



**Meeting Date:** December 15, 2016

**Agenda Item:** 7-B

## Report to Town Council

**Topic:** Consideration of appointments to the Code Enforcement Board

**Recommended Motion:** Due to the multiple appointments / reappointments within this item, Council should first determine whether to do this via one motion or multiple motions. These are currently broken out into three separate motions, one for the two reappointments and then separate motions for those new applicants. Of course, Council is free to move any of these individuals around into any open board seat of their choosing within the motion.

Approval / denial of the reappointment of Joe Villanella to Seat #2 and Judy DiCarlo to Seat #5 of the Code Enforcement Board for a three-year term with an expiration date of December 31, 2019.

Approval / denial of the appointment of Michael O'Shaughnessy to Alternate Seat #1 or #2 of the Code Enforcement Board for a one-year term with an expiration date of December 31, 2017.

Approval / denial of the appointment of Katy Bullock to Alternate Seat #1 or #2 of the Code Enforcement Board for a one-year term with an expiration date of December 31, 2017.

**Summary:** Please see attached staff report.

**Requested by:** Ms. Hunt, Board Secretary

**Approved by:** Ms. Witt, Town Manager



## MEMORANDUM

### Town of Ponce Inlet, Town Manager Department

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

To: Jeaneen Witt, Town Manager  
From: Peg Hunt, Administrative Assistant/Board Secretary  
Date: December 1, 2016  
Subject: Consideration of Appointments to the Code Enforcement Board

---

**MEETING DATE:** December 15, 2016

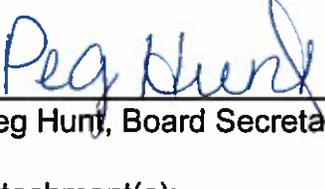
---

The Code Enforcement Board consists of five (5) Regular members and two (2) Alternate seats. Both Alternate seats have been vacant for over a year, with no applicants or residents expressing interest. All Board vacancies are posted on the Town's website, in the Town Hall kiosk, and announced at various meetings throughout the year.

On December 31, 2016, the terms for Seat #2 (held by Joe Villanella) and Seat #5 (held by Judy DiCarlo) expire. These seats are three-year terms, with new expiration dates of 12/31/2019. Mr. Villanella and Ms. DiCarlo have each expressed interest in continuing to serve on this Board. In addition, staff has received applications for new membership from Mr. O'Shaughnessy and Ms. Bullock. Mr. O'Shaughnessy previously served on the Town's Planning Commission and the Planning Board.

For your reference, staff has also attached the 2016 Annual Boardmember Meeting Attendance Record depicting each board member's meeting attendance.

Thank you for your considerations.

  
\_\_\_\_\_  
Peg Hunt, Board Secretary

December 1, 2016  
Date

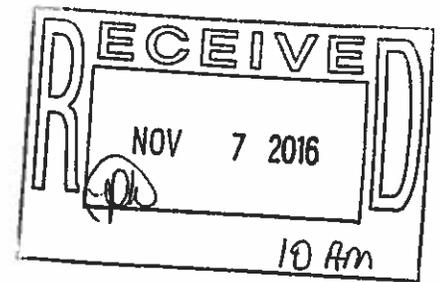
Attachment(s):

1. Emails from each member requesting re-appointment
2. Application from Mr. O'Shaughnessy
3. Application from Ms. Bullock
4. 2016 Board member attendance matrix

/ph

November 3, 2016

Town of Ponce Inlet  
4300 So. Atlantic Ave  
Ponce Inlet, Fl. 32127



Attention---Ms. Peg Hunt

Good morning Peg!

Thank you for your reminder letter dated October 19, 2016 regarding my continued interest in serving on the Ponce Inlet Code Enforcement Board.

I have thoroughly enjoyed the privilege of serving the people of Ponce Inlet as a member of this Board, and the staff whom I know work diligently to prepare the materials for successful Board meetings.

