



TOWN COUNCIL AGENDA REGULAR MEETING

THURSDAY
JANUARY 18, 2024 – 6:00 P.M.

TOWN COUNCIL CHAMBERS
4300 S. ATLANTIC AVENUE, PONCE INLET, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town’s various boards may attend and speak at this meeting.

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

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL.

NOTE: Citizens who wish to speak during Public Participation about any subject that is not on the meeting agenda should fill out the Citizen Participation Request form and submit it to the Town Clerk prior to the start of the meeting.

4. ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA.
5. PROCLAMATIONS, PRESENTATIONS, AND AWARDS:
 - A. Proclamations report.
 - B. Presentation on World Encephalitis Day. – *Kay Atwood*
 - C. Recognition of Kim Bressett for being selected as Ponce Inlet Employee of the Year.
6. CONSENT AGENDA - *Items on the consent agenda are defined as routine in nature that do not warrant detailed discussion or individual action by the Council; therefore, all items remaining on the consent agenda shall be approved and adopted by a single motion, second and vote by the Town Council. Items on the consent agenda are not subject to discussion. **Any member of the Town Council may remove any item from the consent agenda simply by verbal request at the Town Council meeting.** Removing an item from the consent agenda does not require a motion, second or a vote; it would simply be a unilateral request of an individual Council member and this item would then be added as the last item under New Business. As with all agenda items, the public will have the opportunity to comment prior to a motion being placed on the floor and their comment(s) may persuade Council to remove the item from the Consent Agenda and place under New Business for discussion.*
 - A. Approval of the Town Council Regular meeting minutes – December 18, 2023.
7. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE MEETING:

- A. Appointment to the Code Enforcement Board.
- B. Appointments to the Planning Board.
8. PUBLIC HEARINGS / QUASI-JUDICIAL MATTERS: *None.*
9. PUBLIC HEARINGS / NON-QUASI-JUDICIAL MATTERS:
 - A. Final Development Plan: #37-2023; review of final site development plan for the Learning Center expansion at the Marine Science Center, 100 Lighthouse Dr.; per Sec 6.6.6 of the LUDC.
10. CITIZENS' PARTICIPATION - *The Town of Ponce Inlet encourages engagement by citizens via a variety of means. This is an opportunity for our citizens to talk to us collectively on any subject that is not identified on the meeting agenda. The Town's Rules for Conducting Town Council meetings are set forth in Resolution 2021-11 and include the following guidelines:*
 - *Citizens are provided with 5 minutes at each meeting to speak on one or more issues that are not otherwise placed on the meeting agenda.*
 - *Please introduce yourself with your name and address clearly for the record.*
 - *Share with us your thoughts, ideas, and opinions; we want to hear them.*
 - *Under our rules, all questions and comments are directed to the Mayor.*

While some questions may be able to be addressed at this meeting, others may require research or more information than we have readily available from our staff, so we may have to defer the response to you until we have that information. Also, depending on the type of issue, we may place the matter on a properly noticed subsequent meeting agenda. As a Council, we welcome the opportunity to hear from you and hope you will speak with us not only during Citizen Participation but outside of these meetings. We understand the formal nature of this meeting, but rest assured, we want to hear from you, we want to address your concerns, and we are appreciative of your involvement.
11. ORDINANCES (FIRST READING) AND RESOLUTIONS:
 - A. Resolution 2024-01 – Supporting the Florida League of Cities' Legislative Action Agenda for the 2024 Legislative Session. – *requested by Mayor Paritsky*
 - B. Resolution 2024-02 – Amending the Town Council's Rules of Order for Conducting Town Council Meetings.
 - C. Resolution 2024-03 – Adoption of Town Council Goals for FY 23-24 and FY 24-25.
12. OLD BUSINESS: *None.*
13. NEW BUSINESS: *None.*
14. FROM THE TOWN COUNCIL:
 - A. Vice-Mayor Smith, Seat #5
 - B. Councilmember Villanella, Seat #4

- C. Councilmember White, Seat #3
 - D. Councilmember Milano, Seat #2
 - E. Mayor Paritsky, Seat #1
15. FROM THE TOWN MANAGER.
16. FROM THE TOWN ATTORNEY.
17. CITIZENS' PARTICIPATION - *The Town of Ponce Inlet encourages engagement by citizens via a variety of means. This is another opportunity for our citizens to talk to us collectively for **2 minutes** before closure of this meeting regarding reports provided by the Town Council, Town Manager, or Town Attorney in items 14-16 (only) of the meeting agenda.*
19. ADJOURNMENT.

Next Town Council Meeting date:

- Thursday, February 15th, 2024, 6:00 p.m.

