City of Palm Coast, Florida
Agenda Item

Agenda Date: October 21, 2026 **Agenda Item:** C.1

Department COMMUNITY DEVELOPMENT **Division** PLANNING	**Amount** **Org/Account #**
Subject: MEETING MINUTES OF THE SEPTEMBER 22, 2026 PLANNING AND LAND DEVELOPMENT REGULATION BOARD MEETING	
Presenter: **Irene Schaefer, Administrative Coordinator**	
Attachments:	
Background:	
Recommended Action: **APPROVE AS PRESENTED**	

City of Palm Coast Minutes

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

PLANNING AND LAND DEVELOPMENT REGULATION BOARD

Chair Sandra Shank
Vice Chair James Albano
Board Member Dana Mark Stancel
Board Member Adolphus Evans
Board Member Andrew Dodzik
Board Member Dawid Blaszkiewicz
Board Member Jeff Adams
Alternate Board Member Garrett Decker
Alternate Board Member Tyler Warner
School Board Rep Lisa Divina

Tuesday, September 22, 2026 | 5:30 PM | City Hall - Jon Netts 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.
- The City of Palm Coast is not responsible for any mechanical failure of recording equipment.
- 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.

NOTICE: This meeting is being live streamed on the City of Palm Coast YouTube channel and audio recorded for public record and transparency.

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Shank called the September 22, 2026 Planning and Land Development Regulation Board (PLDRB) meeting to order at 5:30pm.

B. ROLL CALL AND DETERMINATION OF A QUORUM

Present and responding to roll call were Chair Shank, Vice Chair Albano, Board Member Adams, Board Member Dodzik, Board Member Stancel, Board Member Evans, Board Member Blaszkiewicz, Alternate Decker, Alternate Warner, and School Board Representative Divina

C. APPROVAL OF MEETING MINUTES

1. MEETING MINUTES OF THE AUGUST 19, 2026, PLANNING AND LAND DEVELOPMENT REGULATION BOARD BUSINESS MEETING AND MEETING MINUTES

OF THE SEPTEMBER 16, 2026, PLANNING AND LAND DEVELOPMENT REGULATION BOARD WORKSHOP MEETING

Chair Shank, Vice Chair Albano and BM Stancel confirmed the minutes for the August 19, 2026 PLDRB business meeting were accurate for the benefit for the new members who were not present for this meeting.

Passed

Motion made to Approve as presented for the August 19, 2026 PLDRB Business Meeting by Vice Chair Albano and seconded by Board Member Stancel

Motion made to Approve as presented for the September 16, 2026 PLDRB Workshop Meeting by Board Member Stancel and seconded by Vice Chair Albano

Approved – Board Member Dana Mark Stancel, Chair Sandra Shank, Board Member Adolphus Evans, Vice Chair James Albano, Board Member Andrew Dodzik, Board Member Dawid Blaszkiewicz, Board Member Jeff Adams

D. PUBLIC HEARING

2. ORDINANCE 2026-XX HISTORICAL PRESERVATION

This item was moved to agenda item number 3 per Chair Shank. Mr. Phong Nguyen, Interim Community Development Director, introduced the history of this item indicating that City Council asked for staff to draft a historical ordinance. Mr. Marcus Duffy, Legal Counsel, introduced the proposed Historical Preservation Ordinance and shared a copy of the ordinance.

Vice Chair Albano asked if there is any other historical preservation ordinance. Mr. Duffy stated that there is an existing cultural resource study which is not as robust as the proposed ordinance.

Vice Chair Albano asked if the proposed historic board would have any kind of teeth and Mr. Duffy stated that they would act as an advisory board only.

Chair Shank asked if there would be a trigger that a property would be added onto a historic preservation site. Mr. Duffy stated that a historic site filed with a Flagler Clerk of Court. Mr. Michael Hanson, A.I.C.P., Senior Planner, explained that our permitting system (CDPlus) can be used to flag an individual property so that staff can see that it is identified as a historic site. Mr. Hanson explained the use of a certificate of appropriateness.

BM Evans asked if there is a database of historical sites and Mr. Hanson stated that there is a state listing however it is not updated. The City doesn't have such a database per Mr. Hanson.

Chair Shank asked about Mr. Hanson's training as a Historical administrative representatives and he responded, "No I never received any certification".
Chair Shank stated that the board members should have certification.

