



**City of Palm Coast  
Minutes  
PLANNING AND LAND  
DEVELOPMENT  
REGULATION BOARD**

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

***Vice Chair Sandra Shank  
Board Member James Albano  
Board Member Charles Lemon  
Board Member Hung Hilton  
Board Member Suzanne Nicholson  
Board Member David Ferguson  
Board Member Dana Mark Stancel  
Alternate Board Member Larry  
Gross  
Alternate Board Member Garrett  
Decker***

---

**Wednesday, November 20, 2024**

**5:30 PM**

**CITY HALL - COMMUNITY WING**

---

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- Public comment on issues on the agenda or public participation shall be limited to 3 minutes.
- Other matters of concern may be discussed as determined by Committee during the meeting.
- If you wish to obtain more information regarding the agenda, please contact the Community Development Department at 386-986-3736.
- In accordance with the Americans with Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the ADA Coordinator at 386-986-2570 at least 48 hours prior to the meeting.
- It is proper meeting etiquette to silence all electronic devices, including cell phones while meeting is in session.
- Any person who decides to appeal any decision with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**Call to Order and Pledge of Allegiance**

*Ms. Irene Schaefer, Recording Secretary, called the Planning and Land Development Regulation Board (PLDRB) November 20, 2024 meeting to order at 5:30pm.*

**Roll Call and Determination of a Quorum**

*Present and responding to roll call were:  
Mr. Hilton  
Mr. Lemon  
Ms. Nicholson*

Mr. Ferguson  
Mr. Albano  
Mr. Stancel  
Mr. Decker

Excused were:

Vice Chair Shank  
Mr. Gross

Due to Vice Chair Shank's absent we moved agenda item #2 to the first position.

### Approval of Meeting Minutes

**2 MEETING MINUTES OF THE OCTOBER 16, 2024 PLANNING AND LAND DEVELOPMENT REGULATION BOARD MEETING**

**Pass**

**Motion made to approve as presented by Board Member Decker and seconded by Board Member Stancel**

**Approved - 7 - Board Member Charles Lemon, Board Member Suzanne Nicholson, Vice Chair James Albano, Board Member Hung Hilton, Board Member Dana Stancel, Board Member Garrett Decker, Board Member David Ferguson**

### Public Hearing

**1 ELECTION OF A CHAIR AND VICE CHAIR TO THE PLANNING AND LAND DEVELOPMENT REGULATION BOARD**

**Pass**

**Motion made to approve Election of Chair**

**Ms. Nicholson made a motion to nominate Ms. Shank for Chair and Mr. Stancel seconded. The motion was approved 7-0.**

**Election of Vice-Chair**

**Mr. Lemon made a motion to nominate Mr. Albano for Vice Chair and Ms. Nicholson seconded. The motion was approved 7-0. by**

**Approved - 7 - Board Member Charles Lemon, Board Member Suzanne Nicholson, Board Member James Albano, Board Member Hung Hilton, Board Member Dana Stancel, Board Member Garrett Decker, Board Member David Ferguson**

**3 PRESENTATION QUASI-JUDICIAL AND SUNSHINE LAW TRAINING**

*Mr. Jeremiah Blocker, associate city attorney, gave a presentation on Florida Sunshine Law which is attached to this record. He also gave a presentation on Quasi-Judicial and Legislative proceedings.*

*Mr. Ferguson presented an example of a violation of the Sunshine law and Mr. Blocker stated that would be a violation.*

*Vice Chair Albano opened this item to public comment at 6:55pm and seeing no one approach the podium he closed this item to public comment at 6:56pm.*

### **Received and Filed**

### **Board Discussion and Staff Issues**

*None*

### **Adjournment**

*Motion made to approve by Board Member Nicholson and seconded by Vice Chair Albano. The meeting was adjourned at 6:58pm.*

*Respectfully Submitted by:  
Irene Schaefer, Recording Secretary*

### **Pass**

**Motion made to approve by Board Member Nicholson and seconded by Vice Chair Albano**

**Approved - 7 - Board Member Charles Lemon, Board Member Suzanne Nicholson, Vice Chair James Albano, Board Member Hung Hilton, Board Member Dana Stancel, Board Member Garrett Decker, Board Member David Ferguson**