*If a person decides to appeal any decision made by the Town Council 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, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons who require accommodation in order to attend this meeting should contact the Ponce Inlet Town Hall at 236-2150 **at least 48 hours prior to the meeting** in order to request such assistance.*



Meeting Date: 1/18/2024

Agenda Item: 5

Report to Town Council

Topic: Proclamations, Presentations, and Awards.

Summary:

- A. Proclamations report.
- B. Presentation of World Encephalitis Day
- C. Recognition of Kim Bressett for Employee of Year.

Suggested motion: None required.

Requested by: Ms. Cherbano, Town Clerk

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Town of Ponce Inlet - Office of the Mayor

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
Through: Michael E. Disher, Town Manager
From: Mayor Lois A. Paritsky *LAP*
Date: January 18, 2024
Subject: Proclamations Presentations

The following Proclamations have been or will be presented:

- In recognition and appreciation for her achievements and being selected as R. J. Longstreet Elementary School's "Teacher of the Year", I have signed a Proclamation declaring January 19, 2024, as "Brittany Shone Day";
- In recognition of "Black History Month", a Proclamation has been signed declaring the month of February 2024 as *Black History Month*.

Copies of the Proclamations may be viewed at the Town Hall kiosk.

PROCLAMATION OF THE TOWN OF PONCE INLET, FLORIDA

WHEREAS, Brittany Shone has had a distinguished nine year career teaching kindergarten, first and second grades at the R. J. Longstreet Elementary School;

WHEREAS, Brittany Shone has been selected by a committee of parents, business owners, community leaders, teachers and administrators as R.J. Longstreet Elementary School’s Teacher of the Year. The committee recognized and sought to honor Brittany Shone’s tireless work and dedication to her students and school;

WHEREAS, Brittany Shone’s accomplishments since earning a Master’s of Educational Leadership from Grand Canyon University include serving as her grade level contact and leader, coordinating field studies, curriculum and grade level activities. Brittany Shone has worked closely with families and the community as a Parent Teacher Liaison to raise funds, plan school and family events and provide community contacts at the school. As one of R.J. Longstreet Elementary School’s business partner coordinators, Brittany Shone has also worked with area businesses building relationships between the school and the community.

WHEREAS, Brittany Shone’s kindness and warmth promote an exceptional learning environment and her efforts help her students acquire lifetime learning skills.

WHEREAS, Brittany Shone, a resident of the Town of Ponce Inlet, is a loving wife and mother of two precious children, Koa and Kalani and Koa is currently a Kindergartener this year at the R.J. Longstreet Elementary School;

WHEREAS, the Town of Ponce Inlet gratefully acknowledges the contributions of Brittany Shone as an educator of the children residing in the County of Volusia and specifically, those residing in Ponce Inlet;

NOW, THEREFORE, I, Lois A. Paritsky, Mayor of the Town of Ponce Inlet, on behalf of the Ponce Inlet Town Council and our Residents do hereby recognize Friday, January 19, 2024 as

BRITTANY SHONE DAY

in the Town of Ponce Inlet, and we extend to her our most heartfelt appreciation for her achievements and wish her well in all of her future endeavors.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the Town of Ponce Inlet Florida, to be affixed this 19th day of January, 2024

Town of Ponce Inlet, Florida



Mayor Lois A. Paritsky

Attest:



Kim Cherbano, Town Clerk



**PROCLAMATION
OF THE
TOWN OF PONCE INLET, FLORIDA**

WHEREAS, Black history is an integral part of American history. Black Americans have played an essential role in building, strengthening, and shaping the United States; and

WHEREAS, Black History Month takes place each February and was originated by the Association for the Study of Negro Life and History, founded in 1915 by Carter G. Woodson, a historian, author, and journalist; and

WHEREAS, during Black History Month, we celebrate the extraordinary achievements and the contributions Black Americans have made to our nations, states and our town; and

WHEREAS, the story of Black Americans is a story of resilience, perseverance, and achievement; of tragedy and triumph; and of fighting for change; and

WHEREAS, while celebrating Black History Month, the Town of Ponce Inlet recognizes the contributions of Black Americans while also acknowledging that the struggle for equity continues; and

WHEREAS, as a community we recommit to continue the work to ensure that all residents are treated equally, are equally protected, and have equitable access to opportunities that help them thrive, and the Ponce Inlet remains an inclusive, welcoming place for all;

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the Town of Ponce Inlet do hereby proclaim the month of February 2024 as

Black History Month

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the Town of Ponce Inlet Florida, to be affixed this 18th day of January, 2024.



