



**City of Palm Coast**  
**Agenda**  
**CITY COUNCIL SPECIAL**  
**BUDGET 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**

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**Tuesday, June 27, 2023**

**9:00 AM**

**Community Wing**

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**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 - FLAGLER COUNTY SHERIFF**

**2 PRESENTATION - STRATEGIC ACTION PLAN PROJECT PLANS**

**3 PRESENTATION - COMMUNITY DEVELOPMENT DEPARTMENT UPDATE**

**4 PRESENTATION - BUSINESS RECRUITMENT AND EXPANSION INCENTIVES**

**5 PRESENTATION - FACILITY ASSESSMENT OF EXISTING FIRE STATION 22**

**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**

## 6 AGENDA WORKSHEET AND CALENDAR

# City of Palm Coast, Florida Agenda Item

Agenda Date: June 27, 2023

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PRESENTATION - FLAGLER COUNTY SHERIFF	
<b>Presenter: Flagler County Sheriff's Office</b>	
<b>Background:</b> The Flagler County Sheriff's Office will provide an overview to assist City Council during the upcoming budget preparations.	
<b>Recommended Action:</b> <b>FOR PRESENTATION ONLY</b>	



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 27, 2023

<b>Department</b> CITY ADMINISTRATION <b>Division</b>	<b>Amount</b> <b>Account</b> <b>#</b>
<b>Subject</b> PRESENTATION - STRATEGIC ACTION PLAN PROJECT PLANS	
<b>Presenter: Lauren Johnston, Assistant City Manager</b>	
<b>Background:</b> Over the course of the Strategic Action Plan Evaluation Process, City Council directed staff to provide a timeline, budget projections, and the resources needed to implement the adopted City Council Priorities. Staff will provide a presentation that details this information for City Council consideration and feedback.	
<b>Recommended Action:</b> <b>FOR PRESENTATION ONLY</b>	



# STRATEGIC ACTION PLAN PROJECT PLANS



City Council Workshop  
June 27, 2023

# WHERE WE ARE

## March - July

✓ FEB - MAR

Annual Interviews  
with SAP/City  
Council

✓ 3/28

SAP Evaluation  
#1

✓ 4/25

SAP Evaluation  
#2

✓ 5/02

Adoption of SAP  
Priorities

6/27

SAP Q3 Council Priority  
Update and Presentation



# PRIORITY GOAL UPDATE



# PILLARS OF PRIORITIES



## STRONG RESILIENT ECONOMY

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

Improve financial strengths within the City to promote fiscal responsibility and secure future stability.



## SAFE & RELIABLE SERVICES

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

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



## CIVIC ENGAGEMENT

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

Promote the opportunity for communication between the decision-makers. Enhance existing channels through which accurate and timely information is disseminated from the City.

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



## SUSTAINABLE ENVIRONMENT & INFRASTRUCTURE

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

Anticipate the need for additional services and infrastructure. Continue to provide opportunities for development.

Maintain visual appeal by caring for our land, water, air, and wildlife.



Town Center should promote a home for arts & culture, including opportunities for performance, display, and creative expression.

a. Staff to investigate grant opportunities and other funding sources.

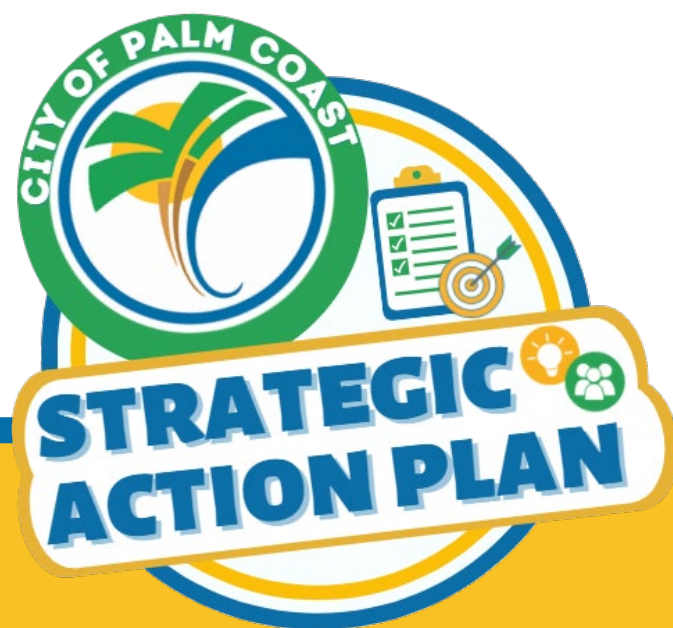
Project Manager	<b>Parks &amp; Recreation</b>
Projected Budget	<b>\$100,000</b>
Funding Source	<b>Capital Projects Fund</b>
Est. Staff Hours	<b>100</b>
Completion Year	<b>Ongoing</b>

## PROGRESS TO DATE

- **Presentation on Arts & Cultural Vision for Palm Coast on 2/14**
- **Launched Art Events in Town Center**
- **Enhanced and expanded criteria for Cultural Arts Grants**
- **Continued discussions with United We Art**

## PROJECTED OUTCOMES

- **Staff to investigate grant opportunities and other funding sources**
- **Partner with United We Art to create a conceptual site plan and phased approach for the Events Center.**
- **Conduct a Business Plan.**



Palm Coast brands its’ future as a “City on the Rise” to include becoming a regional model for medical training and careers.

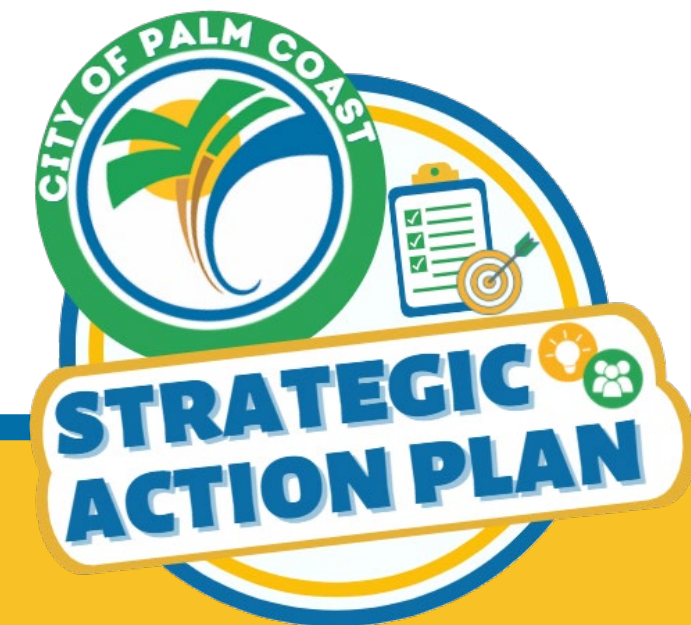
Project Manager	<b>Economic Development</b>
Projected Budget	<b>\$98,000</b>
Funding Source	<b>Economic Development</b>
Est. Staff Hours	<b>210</b>
Completion Year	<b>Ongoing</b>

## PROGRESS TO DATE

- **Met with National Healthcare Real Estate Development company who has a portfolio of healthcare service providers investigating new markets in Florida.**
- **Met with local higher educational institutions to receive update on their current healthcare program offerings.**

## PROJECTED OUTCOMES

- **Create a branding and marketing materials on the health care industry sector.**
- **Conduct a Healthcare industry feasibility study.**
- **Communicate with higher education institutions to encourage expansion of program offerings.**





Develop economic opportunity tools and communication strategies to support and sustain small businesses.

- a. Create a business recruitment package that includes incentives to diversify our business offerings in our community.
- b. Develop a fast-tracking process to cut red tape, minimize delays in opening, and make more financially feasible.
- c. Focus on commercial development including retail and restaurants in the Town Center core.

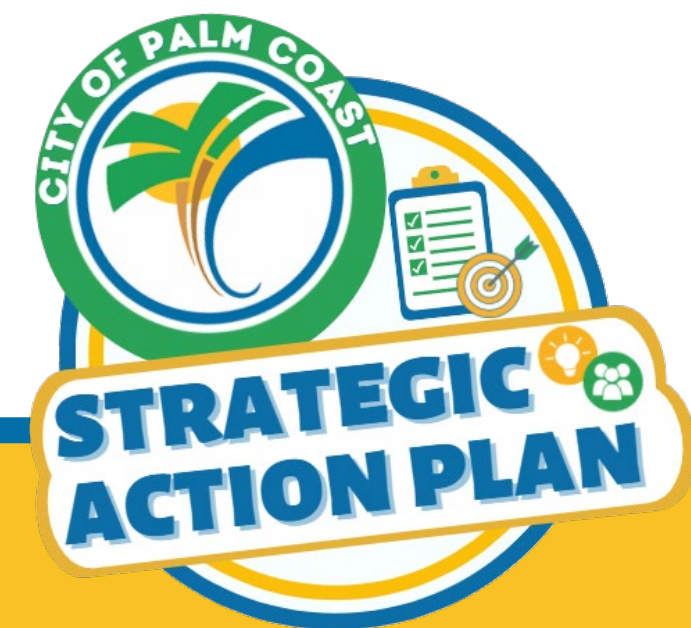
Project Manager	<b>Economic Development</b>
Projected Budget	<b>\$168,000</b>
Funding Source	<b>Economic Development</b>
Est. Staff Hours	<b>225</b>
Completion Year	<b>Ongoing</b>

## PROGRESS TO DATE

- **New Priority for FY 24**

## PROJECTED OUTCOMES

- **SBDC re-engagement for small business support and financial resources.**
- **Secure incentives funding for business recruitment and Town Center core development.**
- **Work with Community Development to analyze processes and re-evaluate development review procedure.**
- **Increase promotion of the BRX program and strengthen communication with stakeholders.**
- **Collaborate with staff to develop an online Business Tax Receipt application.**



Palm Coast’s future expansion is guided by master planning for smart, managed growth.

- a. Staff to develop an infrastructure plan to include conservation, public safety, water resources, transportation and economic resiliency.
- b. Create a communications strategy to promote business recruitment and community benefits.

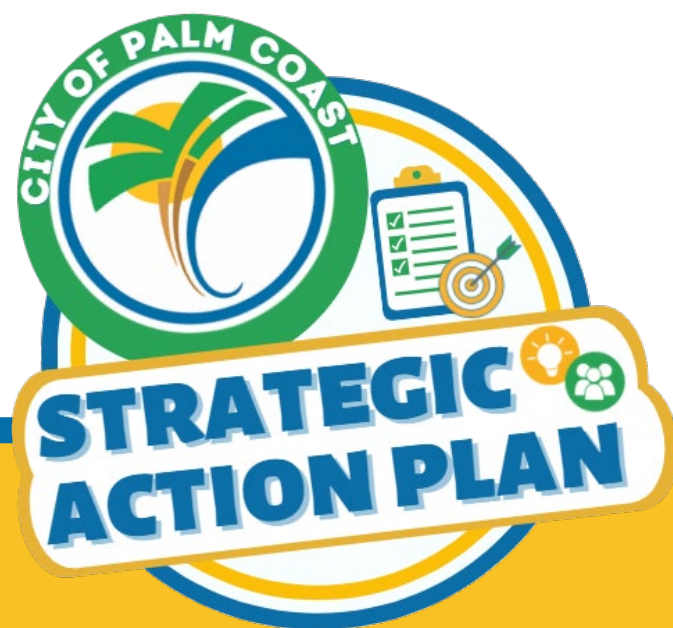
Project Manager	<b>Community Development</b>
Projected Budget	<b>\$146,300</b>
Funding Source	<b>General Fund</b>
Est. Staff Hours	<b>720</b>
Completion Year	<b>October 2024</b>

## PROGRESS TO DATE

- **Modified Priority for FY 24**
- **Comprehensive Plan Update Consultant approved on June 20<sup>th</sup> City Council Meeting**

## PROJECTED OUTCOMES

- **Deliver youth sports activity center feasibility study**
- **Complete Community dialogue and vision (report) that will serve as the building block for updating the Goals, Objectives, and Policies in the Comprehensive Plan.**





Conduct analysis of new/untapped revenue sources to help lessen reliance on residential property taxes and relieve burden on residential homeowners

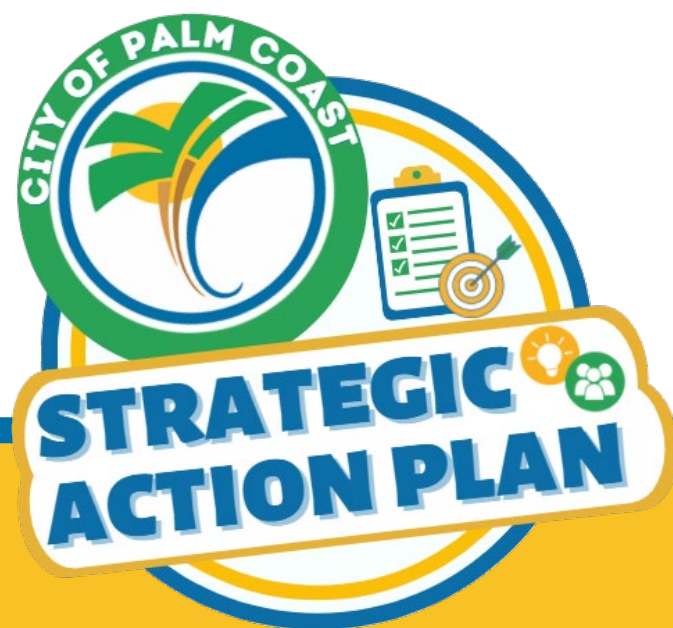
Project Manager	<b>Financial Services</b>
Projected Budget	<b>\$50,000</b>
Funding Source	<b>General Fund</b>
Est. Staff Hours	<b>80</b>
Completion Year	<b>June 2024</b>

## PROGRESS TO DATE

- **New Priority for FY 24**

## PROJECTED OUTCOMES

- **Provide a current list of revenue sources to Council with a comparison to other municipalities**
- **Analysis of other revenue sources that Florida municipalities have that COPC does not utilize**
- **Analysis of untapped revenue sources**
- **Conduct an analysis of current user fees for general fund for cost recovery**



Millage rate should be revenue neutral for taxpayers

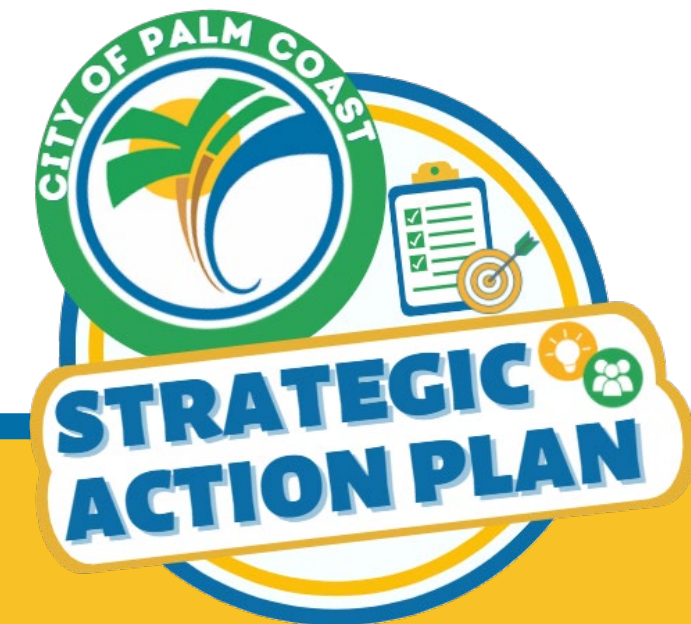
Project Manager	<b>Financial Services</b>
Projected Budget	<b>\$0</b>
Funding Source	<b>N/A</b>
Est. Staff Hours	<b>0</b>
Completion Year	<b>September 2023</b>

## PROGRESS TO DATE

- **New Priority for FY 24**

## PROJECTED OUTCOMES

- **Budget Review with City Manager and Departments**
- **Presentations to Council for TRIM guidance, Property Tax and Millage Rate**



Staff to conduct an analysis of commercial solid waste hauling.