I most certainly wish to continue serving the Town of Ponce Inlet as a member of the Code Enforcement Board, and look forward to the Town Council graciously granting me the opportunity to continue doing so. I will plan on attending the Town Council meeting scheduled for December 15<sup>th</sup>, 2016.

Sincerely,

*Joseph J Villanella* <sup>gav</sup>

Hunt, Peg

---

**From:** JUDY DICARLO [jjkorky@gmail.com]  
**Sent:** Sunday, October 23, 2016 1:59 PM  
**To:** Hunt, Peg  
**Subject:** Code Board Appointment Renewal

Hi Peg,

I am interested in continuing to serve on the Code Board if it is the wish of Council. If there is anything further I need to do please let me know.

Judy DiCarlo



# Town of Ponce Inlet

---

**COPY**

4300 South Atlantic Avenue  
Ponce Inlet, Florida 32127  
Phone: (386) 236-2150  
Fax: (386) 322-6717  
[www.ponce-inlet.org](http://www.ponce-inlet.org)

November 18, 2016

Mr. Michael O'Shaughnessy  
4469 S. Atlantic Avenue  
Ponce Inlet, FL 32127

**RE: Request for appointment to the Code Enforcement Board**

Dear Mr. O'Shaughnessy:

This letter is to confirm that your application for appointment to the Ponce Inlet Code Enforcement Board has been received and deemed complete.

Please note that your request will be considered at the next meeting of the Ponce Inlet Town Council, scheduled for **Thursday, December 15, 2016 at 6:00 pm**. You are invited and encouraged to attend this meeting in order to meet the Council members and address any questions or concerns either of you may have.

If you have any questions, please contact me at 236-2180, weekdays from 8:00 am to 4:30 pm or at [phunt@ponce-inlet.org](mailto:phunt@ponce-inlet.org).

Thank you for your interest in serving your community!

Yours truly,

Peg Hunt, Administrative Assistant  
Town of Ponce Inlet

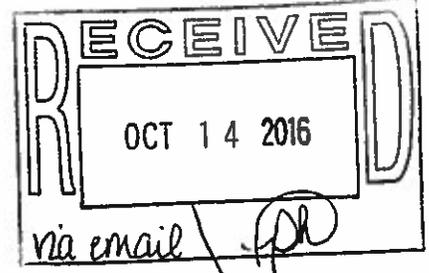
/ph

*"Those who can, do. Those who can do more, volunteer!" – Author unknown*

*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens the greatest value for their dollar.*



Town of Ponce Inlet  
4300 South Atlantic Avenue  
Ponce Inlet, FL 32127  
(386) 236-2180



### Application for appointment to the **CODE ENFORCEMENT BOARD**

*Please note that all information provided becomes a public record upon receipt.*

Each member of the Board shall be a qualified elector of the Town of Ponce Inlet and preference for appointment will be given to full-time residents per Section 2-91(g) of the Town's Code of Ordinances. Meetings are held at 9:30 am on the fourth Monday of each month in the Council Chambers at 4300 S. Atlantic Ave, Ponce Inlet, FL.

Name: MICHAEL O'SHAUGHNESSY

Address: 4469 S. ATLANTIC AVE

Daytime Telephone: 407 539 4844 Cell: \_\_\_\_\_

E-mail address: 44 @ MICHAEL O'SHAUGHNESSY . COM

Residency status:  Full-time  Part-time

Is this an application for re-appointment?  Yes  No - If yes, year first appointed: \_\_\_\_\_

All actions and duties of members of the Code Enforcement board shall be governed by Chapter 162, Florida Statutes.

