



TOWN OF PONCE INLET  
**PARKS, RECREATION AND TREE ADVISORY  
BOARD**

**REGULAR MEETING MINUTES**

March 1, 2016

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7 **1. CALL TO ORDER:** Pursuant to proper notice, Chairman Shaffer called the  
8 meeting to order at 6:01pm in the Council Chambers located at 4300 S. Atlantic Ave.,  
9 Ponce Inlet, FL.

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11 **2. PLEDGE OF ALLEGIANCE:** Chairman Shaffer led attendees in the Pledge of  
12 Allegiance.

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14 **3. ROLL CALL & DETERMINATION OF QUORUM:**

15 *Board members present:*

*Board members absent:*

16 Ms. Bell

None

17 Mr. Higelin

18 Ms. Magrady

19 Chairman Shaffer

20 Vice-Chairman Smith

21 *A quorum was established with five members present.*

22

**Staff members present:**

23 Mr. Disher, Senior Planner

24 Ms. Doster, Planner 1

25 Mr. Gunter, General Manager of Public Works

26 Ms. Hunt, Town Board Secretary

27 Attorney Oded, Town Attorney

28 Ms. Zengotita, Parks/Rec and Museum Educator

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31 **4. ADOPTION OF AGENDA:** Ms. Bell moved to adopt the agenda as presented,  
32 seconded by Ms. Magrady. The motion was APPROVED 5-0, by consensus.

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34 **5. APPROVAL OF MINUTES:**

35 *a. February 2, 2016 – Ms. Bell moved to approve the February 2, 2016 meeting*  
36 *minutes as presented, seconded by Vice-Chairman Smith. The motion was APPROVED*  
37 *5-0, by consensus.*

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39 **6. REPORT OF STAFF:**

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41 Mr. Disher – No report.

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43 Ms. Zengotita provided the Parks and Recreation Assessment Report and reviewed the  
44 list of upcoming following events:

45 - Ponce Preserves the Planet – Ponce Preserve – Saturday, March 5, 2016

46 - Bird Watch Walk – Ponce Preserve - Friday, March 25, 2016

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- 47 - Easter Party – Davies Lighthouse Park, Saturday, March 26<sup>th</sup>
- 48 - ECHO Rangers – Ponce Preserve, Saturday, March 19<sup>th</sup>

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50 She noted that the Basketball and Tennis courts in Pollard Park are closed until March  
51 8<sup>th</sup> for court re-surfacing.

52  
53 Mr. Gunter – Reported that Public Works is incorporating the dirt pile on South  
54 Peninsula Drive at the Ponce Preserve into the park’s trails.

55  
56 **7. NEW BUSINESS:**

57 a. *Inlet Harbor Inc. – Landscape plans* - Ms. Doster explained that the applicant  
58 is requesting approval of a 40-foot wide by 160-foot deep vegetative and landscape  
59 buffer on the western-most parcel of the recently approved Inlet Harbor single-family  
60 residential development, east of the Inlet Harbor boat stacks and as required by the  
61 Inlet Harbor Residential Development Agreement. Mr. Disher explained the process,  
62 noting that this is the first step in the review and approval process; the application will  
63 then go before the Planning Board for review, comment and recommendation(s), and  
64 will finally be brought to the Town Council for consideration.

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66 Chairman Shaffer opened Board comments; seeing none, he closed Board comments  
67 and opened public comments.

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69 Attorney Morris, representing the applicant, confirmed the information provided by Ms.  
70 Doster.

71  
72 With no other public comment, Chairman Shaffer closed public comment.

73  
74 Ms. Magrady moved to recommend approval of the landscape plan as submitted by  
75 Inlet Harbor, Inc., as it meets the requirements of the approved Development  
76 Agreement and the criteria of the LUDC, section 4.10.3, seconded by Vice-Chairman  
77 Smith. The motion was APPROVED 5-0, roll-call vote.

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79 b. *Sunshine Law & Ethics Training* – Attorney Oded provided a review of the  
80 Board’s duties and responsibilities. The Board watched the training DVD provided by  
81 the Town Attorney’s office and participated in a brief Q&A session.

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83 **8. OLD BUSINESS:**

84 a. *Tennis Court Rentals by “for-profit” entities* – Ms. Zengotita provided an  
85 updated staff report, which included draft versions of a *Tennis Court Use and Rental*  
86 *Policy for Profit Entities* and an *Instructor Agreement* based on the Boards discussion at  
87 the February meeting, and a report on court reservations, depicting peak reservation  
88 times. She reviewed the criterion indicated in the *Tennis Court Use and Rental Policy*  
89 *for Profit Entities*, and stated that Coach Tom Shea is present to answer the Board’s  
90 questions.

91  
92 Chairman Shaffer invited Coach Tom to speak to the Board. Coach Shea indicated that  
93 he was approached by several Ponce Inlet parents, asking if he could provide lessons

94 to their children in Ponce Inlet. He stated that he is interested in one-hour sessions for  
95 two age groups, one day per week. He showed the Board tennis gear that is used  
96 during lessons.

97  
98 With no other public comments, Chairman Shaffer closed public comments and asked  
99 for Board comments.

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101 Ms. Magrady questioned the fees indicated in the reservation agreement, as she feels  
102 they may be excessive. Ms. Zengotita explained that these are draft agreements and  
103 can be changed by the Board or by staff as necessary. Vice-Chairman Smith stated he  
104 supports this program. Ms. Bell stated that this is a great opportunity for children to  
105 learn, play, and exercise. Chairman Shaffer recommended that staff should determine  
106 the fees; Vice-Chairman Smith agreed. Ms. Zengotita stated that if the Board chooses  
107 to make a motion, it should include a request that fees collected be ear-marked for the  
108 Parks budget. Ms. Magrady would like see the final policy and agreement with the  
109 proper fees before recommending it to Council. Mr. Higelin suggested that a notice be  
110 posted on the court, indicating when the court is rented.

111  
112 With no other Board comments, Chairman Shaffer closed Board comments.

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114 Chairman Shaffer made the motion to recommend approval of the Tennis Court Use  
115 and Rental Policy, the Instructor Agreement, to ear-mark funds collected for the Parks  
116 budget and authorize staff to determine the rates and fees, seconded by Vice-Chairman  
117 Smith. The motion was APPROVED 4-1, roll-call vote with Ms. Magrady dissenting.

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119 **9. PUBLIC PARTICIPATION:** None

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121 **10. BOARD DISCUSSION:** Ms. Zengotita informed the Board of Ordinance 2016-  
122 01, which reduces the membership of the Parks Board from seven to five, adding that  
123 the process is through attrition and no currently-seated board members will be removed.  
124 She stated the second reading will be at the Council's March 17, 2016 meeting and all  
125 other Town Boards are also being reduced to five members.

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127 Vice-Chairman Smith noted that the next meeting date of April 5, 2016 indicates  
128 "tentative", and asked if there is going to be an April 5<sup>th</sup> meeting. Ms. Zengotita said yes,  
129 as there will be a discussion on the budget.

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131 **11. ADJOURNMENT** – with no other business, Chairman Smith adjourned the  
132 meeting at 7:05 pm.

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134 Prepared & submitted by:

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138 Peg Hunt, Town Board Secretary