



# 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 Cathy Heigher**  
**Council Member Nick Klufas**  
**Council Member Theresa Pontieri**

---

**Tuesday, June 13, 2023**

**9:00 AM**

**COMMUNITY WING**

---

## City Staff

**Denise Bevan, City Manager**

**Neysa Borkert, City Attorney**

**Kaley Cook, Deputy 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 AND A MOMENT OF SILENCE**

## **C ROLL CALL**

## **D PUBLIC PARTICIPATION**

Public Participation shall be held in accordance with Section 286.0114 Florida Statutes. And pursuant to the City Council's Meeting Policies and Procedures:

- (1) 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 - OVERVIEW OF PROPERTY TAXES AND MILLAGE (TRIM) RATE**
- 2 PRESENTATION - BROWN & BROWN INSURANCE OVERVIEW**
- 3 RESOLUTION 2023-XX APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN**
- 4 ORDINANCE 2023-XX ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE, AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE**
- 5 RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS RELATING TO THE INITIATIVE/REFERENDUM PROCESSES**
- 6 PRESENTATION - BACKYARD CHICKENS**
- 7 PRESENTATION - CITY COUNCIL PRIORITY UPDATE ON LAND ASSETS**
- 8 PRESENTATION - LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM PROJECTS**

**9 RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE  
PROPERTY OWNERS OF 266 BIRD OF PARADISE DRIVE FOR FUTURE ROADWAY USES**

**10 RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE  
PROPERTY OWNERS OF 6 LUDLOW LANE E FOR FUTURE ROADWAY USES**

**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**

**11 AGENDA WORKSHEET AND CALENDAR**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	FINANCIAL SERVICES	<b>Amount</b>
<b>Division</b>		<b>Account</b>
		<b>#</b>
<b>Subject</b>	PRESENTATION - OVERVIEW OF PROPERTY TAXES AND MILLAGE (TRIM) RATE	
<b>Presenter: Helena Alves, Director of Financial Services and Gwen Ragsdale, Budget &amp; Procurement Manager</b>		
<b>Background:</b> City Council adopted the Fiscal Year 2023 Budget on September 21, 2022, in the amount of \$328,187,636 per Resolution 2022-123.  At the April 25, 2023, Special Budget Workshop, City Council was presented with the year-to-date budget results for operating department budgets for Fiscal Year 2023 October through March.  On May 2, 2023, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2023-2024.  At the May 23, 2023, Workshop, staff presented to City Council on fund accounting and revenue source restrictions to prepare for the upcoming Fiscal Year 2024 budget.  Director of Financial Services, Helena Alves, and Budget & Procurement Manager, Gwen Ragsdale, will present to City Council an overview of the process for adopting the Property Tax and TRIM rate in preparation to adopt the Fiscal Year 2024 TRIM rate in September.		
<b>Recommended Action:</b> <b>FOR PRESENTATION ONLY</b>		



# Property Taxes and TRIM

Tuesday, June 13, 2023

Helena P. Alves, CGFO, CIA, MBA  
Director of Financial Services

---

Gwen E. Ragsdale, MBA  
Budget & Procurement Manager  
Raelene Bowman, Budget Coordinator

## JANUARY - MARCH

- Annual City Council  
SAP evaluation 2/27 – 3/10
- Annual Financial Audit 3/21
- Review 10-year CIP Plan 3/28

## APRIL - JUNE

- Presentations to City Council:
  - Year-to-Date Budget Results 4/25
  - Fire Department Overview 4/25
  - SAP Adoption of Priorities 5/2
  - Fund Accounting & Revenue Restrictions 5/23
  - Parks & Recreation, Utility, Public Works, and Stormwater Department Overviews 5/23
  - Property Tax Overview and TRIM 6/13



## JULY - SEPTEMBER

- Adopt Maximum Millage Rate 7/18
- Budget Presentations to City Council
  - General Fund 7/11
  - Proprietary Funds 7/25
  - Internal Services, Capital & All Other Funds 8/08
  - Final Proposed Budget – All Funds 8/29
  - Public Hearings to Adopt Tentative 9/07 and Final Millage Rate & Budget 9/20 or 9/21

## OCTOBER - DECEMBER

- FY23 Year End Close-Out
- End of Year Review with Departments
- Preparation of Budget Book





# Truth in Millage (TRIM) Property Taxes

---



## Establishes statutory requirements

- That all taxing authorities levying a millage must follow, including all notices and budget hearing requirements.

## Requires Full Disclosure

- By taxing authorities to the taxpayers of the rates and amounts of taxes, prior to levying the taxes.



## By June 1

- Property appraiser provides total assessed value of non-exempt property

## By July 1

- Property appraiser certifies the taxable value (Form DR-420)

## Within 35 days of value certification, notify Property Appraiser of:

- Current year proposed (maximum) millage rate
- Date, time and meeting place of the Tentative Budget Hearing

## Assessed Value

- Value for tax purposes
- Determined by the property appraiser for a given piece of real or personal property

## Exemptions

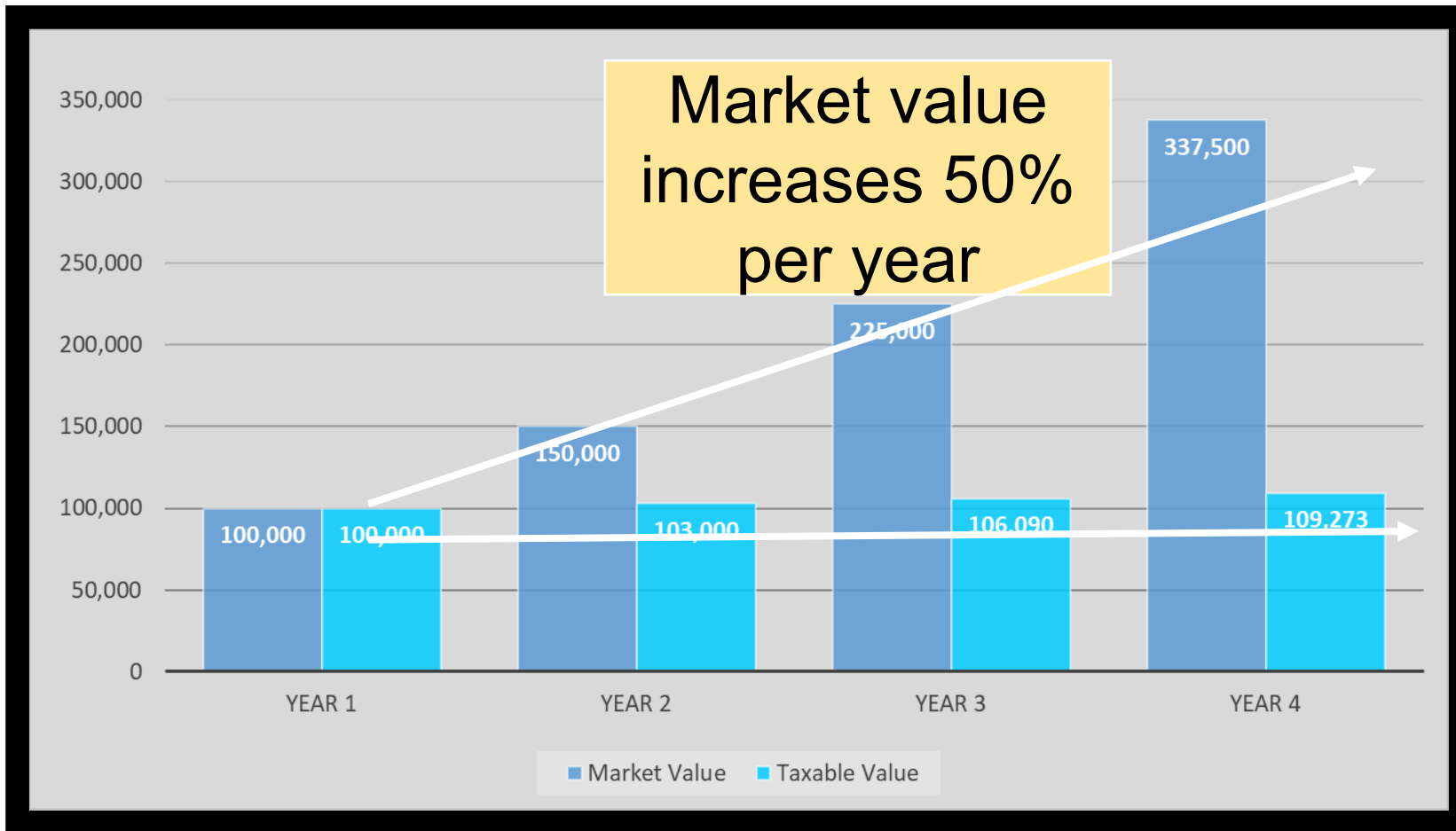
- Amount deducted from the assessed value of property for tax purposes

## Taxable Value

- Balance of the assessed value minus exemptions
- Assessed Value – Exemptions =  
Taxable Value



## Hypothetical Example – Save Our Homes



Taxable value on Homestead can only increase 3% per year or CPI (lesser of the two)





# Trim Notice Sent By Property Appraiser

	COLUMN 1*		COLUMN 2*		COLUMN 3*		
TAXING AUTHORITY	Tax Rate (2021)	Your Property Taxes (2021)	Tax Rate if No Budget Change is Adopted (2022)	Your Property Taxes if No Budget Change is Adopted (2022)	Tax Rate PROPOSED (2022)	Your Property Taxes if PROPOSED Budget is Adopted (2022)	PUBLIC HEARING INFORMATION A public hearing on the proposed taxes and budget will be held on:
FLAGLER COUNTY	8.1547	837.54	7.1679	769.03	8.1547	874.90	9/7/2022 5:01 PM GOVT SERV BLDG 2 1769 E MOODY BLVD, BUNNELL, FL 32110
FLAGLER COUNTY VOTED DEBT	0.3300	33.89	0.2915	31.27	0.2915	31.27	9/7/2022 5:01 PM GOVT SERV BLDG 2 1769 E MOODY BLVD, BUNNELL, FL 32110
SCHOOL-STATE LAW LEVY	3.6170	461.92	2.9857	394.97	3.2980	436.29	9/6/2022 5:15 PM GOVT SERV BLDG 2 1769 E MOODY BLVD, BUNNELL, FL 32110
SCHOOL DISCRETIONARY	2.2480	287.09	1.8556	245.47	2.2480	297.38	9/6/2022 5:15 PM GOVT SERV BLDG 2 1769 E MOODY BLVD, BUNNELL, FL 32110
CITY OF PALM COAST	4.6100	473.48	4.0138	430.63	4.6100	494.60	9/8/2022 5:15 PM, PC CITY HALL COMM WING 160 LAKE AVE, PALM COAST, FL 32164
SJR WATER MGMT DISTRICT	0.2189	22.48	0.1974	21.18	0.1974	21.18	9/13/2022 5:05 PM SJRWMD HEADQUARTERS 4049 REID STREET, PALATKA, FL 32177
EAST FLAGLER MOSQUITO CONTROL	0.2575	26.38	0.2975	31.92	0.2975	31.92	9/14/2022 5:01 PM EFMCD 210 FIN WAY, PALM COAST, FL 32164
FL INLAND NAVIGATION DIST	0.0320	3.08	0.0320	3.08	0.0320	3.43	9/8/2022 5:05 PM MIA SF BLDG 221 SW 3RD AVE., FT LAUDERALE, FL
<b>Total Property Taxes</b>	<b>19.4681</b>	<b>2,190.97</b>	<b>16.7678</b>	<b>1,920.01</b>	<b>19.1291</b>	<b>2,190.97</b>	

**COPC is 24% of total millage**

Taxing Districts	Market Value		Assessed Value		Exemptions		Taxable Value	
	2021	2022	2021	2022	2021	2022	2021	2022
County	191,626	272,806	152,707	157,288	50,000	50,000	102,707	107,288
Municipality	191,626	272,806	152,707	157,288	50,000	50,000	102,707	107,288
Other	191,626	272,806	152,707	157,288	50,000	50,000	102,707	107,288
School	191,626	272,806	152,707	157,288	25,000	25,000	127,707	132,288

Assessment Reductions	Applicable to:	Value
Save Our Homes	All Taxes	115,518

Exemptions	Applicable to:	Value
Homestead Exemption	All Taxes	25,000
Additional Homestead Exempt	Non-School Taxes	132,500

# PALM COAST 2023 Ad Valorem Taxes by Taxing Authority

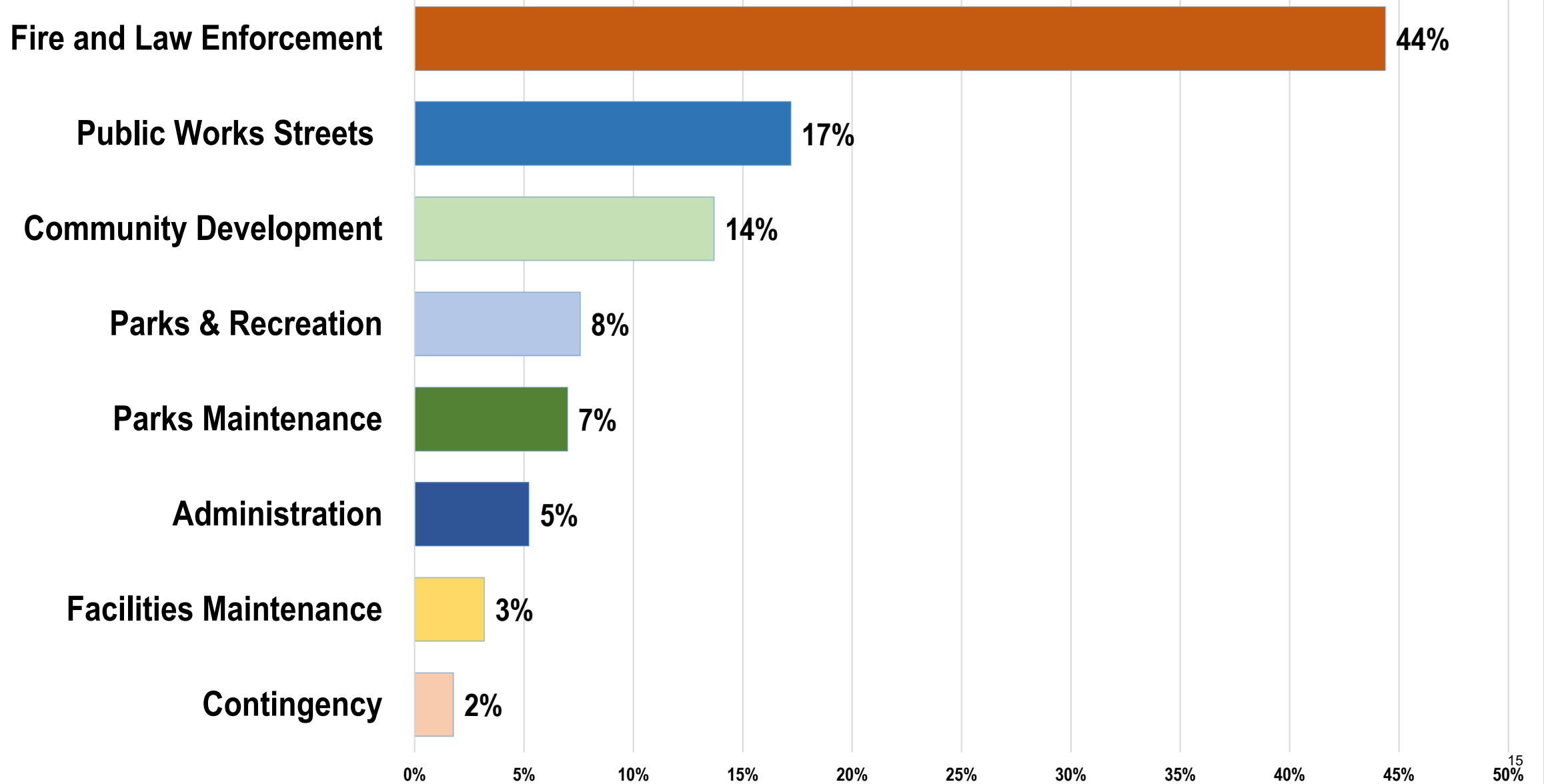


**Flagler County ¢44**

**School Board ¢29**

**Palm Coast ¢24**

**Others  
¢3**



Fiscal Year	Property Value	Percentage Change	Total Millage	Ad Valorem Receipts	Population
2024	* \$8,600,000,000	12.49%	4.6100	\$38,060,160	** 98,411
2023	\$7,645,411,750	19.52%	4.6100	\$33,835,534	96,504
2022	\$6,396,639,746	9.93%	4.6100	\$28,308,969	92,866
2021	\$5,818,727,063	6.72%	4.6989	\$26,247,952	89,437
2020	\$5,452,170,314	9.14%	4.6989	\$24,594,435	86,768
2019	\$4,995,651,282	8.46%	4.6989	\$22,535,103	84,575

\*Based on June 1 Property Appraiser Valuation

\*\* Estimate based on July 1, 2022 from US Census Bureau





## Survey of Florida Cities: Population between 80k – 110k

Ranking	City	Population	Millage Rate	Taxable Value in Billions	Taxes Levied in Millions
1	Boynton Beach	81,748	7.8500	8.07	63.38
2	Deltona	95,918	7.6500	3.96	30.28
3	Fort Myers	96,729	6.9999	10.32	72.23
4	Melbourne	87,001	6.7490	6.91	46.61
5	Homestead	82,996	6.1434	4.34	26.64
6	Sunrise	97,479	6.0543	9.35	56.61
7	Deerfield Beach	87,414	6.0018	9.34	56.05
8	Miami Beach	83,618	5.8155	46.59	270.97
9	Plantation	94,048	5.8000	11.68	67.73
10	Largo	84,286	5.5200	6.77	37.38
11	Kissimmee	82,005	4.6253	4.88	22.57
<b>12</b>	<b>Palm Coast</b>	<b>96,504</b>	<b>4.6100</b>	<b>7.66</b>	<b>35.29</b>
13	North Port	81,823	3.7667	7.26	27.34
14	Boca Raton	99,542	3.6556	27.07	113.19
15	Davie	106,943	5.6250	12.48	70.21
16	Doral	81,182	1.7166	16.63	28.55



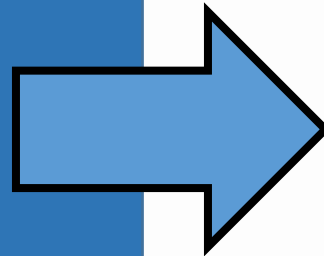


## Survey of Florida Cities: Neighboring Cities

Ranking	City	Population	Millage Rate	Taxable Value in Billions	Taxes Levied in Millions
1	Deltona	95,918	7.6500	3.96	30.28
2	St. Augustine	15,346	7.5000	2.50	18.76
3	Daytona Beach	77,605	5.4300	7.28	39.53
4	Port Orange	64,230	4.8610	4.51	21.93
<b>5</b>	<b>Palm Coast</b>	<b>96,504</b>	<b>4.6100</b>	<b>7.66</b>	<b>35.29</b>
6	Ormond Beach	44,671	3.7610	4.59	17.25



Access to the Fiscal Year  
2024 budget calendar,  
budget worksheets, and  
previous Council  
presentations



Visit [www.palmcoastgov.com](http://www.palmcoastgov.com) and click the link



## Information



**Flagler County, FL**  
**1769 E. Moody Blvd.**  
**Bunnell, FL 32110**

**James Gardner, Jr. CFA**  
**Flagler County Property Appraiser**  
**386-313-4150**  
**[admin@flaglerpa.com](mailto:admin@flaglerpa.com)**

**Suzanne Johnston**  
**Flagler County Tax Collector**  
**386-313-4160**  
**[taxcollector@flaglertax.com](mailto:taxcollector@flaglertax.com)**



# QUESTIONS

---

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PRESENTATION - BROWN & BROWN INSURANCE OVERVIEW	
<b>Presenter: Renina Fuller, Director of Human Resources, and Danielle Boyle, Senior Vice President of Brown &amp; Brown</b>	
<b>Background:</b> The City currently offers a well-rounded, self-insured benefits program to all full-time employees. Under the self-insured programs, the City pays a per employee, per month fee for the group health plan administration services and pays for any health insurance claims incurred. In addition to the fixed fee for the plan administration services, there is a fixed monthly per-employee fee for stop-loss insurance up to \$175,000 per person, per year as well as aggregate coverage for the group as a whole.  Due to an unprecedented spike in high-cost claims, the 2023/2024 health plan is projected to be 20% higher than the current year.	
<b>Recommended Action:</b> <b>FOR PRESENTATION ONLY</b>	

# City of Palm Coast

## Executive Summary of 2023 Renewal

Presented By:  
Danielle Boyle, Senior Vice President

June 13, 2023

*Brown & Brown, Inc.*

# Agenda

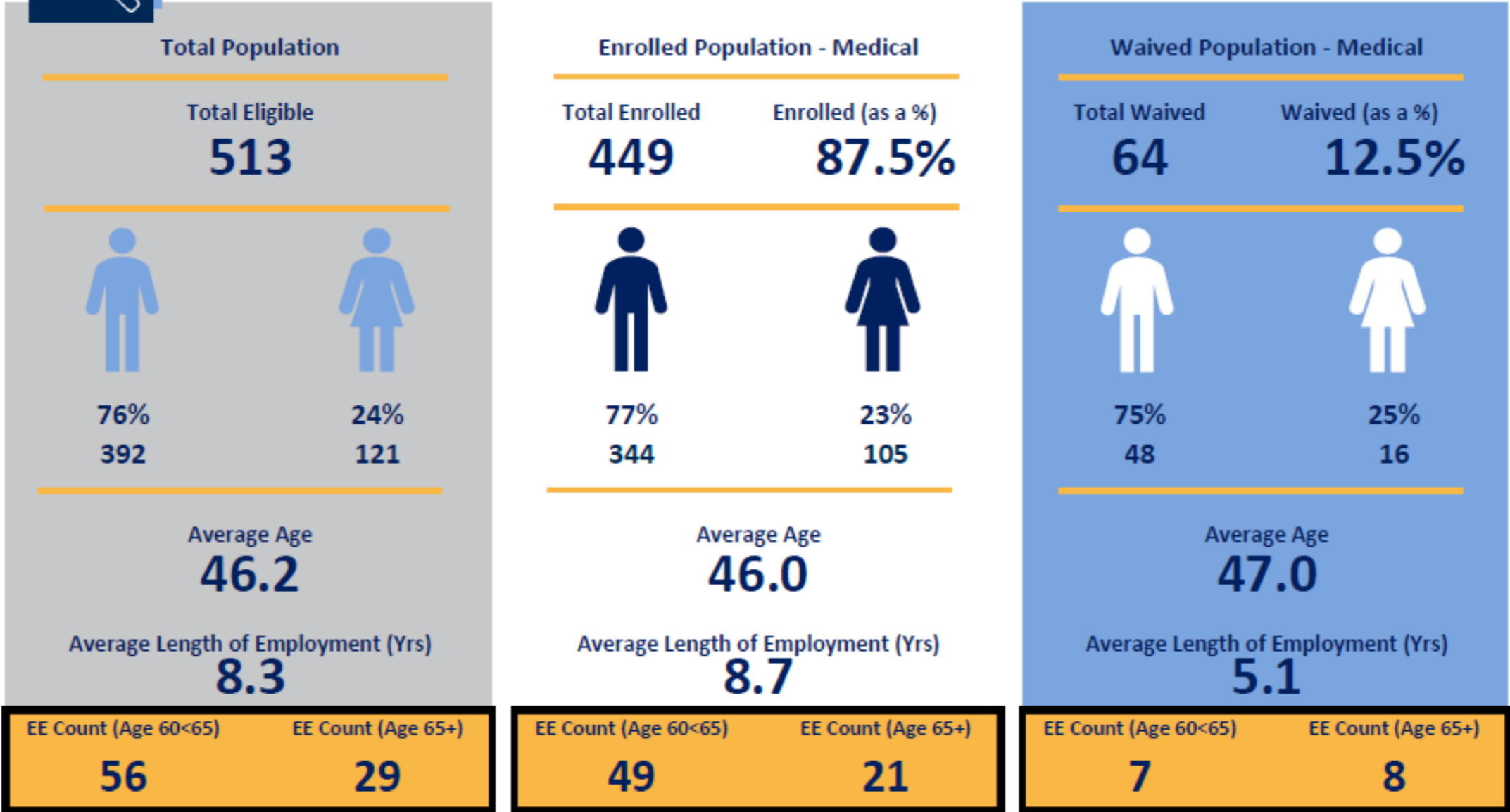
---

- Population Insights
- Marketing Summary
- Self Insured Health Plan Cost
- Renewal Projection
- Discussion





Population Insights - Demographics



	Enrolled (All Plans)	Avg. Age (EE)	Avg. Age (SP)	Avg. Age (CH)
Employee Only	189	44.4	N/A	N/A
Employee + Spouse	90	49.9	N/A	N/A
Employee + Child(ren)	91	44.6	N/A	N/A
Family	79	47.0	N/A	N/A
Total	449	46.0		

Above excludes medical participants on COBRA AND/OR Retiree's. Total enrolled count from these class are as follows: EE (2), ES (4)

# Marketing Summary

## Marketing Summary

<b>Stop Loss</b>	
Companion	Current
SLS (fka American Fidelity)	Declined - Uncompetitive
Wellpoint (fka Anthem)	Declined - Additional Data Needed
BERKLEY	See Proposal
Berkshire Hathaway	Pending
Crum & Forster	See Proposal
Granular Insurance Company	See Proposal
HM Insurance	Declined - Cannot quote against Companion
MRM	See Proposal
Optum	Pending
QBE	See Proposal
Sun Life Financial	Pending
SWISS RE	Pending - Needs a minimum of 6 mths of plan year claims
SYMETRA	Declined - Waivers
TMHCC	Pending
Vista Underwriting	Pending - Needs a minimum of 6 mths of plan year claims
Voya	Pending

<b>Dental</b>	
Aetna	Declined to Quote - Unable to offer competitive solution
BlueCross BlueShield	See Proposal
Cigna	Declined to Quote - Unable to offer competitive solution
Guardian	Declined to Quote - Unable to offer competitive solution
MetLife	See Proposal
Mutual of Omaha	Declined to Quote - Due to past relationship with account
Principal	Pending
Standard	Current
SunLife	Declined to Quote - Unable to offer competitive solution
Symetra	See Proposal
UnitedHealthcare	Declined to Quote - Unable to offer competitive solution
Unum	Declined to Quote - Unable to offer competitive solution
USABLE Life	See Proposal

<b>Life &amp; Voluntary Life</b>	
Guardian	Declined to Quote - Unable to offer competitive solution
MetLife	See Proposal
Mutual of Omaha	Declined to Quote - Due to past relationship with account
Principal	Pending
Standard	Current
SunLife	Declined to Quote - Unable to offer competitive solution
Symetra	See Proposal
UnitedHealthcare	Declined to Quote - Unable to offer competitive solution
Unum	Declined to Quote - Unable to offer competitive solution
USABLE Life	See Proposal

<b>TPA</b>	
Aetna	Declined to Quote - Unable to offer competitive solution
BlueCross BlueShield	Current
Cigna	Declined to Quote - Unable to offer competitive solution
HPI	Declined to Quote - Unable to offer competitive solution
Meritain	N/A - See Aetna
UMR	N/A - UHC has led with a UHC option
United HealthCare	See Proposal

<b>Pharmacy Benefit Management</b>	
Florida Blue	Current
National CooperativeRx	See Proposal
RxBenefits	See Proposal
TrueScripts	Quoted - Pending Additional Details
UHC	Quoted - Pending Additional Details

<b>Vision</b>	
Aetna	Declined to Quote - Unable to offer competitive solution
BlueCross BlueShield	Pending
Cigna	Declined to Quote - Unable to offer competitive solution
Guardian	Declined to Quote - Unable to offer competitive solution
MetLife	See Proposal
Mutual of Omaha	Declined to Quote - Due to past relationship with account
Principal	Pending
Standard	Current
SunLife	Declined to Quote - Unable to offer competitive solution
Symetra	See Proposal
UnitedHealthcare	Declined to Quote - Unable to offer competitive solution
Unum	Declined to Quote - Unable to offer competitive solution
USABLE Life	See Proposal

<b>Disability</b>	
Guardian	Declined to Quote - Unable to offer competitive solution
MetLife	See Proposal
Mutual of Omaha	Declined to Quote - Due to past relationship with account
Principal	Pending
Standard	Current
SunLife	Declined to Quote - Unable to offer competitive solution
Symetra	See Proposal
UnitedHealthcare	Declined to Quote - Unable to offer competitive solution
Unum	Declined to Quote - Unable to offer competitive solution
USABLE Life	See Proposal

Brown & Brown  
marketed all coverages  
for this renewal

# Self Insured Health Plan Cost

---

## Administration Fees

- Provides the employer group with a PPO discount, administers claims, reporting, customer service, and care management programs

## Stop Loss Premiums

- Individual Stop Loss – caps the claims for one person in a plan year after which the insurance carrier is responsible for all claims (\$175,000 for the City of Palm Coast)
- Aggregate Stop Loss – caps the exposure for the entire plan (125% of expected claims)

## Claims

- Medical – doctors visits, labs, surgeries, hospital stays, ER, urgent care, etc.
  - Medical trend is the inflation related to these services, between 8 and 11% in Central FL
- Pharmacy – medications to treat conditions
  - Pharmacy trend is closer to 15 to 25% depending on the drug mix being filled with Specialty Pharmacy driving significant costs for chronic conditions (multiple sclerosis, rheumatoid arthritis, Crohn's disease, and cancer)

# Renewal Projection

---

Due to an unprecedented spike in high-cost claims, the 2023/2024 health plan is projected to be a 20% increase from 2022/2023 budgeted amount

Admin fees went down after negotiations, pharmacy terms and pricing were improved by over 30%, but the claims are driving the increase

Across our book of business, we have seen a spike in cancer and other claims which correlate with the reduced screenings and maintenance visits during COVID

# Discussion

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>	\$150,000.00
<b>Division</b>	PLANNING	<b>Account #</b>	10013507-031000
<b>Subject</b>	RESOLUTION 2023-XX APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN		
<b>Presenter: Jose Papa, AICP, Senior Planner</b>			
<b>Background:</b>			
<p><b>A4. Palm Coast’s future expansion is guided by master planning for smart, managed growth.</b></p> <p><b>a. Staff to develop an infrastructure plan to include conservation, public safety, water resources, transportation, and economic resiliency.</b></p> <p>To ensure a proactive and open community process to updating the Comprehensive Plan, the City will engage a professional planning team to focus on collecting input from the community, identify key issues, and complete the necessary data analysis to support policy updates based on the community input.</p> <p>This engagement will continue through the entire process of updating the Comprehensive Plan and will include a range of outreach including community-wide meetings, “roadshow” presentations, smaller group meetings, web-based interactions, integration of neighborhood and City-wide events when possible.</p> <p>The selected consultant will coordinate with the City’s Public Information Office on a public outreach campaign to inform the public that the planning process is underway and to lay the groundwork for an education process related to Comprehensive Plan issues. A variety of tools may be used to circulate information about the on-going update of the Comprehensive Plan potentially including, but not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Press release(s)/press conference(s)</li> <li>• Traditional and nontraditional media coverage</li> <li>• Marketing collateral (paper and digital) posters, flyers, postcards, or rack cards</li> <li>• Mass e-mails</li> </ul> <p>The update process is expected to last 14 months.</p> <p>City staff advertised (RFSQ-CD-23-24) and solicited proposals for services to assist the City in updating the Comprehensive Plan in accordance with the City’s purchasing policy. The Notice of Intent to Award and Project Bid Overview are attached to this agenda item.</p>			

After review of the proposals and an oral interview with the two respondents, the Selection Committee ranked JBrown Professional Group Inc., as the top respondent. Funds for this purchase are included in the FY2023 funds budget.

