Plan is amended to change, revise, and add new Goals, Objectives, and Policies as described and shown on the attached as **Exhibit A**, incorporated herein as part of this Ordinance.

SECTION 2. The 2025 Comprehensive Plan amendment described in Section 1 is based upon the following Findings of Fact:

- (a) The amendment was fully considered after public hearing pursuant to legal notice duly published as required by Law.
- (b) The amendment is consistent with the Northeast Florida Strategic Regional Policy Plan.
- (c) The amendment is consistent with the applicable sections of the St. Johns County Comprehensive Plan and the Land Development Code.

SECTION 3. The remaining portions of the St. Johns County Comprehensive Plan, Ordinance No. 2010-38, as amended and the 2025 Future Land Use Map, as amended, which are not in conflict with the provisions of this ordinance, shall remain in full force and effect.

SECTION 4. Should any section, subsection, sentence, clause, phrase or portion of this ordinance be held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be

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deemed a separate, distinct and independent provision and shall not affect the validity of the remaining portions.

SECTION 5. These amendments to the St. Johns County Comprehensive Plan shall be effective 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely, challenged, within 30 days after adoption, the amendment does not become effective until the state land planning agency or Administration Commission enters a final order determining the adopted amendment to be in compliance.

SECTION 6. This ordinance shall be recorded in a book of land use regulation ordinances kept and maintained by the Clerk of Court in accordance with Section 125.68, Florida Statutes.

PASSED AND ENACTED by the Board of County Commissioners of St. Johns County, Florida, this 17th day of August, 2021.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

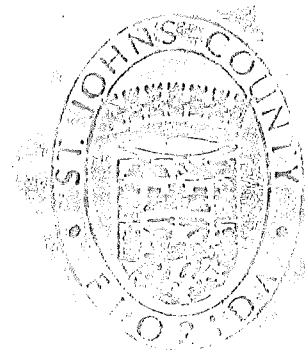
By: *Jeremiah R. Blocker*
Jeremiah R. Blocker, Chair

ATTEST: Brandon J. Patty, Clerk of the Circuit Court and Comptroller

By: *[Signature]*
Deputy Clerk

Rendition Date: AUG 18 2021

Effective Date: SEP 17 2021



Appendix E

Exhibit A – Policy A “Land Use Element”

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POLICY A.1.11.1.(m)

(m) **Residential** shall mean single-family or multi-family dwelling units appropriate to the residential densities as designated on the Future Land Use Map along with uses supportive or complimentary to residential. Permitted uses shall include the following as defined and controlled by the County land development regulations:

- Residential uses at the applicable density established by density zone as depicted on the Future Land Use Map and further defined below, together with permitted accessory uses. Nothing in this provision shall be construed to guarantee the achievement of the maximum density for any specific proposed development including the provision of any bonus or incentive that may be applicable pursuant to the Plan. The actual density achieved by a proposed development shall be established and controlled, within the maximums provided by this provision, through the application of applicable Plan policies and implementing land development regulations, and concurrency management regulations. These additional controls may restrict the density of a proposed development to less than the maximum provided for in this provision. Density shall be determined on a site specific basis considering design, compatibility, infrastructure, site characteristics and other similar considerations, which may limit density appropriate to the site.
- Cultural/Institutional;
- Outdoor/Passive;
- Neighborhood Public Service;
- Public or private elementary schools, middle schools, and high schools;
- In Density Zone “A” and “B” designations, Neighborhood Commercial uses, approved pursuant to the Planned Development land development regulations may be appropriate on a size and scale compatible with the surrounding residential area, and further governed through Future Land Use Element Policies A.1.3.7, A.1.3.8, A.1.3.9, A.1.3.10, A.1.3.11 and A.1.11.2;
- In Density Zone “C” and “D” designations, Neighborhood Commercial and Community Commercial uses, approved pursuant to the Planned Development land development regulations may be appropriate on a size and scale compatible with the surrounding residential area, and

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further governed through Future Land Use Element Policies A.1.3.7, A.1.3.8, A.1.3.9, A.1.3.10, A.1.3.11 and A.1.11.2;