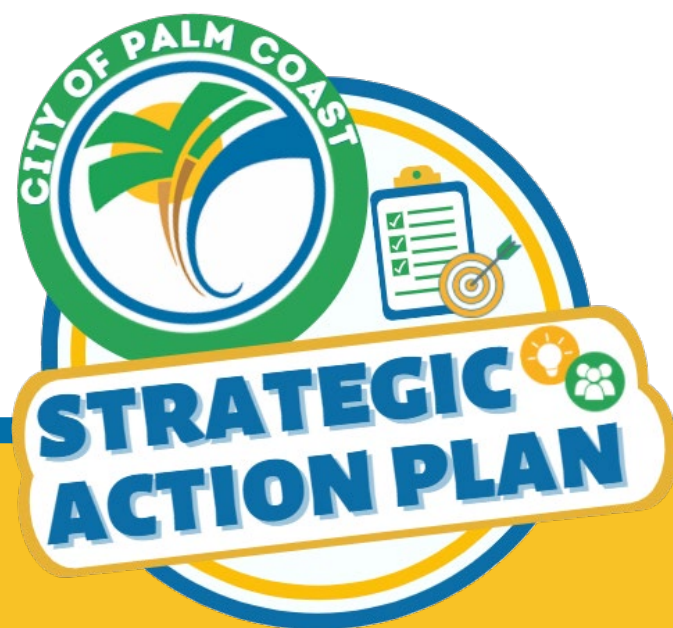
Project Manager	<b>Public Works</b>
Projected Budget	<b>\$85,000</b>
Funding Source	<b>General Fund</b>
Est. Staff Hours	<b>600</b>
Completion Year	<b>Q4 2024</b>

## PROGRESS TO DATE

- **New Priority for FY 24**
- **Researched current process of collecting franchise fee from commercial haulers operating within City.**

## PROJECTED OUTCOMES

- **Engage a consultant to conduct an analysis of commercial hauling in-sourcing costs and develop a business plan**
- **Compare and contrast in-sourcing plan and revenues/expenditures to current process of collecting franchise fees from commercial haulers operating within CoPC**
- **Present findings to council to get direction on way forward**





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

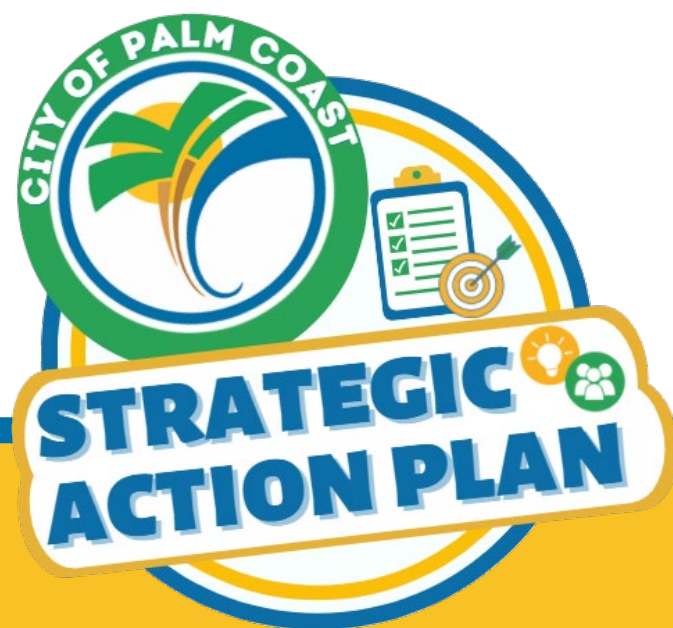
Project Manager	<b>Stormwater &amp; Engineering</b>
Projected Budget	<b>N/A</b>
Funding Source	<b>Multiple Source</b>
Est. Staff Hours	<b>N/A</b>
Completion Year	<b>Ongoing</b>

## PROGRESS TO DATE

- **FY21 – FY22 Master Plan presented to City Council and approval of plan and design & CM contracts were obtained (Complete)**
- **FY22/23 Design – Phase One (underway) Seek Construction Management firm and Design Consultant team and bring contracts to City Council for approval.**
- **Schematic Design to be presented to City Council.**

## PROJECTED OUTCOMES

- **Update Capital Improvement Plan annually with construction costs and revenue**
- **FY 24 Site work and Infrastructure**
- **FY 25 Commencement of Fleet Facility**
- **FY 26 Open Facility**



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

- a. Prioritize projects on the Parks & Recreation Capital Improvement Plan.
- b. Evaluate grants for various park projects.

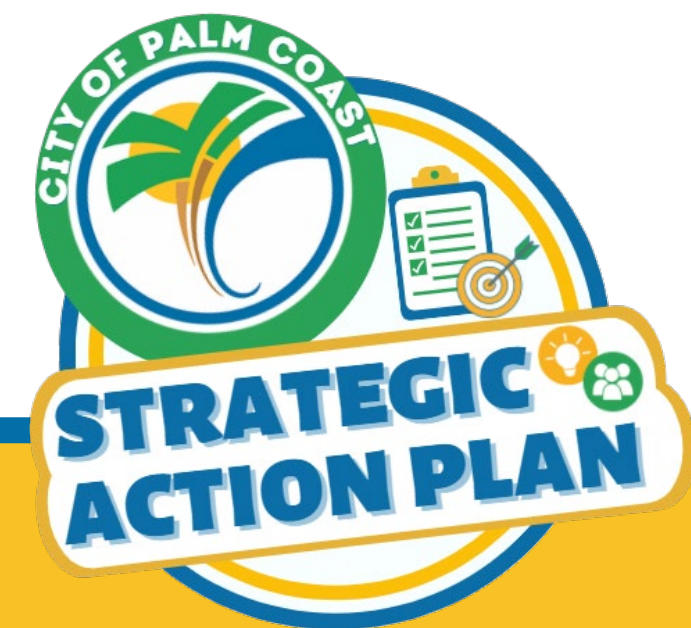
Project Manager	<b>Parks &amp; Recreation</b>
Projected Budget	<b>\$0</b>
Funding Source	<b>Capital Projects Funds</b>
Est. Staff Hours	<b>200</b>
Completion Year	<b>September 2023</b>

## PROGRESS TO DATE

- **Continued work with the County/City Steering group committee. Consultant Berry Dunn was chosen through the bidding process.**
- **Berry Dunn first site visit was Feb 12-18 for focus groups, leadership, and staff meetings.**
- **Social Pinpoint and surveys released for public input**
- **Findings presentation for City Council on June 20<sup>th</sup>**

## PROJECTED OUTCOMES

- **August 8<sup>th</sup>- Goals and objectives presentation for City Council**
- **September 19<sup>th</sup> Final plan report and presentation for City Council**



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

- a. Evaluate the option to repurpose FS 22, to preserve the Historical value and expand the visitor awareness of Palm Coast.

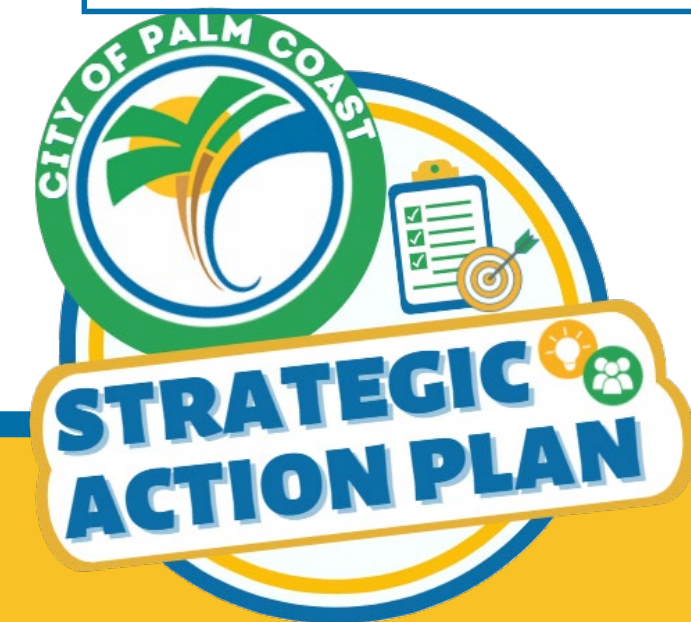
Project Manager	<b>Parks &amp; Recreation</b>
Projected Budget	<b>TBD</b>
Funding Source	<b>Capital Projects Fund</b>
Est. Staff Hours	<b>400</b>
Completion Year	<b>June 2023</b>

## PROGRESS TO DATE

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

## PROJECTED OUTCOMES

- **Conduct and present final analysis with staff recommendations to City Council on June 27<sup>th</sup>.**





Evaluate hiring a dedicated grant writer or contracted consultant for the City to identify and secure the multitude of grants from federal and state agencies.

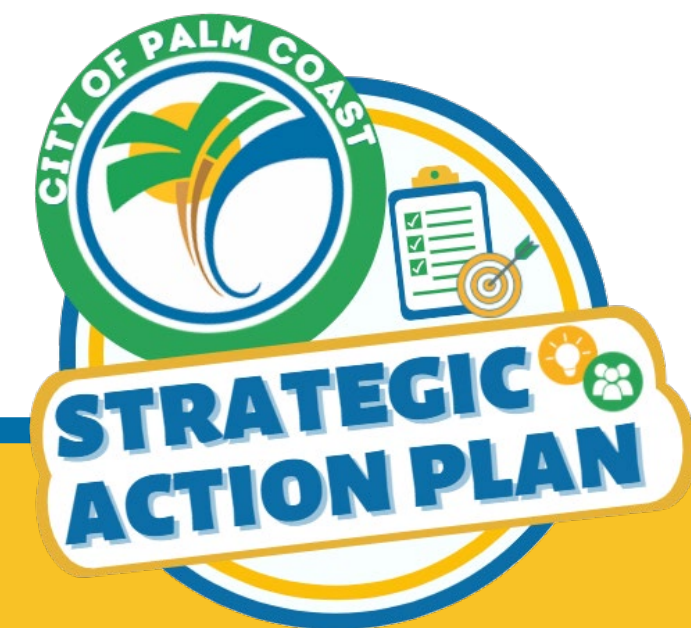
Project Manager	<b>Administration</b>
Projected Budget	<b>TBD</b>
Funding Source	<b>General Fund</b>
Est. Staff Hours	<b>TBD</b>
Completion Year	<b>September 2023</b>

## PROGRESS TO DATE

- **New Priority for FY 24**

## PROJECTED OUTCOMES

- **Conduct analysis as part of the budget process and evaluate the need of an additional FTE or include in contracts on specific projects.**



Continue to focus on residential safety, conduct a comprehensive approach to neighborhood safety.

- a. Work with FCSO to identify and enforce problem areas
- b. Evaluate legality and possibility of lowering residential street speed limits
- c. Explore what speed-tracking devices have successfully reduced residential speeds in comparable cities and communities.

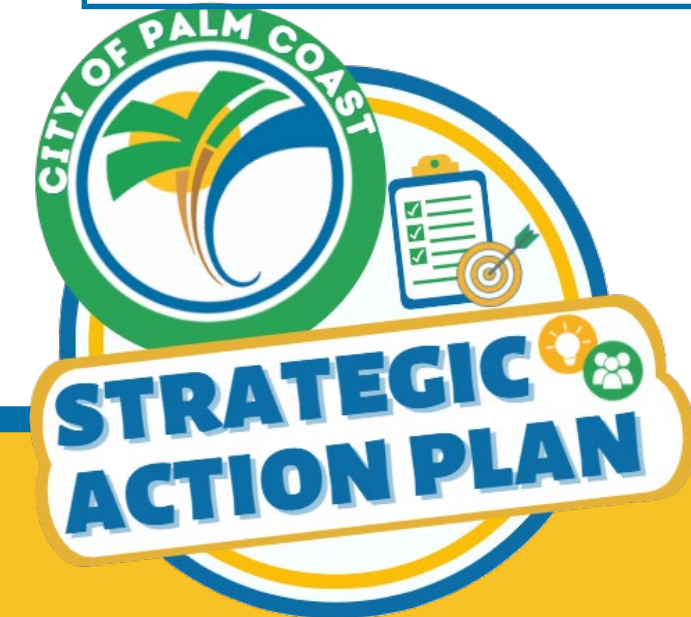
Project Manager	<b>Administration/Engineering</b>
Projected Budget	<b>\$50,000-\$150,000</b>
Funding Source	<b>General Fund</b>
Est. Staff Hours	<b>150</b>
Completion Year	<b>September 2024</b>

## PROGRESS TO DATE

- **Continue to meet with FCSO bi-weekly on traffic safety issue.**

## PROJECTED OUTCOMES

- **Obtain proposal from Consultant to conduct an analysis on speed-tracking devices and speed study to determine speed limits for residential roadways.**





Encourage residents to learn more about their community and our history.