The Board By-Laws state that membership should, "whenever possible, include an architect, a business person, an engineer, a general contractor, a subcontractor and a realtor." Please indicate if you have experience, education, and/or interest in any of the following fields:

- Architecture
- Real Estate
- Business Ownership/Management
- Engineering
- General Contracting/Construction

If yes, please explain: 34 years Real Estate Broker  
@ CCIM member - usually inspected  
commercial Designation

Are you familiar with Parliamentary Procedure?  Yes  No

If yes, please explain when and where you have received training and in what capacity you were serving at the time: PAST member P2 Pace Unit  
WP Tunstall - 27 year member

Are you familiar with the Government in the Sunshine law?  Yes  No  
If yes, please explain when and where you have received training and in what capacity you were serving at the time: Po 2 Ponce Inlet

Are you familiar with Quasi-Judicial procedures?  Yes  No  
If yes, please explain when and where you have received training and in what capacity you were serving at the time: Po 2 Ponce Inlet

Please provide any additional information you feel may be helpful for consideration of your appointment to the Board: 27 year Resident of Ponce Inlet

PLEASE NOTE: Those seeking appointment to the Code Enforcement Board must also complete a Form 1 Statement of Financial Interests (submit to Supervisor of Elections). Members of this board are required by the State Commission on Ethics to complete this form initially and annually.

*I hereby affirm that I am a resident and qualified elector of the Town of Ponce Inlet and that the information provided on this application is true and accurate.*

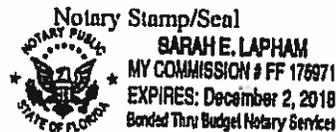
[Signature]  
Signature of Applicant

10/10/16  
Date

STATE OF FLORIDA }  
COUNTY OF VOLUSIA }

Affirmed and subscribed before me this 10<sup>th</sup> day of October 2016  
by Michael O'Shaughnessy who is personally known to me or has produced the following form of identification:  Driver's License/State: \_\_\_\_\_  ID/Type: \_\_\_\_\_

[Signature]  
Notary Public



STAFF USE ONLY

Application received by: Peg Hunt Date: 10/14/16

Proof of residency verified:  FL Driver's License Attached  Voter Registration verified? Attached

Date of Council meeting: 12/15/16 Letter sent: \_\_\_\_\_

Appointment APPROVED

Appointment DENIED

*Redacted for Security  
by Peg Hunt 10/17/16*

**Florida** *Shining State*  
DRIVER LICENSE CLASS E

THOMAS M  
O'SHAUGHNESSY JR  
4469 S ATLANTIC AVE.  
PONCE INLET, FL 32127-0205  
DOB: [REDACTED] SEX: M  
ISSUED: 12-07-2010 EXPIRES: 01-27-2018  
CLASS: [REDACTED]

ORGAN DONOR

Operation of a motor vehicle constitutes consent to any sobriety test required by law.

Based on the location of your residence, you are eligible to vote for representatives in the districts shown below.

U.S. CONGRESS	STATE SENATE	STATE HOUSE	COUNTY COUNCIL
6	8	25	2
SCHOOL BOARD	CITY	CITY ZONE	HOSPITAL DISTRICT
2	PI	Citywide	

**Polling Location:**  
Ponce Inlet Community Center  
4670 S Peninsula Dr  
Ponce Inlet FL 32127



**ANN McFALL**  
SUPERVISOR OF ELECTIONS  
VOLUSIA COUNTY, FLORIDA  
Voter Information Card

Thomas Michael O'Shaughnessy JR  
4469 S Atlantic Ave  
Ponce Inlet FL 32127-0190

REGISTRATION NUMBER	REGISTRATION DATE	POLITICAL PARTY	PRECINCT NUMBER
108750457	Jan/27/1992		726



# Town of Ponce Inlet

---

**COPY**

4300 South Atlantic Avenue  
Ponce Inlet, Florida 32127  
Phone: (386) 236-2150  
Fax: (386) 322-6717  
www.ponce-inlet.org

November 18, 2016

Ms. Katy Bullock  
4650 Links Village Drive, C-102  
Ponce Inlet, FL 32127

**RE: Request for appointment to the Code Enforcement Board**

Dear Ms. Bullock:

This letter is to confirm that your application for appointment to the Ponce Inlet Code Enforcement Board has been received and deemed complete.

Please note that your request will be considered at the next meeting of the Ponce Inlet Town Council, scheduled for **Thursday, December 15, 2016 at 6:00 pm**. You are invited and encouraged to attend this meeting in order to meet the Council members and address any questions or concerns either of you may have.