- In the West Augustine Overlay District, Neighborhood and Community Commercial uses may be provided in Residential Land Use designations as permitted by zoning designation and Overlay District regulations.
- In the Workforce Housing Zoning District, at least forty percent (40%) of all residential units constructed must be dedicated as Workforce Housing. The initial sale between the builder/developer and the initial third party purchaser must not exceed a set maximum sales price, as determined on an annual basis in accordance with a methodology established in the Land Development Code, as evidenced by recordation of a deed conveying title from the builder/developer to the initial buyer, two hundred and ten thousand dollars (\$210,000) as evidenced by recordation of a deed conveying title from the builder/developer to the initial buyer. Upon completion of the initial buyer's purchase of the property the restriction will automatically terminate. This zoning category is implemented through provisions outlined within the Land Development Code Article V, Part 5.11.00.
- In Density Zone "D" designation, hotels, motels and club facilities, together with ancillary commercial uses may be appropriate, when not incompatible with surrounding residential uses; and
- Agriculture uses, and agricultural support services and facilities may be appropriate when not incompatible with surrounding residential uses.

(1) Maximum Residential Density Zones for the Mainland Area are established as follows (units/acre):

MAINLAND AREA	A	B	C	D
Base Density (per net acre)	1.0	2.0	2.0	4.0
Variable Density Factors				
Planned Development Approval (PUD)	-	-	2.0	4.0
Central Water	-	-	1.0*	2.5*
Central Sewer	-	-	1.0*	2.5*
West Augustine Overlay District				4.0**
Maximum Density (Base + Variable)	1.0	2.0	6.0	13.0

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	A	B	C	D
WORKFORCE HOUSING ZONING DISTRICT				
Base Density (per net acre)	1.0	2.0	2.0	4.0
Variable Density Factors				
Central Water	-	-	1.0*	2.5*
Central Sewer	-	-	1.0*	2.5*
Workforce Housing Zoning District ***	-	4.0	2.0	4.0
Maximum Density (Base + Variable)	1.0	6.0	6.0	13.0
HASTINGS OVERLAY DISTRICT				
Base Density (per net acre)	1.0	2.0	4.0	8.0
Variable Density Factors				
High Density Hastings Manor (Hastings Overlay District; See Policy A.1.11.1.m.8.(cc))	-	-	-	4.0
Maximum Density (Base + Variable)	1.0	2.0	4.0	12.0

* Required for Development Approval

** In lieu of PUD Variable Density Factor

*** In the Workforce Housing Zoning District density is provided to those properties that maintain a Future Land Use designation of Residential-B (Res-B), Residential-C (Res-C), Residential-D (Res-D), and Mixed Use (MU). Additional density provided for projects that encumber more than forty percent (40%) of their units with a deed restriction limiting the price of the unit to a set maximum sales price \$210,000, as determined on an annual basis in accordance with a methodology established in the Land Development Code, upon completion of the initial buyers purchase of the property from the builder/developer.

(2) Maximum Residential Density Zones for the Coastal Area are established as follows (units/acre):

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COASTAL AREA	A	B	C	D
Base Density (per net acre)	0.4	2.0	2.0	4.0
Variable Density Factors				
Planned Development Approval (PUD)	-	-	-	2.0
Central Water	0.6	*	1.0*	1.0*
Central Sewer	-	*	1.0*	1.0*
Maximum Density (Base + Variable)	1.0	2.0	4.0	8.0
WORKFORCE HOUSING ZONING DISTRICT	A	B	C	D
Base Density (per net acre)	1.0	2.0	2.0	4.0
Variable Density Factors				
Central Water	-	-	1.0*	2.5*
Central Sewer	-	-	1.0*	2.5*
Workforce Housing Zoning District ***	-	4.0	2.0	4.0
Maximum Density (Base + Variable)	1.0	6.0	6.0	13.0

**Required for Development Approval*

- (3) Density permitted by the applicable Density Zones shall be allocated only to the net acreage proposed for development. Net acreage is defined as the total acreage of the site proposed for development less St. Johns River Water Management District or Florida Department of Environmental Protection jurisdictional wetlands, or lands designated Conservation contained within the site. Except as provided pursuant to the Optional Density Factors, wetlands shall not be assigned density.
- (4) All new development on parcels equal to or greater than ten (10) acres in size that requires a zoning change in the Density Zone “A”, “B”, “C”, or “D” designations shall be required to apply for development approval pursuant to the County’s Planned Development land development regulations.
- (5) All new development in the Density Zone “C” or “D” designations shall be required to provide central water and sewer service for the proposed development except for residential development that is projected to generate less than four (4) Equivalent Residential Connections, or non-

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residential development that is projected to generate less than 500 gallons per day demand of potable water or sanitary sewer service.