**SOURCE OF FUNDS WORKSHEET FY 23**

10013507-031000	\$150,000.00
Total Expended/Encumbered to Date	\$0.00
Pending Work Orders/Contracts	\$150,000.00
Current (WO/Contract)	\$0.00
<b>Balance</b>	<b>\$0.00</b>

**Recommended Action:**  
**ADOPT RESOLUTION 2023-XX APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN**

# JBPro



## Comprehensive Plan Update

City of Palm Coast  
City Council Workshop  
June 13, 2023





---

# Presentation Outline

City of Palm Coast Public Outreach for the Comprehensive Plan Update

1. Meet Your Team
2. Process Keystones
3. Goals & Next Steps
4. Questions



# Meet Our Team



# Why This Team?

50+ Comprehensive Plans

100+ Yrs. Experience

Community-oriented

Florida focused

Forward Vision

Historical trends

Quantitative data



# Project Team

## Org Chart



**JBPro**  
Prime Consultant

**Kathie Ebaugh, AICP, MPA**  
Planning Director  
Project Manager

**John Gilreath, GISP**  
GIS Director  
Data Technology  
Management

**Jay Brown, PE**  
Policy Development

**Chris Potts, PE**  
Policy Development

**Robert Booker**  
Data Technician

**Camisha Alexis**  
Planning Technician

**Jenna Johnston**  
Planning Technician

**Abharana Selvan**  
Planning Technician



**Silvia Vargas, FAICP**  
Principal  
Community Engagement



**Jason Green, AICP**  
Planning Director  
Data Analysis

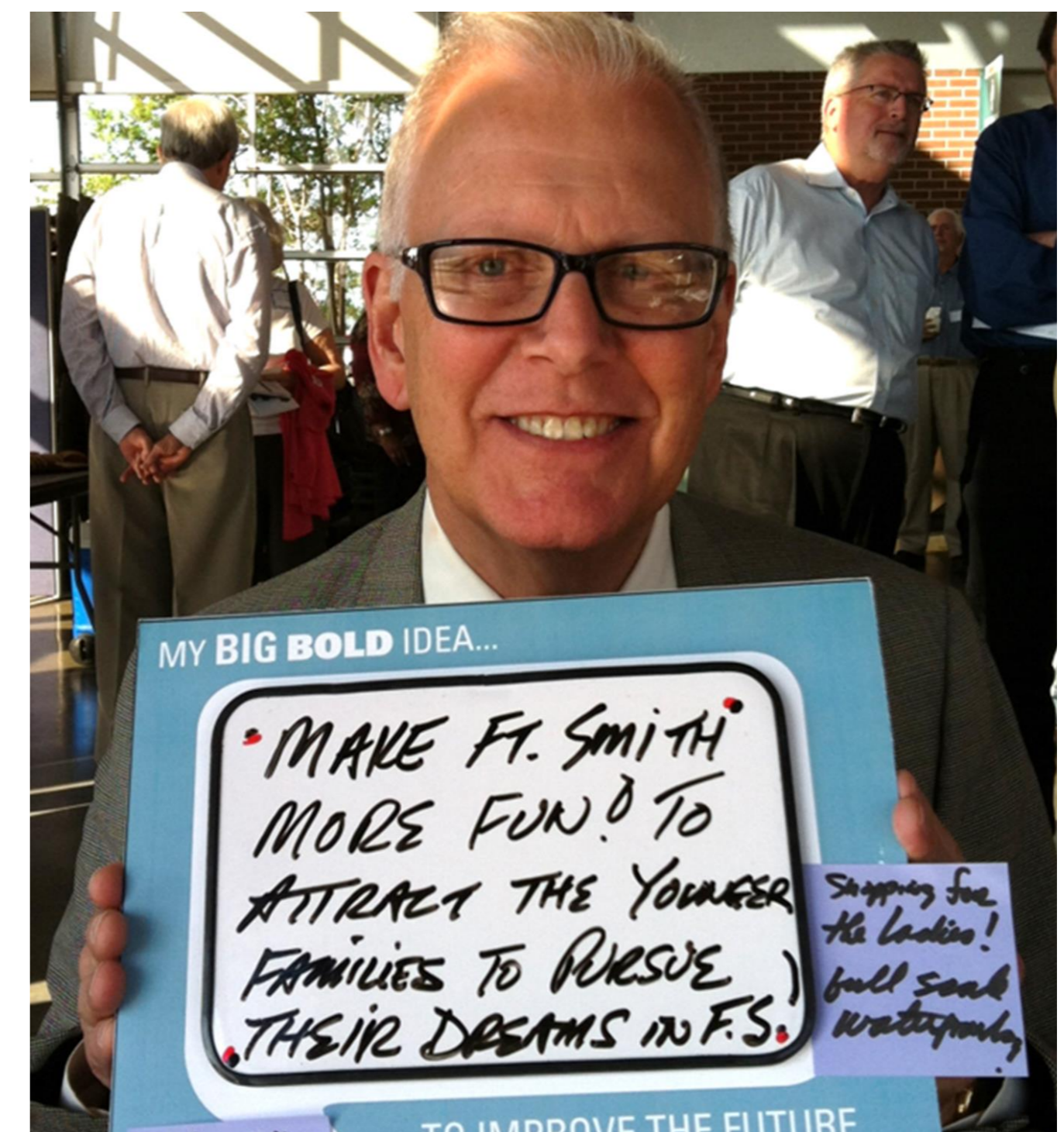


**Allara Mills Gutcher, AICP**  
Principal  
Policy Analysis

---

# Process Keystones

Community-based, vision-driven comprehensive plan



Champion Leaders  
Collective Goals  
Common Ground  
Communication  
Core Values

# Overarching Principles

FUN  
Engaging  
Open Mindedness  
Shared Vision  
Unified Purpose

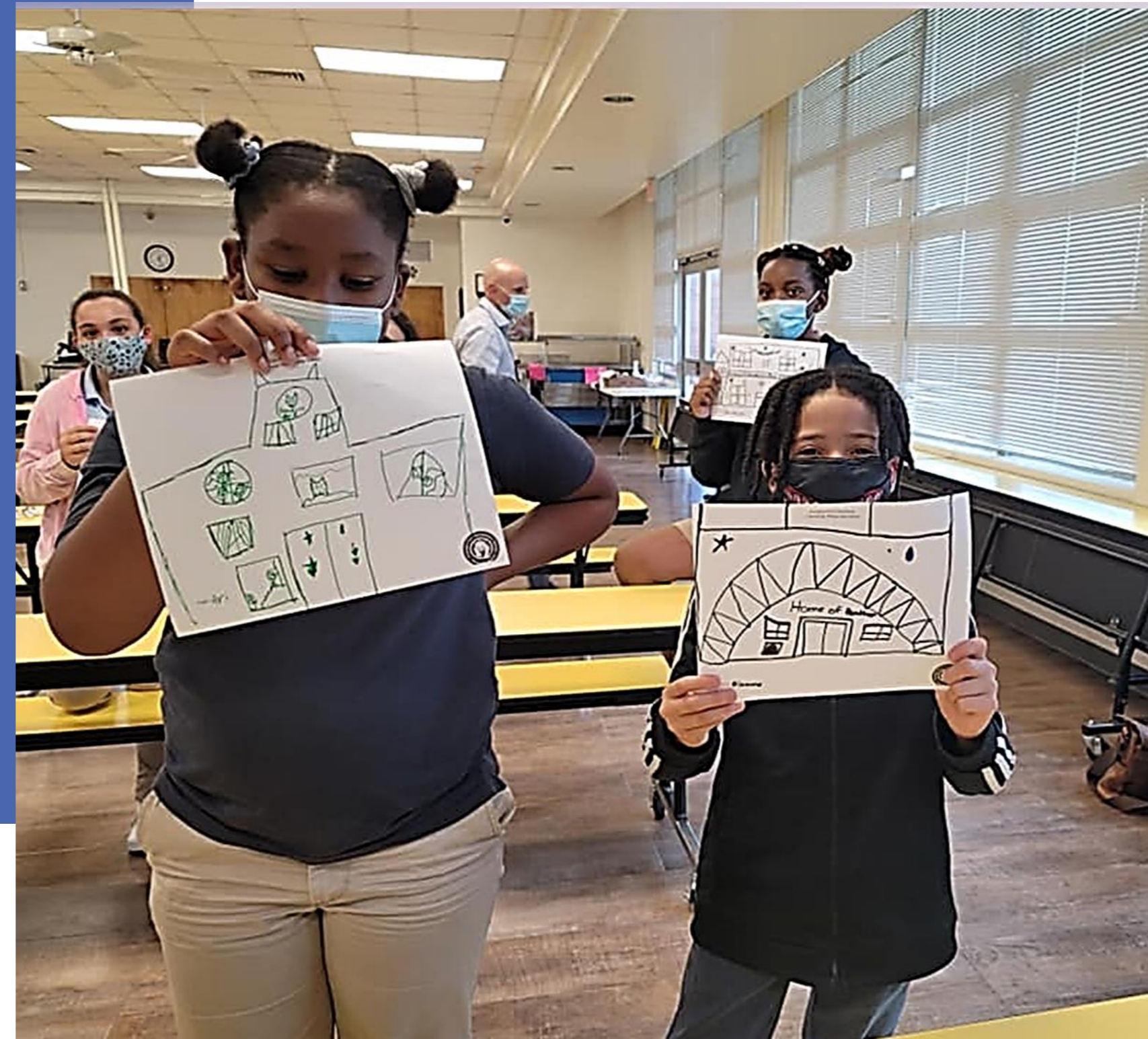
# Community Vision

Local values

Community ideals

Unified interests

Civic goals



# Accessible Engagement

Approachable

High-tech / Low-tech

Meeting conveniences

Multilingual

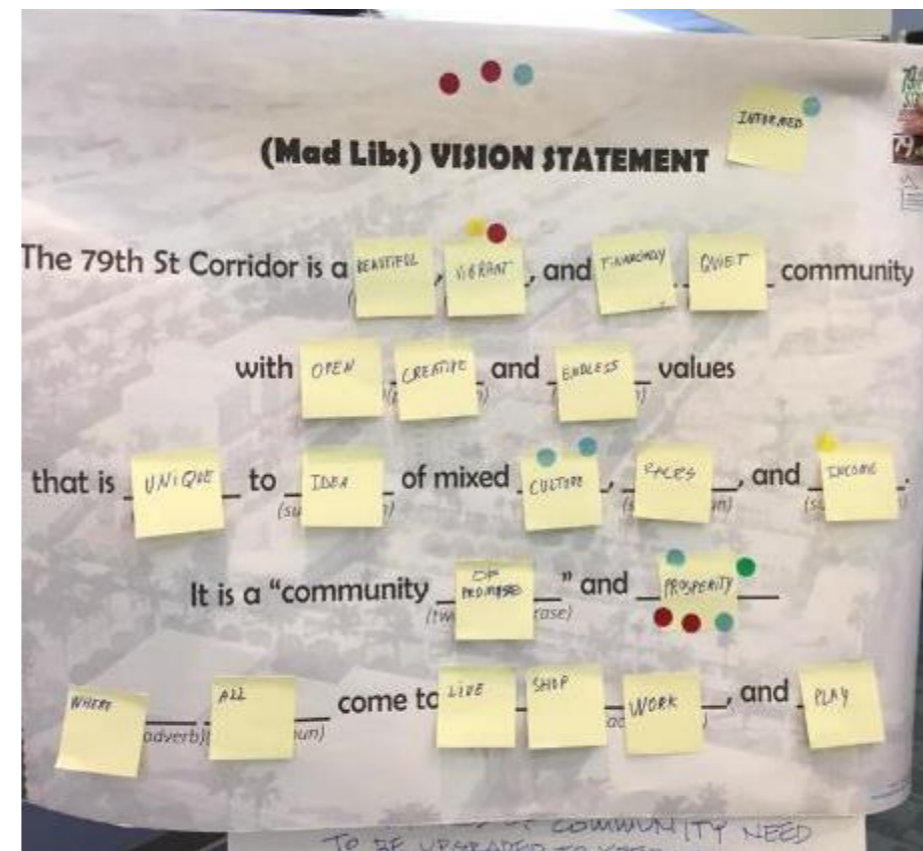
Representation

Tactile tools

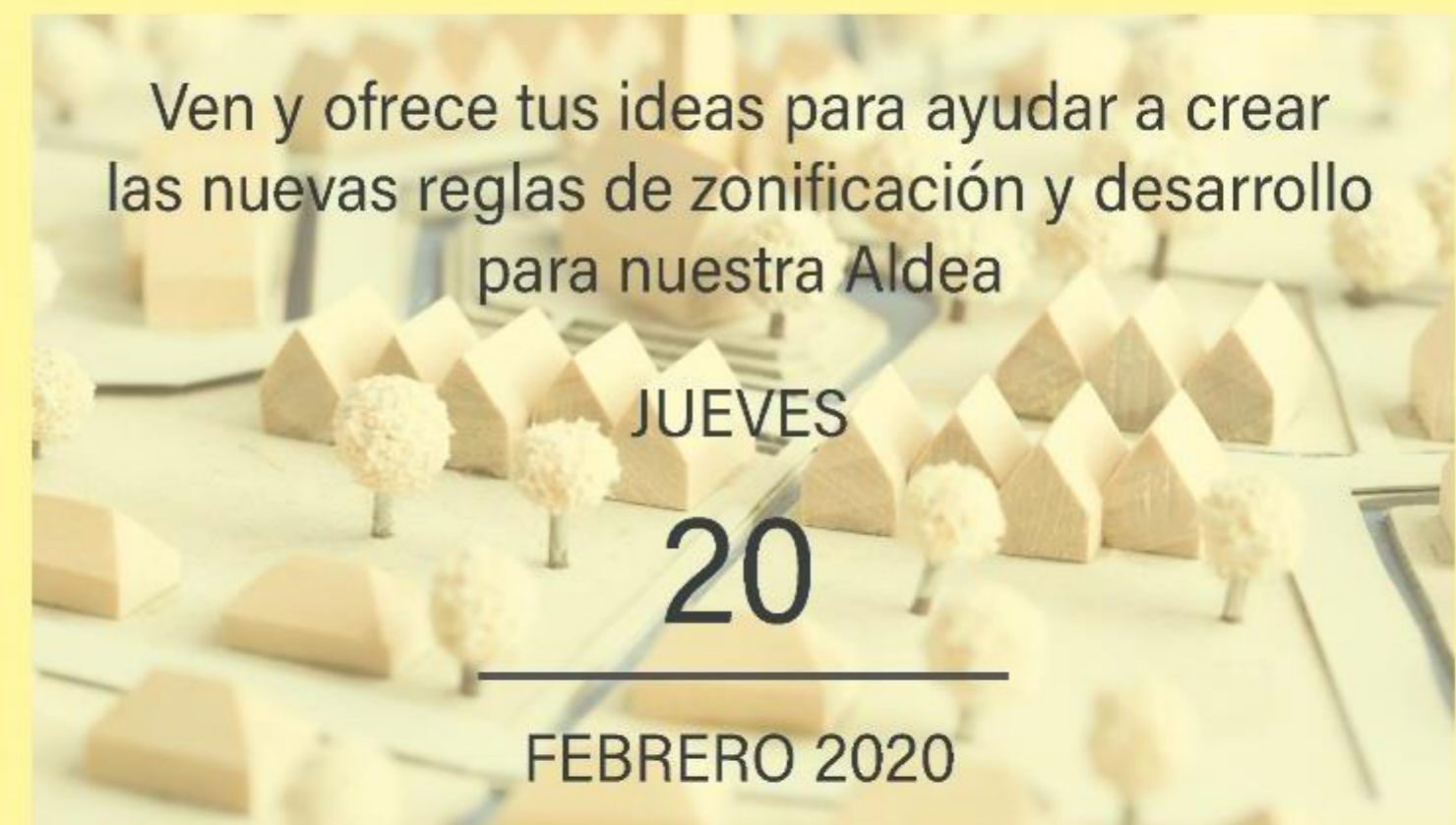
User-friendly

Varied Opportunities

Visualization



## Reglamento de Zonificación Sesiones de Puertas Abiertas



Escoge la opción que más te convenga:

11:00 am - 1:00 pm | Indiantown Civic Center

15675 SW Osceola Street



# In-Person Events

Focus Groups

Open Houses

Charrettes

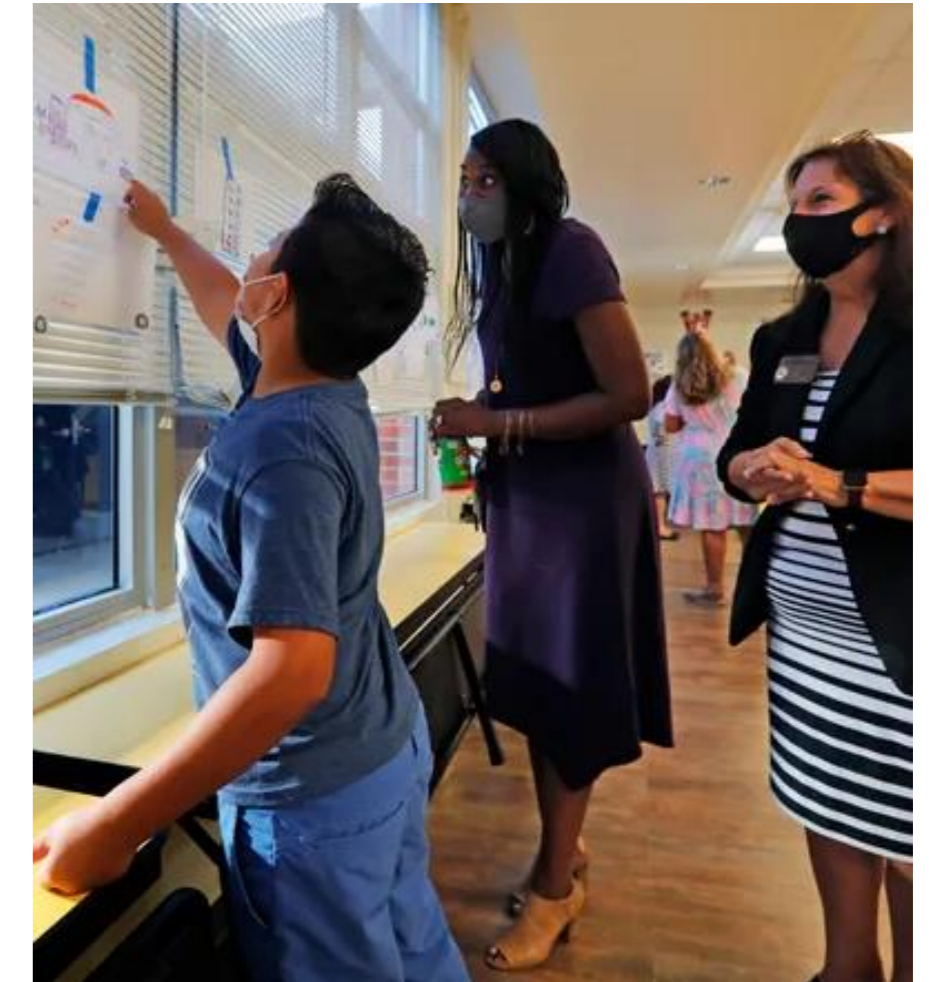
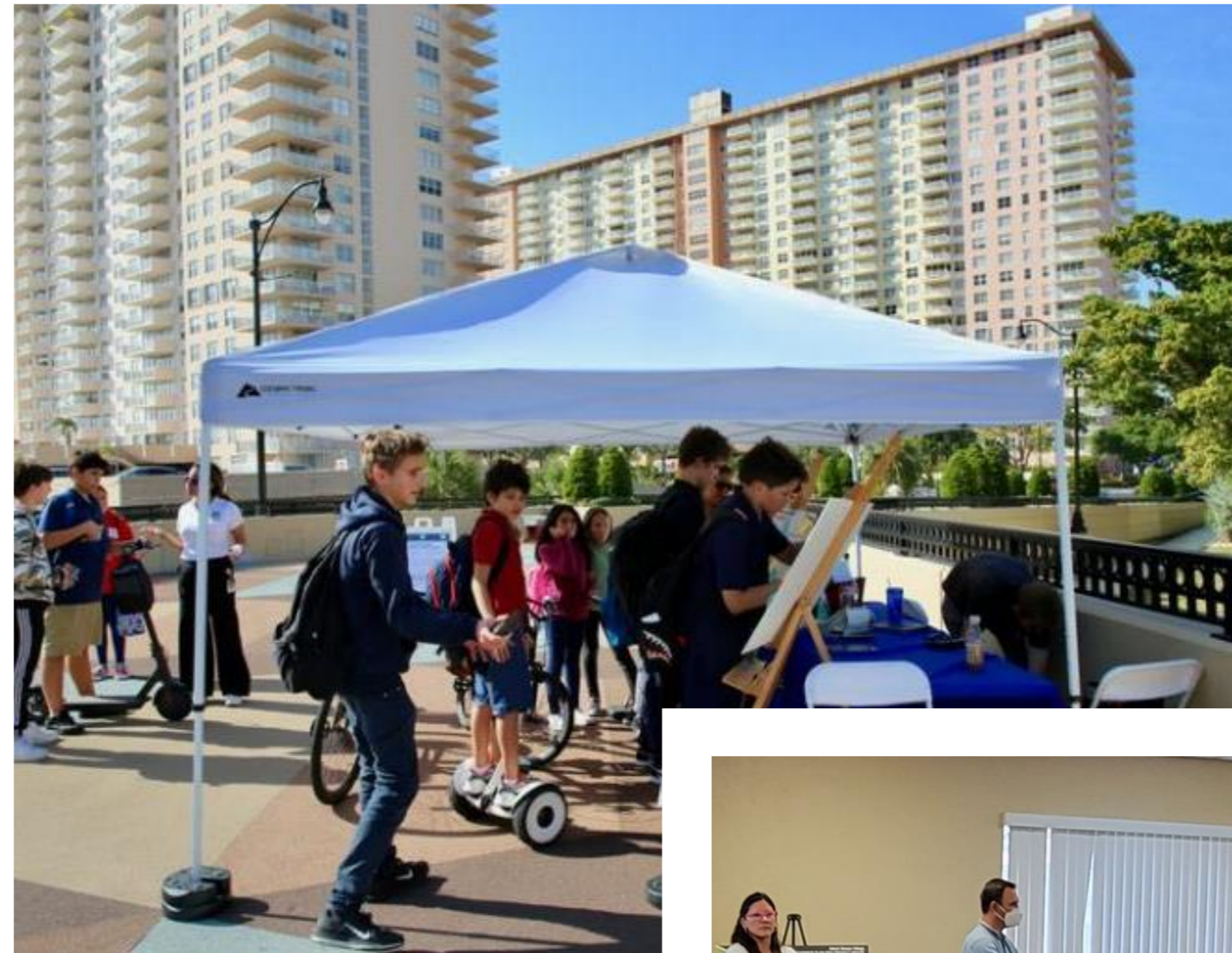
Workshops

“Town Hall” Meetings

Roadshows

Walkshops

Pop-Up Outreach



# Online Events

- Project website
- Storymaps, dashboards, etc.
- Social media
- Interactive meetings
- Webinars
- Surveys
- Crowdsourcing
- Apps

“A place for teens to hang out.”

“No more housing”

“A walkable neighborhood with more sustainable design that incorporates LEED applications.”

“Mixed use. As long as it’s beautiful.”

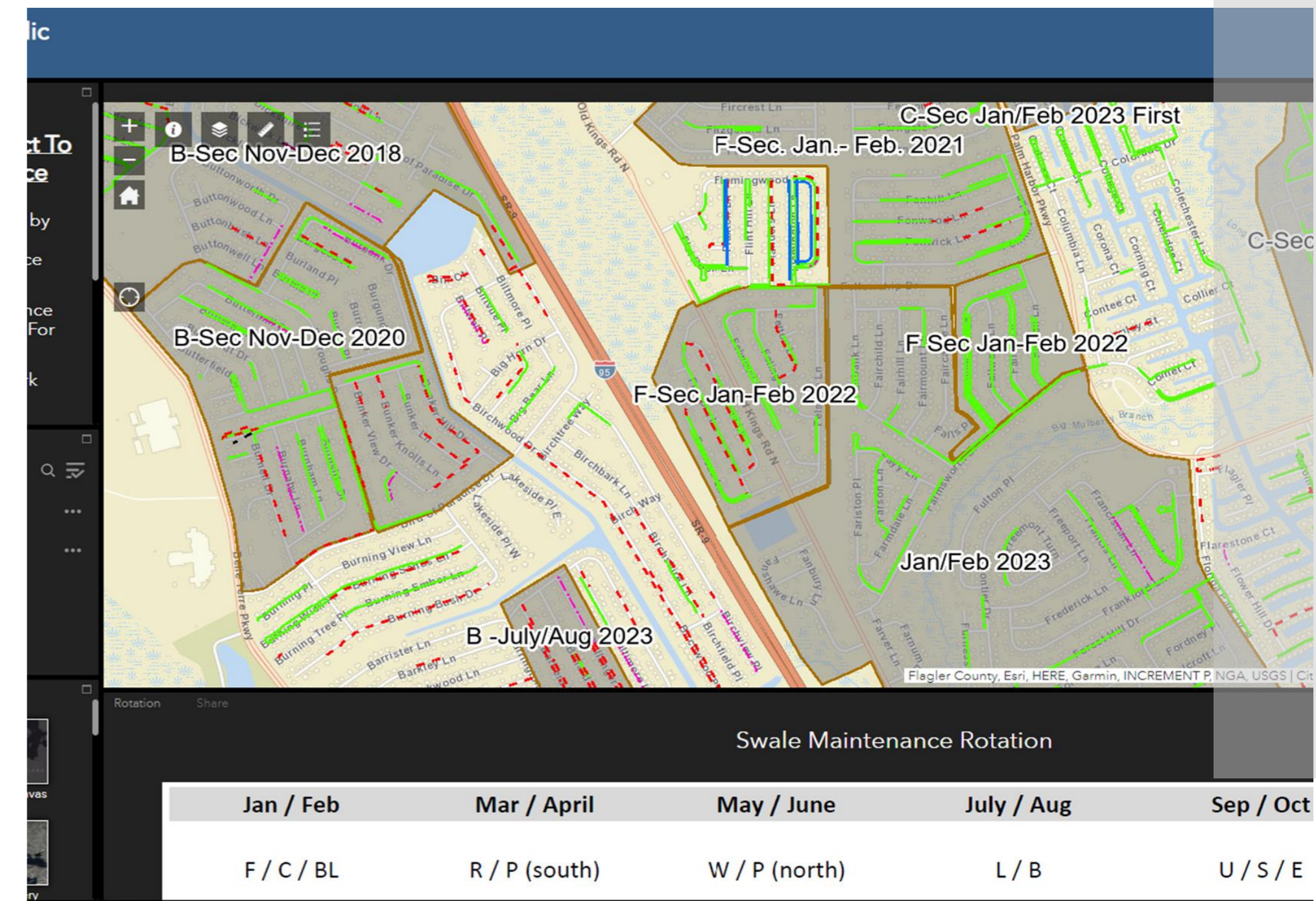
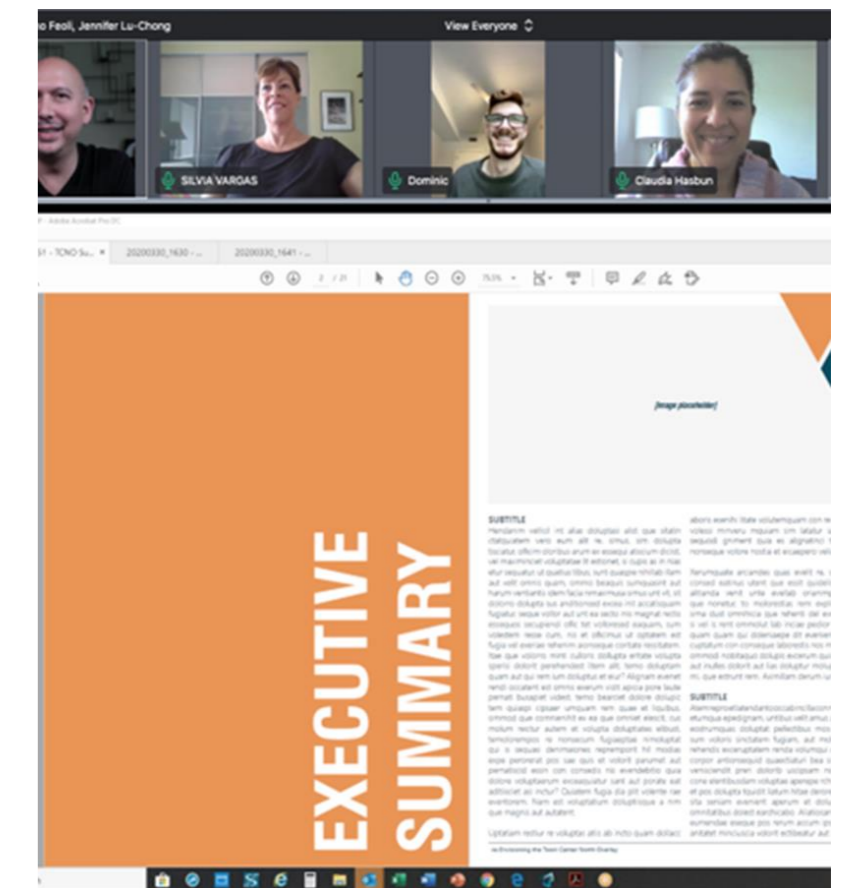
“Culture. Landscaping.”

“Better shopping and better appearance.”

“The Town Center is fine as is.”

“Green and...”

“Comme... on lower...”



# Other Engagement Forms

Media coverage

Publications

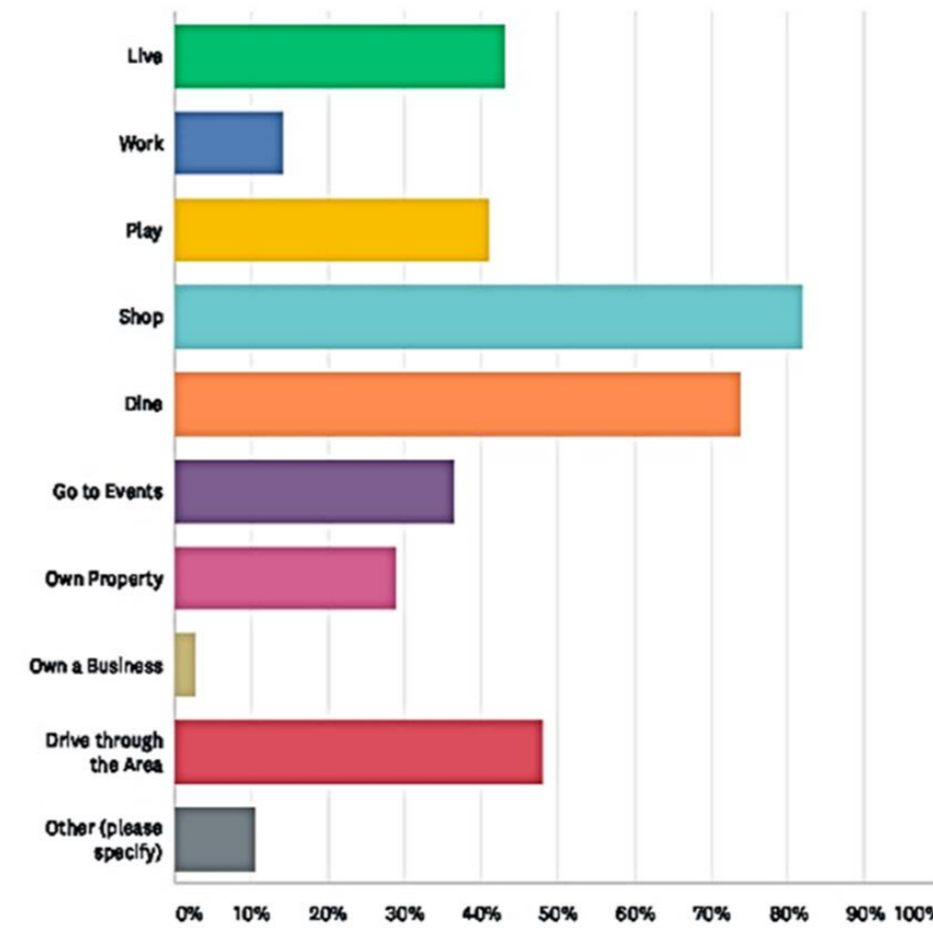
“Portable meeting” kits

Meeting livestreaming

Instant polling

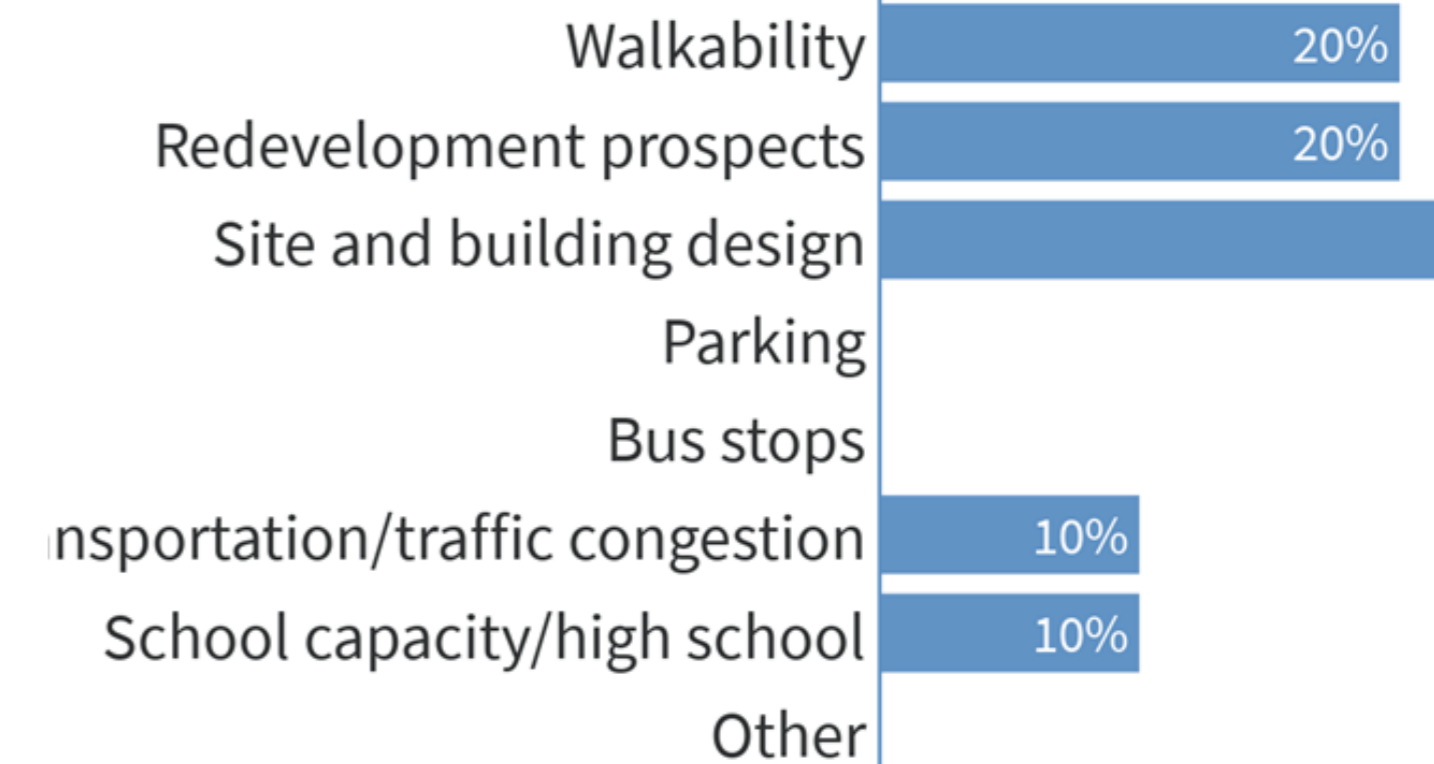
What activities do you do in this area today, if any? Select all the choices that apply.

Answered: 183 Skipped: 0



Poll locked. Responses not accepted.

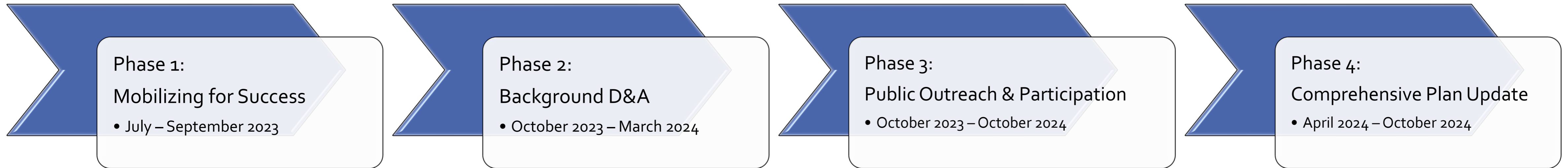
Which of these issues is your top priority?



---

# Goals & Next Steps

Project tasks and deliverables.