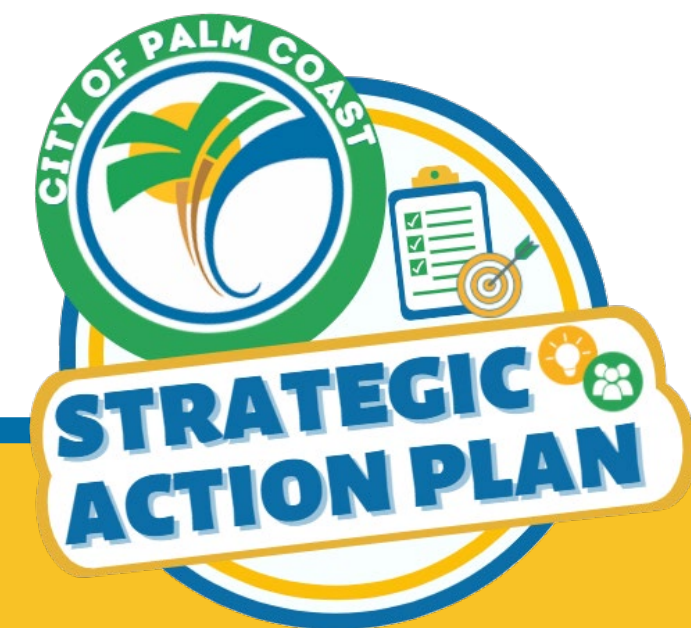
Project Manager	<b>Parks &amp; Recreation</b>
Projected Budget	<b>\$0</b>
Funding Source	<b>N/A</b>
Est. Staff Hours	<b>150</b>
Completion Year	<b>Ongoing</b>

## PROGRESS TO DATE

- **New Priority FY 24**

## PROJECTED OUTCOMES

- **Partnership with the Palm Coast Historical Society hosting a historical speaker series and Palm Coast Founders Day event.**
- **Provide advertisement for historical society through social media, posters, monthly senior newsletter, E news, and activity guide.**
- **Present history of Palm Coast at the City of Palm Coast Citizen Academy**
- **Update of City of Palm Coast decades through the years located in Community Wing**



Create an opportunity for residents to participate in Town Hall style meetings. Evaluate options for in-person and virtual formats.

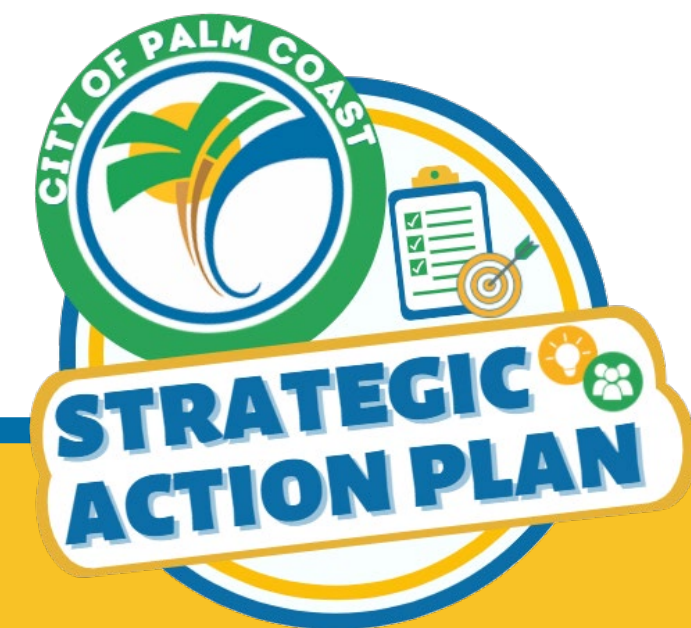
Project Manager	<b>Communications &amp; Marketing</b>
Projected Budget	<b>\$1,000</b>
Funding Source	<b>General Fund</b>
Est. Staff Hours	<b>250</b>
Completion Year	<b>Ongoing</b>

## PROGRESS TO DATE

- **New Priority for FY 2024.**

## PROJECTED OUTCOMES

- **Plan, coordinate, and facilitate one town hall event quarterly, encouraging each City Council Member to host once yearly.**
- **Coordinate with each City Council Member on how their town hall will be organized.**
- **Schedule, plan, and promote the event through print, digital, and audio formats.**
- **Evaluate success based on attendance, audience engagement, and feedback.**



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

- a. Explore ways to add revenues for street improvements/enterprise fund through user fees for EV charging stations.

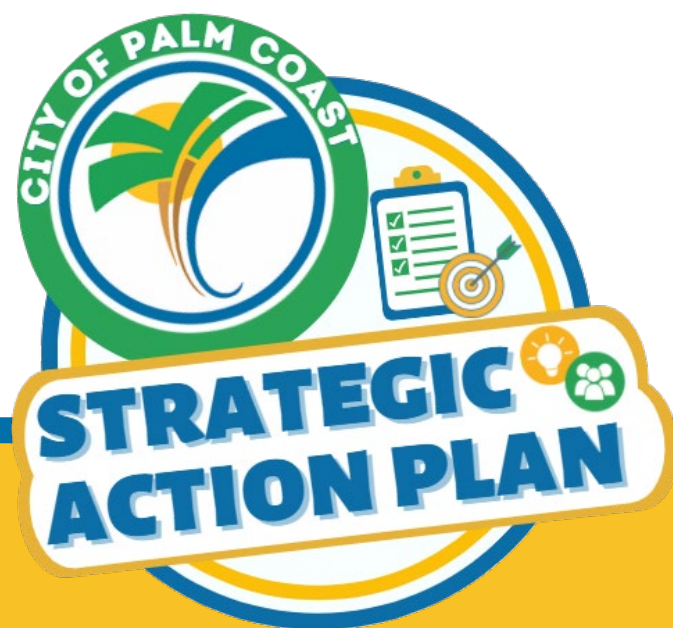
Project Manager	<b>Administration</b>
Projected Budget	<b>N/A</b>
Funding Source	<b>N/A</b>
Est. Staff Hours	<b>TBD</b>
Completion Year	<b>May 2024</b>

## PROGRESS TO DATE

- **Modified Priority FY 24**
- **LITE TEAM project for FY 23**
- **Staff presented to City Council on 6/6 with a grant opportunity to add charging stations to various locations in the city. Staff will work on the direction given from City Council in FY 24.**

## PROJECTED OUTCOMES

- **Present final analysis to City Council in FY 24.**





Develop a plan for maintenance of the saltwater canals.

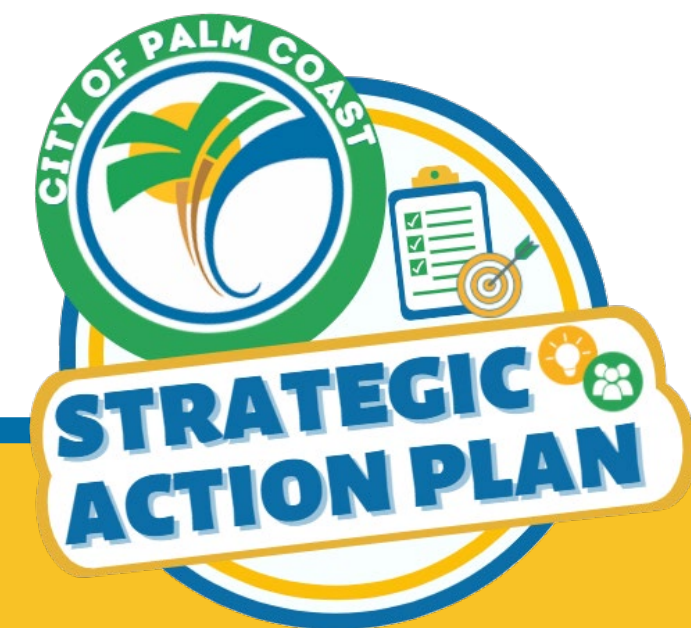
Project Manager	<b>Engineering</b>
Projected Budget	<b>\$0</b>
Funding Source	<b>TBD</b>
Est. Staff Hours	<b>TBD</b>
Completion Year	<b>September 2023</b>

## PROGRESS TO DATE

- **Summary report assessing seawall conditions.**
- **Conducting Bathymetric Survey, sediment analysis (underway).**

## PROJECTED OUTCOMES

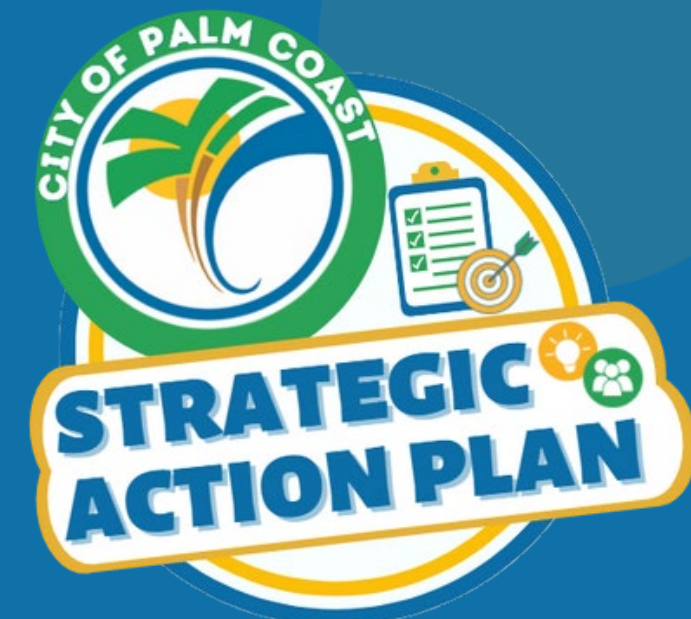
- **Determine source of project funding.**
- **Feasibility for additional dredging, recommendations for dredge material management.**
- **Presentation to City Council in FY 23 for further direction.**



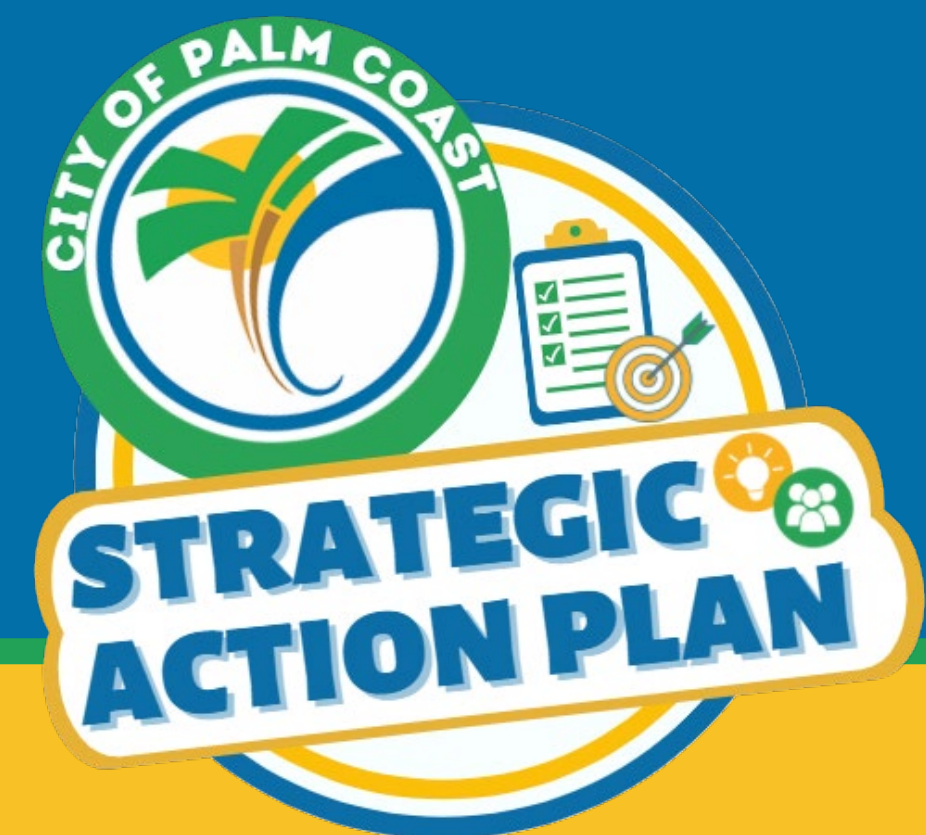
# FUNDING SUMMARY

## FOR FY24 SAP PRIORITIES

Economic Development * <i>General Fund</i>	\$168,000
Administration/Engineering* <i>General Fund</i>	\$50,000-150,000
Public Works* <i>General Fund</i>	\$85,000
Finance* <i>General Fund</i>	\$50,000
Communications* <i>General Fund</i>	\$1,000
Community Development* <i>General Fund</i>	\$146,300
Capital Projects Fund	\$100,000



# QUESTIONS?



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 27, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject</b>	PRESENTATION - COMMUNITY DEVELOPMENT DEPARTMENT UPDATE	
<b>Presenter:</b>	Jason DeLorenzo, Chief of Staff, and Ray Tyner, Deputy Chief Development Officer	
<b>Background:</b>	Staff will present City Council with the Community Development Department overview to assist Council during the upcoming budget preparations. This overview will detail current operational workload, successful business friendly initiatives, and future opportunities.	
<b>Recommended Action:</b>	FOR PRESENTATION ONLY	



# Community Development Update

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June 27, 2023



## **Our Vision**

*Promote High Quality Development and Appearance through a Business Friendly Approach*

## **Our Mission**

*Our Mission is Delivering Exceptional Service by Making Citizens our Priority*



## Our Strategies for Success

*We accomplish our mission by:*

- *Seeing all employees as people - Always*
- *Removing obstacles to our employees success*
- *Celebrating achievements*
- *Investing in our employees development*
- *Valuing input equally from all employees*



## Our Core Values

*We will never waiver from our core values:*

- *Family*
- *Integrity*
- *Trust*
- *Honesty*

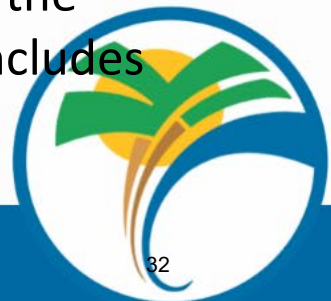


The Community Development Department consists of three unique but connected divisions all related to **community investment**.