- (6) All development within the Coastal Area shall connect to central sewer as provided by Florida Statutes and County Land Development Code.
- (7) Optional Density Factors shall be provided to encourage protection of natural resources and to encourage specific types of development. Application of these Optional Density Factors shall be as provided in the County land development regulations. Developments within the Workforce Housing Zoning designation shall not utilize the Optional Density Factors. Optional Density Factors are established as follows:

OPTIONAL DENSITY FACTORS	Units/Acre
Public Beach Access	2
Public Beach Parking	4
Dedication of Land for Public Benefit	2
Preservation of Open Space East of SR A1A	1
Preservation of Open Space West of SR 13	1
Preservation of Uplands Adjacent to Contiguous Wetlands	2
Dedication of Uplands Adjacent to State-Owned Navigable Waters for Public Benefit with Public Access and Parking	4
Mitigation of an Existing Non-conforming or Incompatible Land Use	2
Traditional Neighborhood Development or Green Development*	2
Wetlands Preservation	See Note 1
Affordable Housing	See Note 2

**Subject to approval through the Planned Development land development regulations*

Notes:

1. A density bonus shall be permitted equal to the lesser of: (a) ten percent (10%) of the wetland acreage preserved, or (b) ten percent (10%) of the upland acreage proposed for development, multiplied by the density permitted by the applicable residential density zone. The preservation of the wetland acreage, which is the basis for the calculation of the Wetland Preservation Factor,

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shall be by conservation easement, deed restriction, or other written evidence acceptable to the County.

2. For each unit of affordable housing provided within a development, one additional unit of market rate housing shall be permitted, up to a maximum overall density increase (including affordable units) of one (1) unit per net acre in Density Zone “A” and “B” designations, and two (2) units per net acre in Density Zone “C” and “D” designations.
3. Traditional Neighborhood and Green Development projects subject to approval through the Planned Development land development regulations. Green Development shall mean certified or designated developments by a Florida or nationally recognized organization acknowledged by St. Johns County.
4. Optional Density Factors do not apply to development within the Workforce Housing Zoning designation.

THE ST. AUGUSTINE RECORD
Affidavit of Publication

SJC GROWTH MANAGEMENT
4040 LEWIS SPEEDWAY
ST. AUGUSTINE, FL 32084

ACCT: 15628
AD# 0003361819-01
PO#

PUBLISHED EVERY MORNING SUNDAY THROUGH SATURDAY
ST. AUGUSTINE AND ST. JOHNS COUNTY, FLORIDA

STATE OF FLORIDA
COUNTY OF ST. JOHNS

Before the undersigned authority personally appeared MELISSA RHINEHART who on oath says he/she is an Employee of the St. Augustine Record, a daily newspaper published at St. Augustine in St. Johns County, Florida; that the attached copy of advertisement being a SA LEGAL AD DISPLAY in the matter of PZA- CPA WORKFORCE HOUSING was published in said newspaper on 07/01/2021.

Affiant further says that the St. Augustine Record is a newspaper published at St. Augustine, in St. Johns County, Florida, and that the said newspaper heretofore has been continuously published in said St. Johns County, Florida each day and has been entered as second class mail matter at the post office in the City of St. Augustine, in said St. Johns County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says the he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

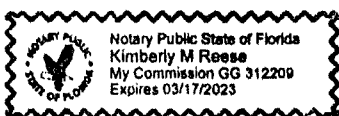
Sworn to (or affirmed) and subscribed before me by means of

physical presence or
 online notarization

this _____ day of JULY 01 2021

by Melissa Rhinehart who is personally known to me or who has produced as identification

Kimberly M Reese
(Signature of Notary Public)



NOTICE OF PUBLIC HEARINGS OF THE ST. JOHNS COUNTY BOARD OF COUNTY COMMISSIONERS AND PLANNING & ZONING AGENCY ON ESTABLISHMENT OF ORDINANCE/REGULATIONS AFFECTING THE USE OF LAND

NOTICE IS HEREBY GIVEN that public hearings will be held to consider adoption of the following proposed ordinance at regular meetings, as follows:

Planning & Zoning Agency
Thursday, July 15, 2021, at 1:30 p.m.