# Community Engagement & Participation

**Inclusive**  
 Assess and understand  
 Current resources  
 Future demands  
 Groundwork

**Overarching Principles**

Local awareness  
 Open mindedness  
 Respect  
 Trust  
 Transparency

# Community-based Comprehensive Plan Process



# Comprehensive Plan Process: Component 1

## Component 1: Mobilizing for Success

- Initiate buy-in
- Build partnerships:
  - City Council
  - City Staff
  - Interest groups
  - Stakeholders
- Branding
- Inclusiveness
- July – September

## Component 2: Background Data & Analysis

- Preparation
- Review community conditions
- Existing data
- Adopted plans
- Established policies
- August – March

## Component 3: Public Outreach & Participation

- City Council briefing. issues identification
- Stakeholder interviews
- Kickoff open house
- Community conversation
- Public engagement series
- October – October

## Component 4: Comprehensive Plan Update

- Draft plan update
- Transmittal
- Finalize plan update
- Final review
- Adoption
- April – October

# Initiate Buy-In

Long-Term Commitment

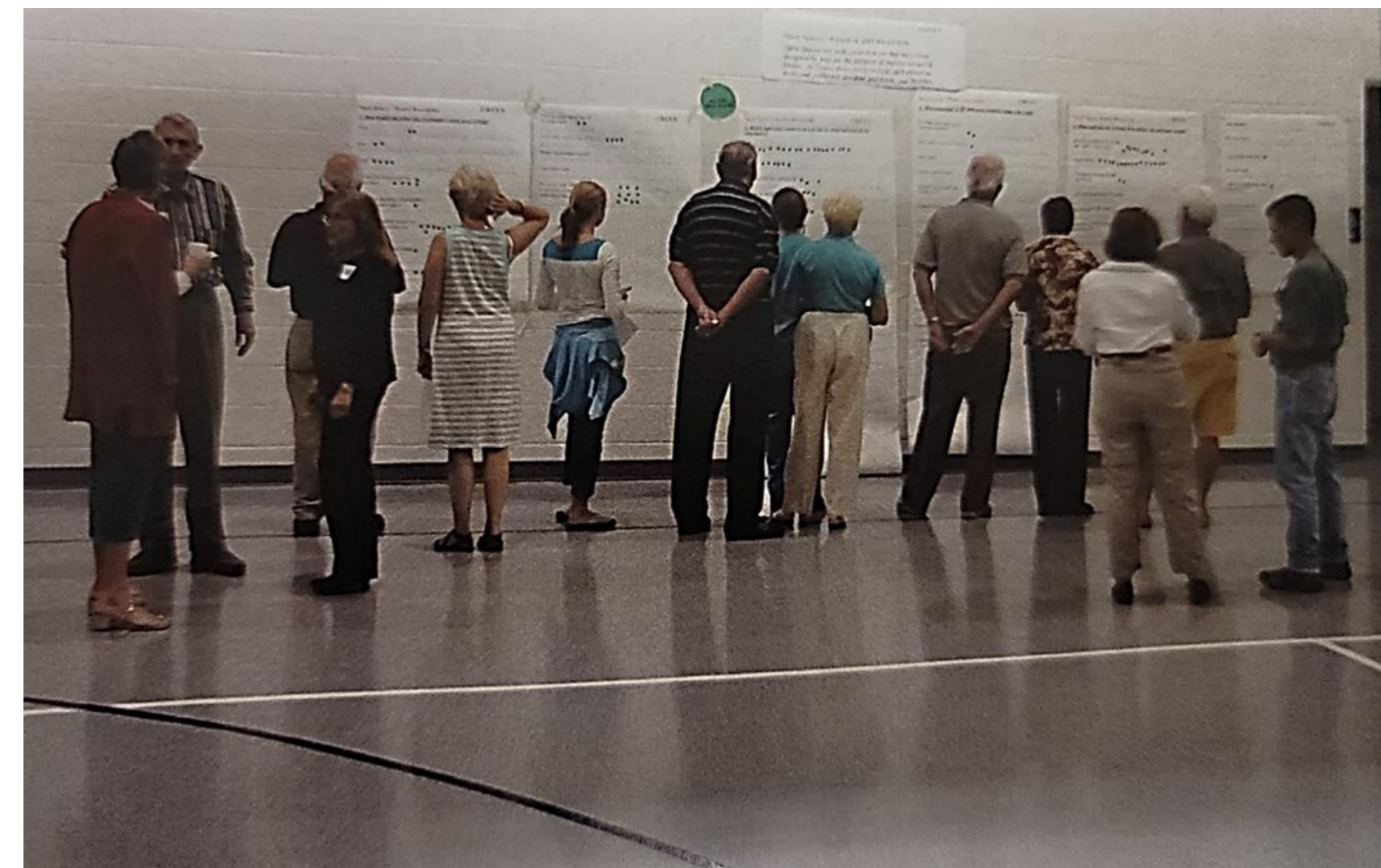
Stakeholders

Citizens

Businesspeople

Elected officials

Policy officials and staff





# Identify Leaders

## Champions—Now & Future

Diversify interest group

Program facilitators

Project surrogates

Appointed Board Members



# Establish Partnerships

## Associated Partners

Business groups

Community groups

Elected officials

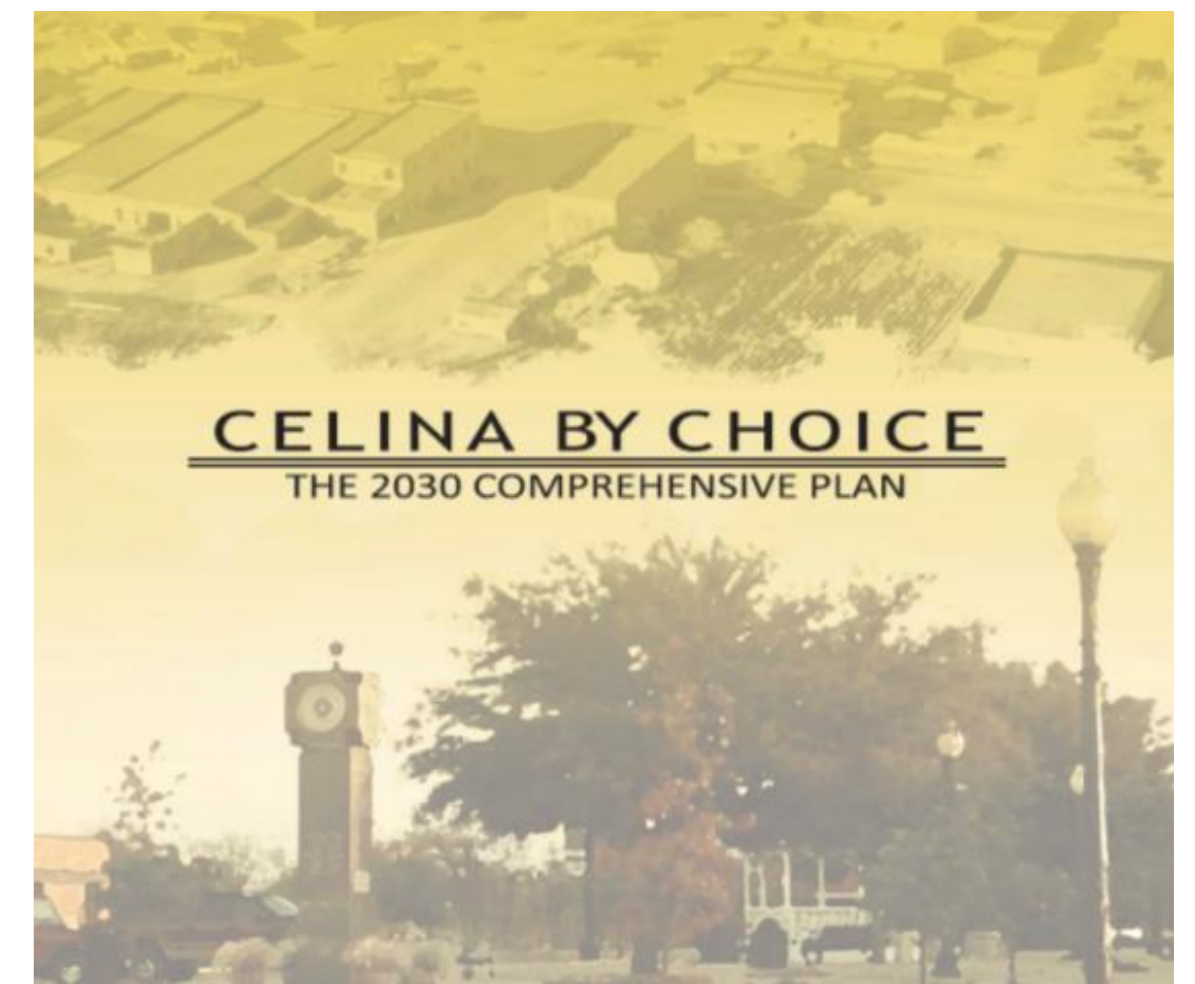
Intergovernmental partners



# Brand Project

## Project Theme & Identity

- Actionable
- Consistent
- Clear
- Compelling
- Inviting
- Purposeful
- Unifying



# Schedule Engagement

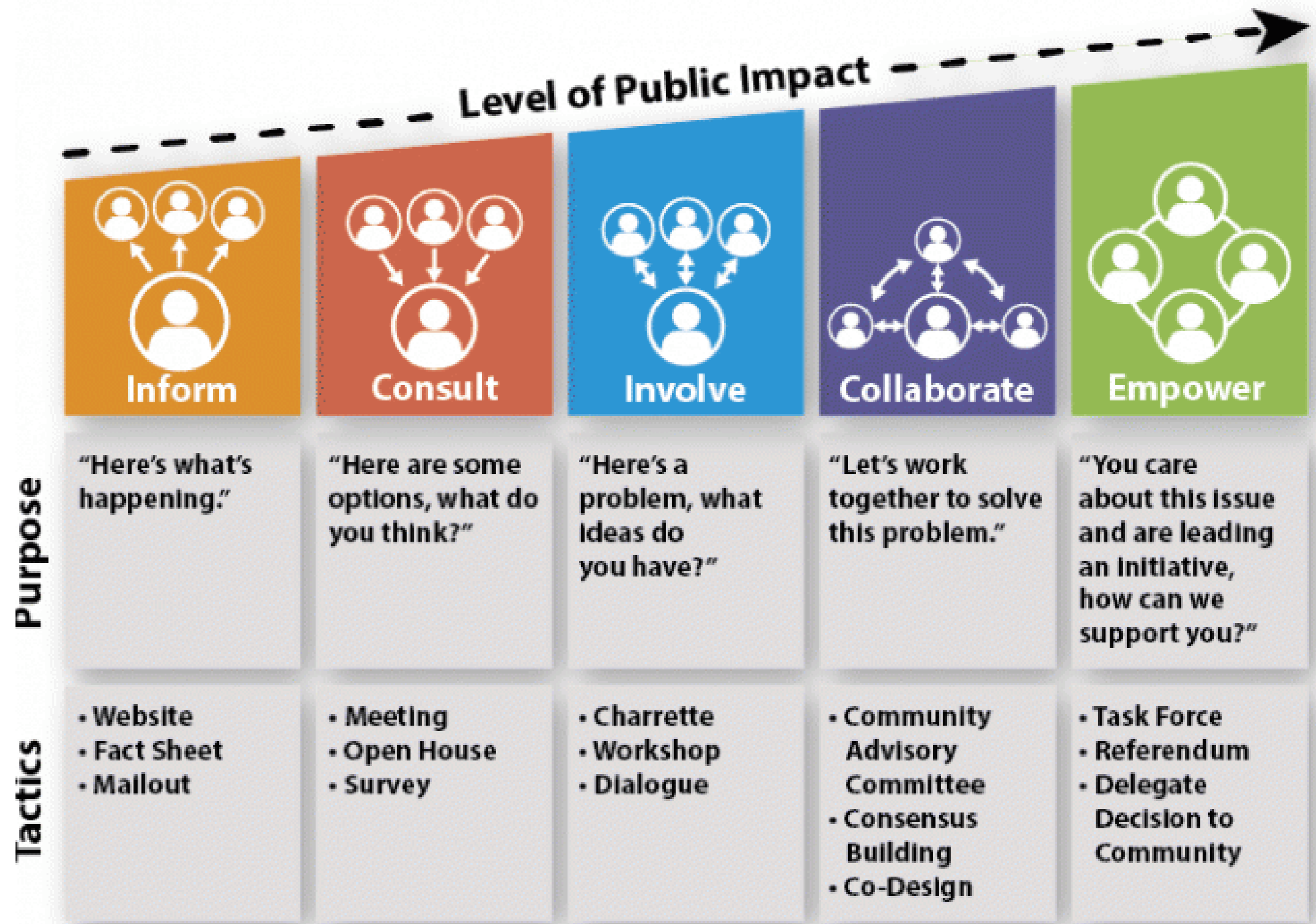
## Engagement Events

Grassroots events

In person events

Online events

Other events



# Comprehensive Plan Process: Component 2

## Component 1: Mobilizing for Success

- Initiate buy-in
- Build partnerships:
  - City Council
  - City Staff
  - Interest groups
  - Stakeholders
- Branding
- Inclusiveness
- July – September

## Component 2: Background Data & Analysis

- Preparation
- Review community conditions
- Existing data
- Adopted plans
- Established policies
- August – March

## Component 3: Public Outreach & Participation

- City Council briefing.  
issues identification
- Stakeholder interviews
- Kickoff open house
- Community conversation
- Public engagement series
- October – October

## Component 4: Comprehensive Plan Update

- Draft plan update
- Transmittal
- Finalize plan update
- Final review
- Adoption
- April – October

# Comprehensive Plan Process: Component 3

## Component 1: Mobilizing for Success

- Initiate buy-in
- Build partnerships:
  - City Council
  - City Staff
  - Interest groups
  - Stakeholders
- Branding
- Inclusiveness
- July – September

## Component 2: Background Data & Analysis

- Preparation
- Review community conditions
- Existing data
- Adopted plans
- Established policies
- August – March

## Component 3: Public Outreach & Participation

- City Council briefing. issues identification
- Stakeholder interviews
- Kickoff open house
- Community conversation
- Public engagement series
- October – October

## Component 4: Comprehensive Plan Update

- Draft plan update
- Transmittal
- Finalize plan update
- Final review
- Adoption
- April – October

# Comprehensive Plan Process: Component 4

## Component 1: Mobilizing for Success

- Initiate buy-in
- Build partnerships:
  - City Council
  - City Staff
  - Interest groups
  - Stakeholders
- Branding
- Inclusiveness
- July – September

## Component 2: Background Data & Analysis

- Preparation
- Review community conditions
- Existing data
- Adopted plans
- Established policies
- August – May

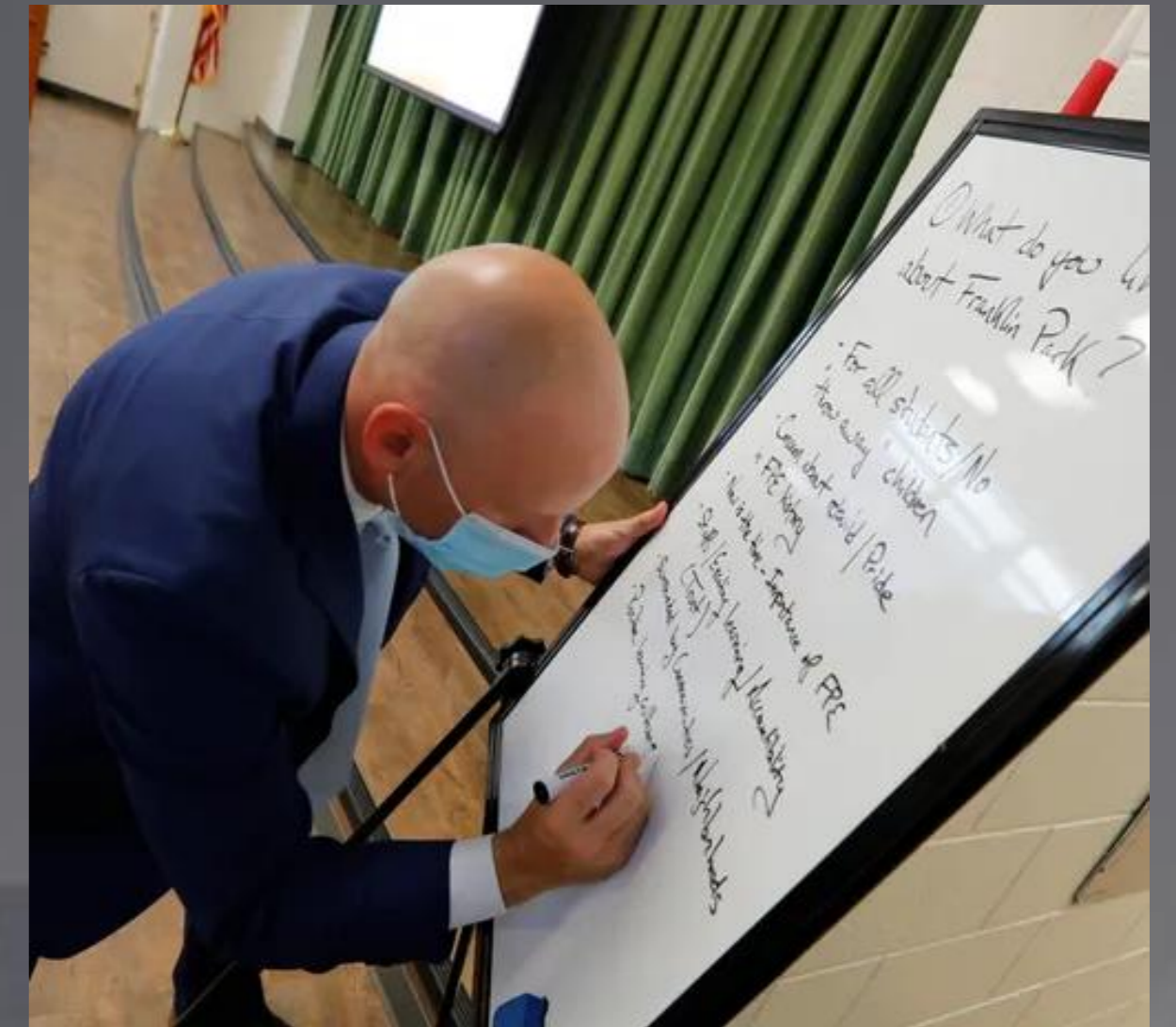
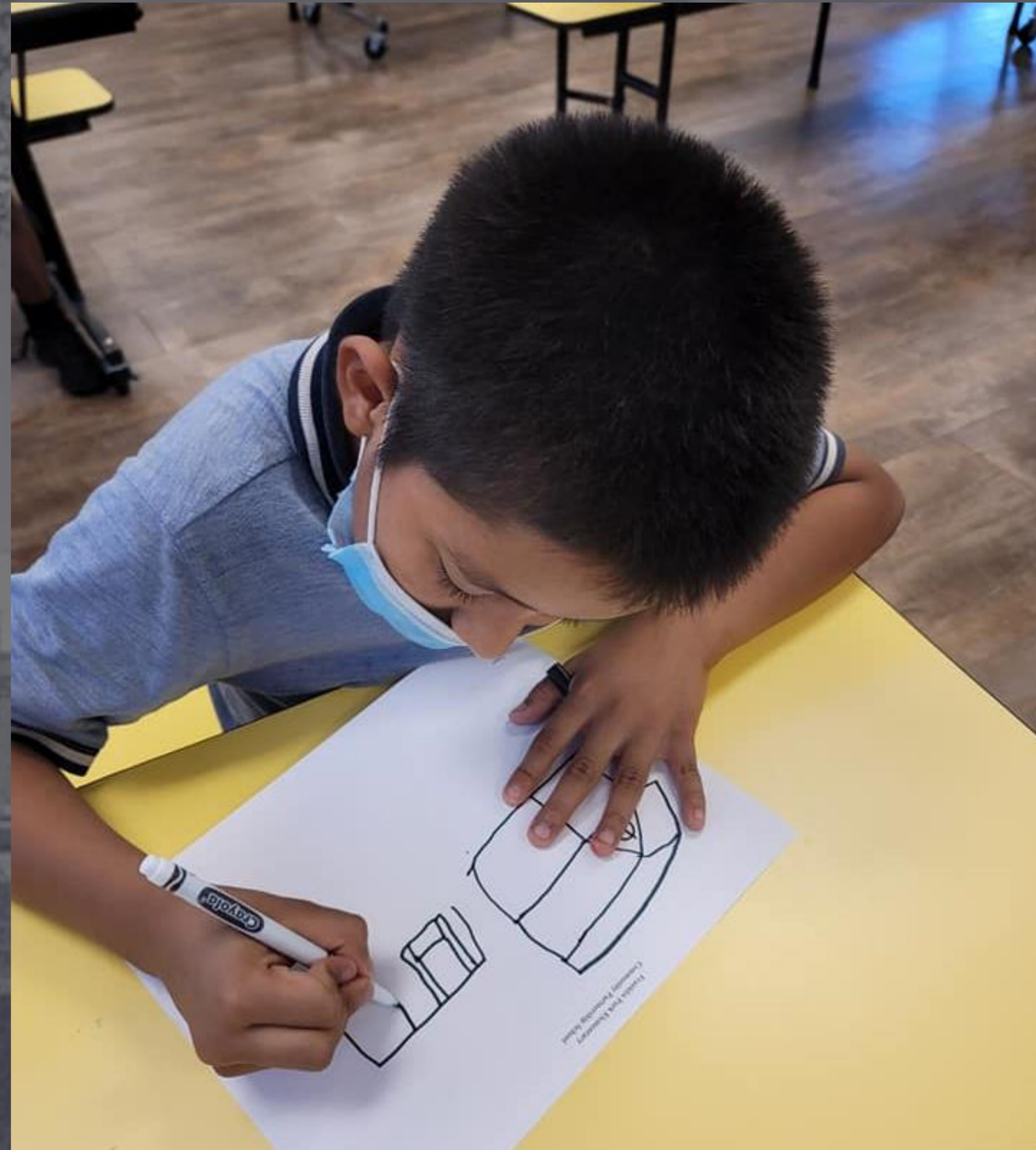
## Component 3: Public Outreach & Participation

- City Council briefing. issues identification
- Stakeholder interviews
- Kickoff open house
- Community conversation
- Public engagement series
- October – October

## Component 4: Comprehensive Plan Update

- Draft plan update
- Transmittal
- Finalize plan update
- Final review
- Adoption
- April – October

- *Bring the common-ground vision into focus by integrating strong action steps into the comprehensive plan process.*





**RESOLUTION 2023 - \_\_\_\_**  
**COMPREHENSIVE PLAN UPDATE CONSULTANT SERVICES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING A CONTRACT WITH JBROWN PROFESSIONAL GROUP INC., FOR PROFESSIONAL PLANNING SERVICES TO UPDATE THE COMPREHENSIVE PLAN; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE SAID CONTRACT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, JBrown Professional Group Inc., has expressed a desire to provide professional planning services to update the City of Palm Coast Comprehensive Plan; and

**WHEREAS**, the City Council of the City of Palm Coast desires to approve a contract with JBrown Professional Group Inc., for professional planning services.

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

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF PIGGYBACK.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the contract for professional planning services to update the Comprehensive Plan, in the amount of \$150,000 with JBrown Professional Group Inc., with the scope of services as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. AUTHORIZATION TO NEGOTIATE, FINALIZE, AND EXECUTE.** The City Manager, or designee, is hereby authorized to negotiate, finalize, and execute the necessary documents.

**SECTION 4. FUTURE AMENDMENTS.** The City Manager, or designee is hereby authorized to approve any future amendment to the Master Price Agreement for changes totaling less than \$50,000.00 as long as this amount does not exceed the line-item limit for the budgeted purchase. Further, the City Manager has the authority to execute

amendments to the Master Price Agreement on behalf of the City for any other changes that may be necessary.

**SECTION 5. 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 6. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**SECTION 7. IMPLEMENTING ACTIONS.** The City Manager is hereby authorized to take any actions necessary to implement the action taken in this Resolution.

**SECTION 8. 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 20<sup>th</sup> day of June 2023.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, DEPUTY CITY CLERK

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
NEYSA BORKERT, CITY ATTORNEY

Attachment: Exhibit A - Scope of Service to Update the Coast Comprehensive Plan

June 2, 2023

Ray Tyner  
Deputy Chief Development Officer  
160 Lake Avenue  
Palm Coast, FL 32164

Re: **City of Palm Coast Comprehensive Plan Update**  
Scope of Work

Dear Mr. Tyner:

**JBrown Professional Group Inc. (JBPro)** is pleased to submit our proposal to provide planning services for the **City of Palm Coast Comprehensive Plan Update**. This project will be a collaborative effort led by the City of Palm Coast Community Development Department and Marketing Department in partnership with the JBPro team.

The proposal below presents the planning, community engagement, data analysis, and policy drafting work needed to accomplish this project.

- I. **General Project Description:** City of Palm Coast Comprehensive Plan Update will bring experience in innovative approaches to public outreach and engagement. The team will work with city staff to refine and implement a community outreach plan that seeks to engage the residents and stakeholders through a variety of means and venues. The input received through the public engagement will set the foundation for updating the comprehensive plan. The key issues identified through studies and public engagement will lead to proposed updates or new policies and projects aimed at addressing the key issues. The updated plan will serve as the guiding document for the City of Palm Coast to the year 2050. Updated goals, objectives, and policies will light the way to a culture of proactive planning in Palm Coast.

Our process is anticipated to last approximately 12 months. Specifically, our approach is grounded on the following interwoven project goals, as reflected of the City's request for proposal:

- A planning process driven by extensive input and feedback from the community
- "Best practice" solutions substantiated by demonstrated relevance to the City of Palm Coast
- Actionable steps to address challenges and opportunities

The first component of the project will be focused on getting organized and off to a strong start by making sure that all working parties are clear and on the same page. Most of the work in this first component happens internally and "behind the scenes," prior to the project's official kickoff and the launch of the formal public outreach.

The second component of the project will be focused on an assessment of all available data relevant to the update process. This data assessment will result in an analysis of existing conditions that will provide the backbone for the update of the city's comprehensive planning goals, objectives, and policies.



The third component of the project will be focused on community participation. Active participation by the community is a critical component of the planning process and will be conducted early and often throughout the process. Providing meaningful opportunities for public input encourages people to be invested in the future of their community and helps ensure recommendations developed as part of the amendment to a comprehensive plan encompass all perspectives and are implemented with sustained public support over time. The overarching project goal is to create an engaging and dynamic public participation process that respects people’s time, is informative and allows everyone to have a voice.

The fourth component of the project will be focused on the update of the City of Palm Coast Comprehensive Plan. In this phase, the JBPro team will update each of the plan’s elements and go back to the community (Public Engagement Series 2) to confirm the plans overarching direction, identify the long-term “to-do” list of actions, and understand community priorities.

- II. **Project Team:** JBPro recognizes the importance of this project to establishing a sound planning future for The City of Palm Coast. We also recognize the various skills and tools that will be needed to comprehensively assess, update, and develop the City of Palm Coast Comprehensive Plan. As such, JBPro has brought together the best planners and GIS professionals to implement this Scope of Services. The team includes planners and GIS professionals from four firms: JBPro; Calvin Giordano; The Planning Collaborative; and Axis Infrastructure.

JBPro will lead the project with Kathie Ebaugh acting as the project manager and John Gilreath acting as the assistant project manager. With over twenty-seven years experience, Kathie is a proven planning professional with the knowledge and capabilities to execute comprehensive plans and community planning processes. Kathie Ebaugh, AICP, MPA, will be the JBPro project manager, primary point of contact, and project planning. John Gilreath, GISP, will lead the data analysis responsibilities for this project. Planning assistance for the project will be provided by other members of the JBPro team.

Calvin, Giordano and Associates will lead the community engagement efforts with Silvia Vargas acting as the community engagement manager. Silvia is a professional planner with vast experience throughout the U.S. and abroad. After starting as a public sector planner in the Florida Keys, Silvia’s subsequent private practice spans planning projects at every scale, in urban, suburban, and rural contexts. She has directed numerous region-wide, county, and municipal comprehensive plans and community planning efforts, many of which have received national or state awards for planning excellence from APA and other professional organizations.

The Planning Collaborative will lead the policy analysis components of the project with Allara Mills Gutcher acting as the policy manager. The Planning Collaborative provides policy planning expertise in the form of written documents and expert consultation for public and private clients. In addition, the planning collaborative completed a Florida-wide project pulling land use planners and public health officials together from across the state to create a platform to engage each profession with the other, promoting collaboration of common goals.

Axis Infrastructure, LLC will work on the data assessment in partnership with John Gilreath from JBPro. Axis is a multi-disciplined architecture, engineering, and planning firm founded in June 2016. Axis specializes in grassroots involvement for our community projects. Our leadership team is

experts in creating an atmosphere that allows our public clients, the citizens of the community, and elected officials to communicate their needs and vision while providing context-sensitive solutions.

III. **Scope of Services:** JBPro proposes to provide the following Scope of Services for the project.

**Component 1. Mobilizing for Success**

**Timeframe: 3 months; July 2023 – September 2023**

Task 1.0 Internal Kickoff Meeting

This initial task of the Comprehensive Plan update will be crucial in establishing good benchmarks for the rest of the process. An internal project kick-off meeting will be held with City staff to review and discuss details of the scope and timeline, conduct a high-level discussion of the adopted Comprehensive Plan; review data needs; and discuss the tailoring of the public engagement strategy. Potential dates, locations, format and content for public meetings will be identified to ensure that the public process is open and inclusive to all residents and business owners within the city. We will also discuss parameters and expectations for the creation of the project website. Our teammate CGA offers a dynamic, one-stop shop public engagement project portal using EngagementHQ® through an ongoing collaboration with Granicus (formerly Bang the Table). EngagementHQ® offers a variety of engagement tools, including polling, comment forms, gaming, etc.

Task 1.1 Community Outreach

During this task, the JBPro team will work with relevant City staff to develop and finalize a Communications and Engagement Strategy (CES) for the project. The CES will be tailored to the City of Palm Coast’s geography and demographic composition. We anticipate using a flexible approach that combines online and in-person participation and the ability to hybridize or shift techniques. The CES will detail the goals, strategy, schedule, tools, and assignment of responsibilities for engaging the public throughout the planning process, including all community-wide meetings; potential “roadshow” presentations and smaller meetings; project website, social media applications and web-based interactions; media relations; integration with neighborhood and City-wide events whenever possible; and use of alternative languages in outreach materials and key project interim and final materials.

*Deliverables: Communications and Engagement Strategy Schedule*

Task 1.2 Staff-Guided Community Tour

The staff-guided tour will focus on areas of key concern that the consultant team should experience through the eyes of the community. The tour could include stops to meet with community leaders.

*Deliverables: Staff-Guided Tour and Community Leader Meetings*

### Task 1.3    Public Outreach Campaign Launch

The JBPro team will develop, design, upload and organize initial content on the project website as the initial step of the implementation of the public outreach campaign launch. The team will work with city staff, including the city’s Public Information Office on a public outreach campaign to inform the public that the planning process is underway and to lay the groundwork for an education process related to Comprehensive Plan issues. A variety of tools may be used to circulate information about the Comprehensive Plan process, potentially including, but not necessarily limited to:

- Press release(s)/press conference(s).
- Traditional and nontraditional media coverage (e.g., posts on City’s “Latest News,” notifications through city alerts and social media channels, etc.).
- Marketing collateral (paper and digital). Posters, flyers, postcards, or rack cards.
- Mass emails through the city’s list serv.

In addition to the above passive outreach methods, we will work with the city, to leverage existing networks among the community as appropriate (e.g., homeowner association meetings, chamber of commerce, faith-based organizations, etc.) to do assertive and targeted outreach.

*Deliverables:    Public Outreach Campaign*

## **Component 2. Background Data and Analysis**

**Timeframe: 5 months; October 2023 – March 2023**

### Task 2.0    Review of Existing Information, Standards and Trends

Based on the Deliverables of the kickoff meeting, the JBPro team will gather all available data relevant to the update process. Our staff will work with the City of Palm Coast to identify pertinent data resources and documents which will be essential in understanding the city’s history, current situation, and forward movement. The JBPro team will collect, organize, and review these documents and will highlight and discuss important considerations that may feed into or be integrated into the comprehensive plan update. The JBPro team assumes that the city data needed for this assessment is readily available and will be provided to the team by the city. Additional costs may be required if the JBPro team has to spend time creating or collecting data necessary to complete the analysis.

### Task 2.1    Analysis of existing conditions

The background data and analysis provides the backbone for the comprehensive plan’s policy framework—the plan is only as good as the quality of the analysis of data and the quality of the sources used. The JBPro team will focus on the City’s priority issues, to deliver a solid foundation for the City’s policy decision-making. The team will also review the existing background data and analysis to ensure we have a solid working base of benchmarks for the update. We will highlight strengths, deficiencies, challenges, needs and opportunities and will focus on significant policies that need to be aligned,

integrated or referenced in the new comprehensive plan, particularly those pertaining to subjects identified as priority topics by the community.

The potential incorporation of such topics into the 2050 Comprehensive Plan (whether integrated throughout existing or new policies or as new elements) provides a great opportunity to identify and establishing goals and policies to continue to build resiliency into the city. The culmination of this effort will be the updated Data, Inventory, and Analysis (DIA) Report related to each of the comprehensive plan elements. The DIAs will synthesize the review of the adopted Comprehensive Plan priorities, with the review of resource materials made available by the city, with the latest data on demographics and population projections for the Palm Coast to 2050, with other infrastructure and system data. and information available, and with focus of insights gained from discussions with key personal and city officials.

*Deliverables: Data, Inventory, and Analysis (DIA) Report  
2 Rounds Edits and Comment Response*

**Component 3: Public Outreach and Participation**  
**Timeframe: 12 months; October 2023 – October 2024**  
**Concurrent with Phases Two and Four**

Community participation is a critical component of the planning process and should be conducted early and often throughout the process. Providing meaningful opportunities for public input encourages people to be invested in the future of their community and helps ensure recommendations developed as part of the amendment to a Comprehensive Plan encompass all perspectives and are implemented with sustained public support over time. Our overarching goal is to create an engaging and dynamic public participation process that respects people’s time, is informative and allows everyone to have a voice.

In order to provide for efficient management of this project, engagement activities should be timed together—e.g.: events associated with the public kickoff schedule on the same day over a period of sequential days. Also, whenever possible, virtual meetings should be considered. City staff is responsible for coordinating the public engagement meeting schedule and venue reservations, with guidance from the team.

Task 3.0    Public Kick Off

3.0.1    City Issues Identification

Our team likes to ensure that elected and appointed officials have a comfort level with the planning process from the beginning. We will work with city staff to schedule one session or individual interviews to introduce the team, review the planning process, and identify and find commonalities regarding potential issues that the policy and elected officials think should be addressed in the plan update. This task will also assist in the identification of process opportunities and outcomes.

*Deliverables: City Policy Workshop or Interviews. Total maximum 9 meeting hours.*

### 3.0.2 Data and Opinion-Gathering Interviews with Stakeholders

In order to get a deeper insight into the probable range of opinions and perceptions about the community, the JBPro team will conduct up to 9 hours of individual or small group meetings with community stakeholders (in-person, virtual or by phone). Interviewees will be identified with assistance from city staff and should include advisory board members, representatives from major employers; local and regional institutions; civic, business and neighborhood organizations; landowners, prolific developers, residents, and others.

Stakeholder interviews will last approximately 45 minutes each. The JBPro team will rely on city staff to help coordinate the schedule the interviews, which may be conducted virtually or in person at city hall. The JBPro team will prepare prompt questions and will summarize the substance of the interviews (without attributing comments to specific individuals) to identify idea threads.

*Deliverables: 9 Hours maximum of Stakeholder Interviews*

### 3.0.3 Kickoff Open House

Our first official public engagement event is anticipated be an informal open house format offering both in-person, as well as virtual participation. This event would take place shortly after the launch of the project website, which we would use both to promote and complement the in-person event. The goal is to give the public an opportunity to meet the project team, learn more about the Comprehensive Plan, the update process, and how to participate. The open house may include a brief consultant presentation or a rolling presentation. The event will also include “hands-on” activities to collect community input.

*Deliverables: Kickoff Open House*

### Task 3.1 Community Conversation 1

The JBPro team will design, prepare materials, and lead one (1) open house with the goal of informing the public about the comprehensive plan update process and presenting an existing conditions and trends snapshot distilled from the Data Inventory and Analysis. The event would be formatted as an interactive open house where participants may not only learn about the “State of the City,” but also express their aspirations for the future of the community as a basis for the vision statement. Additionally, the team will set up a two pop-up engagement kiosk outside of a high-traffic community destination such as in front of the library, a popular park, or a grocery store, or leverage an established community event, to ensure that we meet people where they are. The project website will be used in tandem with in-person participation opportunities to augment the reach of public engagement.

The JBPro team will synthesize public input obtained to identify areas “common ground” themes into a concise “vision statement” that will be used to frame the goal, objective and policy updates. The vision statement will be circulated via the project website, city



social media channels and other means to seek feedback. JBPro will design and lead three interactive in-person, virtual or hybrid community forums for the purpose of collecting input about potential changes in perceptions, aspirations, and priorities.

