



Town of Ponce Inlet
**CULTURAL SERVICES, HISTORIC PRESERVATION,
AND TREE ADVISORY BOARD**

REGULAR MEETING MINUTES

January 9, 2023

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7 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice,
8 Chairperson Bell called the meeting to Order at 5:30 PM in the Council Chambers, located at 4300
9 S. Atlantic Avenue, Ponce Inlet, Florida and led the attendees in the Pledge of Allegiance.

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11 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with
12 five members present; Ms. Kessler arrived at 5:33 p.m. for a total of six members present.

13
14 Board members present:

15 Ms. LaBarre, Seat 1
16 Ms. Keese, Seat 2
17 Mr. Shaffer, Seat 3
18 Ms. Finch, Seat 4; Vice-Chairperson
19 Ms. Bell, Seat 5; Chairperson
20 Ms. Kessler, Alternate Seat 1

21
22 Staff members present:

23 Ms. French, Cultural Services Manager
24 Mr. Griffith, Public Works Manager
25 Ms. Hunt, Deputy Clerk

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27 A. Oaths of Office – Ms. Hunt administered the Oaths of Office to Ms. Finch and Ms.
28 Keese; Ms. Kessler arrived at 5:33 p.m. and was administered the Oath under agenda item 9.

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30 B. Election of Chair – Mr. Shaffer nominated Ms. Bell to continue to serve as Chair;
31 seconded by Ms. Finch. Ms. Bell accepted the nomination. The motion PASSED by consensus, 5-
32 0.

33
34 C. Election of Vice-Chair – Ms. Keese nominated Ms. Finch to continue to serve as
35 Vice-Chair; seconded by Chairperson Bell. Ms. Finch accepted the nomination. The motion
36 PASSED by consensus, 5-0.

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38 **3. ADOPTION OF AGENDA:** Chairperson Bell asked if there changes; there were none.
39 Ms. Kessler arrived at 5:32 pm.

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41 Vice-Chairperson Finch moved to adopt the agenda as presented; seconded by Ms. Keese. The
42 motion PASSED by consensus, 5-0.

44 **4. APPROVAL OF MINUTES:**

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46 **A. November 7, 2022** – Chairperson Bell asked if there were any changes; there were
47 none.

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49 Chairperson Bell moved to approve the November 7, 2022 meeting minutes as presented; seconded
50 by Ms. LaBarre. The motion PASSED by consensus, 5-0.

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52 **5. REPORT OF STAFF:**

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54 **A. Cultural Services Update** – Ms. French welcomed members and expressed
55 excitement for the new year; she provided the following update:

56
57 1. 2022 Events/ Programs Report: there were 51 programs and events held; there
58 were 1,450 attendees for these events; the lecture series, programs in the park, painting and art
59 classes, ECHO Ranger programs, and additional events such as the Jesse Linzy Boat Ramp
60 Dedication Ceremony and Ponce Preserves the Planet, and our children’s holiday events were held
61 as well. She thanked the volunteers who made it possible and those who attended.

62
63 2. Pollard Park shade structures: the Contractor has ordered the 4 structures and is
64 working on permits; installation is expected before summer.

65
66 3. Spring events/ programs list: is currently in the works and will be published for
67 the months of February through May; she noted that some details may change and encouraged
68 residents to monitor the Town’s Facebook and calendar for further details.

69
70 4. The Kathy Griscom Park Dedication Ceremony: is scheduled for Thursday,
71 February 16th at 9:00 am.

72
73 5. It’s Budget suggestion time: Budget items must be agreed by Board by April’s
74 meeting at the latest; if you have a potential item you want to propose for next year’s budget (Oct
75 2023-Sept 2024), boardmembers can provide memos to staff as an agenda item, and it will be
76 placed on the agenda under “discussion”; if after board discussion, there is board consensus that
77 the item should be considered in next year’s budget, the board can direct staff to research prices to
78 bring back as a formal agenda item/ “new business”. The Board, by consensus recommends staff
79 submit budget items to the Town Manager for budget preparation.

80
81 **B. Public Works Update** – Mr. Griffith praised the public works staff; the Hasty
82 Cottage roof has been repaired; the electrical boxes will be raised at the Museum; the coquina rock
83 needed for the Elbers Rip-Rap project is in high demand and nearly impossible to find, so he has
84 prepared a request for Council to approve the use of recycled concrete; the irrigation system for
85 the Davis Park is being proposed in next year’s budget; the pergola at Timucuan Oaks, which was
86 damaged during the hurricanes, the concrete was also damaged which anchored the pergola, and
87 he asked the board members to visit the park and make recommendations; he will be meeting with
88 Mr. Mendenhall to create a landscaping enhancement plan for the Town, Ms. Bell noted that there
89 is a native plant list in the Town’s Codes; the Ponce Preserve dune crossover plan has been
90 approved and design plans are underway, but will take several months and he has asked

91 management for consideration of a temporary stairway so residents can access the beach; he
92 referenced the department’s monthly report and encouraged residents to view it online.
93 Chairperson Bell asked if the pergola could be replaced this year or is it considered a new project
94 for the purposes of the budget. Mr. Griffith stated he did not have that information and asked the
95 board members to visit the parks and submit memos detailing what they are looking for; Ms.
96 LaBarre complimented Public Works staff for the beautiful landscaping at the Kathy Griscom
97 Park; the Board concurred.

98
99 **C. Planning & Development** – Mr. Mendenhall stated that the Planning and
100 Development Department has been without a Senior Planner since June 2022 and introduced Patty
101 Rippey, who comes to us highly recommended from Daytona Beach.