Board of County Commissioners
Tuesday, August 17, 2021 @ 9:00 a.m.

All public hearings will be held in the County Auditorium at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida:

AN ORDINANCE OF ST. JOHNS COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AMENDING THE 2025 COMPREHENSIVE PLAN, TO AMEND THE COMPREHENSIVE PLAN GOALS, OBJECTIVES AND POLICIES REGARDING AMENDMENTS TO THE WORKFORCE HOUSING ZONING DESIGNATION; AMENDING THE LAND USE ELEMENT AND HOUSING ELEMENT; SPECIFICALLY AMENDING GOAL A.1 FUTURE LAND USE, POLICY A.1.11.1.M TO REMOVE THE MAXIMUM SALES PRICE FOR THE WORKFORCE HOUSING ZONING DISTRICT AND DEFER TO THE SALES PRICE MAXIMUM ESTABLISHED IN THE LAND DEVELOPMENT CODE; PROVIDING FOR FINDINGS OF FACT; FINDINGS OF CONSISTENCY; SEVERABILITY; AND AN EFFECTIVE DATE.

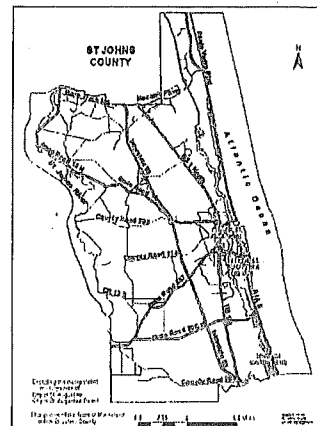
The proposed ordinance is on file in the office of the Clerk of the Board of County Commissioners at the County Administration Building, 500 San Sebastian View, St. Augustine, Florida, and may be examined by parties interested prior to said public hearings. Please take note that the proposed ordinance is subject to revision prior to hearing or adoption. All parties having any interest in said ordinance will be afforded an opportunity to be heard at the public hearings.

If a person decides to appeal any decision made with respect to any matter considered at the hearings, such person will need a record of the proceedings, and for such purposes he/she may need 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 TO PERSONS NEEDING SPECIAL ACCOMMODATIONS AND TO ALL HEARING IMPAIRED PERSONS: In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in the proceedings should contact the ADA Coordinator at (904) 209-0650 at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine, Florida 32084. For hearing impaired individuals: Florida Relay Service: 1-800-955-8770, no later than 5 days prior to the date of the meeting.

PLANNING AND ZONING AGENCY BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA ST. JOHNS COUNTY, FLORIDA
GREG MATOVINA, CHAIR JEREMIAH R. BLOCKER, CHAIR

File Number: WORKFORCE HOUSING - COMPREHENSIVE PLAN AMENDMENT (ADOPTION)





FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

LAUREL M. LEE
Secretary of State

August 20, 2021

Honorable Brandon Patty
Clerk of Courts
St. Johns County
500 San Sebastian View
St. Augustine, Florida 32084

Attention: Yvonne King

Dear Mr. Patty:

Pursuant to the provisions of Section 125.66, Florida Statutes, this will acknowledge receipt of your electronic copy of St. Johns Ordinance No. 2021-54, which was filed in this office on August 20, 2021.

