

1 Town of Ponce Inlet
2 **CULTURAL SERVICES, HISTORIC PRESERVATION,**
3 **AND TREE ADVISORY BOARD**
4 **REGULAR MEETING MINUTES**
5 **October 5, 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 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 regular members and one alternate member present; there were no absences.

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

19 Ms. Bell, Seat 5

20 Mr. Patton, Alternate 1

21
22 Staff members present:

23 Mr. Disher, Assistant Director, Planning & Development

24 Ms. Frazier, Senior Planner

25 Ms. French, Cultural Services Manager

26 Ms. Hugler, Office Manager (A/V)

27 Ms. Hunt, Board Secretary

28 Mr. Joulani, Director, Planning & Development

29 Mr. Miller, Public Works Manager

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

33
34 Mr. Shaffer moved to adopt the agenda as presented; seconded by Ms. LaBarre. The motion
35 PASSED 5-0, consensus.

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

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

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41 **6. APPROVAL OF MINUTES:**

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43 **A. August 3, 2020 regular meeting** – Chairperson Bell asked if there were any
44 changes; there were none.

45 Ms. Finch moved to approve the August 3, 2020 meeting minutes as presented; seconded by Mr.
46 Shaffer. The motion PASSED 5-0, consensus.

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48 **7. REPORT OF STAFF:**

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50 A. Ms. French, Cultural Services – Stated staff has received the Elbers Park survey
51 and provided it to the Board tonight for informational purposes only, the item will be on the
52 November agenda; reported that the “Tortoise Crossing” signs have been installed on Atlantic
53 Avenue and Peninsula Drive; the Museum hosted two virtual events, a Plein-Air Art event and
54 Grandparents Day event; the traditional Halloween Party has been canceled but the town is hosting
55 a drive-thru “Spooktacular” event on October 31st from 6 p.m. to 8:00 p.m. at the Town Hall
56 facility. She noted that CDC Guidelines will be in effect.

57

58 B. Mr. Miller, Public Works - Reported that once the sidewalk is complete, restoration
59 work will begin at Davies Lighthouse Park. Mr. Shaffer reported that the restroom door in the
60 Ponce Preserve needs to be repaired.

61

62 C. Mr. Disher, Planning & Development - Reported that staff is working on code
63 amendments specifically regarding the tree regulations. There are new state regulations and pre-
64 emptions limiting a municipality’s ability to control tree removal. Ms. LaBarre asked if the statute
65 has been repealed. Mr. Disher stated not yet, so we are proceeding with updates based on the new
66 regulations in effect today. He noted that there will be a list of “prohibited acts”, tree protection
67 methods and standards, clarifying replacement for understory trees, and changing this board’s
68 name, and clarifying definitions. A draft will be brought to the board in November for review and
69 comment. Ms. Keese asked if the new regulations will define the “base” (trunk). Mr. Disher stated
70 yes.

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

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74 **9. OLD BUSINESS:**

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76 A. **Ponce’s Happy Tails Dog Park Renovations** - Ms. French introduced this item
77 and reviewed a presentation depicting the survey results. She noted that over 1,000 residents were
78 emailed the survey and just 81 responded. She then reviewed the results to each question. Ms.
79 French provided styles and pricing of agility equipment, water fountains, and lighting options. She
80 noted that the prices do not include installation. She stated that option A, fountain with water
81 bottle-filler has already been purchased for another park but not used and is available for use in
82 this park. She noted that bollard lighting would not provide adequate lighting in the park and that
83 pole lighting was recommended. Ms. French then reviewed the surface options (grass and mulch),
84 noting that it would cost in excess of \$10,000 to sod the park. She provided an article on shade-
85 tolerant grass species, noting that there is not enough natural lighting in this park to sustain grass;
86 mulch made from wood fibers has been recommended by vendors. The mulch is larger than what
87 we have now and eliminates splinters and weeds. She noted that currently the mulch depth in this
88 park is 0” to 3”. She stated the mulch would cost approximately \$8,000 (not including removal of
89 existing and installation of new). She noted that the park would have to be closed for improvements
90 for several days. The mulch vendor recommended replacement every year; our Public Works

91 personnel replace the mulch every other year. Park visitors complain that their dogs get dirty from
92 the mulch, which is why a dog washing station has also been researched. Ms. Bell asked if there
93 is a budget for this. Ms. French stated not yet, but we plan to apply for an ECHO grant based on
94 what the improvements are. Ms. Bell asked if the Mardi Claws money can be used for these
95 improvements; Ms. French stated yes. Several board members expressed concerns that not more
96 dog owners participated in the survey. Ms. Finch stated she would like to have seen a budgeted
97 amount disclosed in the survey; and questioned why the need for lighting when the park hours are
98 Dawn to Dusk; and that there is no irrigation for sod. Mr. Miller stated 45 pallets of sod were laid
99 when the park first opened, but it died within 8 weeks; that's why public works replaces the mulch
100 every other year (approximately 200 sq. yds.) and the inconsistency in the depth comes from park
101 traffic. He noted that there is not enough sunlight to sustain live grass and that when staff removes
102 the mulch, it is loaded with excrement. He added that he knows of a municipality that uses ground
103 rubber tires (\$1,500 per ton) for ground cover. Ms. Keese asked if there was any area of the park
104 that would sustain grass. Mr. Miller stated not unless there is significant tree trimming. Ms. Keese
105 commented that there is a lot of work involved with maintenance of the mulch and referenced a
106 recent incident with dog owners not picking up after their dogs; there are no consequences for
107 breaking the rules and suggested that web cams be installed for monitoring and enforcement. She
108 added that it is a privilege to use these parks and dog owners are supposed to be supervising their
109 dogs. Mr. Miller stated he would speak with Chief Glazer and check at public works for additional
110 signage. Ms. Bell stated her hopes that it may have been an isolated incident. She stated we reached
111 out to the stakeholders and that's all we can do. Chairperson Bell opened public comment - hearing
112 none, she closed public comment.

