

1 Town of Ponce Inlet  
2 **CULTURAL SERVICES, HISTORIC PRESERVATION**  
3 **AND TREE ADVISORY BOARD**  
4 **REGULAR MEETING MINUTES**  
5 **August 3, 2020**  
6

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

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11 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with  
12 five regular members and one alternate member present.

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14 Board members present:

15 Ms. LaBarre, Seat 1

16 Ms. Harris, Seat 2

17 Mr. Shaffer, Seat 3

18 Ms. Finch, Seat 4

19 Ms. Bell, Seat 5

20 Ms. Keese, Alternate 1

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22 Board member(s) absent:

23 Mr. Patton, Alternate 2

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25 Staff members present:

26 Ms. Hugler, Office Manager (Moderator)

27 Ms. French, Cultural Services Manager

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29 **3. ADOPTION OF AGENDA:** Chairperson Bell asked if there were any changes to the  
30 agenda; there were none.

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32 Ms. LaBarre moved to adopt the agenda as presented; seconded by Ms. Finch. The motion  
33 PASSED 5-0, consensus.

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

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

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39 **6. APPROVAL OF MINUTES:**

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41 **A. July 6, 2020 regular meeting minutes** – Chairperson Bell asked if there were any  
42 changes - Ms. Finch requested a change on page 2, line 85 to be amended to “Ms. Finch referenced  
43 line 100-107 in the provided staff report which states the canopy coverage of at least 90% is exempt  
44 from replacement but appears to be 100% based on the aerial photograph provided in the report”;

45 Ms. Bell referenced line 235 and requested “bell” be capitalized; there were no other changes.

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47 Ms. Finch moved to approve the July 6, 2020 meeting minutes as amended; seconded by Ms.  
48 LaBarre. The motion PASSED 5-0, consensus.

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50 **7. REPORT OF STAFF:**

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52 **A. Jackie French, Cultural Services** – Ms. French reported that the speed limit on S.  
53 Peninsula Drive between Harbour Village Boulevard and Inlet Harbor Road was reduced from 35  
54 to 30 by Council; the Wilbur Bay Wetlands kayak and canoe launch management plan provides  
55 for a natural launch so no further improvements can be made; the town is a Tree City; and that  
56 public works has been removing the vines along S. Peninsula Drive in the Ponce Preserve; she  
57 stated Waste Pro has been requested to pick-up the vegetative debris pile on a weekly basis.

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

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

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63 **10. NEW BUSINESS:**

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65 **A. Ponce’s Happy Tails Dog Park Renovations** - Ms. French stated that one of  
66 Council’s goals is for a re-development project at this park. She stated that this is a well-utilized  
67 park and encourages social gatherings for neighbors and their dogs. She stated that staff is working  
68 with a grant consultant to submit a 2020/2021 ECHO grant and anticipates construction in  
69 July/August 2021 if approved. She stated staff has received two quotes from REP Services and is  
70 seeking additional bids for dog park equipment (i.e. agility kits), additional water fountains, and  
71 artificial turf. She added that staff is proposing the installation of agility course equipment, water  
72 fountains, artificial turf in both sections of the park (big dog/small dog), and lighting - at an  
73 estimated budget of \$200,000. She noted that if lighting is added to park, it creates an opportunity  
74 to extend the hours of the park, and the Board will be asked at that time to make a recommendation  
75 on the hours. She noted that the turf is permitted by the Town’s Code but not in a front yard, so  
76 the Planning & Development Department will be evaluating the use of artificial turf. She noted  
77 that cleaning turf requires continuous cleaning with water and special enzymes as well as routine  
78 vacuuming. She noted that there are different options for the surfaces, and she is seeking input  
79 from the Board as well as other jurisdictions. She noted that mulch must be replaced twice per  
80 year. She noted that there is a shade-tolerant grass available as well. Ms. Keese asked how you  
81 clean fecal matter because not everyone cleans up after their pet. Ms. Bell stated the enzyme will  
82 help and expressed concerns about using turf. The Board discussed the pros and cons of turf and  
83 shade-tolerant grasses and the dampness of the park. Ms. Finch stated there needs to be water  
84 available at the site. Mr. Shaffer suggested that a comparison study be done of the cost of mulch  
85 vs natural grass or artificial turf; he also suggested building up the low-lying area of the park to  
86 eliminate the low-lying areas; Ms. Bell suggested alternating mulch, grass, and a walking trail as  
87 part of the new design layout to minimize maintenance. There was further discussion regarding  
88 park users not cleaning up after their dogs and not watching their dogs. Ms. Bell stated there may  
89 be a misconception that because it is a town-owned park, staff cleans up after the dogs; she  
90 suggested signage indicating that users must clean up after their pets. Ms. Finch noted that this is

91 a dog park and suggested keeping pedestrian walkways narrow as she does not want to see areas  
92 taken away from the dogs. She asked where the agility equipment would be placed. Ms. French  
93 stated it could be in either section (big dog or little dog) or both sections. Ms. Bell stated her  
94 support to place agility equipment in both sections; Ms. Keese concurred. Ms. Finch asked if the  
95 equipment is something the park users have requested; she referenced the Mardi Claws events and  
96 asked if staff could use those funds for the park improvements as the equipment is expensive. Ms.  
97 French stated staff would research that matter and report back. Ms. Harris suggested an area made  
98 of play sand for the dogs. Ms. LaBarre asked if grants are “all or nothing”, expressing concerns of  
99 prioritizing what is important to the park. Mr. Shaffer suggested using a thin concrete curbing to  
100 hold the mulch in place. Ms. Keese asked how often the mulch is cleaned and sprayed. Ms. French  
101 stated that she would check with Mr. Miller. Ms. Finch asked if the town could take new lighting  
102 from the \$200,000 budget. Ms. French stated yes, as this is a preliminary plan. Ms. Finch suggested  
103 putting a notice on the town website and Facebook; Ms. LaBarre suggested creating a survey and  
104 posting it on the c4pi website.

105  
106 The Board requested that staff research the following items: park lighting, repair/replace the  
107 perimeter fence, surface material types, equipment, constructing a retaining area around the  
108 mulch/sand to keep it in place; and to create a survey for public participation on dog park  
109 improvements.

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111 **11. PUBLIC PARTICIPATION:** None.

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113 **12. BOARD DISCUSSION:** Ms. Keese asked who maintains side streets as there are large  
114 bushes and sea grapes that block views of cross streets. Ms. Hugler suggested she contact Code  
115 Enforcement to report specific issues; Ms. Harris stated the barricades and no parking signs on  
116 Lighthouse Drive are causing traffic issues at the Marine Science Center. Mr. Shaffer stated the  
117 barricades have been removed and that it is Volusia County’s property; he asked if it would be  
118 possible to plant oak trees along Marie Drive and other areas using tree bank funds; he suggested  
119 that power be buried when the sidewalk project is constructed. Ms. French stated she would  
120 research and report back; Ms. Finch stated that the Garden Club donates a tree every year and that  
121 each tree must be watered every day until it is established, which can take several months. Ms.  
122 Keese stated that (many years ago) residents along Oceanway volunteered to water the trees if  
123 planted and suggested that we hold a “sponsor a tree” program.

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125 **13. ADJOURNMENT:** Chairperson Bell adjourned the meeting at 6:35 PM.

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127 Prepared and submitted by:  
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130 Peg Hunt, Board Secretary