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Town of Ponce Inlet
**CULTURAL SERVICES, HISTORIC PRESERVATION
AND TREE ADVISORY BOARD**
REGULAR MEETING MINUTES
May 4, 2020

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

2. **ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with seven members present.

Board members present:

Ms. LaBarre, Seat 1 (via Zoom)

Ms. Harris, Seat 2

Mr. Shaffer, Seat 3

Ms. Finch, Seat 4

Ms. Bell, Seat 5 (via Zoom)

Ms. Keese, Alternate 1

Mr. Patton, Alternate 2

Staff members present:

Ms. Hugler, Administrative Assistant (Moderator)

Ms. Cherbano, Deputy Town Clerk

Ms. French, Cultural Services Manager

Mr. Disher, Assistant Director, Planning & Development

Ms. Frazier, Senior Planner

3. **ADOPTION OF AGENDA:** Chairperson Bell asked if there were any changes to the agenda; Mr. Shaffer requested to add New Business items 10-B, Elbers Park, and 10-C, Speed Limit on S. Peninsula; there were no other changes.

Ms. LaBarre moved to adopt the agenda as amended; seconded by Ms. Finch.

4. **DISCLOSURE OF EX-PARTE COMMUNICATION:** None.

5. **ADMINISTERING THE OATH TO WITNESSES:** None.

6. **APPROVAL OF MINUTES:**

A. **January 6, 2020 regular meeting minutes** – Chairperson Bell asked if there were any changes; Ms. Keese requested a correction from Reese to Keese on page 2, line 82.

Mr. Shaffer moved to approve the January 6, 2020 meeting minutes as amended; seconded by Ms. Finch. The motion carried.

7. **REPORT OF STAFF:**

48 **A. Cultural Services** – Ms. Jackie French introduced herself to the Board, sharing that she
49 was born and raised in Florida, received her bachelor’s degree in biology before moving to the Pacific
50 Northwest, where she began her career in environmental education and parks/recreation. She spent the last
51 three years working in the Washington State parks system and is now excited to “dive in” to State and local
52 parks here. She also provided that she has been in contact with a company for the Davies Lighthouse Park
53 playground and expects to hear back from them shortly when their business operations resume.
54

55 **B. Planning & Development** – Mr. Mike Disher introduced himself for new members and
56 shared that he has been with the Planning & Development division for about seven years. He also introduced
57 Beverly Frazier, as the new Senior Planner with the division since the end of March, who will present the
58 new business item.
59

60 **8. CORRESPONDENCE & COMMUNICATIONS:** None.

61
62 **9. OLD BUSINESS:** None.
63

64 **10. NEW BUSINESS:**

65 **A. Request for Certificate of Appropriateness for 4856 Sailfish Drive, additions to the**
66 **main house and detached garage with architectural enhancements to both structures as part of the**
67 **overall renovation** – Mr. Watkins, the applicant, was present via Zoom to answer any questions. Ms.
68 Frazier provided a presentation which included parcel information; history of the residential development
69 as part of the Ponce Park Historic Area; overall condition of the structures constructed in 1964; and
70 submittal design for the renovation and addition. The proposed expansion of the structures will maintain
71 and highlight the curved roofline with broad overhangs, rectangular forms, minimal ornamentation,
72 generous use of glass, dramatic use of vertical stonework, and symmetrical front entrance. The COA
73 application was legally noticed and received positive feedback from one resident, Barbara Davis, 4871
74 Sailfish Drive. Staff recommended approval of the Certificate of Appropriateness based on the general
75 criteria listed in LUDC Section 6.6.11.C.1 and standards for historic preservation projects outlined in
76 LUDC Section 6.6.11.C.3, with the proposed additions and renovations consistent with the historical style
77 of the building to maintain the architectural significance. Ms. Frazier reminded the Board that Mr. Watkins,
78 the architect for the project, was participating via Zoom and was available for questions.
79