Sincerely,

Anya Grosenbaugh
Program Administrator

AG/lb

AUG 20 2021
FILED
ST. JOHNS COUNTY
CLERK OF COURT
BY Yvonne King
DEPUTY CLERK

City of Palm Coast, Florida Agenda Item

Agenda Date : January 10, 2023

Department CITY ADMINISTRATION	Amount
Division	Account
	#
Subject AGENDA WORKSHEET AND CALENDAR	
Presenter :	
Background :	
Recommended Action :	

					AGENDA START DATE
			January 17, 2023 BUSINESS MEETING		
1	Resolution	Amend Lease Agreement		Akins	1/3/2023
2	Resolution	FDEM Subgrant Award and Agreement		Alves	1/3/2023
3	Resolution	Piggyback Orange Co. for Micro C		Ashburn/Flanagan	1/3/2023
4	Resolution	Replacement PEP Tanks		Ashburn/Flanagan	1/3/2023
5	Resolution	Replacement PEP Pumps		Ashburn/Flanagan	1/3/2023
6	Resolution	US Fire Administration Grant		Berryhill	1/3/2022
7	Resolution	Salt Water Canal Study Taylor Engineering		Cote/Schrager	1/3/2023
8	Ordinance 1st	Harborside MPD		Hoover	1/3/2023
9	Proclamation	National Stalking Awareness Month		Kershaw	1/3/2023
10	Proclamation	National Human Trafficking Awareness Month		Kershaw	1/3/2023
11	Resolution	Sawmill Branch Phase 2A Final Plat		Leap	1/3/2023
12	Resolution	Pump Station Improvements		Melley/Flanagan	1/3/2023
13	Resolution	Change Order Belle Terre Pathway/Bridge Rehab Project		Morales	1/3/2023
14	Resolution	Drainage Repair on Evans Dr Additional Expenses		Morales	1/24/2023
15	Resolution	Amendments to Annual Action Plan GDBG		Papa	1/3/2023
16	Resolution	SHIP Annual Incentive Report		Papa	1/3/2023
			January 31, 2023 SPECIAL WORKSHOP MEETING		AGENDA START DATE
1	Discussion	City Council Policies and Procedures		Council/Attorney	1/17/2023
			February 7, 2023 Business Meeting		AGENDA START DATE
1	Resolution	Grant Compliance Consultant continuing service		Cote	1/3/2023
2	Ordinance 2nd	Harborside MPD		Hoover	1/24/2023
3	Presentation	Calendar Contest Awards		Mini	1/24/2023
4	Resolution	P-1 Weir Replacement		Morales	1/24/2023
5	Resolution	Matanzas West Ph1 Construction		Cote	1/24/2023
6	Resolution	Purchase Solar School Zone Beacons		Grunewald	1/24/2023
7	Ordinance 1st	Cascades at Grand Landings Annexation		Papa	1/24/2023
8	Resolution	Variance Appeal 54 Utica Path		Lens	1/24/2023
9	Resolution	City-wide service contract for sod		Schrager	1/3/2023
10	Resolution	Price agreement for City-wide concrete		Schrager	1/3/2023
			February 14, 2023 WORKSHOP MEETING		AGENDA START DATE
1	Resolution	Budget Amendment		Alves	1/31/2023
2	Presentation	Stormwater Rate Study		Cote/Schrager	
3	Presentation	Stormwater Bi-Annual Update		Cote	
4	Resolution	Fire Station Design and Construction Management Contract		Cote/Gebo	1/21/2023
5	Presentation	Council Priority Community Center Parking		Hirst/Berryhill	1/31/2023
6	Resolution	Purchase Fire Equipment		Mancill/LaChance	1/31/2023
7	Ordinance	Amend Referendum/Initiative Process		Smith	1/31/2023
			February 21, 2023 BUSINESS MEETING		AGENDA START DATE
1	Resolution	Fire Station Design and Construction Management Contract		Cote/Gebo	2/7/2023
2	Resolution	Whiteview Subdivision Phase 2 Final Plat		Leap/Tyner	2/7/2023
3	Resolution	Reverie Phase 1 Final Plat		Leap	2/7/2023
4	Proclamation	Organ Donor		Kershaw	2/7/2023
5	Resolution	Purchase Fire Equipment		Mancill/LaChance	2/7/2023
6	Ordinance 1st	Colbert Lane MPD/rezoning		Myers	2/7/2023
7	Ordinance 1st	Seminole Woods Single Family FLUM		Myers	2/7/2023
8	Ordinance 1st	Seminole Woods Single Family Rezoning		Myers	2/7/2023
9	Ordinance 1st	Longfellow Single Family Rezoning		Myers	2/7/2023
10	Ordinance 2nd	Cascades at Grand Landings Annexation		Papa	2/7/2023
11	Ordinance 1st	Amend Referendum/Initiative Process		Smith	2/7/2023
12	Proclamation	Rare Disease Day		Smith	2/7/2023
13	Proclamation	National Teen Violence Awareness Day		Smith	2/7/2023
			March 7, 2023 BUSINESS MEETING		AGENDA START DATE
1	Resolution	Whiteview Multi-family master site plan tier 3		Hoover	2/21/2023
2	Ordinance 2nd	Colbert Lane MPD/rezoning		Myers	2/21/2023
3	Ordinance 2nd	Seminole Woods Single Family FLUM		Myers	2/21/2023
4	Ordinance 2nd	Seminole Woods Single Family Rezoning		Myers	2/21/2023
5	Ordinance 2nd	Longfellow Single Family Rezoning		Myers	2/21/2023
6	Ordinance 2nd	Amend Referendum/Initiative		Smith	2/21/2023
7	Proclamation	Multiple Myeloma		Smith	2/21/2023
			March 14, 2023 WORKSHOP MEETING		AGENDA START DATE
			March 21, 2023 BUSINESS MEETING		AGENDA START DATE
1	Resolution	Palm Coast Park DRI Amendment		Hoover	
2	Ordinance 1st	Palm Coast Park MPD Amendment		Hoover/Lens	
3	Proclamation	Flood Awareness Week		Smith	
			March 28, 2023 SPECIAL BUDGET WORKSHOP MEETING		AGENDA START DATE
1	Presentation	10 Year Capital Improvement Forecast		Cote	
2	Presentation	UNF Economist		DeLorenzo	
3	Presentation	SAP Evaluation Workshop #1		Johnston	
			April 4, 2023 BUSINESS MEETING		AGENDA START DATE
1	Ordinance 2nd	Palm Coast Park MPD Amendment		Hoover/Lens	
2	Proclamation	Autism Awareness Month		Kershaw	
3	Proclamation	Mayor's Water Challenge/Water Conservation Month		Kershaw	