113
114 Mr. Shaffer commended Ms. French for her work and suggested the park remain "status quo". Ms.
115 Keese recommended installation of a couple of benches and a watering station; Ms. Bell agreed.
116 Ms. Bell asked if updating the mulch to a new style would be considered "maintenance". Ms.
117 French stated she would confirm. The Board APPROVED 5-0, consensus.

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119 Ms. Finch noted there is a proposal to create a new advisory board which could help with matters
120 like these.

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122 **10. NEW BUSINESS:**

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124 **A. Landscape Plan, Bird Hospital at 100 Lighthouse Drive (FDP 25-2020) - Ms.**
125 Frazier introduced this item. She stated the current hospital space does not meet social distancing
126 requirements for COVID-19. She stated the project is referred to as the "Seabird Hospital
127 Building" will provide the additional space necessary to house permanent birds and provide office
128 space pursuant to the new requirements. Ms. Frazier reviewed the tree removal plan and noted that
129 specimen trees will need to be replaced. She confirmed that the board is being asked to review the
130 landscape plan and to make a recommendation to the Planning Board and Town Council for
131 approval. Ms. Bell noted that she drops off injured birds several times a year and is pleased to see
132 that the MSC is adding a building.

133
134 Chad MacFie, MSC Manager thanked staff and the board. He stated that the hospital admits more
135 than 1,100 birds a year and the space is too small for the staff to work safely and effectively. He
136 noted that Ponce Inlet is actually on the migratory bird path and this adds to the number of injured

137 birds. He noted that their mission is to educate and protect, and although some trees need to be
138 removed, the area is mostly overgrown with Brazilian Pepper trees and vines and is harming the
139 habitat; he stated this project will give them the opportunity to clean it up. Ms. Bell opened public
140 comment - hearing none, she closed public comment.

141
142 Ms. LaBarre moved to forward the landscape plan for the Seabird Hospital at 100 Lighthouse
143 Drive to the Planning Board and Town Council with a recommendation of approval as presented;
144 seconded by Ms. Finch. The motion PASSED 5-0, with the following vote: Ms. LaBarre - yes; Ms.
145 Keese - yes; Mr. Shaffer - yes; Ms. Finch - yes; Ms. Bell - yes.

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147 **11. PUBLIC PARTICIPATION:** Chairperson Bell opened public participation - hearing
148 none, she closed public participation.

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150 **12. BOARD DISCUSSION:**

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152 **A. Wilbur Bay Wetlands potential improvements** - Ms. French reviewed the history
153 behind the request, noting that Mr. Shaffer requested this item to discuss planting a live oak tree,
154 installation of a plastic floating device for a kayak launch, assess if fill is allowed and review the
155 park survey. Ms. French noted that during its 2018/2019 & 2019/2020 goals sessions, the town
156 council requested the Cultural Services Department modify the management plan to eliminate the
157 kayak launch and picnic structure. On July 19, 2018, the Council amended the Management Plan
158 to remove the requirement for a kayak launch based on the findings by the Volusia Forever
159 Coordinator that the park has a natural surface kayak launch and the town is compliant with the
160 requirements of the Management Plan. Ms. French noted that there is no vehicular parking at this
161 park as it is meant for walking and bicycling access and that Emerald Isle property owners objected
162 to improvements in the past. Mr. Shaffer noted that because of the high tide cycle, it appears it
163 would not make sense to install a launch; he asked if *fill* could be added to the low area as it floods;
164 and suggested tree planting be considered at the time the town constructs the new sidewalks. Mr.
165 Patton asked if the Emerald Isle property owners could still object to improvements. Mr. Disher
166 stated that town's ownership has been legally established for this property. Mr. Shaffer asked if
167 visitors can park at the police department and walk over to the park; Mr. Disher stated yes, it is
168 public property.

169
170 The matter of potential improvements in this park has been closed based on staff's reporting, a
171 review of the park's history, and compliance with the Management Plan.

172
173 **B. Town-wide Tree Replacement Program (Discussion only)** - Mr. Shaffer
174 suggested that the town consider a tree replanting program when it begins the Bikepath/Mobility
175 project.

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177 **13. ADJOURNMENT:** Chairperson Bell adjourned the meeting at 6:40 p.m.

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179 Prepared and submitted by:
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181 _____
182 Peg Hunt, Board Secretary