*Deliverables: Potential Engagement Events: Up to 2 pop-up events. Up to 3 open house interactive review forums with complimentary online engagement activities*  
*Engagement Events Schedule: To be defined through Component 1*

### Task 3.2    Community Conversation 2

This public engagement round will provide the public with an opportunity to review the draft plan document and to help prioritize action on implementation. The JBPro team will use ranking and voting games, through instant-result polling tools and graphic-heavy displays highlighting key themes and priorities. The goal is to engage attendees in reviewing and prioritizing the plan themes and key initiatives.

As in the first round of engagement, this event series will include a combination of in-person and virtual engagement. Public review of the plan document will be promoted on the website, through the city’s notifications, social media, community networks, etc. The team will design, prepare materials, and lead the facilitation of the in-person or live virtual events.

*Deliverables: Potential Engagement Events: Up to 2 pop-up events. Up to 3 open house interactive review forums with complimentary online engagement activities*  
*Engagement Events Schedule: To be defined through Component 1*

## **Component 4: Comprehensive Plan Update – Review/Transmittal/Adoption** **Timeframe: 7 months; April – October 2024**

During this phase, the team will update the Comprehensive Plan elements and go back to the community (Public Engagement Series 2) to confirm the plans overarching direction, identify the long-term “to-do” list of actions, and understand community priorities.

### Task 4.0    Draft

A draft updated Comprehensive Plan document, including the vision statement; Data, Inventory, and Analysis (DIAs); goals, objectives, and policies (GOPs); and maps for each plan element, will be finalized and presented for review by city staff, the Planning and Zoning Board and City Council. The draft updated plan will synthesize information from all the previous phases.

*Deliverables: Draft updated City of Palm Coast Comprehensive Plan document, including vision statement; data, inventory, and analysis (DIAs), goals, objectives, and policies (GOPs), and maps for each plan element*  
*Staff review*

*2 Rounds Staff Edits and Comment Response  
Transmittal hearings with Planning and Zoning Board and City Council  
1 Round Planning and Zoning Board Edits and Comments  
1 Round City Council Edits and Comments*

**Task 4.1 Transmittal**

The JBPro team will assist City staff as needed in transmitting the proposed amendments to Reviewing Agencies after the first reading.

*Deliverables: DEO Transmittal Document*

**Task 4.2 Final Drafting**

After the review period concludes, the JBPRO team will prepare the final Comprehensive Plan for adoption, reflecting any changes required by the State Land Planning Agency and other reviewing organizations.

*Deliverables: Final updated City of Palm Coast Comprehensive Plan document, including vision statement; data, inventory, and analysis (DIAs), goals, objectives, and policies (GOPs), and maps for each plan element  
1 Round DEO Transmittal Edits and Comment Response*

**Task 4.3 Review and Adoption**

The final City of Palm Coast Comprehensive Plan document will be presented to the City Council for adoption. The JBPro will provide the city one high-quality printed hardcopy and one high-resolution digital copy with print-ready graphics in PDF format.

*Deliverables: Adoption hearings with City Council  
1 Printed Hardcopy  
1 Digital Copy*

**IV Cost:** JBPro offers the total project scope for \$150,000.00. The cost breakdown for each component of the project is detailed on the cost sheet in Attachment A.

If through any component of this project, the city determines a more extensive community engagement, data and analysis assessment, or comprehensive plan update effort is warranted, the scope and associated cost may be adjusted based on the work effort to be performed.

The JBPro team assumes that the city data needed for the comprehensive plan update assessment is readily available and will be provided to the team by the city. Additional costs may be required if the JBPro team must spend time creating or collecting data necessary to complete the analysis. Any additional costs will be billed at the professional services rate included in Attachment B unless a change to this scope is approved by the city and JBPro team.

Additional costs will not be charged, and additional work will not be completed without an approved change to the approved scope.

Acceptance: The undersigned hereby agree to the terms, limitations, and fees as delineated in this proposal.

---

Kathie Ebaugh, AICP  
Director of Planning  
JBPro

---

Ray Tyner  
Deputy Chief Development Officer  
City of Palm Coast

# Proposal Cost Sheet

Project Tasks, Deliverables, and Costs			
Component/Timeframe	Tasks	Deliverable/Outcomes	Cost
1: Mobilizing for Success	1.0: Internal Kickoff	Project benchmarks, goals, schedule	\$15,000
	1.1: Community Outreach	Communications & Engagement Strategy	
	1.2: Staff-Guided Community Tour	Community Tour/Community Leader Meetings	
	1.3: Public Outreach Campaign Launch	Project website, public information materials, media campaign, emails	
2: Background Data & Analysis	2.0: Review Existing Information, Standards Trends	City data and decision making framework	\$20,000
	2.1: Analysis of Existing Conditions	Data for community participation efforts. Data, Inventory, & Analysis report and summary	
3: Public Outreach & Participation	3.0: Public Kickoff	Common Grounds/Vision Statement	\$70,000
	3.0.1: City Issues Identification	City Policy Workshop or Interviews	
	3.0.2: Data & Opinion Gathering Interviews with Stakeholders	Individual/Small group meetings	
	3.0.3: Kickoff Open House	Community engagement kickoff event	
	3.1: Community Conversation 1	Open house/community workshop	
	3.2: Community Conversation 2	Workshops/presentations to review plan direction	
4: Comprehensive Plan Update:	4.0: Draft Comprehensive Plan	Draft vision, goals, objective, policies. Public hearings.	\$45,000
	4.1: Transmittal to DEO	Transmit draft comprehensive plan to state.	
	4.2: Final Drafting/Editing Comprehensive Plan Document	Update draft plan according to state review.	
	4.3: Final Review & Adoption	Prepare final plan for adoption and publication	

**Total Budget**  
**\$150,000**

# Proposal Hourly Rates

## Professional Services

### Hourly Rate Fee Schedule

Position	Hourly Rate
<b>Civil Engineering</b>	
Principal Civil Engineer	\$225.00
Director of Civil Engineering	\$201.00
Project Manager	\$190.00
Design Engineer	\$150.00
Project Engineer	\$125.00
Engineering CAD Technician	\$125.00
Construction Manager	\$155.00
Engineering Assistant	\$115.00
<b>Surveying</b>	
Principal Surveyor	\$190.00
Director of Surveying	\$170.00
Project Manager	\$125.00
3-Person Field Crew	\$155.00
2-Person Field Crew	\$135.00
1-Person Field Crew	\$115.00
Field Crew Member (Office)	\$110.00
Surveying CAD Technician	\$110.00
<b>Planning</b>	
Director of Planning & GIS Planner	\$175.00 \$150.00
Land Planner, Intern Assistant Planner	\$125.00 \$105.00
<b>Technical Services</b>	
Landscape Architect	\$150.00
Transportation Specialist	\$150.00
Environmental Specialist	\$150.00
GIS Specialist	\$135.00



Civil Engineering



Surveying



Land Planning



Construction Services



# RFSQ-CD-23-24 - UPDATE OF THE CITY OF PALM COAST COMPREHENSIVE PLAN

## Project Overview

<b>Project Details</b>	
<b>Reference ID</b>	RFSQ-CD-23-24
<b>Project Name</b>	UPDATE OF THE CITY OF PALM COAST COMPREHENSIVE PLAN
<b>Project Owner</b>	Shannon Nolan
<b>Project Type</b>	RFSQ
<b>Department</b>	Procurement
<b>Budget</b>	\$0.00 - \$0.00
<b>Project Description</b>	This Request for Statement of Qualifications is issued for the purpose of seeking proposals from qualified consultants or qualified consulting teams to provide professional services to assist the City of Palm Coast in updating its Comprehensive Plan.
<b>Open Date</b>	Jan 18, 2023 8:00 AM EST
<b>Intent to Bid Due</b>	Feb 22, 2023 2:00 PM EST
<b>Close Date</b>	Feb 23, 2023 2:00 PM EST

Highest Scoring Supplier	Score
<b>JBrown Professional Group Inc.</b>	<b>84.2 pts</b>

## Seal status



Requested Information	Unsealed on	Unsealed by
RFSQ Proposal	Feb 23, 2023 3:07 PM EST	Shannon Nolan
Required Forms 1 - 5	Feb 23, 2023 3:07 PM EST	Shannon Nolan

## 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?
Jose Papa	Mar 06, 2023 8:50 AM EST	No
Ray Tyner	Mar 07, 2023 11:27 AM EST	No
Jason DeLorenzo	Mar 13, 2023 8:29 AM EDT	No
Jordan Myers	Feb 23, 2023 5:17 PM EST	No
Shannon Nolan	Feb 28, 2023 8:11 AM EST	No
Brittany Kershaw	Mar 06, 2023 9:54 AM EST	No



## Project Criteria

Criteria	Points	Description
Administrative Review	Pass/Fail	Documents completed and submitted as requested. All Addenda returned signed and dated
Project Understanding and Proposal	20 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, technical capability and qualifications	50 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. 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
Project Innovation	10 pts	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
Project Team	20 pts	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. 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
<b>Total</b>	<b>100 pts</b>	



# Scoring Summary

## Active Submissions

	<b>Total</b>	<b>Administrative Review</b>	<b>Project Understanding and Proposal</b>	<b>Experience with similar projects, technical capability and qualifications</b>	<b>Project Innovation</b>
<b>Supplier</b>	<b>/ 100 pts</b>	<b>Pass/Fail</b>	<b>/ 20 pts</b>	<b>/ 50 pts</b>	<b>/ 10 pts</b>
JBrown Professional Group Inc.	84.2 pts	Pass	18 pts	42 pts	7 pts
WGI, Inc.	69.4 pts	Pass	18 pts	32 pts	5.8 pts

	<b>Project Team</b>
<b>Supplier</b>	<b>/ 20 pts</b>
JBrown Professional Group Inc.	17.2 pts



	<b>Project Team</b>
<b>Supplier</b>	<b>/ 20 pts</b>
WGI, Inc.	13.6 pts



# 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:** Update of the City of Palm Coast Comprehensive Plan - RFSQ-CD-23-24

**Date:** 4/14/2023

**Appeal Deadline:** Appeals must be Filed by 5:00 PM on 4/19/2023

Firm	Points
<b>JBrown Professional Group, Inc.</b>	84.20
<b>WGI, Inc.</b>	69.40

The intent of the City of Palm Coast is to award Update of the City of Palm Coast Comprehensive Plan to JBrown Professional Group, Inc.

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

*For questions regarding the NOIT please contact Procurement Coordinator [sknolan@palmcoastgov.com](mailto:sknolan@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 Assistant City Manager, Lauren Johnston ( [LJohnston@palmcoastgov.com](mailto:LJohnston@palmcoastgov.com) ) shall constitute a waiver of the protest proceedings.*



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>
<b>Division</b>	CITY ATTORNEY	<b>Account #</b>
<b>Subject</b>	ORDINANCE 2023-XX ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE, AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE	
<b>Presenter: Neysa Borkert, City Attorney</b>		
<p><b>Background:</b>            Last year, a citizen brought forth a potential initiative to amend the City of Palm Coast Charter. The City of Palm Coast relied upon the guidance of the Supervisor of Elections and the Florida Statutes to provide to the citizen the process for initiatives and referendums. Upon legal review, it was determined the City did not have an Ordinance outlining these processes for the citizens. Therefore, this item is to present to Council an ordinance to provide those processes in accordance with Art. IX. - General provisions, of the City of Palm Coast Charter provides “(t)he form, content, and certification of any petition to amend (the Charter) shall be established by ordinance,” and that petitions to amend ordinances and for recall shall also be established by ordinance.</p> <p>Section 166.031(6), Florida Statutes recognizes that municipalities are vested with the procedural power to amend municipal charters.</p> <p>Art. IX- General provisions, of the City of Palm Coast Charter also provides, in accordance with Florida Statute 166.031: “At least 10 percent of the qualified electorate of the City shall have the power to petition the Council to propose an ordinance or to require reconsideration of an adopted ordinance, or to propose an amendment to this Charter...This Procedure for such initiative or referendum shall be as established by ordinance.”</p> <p>The City Council desires to establish procedures for recall, for amending the Charter, proposing an ordinance and reconsideration of an adopted ordinance by citizen initiative and referendum.</p>		
<p><b>Recommended Action:</b>  <b>ADOPT ORDINANCE 2023-XX ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE, AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE</b></p>		



# INITIATIVES AND REFERENDUMS

# Initiatives and Referendums

1. Charter and Statutory Provisions
2. Procedures for Recall
3. Initiative and Referendum Process



# Charter and Statutory Provisions

## 1. Charter Provision

### Article IX, Section 3, General Provisions

- Establish process of initiative and referendum by ordinance
- Ten percent (10%) of electorate can petition the City Council to:
  - propose an ordinance;
  - require reconsideration of an existing ordinance; or
  - propose a Charter amendment

## 2. Florida Statutes Sec. 166.031(3), Fla. Stat.

- Provides process for amendment of municipal charter, mirrors the City Charter

# Procedure for Recall

- ❑ Recall allows qualified electors of the City to remove the Mayor and/or City Council Member in the same manner as provided for in Section 100.361, Florida Statutes.
- ❑ Petition requires at least 1,000 or 5% of the total number of registered electors of the City, whichever is greater.
- ❑ Grounds for recall: malfeasance, misfeasance, neglect of duty, drunkenness, incompetence, inability to perform duties or conviction of a felony regarding moral turpitude.

# Initiative and Referendum Process

## Initiative

- City Electors have the power to initiate ordinances, including those that seek to amend the Charter.
- This is accomplished through the petition process.
- Cannot propose ordinances concerning the budget, taxes or assessments, debt obligations, CIP, rezonings or any other matter prohibited by law.

## Referendum

- Within 60 days of an ordinance or measure passed by City Council, electors have the power to require reconsideration by City Council.
- Also accomplished through petition process with the same limitations above.

# Petition Process

- Register as a political committee as per Section 106.03, F.S. with City Clerk.
- File an affidavit with City Clerk that includes a ballot summary and title. Can only include one subject.
- City Clerk issues petition forms to political committee for signature gathering. Petitions must be signed by 10% of total number of qualified electors in the City.

# Petition Process cont.

- ❑ File signed petitions with the Supervisor of Elections. Must include a statement of circulator.
- ❑ Supervisor of Elections has 60 days verify signatures after receipt.
- ❑ After verification of petitions and the requisite number of signatures, City Council considers the proposed initiative or reconsiders the referred ordinance or measure at a public meeting or meetings, as required.
- ❑ If the City Council fails to adopt or act on the ordinance or measure within 60 days of petition verification, then it is submitted to the electors at the next general election. (*Charter amendments are sent to electors regardless*)

# Submission to Electors

- To meet the deadline for the next general election, the petition forms must be Submitted to the Supervisor of Elections prior to April 1<sup>st</sup> of the general election Year.
- Copies of the proposed or referred ordinance or measure must be made available at the polls.
- Petitions may be withdrawn at any time prior to the date of the primary election of the subject general election year without cost incurred. After this time, administrative costs will need to be paid by the political committee.

# Election Result Actions

- ❑ *Initiative.* If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, the initiative ordinance shall be considered adopted upon the certification of the election results.
- ❑ *Referendum.* If a majority of the qualified electors voting on a referred ordinance or measure vote for repeal, the referred ordinance or measure shall be considered repealed upon certification of the election results.

**Interlocal Agreement  
Flagler Supervisor of Elections  
Initiatives and Referendum Processes**



# City Duties

1. Follow all code requirements
2. Register political committees and provide Petition forms
3. Notify SOE of any initiatives/referendums as received
4. Petitions received
5. City Council's consideration of proposed Ordinance
6. Withdrawal of Petitions

# Supervisor of Elections Duties

1. Verify Petitions
2. Certify Petitions
3. Measure on the next general election ballot

# Terms of the Interlocal Agreement

1. Cancel with 60 days notice by either party
2. May only be amended, changed, or modified by written documentation approved by either party

# QUESTIONS?

**ORDINANCE 2023-\_\_\_\_**  
**INITIATIVE AND REFERENDUM**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, PURSUANT TO ARTICLE IX. GENERAL PROVISIONS OF THE CITY CHARTER, ADOPTING PROCESSES AND PROCEDURES FOR RECALL, CITIZEN INITIATIVE AND REFERENDUM, PROVIDING PROCEDURES FOR PETITION AND ORGANIZING A POLITICAL COMMITTEE; PROVIDING FOR REQUIRED NUMBER OF SIGNATURES, FORM AND CONTENT OF PETITIONS AND STATEMENT OF CIRCULAR; PROVIDING FOR PETITION VERIFICATION BY SUPERVISOR OF ELECTIONS; PROVIDING FOR ACTION ON THE PETITION BY CITY COUNCIL AND SUBMISSION TO ELECTORS; PROVIDING FOR INITIATIVE AND REFERENDUM ELECTION RESULTS; PROVIDING FOR CONFLICTS, SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE**

**WHEREAS**, Art. IX. - *General provisions*, Section 1, of the City of Palm Coast Charter provides, “(t)he form, content, and certification of any petition to amend (the Charter) shall be established by ordinance.”; and

**WHEREAS**, Section 166.031, *Florida Statutes*, recognizes that municipalities are vested with the procedural power to amend municipal charters; and

**WHEREAS**, Art. IX- *General provisions*, Section 3, of the City of Palm Coast Charter provides, “At least 10 percent of the qualified electorate of the City shall have the power to petition the Council to propose an ordinance or to require reconsideration of an adopted ordinance, or to propose an amendment to this Charter...This Procedure for such initiative or referendum shall be as established by ordinance.”; and

**WHEREAS**, Art. VI- *City council*, Section 7(d), of the City of Palm Coast Charter provides, “The electors of the City following the procedures for recall established by general law or ordinance may remove the Mayor or any member of the City Council from office.”; and

WHEREAS, the City Council desires to establish procedures for recall, for amending the Charter, proposing an ordinance and reconsideration of an adopted ordinance by citizen initiative and referendum.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF PALM COAST:**

**SECTION 1:**

Chapter 2, Article VIII of the City of Palm Coast Code of Ordinances is created as follows:

***ARTICLE VIII. RECALL, INITIATIVE AND REFERENDUM***

**Section 2-801. Recall.**

The qualified electors of the City of Palm Coast shall have the power of recall to remove the Mayor or any Member of the City Council in the same manner provided by general law in Section 100.361, Florida Statutes, as may be amended from time to time.

**Section 2-802. Power of Initiative.**

City electors shall have the power to initiate ordinances, including those that seek to amend the City Charter, to the City Council via the petition process described in this Article. If the City Council fails to adopt an ordinance so proposed without any change in substance, the electors have the power to adopt or reject the proposed ordinance at a City general election. The electors are not empowered to propose, enact, or amend ordinances that extend to providing an annual budget, levying taxes or assessments, debt obligations, capital improvement programs, the rezoning of land, or any other matter prohibited by law.

**Section 2-803. Power of Referendum.**

Within sixty (60) days following the effective date of a measure or ordinance passed by City Council, City electors shall have the power to require reconsideration of the measure or ordinance by the City Council via the petition process described in this Article. If the City Council fails to repeal a measure or ordinance so reconsidered, the electors have the power to approve or reject the reconsidered measure or ordinance at a City general election. The electors are not empowered to reconsider or repeal measures that extend to providing an annual budget, levying taxes or assessments, debt obligations, capital improvement programs, the rezoning of land or any other matter prohibited by law.

### **Section 2-804. Procedure for Petition.**

Any elector(s) may commence initiative or referendum proceedings by registering as a political committee pursuant to Section 106.03, Fla. Stat., as may be amended, with the City Clerk. The elector(s) shall comply with all requirements for political committees. After the political committee is formed, the elector(s) must file an affidavit with the City Clerk providing the contact information for the political committee, specifying the mailing address for notices to be sent to the committee, fully setting forth the proposed initiative or identifying the measure sought to be reconsidered, and providing a ballot title and summary as per Section 101.161, Fla. Stat. An ordinance submitted must only include one subject and any matter connected therewith. Promptly after the political committee's affidavit is filed, the City Clerk, at the committee's request, shall issue the appropriate petition forms to the committee at the committee's expense.

### **Section 2-805. Initiative or Referendum Petitions.**

- (a) *Number of Signatures.* Initiative and referendum petitions must be signed by City electors equal to at least ten percent (10%) of the total number of qualified electors in the City, as shown by the compilation by the Supervisor of Elections for the most recent general election of the City Council.
- (b) *Form and Content.* All petition forms shall be uniform in size and style and shall be printed on separate cards or individual sheets of paper. Adequate space must be provided for the voter's name, address, signature, and date of signature. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered.
- (c) *Statement of Circulator.* When filed with the Supervisor of Elections as set forth below, petitions shall include a statement executed by the circulator or circulators of the petitions that they personally circulated the petitions. The statement shall contain the number of signed petitions being submitted and that the circulator believes them to be the genuine signatures of the persons whose names they purport to be.

### **Section 2-806. Verification of Petitions.**

Once the required number of signatures are obtained, the Supervisor of Elections shall promptly verify the signatures within 60 days after receipt of the petition forms and payment of any fee required by general law. The Supervisor of Elections shall record the date each form is received by the Supervisor of Elections, and the date the signature on the form is verified as valid. The Supervisor of Elections may verify that the signature on a form is valid only if (i) the form contains the original signature of the elector; (ii) the elector has accurately recorded on the form the date on which he or she signed the form; (iii) the form accurately sets forth the elector's name and address; and (iv) the elector is, at the time he or she signs the form, a duly qualified and registered elector of the City.

**Section 2-807. Action on Petitions.**

- (a) *Action by City Council.* After verification of the completed petitions by the Supervisor of Elections, the City Council shall promptly consider the proposed initiative or reconsider the referred ordinance or measure. If the City Council fails to adopt a proposed initiative ordinance or fails to repeal the referred ordinance or measure without any change in substance within sixty (60) days of petition verification, it shall submit the proposed or referred ordinance to the electors. If the City Council fails to act on a proposed initiative ordinance or referred ordinance or measure within the time prescribed in this subsection, the City Council shall be deemed to have failed to adopt the proposed initiative ordinance or have failed to repeal the referred ordinance or measure on the last day that the City Council was authorized to act on the matter.
- (b) *Submission to Electors.* The vote on a proposed or referred ordinance or measure shall be held at the next available general election in accordance with the City of Palm Coast Charter, Article IX(3) *Initiative and referendum*. In order to meet the deadline for the next available general election, all petition forms with the required number of signatures must be submitted to the Supervisor of Elections prior to April 1<sup>st</sup> of each general election year, or as may be agreed upon by the City and the Supervisor of Elections. Copies of the proposed or referred ordinance or measure shall be made available at the polls. Nothing in this provision shall prohibit the use of a mail ballot election pursuant to general law.
- (c) *Withdrawal of Petitions.* Petitions may be withdrawn at any time prior to the date of the primary election of the subject general election year without cost incurred. Political committees that withdraw petitions after this date will be assessed the cost of the notice and any other administrative costs incurred by the Supervisor of Elections or the City to remove the item from the general election ballot. The City Clerk will forward the request to withdraw to the Supervisor of Elections upon receipt for proper action. Upon withdrawal, the petition shall have no further force or effect and all related proceedings shall be terminated.

**Section 2-808. Election Results.**

- (a) *Initiative.* If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, the initiative ordinance shall be considered adopted upon the certification of the election results. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail to the extent of a conflict.
- (b) *Referendum.* If a majority of the qualified electors voting on a referred ordinance or measure vote for repeal, the referred ordinance or measure shall be considered repealed upon certification of the election results.



**SECTION 2. CONFLICTS.** All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

**SECTION 3. SEVERABILITY.** If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder shall nevertheless be given full force and effect, and to this end, the provisions of this Ordinance are hereby declared severable.

**SECTION 4. CODIFICATION.** This Ordinance shall be codified in the *Code of Ordinances of the City of Palm Coast*. The Code codifier is granted authority to change the words “Ordinance” and other words to reflect the Part, Section, Article, etc., assigned in the Code, except that Sections 2, 3, 4, and 5 shall not be codified.

**SECTION 5. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon adoption.

Approved on the **FIRST READING** this 20<sup>th</sup> day of June 2023.

Adopted on the **SECOND READING AFTER DUE PUBLIC NOTICE AND HEARING** this 18<sup>th</sup> day of July 2023.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, DEPUTY CITY CLERK

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
NEYSA BORKERT, CITY ATTORNEY

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS RELATING TO THE INITIATIVE/REFERENDUM PROCESSES	
<b>Presenter: Neysa Borkert, City Attorney</b>	
<b>Background:</b> The City of Palm Coast has developed by Ordinance the process for Initiatives and Referendums for citizens wishing to bring forth changes to the City of Palm Coast Charter or Code of Ordinances for Council consideration. This is the second agenda item relating to the approval of an Interlocal Agreement with the Flagler County Supervisor of Elections to assist with Initiatives and Referendum processes.	
<b>Recommended Action:</b> <b>ADOPT RESOLUTION 2023-XX APPROVING AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS RELATING TO THE INITIATIVE/REFERENDUM PROCESSES</b>	

**RESOLUTION 2023-\_\_**  
**INTERLOCAL AGREEMENT**  
**INITIATIVE AND REFERENDUM PROCESSES**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT WITH THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS FOR INITIATIVE AND REFERENDUM PROCESSES, AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Section 163.01, Florida Statutes, known as the “Florida Interlocal Cooperation Act of 1969” (“Cooperation Act”), permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the needs and development of local communities; and

**WHEREAS**, the Flagler County Supervisor of Elections (SOE) has expressed a desire to provide election services relating to initiative and referendum processes to the City of Palm Coast; and

**WHEREAS**, the City Council of Palm Coast, desires for the SOE to assist the City of Palm Coast with initiative and referendum processes for the City elections.

**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 findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF AGREEMENT.** The City Council of the City of Palm Coast hereby approves the terms and conditions of the Interlocal Agreement with Flagler County Supervisor of Elections for initiative and referendum process for City elections, as attached hereto and incorporated herein by reference as Exhibit “A.”

**SECTION 3. AUTHORIZATION TO EXECUTE.** The Mayor is hereby authorized to execute the necessary documents.

**SECTION 4. 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 5. CONFLICTS.** All resolutions or parts of resolutions in conflict with any of the provisions of 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 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 18<sup>th</sup> day of July 2023.

ATTEST:

**CITY OF PALM COAST**

\_\_\_\_\_  
KALEY COOK, DEPUTY CITY CLERK

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
NEYSA BORKERT, CITY ATTORNEY

Attachments: Exhibit A – Interlocal Agreement Flagler County SOE

**INTERLOCAL AGREEMENT  
BY AND BETWEEN CITY OF PALM COAST  
AND THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS  
RELATING TO INITIATIVES AND REFERENDUMS**

This Agreement is made and entered into on \_\_\_\_\_, by and between the CITY OF PALM COAST (hereinafter referred to as “COPC”), whose address is 160 Lake Avenue, Palm Coast, FL 32164 and the Flagler County Supervisor of Elections, (hereinafter referred to as “SUPERVISOR”), whose address is 1769 East Moody Blvd., Bldg. 2, Ste. 101, Bunnell, FL 32110.

**WHEREAS**, COPC and SUPERVISOR have entered into this Interlocal Agreement (ILA) pursuant to Chapters 163 and 166, Florida Statutes; and

**WHEREAS**, COPC and the SUPERVISOR desire to enter into this Agreement for Initiative and Referendum services to be provided by both COPC and SUPERVISOR.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in the Agreement, the sufficiency of which is acknowledged, the parties mutually agree and covenant as follows:

**SECTION 1. CITY OF PALM COAST DUTIES:**

1. Follow all procedures outlined in Chapter 2, Article VIII, Recall, Initiative and Referendum, of the City of Palm Coast Code of Ordinances relating to the initiatives and referendum processes.
2. Promptly after the petitioners' committee's affidavit is filed with the City, the City Clerk, at the committee's request, shall issue the appropriate petition forms to the committee at the committee's expense.
3. Notify and provide to the SUPERVISOR any initiatives or referendums as soon as proposed to the City Clerk.
4. If the City Clerk receives signed petitions, they will be forwarded to the SUPERVISOR within three (3) business days of the Clerk's receipt of the petitions.
5. Upon the SUPERVISOR's completion of verification of the petitions for the Proposed Initiatives or Referendums, the City Council shall consider the proposed initiative or reconsider the referred ordinance or measure. If the City

Council fails to adopt a proposed initiative ordinance without any change in substance within sixty (60) days of petition verification; or fails to repeal the referred ordinance within sixty (60) days of petition verification; the Council shall submit the proposed or referred ordinance to the electors at the next available General Election of the City of Palm Coast. If the City Council fails to act on a proposed initiative ordinance or referred ordinance or measure within the time prescribed in Sec. 2-807 of the City of Palm Coast Code of Ordinances, the City Council shall be deemed to have failed to adopt the proposed initiative ordinance or have failed to repeal the referred ordinance or measure on the last day that the City Council was authorized to act on the matter. City will be responsible for publishing any required notices for referendum as per Florida Statutes.

6. City will permit petitions to be withdrawn at any time prior to the date of the primary election of the subject general election year without cost incurred. After this date, the City will assess the political committees that withdraw petitions, the cost of notice and any other administrative costs incurred by the Supervisor of Elections or the City to remove the item from the general election ballot. The City Clerk will forward the request to withdraw to the Supervisor of Elections upon receipt for proper action. Upon withdrawal, the petition shall have no further force or effect and all related proceedings shall be terminated.

**SECTION 2. SUPERVISOR DUTIES:**

The SUPERVISOR shall:

1. Promptly verify the signatures within 60 days after receipt of the petition forms and payment of a fee for the actual cost of signature verification incurred by the SUPERVISOR per Sec. 100.371(11), Fla. Stat.; the parties agree this section of the statute will apply to this process.
2. Record the date each form is received by the Supervisor of Elections, and the date the signature on the form is verified as valid. The Supervisor of Elections may verify that the signature on a form is valid only if (i) the form contains the original signature of the elector; (ii) the elector has accurately recorded on

the form the date on which he or she signed the form; (iii) the form accurately sets forth the elector's name and address; and (iv) the elector is, at the time he or she signs the form, a duly qualified and registered elector of the City.

3. Upon completion of verification by the SUPERVISOR and after City Council has acted upon or failed to act upon the initiative or referendum, place the proposed or referred ordinance or measure on the next available general election ballot in accordance with the City of Palm Coast Charter, Article IX(3), *Initiative or Referendum*.
4. Make available copies of the proposed or referred ordinance or measure at the polls. If a petition is withdrawn after the primary election, provide the cost of notice and any other administrative costs SUPERVISOR has incurred to City for billing to the political committee withdrawing the petition.
5. Facilitate the Flagler County Canvassing Board's certification of the election results for initiatives and referendums for the City of Palm Coast.
6. Provide the results of the ballot measure that was presented to the voters as canvassed by the Flagler County Canvassing Board.

**SECTION 3. TERM OF AGREEMENT.** This Agreement will terminate upon either party's request with a sixty (60) day written notice.

**SECTION 4. INDEMNIFICATION**

1. Each party to this Agreement assumes any and all risks of personal injury and property damage to the extent attributable to the intentional and negligent acts or omissions of their respective officers and employees in furtherance of their respective performance under this Agreement. The parties agree, however, that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida: or (2) a waiver of each party's right to sovereign immunity beyond the waiver provided in Section 768.28, Florida Statutes. The limits of liability on each party as set forth in section 768.28, Florida Statutes are hereby fully incorporated herein by this reference. This Paragraph shall survive termination of this Agreement and shall remain in effect until such

time as the statute of limitations has expired to bring a claim under this Agreement.

2. Each party (“Indemnifying Party”) shall indemnify and hold harmless the other party, and their respective officers, employees, and attorneys (individually and in their official capacity), from liability, losses, damages, and costs, including, but not limited to, reasonable attorney’s fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Indemnifying Party, and persons employed or utilized by the Indemnifying Party in the performance of this Agreement.

**SECTION 5. NOTICES.**

1. Any notice required or allowed to be delivered hereunder shall be in writing and be deemed to be delivered when either (1) hand delivered to the official hereinafter designated, or (2) upon receipt of such notice when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to a party at the address set forth opposite the party’s name below, or at such other address as the party shall specify by written notice to the other party delivered in accordance herewith.
2. Notices shall be given as follows:

**CITY OF PALM COAST:**

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

**FLAGLER COUNTY**

**SUPERVISOR OF ELECTIONS:**

Supervisor  
Flagler County Supervisor of Elections  
1769 East Moody Blvd., Bldg. 2, Ste. 101  
Bunnell, FL 32110

**SECTION 6. GOVERNING LAW.** This Agreement and the provisions contained herein shall be construed, controlled, and interpreted according to the laws of the State of Florida. Venue for any legal proceeding related to this Agreement shall be in the Seventh Judicial Circuit Court in and for Flagler County, Florida.



**SECTION 7. PUBLIC RECORDS.**

The parties specifically acknowledge that this Agreement is subject to the laws of the state of Florida, including without limitation Chapter 119, Florida Statutes, which generally make public all records or other writings made or received by the parties.

**SECTION 8. DEFAULT.**

Each of the parties hereto shall give the other party written notice of any defaults hereunder and shall allow the defaulting party thirty (30) days from the date of receipt to cure such defaults.

**SECTION 9. ASSIGNMENT.** This Agreement shall be binding on the parties hereto and their representatives and successors. Neither party shall assign this Agreement or the rights and obligation to any other party.

**SECTION 10. ATTORNEYS' FEES.** In the event it becomes necessary to institute legal action to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover all out-of-pocket expenses and costs and all reasonable attorneys' fees, paralegal fees and associated fees and costs from the date of filing until the termination of litigation whether incurred at trial, on appeal, or otherwise.

**SECTION 11. CONFLICT OF INTEREST.** CITY agrees that it shall not engage in any action that would create or cause a conflict of interest in the performance of its obligations pursuant to this Agreement with the Supervisor or which would violate or cause others to violate the provisions of Part III, Chapter 112, *Florida Statutes*, relating to ethics in government or create or cause a violation of said provisions of law by an officer, employee or agent of the CITY.

**SECTION 12. INTERPRETATION.** COPC and SUPERVISOR agree that all words, terms and conditions contained herein are to be read in concert, each with the other, and that a provision contained under one heading may be considered to be equally applicable under another in the interpretation of this Agreement. This Agreement is the result of a *bona fide* arms length negotiation between COPC and SUPERVISOR and all parties have contributed substantially and materially to the preparation of the Agreement. This Agreement shall not be construed more strictly against either party on the basis of being the drafter thereof. All provisions of this Agreement shall be read and applied in *para materia* with all other provisions hereof.

**SECTION 13. FORCE MAJEURE.** The obligations of the parties hereunder shall be subject to the concept of *force majeure*. Accordingly, in the event of Acts of God, riot, weather disturbances, permitting, war, terrorism, civil disobedience, geologic subsidence, electrical failure, and events of a similar nature, the parties shall be excused from their obligations herein until the cause or causes thereof have been remedied.

**SECTION 14. EFFECTIVE DATE.** This Agreement shall take effect when COPC and SUPERVISOR have fully executed this Agreement by their duly authorized representatives, and it is recorded in the Official Records of Flagler County.

**SECTION 15. DISCLAIMER OF THIRD-PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties herein, and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party to this Agreement.