Town of Ponce Inlet, Florida

Lois A. Paritsky

Mayor Lois A. Paritsky

Attest:

Kim Cherbano

Kim Cherbano
CMC /Town Clerk



MEMORANDUM

Town of Ponce Inlet

Human Resources / Town Clerk Department

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
From: Kim Cherbano, Human Resource Director/Town Clerk
Date: January 8, 2024
Subject: 2024 Employee of the Year

Congratulations to Kim Bressett for being selected as Ponce Inlet's Employee of the Year! Kim was nominated and selected by her peers for this award. Kim Bressett, or Kim B., as her peers call her, started working for the Town of Ponce Inlet as a Payroll Specialist/Utility Billing Assistant in February of 2021.

Kim soon took on the extra responsibility of overseeing the Town's Utility Billing system and the training of the new Utility Billing/Accounting Specialist that had no prior experience. She stepped up to the plate and embraced the challenge quickly, learned system operations, and handled all issues in a professional and courteous manner. Her attention to detail and degree of accuracy were the driving force in her being able to assess and assist with other complex tasks.

Kim is always seeking more responsibility and is constantly finding ways to improve not only herself, but the entire department. Her commitment and determination to assist our department has helped tremendously in accomplishing one of our Council goals to meet/exceed audit reporting requirements. She reviewed numerous audit schedules from the prior year and reconciled/completed many of the most complicated ones. Kim performed them accurately and without instruction. Kim's initiative to assist the department with audit tasks resulted in another comment-free audit this year, which may not have occurred without her assistance. Kim worked many additional hours to get the job done accurately.

In addition to Kim's regular duties, she assisted with the FEMA reimbursement grant work from Hurricanes Ian and Nicole, as well as other FEMA-related reconciliations and schedules.

She further assisted the Planning & Development Department with the EnerGov upgrade/implementation through testing and reconciliation of the software system. She performs account reconciliations daily and works extensively to resolve any issues that may arise. Kim is patient with everyone, has a strong work ethic and is a tremendous asset to the Town.



Meeting Date: 1/18/2024

Agenda Item: 6

Report to Town Council

Topic: Consent Agenda

- A. Approval of the Town Council regular meeting minutes – December 18, 2023.

Summary: See attached minutes.

Suggested motion:

To approve the Consent agenda as presented.

Requested by: Ms. Cherbano, Town Clerk

Approved by: Mr. Disher, Town Manager



Town of Ponce Inlet
Town Council
Regular Meeting Minutes
December 18, 2023

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- 1. **CALL TO ORDER:** Pursuant to proper notice, Mayor Paritsky called the meeting to order at 6:00 p.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.
- 2. **PLEDGE OF ALLEGIANCE:** Mayor Paritsky led the Pledge of Allegiance; she reviewed the protocol for filling out the Citizens' Participation request forms for agenda item #10.
- 3. **ROLL CALL:**
Town Council:
 Mayor Paritsky, Seat #1
 Councilmember Milano, Seat #2
 Councilmember White, Seat #3
 Councilmember Villanella, Seat #4
 Vice-Mayor Smith, Seat #5

Mayor Paritsky recognized Volusia County Council Member Matthew Reinhart as being present and invited him to speak. Council Member Reinhart provided an update on the Volusia County sand placement project.

- Staff Members Present:**
 Ms. Alex, Cultural Services Manager
 Attorney Brackins, Town Attorney
 Ms. Cherbano, Town Clerk
 Mr. Disher, Town Manager
 Ms. Gjessing, Permit Technician
 Chief Glazier, Police Chief
 Mr. Griffith, Public Works Director
 Ms. Hugler, Fire Department Office Manager
 Mr. Lear, Planning & Development Director
 Mr. Okum, IT Manager
 Chief Scales, Public Safety Director
 Ms. Stewart, Assistant Deputy Clerk

4. **ADDITIONS, CORRECTIONS, OR DELETIONS TO THE AGENDA.** There were no changes.

Mayor Paritsky moved to approve the agenda as presented; seconded by Councilmember Milano. The motion PASSED 5-0, consensus.

5. **PROCLAMATIONS, PRESENTATIONS, AND AWARDS:**

45 **Due to a timing conflict, item 5-A was presented last**

46
47 **A. Presentation of American Flood Coalition Leadership Award – Kate Wesner,**
48 *Florida Director* – Mayor Paritsky introduced Kate Wesner, Florida Director for the American
49 Flood Coalition. The American Flood Coalition honored Mayor Paritsky for her leadership, public
50 service, and commitment to finding solutions to flooding problems. She said Mayor Paritsky
51 organized a roundtable with local elected officials to learn from State agencies how to plan for
52 long-term resilience for their communities. Ms. Wesner thanked Mayor Paritsky for her continued
53 commitment to protecting Ponce Inlet, congratulated her, and presented the award.

54
55 **B. Recognition of Ponce Inlet Christmas Parade Volunteer Event Coordinators:**
56 Mayor Paritsky presented Cherise Wintz and Mark Oebbecke with plaques for their efforts in
57 coordinating the annual Ponce Inlet Christmas parade.