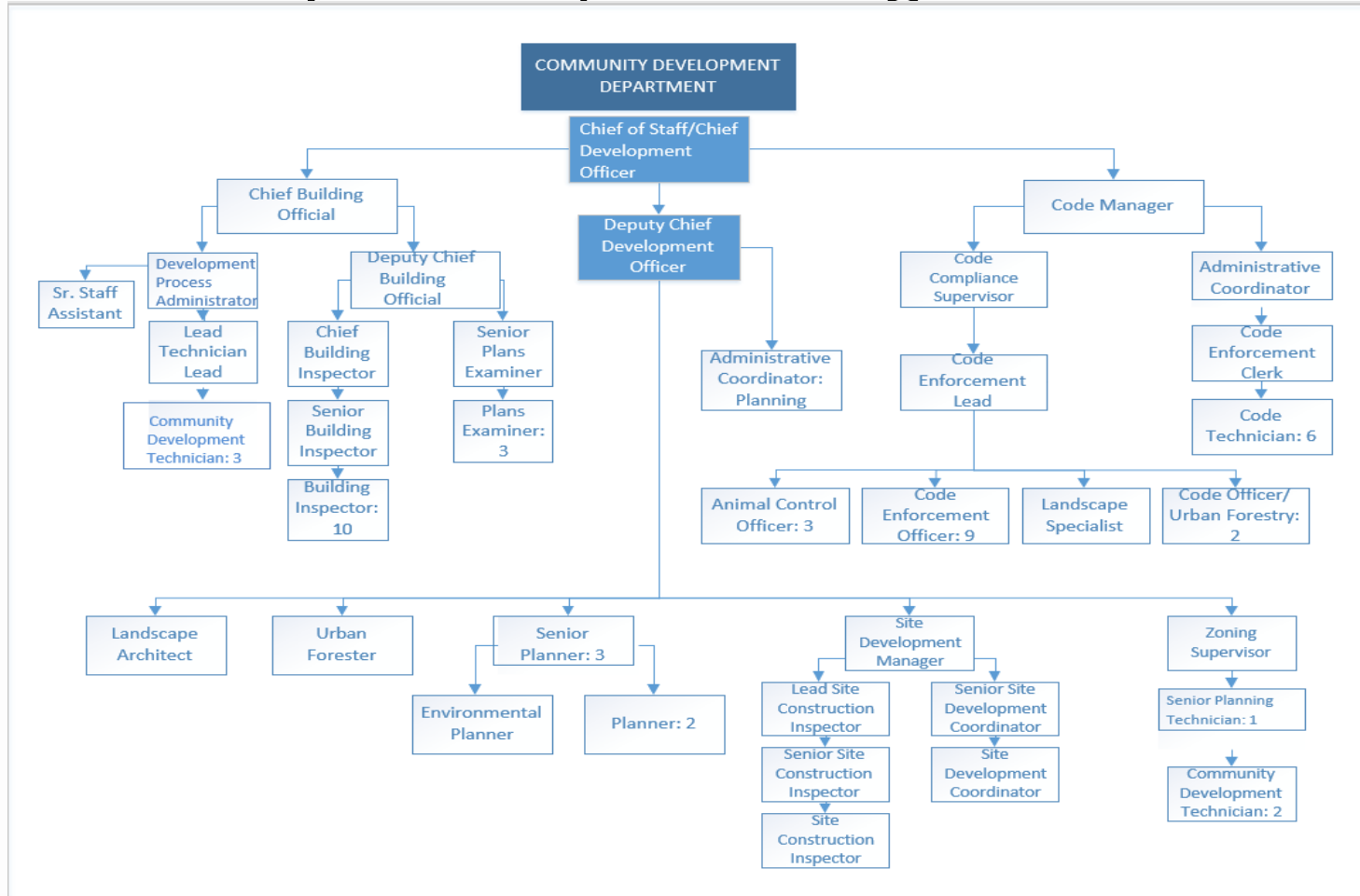
The **Planning Division** entrusted with ensuring all projects are consistent with the adopted Comprehensive Plan and Unified Land Development Code (ULDC) by providing technical review of site development engineering, zoning requirements including architecture, floodplain and environmental protection. The division is also responsible for long range planning and the management of Community Development Block Grants (CBDG). **Site Development** provides inspection services for all private horizontal commercial and subdivision construction.

The **Building Division** protects the safety of the public by enforcing the Florida Building Code through intake and processing of permits, providing plan review and inspection services.

The **Code Enforcement Division** is committed to ensuring the built environment is maintained to the adopted levels of service detailed in the ULDC and Code of Ordinances. Code Enforcement also includes urban forestry, and animal control and licensing.



## Community Development Organizational Chart



## Planning Division

- General Fund
- FTEs 18.66
- Personal Service = 85% of budget
- Budget concerns
  - Second Party Reviews





## Planning Division

### Current Staffing Matters

- Land Management
  - Virginia Smith
- Open Positions
  - Environmental Planner
  - Community Development Technician



## Development Orders Issued – Fiscal YTD

### 49 Applications Processed

- 1 - Master Site Plan
- 1- Easement Vacation
- 4- Subdivision Modifications
- 3 - Subdivision Master Plan
- 5 - Preliminary Plat
- 2 - Final Plat
- 20 - Technical Site Plan
- 6 - Site Plan Modifications
- 5 - Special Exception
- 1 - Lot Splits
- 1- Variance

App.	Project Name	Type of	DO Date
5140	Ocean Village	Master Plan	10/4/2022
5216	Whiteview MF	Master Plan	4/4/2023
5105	SawMill Branch	Final Plat	1/17/2023
5087	Hidden Lakes Ph 1	Subdivision Modification	12/15/2022
5151	Reverie Subdivision	Subdivision Modification	3/20/2023
5185	Retreat at Palm Coast	Subdivision Modification	10/11/2022
5201	Palm Coast Seascape	Subdivision Master Plan	2/15/2023
5223	Enclave at Seminole Palms	Subdivision Master Plan	3/15/2023
5320	Town Center Tracts 16 & 17	Subdivision Master Plan	4/19/2023
5322	Town Center Tracts 18B & 18C	Subdivision Master Plan	4/19/2023
5220	Palm Coast Industrial Park Ph II	Nonstatutory Subdivision	10/27/2022
5307	Section 23 Wynnfield-Whitcock Lane	Nonstatutory Subdivision	5/2/2023
5176	Old Kings Rd Tract 4	Nonstatutory Subdivision	10/27/2022
5169	The Reserve East	Subdivision Preliminary Plat	12/15/2022
5174	Somerset at Palm Coast	Subdivision Preliminary Plat	1/5/2023
5120	Seminole Palms	Subdivision Preliminary Plat	4/3/2023
5093	Lakeview Estates Tract 1	Subdivision Preliminary Plat	12/29/2022
4984	Flagler Village	Subdivision Preliminary Plat	10/13/2022

App.	Project Name	Type of	DO Date
5039	Ryan's Landings	Subdivision Preliminary Plat	4/20/2023
5293	US-1 Horizon Storage	Special Exception	1/18/2023
5391	Barnes Office Building	Site Plan Modification	5/12/2023
5394	The Haven at Town Center	Site Plan Modification	5/9/2023
5175	Airport Commons	Site Plan Modification	11/7/2022
4996	Red Mill Pointe	Technical Site Plan W/Master Plan	5/23/2023
5198	Wilton Palm Coast	Technical Site Plan W/Master Plan	11/18/2022
5288	Freedom at Sawmill – Phase 7	Technical Site Plan Tier 1	4/20/2023
5051	Parkview Baptist Church Addition	Technical Site Plan Tier 1	10/25/2022
5053	Old Kings Rd RV and Boast Storage	Technical Site Plan Tier 1	10/13/2022
5123	Dunkin Donuts Lot 10/Kings Pointe Subdivision	Technical Site Plan Tier 1	12/21/2022
5158	Tire Outlet/Kings Pointe Subdivision	Technical Site Plan Tier 1	11/1/2022
5147	Secure Space Storage	Technical Site Plan Tier 2	4/19/2023
5324	AK Tire Parking Addition	Technical Site Plan Tier 2	4/19/2023
4878	Marina Village/Lighthouse Harbor Apartments	Technical Site Plan Tier 3	4/11/2023
5290	Block 12-Lot 2 Section 32-Royal Palms- 16 Round Table	Variance	2/15/2023





## Active Development Applications

Over 50 Active Development Applications under review

Current Projects (letter due date noted in yellow)																				
App. No.	Project Name	Request	Type of	Applicant	1st				2nd				3rd				4th			
					Submittal	Comment due date	Letter due date	Letter Sent Date	Response Letter Date	Comment due date	Letter due date	Letter Sent Date	Response Letter Date	Comment due date	Letter due date	Letter Sent Date	Response Letter Date	Comment due date	Letter due date	Letter Sent Date
<b>JENNIFER</b>																				
6266	Whiteview Village Ph 2	Final Plat	Dennis/Damato	4/18/2022	5/4/2022	5/9/2022	5/9/2022	3/9/2022	3/21/2022	3/23/2022	4/20/2022									
6301	Retreat at Town Center	Final Plat	Dennis/Damato	12/13/2022	1/4/2023	1/9/2023	1/18/2023													
6380	Steamfit Branch Ph 2B	Final Plat	Dennis/Damato	3/17/2022	4/4/2022	4/10/2022	4/17/2022	5/15/2022	5/25/2022	5/30/2022										
6076	Palm Coast 145	Preliminary Plat	Dennis/Damato	3/20/2022	4/8/2022	4/11/2022	4/11/2022	8/11/2022	8/11/2022	8/24/2022	10/12/2022	10/19/2022	10/21/2022	1/8/2023	5/15/2023	5/23/2023	5/24/2023			
6048	Fortino/Fortino Preserve	Preliminary Plat	Dennis/Damato	4/1/2022	4/20/2022	4/25/2022	4/26/2022	1/25/2023	2/8/2023	2/8/2023	2/24/2023									
6186	The Harbortek at Palm Harbor	Preliminary Plat	Dennis/Damato	8/2/2022	8/18/2022	8/23/2022	8/31/2022	12/30/2022	1/12/2023	1/18/2023	2/7/2023	3/14/2023	3/18/2023	2/24/2023						
6387	Palm Coast Seaside Tract 20	Preliminary Plat	Dennis/Damato	4/8/2022	4/25/2022	4/28/2022	6/9/2022													
6392	Town Center Tract 16 & 17	Preliminary Plat	Dennis/Damato	4/4/2022	4/21/2022	4/26/2022	6/9/2022													
6432	Enclave at Seminole Palms	Preliminary Plat	Dennis/Damato	5/4/2022	5/22/2022	5/25/2022	6/26/2022													
6419	Seminole Palms TH	Preliminary Plat	Dennis/Damato	4/27/2022	5/15/2022	5/18/2022	6/22/2022													
6446	Grand Landings Phase 5	Preliminary Plat	Dennis	5/19/2022	6/7/2022	6/12/2022														
6426	Loughon	Courtesy Review	Dennis/Damato	5/2/2022	5/18/2022	5/23/2022	6/28/2022													
6428	Miller Ale House	Courtesy Review	Dennis/Damato	5/2/2022	5/18/2022	5/23/2022	6/28/2022													
6169	11 HARBOR VICE (aborted)	Technical Site Plan Tier 1	Dennis	5/2/2022	7/2/2022	7/26/2022	7/27/2022	8/31/2022	9/13/2022	9/15/2022	9/16/2022									
6287	Chestnut King Sports Complex	Technical Site Plan Tier 1	Dennis	10/8/2022	10/28/2022	11/6/2022	1/6/2023													
6368	Kid City Town Center Palm Coast	Technical Site Plan Tier 1	Dennis	2/27/2023	3/18/2023	3/20/2023	3/20/2023	5/18/2023	5/26/2023	5/31/2023	6/9/2023									
4859	Waterline Super Center Lot 1 (aborted)	Technical Site Plan Tier 1	Dennis	8/25/2021	9/8/2021	9/13/2021	9/14/2021	8/11/2022	8/23/2022	8/25/2022	8/24/2022									
<b>ESTELLE</b>																				
6222	Town Center II Lots 14, 15 & 16	Subdivision Master Plan	Estelle	1/19/2022	2/4/2022	2/9/2022	2/9/2022	9/12/2022	9/22/2022	9/26/2022	10/6/2022	3/23/2023	3/30/2023	4/3/2023	4/8/2023					
6273	Seminole Trails Subdivision	Subdivision Master Plan	Estelle	3/14/2022	3/30/2022	4/4/2022	4/6/2022	5/10/2022	5/20/2022	5/24/2022	6/24/2022	9/17/2022	6/29/2022	7/1/2022	9/13/2022	9/20/2022	9/22/2022	10/6/2022		
6429	Coquina Shores	Subdivision Master Plan	Estelle	8/23/2022	8/30/2022	8/30/2022														
6113	Cameron at Palm Coast FKA The Tibule	Technical Site Plan W/Master Plan (Tier 3)	Estelle	5/8/2022	5/24/2022	5/27/2022	6/27/2022	11/14/2022	11/28/2022	11/30/2022	12/6/2022									
6371	Ellenox Coffee Shop	Technical Site Plan Tier 1	Estelle	3/3/2023	3/21/2023	3/24/2023	3/24/2023	5/25/2023	6/7/2023											
4899	Town Center Phase I Lot 13 (aborted)	Technical Site Plan Tier 1	Estelle	4/27/2021	7/12/2021	7/15/2021	7/16/2021	3/3/2022	3/15/2022	3/17/2022	3/18/2022	9/16/2022	8/23/2022	8/25/2022	8/24/2022					
6388	Seminole Palms Amenity Center	Technical Site Plan Tier 1	Estelle	4/4/2022	4/21/2022	4/26/2022	4/26/2022													
6381	Steamfit Landings Amenity Center	Technical Site Plan Tier 1	Estelle	3/20/2022	4/5/2022	4/11/2022	4/10/2022													
6444	Somerset Amenity Center	Technical Site Plan Tier 1	Estelle	5/19/2022	6/7/2022	6/12/2022														
6141	Hargrove Lane Industrial (aborted)	Technical Site Plan Tier 3	Estelle	6/14/2022	7/1/2022	7/7/2022	7/7/2022													
6248	T Clubhouse Drive Cell Tower	Special Exception	Estelle																	
<b>KEI</b>																				
4934	The Savannah at Seminole Pointe (719 FLDRB)	Master Site Plan	Kei	10/22/2021	11/8/2021	11/15/2021	11/18/2021	12/27/2021	1/10/2022	1/13/2022	1/24/2022	5/4/2022	5/11/2022	5/15/2022	6/16/2022					
6405	Hampton Manor ALF	Technical Site Plan Tier 2	Kei	4/13/2022	5/12/2022	5/4/2022	6/4/2022													
6279	Ocean Village Apartments	Technical Site Plan Tier 2	Kei	1/15/2022	1/25/2022	1/28/2022	1/28/2022	3/10/2022	3/13/2022	3/15/2022	3/16/2022	4/3/2022	4/11/2022	4/13/2022	4/18/2022					
6434	Whiteview Multi-Family	Technical Site Plan W/Master Plan (Tier 3)	Kei	5/4/2022	5/22/2022	5/25/2022	6/24/2022													
6437	Evolve FKA Avires	Technical Site Plan W/Master Plan	Kei	5/10/2022	5/28/2022	6/11/2022	5/31/2022													
6278	Palm Coast Park MPD Amendment (8/6 OC)	Master Plan Dev Amendment	Kei	11/15/2022	12/2/2022	12/7/2022														
6322	Belle Terre Estates MPD	Master Planned Development	Kei	12/13/2022	1/4/2023	1/6/2023	2/1/2023	4/13/2023	5/1/2023	4/27/2023										
6338	Magnolia Trace - Oare Properties	Master Plan Dev Amendment	Kei	1/26/2022	2/13/2022	2/16/2022	4/4/2022													
6162	Coast Lane Mixed Use MPD	Master Planned Development	Kei	7/5/2022	7/21/2022	7/26/2022	7/26/2022	9/6/2022	9/23/2022	11/1/2022	11/21/2022									
6448	Melna Village	Master Planned Development	Kei	5/23/2022	6/9/2022	6/14/2022														
6337	Magnolia Trace - Oare Properties	FLUM LG	Kei	1/26/2022	2/13/2022	2/16/2022	4/4/2022													
<b>PHONG</b>																				
6322	Station at Palm Coast 18B & 18C	Subdivision Master Plan	Phong	1/11/2022	1/20/2022	2/2/2022	1/31/2022	2/15/2022	2/28/2022	3/2/2022	3/23/2022	3/23/2022								
6324	Legacy at Palm Coast Town Center - Tract 18A	Technical Site Plan Tier 2	Phong	12/16/2022	1/6/2023	1/11/2023	1/26/2023	2/21/2023	3/3/2023	3/7/2023	3/7/2023									
6129	Cascade at Grand Landings	FLUM	Phong																	
6239	Seminole Trails Dry Lake	FLUM	Phong																	
6210	Seminole Trails Dry Lake	Reasoning	Phong																	
6416	Coquina Shores (718 OC)	OC Boundary Creation	Phong																	
6417	Evolve TIA	Traffic Methodology	Phong																	
<b>JOSE</b>																				
6382	Old Kings Rd - Geosm Capital	Amendment	Jose																	
6127	Cascade at Grand Landings	Reasoning	Jose	4/28/2022	5/18/2022	6/6/2022	6/9/2022	11/15/2022	11/22/2022	12/6/2022	12/8/2022									
6362	Loughon - Section 17 CC 5/16 & 6/6/2022	Reasoning	Jose	3/22/2022	3/18/2022	3/23/2022	3/19/2022	10/24/2022	11/3/2022	11/11/2022										
6381	Seminole Wood TH CC 5/16 & 6/6/2022	Reasoning	Jose	3/22/2022	3/18/2022	3/23/2022	3/22/2022	10/24/2022	11/3/2022	11/11/2022										
6180	Seminole Wood TH CC 5/16 & 6/6/2022	FLUM	Jose	3/3/2022	3/18/2022	3/23/2022	3/22/2022	10/26/2022	11/14/2022	11/17/2022										
6244	Coquina Shores CC 5/16 & 6/6/2022	FLUM	Jose	10/4/2022	10/20/2022	10/25/2022	10/18/2022	11/15/2022	12/5/2022	12/8/2022	12/8/2022	3/13/2023	3/2/2023	3/7/2023						
6248	Coquina Shores CC 5/16 & 6/6/2022	Reasoning MPD	Jose	10/4/2022	10/20/2022	10/25/2022	10/18/2022	11/6/2022	11/25/2022	11/29/2022	12/8/2022	1/3/2023	1/10/2023	1/12/2023	1/12/2023	1/12/2023	1/12/2023	1/12/2023	3/14/2023	
6128	Cascade at Grand Landings	Amendment	Jose																	