4	Proclamation	Volunteer Appreciation Month	Kershaw	
		April 11 , 2023 WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Annual Investment Report	Alves/Ragsdale	
		April 18, 2023 BUSINESS MEETING		AGENDA START DATE
1	Proclamation	Code Enforcement Officers' Appreciation	Smith	
2	Proclamation	Child Abuse Prevention Month	Smith	
3	Proclamation	Crime Victim's Rights Week	Smith	
4	Proclamation	Sexual Assault Awareness Month	Smith	
		April 25, 2023 SPECIAL BUDGET WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Review YTD Budget	Alves/Ragsdale	
2	Presentation	Fire, Parks and Recreation Dept. overviews	Departmental	
3	Presentation	SAP Evaluation Workshop #2	Johnston	
		May 2, 2023 BUSINESS MEETING		AGENDA START DATE
1	Resolution	Council priorities	Johnston	
2	Proclamation	Arbor Day	Smith	
3	Proclamation	Professional Municipal Clerks Week	Smith	
4	Proclamation	National Preservation Month	Smith	
		May 9, 2023 WORKSHOP MEETING		AGENDA START DATE
		May 16, 2023 BUSINESS MEETING		AGENDA START DATE
1	Proclamation	Public Works Week	Smith	
2	Proclamation	Civility Month	Smith	
3	Proclamation	Water Safety Month	Smith	
		May 23, 2023 SPECIAL BUDGET WORKSHOP		AGENDA START DATE
1	Presentation	Fund Account and Revenue Restrictions	Alves/Ragsdale	
2	Presentation	Flagler Co. PA and Tax Collector	Alves/Ragsdale	
3	Presentation	Utility, PW, Stormwater Dept. overviews	Departmental	
		June 6, 2023 BUSINESS MEETING		AGENDA START DATE
1	Proclamation	Mosquito Awareness Week	Smith	
		June 13, 2023 WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Overview of Property Taxes and Trim	Alves/Ragsdale	
		June 20, 2023 BUSINESS MEETING		AGENDA START DATE
1	Proclamation	Patriotic Weeks in Palm Coast	Smith	
		June 27, 2023 SPECIAL WORKSHOP MEETING		AGENDA START DATE
1	Presentation	SAP Council Priority and Update	Johnston	
		July 4, 2023 BUSINESS MEETING-CANCELLED		AGENDA START DATE
		CANCELLED		
		July 11, 2023 WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Proposed General Fund Budget and TRIM Rate discussion	Alves/Ragsdale	
		July 18, 2023 BUSINESS MEETING		AGENDA START DATE
1	Presentation	Proposed Millage Rate	Alves/Ragsdale	
2	Proclamation	Parks & Rec Month	Smith	
3	Proclamation	Christmas Come True	Smith	
		July 25, 2023 SPECIAL WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Proposed Water & Wastewater, Stormwater, Solid Waste, IT Ent. & Bldg. Fund	Alves/Ragsdale	
		August 1, 2023 BUSINESS MEETING		AGENDA START DATE
1	Proclamation	Purple Heart Month	Smith	
		August 8, 2023 WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Capital, Internal Services, Special Revenue, Proposed Budget for all remaining funds	Alves/Ragsdale	
		August 15, 2023 BUSINESS MEETING		AGENDA START DATE
		August 29, 2023 SPECIAL WORKSHOP MEETING		AGENDA START DATE
1	Presentation	Final Proposed Budget for FY 2024 - all funds	Alves/Ragsdale	
2	Presentation	Fleet Purchases	LaChance	
		September 5, 2023 BUSINESS MEETING		AGENDA START DATE
		September 7, 2023 TENTATIVE BUDGET HRG @ 5:15 PM (Date may change)		
1	Presentation	Tentative Millage and Budget	Alves/Ragsdale	
2	Resolution	Tentative Millage and Budget	Alves/Ragsdale	
3	Resolution	Tentative Budget	Alves/Ragsdale	
4	Resolution	Fleet Purchases	LaChance	
		September 12, 2023 WORKSHOP MEETING		AGENDA START DATE
		September 19, 2023 BUSINESS MEETING		AGENDA START DATE
		September 20, 2023 FINAL BUDGET HRG @ 5:15 PM		