58
59 **C. Certificates of Appreciation – Ponce Preserve “Invasive Plant Pullers”:** Mayor
60 Paritsky presented Barabara Davis with a plaque to recognize her hard work and leadership in
61 organizing the volunteer group; each volunteer from the “Invasive Plant Pullers” was presented
62 with a Certificate of Appreciation.

63
64 **D. Certificate of Appreciation – Cathy Harvey for the “Check on Your Neighbor”**
65 **Program:** Mayor Paritsky presented Cathy Harvey with a Certificate of Appreciation in
66 recognition of her efforts with the “Check on Your Neighbor” program.

67
68 **E. Certificates of Appreciation – 60th Anniversary Committee members:** Mayor
69 Paritsky presented each member of the committee with a Certificate of Appreciation for their
70 efforts in coordinating the Ponce Inlet 60th Anniversary Celebration event.

71
72 **A. Presentation of Riverside Conservancy’s shoreline restoration project – Kelli**
73 *McGee, Executive Director* – Mayor Paritsky introduced Kelli McGee, Executive Director of
74 Riverside Conservancy. Ms. McGee provided a [PowerPoint presentation](#) on the shoreline
75 restoration project in Ponce Inlet. Over 2 miles have been restored by her group in the last 5 years
76 along the Halifax River and Indian River lagoon. Ms. McGee explained the process of partnering
77 with organizations or individuals. She explained the concept of “living shorelines” and how they
78 can protect waterfront properties. Mayor Paritsky thanked Ms. McGee and opened questions to
79 Council. Councilmember Milano asked Ms. McGee if they had anything to do with Daggett Island.
80 Ms. McGee offered to submit a letter of services that could provide restoration efforts to the Town,
81 which Mr. Disher and Mayor Paritsky accepted. Councilmember White asked that this be placed
82 as an agenda item for review. Mayor Paritsky agreed that once the letter has been submitted and
83 reviewed, it should be brought to Council.

84
85 **6. CONSENT AGENDA:** Mayor Paritsky asked if there was any item Council would like to
86 remove from the consent agenda; there were no requests. Mayor Paritsky asked for public
87 comments – hearing none, she closed public comments.

88
89 **A. Town Council Regular meeting minutes – November 16, 2023.**

90
91 **B. Town Council Special meeting minutes – November 29, 2023.**

92
93 **C. Authorizing an extension of the 2022-23 Halifax Humane Society contract with**
94 **the Town through June 30, 2024.**

95
96 Mayor Paritsky moved to approve the Consent Agenda as presented; seconded by Councilmember
97 Villanella. The motion PASSED 5-0, consensus.

98
99 **7. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE**
100 **MEETING**

101
102 **A. Appointments to the Code Enforcement Board.** Ms. Cherbano reviewed the staff
103 memorandum which outlined the Board's membership, attendance log, and applicant's
104 information. Mr. Finch was present; Mr. Fuess was not.

105
106 Mayor Paritsky opened public participation – hearing none, she closed public participation.

107
108 Mayor Paritsky moved to re-appoint Peter Finch to Regular Seat #3, and Rick Fuess to Alternate
109 Seat #1; seconded by Councilmember Villanella. The motion PASSED 5-0, consensus.

110
111 **B. Appointments to the Cultural Services, Historic Preservation, & Tree Advisory**
112 **Board.** Ms. Cherbano reviewed the staff memorandum which outlined the Board's membership,
113 attendance log, and applicant's information. In addition to the re-appointments, Mr. Patton was
114 seeking appointment to Alternate Seat #2. Ms. Kessler & Mr. Patton were present; Ms. Labarre
115 and Mr. Shafer were not.

116
117 Mayor Paritsky opened public participation regarding the re-appointments – hearing none, she
118 closed public participation.

119
120 Mayor Paritsky moved to re-appoint Elvira Labarre to Regular Seat #1, Les Shafer to Regular
121 Seat #3, and Jair Kessler to Alternate Seat #1; seconded by Councilmember Milano. The motion
122 PASSED 5-0, consensus.

123
124 Mr. Patton mentioned that he is looking forward to serving on the board again as he had to step
125 down about a year ago.

126
127 Mayor Paritsky opened public participation– hearing none, she closed public participation.

128
129 Mayor Paritsky moved to appoint Thomas Patton to Alternate Seat #2; seconded by
130 Councilmember White. The motion PASSED 5-0, consensus.

131
132 **C. Appointments to the Essential Services Advisory Board.** Ms. Cherbano reviewed
133 the staff memorandum which outlined the Board's membership, attendance log, and applicant's
134 information. Ms. Cherbano mentioned there are still three vacant Alternate seats on the board;

135 Engineering, CPA/Financial, and Public Relations/Outreach/Human Resources. The applicants for
136 re-appointment were not present.