## **KPI – Promote High Quality Development and Appearance through a Business-Friendly Approach**

Provide initial COPC comments to the applicants within 15 working days; provide 2<sup>nd</sup> submittal COPC comments to applicants within 10 working days; provide after 2<sup>nd</sup> submittal COPC comments to the applicants within 7 working days 100% of the time.

**64% compliance** FY Progress to Date



## Site Development Permits – Fiscal YTD

**23 Site  
Development  
Permits Issued**

1 – Multifamily

9 – Single Family

Subdivisions

13 – Commercial

Permit No.	Project Name		Permit Issued Date	Final Date
2022100785	Old Kings Rd RV & Boat Storage	5053	Ready	
2022101237	Parkview Baptist Addition & Parking	5051	11/7/2022	
2022101515	Tire Outlet	5158	11/28/2022	
2022110431	Waterfront Park Boat Dock & Kayak Launch	4365	11/16/2022	
2022110650	Airport Commons Ph 1 Parking Addition	5175	11/18/2022	
2022111235	Trailhead at Royal Palms	4105	1/20/2023	
2022120075	Wilton Apartments	5198	12/21/2022	
2022120597	Hargrove Grade Parking Addition	5251	12/29/2022	
2022120773	The Reserve	5169	Ready	
2023010306	Somerset Subdivision	5174	1/21/2023	
2023011157	Whiteview Subdivision	4028	2/14/2023	
2023011377	Lakeview Estates Tract 1	5093	Ready	
2023010650	Roberts Road Parking Lot Expansion	5286	1/26/2023	
2023020266	Southern Recreational Center	5067	2/8/2023	
2023030773	Wawa Convenience Store/Gas	5225	Ready	
2023030903	Sawmill Branch Phase 2B	4289	3/20/2023	
2023031344	Freedom at Sawmill Amenity	5288	Ready	
2023040654	Seminole Palms Subdivision	5130	Ready	
2023041048	AK Tire Parking and Landscape Addition	5324	Ready	
2023041049	Secure Space Storage	5147	Ready	
2023041050	Lighthouse Harbor Apartments	4878	Ready	
2023041064	Ryan's Landings Subdivision	5039	Ready	
2023041180	Flagler Village Subdivision	4984	5/23/2023	



## Site Inspections

4,346

Site Inspections  
Conducted

## Partnership Meetings

City Staff and Applicant  
meetings to ensure  
timing of Site closeout





## Advent Health Hospital and Medical Office Building

On August 9, 2021, the City approved the Advent Health Site Plan. The project was approved for a 155,000 square foot, four-story hospital with 100 patient beds, an adjoining 30,000 square foot, two-story medical office building and a Helipad. **A Certificate of Occupancy was issued on June 12, 2023**, for the \$164,000,000 project.



## Senior Transportation Planner

- Improves Traffic Impact Analysis reviews, no delays
- Initiates Transportation Work Group
- Designates as TPO TCC Liaison for City of Palm Coast
- Assists in Legislative appropriations for road funding
- Enhance collaboration w/Stormwater, Engineering, and Traffic Engineering divisions



## Community Development Process Administrator

- Evaluate technology to improve productivity and customer service
- Apply available technology to improve efficiencies for all CDD divisions
- Evaluate and implement improvements to CD PLUS software
- Upgrade development application portal





## Community Development Technician Training

Combines Roles and Responsibilities providing efficient and improved customer service experience. Provides a roadmap for staff to advance and acquire greater knowledge





## Comprehensive Plan 2050 Update

JBPro selected to assist with the update of the Comprehensive Plan



## Comprehensive Plan 2050 Update

### 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

Speech bubbles containing quotes:

- "A place for teens to hang out."
- "No more housing"
- "A walkable with n sustainable that incorp LEED app
- "Mixed use. As long as it's beautiful."
- "Culture. Landscapi
- "Better opping and better pearance."
- "The Town Center is fine as is."
- "Green and
- "Comme on lower

Other elements in the collage:

- A screenshot of a video call with three participants.
- A document titled "EXECUTIVE SUMMARY".
- A 3D architectural rendering of a city block.
- A map showing a "Swale Maintenance Rotation" schedule with dates: Jan / Feb, Mar / April, May / June, July / Aug, Sep / Oct.



## Community Development Block Grant (CDBG)

- Rehabbed 20 single family homes
- Provided financial assistance to 3 families to purchase a home
- Grants for 30 youth to attend the City's summer camp
- Provided emergency rental assistance, behavioral health assistance, relocation/emergency services for domestic violence victims through local providers
- Drafted the Annual Action Plan for Fiscal Year 2024, to ensure City receives annual allocation of funds(will be presented to City Council in Aug)

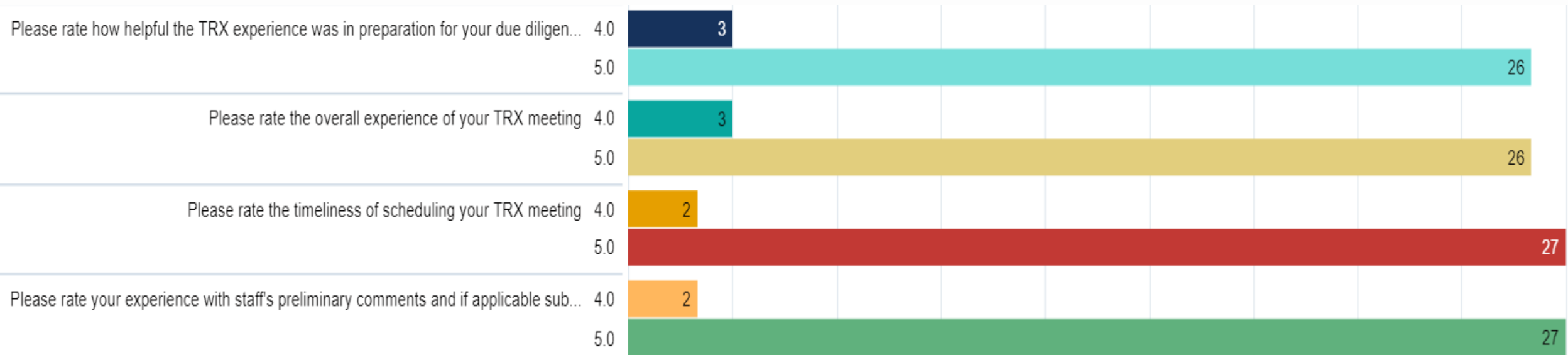


## River to Sea TPO Activities

- Coordinated with TPO staff to classify the Graham Swamp Trail Phase 2 as a “Land Trail” opportunity on the State Greenways Map, this makes the Trail eligible for additional funding opportunities such as SUN Trail Funding
- Assisted TPO staff to successfully complete and secure funding through the Safe Streets 4 All grant program. Funding will be used to complete a Community Safety Action Plan for the TPO planning area
- Updated cost estimates for City projects on the TPO priority list to maintain their eligibility for funding



## TRX – Customer Satisfaction Survey (CSAT)



## TRX – Customer Satisfaction Survey (CSAT)

- I appreciate the review of the Palm Coast staff and the ability to video and screen share on the TRX calls
- Thank you so much for having this process in place. Looking forward to an EXCELLENT project in your City!
- We absolutely appreciate the pre-application process, and the ability to come in and discuss a project concept prior to having an applicant expend resources and time on something that may not make sense. Staff is always professional and great to work with
- Staff was very helpful in providing guidance for this project, very easy to work with





## TRX – Customer Satisfaction Survey (CSAT)

- Very efficient process for the City and applicant.
- Staff provided all answers to questions and provided very useful information and suggestions to help with the design of the development.
- Development Department is very helpful and takes time to provide valuable input.
- I do land development engineering and surveying from the Florida Keys to Jacksonville and from Melbourne to Tampa, this is the most LOGICAL and well thought out pre-application process that I have experienced.
- Staff was very helpful and conveyed clear, concise comments.

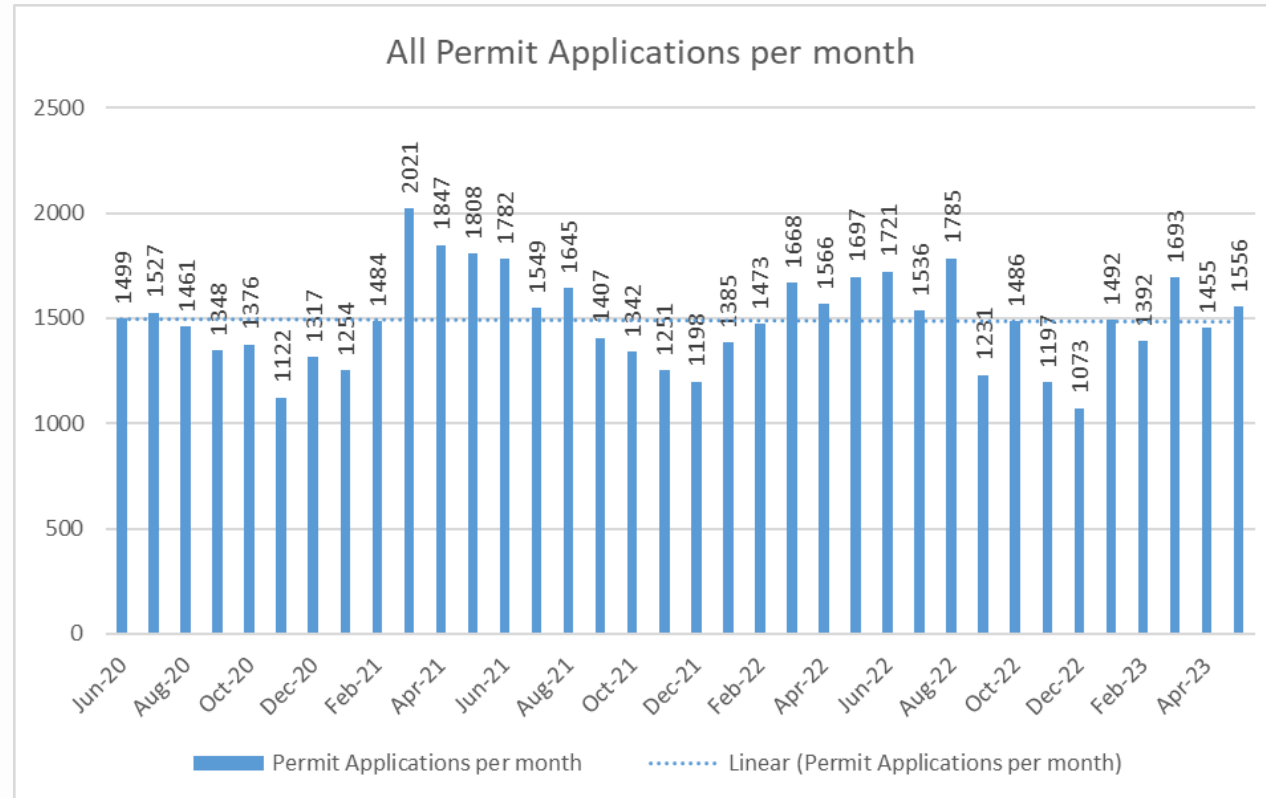


## Building Division

- Enterprise Fund
- FTEs 24.63
- Personal Service = 68% of budget
- Budget Concerns
  - Fuel
  - Overtime
  - Private Providers



