



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, August 6th, 2025

6:00pm

City Hall – Community Wing

City Staff

Lynn Stevens, Deputy Director of Stormwater & Engineering

Luis Mendez, Code Compliance Supervisor

Kaley Cook, City Clerk

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

Vice Chairperson Cooper called the meeting to order at 6:01 p.m.

B PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE

C ROLL CALL

The following members were present:

*Richard Cooper
Tony Amaral Jr.
Jessica Voorhees*

The following members were absent:

Donna Stancel

D MOTION TO APPROVE MINUTES

MEETING MINUTES OF THE MAY 7th, RESIDENTAL DRAINAGE CITIZENS ADVISORY COMMITTEE MEETING

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

MEETING MINUTES OF THE JULY 10th, RESIDENTAL DRAINAGE CITIZENS ADVISORY COMMITTEE MEETING

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

E OLD BUSINESS

I. SWEAR IN JESSICA VOORHEES AS A MEMBER (FORMERLY AN ALTERNATE)

This item was completed prior to the meeting by Ms. Kaley Cook, City Clerk.

F NEW BUSINESS

I. DISCUSSION WITH CODE ENFORCEMENT

Mr. Cooper opened the discussion. Ms. Stevens introduced Luis Mendez, Code Compliance Supervisor, to the Committee. Mr. Mendez explained some issues Code Enforcement faces when trying to address complaints of water flowing from one property to another. Ms. Stevens reiterated the requested task to create a streamlined process for Code Enforcement to follow. Mr. Amaral asked if the properties designed with common swales are taken into consideration as there is a five-foot drainage easement along all property lines. Mr. Mendez stated all factors are taken into consideration. Mr. Cooper asked if the code can be enforced on only visual observation

of the issue, or is a survey required. Mr. Mendez stated a survey is not required to enforce but, in some cases, it is the only way to understand the true cause. Fences, plants, and trees within the five-foot easement can cause issues. Ms. Stevens asked the Committee who should have the authority to deem water is draining onto the neighboring property. Mr. Amaral stated when using surveys, the City does not have licensed surveyors to interpret. Ms. Stevens suggested the interpretation and authority can be given to the surveyor, like drainage plans. Mr. Mendez stated video proof with time stamps is a good tool to be able to understand the issue and enforce the code when possible. Mr. Cooper asked if any neighboring cities are facing the same issues and how they have handled it. Mr. Mendez stated he is unsure but can look more into. Ms. Stevens stated herself and staff recently visited Port St. Lucie, another City built by ITT, they are also experiencing the same issues, they now require builders to install yard drains on property lines. Ms. Stevens asked if Code Enforcement also provide homeowners with information on the yard drainage system and maintenance of the five-foot easement for education. Mr. Amaral stated it would be helpful as many homeowners are unaware of the five-foot easement. Mr. Mendez stated any educational pamphlet will help homeowners. Mr. Amaral asked in the last six month, how many cases has Code Enforcement received regarding water draining from one property onto another. Mr. Mendez stated it is not as frequent. Ms. Stevens stated Stormwater redirects these cases to open a Code Enforcement violation case, but homeowners are reluctant to do so. Stormwater does not address swales five days after a significant rain event as the swale system is working as designed with some standing water. Mr. Mendez stated there are about 10 – 12 open cases currently. Typically, the violators address the problem themselves, and it does not reach the Code Enforcement Board. By state law, Code Enforcement cases cannot be anonymous, Code enforcement cannot move forward on hearsay, and the issue must be observed.

The Committee thanked Mr. Mendez for his time.

II. RECOMMENDATIONS FOR FUTURE SPEAKERS

Mr. Cooper suggested the Communications Department to create an educational pamphlet. Ms. Stevens stated Communications recently released videos regarding the drainage system and Stormwater has pamphlets she will bring to the next meeting.

III. ANY REQUESTED INFORMATION FOR COMMITTEE

None.

IV. ANY AGENDA ITEMS TO BE ADDED FOR NEXT MEETING

Ms. Stevens stated a letter will be sent to the remaining 70 open cases with yard flooding, to explain their issues do not lie with the Stormwater system.

G PUBLIC COMMENT

None.

H DATE AND TIME OF NEXT MEETING

Committee agreed, the next meeting to be held on September 4th at 6 p.m.

I MOTION TO ADJOURN

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

The meeting was adjourned at 7:03 p.m.

Respectfully submitted by:

Rain Marti, Recording Secretary