**SECTION 16. SEVERABILITY.** Each provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the remainder of this Agreement.

**SECTION 17. ENTIRE AGREEMENT.** This instrument constitutes the entire agreement between the parties and supersedes all previous discussions, understandings, and agreements between parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions herein shall be made by the parties in writing by formal amendment.

**SECTION 18. MODIFICATION.** This Agreement may not be amended, changed, or modified, and material provisions hereunder may not be waived, except by a written document, of equal dignity herewith, approved by the parties to this Agreement.

**SECTION 19. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same document.

In Witness Whereof, the parties hereto have caused this Agreement to be executed as written above.

**CITY OF PALM COAST**

*ATTEST:*

BY: \_\_\_\_\_  
David Alfin, Mayor

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

Approved as to form and legality for Palm Coast:

\_\_\_\_\_  
Neysa Borkert, City Attorney

**FLAGLER COUNTY  
SUPERVISOR OF ELECTIONS**

*ATTEST:*

BY: \_\_\_\_\_  
Kaiti Lenhart, Supervisor of Elections

\_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form and legality for  
Flagler County Supervisor of Elections:

\_\_\_\_\_  
County Attorney

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	CODE ENFORCEMENT	<b>Account #</b>
<b>Subject</b>	PRESENTATION - BACKYARD CHICKENS	
<b>Presenter: Barbara Grossman, Code Enforcement Manager</b>		
<p><b>Background:</b>            The City Council has publicly received multiple requests from residents to allow backyard chickens. A local resident has opened a Political Action Committee called "The Chicken Alliance" to put forth a referendum on the General Election ballot for 2024.</p> <p>City Council directed the City Manager to give Council a presentation on backyard chickens. A team was created to research the options of allowing backyard chickens, which consisted of the Code Enforcement Manager and staff, the Chief Sustainability &amp; Resiliency Officer, and the Land Management Administrator. Several other staff members also provided input.</p> <p>Staff researched eight (8) counties/cities that allow or have a backyard chicken program. There are several options for Council's consideration as presented in this agenda item.</p>		
<p><b>Recommended Action:</b>  <b>FOR PRESENTATION AND DIRECTION</b></p>		

# BACKYARD CHICKENS

---



Presented by:  
Barbara Grossman, Code Enforcement Manager

# Requests for Backyard Chickens

- Residential requests for backyard chickens have been received by City Council during Council meetings.
- A Political Action Committee (PAC) has been formed by a resident for a potential referendum for the 2024 general election ballot to allow backyard chickens.



# Findings/History

- Staff reviewed ten (10) County/City Ordinances and regulations on backyard chickens.
- Push is not only in Central Florida, but nationwide to allow backyard chickens for over 10 years.
- Pilot program reviewed – Orlando.
- Orlando adopted code - Permits issued are limited to no more than 100 participants - employees are excluded from the 100 (employee participation is strongly encouraged).



# Benefits

- Self-sufficiency
- Produces quality eggs
- Reduction of pests
- Free from chemicals and pesticides
- Better tasting, healthier eggs
- Cost efficient
- Enforcement tool for compliance of existing
- Educational opportunities
- More active lifestyle





# Risks and Negative Impacts

- Predators in residential yard
- Unhealthy and unsanitary conditions
- Public nuisance
- Rogue backyard chickens
- Animal control



# Affects on City Services

- Utility Department – No affect on water quality.
- Stormwater Department – No affect on City swales.
- Building/Zoning Division – Increase in permits and site plan reviews.
- Code Enforcement Division – Possible increase in code complaints, violations, costs for attorney, hearing officer services, and administrative staff services.



City or County	Pinellas County	Seminole County	Volusia County	Apopka	Coral Springs	Orlando	Titusville	Tampa/St. Pete	Flagler Beach *	Vero Beach
<b>Regulations</b>										
<b>Permit required</b>	no	yes	yes	yes	yes	yes	yes	n/a	not allowed	not allowed
<b>Permits not transferable</b>	n/a	n/a	n/a	yes	n/a	n/a	n/a	n/a	not allowed	not allowed
<b>UF Agricultural Class</b>	n/a	yes	yes	yes	No	yes	yes	n/a	not allowed	not allowed
<b>Zoning allowed Single Family Residential</b>	yes	yes	yes	yes	yes	yes	yes	yes	not allowed	not allowed
<b>Minimum Lot size up to 4 female chickens</b>	n/a	yes	yes	n/a	yes	yes	n/a	yes	not allowed	not allowed
<b>Prohibit Male and Rooster</b>	yes	yes	yes	n/a	yes	yes	yes	yes	not allowed	not allowed
<b>Personal Use only Coop/Enclosure with requirements</b>	yes	yes	yes	yes	n/a	yes	yes	yes	not allowed	not allowed
<b>Enclosure Material buried 12 inches to obstruct or deter predators</b>	n/a	n/a	n/a	yes	n/a	n/a	n/a	n/a	not allowed	not allowed
<b>Setbacks</b>	n/a	yes	yes	n/a	yes	yes	yes	yes	not allowed	not allowed
<b>Manure Management Program-for health, sanitation and nuisance</b>	n/a	yes	yes	n/a	n/a	n/a	yes	n/a	not allowed	not allowed
<b>City/County does not enforce deed restrictions or HOA CCR's</b>	n/a	yes	n/a	n/a	n/a	n/a	n/a	n/a	not allowed	not allowed
<b>Not permitted in community gardens</b>	n/a	n/a	n/a	n/a	n/a	yes	n/a	n/a	not allowed	not allowed
<b>Enforcement (Civil citation)</b>	no	yes	n/a	n/a	yes	yes	n/a	n/a	not allowed	not allowed
<b>Repeat offense-not allowed to have or keep chickens on premises</b>	yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	not allowed	not allowed
<b>Site Plan</b>	yes	n/a	n/a	n/a	yes	yes	n/a	n/a	not allowed	not allowed
<b>Noise</b>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	yes	not allowed	not allowed

\*Flagler Beach considered in 2022 and Commission denied.



# COMPARISON RESULTS

## 7 OUT OF 10 REQUIRE

- Permits for those in Single-Family Residential Areas.
- Agricultural class and manure class.
- No roosters or male hens allowed.
- For personal use only, no selling, fighting, slaughtering, or breeding allowed.
- Must be contained in coop and fence enclosure screened from neighboring property
- No more than 4 chickens.



# COMPARISON RESULTS CONT.

## 4 OUT OF 10 REQUIRE

- Minimum setback(s)
- Have a lot size limit

## 2 OUT OF 10

- Do not allow chickens

## 1 OUT OF 10

- Imposed a noise ordinance
- Regulated no chickens in community gardens

## 1 OUT OF 10

- Requires a permit
- Has zoning and setbacks
- Requires coops



# Current Chickens and Coops in Palm Coast



Free roaming rogue chicken on I-95













# Sample Chicken Coops





On display and for sale at your local Tractor Supply Store





Do It Yourself Coops





Less than \$300





Approximately \$800





# Options

- Develop a pilot program
- Revise Code(s) to allow backyard permits for all residential zoning districts
- Keep code as-is



# SOURCES

- University of Florida Study:
  - Raising backyard chickens for eggs
- Municode for multiple county/city ordinances as referenced
- Reports
  - Gardens in the front yard, chickens in the backyard and living lawnmowers: A report on Urban Farming
- Newspaper/blog articles:
  - <https://communitygardening.blogspot.com/2012/10/community-garden-chickens.html>



# QUESTIONS?



# Raising Backyard Chickens for Eggs<sup>1</sup>

**Mary E. Henry, Jessica M. Ryals, Alicia Halbritter, and Derek L. Barber<sup>2</sup>**

Raising backyard chickens is an increasingly popular way to explore self-sufficiency, connect with how our food is produced, and gain experience for future dabbling in food production. Besides producing quality eggs to eat and share, raising chickens can be an enjoyable pastime for youth and adults alike. Those considering launching a small farm business including poultry may also be interested in starting with a few backyard hens to build their knowledge and experience. This publication is designed primarily for those considering raising backyard chickens for eggs for personal consumption. Resources for additional information on eggs for sale or larger scale production are also provided.

UF/IFAS Extension is a statewide partnership between the University of Florida and Florida's 67 counties. This publication addresses community need for research-based information in the area of food systems, one of the High Priority Initiatives of UF/IFAS Extension based on needs identified through citizen input.



**Figure 1. Backyard chickens can provide colorful eggs and companionship.**  
Credit: A. Halbritter, UF/IFAS

## Check Your Local Ordinances

Before getting started, consider whether or not it is legal to keep chickens where you live. Many communities have regulations that restrict the location and quantity of poultry on residential properties. These regulations are generally put in place to keep residential neighborhoods free of the noise, odors, pests, and predators associated with keeping poultry. Common restrictions include limiting the number of birds, establishing a setback from neighboring property for housing, and a general prohibition of male chickens, or roosters. Most prohibit roaming poultry and are often enforced based on complaint. These ordinances sometimes include an exemption for student educational projects. Note that while chickens may be permitted, other livestock of interest such as ducks or turkeys may not be allowed. Make friends with your neighbors and verify any regulations to protect yourself and your birds from any problems. To confirm your zoning designation, visit the website of your city or county's Planning and Zoning department or contact them directly. You can also search your local ordinances at <https://library.municode.com/fl>.

## Is this a 4-H or fair project?

4-H is a Youth Development program conducted around the country through land-grant universities like the University of Florida. The program focuses on learning by doing, and raising chickens is one of the many experiential educational projects available to participants. Find out more about 4-H at <https://florida4h.ifas.ufl.edu/>. Contact your local UF/IFAS Extension office to learn more about the program. See <https://sfyl.ifas.ufl.edu/find-your-local-office/> for more information.

If your interest in raising backyard chickens is related to exhibiting in a fair or as part of a 4-H educational project, verify any specifics required to qualify before getting started. For example, the fair may require animals be recognized breeds rather than mixed or a breed not formally recognized. Visit your local fair for breed inspiration. Find a listing of fairs statewide at <https://www.fdacs.gov> and learn more about raising heritage breeds at <https://livestockconservancy.org/>.

## Housing

While social media may feature photos of extravagant chicken palaces, chicken coops do not need to be expensive or elaborate in Florida. Building your own can be a fun project and an opportunity to practice reusing and recycling materials. Kits and pre-assembled chicken coops are also readily available at many feed stores and other rural lifestyle suppliers. An area that is covered by a roof and enclosed with a minimum of two sides for protection from prevailing rain and wind is usually sufficient. The size of the house should be based on a minimum of 3 ft<sup>2</sup> of floor space per bird. Twenty-five birds with 3 ft<sup>2</sup> of floor space will require 75 ft<sup>2</sup> of floor space; a house that is 8 ft x 10 ft will be sufficient for this example. The use of fencing (chicken wire) helps in confining the birds and provides protection from predators. The top

of the enclosure also needs to be covered to prevent flying and climbing predators from entering. Find several design plans online at <https://poultry.extension.org/>.



Figure 2. Attractive coops may be purchased or constructed.  
Credit: A. Halbritter, UF/IFAS

If your coop will be visible from outside your property, consider its appearance and the impression it may leave on your neighbors. Your coop can be a bright spot in the neighborhood or a point of contention, largely based on its appearance and upkeep. Poultry housing structures may also fall under your county or city ordinance and have requirements for required setbacks or permits. Again, refer to your local ordinance to verify standards.

## Free Range, Mobile Coops, and "Chicken Tractors"

Interest in supporting specific production practices has increased the number of terms used in the marketplace that can easily be a point of confusion. According to the USDA, "free range" means the animal has been allowed access to the outside. "Cage-free" indicates the birds have unlimited access to food and water and can roam their enclosure; however, they are not required to have access to the outdoors. For more information, see the USDA website

(<https://www.usda.gov/media/blog/2016/09/13/usda-graded-cage-free-eggs-all-theyre-cracked-be>).

Most backyard chicken enthusiasts want to allow their animals access to the outdoors during the day, with secured housing at night. Using an enclosed run, or additional protected yard space, provides an open area that reduces stress and pecking and will allow the birds to supplement their diets with greens and insects, which may reduce pests in your yard. Suggested run size is 8–10 ft<sup>2</sup> per bird. Those unfamiliar with raising chickens may be unaware that even just a few birds in an enclosed yard space can quickly lead to bare ground in the area due to their foraging behaviors.

Mobile coops or "chicken tractors" have become more popular as a way to allow access to forage with the ability to relocate the coop, reducing the stress on grass and more widely distributing the droppings of the birds. These coops may include a wheel to make moving the structures easier, or they may be designed to pull from one area to the next by other means. Mobile coops are required in some municipalities and can be a great way to meet the needs of the birds while protecting the grass. Monitor the condition of your grass to determine when to rotate the location of your mobile coop. Also note that the wider distribution of waste will increase the distribution of any pathogens it contains, such as *Salmonella*, which is commonly found in chicken droppings. Keep in mind that in the event of a hurricane or major weather event, mobile coops will need to be stored in an enclosed area to avoid becoming a hazard.



**Figure 3. Mobile coops can help reduce damage to grass.**  
Credit: J. Ryals, UF/IFAS

Predators will be a risk factor for your birds. A mobile coop may increase vulnerability to predators, because they may more easily burrow under a mobile rather than stationary coop. You may experience a wide range of potential predators from dogs and cats to wildlife, such as hawks, owls, foxes, coyotes, raccoons, and opossums. Hardware cloth is screening similar to chicken wire, but it uses a tighter wire spacing pattern, reducing the opening size and better protecting your birds from smaller predators such as snakes, pests, or rats, which may be attracted to your bird's feed and eggs. It is recommended that stationary coops include chicken wire or other barriers buried 12–18 inches in an L-shape at the perimeter of the structure to deter predators from digging their way inside.

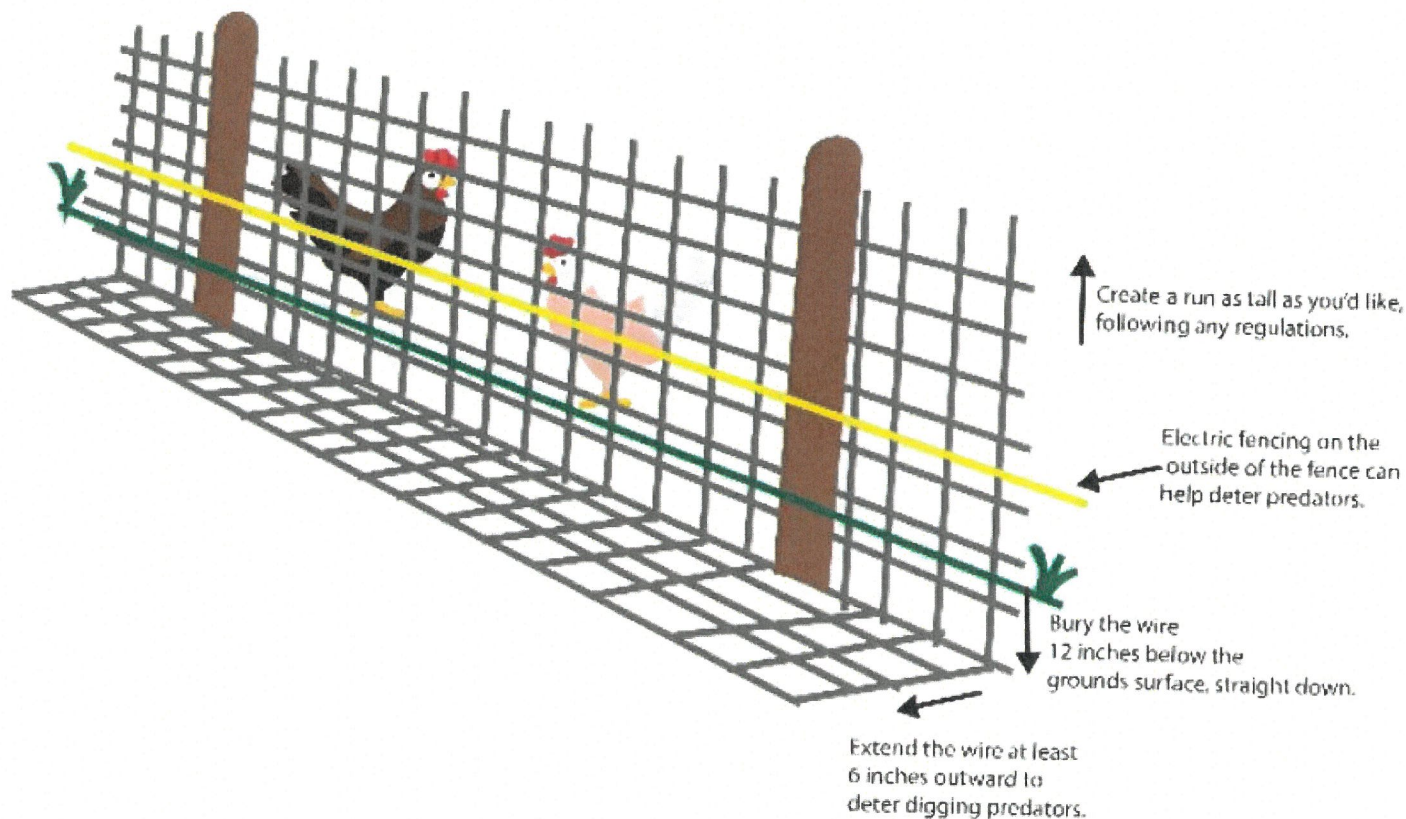


Figure 4. Bury fencing to prevent burrowing predators.  
Credit: A. Halbritter, UF/IFAS

## Nesting

As the birds reach the age of 18–20 weeks, nesting boxes should be in place. Boxes that measure 12 x 12 x 12 inches and are half filled with straw or wood shavings are ideal. Provide at least one nest box for every five hens in the flock, and place them about two feet above the ground. A perch may be placed in front of each box, allowing a spot for hens to land before entering the box. A wide range of materials may be creatively reused for nesting boxes, including repurposed buckets or milk crates.

## Choosing a Feed



Good nutrition is very important in maintaining a healthy flock. Backyard enthusiasts may envision allowing yard access to meet a significant portion of nutritional needs; however, research has shown that only a small portion of the bird's basic nutritional needs may be met by foraging. Forage, scraps, or other supplements may displace feed intake, which can actually reduce or dilute the essential nutrition for healthy maintenance and growth. Providing free access to feed will ensure optimum growth and development. An estimated 70% of the cost of raising chickens can be attributed to feed; however, this is an investment rather than an expense. The better the birds are fed, the more productive they will be. Inadequate or dirty water, stale or rancid feed, mold, disease, and heat can inhibit feed and water intake. Additions of scraps and other supplements are addressed later in the publication.

Commercially available feed comes in three different forms: mash, crumble, and pellets. The shape of the feed does not affect the nutrition it provides, and determining which one to use is largely a matter of personal preference. Note that chickens do not have teeth and large pellets are not suitable for chicks due to the size. Pellets may reduce waste due to spills for larger birds. Experiment to see what works best for you.

Using the right feed for the growth stage and purpose of your birds is important. Starter and grower feeds contain a higher percentage of protein to meet the growth needs of young birds, and layer feeds contain the higher percentages of calcium necessary for egg production. If fed layer feed, chicks will develop kidney problems and rickets since chicks will not use the extra calcium, and the calcium to phosphorus ratio will be put out of balance. Expect reduced growth, unnecessary stress, and potentially higher mortality rates if layer feed is fed to chicks. Roosters should not consume layer feed, either, since they will not be using the extra calcium; only laying-age female poultry should consume layer feed. If you have a mixed species flock (e.g., guinea hens, turkeys, waterfowl, etc.), all-flock feed is available and formulated to provide for specific nutrient requirements for various species.



Figure 5. Commercial feeds are formulated to provide nutrition based on stage of growth.

**Figure 5. Commercial feeds are formulated to provide nutrition based on stage of growth.**

**Credit: J. Ryals, UF/IFAS**

## Diet Transitions for Females Intended as Layers

### 0–6 Weeks:

- The starter diet for chicks has the highest level of protein a chicken will receive during its lifetime to support rapid growth. Newly hatched chicks will require a commercial starter feed (20–24% protein) that is usually fed until six weeks of age. Expect to use at least four pounds of starter feed per bird.

### 6–18 Weeks:

- After six weeks, switch to a grower feed (16–20% protein), and feed this up to 18 weeks of age. Many feed stores carry a combination starter/grower feed that will work well for both stages of

growth. If the chicks are male, then they can be fed the same starter or starter/grower feed as the females until six weeks of age and then switched to the grower feed indefinitely. Do not feed layer feed to males. If your flock includes males, an all-flock blended feed may be a good choice to reduce confusion and risks of imbalanced nutrition for parts of your flock.

### 18 Weeks and Older:

- At 18 weeks, switch to a layer feed (14–16% protein) to prepare the birds for egg production. Layer feed normally contains approximately 3.5–4.0% calcium; however, birds less than 18 weeks old require only about 1% calcium in their diet. Do not feed layer feed to birds less than 18 weeks old or starter/grower feed to birds producing eggs, because there is inadequate calcium in starter/grower feeds to support egg production.
- Calcium (e.g., crushed oyster shell, ground or large particle limestone) and hard, insoluble granite, also called grit, may be mixed in a commercial feed or can be provided as a free-choice supplement.
- Note that calcium and grit are not the same. Grit is insoluble and stored in the gizzard of the bird where it is used to physically grind food during digestion, while calcium is soluble, absorbed, and metabolized for eggshell formation. Commercial feeds are designed to be highly digestible, which may reduce or eliminate the need for grit; however, birds with access to a wider-ranging diet (such as in backyard foraging) may take in less digestible food that may require grinding for adequate digestion. Your birds may also pick up small stones in your yard that may reduce the need for supplemental grit. During hot weather, chickens will generally consume less feed, and free-choice access to calcium will provide the calcium needed for quality eggs.

### Medicated Feed

Coccidiosis is a disease caused by a microscopic parasite (protozoan) that infects the intestinal tract. Young birds are particularly susceptible to the disease. Commercial starter feeds may include medication to control coccidiosis and if so, they will be clearly labeled as medicated. Before choosing medicated feed, be sure to ask if the birds have already been vaccinated for coccidiosis. Medicated feeds counteract the live vaccine; therefore, do not use medicated feed for birds already vaccinated for coccidiosis. Booster vaccinations are not required. Grower and layer feed usually do not contain medication.

Non-medicated starter feed is available to use for those birds receiving a coccidiosis vaccination or for the poultry owner choosing a more organic production system. Chicks are particularly susceptible to coccidiosis because they have not yet built an immunity to infection. Over time, however, chickens will naturally develop immunity after exposure. Vaccination or medicated feed provides early protection during the most vulnerable stage of the bird.

Choosing not to vaccinate or use medicated feed will increase your flock's risk of illness and mortality. Note that the protozoan parasite that causes coccidiosis and its eggs are commonly found in the droppings of chickens and other birds. One reason wire floors are used in commercial poultry production is to improve sanitation and reduce the birds' exposure to their waste and any pathogens it may contain. While backyard chicken enthusiasts may not envision using wire floors, and prefer to avoid vaccinations or medicated feed, it is important to understand that these choices may leave your flock at increased risk

of illness or higher mortality due to coccidiosis. For more information, see EDIS document PS47, *Common Poultry Diseases* (<https://edis.ifas.ufl.edu/ps044>) and EDIS document VM76, *Intestinal Parasites in Backyard Chicken Flocks* (<https://edis.ifas.ufl.edu/vm015>).

## Table Scraps and Other Supplements

Use caution when offering scraps and other non-staple additions to your bird's diet. Note that these can affect the nutritional balance of their diet and may even increase stress due to limited digestibility of some foods. Note that digestion requires energy and generates heat. Foods that are not readily digestible for your birds may increase the risk of overheating, especially in high temperatures. Adding scratch or cracked corn to a well-balanced diet can be entertaining, but it does not provide the adequate protein and other nutrients needed by your birds and might be thought of as a treat rather than a staple of the diet. Birds consuming more grains will eat less of the complete nutrition provided by feed, reducing the overall nutritional value of the diet.

Poultry supplements are a point of discussion in online forums and magazines, but there is often a lack of scientific evidence to back up the claimed benefits of the suggested supplement. The role of UF/IFAS Extension is to share research-based information to help the public make decisions. Without validated research to anchor supplement recommendations, chicken enthusiasts should approach suggestions with skepticism to avoid adding expenses without seeing results.

The addition of vinegar to poultry water is often a point of interest. This practice is used in commercial meat-bird production to promote gram-positive bacteria and reduce *Salmonella* in the bird's crop. In some studies, vinegar has been shown to be effective in controlling certain bacteria; however, there is no scientific evidence to support this claim in live poultry (Griggs and Jacob 2005). Electrolyte supplements may also be a point of interest. These are additions to the water targeted to help with loss of electrolytes under high temperature conditions that can lead to dehydration. These supplements may help to reduce the effects of heat stress but are not necessary for the health of the bird as long as fresh, clean water is always available. Whenever a supplement is used, manufacturer instructions for dosing and length of administering should be followed.

Periodic interest has also been shown in growing various crops as a feed source or supplemental feed source for backyard chickens. There is not a lot of information on this practice for Florida, but national sustainable agriculture resources such as ATTRA may be helpful. See more about ATTRA at <https://attra.ncat.org/>.

## Organic Production

Interest in organic production is on the rise. USDA organic certification is available, but it is not very practical for backyard production because of the certification costs involved. Organic livestock production requires 100% certified organic feed, which is readily available at many feed stores but may be more expensive than conventional feed. Do not allow your chickens to forage in areas treated with herbicides or other pesticides not approved for organic production. Explore the USDA certified organic livestock standards at <https://www.usda.gov/topics/organic>.

If not planning to use organic practices, it is still important to note that any pesticides or fertilizer applied to your yard could be ingested by your birds. If pesticides or fertilizers are applied in your yard, be sure to follow any label instructions regarding safe reentry to a treated area. If you suspect your hens may have ingested pesticides or been exposed to areas treated with pesticides, discard the eggs for several days to prevent consumption.

## What Not to Feed Your Birds

Watching your flock feed on kitchen scraps can be an enjoyable way to add nutrition to their diet, but too many table scraps can adversely affect growth and egg production. Avoid fatty, salty, sugary, or rotten foods. Never feed the following to your flock:

- Raw green potato peels
- Nightshades such as rhubarb, pepper, potato, eggplant, or tomato leaves
- Raw, dried, or undercooked beans
- Avocado skin and pit
- Candy, chocolate, sugar
- Alcohol and tobacco

(Pitesky and Reimers n.d.)

## Poisonous Plants, Weeds, and Other Concerns

Several commonly used landscape plants and various weeds contain toxins that may be poisonous. Toxins often make plants smell or taste bad, and their seeds, in particular, can be toxic. Young animals, especially, may eat these plants out of curiosity. Common symptoms of toxic plant poisoning may include weight loss, diarrhea, lethargy, decreased egg production, and increased mortality. Determining whether your birds have eaten poisonous plants can be difficult because the effects can vary with the amount they have eaten and other factors like temperature. If you remove toxic plants from your yard, don't leave them piled up for your flock to access. Providing enough good food sources, suitable fencing, and space can reduce the risk of your chickens ingesting toxic weeds.

Lists of toxic or poisonous plants are not exhaustive and are not assembled specifically for poultry. Therefore, they can be useful but are unlikely to be complete or conclusive. See Tables 1 and 2 for guidance on poisonous plants and familiarize yourself with poisonous plants at <https://www.poison.org/articles/plant>. Information on poisonous plants is available at <https://sfyl.ifas.ufl.edu/agriculture/toxic-plants/>.

## Water

A constant supply of clean, fresh water is essential for healthy birds. Manufactured chick waterers usually consist of a quart or gallon jar with a screw-on base that allows for water level adjustment. An automatic waterer placed six inches above the ground is the most adequate way to ensure the birds have clean, fresh water daily. Twenty-five hens can drink a gallon of water each day. Expect and encourage a significant increase in water consumption during hot weather. Note that standing water or unlevel<sup>140</sup>, leaking

waterers can harbor pests and allow bacterial growth that leads to odors and possibly disease. Maintain clean and dry coop conditions to support the optimal health of your birds.

## Egg Production

Egg production for a small backyard flock should be about 200–240 eggs, or 17–20 dozen, per hen a year. Production will vary based on breed, age, condition of the bird, and day length. Shorter day length may decrease the number of eggs produced because light stimulates egg production. Adding light at the beginning or end of the day to provide 14–16 hours of light per day is effective to maintain egg production throughout the year. A simple clamping light source on a timer can be added inside the coop to increase light exposure, but lights must be turned off for a period of the night to reduce the risk of stress-associated cannibalism.

Note that chickens will also experience a periodic molt in which they lose their feathers and generally decrease laying. This is a natural part of the bird's life cycle and does not indicate a problem. The molt will last for a period of weeks, and your bird will usually return to regular egg production once the molting process is over. Consider that with age your hens will reduce the number of eggs laid; in which case, feed costs may exceed the financial benefit of the eggs produced. Some backyard chicken owners may choose to continue to keep their birds for companionship, while others may look to euthanize and replace those hens with younger, more productive birds.

For more information, see EDIS document PS-35, *Factors Affecting Egg Production in Backyard Chicken Flocks* (<https://edis.ifas.ufl.edu/ps029>).

## How many roosters do I need?

If you have ever wondered how many roosters are required for hens to produce eggs, you are not alone. The general public's distance from food production experience has many suspecting that roosters may be required in order to induce hens to lay eggs, but this is not the case. Roosters are male chickens and are not required in order for female chickens, hens, to lay eggs. When mature, the hen will lay eggs as a regular reproductive function of the body. Roosters are required, however, for fertilized eggs that will later hatch into chicks.



Figure 6. Roosters are not required for hens to lay eggs.  
Credit: A. Halbritter, UF/IFAS

## Collecting and Cleaning Eggs

Nesting boxes should be checked at least once a day for eggs. Eggs should not be allowed to accumulate in the nests. Otherwise, the hens will go out of egg production and want to sit on the eggs to incubate them. This type of hen is commonly referred to as a "broody" hen. Keep nesting boxes clean to help prevent dirty eggs. The more time the egg spends in the nest, the more likely it is to become dirty, broken, or low quality. Ceramic or wooden eggs can be used to help encourage your hens to use the nesting boxes.



**Figure 7. Keep nesting boxes tidy to reduce food safety risks.**  
Credit: A. Halbritter, UF/IFAS

Cleaning and storing eggs is a point of discussion among backyard chicken enthusiasts, and requirements for safe egg handling are inconsistent across states and countries, especially for small numbers of eggs. Understanding the risk of foodborne illness, particularly *Salmonella*, is important when deciding how to clean your eggs. Use eggs when they are fresh or store them properly. If your eggs are dirty with runny waste droppings on them, this may be an indication of a problem with your birds. Do not use excessively dirty or cracked eggs, since bacterial contamination is possible.

Although eggshells appear solid, they actually contain pores to allow for gas exchange and are covered by a protective mucus, deposited as it is laid, known as the cuticle or "bloom." Differences in opinions on cleaning are related to different production standards, practices, and interpretations of risk priorities. Although eggs may not be washed or refrigerated in other parts of the world, farmers in those areas may also be required to immunize for *Salmonella* and authorities may consider the risk of condensation during refrigeration worse than the benefits of washing and refrigeration. They may also be required to not use dirty eggs rather than cleaning them. Note that washing and sanitizing eggs are required if you intend to sell eggs under the Limited Poultry Permit, referenced later in this publication.

For dry cleaning, a brush or light sanding may be used to remove any dirt or debris. When washing eggs, use water at temperatures of at least 90°F and at least 20°F warmer than the eggs. Cooler water can create a vacuum, pulling wash water and any microbes it may contain through the shell pores to the inside of the egg. Under high heat conditions, you may need to let eggs cool to room temperature before washing. Avoid immersing the eggs in water and use disposable paper towels to clean each one.<sup>443</sup>

Unscented, nonfoaming dish soap may be used for cleaning. When using sanitizers, be sure to follow the directions and note that sanitizers will not be effective if used in dirty water or on dirty eggs. A solution of 1 or 2 tablespoons of bleach to 1 gallon of water can be used as a sanitizer. Once the eggs have been washed, rinsed, and sanitized, they should be dried before being stored in refrigeration at or below 45°F. Eggs should be stored with the larger side up for best quality. If stored properly, refrigerated eggs should have a shelf life of 6 to 8 weeks. Date the storage carton and use older eggs first.



**Figure 8. Eggshells contain pores which may allow microbes inside.**  
Credit: A. Halbritter, UF/IFAS

## Choosing a Breed

Worldwide, there are over 400 formally recognized breeds of poultry, each with characteristic personalities, sizes, and intended purposes. Chicken breeds generally fall into one of three categories: laying types, meat-bird types, and dual-purpose, which are kept for both meat and eggs. Breeds that may work well for dual purpose include the Rhode Island Red, Plymouth Rock, New Hampshire, Wyandotte, and Orpington. Dual-purpose birds will consume more food and be larger than laying birds, and therefore may require more space or increase cost of production compared to smaller laying breeds such as the White Leghorn.

Egg-laying breeds will have varied personalities, feather color, size, and egg traits. Some chickens lay white eggs, some lay brown, and some lay blue or green eggs. Eggshell color is based on the breed of



the bird and does not affect the nutritional value of the egg. The nutritional value of the egg is a direct product of the nutrition of the bird. Still, brown or colorful eggs may be considered more attractive because they are less common than white. Breed will also determine the number of eggs per year a chicken will lay. Some breeds, like the Golden Comet, produce as many as 300 eggs per year, while others may lay as few as 150 eggs annually. The most common bird used for commercial egg production is the White Leghorn. While the leghorn strain of chicken will produce the most eggs, these birds are quite small and are not a good choice for meat. See characteristics of common backyard breeds in Table 3.

## Mixing Breeds and Ages

Mixing breeds causes no issues within a chicken flock, and is one of the highlights of owning chickens. Having a variety of breeds that lay eggs of different shapes, sizes, and colors will brighten your egg basket and your coop. Care should be taken if mixing standard size birds and bantam varieties. Bantams are half to a quarter the size of a standard chicken and will lay smaller eggs. It is important to note that chickens do develop a pecking order and introducing new birds to an established flock may disrupt the pecking order. Young birds introduced to a new flock may experience bullying from older hens so it is best for new birds to be introduced slowly over a period of time to reduce the risk of injuries. Introducing new birds at night is a common practice to help reduce conflict in the flock.

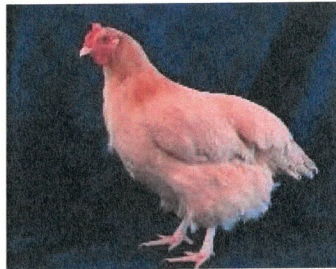


Figure 9. Buff Orpington hen.  
Credit: UF/IFAS

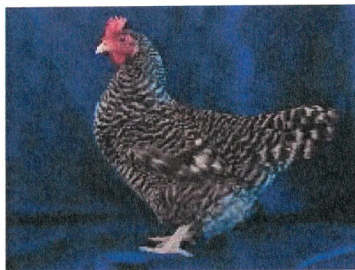


Figure 10. Barred Rock hen.  
Credit: UF/IFAS

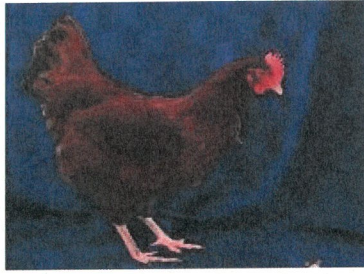


Figure 11. Rhode Island Red hen.  
Credit: UF/IFAS

## Purchasing and Caring for Chicks

Increased interest in backyard chicken production has improved the availability of chicks at many feed stores and rural suppliers, particularly in the spring. Purchasing from your local feed store may help to establish relationships that will help in navigating your project in the future, although chicks may also be ordered directly from national hatcheries. Prepare the area for your chicks before they arrive and consider the extra time required to care for them. Familiarize yourself with common terms to be sure you understand what type of chicks you are purchasing. For example, "pullets" are females that have not yet sexually matured to lay eggs. "Straight run" indicates that the chicks have not been separated into male and female groups, which means the group will include about 50% male chicks or future roosters.