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103 **6. OLD BUSINESS:** None.

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105 **7. NEW BUSINESS:**

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107 **A. Tree Removal Request – 4865 Sailfish Drive.** Mr. Mendenhall reviewed the
108 information noting that the property is a vacant, heavily wooded lot and the applicants are
109 requesting removal of four specimen 18” Live Oak trees (located within the footprint of the
110 principal structure and one specimen 21” Cedar tree (damaged during Hurricanes Ian and Nicole).
111 The owners have worked with their contractor to design a single-family home that will fit on the
112 lot with the least number of trees removed. The applicant’s request meets the criteria listed in
113 section 4.10.4.D(1-7) and staff is recommending approval with the following conditions: 1)
114 replacement mitigation for the 21” DBH specimen Cedar tree shall be one specimen-species native
115 tree that is a minimum of six feet in height and 2.5” caliper at the time of planting; and 2) the
116 required replacement tree shall be shown on a final landscape plan for the property, which shall
117 meet all requirements pursuant to LUDC Section 4.10. All plantings must be inspected by the
118 Town prior to issuance of a Certificate of Occupancy for the new home. The applicant and property
119 owners were present and stated they had nothing to add due to Mr. Mendenhall’s outstanding job
120 in presenting their request and the necessary information.

121
122 Chairperson Bell opened public comment – hearing none, she closed public comment.

123
124 Ms. Keese moved to approve the tree removal request at 4865 Sailfish Drive, based on the staff
125 report with the following two conditions 1) replacement mitigation for the 21” DBH specimen
126 Cedar tree shall be one specimen-species native tree that is a minimum of six feet in height and
127 2.5” caliper at the time of planting; and 2) the required replacement tree shall be shown on a final
128 landscape plan for the property, which shall meet all requirements pursuant to LUDC Section
129 4.10. The Landscape Plan must be approved by the Town prior to issuance of a Certificate of
130 Occupancy for the new home; the motion was seconded by Vice-Chair Finch. The motion PASSED
131 5-0, with the following vote: Ms. LaBarre – yes; Ms. Keese – yes; Mr. Shaffer – yes; Vice-Chair
132 Finch - yes; Chairperson Bell.

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134 **B. 2023 Proposed Meeting Date Changes:** Ms. Hunt explained there are two dates
135 that conflict with holidays or Town Office closures and recommended that the July 3rd meeting be

136 moved to July 10th; and the September 4th meeting be moved to September 11th. There were no
137 objections.

138
139 Chairperson Bell moved to accept the proposed date changes for the July 2023 and September
140 2023 meeting; seconded by Ms. Keese. The motion PASSED by consensus, 5-0.

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142 **C. Annual Boardmember Sunshine Law Training:** Chairperson Bell reminded
143 members to review the information; there were no questions. Ms. Hunt stated that since there are
144 no new members, there are refresher trainings available on January 23rd and January 24th.

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146 **8. PUBLIC PARTICIPATION:** Chairperson Bell noted there was no public present.

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148 **9. BOARD DISCUSSION:** Chairperson Bell asked if the Board should suggest the
149 replacement of the pergola in this year's budget or wait until next year? Mr. Griffith stated that
150 would be up to the board to decide. Chairperson Bell suggested the Board support beach restoration
151 efforts by planting appropriate dune plants in the Ponce Preserve. Vice-Chair Finch concurred and
152 asked if that is County jurisdiction? Ms. Kessler asked if there are fund-raising events that could
153 be held to raise funds for the replenishment? Vice-Chair Finch stated that fundraising would have
154 to be done outside the scope of the Town staff but any of the Town's volunteer Clubs could do a
155 fundraiser. Mr. Shaffer asked if there are boundaries separating what the Town controls and the
156 County controls with regards to the beach? Mr. Disher stated that typically the Town has control
157 over the uplands and there is a coastal construction control line which also delineates jurisdiction.
158 Ms. LaBarre asked if the money the government just allocated with go towards dune restoration?
159 Mr. Disher stated that jurisdictions along the FL east coast are waiting for that information. Ms.
160 Kessler stated she would like to see a Land Acquisition program, to purchase lots for water
161 retention or species conservation; she expressed concerns of septic systems still being used in
162 town; and noted that there are grants available through Volusia Forever. Chairperson Bell stated
163 this has been discussed in the past and she supports the purchase of lands adjacent to existing
164 parks, but it comes down to the budget. Ms. LaBarre noted that when it comes to vacant lots, there
165 are maintenance concerns and issues. Ms. Kessler suggested a moratorium on property sales and
166 development until the Town is able to manage flooding. Several board members stated that the
167 Town could not prohibit private property sales or development, noting concerns of legal issues.
168 Mr. Mendenhall stated that staff is working with the Planning Board to update the Coastal
169 Management Element of the Comprehensive Plan and vacant lots have been discussed; the priority
170 is to focusing on managing the coastal properties and adjusting for the vulnerability of properties;
171 the Comprehensive Plan is being adjusted to focus on repetitive loss properties to use as retention
172 areas; and all properties have the potential for development but they can also be raised so that they
173 do not flood. Mr. Mendenhall also noted that staff is in the process of creating an Adaptation
174 Action Plan that will provide more specific direction on how to resolve some of these issues.

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176 **10. ADJOURNMENT:** The meeting was adjourned at 6:24 p.m.

177
178 Prepared and submitted by:

179
180 Draft

181 Peg Hunt, Deputy Clerk

182 Attachment(s): None