Board Member Blaszkiewicz asked if the Ordinance states what changes can be done to a historic site and Mr. Duffy stated yes.

BM Evans asked about incentives for the home owner to have their property named as a historic site. Mr. Duffy stated yes.

Chair Shank opened this item to public comment 7:37pm.

Preston Zepp, Palm Coast Historical Preservation, addressed the PLDRB comparing the Ordinance
Jeanne Duarte – thanked the request to add a historical marker as a condition to the last agenda item
Peter Johnson – President Palm Coast Historical Society – referred to the Palm Harbor Golf Course and Fire Station 22 as historical sites. Addressed the PLDRB stating that history is for the benefit of the public.
Darlene Shelly – K section – referencing the agenda packet for the removal of the word – cultural being removed.

Chair Shank closed this item to public comment 7:44pm

Mr. Michael Hanson addressed the drop lots being excluded from this ordinance. This was a direction from City Council to exclude the original ITT lots which includes the drop lots. He also explained the use of a "stop work order" when significant items are discovered.

Vice Chair Albano recommends that the person serving on the advisory board be required to hold an advanced degree under the qualification section.

BM Adams mentioned his history with preservation of historic properties, and he suggested keeping Florida Building Coded in mind, ways to bring the property into building code compliance.

Chair Shank referenced the sections of the ordinance that deals with funding options. Mr. Hanson referenced that this ordinance deals with adaptive reuse for interior uses which would require compliance with the current Florida Building Code.

Vice Chair Albano recommended that the board be expanded to include a voting member for the Palm Coast Historical Society.

Passed

Motion made to recommend approval of the Historic Preservation Program and have it move forward for further language and ultimate approval by City Council with the caveats of adding a permanent voting member to the advisory board from the Palm Coast Historical Society and the officer position having an advanced degree based on architectural history, urban design, local history, landscaping materials, site planning and land use regulations by Vice Chair Albano and seconded by Board Member Adams

Approved – Board Member Dana Mark Stancel, Chair Sandra Shank, Board Member Adolphus Evans, Vice Chair James Albano, Board Member Andrew Dodzik, Board Member Dawid Blaszkiewicz, Board Member Jeff Adams

3. AN AMENDMENT TO THE MAGNOLIA TRACE MASTER PLANNED DEVELOPMENT AGREEMENT (FORMERLY KNOWN AS OARE MPD)

Chair Shank informed the board and those present that this item would be heard as agenda item number 2 due to the number of citizens in the audience. Mr. Phong Nguyen, Interim Director of Community Development, introduced this item as well as Mr. Jose Papa, A.I.C.P., Senior Planner.

Mr. Nguyen also introduced a change in procedure where the applicant presents prior to staff presentation. Mr. Jay Livingston, Livingston and Sword, representing the applicant, gave a presentation which is attached to this record.

Mr. Papa gave a presentation which is attached to this record.

BM Stancel asked if the applicant is agreeable to the increased width of the townhome units to 20'.

Vice Chair Albano asked for clarification from Mr. Papa on his statement that the width of the townhome units at 18' has proven to be a challenge in the past and Mr. Papa stated that the issues with minimal separation between driveways poses challenges for landscaping and utilities.

BM Adams asked the applicant if approved would the project move forward in a quick fashion. Mr. Livingston stated that we would look at the 20' wide townhomes prior to agreeing to this condition in time for City Council hearings. Mr. Livingston stated that development program is not clear why the delay has happened in the past. If approved the applicant would start the infrastructure in 2027.

Chair Shank asked the developer to share their experience in the area of the housing for the aged. Mr. Brad Odom, Greenpointe Holdings, LLC, Development Director, North Florida Region stated that it would depend on the market. Chair Shank asked for definition of active adult and Mr. Odom stated that it is age restriction (over 55). Chair Shank asked Mr. Livingston to show on the map where the active adult area would be located on the revised plan. Mr. Livingston addressed the question stating north of the bridge. He also referenced section 7.11 in the MPD agreement for the definition of active adult which he read aloud. He stated the 554 units is specific to the wetland and conservation area in the existing MPD and the difference up to 772 which is reserved for town homes for active adult (located in the northern pod). He addressed the issue of only one access point by stating that is based on the code only requiring one point of ingress and egress when less than 100 units (99 units are planned). Current assisted living is also independent living as well per Mr. Livingston. Mr. Livingston explained the existing assisted living, approximately 7 acres, was removed from the proposed plan. Chair Shank asked about the historical area and potential impacts with this development and requested a historic plaque. Vice Chair Albano asked staff about the potential for hybrid town home (18' vs 20' width). Mr. Papa stated that if one can meet the other requirements of the LDC including landscape requirements and utilities. Mr. Livingston stated they would like to see if they can make the 18' width lot work along with the existing code.