## Brooding

Newly hatched chicks need a heat source the first few weeks of life. The most common way to brood a small flock (25–50 chicks) is with a heat lamp. The 250-watt heat lamp should be placed 12–18 inches above the chicks. Day-old chicks need a temperature of 90°F–95°F. The behavior of the chicks is a good indicator of their comfort. If the chicks are huddled close to the heat source, they are cold; if they stay away from the heat source, they are too hot. Quiet, evenly distributed chicks are a sign of optimum temperature. A thermometer is the most accurate way to keep track of the temperature. Be sure the height of the thermometer is at the same height as the chicks for an accurate temperature reading at "chick level." The temperature should be lowered by 5°F per week until the chicks are four weeks old or have feathered. Adjust the height of the lamp to adjust the temperature. Raising the lamp a few inches each week should drop the temperature by 5°F. Heat lamps may also be used with adult birds during frigid weather to reduce the impacts of cold stress. For more information on the care of baby chicks, see EDIS document AN-170, *Care of Baby Chicks* (<https://edis.ifas.ufl.edu/an182>).



Figure 12. Chicks need warm conditions and protection from drafts until they are fully feathered.  
Credit: A. Halbritter, UF/IFAS

## Examples of National Hatcheries

**Murray McMurray**, PO Box 458, 191 Closz Drive, Webster City, Iowa 50595

(800) 456-3280

<https://www.mcmurrayhatchery.com/index.html>

**Ideal Poultry Breeding Farms Inc.**, PO Box 591, Cameron, Texas 76520-0591

(254) 697-6677

<https://www.idealpoultry.com/>

**Mt. Healthy Hatcheries Inc.**, 9839 Winton Road, Mt. Healthy, Ohio 45231

(800) 451-5603

<https://www.mthealthy.com/>

**Cackle Hatchery**, PO Box 529, Lebanon, Missouri 65536

(417) 532-4581

<https://www.cacklehatchery.com>

## Cleaning and Composting

Maintaining clean and dry conditions inside the coop will require time, effort, and regular replacement of bedding. Clean nesting boxes once a week and replace soiled litter with clean nesting material. Thoroughly clean and disinfect the entire coop at least once a year using approved disinfectants available at feed stores. Be sure to follow the labeled instructions.

Composted chicken manure can be an excellent fertilizer material because it contains essential plant nutrients and can improve soil structure, but manure should be composted to proper temperatures and prepared in specific ways to kill harmful bacteria before being used on fruits, vegetables, and ornamentals. According to National Organic Program Standards, composting to 131–170°F will ensure pathogens and weed seeds are destroyed. The length of time this temperature must be maintained varies based on the composting method. Aerated or contained piles must maintain at least 131°F for three days. Standards for windrow compost piles, which are less likely used on the homeowner scale, require maintaining temperatures between 131 and 170°F for 15 days and turning the pile at least five times during that period. If the compost pile has not been closely monitored to verify the temperature has reached at least 131°F, consider the potential risk of pathogens and reduce risks by using the compost on ornamentals rather than food plants.

### **"Give a hoot. Don't pollute."**

Do not store waste or compost in proximity to water bodies, and consider the effect of runoff from your coop. Chicken manure is rich in nitrogen and phosphorous, nutrients that can lead to excessive plant and algae growth in water. As microbes decompose the increased organic matter, they can deplete the available oxygen in the water, leading to fish kills. Florida has many water bodies considered impaired due to excessive nutrients. Runoff containing waste from your chickens can contribute to pollution, so it is generally a good idea to keep your flock housing or composting bins at least 50 feet away from any water body. Chicken manure can also be bagged and sent to the landfill with general household trash. Check with your county/city on disposal policies.

For composting methods, read "Composting and Using Backyard Chicken Poultry Waste in the Home Garden": <https://www.extension.uidaho.edu/publishing/pdf/CIS/CIS1194.pdf>.

## Dealing with Mortality

Whether by predators or natural aging, backyard enthusiasts should be prepared for dealing with the mortality of their birds. Some backyard flocks may experience 10% mortality or higher; however, good management may reduce mortality. When the time comes, disposal options include burying, landfill disposal, or composting your birds. Consider the burial location and the potential for animals to find and dig up your birds. Bury two feet deep, as per Florida Statute 823.041. Check with your city or county regarding sending your birds to landfill with household trash. A generally recommended practice is to double bag before disposal. Composting is not recommended in residential areas. Also note that slaughtering is generally prohibited under ordinances pertaining to residential areas. Check your local city/county codes about mortality management.

## Biosecurity

As a backyard chicken owner, you may be unaware of the risks of introducing or contracting disease from other birds or natural sources. In recent years, periodic detection of Avian Flu and other risk factors has occurred. Observation is the key to managing health of your flock. Make note of normal appearance and behavior, activity patterns, and facility conditions. Deviations from normal are early indicators that something may be wrong and may allow an early response. Understand that pets, wild animals including birds, mosquitoes, and even visitors to your backyard may be a source of inoculum.

If you suspect disease in your flock, contact your local county Extension office for guidance. The Florida Department of Agriculture and Consumer Services (FDACS) monitors disease detections and offers diagnostic tests for a fee via the Bronson Animal Disease Diagnostic Laboratory. Your local health department may also be of assistance. Find out more about poultry diseases, including those transmissible to humans, at [https://edis.ifas.ufl.edu/entity/topic/poultry\\_diseases](https://edis.ifas.ufl.edu/entity/topic/poultry_diseases). Check for FDACS animal disease updates at <https://www.fdacs.gov/Consumer-Resources/Animals/Animal-Diseases>.

Disease is generally less common in small flocks due to lower density and contamination. As previously mentioned, vaccinations are available for some poultry diseases and chicks may be purchased already vaccinated for some diseases, such as Marek's disease. Some online poultry supply sources offer vaccination supplies for diseases such as Fowl Pox, but they are often sold in larger quantities than needed for backyard flocks and generally require careful attention to storage, mixing, and application instructions.

## Love with Limits

The Centers for Disease Control has noted an uptick in human illness and even death due to contact with backyard chickens. These cases have often involved excessive displays of affection or other inappropriate handling of chickens, especially by children. Be aware that chickens may have pathogens in their droppings and on their bodies (feathers, feet, and beaks) even when they appear healthy and clean. Always wash hands with soap and water right after touching live poultry or areas where they live and roam. Adults should supervise handwashing for young children. Do not let live poultry inside the house, in bathrooms, or especially in areas where food or drink is prepared, served, or stored. Be sure to thoroughly cook any eggs collected from your hens. Stay outdoors when cleaning any equipment or materials used to raise or care for live poultry, such as cages or feed or water containers. Buy birds from hatcheries that participate in the US Department of Agriculture National Poultry Improvement Plan (USDA-NPIP) to reduce risk of disease.

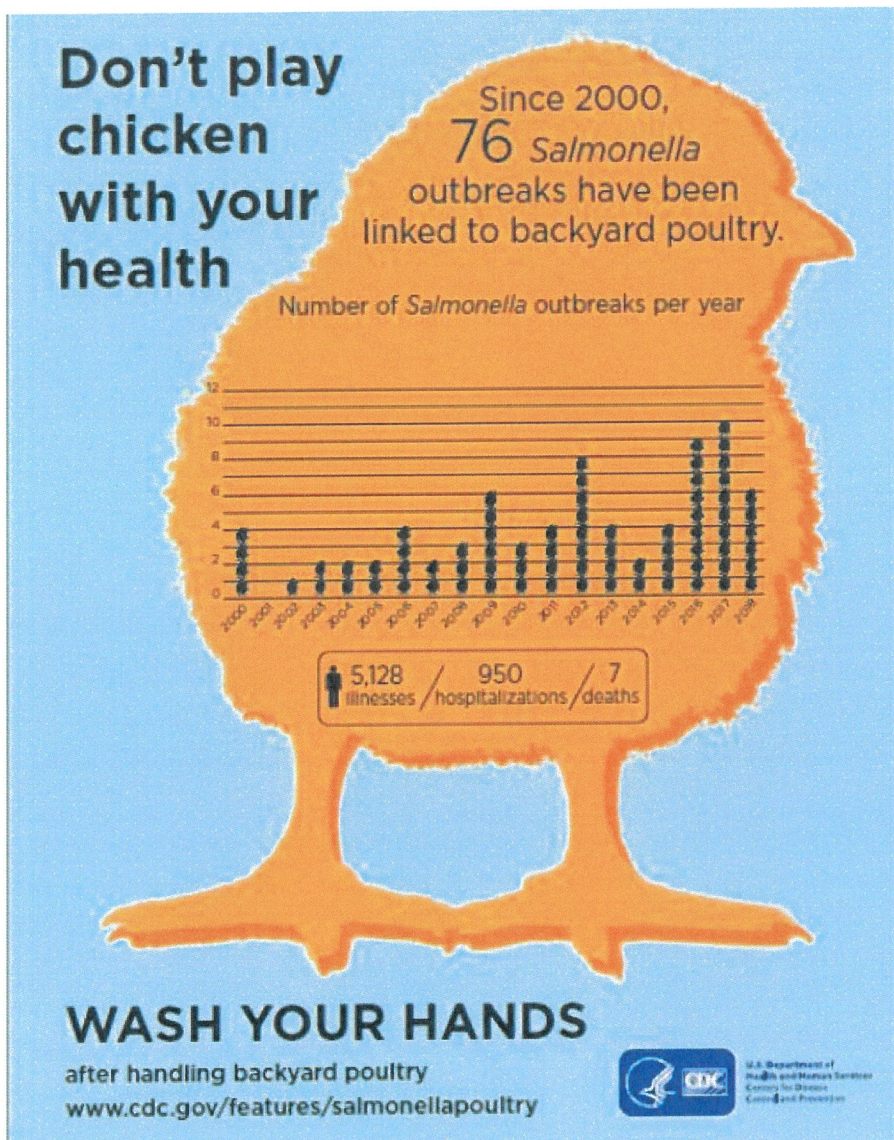


Figure 13. Chickens may carry *Salmonella*, which has led to illness and deaths in recent years.

Credit: CDC

## Limited Poultry Permit

Did you know that Florida's farming population is approaching retirement? Beginning farmers are needed to ensure access to locally grown food. Those thinking of taking it to the next level and producing eggs or meat for sale should be aware of the Florida Department of Agriculture and Consumer Services (FDACS) Limited Poultry Permit. This permit allows for sale of eggs and "dressed poultry" in limited quantities within Florida. The permit allows sale to individuals as well as restaurants and institutions, but does not allow wholesale sales. Find out more about the FDACS permit and requirements at

<https://www.fdacs.gov/Business-Services/Food/Food-Establishments/Limited-Poultry-and-Egg-Farms>.

## Additional Resources

UF/IFAS Extension Small Farms and Alternative Enterprises website:

<https://smallfarm.ifas.ufl.edu/production/livestock-and-forages/>

UF/IFAS Extension EDIS Publications on Poultry Management:

[https://edis.ifas.ufl.edu/entity/topic/poultry\\_management](https://edis.ifas.ufl.edu/entity/topic/poultry_management)

eXtension Small and Backyard Flocks: <https://poultry.extension.org/>

OMRI (Organic Materials Review Institute) Guidance on Egg Cleaners and Sanitizers:

<https://www.omri.org/egg-cleaners-and-sanitizers>

USDA, Food Safety and Inspection Service, Guidance for Shell Egg Cleaners and Sanitizers:

[https://www.fsis.usda.gov/sites/default/files/media\\_file/2021-02/Guidance-for-Shell-Egg-Cleaners-and-Sanitizers.pdf](https://www.fsis.usda.gov/sites/default/files/media_file/2021-02/Guidance-for-Shell-Egg-Cleaners-and-Sanitizers.pdf)

Electronic Code of Federal Regulation Part 590—Inspection of Eggs and Egg Products:

[https://ecfr.io/Title-09/se9.2.590\\_1515](https://ecfr.io/Title-09/se9.2.590_1515)

## References

Burbaugh, B., E. Toro, and A. Gernat. 2010. *Introduction to Pasture-Raised Poultry: Maximizing Foraging Behavior*. AN237. Gainesville: University of Florida Institute of Food and Agricultural Sciences.

<https://ufdcimages.uflib.ufl.edu/IR/00/00/37/72/00001/AN23700.pdf>

Cornell Small Farms Program. 2014. "Cleaning and Disinfecting Your Poultry House." Accessed April 3, 2019. <https://smallfarms.cornell.edu/2014/04/cleaning-and-disinfecting-your-poultry-house>

Damron, B. L., and J. P. Jacob. 2001. *Toxicity to Poultry of Common Weed Seeds*. PS-55. Gainesville: University of Florida Institute of Food and Agricultural Sciences.

<https://ufdcimages.uflib.ufl.edu/IR/00/00/30/36/00001/PS05200.pdf>

Davis, M. A. 2015. *Small Flock Poultry Nutrition*. PS29. Gainesville: University of Florida Institute of Food and Agricultural Sciences. Accessed September 19, 2022. <https://ufdc.ufl.edu/IR00008667/00001/pdf>

e-CFR. 2000. "7 C.F.R. § 205.2. 2000 'National Organic Program Rule (United States Department of Agriculture [USDA]).'" Accessed April 3, 2019. <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-I/subchapter-M/part-205?toc=1>

eXtension. 2019. "Small and Backyard Flocks." Accessed April 3, 2019. <https://poultry.extension.org/>

F.S. 823.041. 2018. "Disposal of Bodies of Dead Animals; Penalty." Accessed April 4, 2019.

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0800-0899/0823/Sections/0823.041.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0800-0899/0823/Sections/0823.041.html)

Griggs, J. P., and J. P. Jacob. 2005. *Alternatives to Antibiotics for Organic Poultry Production Department of Animal Science*. University of Minnesota, St. Paul, Minnesota: Poultry Science Association, Inc.

Jacob, J. P., H. R. Wilson, R. D. Miles, G. D. Butcher, and F. Ben Mather. 2017. *Factors Affecting Egg Production in Backyard Chicken Flocks*. PS-35. Gainesville: University of Florida Institute of Food and Agricultural Sciences. <https://edis.ifas.ufl.edu/ps029>

Maryland Cooperative Extension. n.d. "Composting Animal Mortalities on the Farm." Accessed March 9, 2022. [https://extension.umd.edu/sites/extension.umd.edu/files/2021-08/Composting\\_Animal\\_Mortalities\\_FS717.pdf](https://extension.umd.edu/sites/extension.umd.edu/files/2021-08/Composting_Animal_Mortalities_FS717.pdf)

Merck Veterinary Manual. 2019. "Overview of Coccidiosis in Poultry." Accessed April 16, 2019. <https://www.merckvetmanual.com/poultry/coccidiosis/overview-of-coccidiosis-in-poultry>

NC Cooperative Extension Carteret County Center. 1980. "Poisonous Plants of the Southern United States." Accessed April 3, 2019. <https://carteret.ces.ncsu.edu/wp-content/uploads/2013/05/Poisonous-Plants-of-the-Southern-United-States.pdf?fwd=no>

Penn State Extension. 2016. "Poultry Cannibalism: Prevention and Treatment." Accessed April 3, 2019. <https://extension.psu.edu/poultry-cannibalism-prevention-and-treatment>

Pitesky, M., and N. Reimers. n.d. "Feeding Your Flock." Accessed April 3, 2019. <https://ucanr.edu/sites/poultry/files/201398.pdf>

Poison Control. 2019. "Poisonous and Non-Poisonous Plants: An Illustrated List." Accessed April 12, 2019. <https://www.poison.org/articles/plant>

University of Idaho Extension. 2013. "Composting and Using Backyard Poultry Waste in the Home Garden." Accessed March 9, 2022. <https://www.extension.uidaho.edu/publishing/pdf/CIS/CIS1194.pdf>

University of Illinois at Urbana-Champaign. 2015. "Composting to Reduce Weed Seeds and Plant Pathogens." Accessed March 9, 2022. <https://eorganic.org/node/4751>

University of Missouri Extension. 2011. "Housing & Space Requirements." Accessed April 16, 2019. <https://extension.tennessee.edu/McMinn/4H/Backyard%20Chickens%20Information%20Publication.pdf>

University of Wisconsin-Madison and University of Wisconsin-Extension. 2010. "Egg Safety and the Backyard Flock." Accessed April 3, 2019. [https://foodsafety.wisc.edu/assets/pdf\\_Files/Egg\\_Safety\\_and\\_the\\_Backyard\\_Flock.pdf](https://foodsafety.wisc.edu/assets/pdf_Files/Egg_Safety_and_the_Backyard_Flock.pdf)

## Tables

Table 1.

Examples of potentially hazardous weeds.

View

Table 2.

Examples of potentially hazardous landscape plants.

View

Table 3.

Description of selected backyard chicken breeds.



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>	PLANNING	<b>Account #</b>
<b>Subject</b> PRESENTATION - CITY COUNCIL PRIORITY UPDATE ON LAND ASSETS		
<b>Presenter: Estelle Lens, AICP, Planner</b>		
<p><b>Background:</b></p> <p><b>City Council Priority:</b></p> <p style="margin-left: 20px;"><b>A. Strong Resilient Economy</b></p> <p style="margin-left: 40px;"><b>6. Inventory, assess, and identify optimal use of City land assets.</b></p> <p>Scope of project:</p> <ul style="list-style-type: none"> <li>• Create a multi-department team to inventory and map City (land) assets.</li> <li>• Assess existing conditions including but not limited to drainage, environmental, and encumbrances.</li> <li>• Analysis of optimal uses of City-owned properties.</li> </ul> <p>A multi-departmental team was established consisting of:</p> <ul style="list-style-type: none"> <li>Estelle Lens - Planner - Project Manager</li> <li>Virginia Smith - Land Management Administrator</li> <li>Cathy Almberg, Monica Diaz, Jacob Ejnes - IT/GIS</li> <li>Jordan Meyers - Stormwater Operations Manager</li> <li>Andy Hyatt - Stormwater Maintenance Manager</li> <li>Chris Johnson - Utility GIS Analyst</li> <li>James Hirst - Director of Parks &amp; Recreation</li> <li>Bill Eldredge - IT Broadband Manager</li> </ul> <p>A color-coded ArcGIS Land Assets map was created whereby the team could inventory the parcels being used by their respective departments. This map will continue to be utilized to update the City's database of land assets. As of May 1, 2023, the City-owned 859 parcels of land encompassing 4,820 acres. After the team's initial review there remained 110 parcels of land for use analysis. The team analyzed the parcels for viable uses including potential for stormwater, utilities (including well sites), conservation, parks, affordable housing, and economic development. Many parcels were identified for stormwater, conservation and preservation, and/or future park sites. Some parcels are encumbered by easements and contain infrastructure for other utilities, such as Florida Power &amp; Light. After further inventory of the lands, the State Road (SR) 100 Community Redevelopment Areas (CRA) were identified as well as parcels for future well sites, and parcels suitable for Economic Development.</p> <p>Project Deliverables:</p> <p>The Land Assets Evaluation Map provides an inventory of all City-owned land, and a PowerPoint presentation was prepared to report the findings of the team.</p>		
<b>Recommended Action:</b> <b>FOR PRESENTATION ONLY</b>		

# City Council Priority

## Land Assets



**Community Development Department**  
**Presented by: Estelle Lens, AICP, Planner**  
**June 13, 2023**

## Strong Resilient Economy

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





## STRONG RESILIENT ECONOMY

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

Project Manager	Community
Projected Budget	Development
Funding Source	N/A
Est. Staff Hours	N/A
Completion Year	400

September 2023

## SCOPE OF PROJECT

- Create a multi-department team to inventory and map City (land) assets
- Assess existing conditions including but not limited to drainage, environmental, and encumbrances
- Analysis of optimal uses of City owned properties

## PROJECTED DELIVERABLES

- Report including map of assets and optimal uses



## Land Assets Evaluation Team:

Estelle Lens – Planner – Project Manager

Virginia Smith – Land Management Administrator

Cathy Almberg, Monica Diaz, and Jacob Ejnes – IT/GIS

Jordan Myers – Stormwater Operations Manager

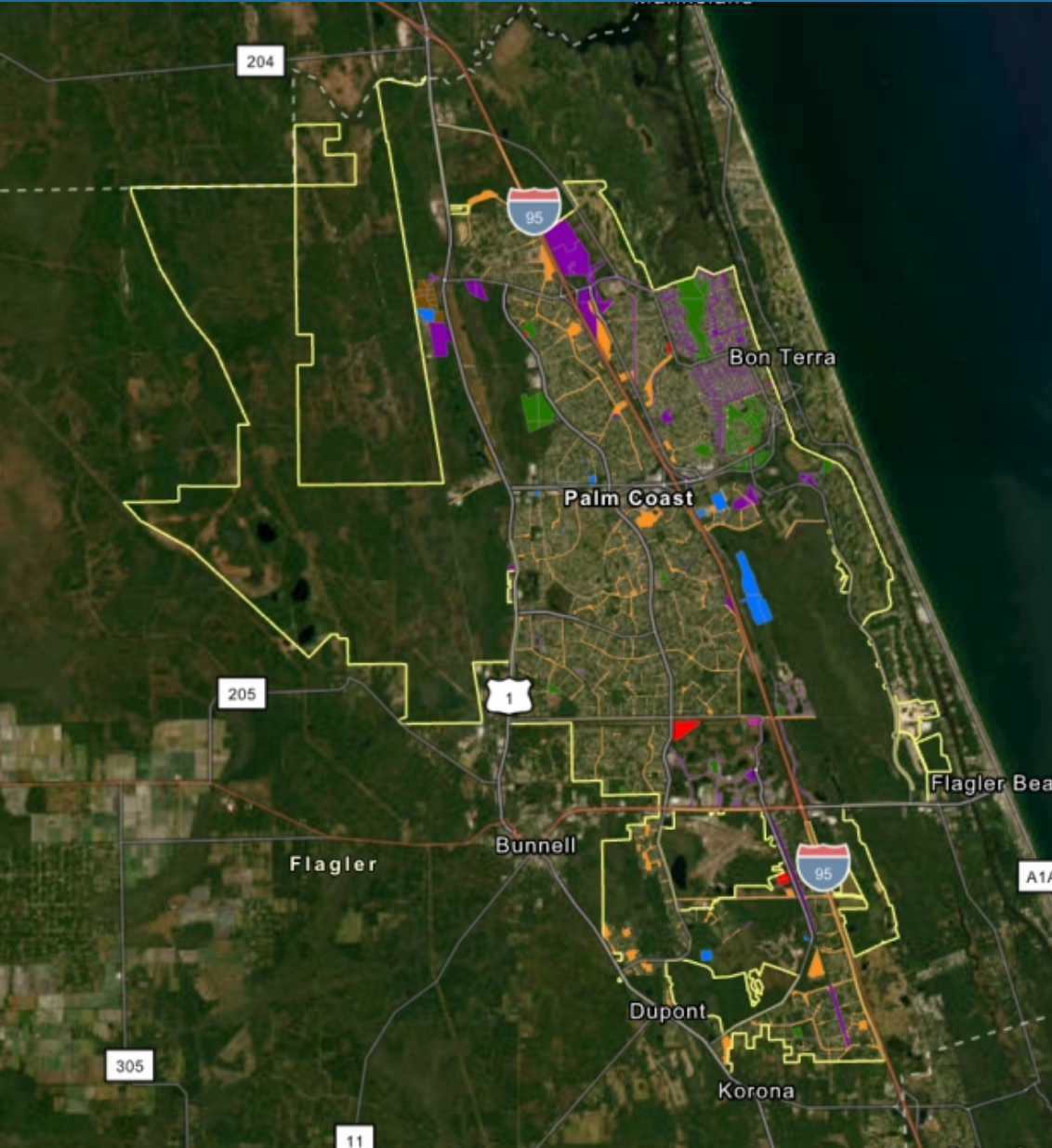
Andy Hyatt – Stormwater Maintenance Manager

Chris Johnson – Utility GIS Analyst

James Hirst – Director of Parks & Recreation

Bill Eldredge – IT Broadband Manager





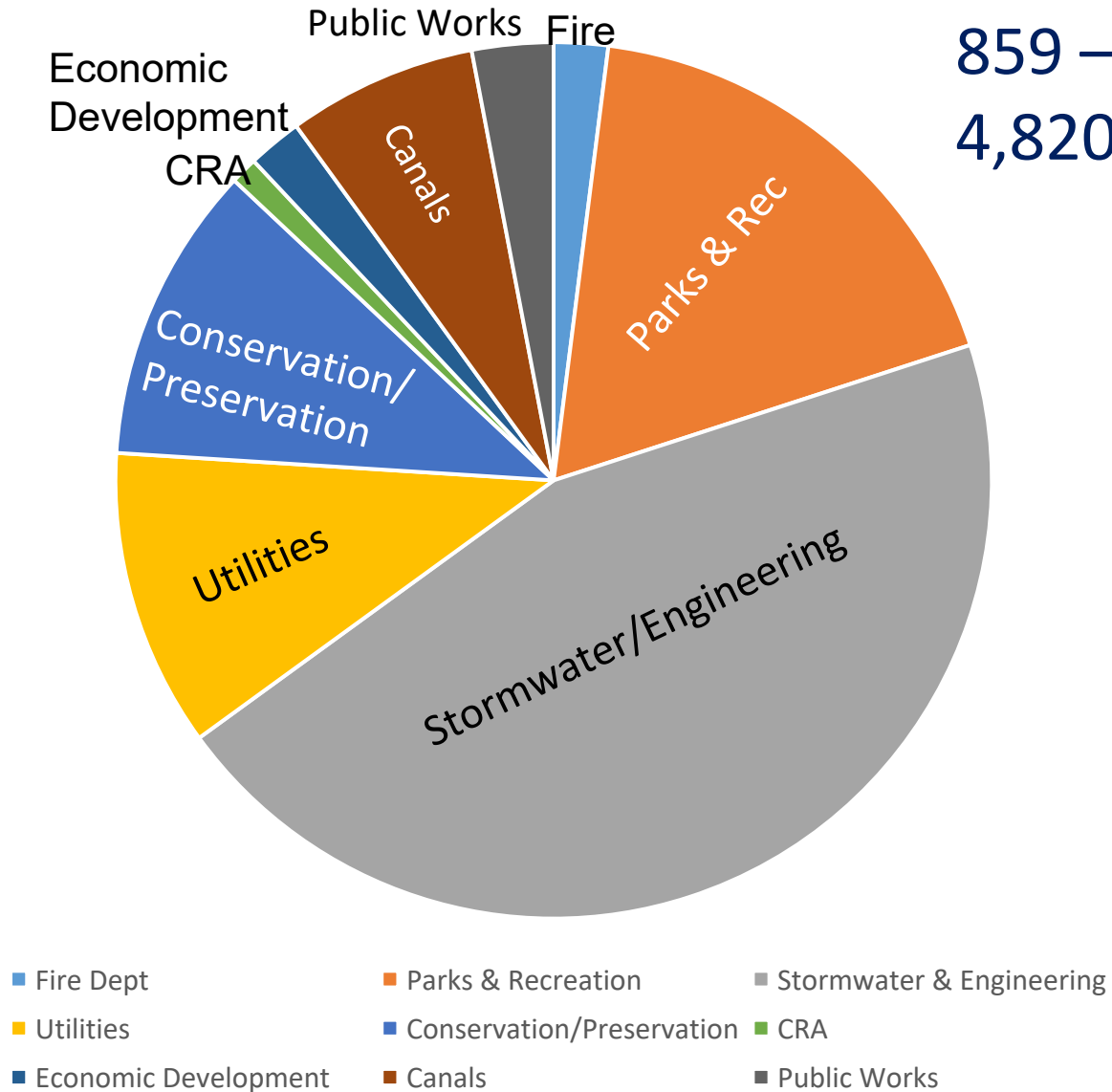
(1 of 4)

<b>Vacant</b>	
Primary Department	City Administration
Secondary Department	Stormwater & Engineering
Tertiary Department	
City Admin. Subcategory	Conservation & Preservation
Current Use	
Intended Use	Drainage
Optimal Use	
Environmental	Part of Big Mulberry Branch floodway-shall not be developed
Drainage	
Encumbrances	
<a href="#">Zoom to</a>	

# Inventory of City Owned Lands

859 – Total number of City owned parcels  
 4,820 – Total number of acres owned by City

## Acreage by Department



Stormwater & Engineering	45%
Parks & Recreation	18%
Conservation/Preservation	11%
Utilities	11%
Canals	7%
Fire Dept	2%
Public Works	3%
Economic Development	2%
State Road 100 CRA	1%

# Parcels Remaining after Inventory

Slides of each to follow:

Suggested use	Number of parcels	Acreage
Surplus - Sell	1	1.43 acres
Parks & Recreation/Stormwater	1	5.08 acres
Economic Development	3	115.37 acres
SR 100 CRA - Midway Park	19	6.16 acres
SR 100 CRA - Whispering Pines	22	6.51 acres



# 4530 Ocean Shore Boulevard

Parcel acquired in 2006 as a site for a pump station.

The pump station was located on another site which was chosen in collaboration with Flagler County. This site is no longer needed.

Recommendation:  
Surplus and sell



Size: 1.43 acres  
Zoning: County Residential/  
Commercial  
FLUM: County Mixed Use Low  
Intensity  
Purchased by Utilities for a pump  
station site. No longer needed.  
(Pump station was located on  
another site in collaboration with  
Flagler County.)



Date Created: 5/26/2023 3:47 PM  
User: ELens



# 4530 Ocean Shore Boulevard

Zoomed out

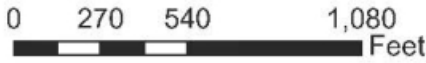
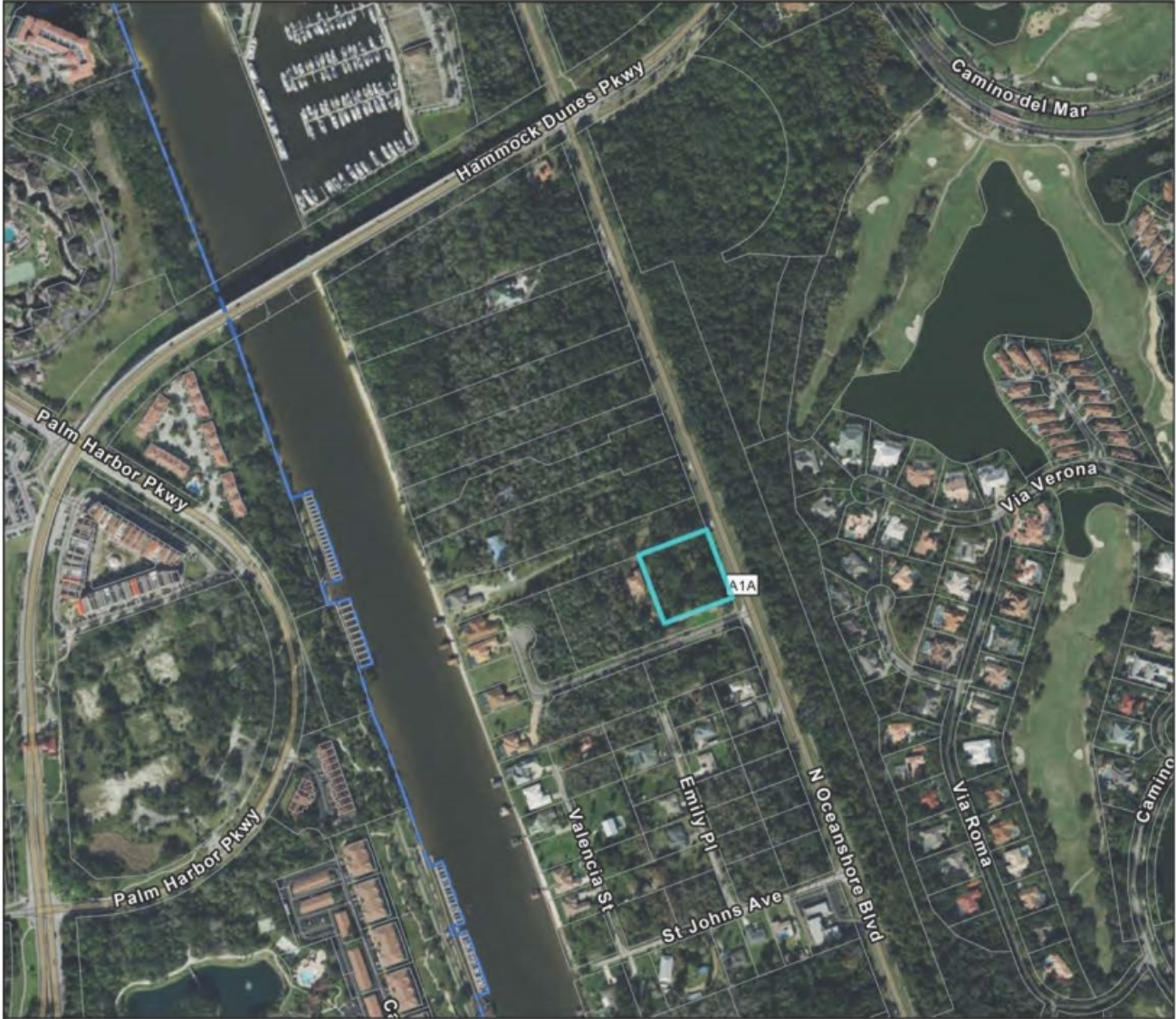


Size: 1.43 acres

Zoning: County Residential/  
Commercial

FLUM: County Mixed Use Low  
Intensity

Purchased by Utilities for a pump  
station site. No longer needed.  
(Pump station was located on  
another site in collaboration with  
Flagler County.)



Date Created: 5/26/2023 3:43 PM  
User: ELens



# Grand Haven

The approved Master Planned Development (MPD) agreement restricts this Parcel to emergency services or a bicycle park.

Recommendation is to keep this parcel vacant as it provides additional capacity to Graham Swamp.