137
138 Mayor Paritsky opened public participation – hearing none, she closed public participation.
139

140 Mayor Paritsky moved to re-appoint Ken Cox to Regular Seat #1, Christopher Pulver to Regular
141 Seat #3, Chip Witt to Alternate Seat #1, and Jim Sustr to Alternate Seat #2; seconded by
142 Councilmember Milano. The motion PASSED 5-0, consensus.

143

144 **8. PUBLIC HEARINGS / QUASI-JUDICIAL MATTERS:** None.

145

146 **9. PUBLIC HEARINGS / NON-QUASI-JUDICIAL MATTERS:**

147

148 **A. Ordinance 2023-06** – Attorney Brackins read Ordinance 2023-06 by title only.

149 **AN ORDINANCE OF THE TOWN OF PONCE INLET, FLORIDA, AMENDING**
150 **CHAPTER 18 OF THE PONCE INLET CODE OF ORDINANCES RELATING TO**
151 **PERMITTING AND CONSTRUCTION REQUIREMENTS; ADOPTING THE FLORIDA**
152 **BUILDING CODE, 8th EDITION (2023) TOGETHER WITH CERTAIN APPENDICES**
153 **THERE TO; ADOPTING THE 2021 INTERNATIONAL PROPERTY MAINTENANCE**
154 **CODE; ADOPTING THE MOST RECENT EDITION OF THE NFPA 70 NATIONAL**
155 **ELECTRICAL CODE (NEC); ADOPTING THE BUILDING OFFICIALS ASSOCIATION**
156 **OF FLORIDA’S MODEL ADMINISTRATIVE CODE (2023) TOGETHER WITH**
157 **CERTAIN ADDITIONS THERETO; PROVIDING DIRECTIONS TO THE TOWN**
158 **MANAGER; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY;**
159 **PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.** Mr. Disher
160 explained that this is the second reading of the ordinance and that the Town and local governments
161 are required to adopt by reference a new version of the Florida Building Code once updated by the
162 Florida Building Commission. One change has been made condensing the verbiage in the Code of
163 Ordinances regarding the new requirement to provide addressing from the beach, based on Council
164 discussion at first reading. There was a discussion clarifying that the 120-day deadline is from the
165 effective date of the ordinance. It was also stated that starting from Line 42, “address” would be
166 changed to “address number” to clarify the requirements. There was a discussion on requiring the
167 updated construction schedule be posted with permit paperwork; Mr. Disher stated that the
168 schedule can be added to the permit paperwork issued by the Town. Council Member Reinhart
169 stated that the idea for the beach address requirement originated from the County with the intention
170 of public safety due to a medical emergency that arose in the Daytona Beach area.

171

172 Councilmember Villanella moved to approve and adopt Ordinance 2023-06 as modified; seconded
173 by Councilmember Milano. The motion PASSED 5-0, with the following vote: Councilmember
174 Villanella -yes; Councilmember Milano – yes; Mayor Paritsky – yes; Councilmember White – yes;
175 Vice-Mayor Smith – yes.

176

177 **10. CITIZENS PARTICIPATION:** Mayor Paritsky opened citizens participation: Jair
178 Kessler, 81 Buschman Dr, stated she represents the Farmers Market and encouraged the Council
179 and citizens to attend.

180

181 Mayor Paritsky closed public participation.

182

183 **11. ORDINANCES (FIRST READING) AND RESOLUTIONS:**

184

185 A. **Resolution 2023-17** - Attorney Brackins read Resolution 2023-17 by title only.

186 **A RESOLUTION OF THE TOWN OF PONCE INLET, FLORIDA AMENDING RATES**
187 **IN APPENDIX A OF THE TOWN CODE OF ORDINANCES, PART XI (SEWER**
188 **SERVICE) AND PART XII (DEVELOPMENT FEE SCHEDULE FOR WATER AND**
189 **SEWER SERVICE); PROVIDING FOR CODIFICATION; PROVIDING FOR**
190 **CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND**
191 **PROVIDING FOR AN EFFECTIVE DATE.** - Mr. Disher discussed the interlocal agreement
192 between Port Orange and the Town regarding sewer service rates and the rise in sewer rates and
193 impact fees. These fees are established by the City of Port Orange, and the Town serves as a
194 collection agency for its residents. The water flushing process was discussed; it was clarified that
195 the Town is not paying sewage on the periodic flushing of fire hydrants. Mayor Paritsky opened
196 public participation. Cathy Harvey, 41 Loggerhead Ct, stated that at the end of Loggerhead Ct,
197 there is a stench that comes up and they would like to know the reason and how it can be corrected.
198 Mr. Griffith mentioned that it could be vapor coming from the connection through Port Orange.
199 Vice Mayor Smith stated and there are ways of checking that proper ventilation is happening so
200 the sewer gas is not coming through the vents. Mayor Paritsky closed public participation.

