



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

City Hall  
160 Lake Avenue  
Palm Coast, FL 32164  
www.palmcoast.gov

**Chair Sandra Shank  
Vice Chair James Albano  
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  
School Board Rep Lisa Divina**

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**Wednesday, November 19, 2025**

**5:30 PM**

**City Hall - Jon Netts Community  
Wing**

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- 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 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.
- 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**

Chair Shank called the Planning and Land Development Regulation Board (PLDRB) November 19, 2025 meeting to order at 5:30pm.

**Roll Call and Determination of a Quorum**

Present and responding to roll call were:

Chair Shank

Board Member Decker

Board Member Hilton

Board Member Ferguson  
Flagler School Representative Divina

Excused were:

Vice Chair Albano  
Board Member Nicholson  
Board Member Gross

Absent:

Board Member Stancel

### **Approval of Meeting Minutes**

#### **1 PLANNING AND LAND DEVELOPMENT REGULATION BOARD OCTOBER 15, 2025 BUSINESS AND WORKSHOP MEETING MINUTES**

**Pass**

**Motion made to approve as presented:**

**October 15, 2025 Business meeting minutes motion to approve as presented  
made by BM Decker and seconded by BM Hilton.**

**October 15, 2025 Workshop meeting minutes motion to approve as presented  
made by BM Decker and seconded by BM Ferguson.**

**4- Approved by Chairperson Shank, Board Member Hilton, Board Member Ferguson,  
Board Member Decker**

### **Public Hearing**

#### **2 ORDINANCE 2025-XX AMENDING THE CITY OF PALM COAST CODE OF ORDINANCES BY CREATING A NEW CHAPTER 8, ANIMALS, ARTICLE III, BACKYARD CHICKENS, SECTION 8- 100, GENERAL CONDITIONS FOR THE KEEPING OF BACKYARD CHICKENS; AMENDING THE UNIFIED LAND DEVELOPMENT CODE S**

Mr. Phong Nguyen, Planning Manager, introduced this item along with Ms.  
Barbara Grossman, Code Enforcement Manager, who gave a presentation  
which is attached to this record.

**Pass**

**Motion made to Recommend Approval and recommends that the City Council  
adopt this Ordinance made by Board Member Decker and seconded by Board  
Member Hilton.**

**4- Approved by Chairperson Shank, Board Member Hilton, Board Member Ferguson,  
Board Member Decker**

### **3 ORDINANCE 2025-XX ESTABLISHING THE CREATION OF THE RECOVERY RESIDENCE ORDINANCE PURSUANT TO FLORIDA STATE LEGISLATION SB 954**

Mr. Nguyen, Planning Manager, introduced this item along with Ms. Jacqueline Gonzales, Site Development I, who gave a presentation which is attached to this record.

Chair Shank asked about disclosure about the occupants of the duplex. Ms. Gonzalez stated that under state statute it would be a fair housing violation to notice the other occupant of the duplex. Ms. Gonzalez gave an example of the other side of the duplex could be occupied by staff, and this situation could be noted in the permitting process.

Ms. Gonzalez clarified the state statute requirement for timing of compliance with this ordinance.

BM Decker asked if they fail to comply with the rules of the home and Mr. Marcus Duffy, Legal Counsel, stated that they would need a court order to evict. Ms. Gonzalez stated that on stage 3 & 4 they receive state funding and then they will stop receiving funds. For stage 1 & 2 would be handled via legal channels. Discussion of the admission and discharge process under FARR. Ms. Gonzalez explained the city's process for qualifying the homes as a recovery home.

Chair Shank opened this item to public comment at 6:07 and seeing no one approach the podium she closed this item at 6:08pm.

**Pass**

**Motion made to Recommend Approval and recommends that the City Council adopt this Ordinance 2025-XX establishing the creation of the recovery residence ordinance pursuant to Florida State Legislation SB 954 to City Council made by Board Member Hilton and seconded by Board Member Decker.**

**4- Approved by Chairperson Shank, Board Member Hilton, Board Member Ferguson, Board Member Decker**

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

None

#### **Adjournment**

Motion made to approve by BM Decker and seconded by BM Ferguson. The meeting was adjourned at 6:09 pm.

Respectfully Submitted by:

Irene Schaefer, Recording Secretary

**Pass**

**Motion made to approve made by Board Member Decker and seconded by Board Member Ferguson**

**4- Approved by Chairperson Shank, Board Member Hilton, Board Member Ferguson, Board Member Decker**