



City of Palm Coast
Minutes
Residential Drainage Citizens Advisory
Committee

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

City Liaison Lynn Stevens
Chair Donna Stancel
Vice Chair Richard Cooper
Committee Member Tony Amaral, Jr.
Committee Member Jessica Voorhees

Thursday, November 6th, 2025

6:00pm

City Hall – Community Wing

City Staff

Lynn Stevens, Deputy Director of Stormwater & Engineering

Rain Marti, Recording Secretary

- Public Participation shall be in accordance with Section 286.0114 Florida Statutes.
- 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 Stormwater Department at (386) 986 - 2360.
- 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 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

Chairperson Stancel called the meeting to order at 6:02 p.m.

B PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

C ROLL CALL

The following members were present:

*Donna Stancel
Richard Cooper
Jessica Voorhees*

The following members were absent:

Tony Amaral Jr.

D MOTION TO APPROVE MINUTES

**MEETING MINUTES OF THE AUGUST 6th, RESIDENTIAL DRAINAGE CITIZENS
ADVISORY COMMITTEE MEETING**

Motion by Vice Chairperson Cooper, seconded by Committee Member Voorhees, to approve the minutes as presented. The motion passed unanimously.

E OLD BUSINESS

No old business.

F NEW BUSINESS

I. DISCUSSION WITH COMMUNICATIONS DEPARTMENT

The Communications Department was unable to attend the meeting. Ms. Stevens displayed the “Fiscal Year 2025 Communications and Marketing Quick Facts” document provided by the Communications Department. Outlined all the department is responsible for, and where to find informational Stormwater videos on the City’s website.

II. REVIEW CURRENT STORMWATER BROCHURE

Ms. Stevens displayed and outlined the “Stormwater Management & Information” brochure and where they can be found. Ms. Stevens also explained the new system to inform residents of necessary culvert maintenance and the why culverts are occasionally cleaned by the City.

III. REVIEW PROPOSED OUTSTANDING INFILL LOT CASE CLOSURE LETTER

Ms. Stevens displayed and discussed the proposed “Residential Drainage Case Closure Letter”.

IV. REVIEW OPEN CODE ENFORCEMENT CASE

This item was added to the agenda shortly before the meeting.

Ms. Stevens explained the request from the Acting City Manager, to review an open Code Enforcement Case and provide feedback. Mr. Cooper asked the Committee to take a short break to read through the document before discussion. After the short break, Mr. Cooper began the discussion with the findings from the report. Ms. Stevens displayed figure 1.0 from the report, an aerial view of the area and discussed the issue the resident is facing. She explained the home has a small and outdated culvert pipe that is scheduled to be replaced and showed recent Stormwater repairs in the area.

V. RECOMMENDATIONS FOR FUTURE SPEAKERS

None.

VI. ANY REQUESTED INFORMATION FOR COMMITTEE

None.

VII. ANY AGENDA ITEMS TO BE ADDED FOR NEXT MEETING

Ms. Stancel passed the gavel to Mr. Cooper and proposed a motion that the Committee sunset early as their main objective has been completed. Ms. Stevens reminded the Committee, to early sunset it must first be approved by City Council. Ms. Stancel rescinded the motion.

G PUBLIC COMMENT

None.

H DATE AND TIME OF NEXT MEETING

Committee agreed, the next meeting to be held on December 10th at 6 p.m.

I MOTION TO ADJOURN

Motion to adjourn was made by Vice Chairperson Cooper, seconded by Committee Member Voorhees. The motion passed unanimously.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted by:

Rain Marti, Recording Secretary