

City of Palm Coast, Florida Agenda Item

Agenda Date: March 10, 2026

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

Agenda Date: March 10, 2026

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

Agenda Date: March 10, 2026

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

Agenda Date: March 10, 2026

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

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

Agenda Date: March 10, 2026

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

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

Recommended Action:

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

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