201

202 Councilmember Villanella moved to approve Resolution 2023-17 as presented; seconded by
203 Councilmember Milano. The motion PASSED, 5-0 with the following vote: Councilmember
204 Villanella – yes; Councilmember Milano – yes; Mayor Paritsky – yes; Councilmember White –
205 yes; Vice-Mayor Smith – yes.

206

207 **12. OLD BUSINESS:** None.

208

209 **13. NEW BUSINESS:**

210

211 A. **Updated Town Council Goals List.** Mr. Disher discussed the annual update to
212 the Town Council Goals. Councilmember White stated that he would like to see an emphasis on
213 the Land Use and Development Code related to coastal resiliency issues, and Mr. Disher explained
214 that the new Planning & Development Director is already working on it.

215

216 Staff will revise the Goals list based on the discussion and bring the list back to Council for
217 consideration and approval.

218

219 B. **Organizational discussion for Rules of Order and conducting Town Council**
220 **meetings.** Mayor Paritsky stated that it might be time to look at the existing rules to encourage
221 greater public participation. Vice-Mayor Smith commented that it needs to be determined what
222 point of day would engage the largest crowd. Councilmember White discussed the types of
223 meetings that would require Council to meet at a specific time of day, and how that would affect
224 the meeting times. Mayor Paritsky opened public participation. Jair Kessler, 81 Buschman Dr,
225 mentioned that she knows a lot of people who do not attend the Council meetings due to the time
226 they are held. Ms. Kessler proposed an afternoon start time; Cathy Harvey, 41 Loggerhead Ct,

227 proposed that this item be brought to the next Town Hall meeting, or a survey should be conducted
228 for input from other residents. It was also discussed whether the order of the agenda could be
229 revised; Karen Rij, Ponce Inlet citizen, agreed that this should be discussed at the February Town
230 Hall meeting, and then the consideration should be directed towards employees. They proposed a
231 2:00 PM meeting time; Jim Hinson, 4745 S Atlantic Ave, mentioned that people used to attend to
232 discuss items they were not happy with, and the current meeting time is good; Mayor Paritsky
233 closed public participation. Attorney Brackins reiterated that some items legally require a morning
234 or evening meeting, and therefore two meetings might have to be conducted in the same month.
235

236 Council consensus to bring this item back for further discussion.
237

238 **14. FROM THE TOWN COUNCIL:**
239

240 **A. Vice-Mayor Smith, Seat #5** – Commended everyone on being productive, and
241 wished everyone a Merry Christmas and a Happy New Year.
242

243 **B. Councilmember Villanella, Seat #4** – Wished everyone a Merry Christmas and
244 happy, healthy, and prosperous 2024.
245

246 **C. Councilmember White, Seat #3** – Discussed his first TPO meeting. He also
247 discussed some additional funding and grants that are available and stated that he would pass the
248 information on to the Town Manager. Councilmember White also commended Public Works for
249 their good work. He then discussed the Christmas parade and wished everyone a Merry Christmas
250 and Happy Holidays.
251

252 **D. Councilmember Milano, Seat #2** – Discussed the Ponce Inlet residents and the
253 Christmas parade. He reminded the Councilmembers that the First-Step Shelter gala banquet is in
254 February. The First-Step Shelter served over 5,000 meals and got 12 people into housing in the
255 last month.
256

257 **E. Mayor Paritsky, Seat #1** – From the Florida League of Cities, the Sovereign
258 Immunity Bill was reviewed as well as a permitting bill that involves condensing the timeline for
259 people obtaining their permits. Mayor Paritsky mentioned that the League is beginning to
260 accumulate data necessary to ascertain the cost to municipalities if the bills are passed, and what
261 kind of negative impact it would have on home rule powers. She gave an update on the Legislative
262 committee she sits on, which focuses on stormwater, and on PACE. She discussed the recent
263 meeting between the Town Manager, Public Safety Director, and herself with State Legislator
264 Senator Brodeur’s Senior Legislative Aide, Zack Broderson. Mayor Paritsky extended her
265 appreciation to the Town Manager, Public Safety Director, and Council for their professionalism
266 and high level of service for residents. She also congratulated employee of the year, Kim Bressett.
267 Mayor Paritsky then wished everyone a very happy and healthy holiday season.
268

269 **15. FROM THE TOWN MANAGER** – Mr. Disher reported that Ponce Inlet was not awarded
270 the SAFER grant to help fund new Fire Department personnel, however the Town did receive
271 some additional hurricane reimbursement funding from FEMA. He reminded everyone of the
272 Town facilities holiday hours and wished everyone Happy Holidays.

