



Town of Ponce Inlet  
**PLANNING BOARD**  
**SPECIAL MEETING AGENDA**

Tuesday  
January 11, 2022 at 5:30 PM

Council Chambers  
4300 S. Atlantic Ave., Ponce Inlet, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town Council or other Town Boards may attend and speak at this meeting.

**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. ROLL CALL AND DETERMINATION OF QUORUM**

- A. Oaths of Office
- B. Election of Chair
- C. Election of Vice-Chair

**3. ADOPTION OF AGENDA**

**4. APPROVAL OF MEETING MINUTES**

- A. December 14, 2021

**5. REPORT OF STAFF**

- A. Administrative Variance Applications
- B. Other updates/reports

**6. CORRESPONDENCE & DISCLOSURE OF EX-PARTE COMMUNICATION**

**7. HEARING OF CASES (Public hearings & Quasi-Judicial matters):** A Quasi-Judicial decision entails the application of already-established criteria and general public rule or policy to a limited number of specific individuals, interests, properties, or activities. Certain standards of basic fairness must be adhered to in order to afford due process. The parties must receive notice of all hearings and be able to present evidence, cross-examine witnesses, and be informed of all the facts upon which a Quasi-Judicial board acts. It shall be the responsibility of the APPLICANT to ensure that the proposal meets all the criteria and standards established in the Land Use and Development Code for the development sought. Procedure for Public Hearings:

- 1. Reading of the Item for the Record;
- 2. Staff Testimony, including noticing information;
- 3. Board Discussion;
- 4. Public Discussion, including statement of Applicant(s);
- 5. Boardmembers individually complete Quasi-Judicial worksheets (if applicable);
- 6. Motion and Second by the Board; followed by Board discussion, and
- 7. Roll-call Vote.

- A. Request for Minor Replat: MR 24-2021; 4915 S. Atlantic Avenue  
Owner(s): Zachariah Zachariah, Ponce Inlet LLC; Applicant: Robert Merrill, III  
- Mr. Mendenhall

**8. BUSINESS ITEMS**

- A. Boardmember Annual Sunshine Law, Quasi-Judicial, & Public Records Training  
- Attorney Schumer

B. 2022 Meeting Dates - Ms. Hunt

**9. PUBLIC PARTICIPATION**

**10. BORD DISCUSSION**

**11. ADJOURNMENT**

*If a person decides to appeal any decision made by the Ponce Inlet Planning Board with respect to any matter considered at a meeting or hearing, he/she will need a record of the proceedings and that for such purpose, may need to ensure that a verbatim record of the proceedings is made (at their own expense), which includes testimony and evidence upon which the appeal is to be based. Persons who require an accommodation to attend this meeting should contact the Ponce Inlet Town Clerk's office at 386-236-2150 **at least 48 hours prior to the meeting**, to request such assistance.*

**A copy of the materials for this agenda is available for review at the Town Hall.**