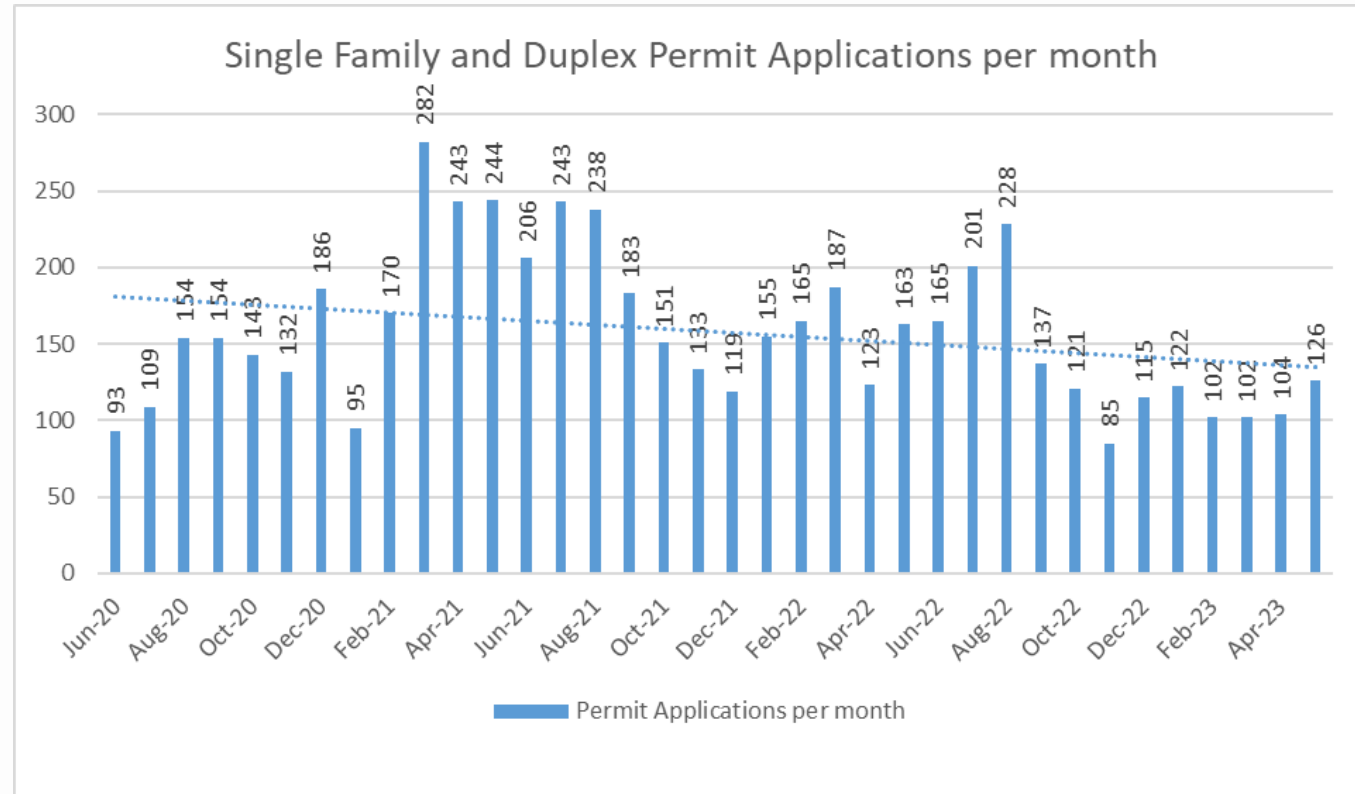
## All Building Permits – 36 months



Last 12 months: 17,617



## Single Family Permits – 36 months

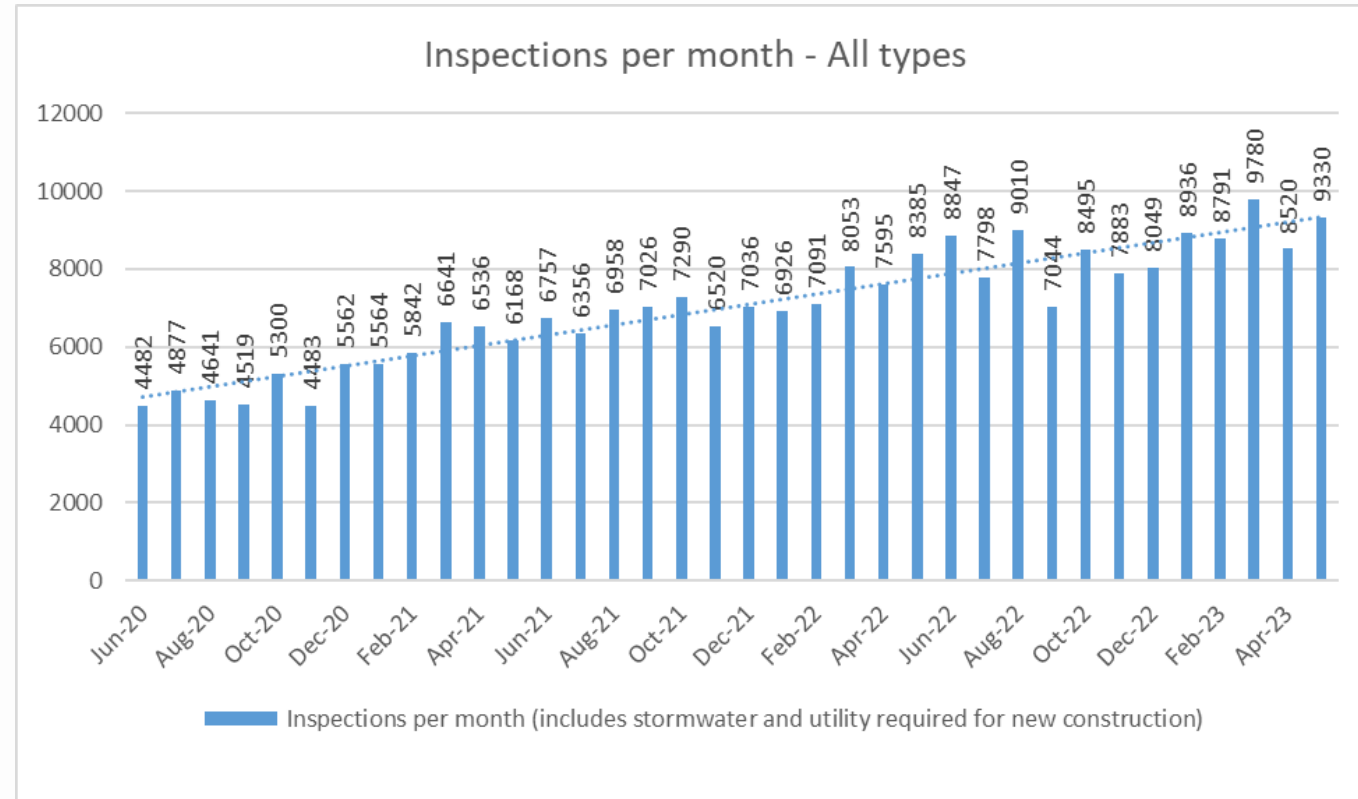


Last 12 months: 1,608





## Inspections (all types) – 36 months



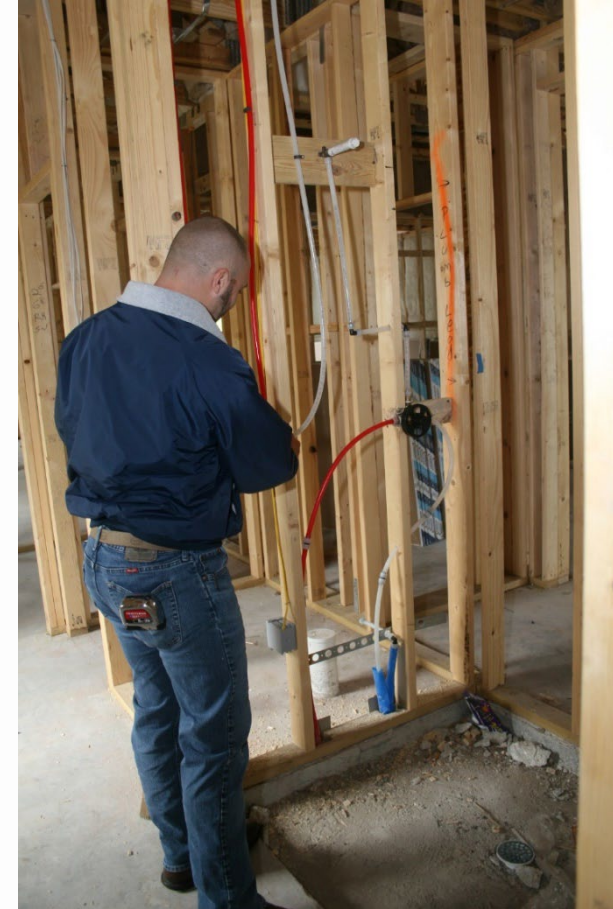
Last 12 months: 102,483



## Building Division

### Current Staffing Matters

- Volume of Inspections
  - Averaging 297 per day
- Open Positions
  - Deputy Building Official
  - Senior Building Plans Examiner
  - Building Plans Examiner



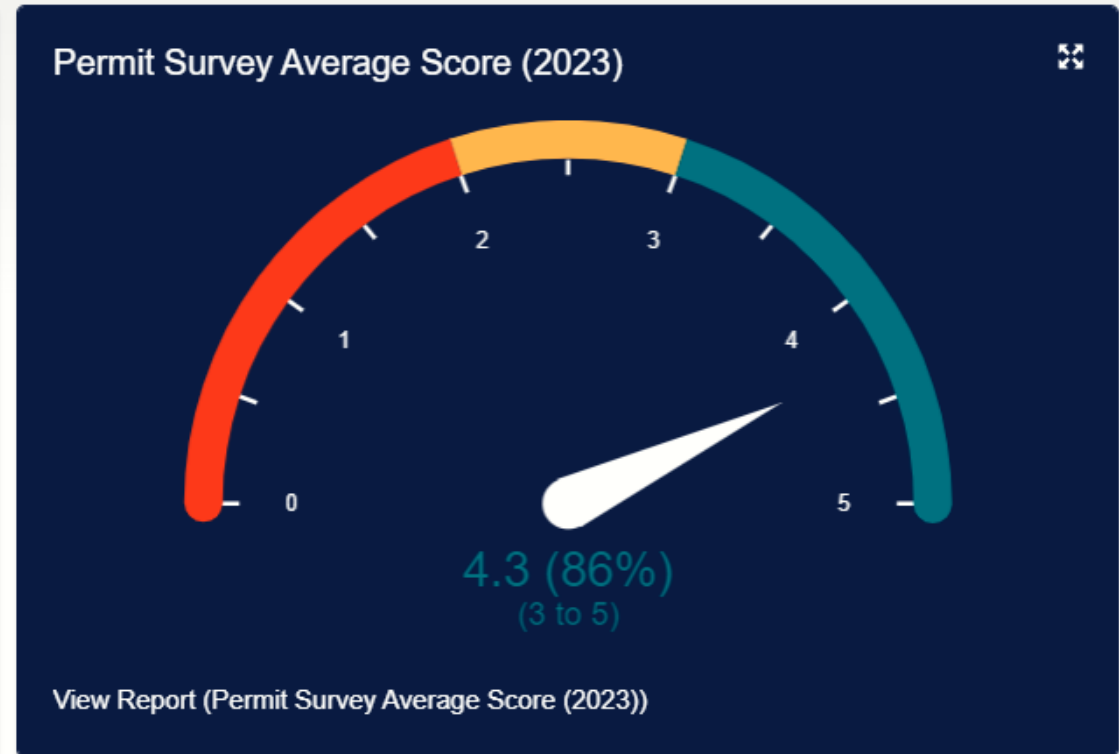
## **KPI – Building Internship Program (staff development)**

Improve service levels and efficiencies and provide consistent and thorough building code plan reviews and inspections through development of multi-disciplined multi-certified inspection staff.