Chair Shank opened this item to public comment at 6:35pm

Barbara McQuire – 57 Cheshire Trail – main concern is drainage.
Peter Johnson – native American mount – phase 3 application is not a Cultural Resource Management (CRM) which requires a state review; please confirm that the state has approved the applicant's application.
Bruce Jones – retired landscape – east side of the project there are number of wetlands that will be isolated and then the properties on the west side will experience flooding. Questioned whether the bridge will have a culvert to help move water between the smaller ponds. He questioned tract 4 – conservation in perpetuity. He provided a copy of his notes which will be added to this record.
Jeanie Duarte – handed out a document which is attached to this record. She questioned the maps used in the public meeting vs. the PLDRB packet. Questioned the emergency access.
Darleen Shelley – K section – concerned about the impacts the Graham Swamp and questioned impacts to the wetlands.

Chair Shank closed this item to public comment at 6:48pm

Mr. Livingston addressed the PLDRB members with responses to the public comments. Drainage rebuttal added map for this presentation includes the pond location, concern water gets into the existing neighborhoods from the swamp and there is an existing easement, and we can't affect the ditch. Under St. Johns River Water Management District (SJRWMD) we cannot increase pre development and post development (pre/post impacts). Mr. Jason Milton, Director Mitigation Banking, Bio-Tech Consulting, stated that the ponds will be oversized to address the water flow.

Mr. Livingston showed the letter April 19, 2026 from the Florida Department of State; State Historic Preservation Office (SHIPO) based on Phase 3 report – final closeout.

Mr. Livingston stated that the base maps did not change; and he followed up with the updated maps to anyone who provided their email at the neighborhood meeting. These are conceptional plans for the MPD application amendment.

Comment on 300 acres; referencing concept map is a tract map (tract 1 & 3 are about 300 acres) conceptional map is meant to show the layout of the development.

The amendments based on continuing care comment is false and he explained the based on the original Planned Unit Development (PUD) there are two basis for density increases and the first is based on wetland credits that gets you to 544 and housing element bonuses get you to 754 and we are proposing 545 and not asking for any density bonuses as it relates to continuing care facility.

Chair Shank asked how many acres are impacted. Mr. Jason Milton addressed the PLDRB; not exactly is 2.9 acres based on the jurisdiction.
He clarified the variation throughout the project of the quality of wetlands.

The wildlife crossing will have a culvert to maintain the water flow and wildlife movement.

Prior to the vote Mr. Jerimiah Blocker asked the PLDRB members if any one of them had exparte communications about this agenda item and they all unanimously answered no.

Passed

Motion made to recommend approval as The Planning and Land Development Regulation Board (PLDRB) finds the proposed REZONING (App #6549) consistent with the Comprehensive Plan and the criteria in the Land Development Code and recommend that City Council APPROVE the proposed Amendment to the Magnolia Trace Master Planned Development Agreement, with the following conditions:
Historic marker sign added to the site at Gore Lake Mound and that the staff and the applicant work to see if there is a combination of 18' and 20' width for town homes would work and if it cannot work than staff would make a recommendation to stay with the 18' by Vice Chair Albano and seconded by Board Member Blaszkiewicz

Recommend Approval – Chair Sandra Shank, Board Member Adolphus Evans, Vice Chair James Albano, Board Member Andrew Dodzik, Board Member Dawid Blaszkiewicz, Board Member Jeff Adams
Denied – Board Member Dana Mark Stancel

E. MEMBERS DISCUSSION AND STAFF ISSUES

Ms. Irene Schaefer, Recording Secretary, addressed the new PLDRB members regarding their iPads being available by Friday of this week and she will reach out to them to alert them when they may pick up their iPad at that time.

F. ADJOURNMENT

Motion made to approve by BM Adams and seconded by BM Stancel. The meeting was adjourned at 7:58pm. Respectfully Submitted by: Irene Schaefer, Recording Secretary