1	Presentation	Final Millage and Budget	Alves/Ragsdale	
2	Resolution	Final Millage	Alves/Ragsdale	
3	Resolution	Final Budget	Alves/Ragsdale	
4	Resolution	CRA Resolution CRA Budget	Alves/Ragsdale	
		October 3, 2023 BUSINESS MEETING		AGENDA START DATE
		October 10, 2023 WORKSHOP MEETING		AGENDA START DATE
		October 17, 2023 BUSINESS MEETING		AGENDA START DATE
		November 7, 2023 BUSINESS MEETING		AGENDA START DATE
		November 14, 2023 WORKSHOP MEETING		AGENDA START DATE
		November 21, 2023 BUSINESS MEETING		AGENDA START DATE
		December 5, 2023 BUSINESS MEETING		AGENDA START DATE
		December 12, 2023 WORKSHOP MEETING		
		December 19, 2023 BUSINESS MEETING		
		Future		
1	Resolution	Verizon Lease Agreement A1A tower amendments	Akins/Eldredge	
2	Resolution	Tri-party sub lease tower agreement amendment	Akins/Eldredge	
3	Resolution	K-Section Drainage Improvements	Cote	
4	Resolution	Old Kings Road Design Force Main to WWTP 1	Cote	
5	Resolution	Construction Contract for the Old Kings Road Force Main to WWTP 1	Cote	
6	Resolution	Hydrogeological Services for the Wells SW-1, SW-2, & SW-3 for WTP 1	Cote	
7	Resolution	Construction Contract for the WWTP 1 Generator project	Cote	
8	Resolution	Construction Contract for the WWTP 1 Sludge Dewatering project	Cote	
9	Ordinance	Construction Contract for the Equip Wells SW-1, SW-2 & SW-3 for WTP 1	Cote/Grunewald	
10	Resolution	MPA Quick Lime Chemical	Flanagan	
11	Resolution	Removal of Aeration System at WTP 2	Flanagan	
12	Resolution	Pump Station Improvements	Flanagan	
13	Resolution	Occupational Services	Fuller	
14	Ordinance 1st	Animal Control amendment	Grossman	
15	Resolution	Amend Aquatic Center Fee Structure	Hirst	
16	Resolution	Flagler Schools MOU Joint Facilities Agreement	Hirst	
17	Resolution	Cultural Arts Grants-2nd round	Hirst	
18	Resolution	Toll Brothers Final Plat	Leap/Tyner	
19	Resolution	Savannah at Seminole Pointe Master Site Plan	Lens	
20	Presentation	Inventory of Land Assets	Lens	
21	Resolution	Reverie at Palm Coast PH2 FKA Spring Lake - Final Plat	Leap/Tyner	
22	Resolution	London Waterway Expansion	Morales	
23	Ordinance	Dry Lake Rezoning	Myers	
24	Resolution	Town Center Tracts 18B & 18C (site plan)	Myers	
25	Ordinance	Coquina Shores Rezoning	Myers	
26	Ordinance	Cascades at Grand Landing FLUM	Myers	
27	Ordinance	Cascades at Grand Landing Rezoning	Myers	
28	Presentation	Evaluation and Appraisal Report (EAR) Comp Plan	Papa	
29	Ordinance 1st	Coquina Shores FLUM	Papa	