If you have any questions, please contact me at 236-2180, weekdays from 8:00 am to 4:30 pm or at [phunt@ponce-inlet.org](mailto:phunt@ponce-inlet.org).

Thank you for your interest in serving your community!

Yours truly,

Peg Hunt, Administrative Assistant  
Town of Ponce Inlet

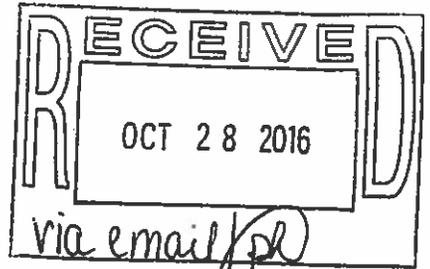
/ph

*"Those who can, do. Those who can do more, volunteer!" – Author unknown*

*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens the greatest value for their dollar.*



Town of Ponce Inlet  
4300 South Atlantic Avenue  
Ponce Inlet, FL 32127  
(386) 236-2180



Application for appointment to the  
**CODE ENFORCEMENT BOARD**

Please note that all information provided becomes a public record upon receipt.

Each member of the Board shall be a qualified elector of the Town of Ponce Inlet and preference for appointment will be given to full-time residents per Section 2-91(g) of the Town's Code of Ordinances. Meetings are held at 9:30 am on the fourth Monday of each month in the Council Chambers at 4300 S. Atlantic Ave, Ponce Inlet, FL.

Name: KATY BULLOCK  
Address: 4050 Links Village Dr #C-102 Ponce Inlet, FL  
Daytime Telephone: \_\_\_\_\_ Cell: 407-221-3212  
E-mail address: KATY1@CFLOR.COM

Residency status:  Full-time  Part-time

Is this an application for re-appointment?  Yes  No - If yes, year first appointed: \_\_\_\_\_

All actions and duties of members of the Code Enforcement board shall be governed by Chapter 162, Florida Statutes.

The Board By-Laws state that membership should, "whenever possible, include an architect, a business person, an engineer, a general contractor, a subcontractor and a realtor." Please indicate if you have experience, education, and/or interest in any of the following fields:

- Architecture
- Real Estate
- Business Ownership/Management
- Engineering
- General Contracting/Construction

If yes, please explain: Licensed Realtor since 1976

Are you familiar with Parliamentary Procedure?  Yes  No

If yes, please explain when and where you have received training and in what capacity you were serving at the time: No formal training, but have belonged to MANY ORGANIZATIONS and have participated in the procedure re: Treasurer-Sports

Are you familiar with the Government in the Sunshine law?  Yes  No  
If yes, please explain when and where you have received training and in what capacity you were serving at the time: \_\_\_\_\_

Are you familiar with Quasi-Judicial procedures?  Yes  No  
If yes, please explain when and where you have received training and in what capacity you were serving at the time: \_\_\_\_\_

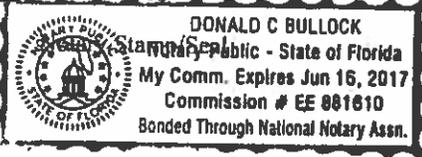
Please provide any additional information you feel may be helpful for consideration of your appointment to the Board: \_\_\_\_\_

PLEASE NOTE: Those seeking appointment to the Code Enforcement Board must also complete a **Form 1 Statement of Financial Interests** (submit to Supervisor of Elections). Members of this board are required by the State Commission on Ethics to complete this form initially and annually.