273
274 **16. FROM THE TOWN ATTORNEY** – Attorney Brackins stated he had nothing further to
275 report.

276
277 **17. PUBLIC PARTICIPATION (on items 14 – 16 only)** – Mayor Paritsky opened public
278 participation. Mayor Paritsky closed public comment.

279
280 **18. ADJOURNMENT** – With no further business, Mayor Paritsky adjourned the meeting at
281 8:01 p.m.

282
283 Respectfully submitted by:

284
285 Draft
286 Kim Cherbano, CMC / Town Clerk
287 Prepared by: Stephanie Gjessing, Administrative Assistant

DRAFT



Meeting Date: 1/18/2024

Agenda Item: 7-A

Report to Town Council

Topic: Appointment to the Code Enforcement Board.

Summary: See attached staff report and supporting documents.

Suggested motion: As determined by Council.

Requested by: Ms. Stewart, Assistant Deputy Clerk

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Town of Ponce Inlet / Office of the Town Clerk

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, Town Manager
From: Debbie Stewart, Assistant Deputy Clerk
Through: Kim Cherbano, Town Clerk
Date: December 19, 2023
Subject: Appointment to the Code Enforcement Board

MEETING DATE: January 18, 2024

Ms. Karen Rij has applied for appointment to the vacant Alternate Seat #2 for the Code Enforcement Board; she has received the board member training materials and attended the last two Code Enforcement Board meetings. Her residency and voter status has been confirmed and she has met Council's requirements of eligibility for board appointment.

The applicant is compliant with the standards established by Resolution 2013-02.

Suggested motion:

- At Council's discretion.

Attachment(s):

1. Karen Rij Application to the Code Enforcement Board

/ds



Town of Ponce Inlet
4300 South Atlantic Avenue
Ponce Inlet, FL 32127
(386) 236-2180

Application for appointment to the **CODE ENFORCEMENT BOARD**

Please note that all information provided becomes a public record upon receipt.

Each member of the Board shall be a qualified elector of the Town of Ponce Inlet and preference for appointment will be given to full-time residents per Section 2-91(g) of the Town's Code of Ordinances. Meetings are held at 9:30 am on the fourth Monday of each month in the Council Chambers at 4300 S. Atlantic Ave, Ponce Inlet, FL.

All actions and duties of the Code Enforcement Board shall be governed by Chapter 162, Florida Statutes.

Name: Karen Rij

Address: _____

Daytime Telephone: _____ Cell: _____

E-mail address: thebutchersdaughter@hotmail.com

Residency: Full-time Part-time
(If part time, please indicate the number of months you are usually in Ponce Inlet each year): _____

Indicate if you have experience and/or education in the following fields:

- Architecture
- Real Estate
- Business Ownership/Management
- Engineering
- General Contracting/Construction

If yes, please explain: I have owned multiple properties - Condominium & single family home - since 1986.

Do you have any training and/or experience in Parliamentary Procedure, Sunshine Law, and Quasi-Judicial proceedings? yes. If so, please describe: Condominium Board

- Member of Oceans One in Daytona Beach Shores.
- 2016 - Director
- 2017 - Secretary
- 2018 - President
- 2019 - President
- 2020 - Director

Have you reviewed the Boardmember Training Information handouts and video regarding Parliamentary Procedure, Sunshine Law, and Quasi-Judicial proceedings? yes. If so, please provide the date of review: 11-22-2023.

Please provide additional information and/or interests you feel may be helpful when considering your application for board appointment: With my 30 years of service as a DETA Agent I am able to offer an objective opinion in matters relating to judicial & quasi judicial situations.

PLEASE NOTE: Those seeking appointment to the Code Enforcement Board must attend one regular Board meeting prior to application submittal. Please indicate meeting date: 9/25 & 10/23, 2023

In addition, Boardmember must file a **Form 1 Statement of Financial Interests** within thirty days of appointment (as required by the State Commission on Ethics) and filed annually. Your completed Form 1 must be submitted with your initial application for appointment to ensure this requirement is met.

I hereby affirm that I am a resident and qualified elector of the Town of Ponce Inlet and that the information provided on this application is true and accurate.

[Signature]
Signature of Applicant

12-14-2023
Date

STAFF USE ONLY	
Application received by: <u>Debbie Genart</u>	Date: <u>12/14/23</u>
Proof of residency verified: <input type="checkbox"/> FL Driver's License	<input type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Voter Registration verified?	Date: _____
Meeting Attendance verified by staff: <input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Date of Council meeting: _____	Letter sent: _____
<input type="checkbox"/> Appointment APPROVED	<input type="checkbox"/> Appointment DENIED



Meeting Date: 1/18/2024

Agenda Item: 7-B

Report to Town Council

Topic: Appointments to the Planning Board.

