



Town of Ponce Inlet  
**HISTORIC & ARCHAEOLOGICAL PRESERVATION  
ADVISORY BOARD**

**REGULAR MEETING MINUTES**

December 1, 2016

---

1  
2 **1. CALL TO ORDER:** Pursuant to proper notice, Chairperson Campbell called the meeting  
3 to order at 10:00 AM in the Council Chambers, 4300 S. Atlantic Avenue, Ponce Inlet, Florida.

4  
5 **2. PLEDGE OF ALLEGIANCE:** Chairperson Campbell led the attendees in the Pledge of  
6 Allegiance.

7  
8 **3. ROLL CALL & DETERMINATION OF QUORUM:**

9 Board members present:

Board members absent:

10 Ms. Hamilton

None

11 Chairperson Campbell

12 Vice-Chairperson Finch

13 Ms. Jerson

14 Ms. LaBarre

15  
16 A quorum was established with five (5) members present.

17  
18 Staff members present:

19 Ms. Hunt, Town Board Secretary

20 Ms. Zengotita, Parks/Rec and Museum Educator

21  
22 **4. ADOPTION OF AGENDA:** Ms. Hamilton moved to adopt the agenda as presented;  
23 seconded by Ms. Jerson. This motion PASSED by consensus, 5-0.

24  
25 **5. APPROVAL OF MINUTES:**

26 a. August 4, 2016 – Vice-Chair Finch moved to approve the August 4, 2016 meeting  
27 minutes as presented; seconded by Ms. Jerson. This motion PASSED by consensus, 5-0.

28  
29 **6. REPORT OF STAFF:**

30 a. Amy Zengotita, Parks/Recreation and Museum Educator provided the Cemetery  
31 Maintenance Inspection report for August 2016, the Museum Visitor Counts: Museum visitor  
32 counts: August – 140; September 124; and October 24; and noted the following upcoming events:

33 - Tree Lighting & Children's Christmas party – December 2<sup>nd</sup> at 6 PM (Fire Dept.)

34 - Pancake breakfast & Parade – December 3<sup>rd</sup> at noon (Community Center)

35 - Final Fall Lecture Series event – December 6<sup>th</sup> at 10:30 AM (Council Chambers)

36 - Pickleball 101 - December 8<sup>th</sup> at 10 AM (Pollard Park)

37 - Night Sky Tour – December 9<sup>th</sup> at 6 PM (Ponce Preserve)

38 - Christmas at the Museum – December 10<sup>th</sup> at 1:00 PM

39  
40 **7. CORRESPONDENCE & COMMUNICATIONS:** None.

41  
42 **8. OLD BUSINESS:** None.

43  
44 **9. NEW BUSINESS:**

45 a. *Consideration of budget items* – Ms. Zengotita provided proposed design styles for the  
46 perimeter fence at the Ponce Inlet Historical Museum, the retaining wall at the Pacetti Cemetery,  
47 the Historic Marker at Winterhaven Avenue. She requested that each item be discussed  
48 individually.

49 *Perimeter fence at Historical Museum* – Ms. Zengotita stated that staff is proposing a  
50 redwood shadowbox fence, eight feet high along the residential property line and six feet to four  
51 feet high along the commercial property line and will meet the south and east sides of the Museum  
52 property. Jackie Foreman, 4894 Sailfish Drive thanked the Board and staff for informing her of  
53 this meeting and allowing her input. She supports replacing the fencing as it will enhance the  
54 Museum property and protect her property. The board agreed by consensus 5-0, to select the  
55 redwood shadowbox fence as proposed by staff.

56 *Retaining wall at Pacetti Cemetery* – Boardmembers discussed the proposals and  
57 requested the design compliment the stonework at the Pacetti Boarding House. Ms. Zengotita  
58 stated that could be included in the “conditions” of the Certificate of Appropriateness. The board  
59 agreed by consensus 5-0, to select the “Judy” brick style and to mimic the stonework as closely  
60 as possible to the stonework located at the entrance pillars to the Pacetti House;

61 *Historic Marker at Winterhaven* – Ms. Zengotita stated that this sign would be color core  
62 on an aluminum pole, with the original beach-road course photo on the left side and the verbiage  
63 on the right side. She stated that she is working with Volusia County staff for the placement of the  
64 marker, as depicted in the attachments to the staff report. Ms. Kramer, 4595 S. Atlantic Avenue  
65 requested that the marker reflect the Atlantic Avenue name, as that is the actual name of the  
66 roadway, noting that the three properties to the east of Winterhaven Park have Atlantic Avenue  
67 addresses. Ms. Hamilton agreed and provided suggested wording for the marker (attachment #1).  
68 She stated that she was not in favor of using a checkered flag on the marker and asked why the  
69 base could not be the same as the north and south turn markers. Ms. Zengotita explained that  
70 the checkered border is a suggestion and could be eliminated and the costs for the North & South  
71 turn bases were not figured into this budget; she also reminded the Board that the marker is going  
72 to be placed on County property. Chairperson Campbell stated that the north and south turn  
73 markers speak to the raceway entrances; Ms. Hamilton commented that this portion of asphalt is  
74 the original asphalt from the original beach/road course. Ms. LaBarre stated that she would like  
75 to see the signage cohesive. Ms. Zengotita stated that the bronze signs cost \$5,000. The Board  
76 agreed by consensus 5-0, to approve the marker design depicting the original beach/road course,  
77 using Ms. Hamilton’s proposed wording; and leaving placement of the marker to staff’s  
78 determination.

79  
80 Ms. Zengotita stated she would check with the County regarding placing any structure on its  
81 property. Ms. Hamilton asked if a flag pole could be installed so checkered flags could be flown.  
82 Ms. Zengotita said she would research it and reminded the Board that the residents and the Board  
83 agreed that this was to be of “low-impact” to the neighboring properties.

84  
85 **10. BOARD DISCUSSION:**  
86 a. Annual board training – Ms. Zengotita reminded the Board that the Annual Sunshine  
87 Law training will be held at the first meeting held in 2017.

88  
89 **11. PUBLIC PARTICIPATION:**

90  
91 **12. ADJOURNMENT:** The meeting was adjourned at 11:18 AM.

92  
93 Prepared and submitted by,  
94  
95  
96  
97 \_\_\_\_\_  
Peg Hunt, Town Board Secretary