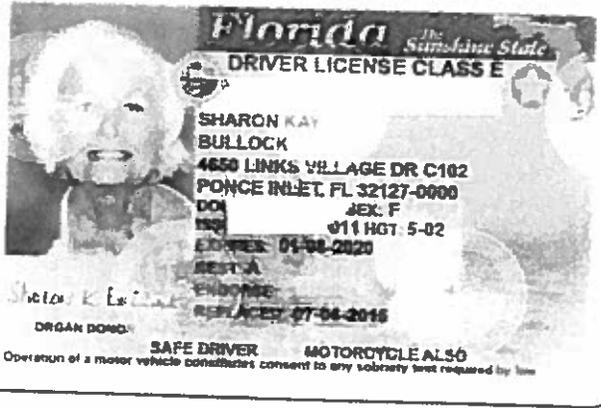
*I hereby affirm that I am a resident and qualified elector of the Town of Ponce Inlet and that the information provided on this application is true and accurate.*

Katy Bullock  
Signature of Applicant

10/24/16  
Date

STATE OF FLORIDA ) COUNTY OF VOLUSIA )
Affirmed and subscribed before me this <u>27<sup>th</sup></u> day of <u>October</u> by <u>SHARON K BULLOCK</u> who is personally known to me or has produced the following form of identification: <input checked="" type="checkbox"/> Driver's License/State: <u>FLORIDA</u> <input type="checkbox"/> ID/Type:
<u>Donald C Bullock</u> Notary Public


<b>STAFF USE ONLY</b>	
Application received by: <u>Peg Hunt</u>	Date: <u>10/28/16</u>
Proof of residency verified: <input checked="" type="checkbox"/> FL Driver's License	<input checked="" type="checkbox"/> Voter Registration verified? <u>Attached</u>
Date of Council meeting: <u>12/15/16</u>	Letter sent: _____
<input type="checkbox"/> Appointment APPROVED	<input type="checkbox"/> Appointment DENIED



Lisa Lewis  
 Supervisor of Elections  
 Volusia County, Florida  
 Voter Information Card

Sharon Kay Bullock  
 4650 Links Village Dr APT C10  
 Ponce Inlet FL 32127

REGISTRATION NUMBER	REGISTRATION DATE	POLITICAL PARTY	PRECINCT NUMBER
107791124	8/6/1988	Rep	726

*Redacted D/L  
 for security  
 11/18/16  
 Reg Clerk*



**TOWN OF PONCE INLET  
CODE ENFORCEMENT BOARD  
MEMBER ATTENDANCE REPORT – 2016**

On August 18<sup>th</sup>, 2016 the Town Council reduced membership to five (5); reducing the quorum determination to three (3)

Name	Rolling Year Ends	January	February	March	April	May	June	July	August	September	October	November	December	Number of Meetings	total Absences	
Hinson, Jim	8/17	P	P	P	P	P	P	P		P					1	
Villanella, Joe Chairperson	8/17	P	P	P	P	P	P	P		P					1	
Finch, Peter Vice-Chairperson	----	P	P	P	P	P	P	P	C <sup>2</sup>	P	C <sup>1</sup>	C <sup>1</sup>	C <sup>1</sup>	8	0	
Michel, John	6/17	P	P	P	P	P	A	P		P					1	
Judy DiCarlo	7/17	P	P	P	P	P	P	A		P					1	
Alternate #1 Vacant									Vacant – no applications received or interest expressed.							
Alternate #2 Vacant									Vacancies are continuously advertised on Town's website and in the kiosk at Town Hall.							

**Legend:** P = Present A = Absent LOA = Leave of Absence C<sup>1</sup> = Cancelled, no agenda items C<sup>2</sup> = Cancelled, lack of quorum

**NOTE(S):**

C<sup>2</sup> - August 22, 2016 meeting CANCELLED due to lack of quorum; Mr. Hinson & Mr. Villanella unable to attend.  
On 8/16/16 @ 3:15 pm Mr. Hinson called to say he would be available for the 8/22/16 meeting, but it was too late to meet noticing requirements.

Prepared & submitted by:

*Peg Duntz*  
11/19/16 \_\_\_\_\_ Town Board Secretary

*Per F.S. Chapter 162.05(3)e: If any member fails to attend two of three successive meetings without cause and without prior approval of the chair, the enforcement board shall declare the member's office vacant, and the local governing body shall promptly fill such vacancy. Per Resolution 2013-02, if a member has either three consecutive absences from regular meetings or five absences within one rolling year from regular meetings, the member shall be automatically removed from the Board.*