Current 29%

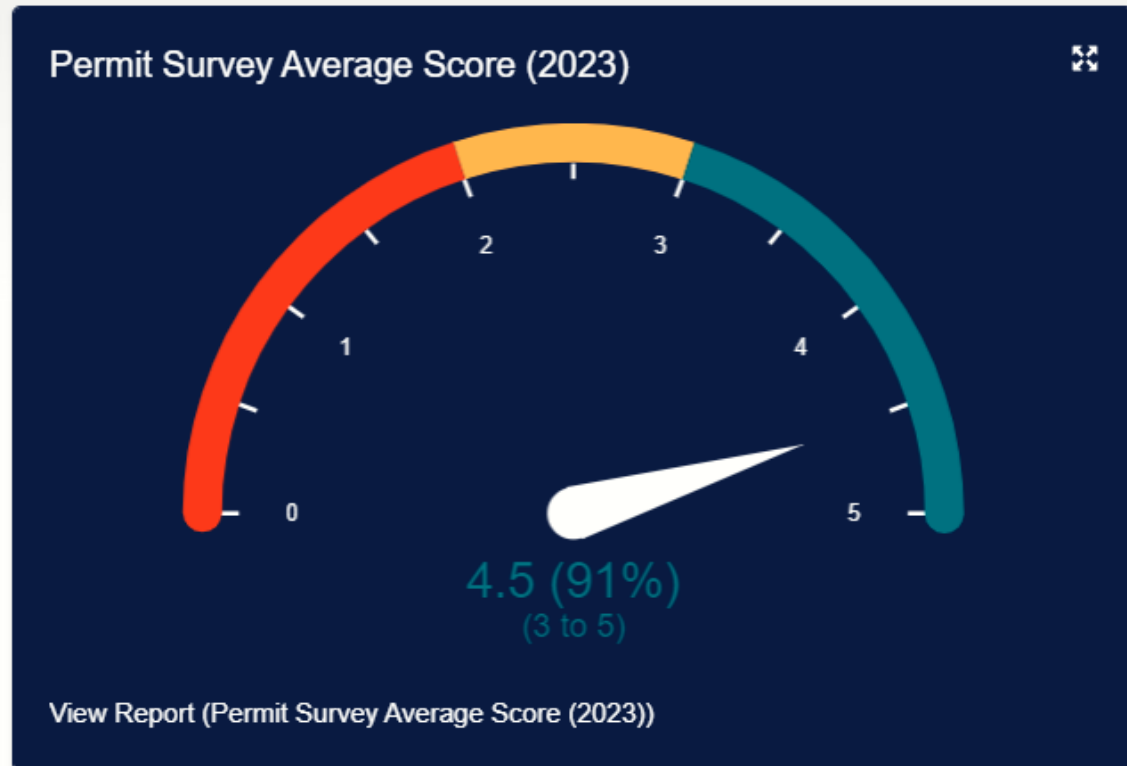


## Permit Issue – Customer Satisfaction Survey (CSAT)





## Permit Final – Customer Satisfaction Survey (CSAT)



## Code Enforcement Division

### General Fund

- FTEs 26
- Personal Service = 63% of budget
- Pass Through = \$336,000 (10%)
- Budget concerns
  - Seasonal weather concerns increase hazard tree cases
  - Increase in advertising fees







## Urban Forestry

- 2,285 calls for service YTD
- 5 - day operation
- Wildfire Mitigation inspections - 1,968
- Fence Nuisance inspections - 155
- Hazardous Trees inspections - 566
  - Tree removal permits issued - 689





## Code Enforcement Stats

	Action Orders/Reinspections	Urban Forestry	Worked Cases	Cases in Violation	Signs Removed	HVAC Units	Wildfire Mitigation	Code Board Cases	Self Initiated	Notice of Remedy
June 2022	1871	87	1784	1053	364	125	214	39	969	91
July 2022	1684	97	1587	857	414	131	199	31	838	114
Aug. 2022	1764	129	1635	844	466	156	195	34	820	100
Sept. 2022	1485	119	1366	597	256	127	168	53	521	72
Oct. 2022	1329	111	1218	540	522	127	171	45	513	40
Nov. 2022	1114	101	1013	482	878	129	122	32	389	32
Dec. 2022	1263	57	1206	529	257	82	140	34	460	53
Jan. 2023	1502	95	1407	680	255	335	521	34	532	39
Feb. 2023	1950	66	1884	680	243	95	740	30	488	27
Mar. 2023	1510	130	1380	643	263	111	766	34	598	69
April 2023	1503	128	1375	584	307	135	394	32	545	44
May 2023	1634	90	2328	909	364	183	332	35	725	54
<b>TOTALS</b>	<b>18,609</b>	<b>1,210</b>	<b>18,183</b>	<b>8,398</b>	<b>4,589</b>	<b>1,736</b>	<b>3,962</b>	<b>433</b>	<b>7,398</b>	<b>735</b>



## Succession Planning

City anticipates future retirements and needs over the next several years.

- Assistant Code Enforcement Manager
- Planning Manager
- Senior Planner
- Deputy Chief Building Official
- Senior Plans Examiner



# Questions?



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 27, 2023

<b>Department</b>	COMMUNITY DEVELOPMENT	<b>Amount</b>
<b>Division</b>		<b>Account #</b>
<b>Subject</b>	PRESENTATION - BUSINESS RECRUITMENT AND EXPANSION INCENTIVES	
<b>Presenter: Barbara Fiedor, Economic Development Manager</b>		
<b>Background:</b>		
<b>Council Priority (FY 24):</b>		
<b>A. Strong Resilient Economy:</b>		
<ul style="list-style-type: none"> <li><b>3. Develop economic opportunity tools and communication strategies to support and sustain small businesses.</b> <ul style="list-style-type: none"> <li><b>a. Create a business recruitment package that includes incentives to diversify our business offerings in our community.</b></li> </ul> </li> </ul>		
<p>Staff will present information on the types of incentives that are used for business recruitment and business expansion that will help to diversify the city's business industry sectors.</p>		
<b>Recommended Action:</b>		
<b>FOR PRESENTATION ONLY</b>		



# Office of Economic Development

## Business Recruitment & Expansion

### Incentives

June 27, 2023



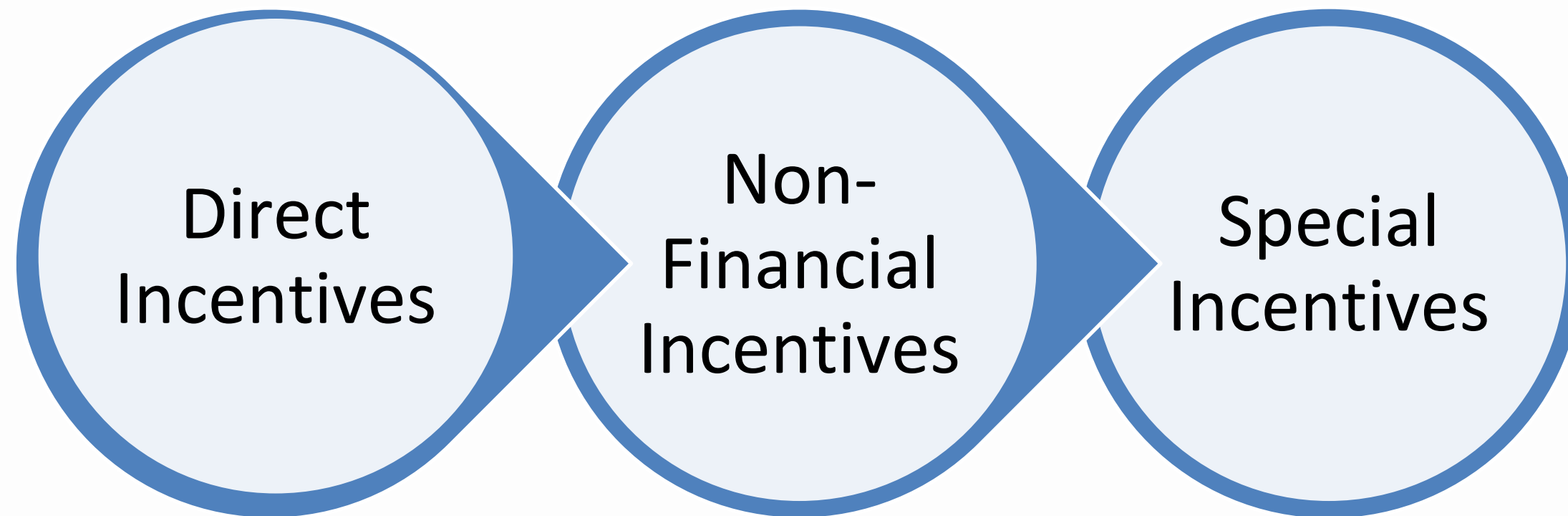
## Economic Development (A3)

Develop economic opportunity tools and communication strategies to support and sustain small business.

a. Create a business recruitment package that includes incentives to diversify our business offerings in our community.



## Types of Incentives



- **Tax Exemptions or Abatements:** Real Property or Tangible Property
- **Job Growth Bonus:** Financial bonus for projects relocation costs, new equipment expenses, and specific building construction expenses for qualifying expanding companies, new relocating companies, and/or targeted industry jobs.
- **Job Creation Bonus:** Financial bonus for higher paying jobs and/or targeted industry jobs.



- **Investment Bonus:** Financial bonus for high value investment projects for new relocating companies and/or targeted industry projects.
- **Revenue Enhancement Grants:** A percentage of the projected incremental ad valorem tax increase is reduced for a period of years, providing the company achieves predetermined revenue investment and/or job creation goals.
- **Land Grants:** Municipality owned lands offered at reduced price or donated for high job creation, high wage, high investment, and/or targeted industry projects.



- Infrastructure Improvements
- Site Prep Work & Environmental Studies
- Waiver or Reduction of Project Fees: Permitting, Tap, & Impact
- Job Training & Workforce Development
- Expedited Permitting
- Technical Assistance: BRX and TRX
- Dedicated Project Manager for High Value Projects



- Targeted Industries and Specific Areas
- Special Improvement/Commercial Districts
- Enterprise Zones and Innovation Hubs
- Entrepreneurial & Start-Up Hubs



## Number 1 Business Recruitment & Expansion Incentive





**Pad Ready Sites & Available Commercial Buildings**

**Build Them and Businesses Will Come**



Thank You



# City of Palm Coast, Florida Agenda Item

Agenda Date: June 27, 2023

<b>Department</b>	CONSTRUCTION MANAGEMENT & ENGINEERING	<b>Amount</b>
<b>Division</b>	ENGINEERING	<b>Account</b>
<b>Subject</b>	PRESENTATION - FACILITY ASSESSMENT OF EXISTING FIRE STATION 22	
<b>Presenter: Eric Gebo, Architect, James Hirst, Director of Parks &amp; Recreation, and Consultant</b>		
<b>Background:</b>		
<b>Council Priority:</b>		
<b>C. Safe and Reliable Services</b>		
<b>3. Seek opportunities for the Community Center to help relieve parking</b>		
<p>Repurpose Fire Station 22, to preserve historical value and expand visitor awareness of Palm Coast. City Staff advertised the project (RFSQ-SWE-22-60) to provide professional design services for the replacement of Fire Station 22. The contract was awarded to Schenkel Schultz Architecture. Included in the scope of work was for the design professional to perform an assessment of the existing Fire Station 22 and provide a report on the facility identifying deficiencies, possible future uses, methods of remediation, and an estimate of probable cost.</p> <p>This presentation is to review the results of the report.</p>		
<b>Recommended Action:</b>		
<b>FOR PRESENTATION AND DIRECTION</b>		



# **City of Palm Coast Fire Station 22**

Facility Assessment



# Existing Fire Station 22

## Facility Assessment

RFSQ-SWE-22-60 Architectural and Engineering Services for the Design of New Fire Stations, Fire Station Expansion and Bay Door Replacement

- Council Approved Design Professional Services Agreement –February 14, 2023
- Schenkel Schultz Architecture was awarded the Contract
  - Provide Design Services
    - Replacement Fire Station 22
    - New Fire Station 26
    - Expansion to Fire Station 23
    - Fire Station 25 Bay Door Replacement
    - Assessment of Existing Fire Station 22
- Assessment initiated – April 14, 2023
- Assessment received – May 19, 2023



# Existing Fire Station 22

## Facility Assessment

- Built in 1977
- 2,991 sf
- Does not serve the current needs of the Fire Department
- Previous improvements were stop gap measures
- Customized Apparatus was required



# Existing Fire Station 22 Facility Assessment

- Site Conditions
  - .99 acres
  - Land Use and Zoning
    - PSP – Public Semipublic District
    - FLUM Designation - Institutional
    - Palm Coast Overlay Corridor
  - Surrounding Land Use and Zoning
    - North - Developed, COM2 - Commercial
    - East – Undeveloped, P&G
    - Southwest – Community Center – PSP
  - Existing lift station





# Existing Fire Station 22 Facility Assessment

- Site Conditions
  - Tree Preservation
    - One historic oak on site
    - East parcel – canopy & subcanopy of various species





# Existing Fire Station 22 Facility Assessment

- Site Conditions
  - Surface Water
    - No surface water on developed site
    - Surface water on undeveloped site
    - FDEP and SJRWMD Permitting



# Existing Fire Station 22 Facility Assessment

- Site Conditions
  - Flood Zone
    - The site is not impacted by a Special Flood Hazard Area





# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Plumbing
    - 40 – 50 year typical useful life
    - 10 – 20 years useful life remaining



# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Air conditioning system
    - Installed in 2016
    - 8 – 12 year lifespan for systems in saltwater conditions
    - System should be replaced in the near future





# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Electrical system
    - Original electrical service – 45 years old
    - Generator installed in 2003
    - Should be salvaged for reuse



# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Lighting
    - Original 1976 fluorescents
    - Fixtures in poor condition
    - No occupancy sensors
    - Replace with LED fixtures





# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Wiring
    - Original 1976 installation
    - System in poor condition
    - Damaged replacement devices
    - Grounding system may not meet Code
    - Additional outlets are needed



# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Fire Alarm System
    - No Fire Alarm System
    - Stand alone smoke detectors

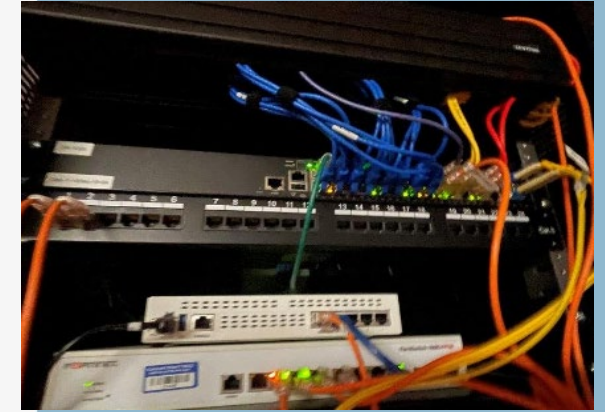




# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Information Technology
    - Recent installation
    - Functioning
    - Upgrade cabling to CAT 6



# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Structural
    - Exterior walls load bearing CMU
    - Wood truss roof framing
    - Settlement cracking
    - Load cracking
    - Possible Termite Damage above sleeping quarters





# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Architectural - Exterior
    - Exterior walls require localized repairs
    - Doors and windows are functional but inefficient
    - Roof and roof systems require replacement



# Existing Fire Station 22

## Facility Assessment

- Building Conditions
  - Architectural - Interior
    - Interior finishes in generally good condition
    - Update for future use





# Existing Fire Station 22

## Facility Assessment

### Code Review

- Existing Construction Type
  - Combustible – Type IV Construction
  - Can only be used for occupancies that allow for this type of construction
  - Institutional, Hospital Occupancies, High Hazard Occupancies not allowed with significant changes to the building
- Change of Use with moderate modifications
  - Business
  - Assembly
  - Mercantile