Meeting Calendar for 1/10/2023 through 5/30/2023

1/10/2023 9:00 AM

City Council Workshop
City Hall

1/17/2023 9:00 AM

City Council
City Hall

1/18/2023 5:30 PM

Planning & Land Development Regulation Board
City Hall

1/26/2023 5:00 PM

Beautification and Environmental Advisory Committee
City Hall

1/31/2023 9:00 AM

CITY COUNCIL SPECIAL WORKSHOP
City Hall

2/1/2023 10:00 AM

Code Enforcement Board
City Hall

2/7/2023 6:00 PM

City Council
City Hall

2/14/2023 9:00 AM

City Council Workshop
City Hall



Meeting Calendar for 1/10/2023 through 5/30/2023

2/15/2023 5:30 PM

Planning & Land Development Regulation Board

City Hall

2/21/2023 9:00 AM

City Council

City Hall

2/23/2023 5:00 PM

Beautification and Environmental Advisory Committee

City Hall

3/1/2023 10:00 AM

Code Enforcement Board

City Hall

3/7/2023 10:00 AM

Animal Control Hearing

City Hall

3/7/2023 6:00 PM

City Council

City Hall

3/14/2023 9:00 AM

City Council Workshop

City Hall

3/15/2023 5:30 PM

Planning & Land Development Regulation Board

City Hall



Meeting Calendar for 1/10/2023 through 5/30/2023

3/21/2023 9:00 AM

City Council
City Hall

3/23/2023 5:00 PM

Beautification and Environmental Advisory Committee
City Hall

3/28/2023 9:00 AM

CITY COUNCIL SPECIAL BUDGET WORKSHOP
City Hall

4/4/2023 6:00 PM

City Council
City Hall

4/5/2023 10:00 AM

Code Enforcement Board
City Hall

4/11/2023 9:00 AM

City Council Workshop
City Hall

4/18/2023 9:00 AM

City Council
City Hall

4/19/2023 5:30 PM

Planning & Land Development Regulation Board
City Hall



Meeting Calendar for 1/10/2023 through 5/30/2023

4/25/2023 9:00 AM

CITY COUNCIL SPECIAL WORKSHOP BUDGET

City Hall

4/27/2023 5:00 PM

Beautification and Environmental Advisory Committee

City Hall

5/2/2023 6:00 PM

City Council

City Hall

5/3/2023 10:00 AM

Code Enforcement Board

City Hall

5/9/2023 9:00 AM

City Council Workshop

City Hall

5/16/2023 9:00 AM

City Council

City Hall

5/17/2023 5:30 PM

Planning & Land Development Regulation Board

City Hall

5/23/2023 9:00 AM

CITY COUNCIL SPECIAL WORKSHOP BUDGET

City Hall



Meeting Calendar for 1/10/2023 through 5/30/2023

5/26/2023 5:00 PM

Beautification and Environmental Advisory Committee

City Hall