Parcel no. 48-11-31-0000-01010-0130



Parks Parcel  
Zoning: MPD  
Acreage: 5.08 acres  
Acquired: 2002 from County  
Designated for emergency services/  
bicycle park on MPD  
Optimal Use: Bicycle Park



Date Created: 5/4/2023 5:58 PM  
User: ELens



# Parcel no. 22-11-30-0000-01010-0020

Suggested use:

- Economic Development



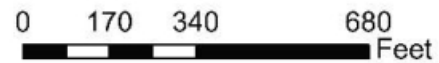
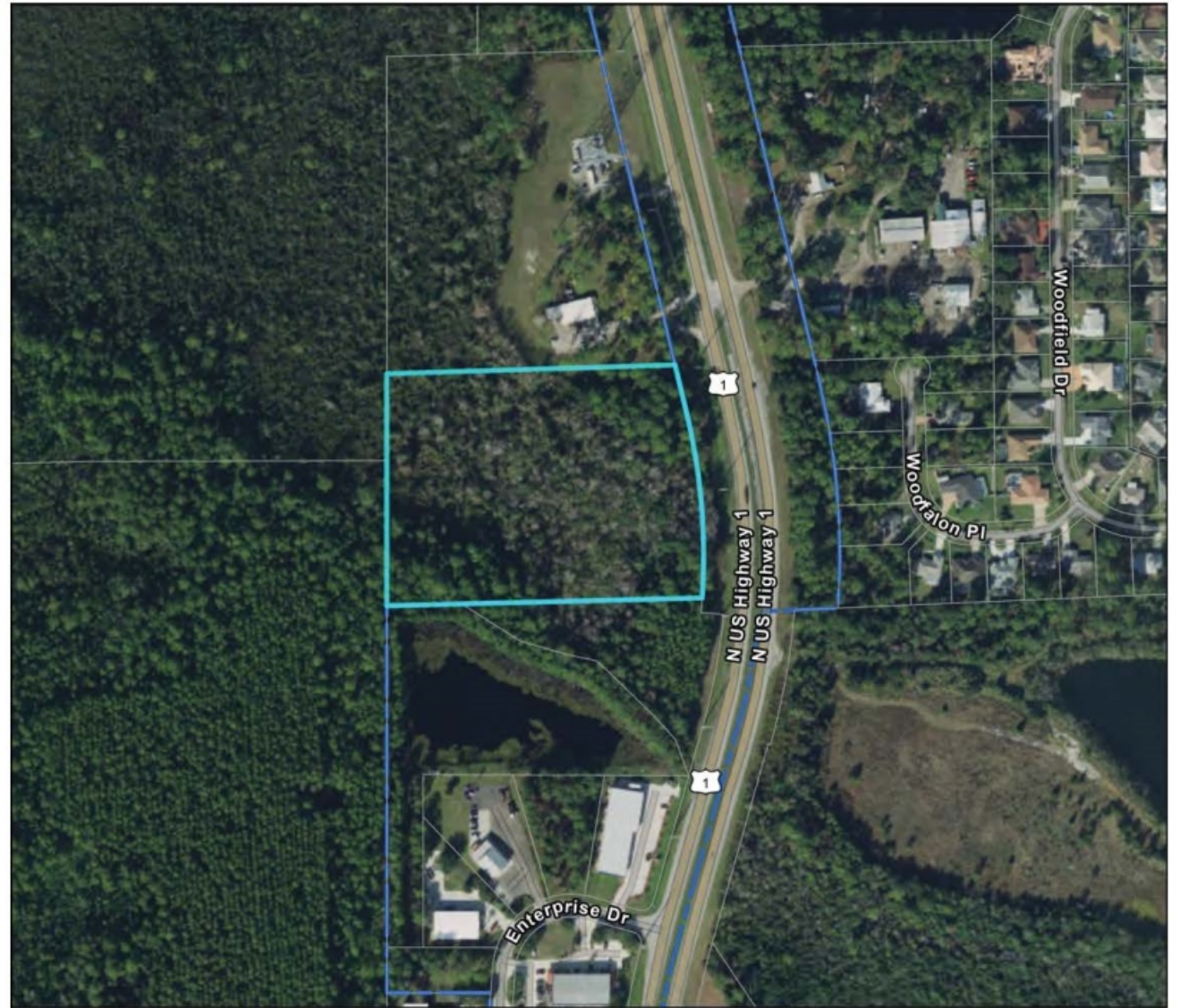
Economic Development parcel

Zoning: COM-3

Acreage: 8 acres

Acquired: 2006 from Landmark Communities

Optimal Use: Economic Development



Date Created: 5/12/2023 9:33 AM  
User: ELens



# Parcel no. 33-10-30-0000-01030-00B6

Suggested use:

- Economic Development



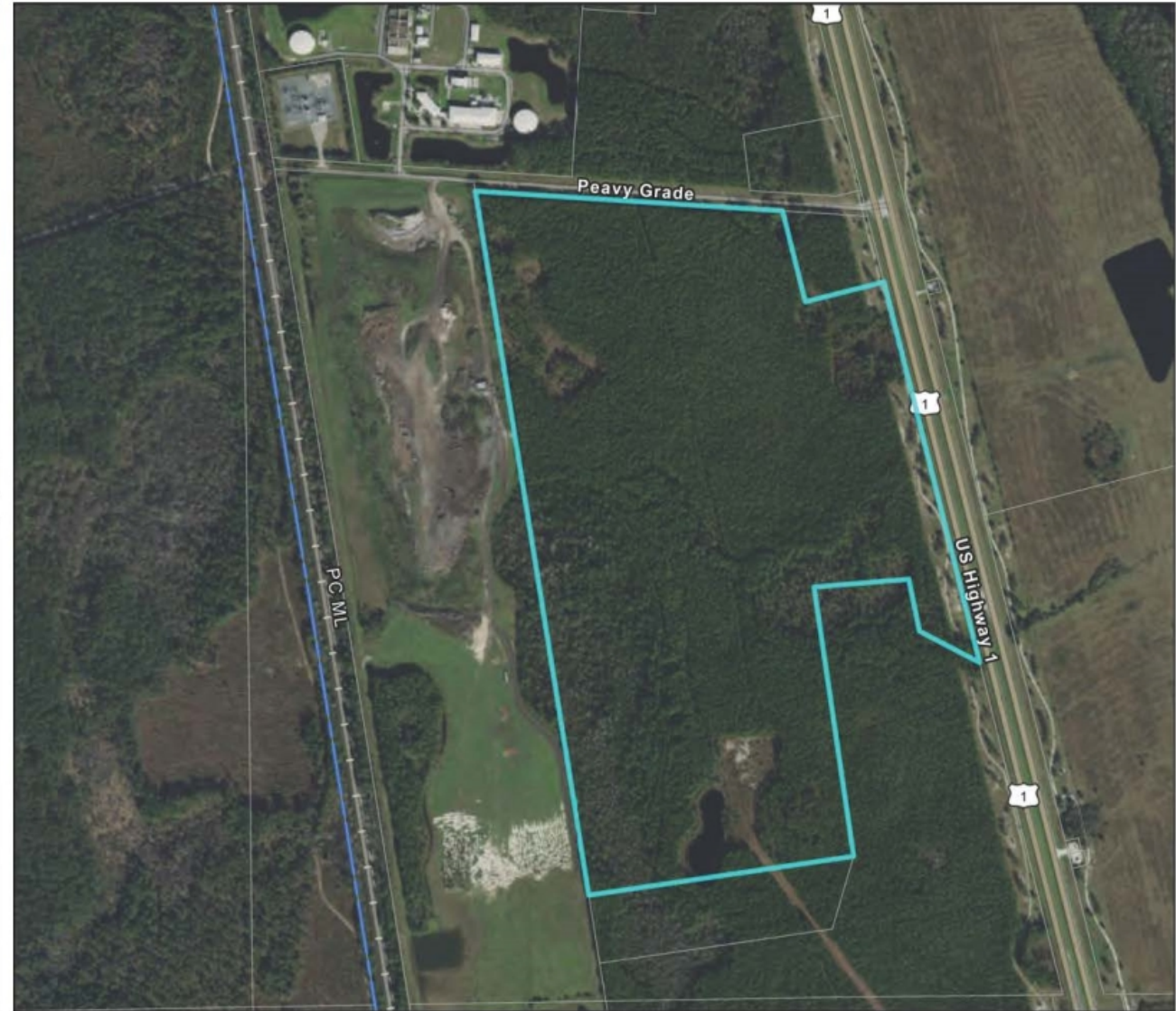
Economic Development parcel

Zoning: MPD

Acreage: 103.51 acres

Acquired: 2021 from Byrndog

Optimal Use: Economic Development



Date Created: 5/5/2023 10:41 AM  
User: ELens



# 13 Commerce Blvd

Utility parcel:  
Potential for well  
site (testing  
completed).

Remainder of  
parcel available  
for Economic  
Development.



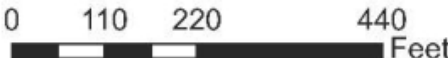
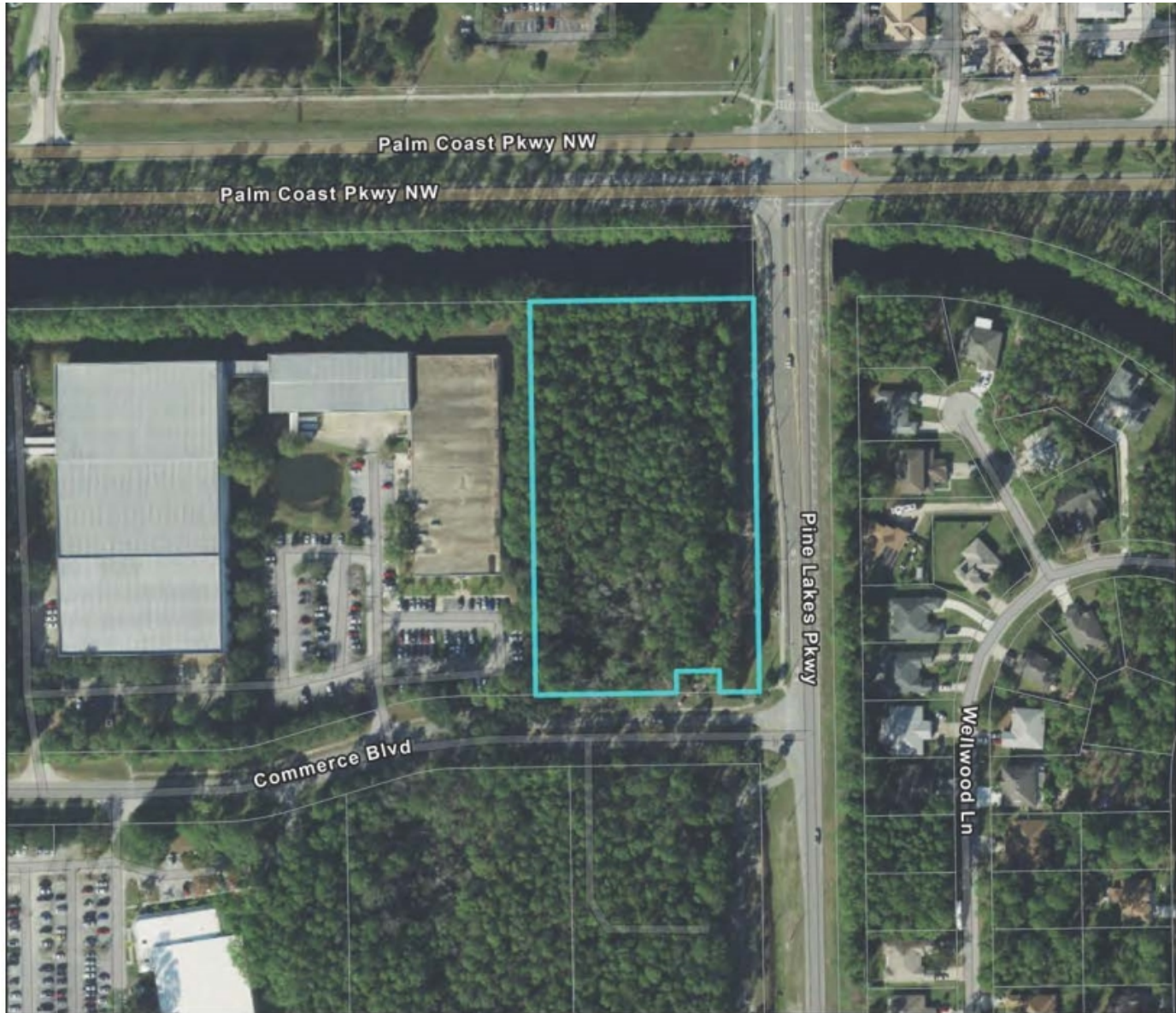
Utility

Zoning: IND-1

Acreage: 3.87 acres

Acquired: 2019 from Commerce Blvd. Holdings

Optimal Use: Utilities/Possibly Economic Development



Date Created: 5/12/2023 9:15 AM  
User: ELens



# State Road 100 Community Redevelopment Area (CRA) - Midway Park

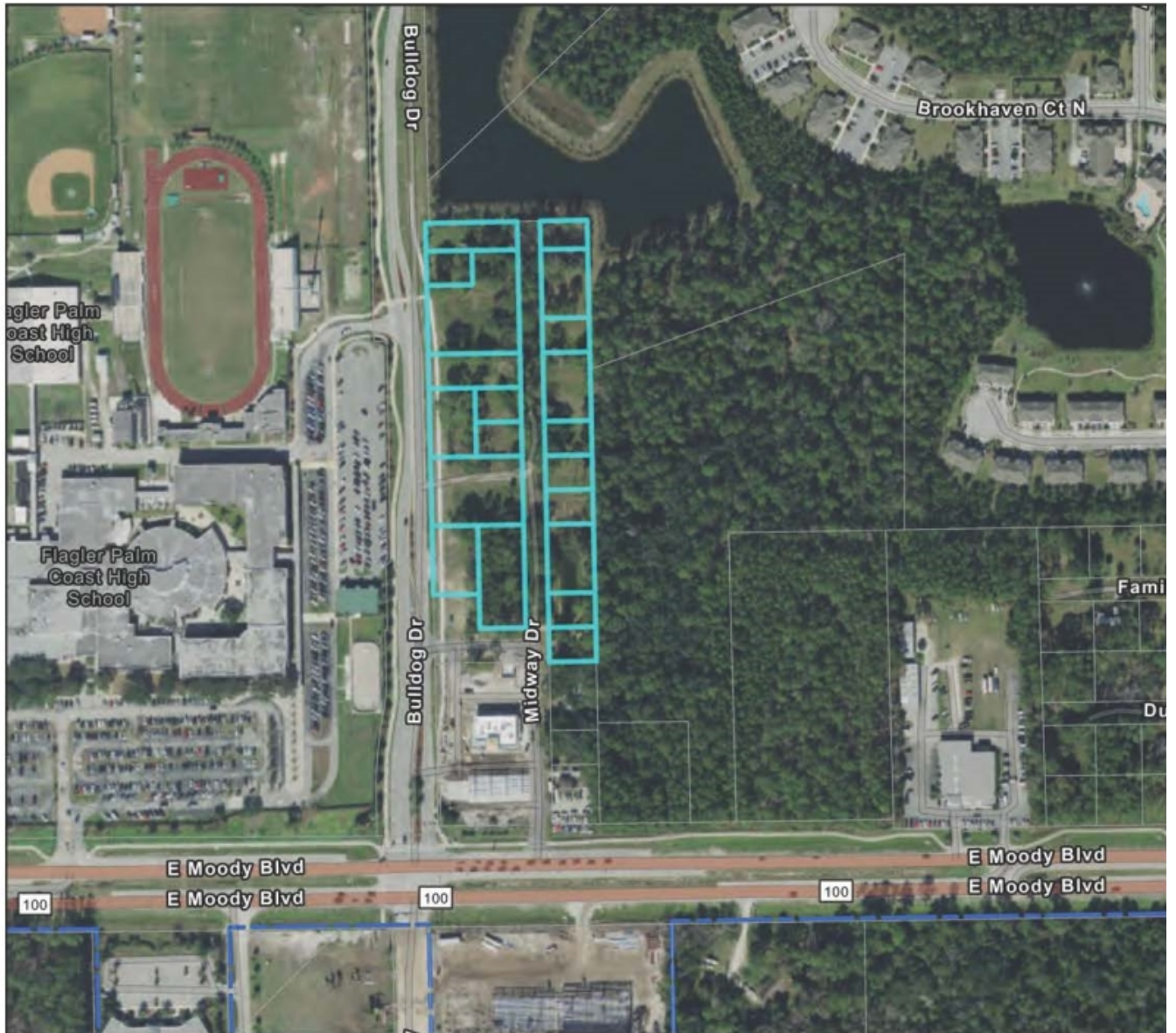
- These parcels are identified for future redevelopment in accordance with the City's CRA Plan.



Acreage: Total 6.16 acres  
FLUM - Mixed Use  
Zoning - MPD (Palm Town Center)  
19 parcels



Date Created: 5/19/2023 1:49 PM  
User: ELens



# State Road 100 Community Redevelopment Area (CRA) - Whispering Pines

- These parcels are identified for future redevelopment in accordance with the City's CRA Plan.



22 Parcels  
Zoning: PSP & COM-2



Date Created: 5/4/2023 5:32 PM  
User: ELens

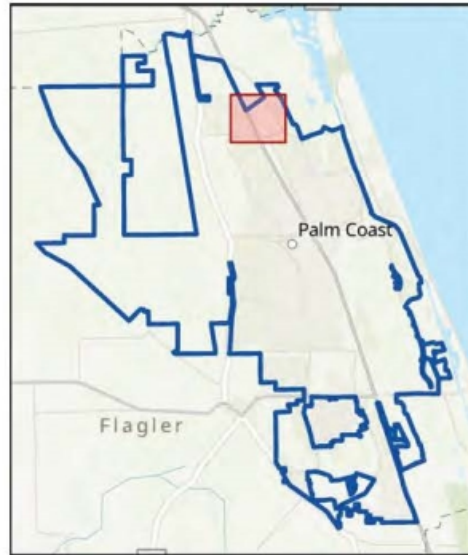




Parcel nos. 25-10-30-4625-00000-00Y0, 25-10-30-4626-00000-00Z0  
& 25-10-30-4626-00000-00Z5

# Conservation Area

- 288 acres
- FLUM
- Conservation and Greenbelt
- Zoning - EST-2



Acreage: 288 acres  
FLUM - Conservation and Greenbelt  
Zoning - EST-2  
Acquired: 2013 from Paterson & Winters and Bank of the Ozarks  
Optimal Use: Conservation - TBD

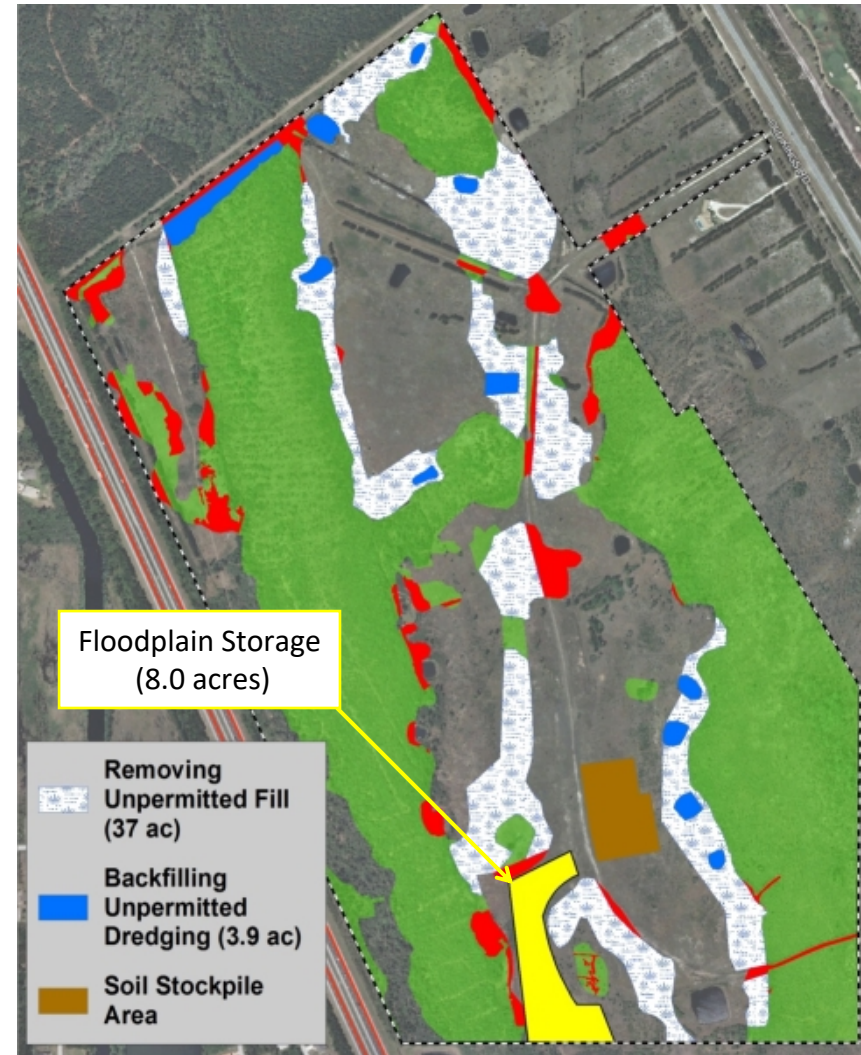
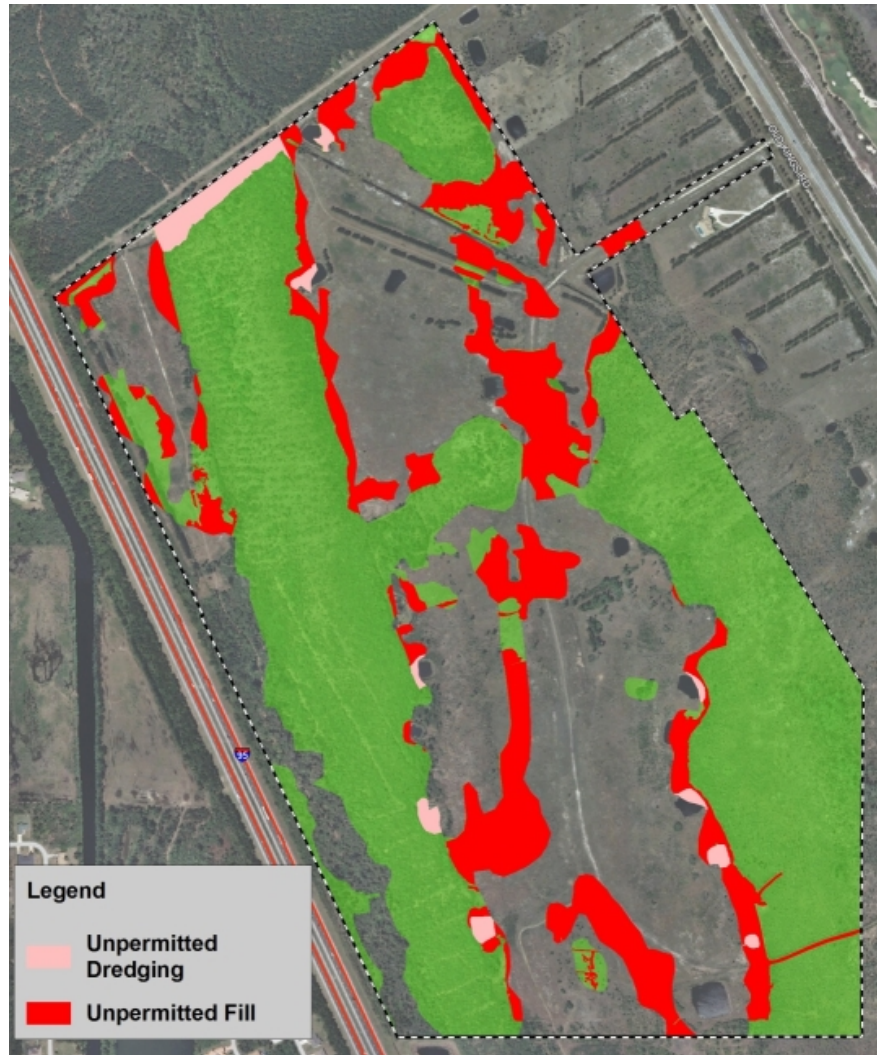


0 500 1,000 2,000 Feet

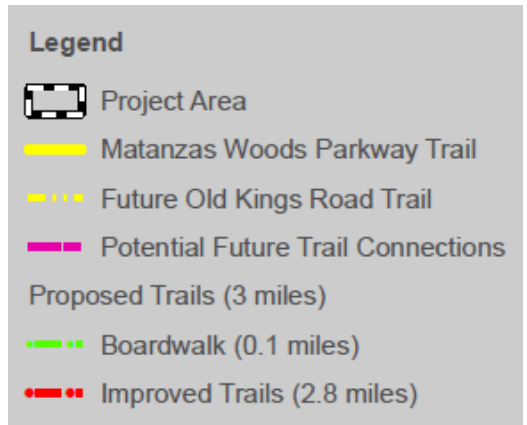
Date Created: 5/19/2023 2:06 PM  
User: ELens



# 2014 Regulatory Required Restoration



# 2014 Recreational Use Opportunities



**Questions?**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	CITY ADMINISTRATION	<b>Amount</b>	
<b>Division</b>		<b>Account</b>	
		<b>#</b>	
<b>Subject</b>	PRESENTATION - LEADERSHIP INTERN TRAINING EXPERIENCE (LITE) TEAM PROJECTS		
<b>Background:</b>			
<p>To address City needs for executive leadership, succession planning, and to develop additional capacity within the City organization, the Leadership Intern Training Experience (LITE) team concept was established in 2012 and successfully continues today. Employees are provided the rare opportunity to work directly with the City Manager and other members of top management through a mentoring approach. The program is also intended to provide growth opportunities for employees in developing their skills and tackling challenges that affect the community and the organization.</p> <p>To be accepted into the program, an employee must first apply to the City Manager's Office. Last year's program had 19 candidates apply with top applicants interviewed and ultimately selected by the outgoing LITE Team members. The 2022-23 LITE Team consisting of the following staff commenced in August 2022 and now closes out through these presentations. Since the program's inception, 32 employees have graduated, and many have moved on to top leadership roles in the organization.</p> <p>For 2022-23 LITE Team, eight employees have successfully completed the program and associated project objective(s).</p> <p><u>Electric Vehicle (EV) Team:</u> Strategic Action Plan Priority: Collaborate with FPL and community partners to provide electric vehicle fast charging stations across multiple locations in the City.</p> <p>The Team (Name and Department):</p> <ul style="list-style-type: none"> <li>• Kim Brown, Parks &amp; Recreation</li> <li>• Melissa Hill, Utility</li> <li>• Angelo D'Souza, Fire Department</li> <li>• Kim Trettner, Human Resources</li> </ul>			

Rebranding Team:

Strategic Action Plan Priority: Palm Coast brands its future as a "City on the Rise" to include becoming a regional model for medical training and careers.

The Team (Name and Department):

- Shannon Martin, Communications & Marketing
- Stacey Davis, Stormwater & Engineering
- Matt Johnson, Public Works
- Bill Eldredge, Information & Technology

**Recommended Action:**

**FOR PRESENTATION ONLY**

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>	\$81,000
<b>Division</b>	PLANNING	<b>Account #</b>	21097011-061000-54413
<b>Subject</b>	RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 266 BIRD OF PARADISE DRIVE FOR FUTURE ROADWAY USES		
<b>Presenter: Virginia Smith, Land Management Administrator, and Carl Cote, Director of Stormwater &amp; Engineering</b>			
<b>Background:</b>			
<p>The City has a future project to realign Luther Drive with Bird of Paradise Drive over Matanzas Woods Parkway. This intersection will change from a T-intersection to a 4-way intersection. This alignment is better suited for the intersection if a traffic signal becomes warranted at this location.</p> <p>Staff has been following the process as if the City would be receiving grant dollars from the Florida Department of Transportation (FDOT). At this time, we have not received grant funding. However, the City is continuously looking to have it funded by FDOT grants. If this project is funded by FDOT and the City continues to follow the FDOT guidelines for these purchases, there is a possibility the City will be reimbursed for the land purchases.</p> <p>The City will need to acquire four (4) parcels and one (1) easement in this location. This item is for Council's consideration to purchase 266 Bird of Paradise Drive, at the appraised value of \$79,000, and to pay minimal closing costs, in an approximate amount of \$2,000.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2023</b>			
Matanzas/BOP Intersection - 21097011-061000-54413			\$300,000.00
Total Expended/Encumbered to Date			\$4,960.00
Pending Work Orders/Contracts			\$68,000.00
Current (WO/Contract)			\$81,000.00
<b>Balance</b>			<b>\$146,040.00</b>
<b>Recommended Action:</b>			
<b>ADOPT RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 266 BIRD OF PARADISE DRIVE FOR FUTURE ROADWAY USES</b>			



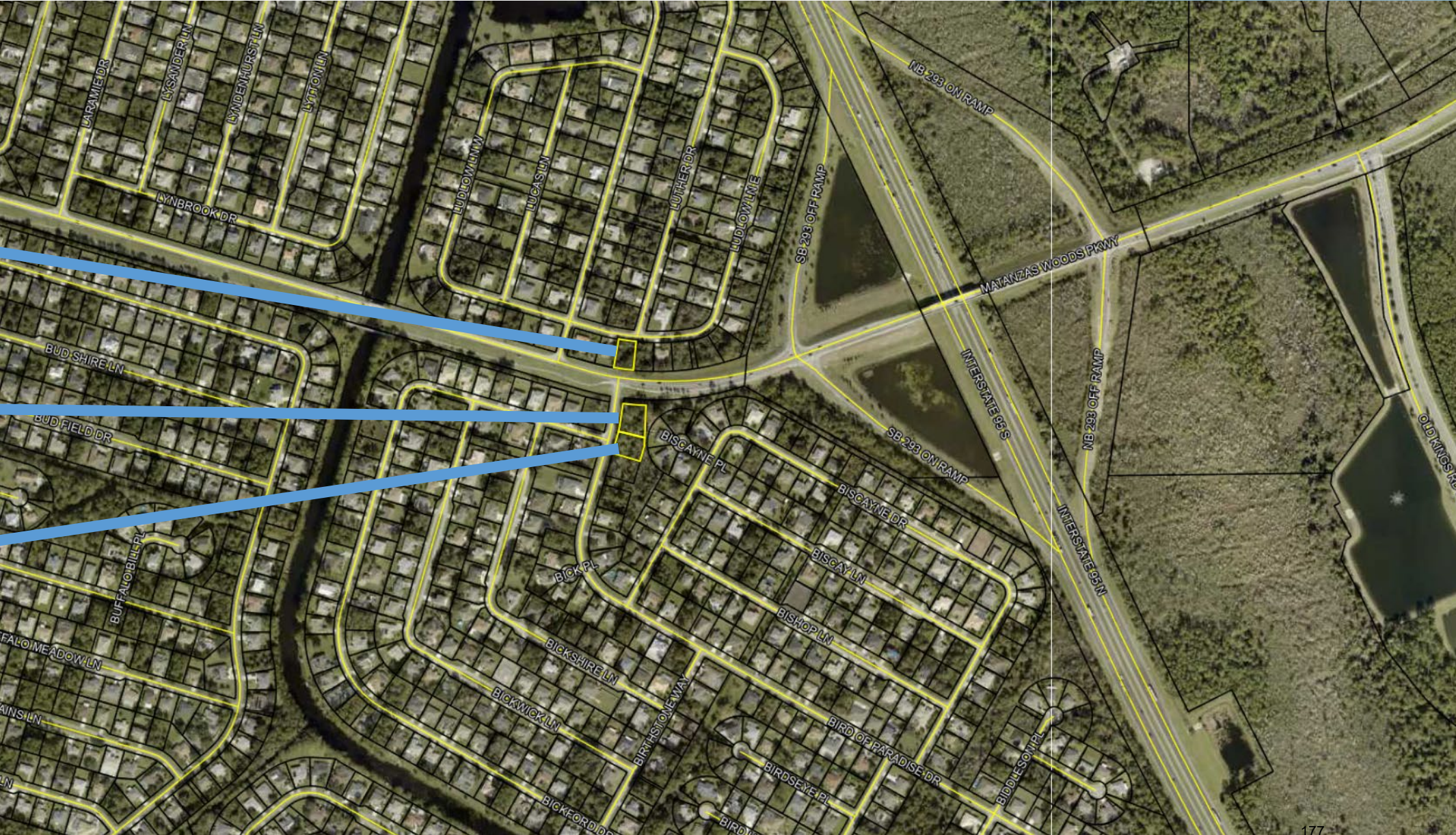
# **LAND PURCHASES**

## **Matanzas Woods Parkway and Bird of Paradise**

Presented by: Virginia Smith, Land Management Administrator  
Carl Cote, Director of Stormwater & Engineering



# LOCATION MAP



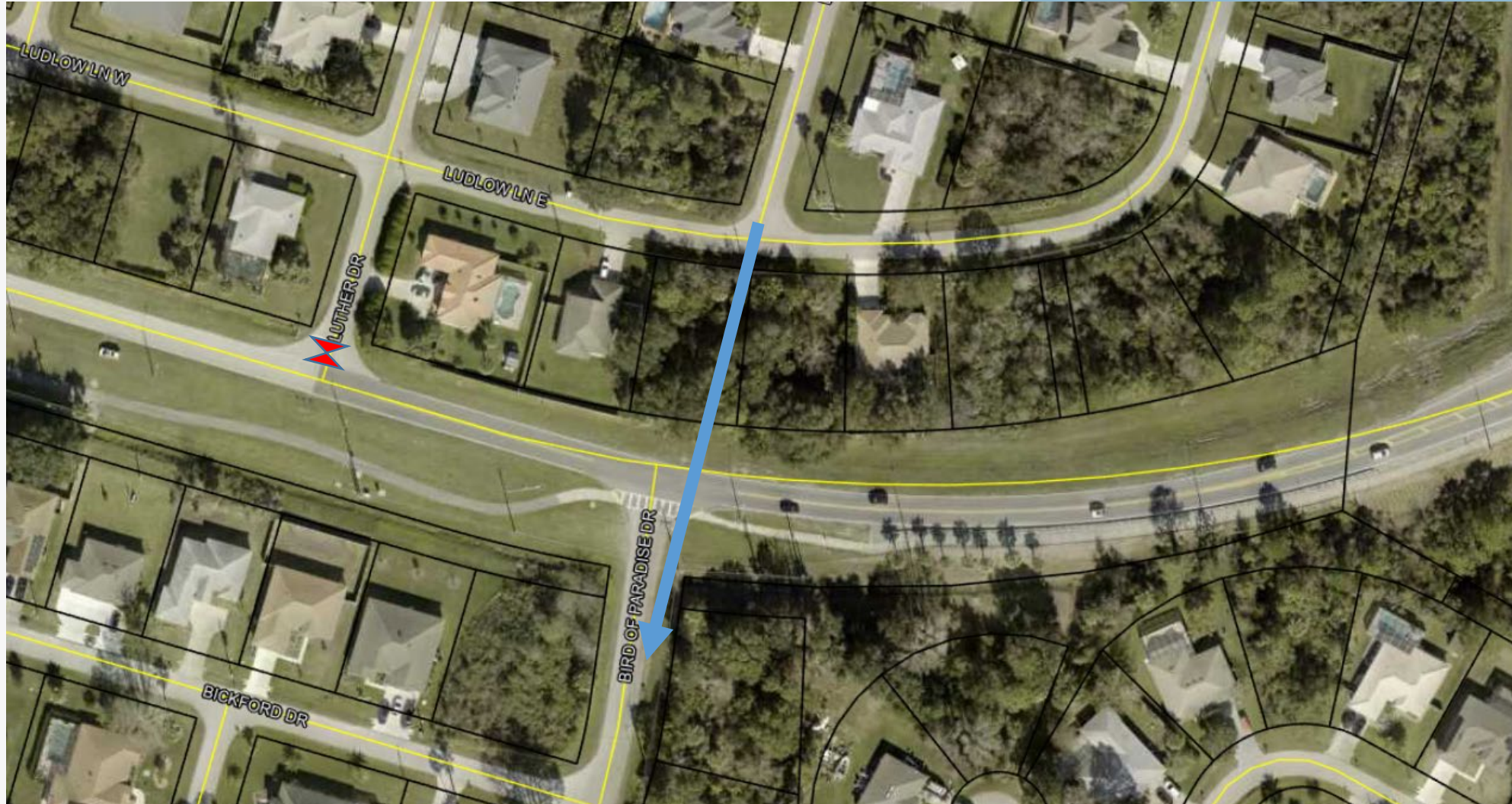
6 Ludlow Ln E

266 Bird of Paradise Dr.

264 Bird of Paradise Dr.



# FUTURE INTERSECTION BIRD OF PARADISE DRIVE AND LUTHER DRIVE



# FINDINGS

## Bird of Paradise Drive/Luther Drive future realignment

- Change from a T intersection to a 4-way intersection
- Better suited for a future intersection with a traffic light, if warranted



# QUESTIONS?



**RESOLUTION 2023-\_\_\_\_**  
**PURCHASE OF PROPERTY**  
**266 BIRD OF PARADISE DRIVE**

**A RESOLUTION OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF THE PURCHASE AGREEMENT WITH ALAN L. COOPER FOR THE PURCHASE OF 266 BIRD OF PARADISE DRIVE; AUTHORIZING THE CITY MANAGER OR DESIGNEE, TO EXECUTE SAID AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTING ACTIONS AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Alan L. Cooper (hereafter known as Property Owner) is willing to sell their property located at 266 Bird of Paradise Drive, Palm Coast, Florida, parcel ID #07-11-31-7035-01090-0010 to the City of Palm Coast; and

**WHEREAS**, the City of Palm Coast desires to purchase 266 Bird of Paradise Drive, Palm Coast, Florida, from Alan L. Cooper for roadway improvements.