80 Ms. Harris asked about trees that may be removed for the structure expansion and hardscape area between
81 the home and garage. Ms. Frazier reviewed the submittal documents and provided that preliminary plans
82 show that a few trees, including cedars, are included in the development area for removal.
83

84 *No public comment was provided.*
85

86 Ms. Bell stated that she applauds how the proposed improvements keep with the integrity of the design, is
87 impressed with the staff report, and amount of information provided by the applicant. She added that the
88 project will enhance the property and surrounding area, although it is not readily visible from the driveway
89 entrance due to the home’s placement on the property. Ms. Finch also commented that she had visited the
90 home prior to purchase and the submitted design looks spectacular and keeping with the history of the area.
91

92 *Mr. Shaffer moved to approve the Certificate of Appropriateness for 4856 Sailfish Drive and was seconded*
93 *by Ms. Finch. The motion PASSED 5-0, with the following vote: Ms. LaBarre - yes; Ms. Harris - yes, Mr.*
94 *Shaffer - yes; Ms. Finch - yes; Ms. Bell - yes*
95

96 **B. Elbers Park** – Mr. Shaffer opened the discussion by stating that he utilizes the park by
97 bicycle and that the park is fairly small. He questioned if a survey had been completed and acknowledged
98 the increased use during the current epidemic for fishing. Mr. Shaffer also noted that concrete blocks and

99 other items appear to have been dumped within the park area, creating a hazard and liability concern. He
100 questioned the width of the right-of-way that provided access to the pocket park near the Down the Hatch
101 restaurant. The conversation included comments regarding recent replacement of the park bench. Mr.
102 Shaffer stated that the right-of-way is of interest due to the placement of a “no parking” sign by the adjacent
103 property owners and requested the park be included as an agenda item at the next meeting. Ms. French
104 stated she will research the property and provide information at the next meeting.
105

106 **C. Speed Limit on S. Peninsula Dr.** – Mr. Shaffer introduced the topic of various speed
107 limits and the number of parks located along Peninsula Drive. He stated that travelers often exceed the
108 speed limit and has concerns due to park access from the roadway. Ms. Harris and Ms. Keese voiced their
109 concern and stated that the widening of the sidewalks and adding curbing should be the focus. Ms. French
110 stated she would also add this topic for further discussion for reducing the speed limit and safety
111 improvements for pedestrians and bicyclists. Ms. Finch continued the discussion, noting the planned
112 widening of sidewalks was already in the works but would take time to accomplish. She did not agree with
113 reduction of the speed limit and suggested that stricter enforcement of the existing speed limit is needed.
114 ~~Ms. Keese added that some of the sidewalk areas on Atlantic Ave. require repair due to erosion.~~ She said
115 she spoke with a representative from a company completing sidewalk repairs who explained that curbing
116 may be required for compliance with the current regulations. Mr. Disher followed up by stating that the
117 sidewalk improvements are part of the Town’s S. Peninsula Drive bike path construction project, which has
118 been submitted for grant funding in the past month to the Transportation Planning Organization (TPO) for
119 design and construction to address safety issues identified as part of the Town’s Bicycle and Pedestrian
120 Master Plan. He also stated that standards are used to determine the appropriate speed limit for roadways
121 based on characteristics of the road and adjacent properties, and that this issue has been previously discussed
122 by the Town Council and could be approached again in coordination with the Police Department. Mr. Disher
123 also responded to Mr. Shaffer’s question about the right-of-way width variation along Peninsula Dr. In
124 addition, Mr. Disher stated information for Elbers Park and adjacent right-of-way was available and would
125 be provided to Ms. French.
126

127 **11. PUBLIC PARTICIPATION:** None.

128
129 **12. BOARD DISCUSSION:** None.

130
131 **13. ADJOURNMENT:** Chairperson Bell adjourned the meeting at 6:01 PM.

132
133 Prepared and submitted by:

134
135 _____
136 Beverly Frazier, Senior Planner