# Existing Fire Station 22

## Facility Assessment

Maintenance / Repairs / Upgrades independent of Use

- Plumbing
  - Replace modified piping
- HVAC
  - Replace entire HVAC System
  - Replace all HVAC distribution components
  - Condition vehicle bay dependent upon use
- Electrical
  - Replace panels, lights, switches, outlets and devices
  - Install lightning protection system



# Existing Fire Station 22

## Facility Assessment

Maintenance / Repairs / Upgrades independent of Use

- Architectural
  - Exterior paint
  - Window / storefront replacement
  - Roof
  - Interior Paint
- Technology
  - Upgrade low voltage cabling
- Fire Alarm
  - Install Fire Alarm System
- Accessibility Upgrades



# Existing Fire Station 22

## Facility Assessment

Potential Modifications based on Use

- Fire Suppression System
  - Assembly Use may require a fire sprinkler system based on Occupant Load
- Fire Separation
  - Installation of rate partitions based on Use and Occupant Load





# Existing Fire Station 22 Facility Assessment

Estimate of Probable Cost

- Rough Order of Magnitude Cost Estimate
  - Approximately \$1,100,00.00



DESCRIPTION	\$/SF		TOTAL
<b>Direct Costs</b>			
General Requirements	\$ 10.50		31,416
Demolition	\$ 10.38		31,041
Cast in place concrete	\$ 6.71		20,078
Rough Carpentry	\$ 1.37		4,100
Thermal & Moisture Protection	\$ 5.71		17,066
Roofing	\$ 20.83		62,310
Doors, Frames & Hardware	\$ 4.55		13,600
Windows & Glazing	\$ 22.53		67,384
Drywall	\$ 14.35		42,918
Stucco	\$ 5.78		17,296
Tile	\$ 4.02		12,035
Acoustical Ceilings	\$ 1.71		5,125
Painting	\$ 5.45		16,300
Window Treatments	\$ 0.59		1,750
Fire Sprinklers	\$ 5.00		14,955
Plumbing	\$ 5.18		15,485
HVAC	\$ 32.36		96,780
Electrical	\$ 51.33		153,522
Site earthwork, Utilities & Paving	\$ 24.02		71,831
Landscaping & Irrigation	\$ 1.56		4,675
<b>TOTAL DIRECT COSTS</b>	\$ 233.92		699,667
<b>Indirect Costs</b>			
General Conditions	\$ 50.27	21.49%	150,346
Preconstruction		2.00%	21,983
A/E Design & C/A Fees	\$ -		0
BIM Services	\$ 0.37	0.10%	1,099
IT Software	\$ 0.77	0.21%	2,308
Design Contingency	\$ 23.39	10.00%	69,967
Escalation Contingency	\$ 11.70	5.00%	34,983
General Liability Insurance	\$ 2.57	0.70%	7,694
Builder's Risk Insurance	\$ 0.75	0.20%	2,242
Permits	\$ -	0.00%	0
P&P Bond	\$ 2.99	0.81%	8,944
<b>SUBTOTAL</b>	\$ 334.08		999,234
Construction Contingency	\$ 16.70	5.00%	49,962
Owner Contingency	\$ -	0.00%	0
Subtotal	\$ 350.78		1,049,195
	\$ -		
Fee	\$ 16.70	5.00%	49,962
<b>Conceptual Budget</b>	\$ 367.49		<b>1,099,157</b>

# Existing Fire Station 22 Facility Assessment

Timeline Relative to New Fire Station 22



# Existing Fire Station 22 Community Center Parking

## Pillars of Priority



### STRONG RESILIENT ECONOMY

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

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



### SAFE & RELIABLE SERVICES

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

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



### CIVIC ENGAGEMENT

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

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

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



### SUSTAINABLE ENVIRONMENT & INFRASTRUCTURE

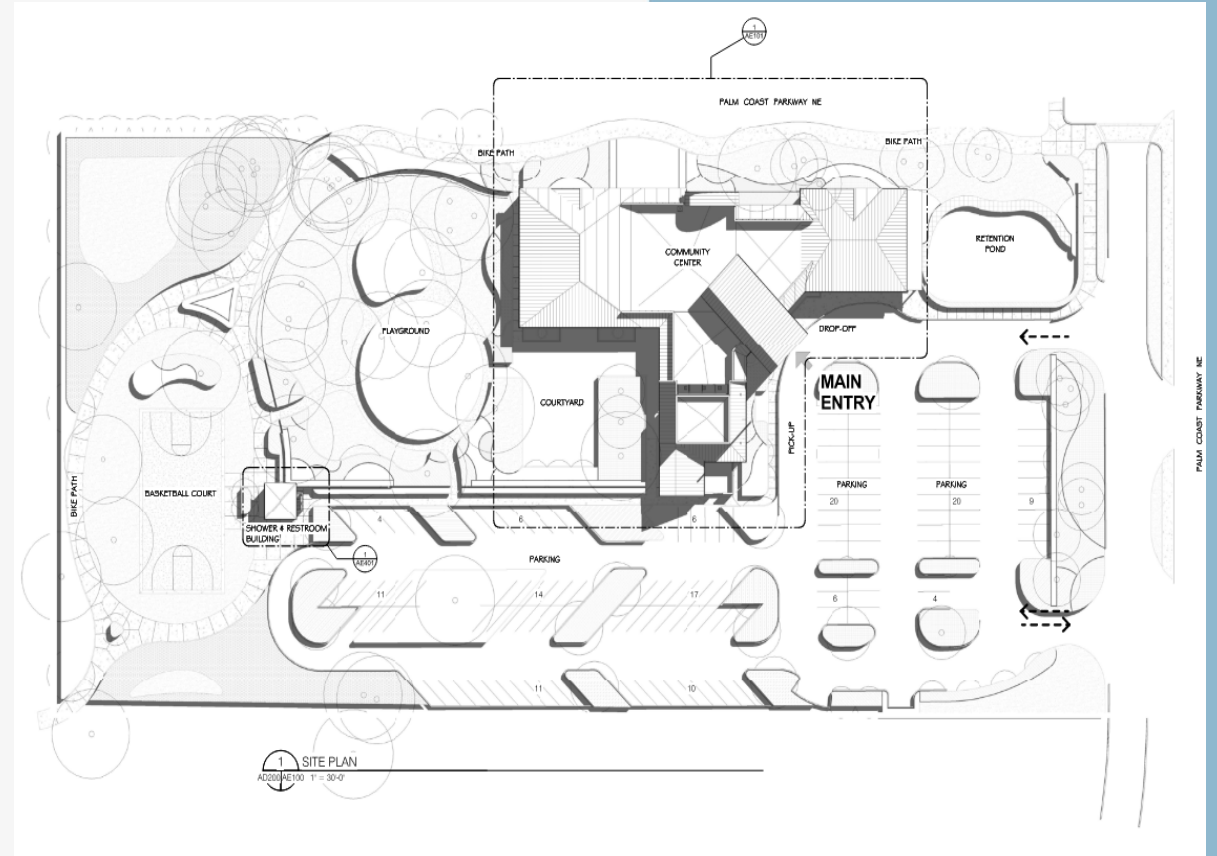
Build and effectively manage sustainable infrastructure that promotes clean water, integrated streets, and emphasizes green infrastructure.

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



# Existing Fire Station 22 Community Center Parking

- Existing Community Center Parking
  - No ability for on-site expansion
  - Site design meets Palm Coast LDC Chapter 11





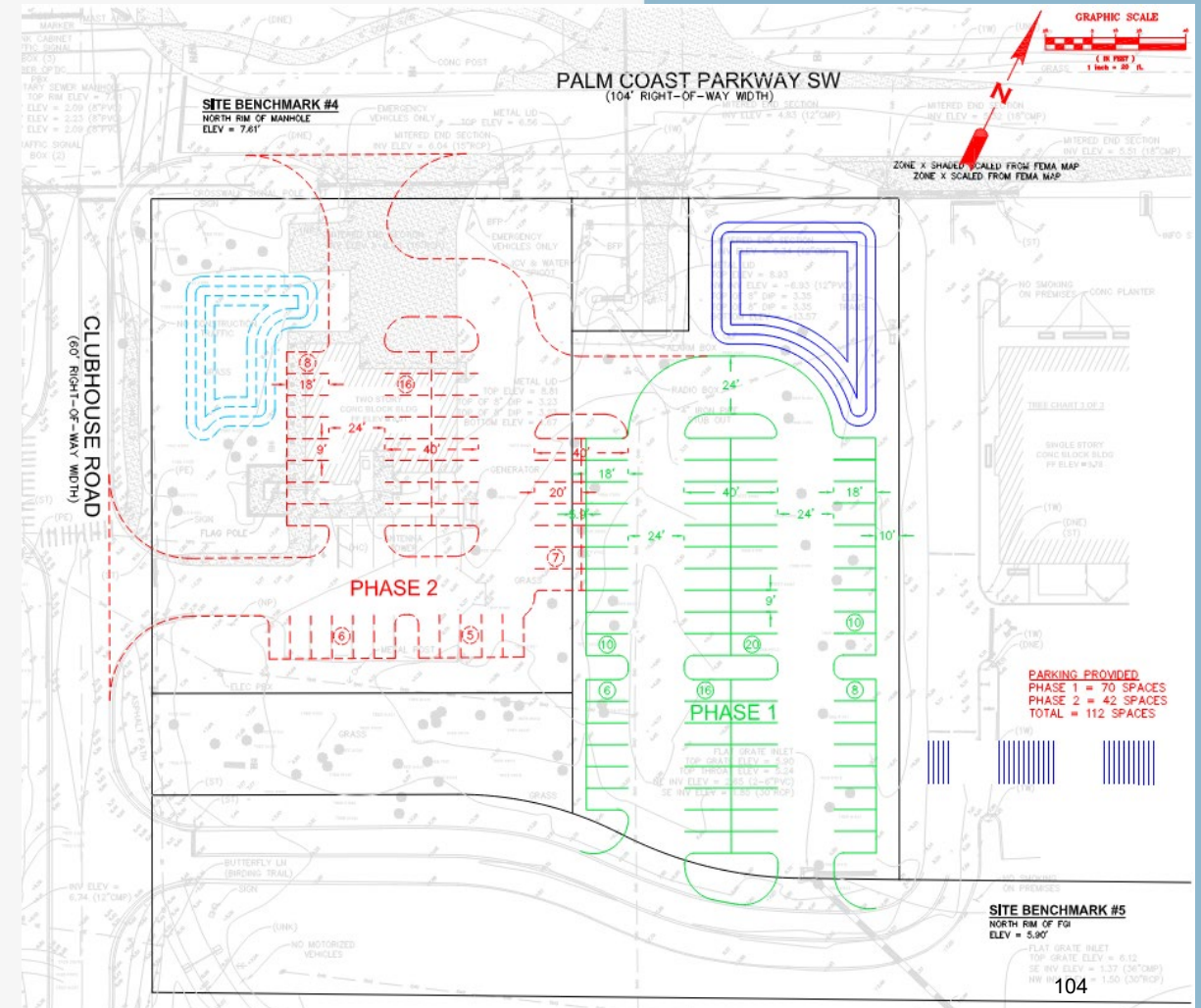
# Existing Fire Station 22 Community Center Parking

- Potential Community Center Parking
  - Existing parking inadequate
  - Accessible connection with Community Center site
  - Ability to expand into the adjacent site to the East
  - LDC requires 193 spaces
  - 109 spaces provided
  - Minimum of 250 spaces required based on historical attendance data



# Existing Fire Station 22 Community Center Parking

- Potential Community Center Parking
  - 15 Existing parking spaces
  - Adjacency to Fire Station 22
  - Phase 1 spaces 70
  - Phase 2 spaces 42



# Existing Fire Station 22

## Council Actions

- Option 1
  - Rehabilitate the existing Facility for alternate use
  - Estimated Cost - \$1,100,000.00
- Option 2
  - Remove existing building and develop adjacent parcel for additional Community Center parking
  - Cost TBD



**THANK YOU**

Questions?





# City of Palm Coast, Florida Agenda Item

Agenda Date: June 27, 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>July 11, 2023 WORKSHOP MEETING</b>	<b>PRESENTER</b>
Presentation	Proposed General Fund Budget and TRIM Rate	Alves/Ragsdale
Resolution	Cell Tower Agreements	Akins
Resolution	Electric Franchise Agreement	Alves
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
Resolution	Flagler Schools Memorandum of Understanding, Joint Facilities Agreement	Hirst
Presentation	Summary of the Results of the Flagler County Housing Forum	Papa/Paradowski
	<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
Resolution	Belle Terre Safety Improvement Design Update	Cote
Resolution	Initial Nuisance Abatement	Grossman
Resolution	Piggyback with Graybar Electric Company	Melley
Resolution	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
Resolution	Land Purchase - 8 Ludlow Lane	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>
Resolution	Old Kings Road North Phase 2 Design Update	
Proclamation	Purple Heart Month	Cook
Ordinance 2nd	Coquina Shores Community Development District	Nguyen
Ordinance 2nd	Cascades at Grand Landings Annexation	Papa
Appointment	Code Board and Code Board Alternate Appointments	Smith
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
Resolution	Community Development Block Grant (CDBG) Action Plan	Papa
	<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
	<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	Hirst
Presentation	Parks Master Plan	McDermott
Appointment	Code Enforcement Board	Smith
	<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>
Proclamation	Blindness Awareness Month	Cook
	<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
Ordinance	No Smoking Ordinance	Hirst
Ordinance	Marina Village Master Planned Development	Hoover
Ordinance	Palm Coast Park Master Planned Development	Hoover
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	Water Plant 1 Liquid Lime Sludge (Calcium Oxide) Removal, Hauling, and Disposal	Roussell
Resolution	Water Plant 1 Drying Bed Cleaning	Roussell



**Meeting Calendar for 7/11/2023 through 12/31/2023**

**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

**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



**Meeting Calendar for 7/11/2023 through 12/31/2023**

**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

**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



**Meeting Calendar for 7/11/2023 through 12/31/2023**

**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

**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





**Meeting Calendar for 7/11/2023 through 12/31/2023**

**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

**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



**Meeting Calendar for 7/11/2023 through 12/31/2023**

**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

**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



**Meeting Calendar for 7/11/2023 through 12/31/2023**

**12/19/2023 9:00 AM**  
City Council  
City Hall

**12/20/2023 5:30 PM**  
Planning & Land Development Regulation Board  
City Hall