**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 findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF THE AGREEMENT FOR PURCHASE.** The City Council hereby approves the terms and conditions of the Purchase Agreement with Alan L. Cooper for the purchase of 266 Bird of Paradise Drive, as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the agreement as depicted in Exhibit "A."

**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 this 20<sup>th</sup> day of June 2023.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, DEPUTY CITY CLERK

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
NEYSA BORKERT, CITY ATTORNEY

Attachments: Exhibit A - Cooper Purchase Agreement, 266 Bird of Paradise Drive

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PURCHASE AGREEMENT**

575-030-07a  
 RIGHT OF WAY  
 OGC – 10/16  
 Page 1 of 4

ITEM SEGMENT NO.: \_\_\_\_\_  
 DISTRICT: \_\_\_\_\_  
 FEDERAL PROJECT NO.: \_\_\_\_\_  
 STATE ROAD NO.: \_\_\_\_\_  
 COUNTY: \_\_\_\_\_  
 PARCEL NO.: \_\_\_\_\_

**Seller:** Alan L. Cooper  
11111 176th Ave. East, Bonney Lake, WA 98390

**Buyer:** City of Palm Coast

Buyer and Seller hereby agree that Seller shall sell and Buyer shall buy the following described property pursuant to the following terms and conditions:

**I. Description of Property:**

(a) **Estate Being Purchased:**  Fee Simple  Permanent Easement  Temporary Easement  Leasehold

(b) **Real Property Described As:** vacant land located at 266 Bird of Paradise, Palm Coast FL 32137  
with a Parcel ID # 07-11-31-7035-01090-0010

(c) **Personal Property:** N/A

(d) **Outdoor Advertising Structure(s) Permit Number(s):** N/A

**Buildings, Structures, Fixtures and Other Improvements Owned By Others:** N/A

These items are **NOT** included in this agreement. A separate offer is being, or has been, made for these items.

**II. PURCHASE PRICE**

(a) <b>Real Property</b>		
	Land	1. \$ <u>79,000.00</u>
	Improvements	2. \$ <u>0.00</u>
	Real Estate Damages (Severance/Cost-to-Cure)	3. \$ <u>0.00</u>
	<b>Total Real Property</b>	4. \$ <u>79,000.00</u>
(b) <b>Total Personal Property</b>		5. \$ <u>0.00</u>
(c) <b>Fees and Costs</b>		
	Attorney Fees	6. \$ <u>0.00</u>
	Appraiser Fees	7. \$ <u>0.00</u>
	_____	
	_____ Fee(s)	8. \$ <u>0.00</u>
	<b>Total Fees and Costs</b>	9. \$ <u>0.00</u>
(d) <b>Total Business Damages</b>		10. \$ <u>0.00</u>
(e) <b>Total of Other Costs</b>		11. \$ <u>0.00</u>
	List: <u>N/A</u>	

**Total Purchase Price** (Add Lines 4, 5, 9, 10 and 11) \$ 79,000.00

**Total Global Settlement Amount**

- (f) Portion of Total Purchase Price or Global Settlement Amount to be paid to Seller by Buyer at Closing \$ 79,000.00
- (g) Portion of Total Purchase Price or Global Settlement Amount to be paid to Seller by Buyer upon surrender of possession or \_\_\_\_\_ \$ \_\_\_\_\_

### III. Conditions and Limitations

- (a) Seller is responsible for all taxes due on the property up to, but not including, the day of closing.
- (b) Seller is responsible for delivering marketable title to Buyer. Marketable title shall be determined according to applicable title standards adopted by the Florida Bar in accordance with Florida Law subject only to those exceptions that are acceptable to Buyer. Seller shall be liable for any encumbrances not disclosed in the public records or arising after closing as a result of actions of the Seller.
- (c) Seller shall maintain the property described in **Section I** of this agreement until the day of closing. The property shall be maintained in the same condition existing on the date of this agreement, except for reasonable wear and tear.
- (d) Any occupancy of the property described in **Section I** of this agreement by Seller extending beyond the day of closing must be pursuant to a lease from Buyer to Seller.
- (e) The property described in **Section I** of this agreement is being acquired by Buyer for transportation purposes under threat of condemnation pursuant to **Section 337.25 Florida Statutes**.
- (f) Pursuant to **Rule 14-10.004, Florida Administrative Code**, Seller shall deliver completed **Outdoor Advertising Permit Cancellation Form(s), Form Number 575-070-12**, executed by the outdoor advertising permit holder(s) for any outdoor advertising structure(s) described in **Section I** of this agreement and shall surrender, or account for, the outdoor advertising permit tag(s) at closing.
- (g) Seller agrees that the real property described in **Section I** of this agreement shall be conveyed to Buyer by conveyance instrument(s) acceptable to Buyer.
- (h) Seller and buyer agree that this agreement represents the full and final agreement for the herein described sale and purchase and no other agreements or representations, unless incorporated into this agreement, shall be binding on the parties.
- (i) Other: The parties acknowledge this is a negotiated purchase of the Property in full and final settlement of all issues relating to this Property, and that the Purchase Price includes settlement of any and all claims, money, attorney's fees, expert fees, costs, severance damages, business damages, or any other damages or claims Seller has, could have or might have been entitled to if this matter had proceeded to eminent domain. Nothing herein entitles the Seller or his attorney to nonmonetary benefits or attorney's fees of any kind.

---

\*Contingent upon City of Palm Coast City Council approval

---

- (j) Seller and Buyer agree that a real estate closing pursuant to the terms of this agreement shall be contingent on delivery by Seller of an executed Public Disclosure Affidavit in accordance with **Section 286.23, Florida Statutes**.

### IV. Closing Date

The closing will occur no later than 60 days after Final Agency Acceptance.

### V. Typewritten or Handwritten Provisions

Any typewritten or handwritten provisions inserted into or attached to this agreement as addenda must be initialed by both Seller and Buyer.

- There is an addendum to this agreement. Page \_\_\_\_\_ is made a part of this agreement.
- There is not an addendum to this agreement.



VI. Seller and Buyer hereby acknowledge and agree that their signatures as Seller and Buyer below constitute their acceptance of this agreement as a binding real estate contract.

It is mutually acknowledged that this Purchase Agreement is subject to Final Agency Acceptance by Buyer pursuant to **Section 119.0711, Florida Statutes**. A closing shall not be conducted prior to 30 days from the date this agreement is signed by Seller and Buyer to allow public review of the transaction. Final Agency Acceptance shall not be withheld by Buyer absent evidence of fraud, coercion, or undue influence involving this agreement. Final Agency Acceptance shall be evidenced by the signature of Buyer in **Section VII** of this agreement.

**Seller(s)**

Alan L Cooper  
Signature \_\_\_\_\_ Date \_\_\_\_\_

ALAN L COOPER 5/21/23  
Type or Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name \_\_\_\_\_

**Buyer**

City of Palm Coast

BY: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name and Title \_\_\_\_\_

**VII. FINAL AGENCY ACCEPTANCE**

The Buyer has granted Final Agency Acceptance this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BY: \_\_\_\_\_  
Signature \_\_\_\_\_ Type or Print Name and Title \_\_\_\_\_

Legal Review: \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Type or Print Name and Title \_\_\_\_\_

# LOCATION MAP



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>	\$58,000
<b>Division</b>	PLANNING	<b>Account #</b>	21097011 - 061000-54413
<b>Subject</b>	RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 6 LUDLOW LANE E FOR FUTURE ROADWAY USES		
<b>Presenter: Virginia Smith, Land Management Administrator and Carl Cote, Director of Stormwater &amp; Engineering</b>			
<b>Background:</b>			
<p>The City has a future project to realign Luther Drive with Bird of Paradise Drive over Matanzas Woods Parkway. This intersection will change from a T-intersection to a 4-way intersection. This alignment is better suited for the intersection if a traffic signal becomes warranted at this location.</p> <p>Staff has been following the process as if the City would be receiving grant dollars from the Florida Department of Transportation (FDOT). At this time, we have not received grant funding. However, the City is continuously looking to have it funded by FDOT grants. If this project is funded by FDOT and the City continues to follow the FDOT guidelines for these purchases, there is a possibility that the City will be reimbursed for the land purchases.</p> <p>The City will need to acquire four (4) parcels and one (1) easement in this location. This item is for Council's consideration to purchase 6 Ludlow Lane E, at appraised value of \$56,000 and to pay minimal closing costs, in an approximate amount of \$2,000.</p>			
<b>SOURCE OF FUNDS WORKSHEET FY 2023</b>			
Matanzas/BOP Intersection – 21097011-061000-55413			\$300,000.00
Total Expended/Encumbered to Date			\$4,960.00
Pending Work Orders/Contracts			\$0.00
Current (WO/Contract)			\$58,000.00
<b>Balance</b>			<b>\$237,040.00</b>
<b>Recommended Action:</b>			
<b>ADOPT RESOLUTION 2023-XX APPROVING A LAND PURCHASE AGREEMENT WITH THE PROPERTY OWNERS OF 6 LUDLOW LANE E FOR FUTURE ROADWAY USES</b>			

**RESOLUTION 2023-\_\_\_\_\_**  
**PURCHASE OF PROPERTY**  
**6 LUDLOW LANE E**

**A RESOLUTION OF THE CITY OF PALM COAST, FLORIDA, APPROVING THE TERMS AND CONDITIONS OF THE PURCHASE AGREEMENT WITH TERESA CROCE AND LORRAINE CROCE FOR THE PURCHASE OF 6 LUDLOW LANE E; AUTHORIZING THE CITY MANAGER OR DESIGNEE, TO EXECUTE SAID AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR IMPLEMENTATION AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Teresa Croce and Lorraine Croce (hereafter known as Property Owners) are willing to sell their property located at 6 Ludlow Lane E, Palm Coast, Florida, parcel ID #07-11-31-7037-00140-0040 to the City of Palm Coast; and

**WHEREAS**, the City of Palm Coast desires to purchase 6 Ludlow Lane E, Palm Coast, Florida, from Teresa Croce and Lorraine Croce, for roadway improvements.

**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 findings of the City Council of the City of Palm Coast.

**SECTION 2. APPROVAL OF THE AGREEMENT FOR PURCHASE.** The City Council hereby approves the terms and conditions of the Purchase Agreement with Teresa Croce and Lorraine Croce for purchase of 6 Ludlow Lane E, as attached hereto and incorporated herein by reference as Exhibit "A."

**SECTION 3. AUTHORIZATION TO EXECUTE.** The City Manager, or designee, is hereby authorized to execute the agreement as depicted in Exhibit "A."

**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 this 20<sup>th</sup> day of June 2023.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, DEPUTY CITY CLERK

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
NEYSA BORKERT, CITY ATTORNEY

Attachments: Exhibit A – Croce Purchase Agreement – 6 Ludlow Lane E

**PURCHASE AGREEMENT**

ITEM SEGMENT NO.: \_\_\_\_\_  
 DISTRICT: \_\_\_\_\_  
 FEDERAL PROJECT NO.: \_\_\_\_\_  
 STATE ROAD NO.: \_\_\_\_\_  
 COUNTY: \_\_\_\_\_  
 PARCEL NO.: \_\_\_\_\_

**Seller:** TERESA CROCE AND LORRAINE CROCE  
59 Hofstra Dr., Smithtown, NY 11787

**Buyer:** City of Palm Coast

Buyer and Seller hereby agree that Seller shall sell and Buyer shall buy the following described property pursuant to the following terms and conditions:

**I. Description of Property:**

(a) **Estate Being Purchased:**  Fee Simple  Permanent Easement  Temporary Easement  Leasehold

(b) **Real Property Described As:** vacant land located at 6 Ludlow Lane E, Palm Coast FL 32137  
with a Parcel ID # 07-11-31-7037-00140-0040

(c) **Personal Property:** N/A

(d) **Outdoor Advertising Structure(s) Permit Number(s):** N/A

**Buildings, Structures, Fixtures and Other Improvements Owned By Others:** N/A

These items are **NOT** included in this agreement. A separate offer is being, or has been, made for these items.

**II. PURCHASE PRICE**

(a) <b>Real Property</b>		
	Land	1. \$ <u>56,000.00</u>
	Improvements	2. \$ <u>0.00</u>
	Real Estate Damages	3. \$ <u>0.00</u>
	(Severance/Cost-to-Cure)	
	<b>Total Real Property</b>	<b>4. \$ <u>56,000.00</u></b>
(b)	<b>Total Personal Property</b>	<b>5. \$ <u>0.00</u></b>
(c) <b>Fees and Costs</b>		
	Attorney Fees	6. \$ <u>0.00</u>
	Appraiser Fees	7. \$ <u>0.00</u>
	_____	
	_____	
	_____ Fee(s)	8. \$ <u>0.00</u>
	<b>Total Fees and Costs</b>	<b>9. \$ <u>0.00</u></b>
(d)	<b>Total Business Damages</b>	<b>10. \$ <u>0.00</u></b>
(e)	<b>Total of Other Costs</b>	<b>11. \$ <u>0.00</u></b>
	List: <u>N/A</u>	

**Total Purchase Price (Add Lines 4, 5, 9, 10 and 11)** \$ 56,000.00

**Total Global Settlement Amount**

(f)	Portion of Total Purchase Price or Global Settlement Amount to be paid to Seller by Buyer at Closing	\$ <u>56,000.00</u>
(g)	Portion of Total Purchase Price or Global Settlement Amount to be paid to Seller by Buyer upon surrender of possession or _____	\$ _____

### III. Conditions and Limitations

- (a) Seller is responsible for all taxes due on the property up to, but not including, the day of closing.
- (b) Seller is responsible for delivering marketable title to Buyer. Marketable title shall be determined according to applicable title standards adopted by the Florida Bar in accordance with Florida Law subject only to those exceptions that are acceptable to Buyer. Seller shall be liable for any encumbrances not disclosed in the public records or arising after closing as a result of actions of the Seller.
- (c) Seller shall maintain the property described in **Section I** of this agreement until the day of closing. The property shall be maintained in the same condition existing on the date of this agreement, except for reasonable wear and tear.
- (d) Any occupancy of the property described in **Section I** of this agreement by Seller extending beyond the day of closing must be pursuant to a lease from Buyer to Seller.
- (e) The property described in **Section I** of this agreement is being acquired by Buyer for transportation purposes under threat of condemnation pursuant to **Section 337.25 Florida Statutes**.
- (f) Pursuant to **Rule 14-10.004, Florida Administrative Code**, Seller shall deliver completed **Outdoor Advertising Permit Cancellation Form(s), Form Number 575-070-12**, executed by the outdoor advertising permit holder(s) for any outdoor advertising structure(s) described in **Section I** of this agreement and shall surrender, or account for, the outdoor advertising permit tag(s) at closing.
- (g) Seller agrees that the real property described in **Section I** of this agreement shall be conveyed to Buyer by conveyance instrument(s) acceptable to Buyer.
- (h) Seller and buyer agree that this agreement represents the full and final agreement for the herein described sale and purchase and no other agreements or representations, unless incorporated into this agreement, shall be binding on the parties.
- (i) Other: The parties acknowledge this is a negotiated purchase of the Property in full and final settlement of all issues relating to this Property, and that the Purchase Price includes settlement of any and all claims, money, attorney's fees, expert fees, costs, severance damages, business damages, or any other damages or claims Seller has, could have or might have been entitled to if this matter had proceeded to eminent domain. Nothing herein entitles the Seller or his attorney to nonmonetary benefits or attorney's fees of any kind.

---

\*Contingent Upon City of Palm Coast City Council approval

---

- (j) Seller and Buyer agree that a real estate closing pursuant to the terms of this agreement shall be contingent on delivery by Seller of an executed Public Disclosure Affidavit in accordance with **Section 286.23, Florida Statutes**.

### IV. Closing Date

The closing will occur no later than 60 days after Final Agency Acceptance.

### V. Typewritten or Handwritten Provisions

Any typewritten or handwritten provisions inserted into or attached to this agreement as addenda must be initialed by both Seller and Buyer.

- There is an addendum to this agreement. Page \_\_\_\_\_ is made a part of this agreement.
- There is not an addendum to this agreement.

VI. Seller and Buyer hereby acknowledge and agree that their signatures as Seller and Buyer below constitute their acceptance of this agreement as a binding real estate contract.

It is mutually acknowledged that this Purchase Agreement is subject to Final Agency Acceptance by Buyer pursuant to **Section 119.0711, Florida Statutes**. A closing shall not be conducted prior to 30 days from the date this agreement is signed by Seller and Buyer to allow public review of the transaction. Final Agency Acceptance shall not be withheld by Buyer absent evidence of fraud, coercion, or undue influence involving this agreement. Final Agency Acceptance shall be evidenced by the signature of Buyer in **Section VII** of this agreement.

Seller(s)

*In Croe Gutierrez* 5/15/23  
Signature Date

Heresa A. Croe Gutierrez  
Type or Print Name

*Lorraine Croe Guista* 5/15/23  
Signature Date

Lorraine Croe Guista  
Type or Print Name

Buyer

City of Palm Coast

BY: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name and Title

**VII. FINAL AGENCY ACCEPTANCE**

The Buyer has granted Final Agency Acceptance this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BY: \_\_\_\_\_  
Signature Type or Print Name and Title

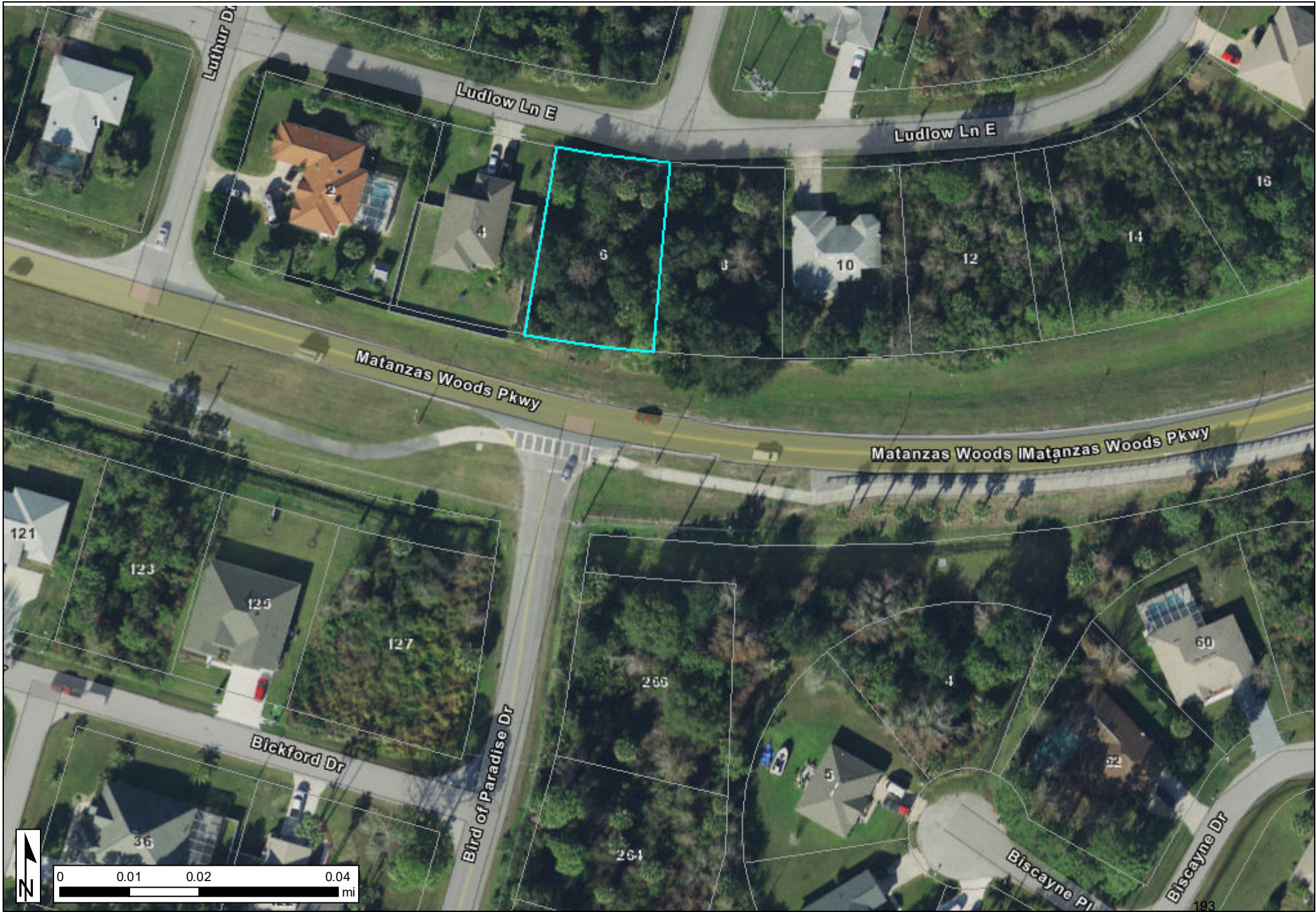
Legal Review: \_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name and Title



# 6 Ludlow Ln. E - Palm Coast Section 37, Block 14, Lot 4

Tue, June 28, 2022 8:21:36 AM



The City of Palm Coast prepares and uses this map/map data for its own purposes. This map/map data displays general boundaries and may not be appropriate for site specific uses. The City uses data believed to be accurate; however, a degree of error is inherent in all maps. This map/map data is distributed AS-IS without warranties of any kind, either expressed or implied including, but not limited to, warranties of suitability to a particular purpose or use. This map/map data is intended for use only at the published scale. Detailed on-the-ground surveys and historical analyses of sites may differ substantially from this map/map data.

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 13, 2023

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

	<b>June 20, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Presentation	Distinguished Budget Award	Alves
Ordinance 1st	Referendum/Initiative Process	Borkert
Proclamation	Parks & Recreation Month	Cook
Proclamation	Christmas Come True	Cook
Resolution	Belle Terre Safety Improvement Design Update	Cote
Resolution	Matanzas/Palm Coast Parkway Connector Loop Design	Cote
Presentation	Parks Master Plan Update	Hirst
Resolution	Comprehensive Plan Contract	Papa
Resolution	6 Ludlow Lane East Land Purchase	Smith/Gibson
Resolution	266 Bird of Paradise Drive Land Purchase	Smith/Gibson
Resolution	264 Bird of Paradise Drive Land Purchase	Smith/Gibson
	<b>June 27, 2023 SPECIAL WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Fire Station 22 Update	Cote
Presentation	Community Development Update	Delorenzo
Presentation	Flagler County Sheriff's Office	FCSO
Presentation	Economic Development Incentive Program	Fiedor
Presentation	SAP Council Priority and Update	Johnston
	<b>June 27, 2023 SPECIAL BUSINESS MEETING(IMMEDIATELY FOLLOWING THE SPECIAL WORKSHOP MEETING)</b>	<b>PRESENTER</b>
Ordinance	Fifth Amendment to the Palm Coast Park Master Plan Development Agreement	Hoover
	<b>July 4, 2023 BUSINESS MEETING - CANCELLED</b>	<b>PRESENTER</b>
	<b>CANCELLED</b>	
	<b>July 11, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Proposed General Fund Budget and TRIM Rate	Alves/Ragsdale
Resolution	Water Treatment Facility 1 Sustainability Study	Blake
Presentation	Wastewater Treatment Plant 1 Expansion Study	Blake
Presentation	Pavement Management Global Treatment	Cote
Presentation	Legislative Priorities Update	Delorenzo
Resolution	Initial Nuisance Abatement	Grossman
	<b>July 18, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Presentation	Proposed Millage Rate	Alves/Ragsdale
Resolution	Water Treatment Facility 1 Sustainability Study	Blake
Resolution	Wastewater Treatment Plant 1 Expansion Study	Blake
Resolution	Raw Watermain Extension - Water Plant 3 Wellfield	Blake
Ordinance 2nd	Referendum/Initiative Process	Borkert
Resolution	Interlocal Agreement with the Supervisor of Elections	Borkert
Proclamation	Christmas Come True	Cook
Resolution	Initial Nuisance Abatement	Grossman
Presentation	London Waterway Expansion	Morales
Ordinance 1st	Coquina Shores Community Development District	Nguyen

Ordinance 1st	Cascades at Grand Landings Annexation	Papa
Ordinance 2nd	Coquina Shores Future Land Use Map	Papa
Ordinance 2nd	Coquina Shores Master Planned Development Rezoning	Papa
Appointment	Code Board and Code Board Alternate Appointments	Smith
	<b>July 25, 2023 SPECIAL WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Proposed Water & Wastewater, Stormwater, Solid Waste, IT Ent. & Bldg. Fund	Alves/Ragsdale
	<b>August 1, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Proclamation	Purple Heart Month	Cook
Ordinance 2nd	Coquina Shores Community Development District	Nguyen
Ordinance 2nd	Cascades at Grand Landings Annexation	Papa
Appointment	Volunteer Firefighter Pension Board Appointment	Smith
	<b>August 8, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Capital, Internal Services, Special Revenue, Proposed Budget for All Remaining Funds	Alves/Ragsdale
Resolution	Final Nuisance Abatement	Grossman
Ordinance	Special Events and Fee Structure	McDermott
Presentation	Interns Project	Interns
Presentation	Parks Master Plan - Goals & Objectives	McDermott
Presentation	Saltwater Canals Update	Morales
Resolution	Community Development Block Grant (CDBG) Action Plan	Papa
	<b>August 15, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Resolution	Old Kings Special Road Assessment	Alves
Resolution	Final Nuisance Abatement	Grossman
Ordinance 1st	Special Events and Fee Structure	Hirst
	<b>August 29, 2023 SPECIAL WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Final Proposed Budget for FY 2024 - All Funds	Alves/Ragsdale
Presentation	Fleet Purchases	LaChance
	<b>September 5, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
Ordinance 2nd	Special Events and Fee Structure	McDermott
Resolution	Community Development Block Grant (CDBG) Action Plan	Papa
	<b>September 7, 2023 TENTATIVE BUDGET HEARING AT 5:15 PM (Date may change)</b>	<b>PRESENTER</b>
Presentation	Tentative Millage and Budget	Alves/Ragsdale
Resolution	Tentative Millage and Budget	Alves/Ragsdale
Resolution	Tentative Budget	Alves/Ragsdale
Resolution	Fleet Purchases	LaChance
	<b>September 12, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Resolution	Cultural Arts Grant	Hirst
	<b>September 19, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>

Resolution	Cultural Arts Grant	<b>Hirst</b>
Presentation	Parks Master Plan	McDermott
	<b>September 20, 2023 FINAL BUDGET HEARING AT 5:15 PM</b>	<b>PRESENTER</b>
Presentation	Final Millage and Budget	Alves/Ragsdale
Resolution	Final Millage	Alves/Ragsdale
Resolution	Final Budget	Alves/Ragsdale
Resolution	CRA Resolution CRA Budget	Alves/Ragsdale
	<b>October 3, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>October 10, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>October 17, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>November 7, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>November 14, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>November 21, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>December 5, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>December 12, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
	<b>December 19, 2023 BUSINESS MEETING</b>	<b>PRESENTER</b>
	<b>Future</b>	<b>PRESENTER</b>
Resolution	Tri-Party Sublease Tower Agreement Amendment	Akins/Eldredge
Resolution	Verizon Lease Agreement A1A Tower Amendments	Akins/Eldredge
Resolution	Reuse Distribution System Filtration Upgrades	Ashburn
Resolution	Above Ground Piping Rehab for Water Treatment Plant 1	Ashburn
Resolution	Contract for Old Kings Road Widening	Cote
Resolution	Matanzas/Bird of Paradise Intersection (Right-of-Way)	Cote
Resolution	Construction Contract for the Old Kings Road Force Main to Waste Water Treatment Plant 1	Cote
Resolution	Construction Contract for the Water Treatment Plant 1 Generator Project	Cote
Resolution	Construction Contract for the Water Treatment Plant 1 Sludge Dewatering Project	Cote
Resolution	K-Section Drainage Improvements	Cote
Resolution	Old Kings Road Design Force Main to Water Treatment Plant 1	Cote
Resolution	Old Kings Road South Phase 2 Study	Cote
Ordinance	Construction Contract for the Equip Wells SW-1, SW-2 & SW-3 for Water Treatment Plant 1	Cote/Grunewald
Resolution	Matanzas West Phase 1 Construction	Cote/Grunewald
Resolution	Utility Rate Study Approval	Flanagan
Resolution	Addendum to Country Interlocal for Beachside Sewer Extension	Flanagan
Resolution	Occupational Services	Fuller

Ordinance 1st	Animal Control Amendment	Grossman
Resolution	Flagler Schools Memorandum of Understanding, Joint Facilities Agreement	Hirst
Ordinance	No Smoking Ordinance	Hirst
Ordinance 1st	Belle Terre Estates	Hoover
Resolution	Savannah at Seminole Pointe Master Site Plan Tier 3	Hoover
Ordinance	Colbert Lane Master Plan Development	Hoover
Ordinance	Cascades at Grand Landing Rezoning	Hoover
Resolution	Retreat at Town Center (FKA Toll Brothers Subdivision) Final Plat	Leap/Tyner
Resolution	Whiteview Subdivision Phase 2 Final Plat	Leap/Tyner
Resolution	Blare and Colbert Culvert Crossing Upgrades	Morales
Resolution	P-1 Weir Replacement	Morales
Ordinance	Dry Lake Rezoning	Nguyen
Ordinance 1st	Old Kings Village Annexation	Papa
Ordinance	Cascades at Grand Landing Future Land Use Map	Papa
Ordinance	Dry Lake Future Land Use Map	Papa
Ordinance 2nd	Coquina Shores Master Plan Development Future Land Use Map	Papa
Resolution	Pre-Annexation Agreement for Airport Commons II	Papa
Resolution	Transportation Impact Fee Study	Papa/Delorenzo
Resolution	Legacy at Town Center - Tract 18 Technical Site Plan Tier 3	Planning
Resolution	Storage King State Road 100 - Easement Vacation	Ramirez
Resolution	8 Ludlow Lane East Land Purchase	Smith/Gibson



**Meeting Calendar for 6/20/2023 through 12/31/2023**

**6/20/2023 9:00 AM**

City Council  
City Hall

**6/21/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**6/22/2023 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**6/27/2023 9:00 AM**

CITY COUNCIL SPECIAL WORKSHOP BUDGET  
City Hall

**6/27/2023 9:00 AM**

City Council Special Business Meeting (Immediately Following the  
City Hall  
Special Workshop Meeting)

**7/11/2023 9:00 AM**

City Council Workshop  
City Hall

**7/12/2023 10:00 AM**

Code Enforcement Board  
City Hall

**7/18/2023 9:00 AM**

City Council  
City Hall



**Meeting Calendar for 6/20/2023 through 12/31/2023**

**7/19/2023 5:30 PM**

**Planning & Land Development Regulation Board**

City Hall

**7/25/2023 9:00 AM**

**CITY COUNCIL SPECIAL WORKSHOP BUDGET**

City Hall

**7/28/2023 5:00 PM**

**Beautification and Environmental Advisory Committee**

City Hall

**8/1/2023 6:00 PM**

**City Council**

City Hall

**8/2/2023 10:00 AM**

**Code Enforcement Board**

City Hall

**8/8/2023 9:00 AM**

**City Council Workshop**

City Hall

**8/11/2023 8:30 AM**

**Volunteer Firefighters' Pension Board**

City Hall

**8/15/2023 9:00 AM**

**City Council**

City Hall





**Meeting Calendar for 6/20/2023 through 12/31/2023**

**8/16/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**8/24/2023 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**8/29/2023 9:00 AM**

CITY COUNCIL SPECIAL WORKSHOP BUDGET  
City Hall

**9/5/2023 6:00 PM**

City Council  
City Hall

**9/6/2023 10:00 AM**

Code Enforcement Board  
City Hall

**9/7/2023 5:15 PM**

City Council Special Budget Meeting  
City Hall

**9/12/2023 9:00 AM**

City Council Workshop  
City Hall

**9/19/2023 9:00 AM**

City Council  
City Hall



**Meeting Calendar for 6/20/2023 through 12/31/2023**

**9/19/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**9/20/2023 5:15 PM**

City Council Special Budget Meeting  
City Hall

**9/26/2023 10:00 AM**

Animal Control Hearing  
City Hall

**9/28/2023 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**10/3/2023 6:00 PM**

City Council  
City Hall

**10/4/2023 10:00 AM**

Code Enforcement Board  
City Hall

**10/10/2023 9:00 AM**

City Council Workshop  
City Hall

**10/17/2023 9:00 AM**

City Council  
City Hall



**Meeting Calendar for 6/20/2023 through 12/31/2023**

**10/18/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**10/26/2023 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**11/1/2023 10:00 AM**

Code Enforcement Board  
City Hall

**11/7/2023 6:00 PM**

City Council  
City Hall

**11/14/2023 9:00 AM**

City Council Workshop  
City Hall

**11/15/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall

**11/17/2023 8:30 AM**

Volunteer Firefighters' Pension Board  
City Hall

**11/21/2023 9:00 AM**

City Council  
City Hall



## Meeting Calendar for 6/20/2023 through 12/31/2023

**12/5/2023 10:00 AM**

Animal Control Hearing  
City Hall

**12/5/2023 6:00 PM**

City Council  
City Hall

**12/6/2023 10:00 AM**

Code Enforcement Board  
City Hall

**12/7/2023 5:00 PM**

Beautification and Environmental Advisory Committee  
City Hall

**12/12/2023 9:00 AM**

City Council Workshop  
City Hall

**12/19/2023 9:00 AM**

City Council  
City Hall

**12/20/2023 5:30 PM**

Planning & Land Development Regulation Board  
City Hall