Summary: Please see the attached staff report.

Suggested motion: At Council's discretion.

Requested by: Ms. Stewart, Assistant Deputy Clerk

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Town of Ponce Inlet / Office of the Town Clerk

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, Town Manager
From: Debbie Stewart, Assistant Deputy Clerk
Through: Kim Cherbano, Town Clerk
Date: January 2, 2024
Subject: Appointments to the Planning Board

MEETING DATE: January 18, 2024

Mr. Michael B. Revak and Mr. S. Joseph Young have applied for appointment to the vacant Alternate Seats #1 and #2 for the Planning Board; they have received the board member training materials and attended a previous Planning Board meeting.

Each applicant's residency and voter status has been confirmed and they have met Council's requirements of eligibility for board appointment.

Suggested motion:

- At Council's discretion.

Attachment(s):

1. Michael B. Revak's Application to the Planning Board
2. S. Joseph Young's Application to the Planning Board

/ds



Town of Ponce Inlet
4300 South Atlantic Avenue
Ponce Inlet, FL 32127
(386) 236-2180

Application for Appointment to the **PLANNING BOARD**

Please note that all information provided becomes a public record upon receipt.

Each member of the Board shall be a qualified elector of the Town of Ponce Inlet and preference for appointment will be given to full-time residents per Section 2-91(g) of the Town's Code of Ordinances. Board meetings are held on the fourth Tuesday of each month in the Council Chambers at 4300 South Atlantic Avenue in Ponce Inlet.

Name: MICHAEL B. REVAK

Address: 12 MAR AZUL NORTH

Daytime Telephone: 407-808-8420 Cell: 407-808-8420

E-mail address: MIKE.REVAK@OUTLOOK.COM

Residency: Full-time Part-time
(If part-time, please indicate the number of months you are usually in Ponce Inlet each year): _____

The duties of the Planning Board are listed in Sections 6.2.2 and 6.6 of the Town's Land Use and Development Code.

Indicate if you have experience and/or education in the following fields:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Planning | <input type="checkbox"/> Land Development | <input checked="" type="checkbox"/> Construction |
| <input type="checkbox"/> Urban Design | <input type="checkbox"/> Growth Management | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Land Use Law | <input type="checkbox"/> Civil Engineering |
| <input type="checkbox"/> Development Regulations | | <input checked="" type="checkbox"/> Other closely related field |

If yes, please explain: FINAL POSITION @ SIEMENS ENERGY W. AS VP OF PROJECT MGMT RESPONSIBLE FOR SUPPLY & DELIVERY OF WIND TURBINE EQUIPMENT AND CONSTRUCTION / IMPLEMENTATION OF INSTALLATION SAME EQUIPMENT.

Do you have any training and/or experience in Parliamentary Procedure, Sunshine Law, and Quasi-Judicial proceedings? NO If so, please describe: _____

Have you reviewed the Boardmember Training Information handouts and video regarding Parliamentary Procedure, Sunshine Law, and Quasi-Judicial proceedings? YES If so, please provide the date of review: 11/3/2023

Please provide additional information and/or interests you feel may be helpful when considering your application for board appointment: RESIDENT OF PI SINCE 1992; PART TIME FROM 1992 TO 2016 & FULL TIME 2017 TO PRESENT. VOLUNTEER @ PI LIGHTHOUSE INVOLVED IN HISTORIC RESTORATION ACTIVITY. VOLUNTEER @ GREATER VOLUSIA COUNTY HABITAT FOR HUMANITY. INVOLVED IN HOMEOWNER SELECTION COMMITTEE & CONSTRUCTION OF HOMES FOR SELECTED HOMEOWNERS. MEMBER OF LAS OLAS COMMUNITY HOA. RETIRED FROM STEPHENS ENERGY AS EXECUTIVE INVOLVED IN MANY ROLES IN POWER GENERATION BUSINESS - ENGR.; SALES; MARKETING; LOGISTICS; AROS MGMT.

PLEASE NOTE: Those seeking appointment to the Planning Board must attend one regular Board meeting prior to application submittal. Please indicate meeting date: 12/19/2023

In addition, Planning Board members must file a **Form 1 Statement of Financial Interests** within thirty days of appointment (as required by the State Commission on Ethics) and filed annually. Your completed Form 1 must be submitted with your initial application for appointment to ensure this requirement is met.

I hereby affirm that I am a qualified elector of the Town of Ponce Inlet and that the information provided on this application is true and accurate.

M. B. [Signature]

12/19/2023

Signature of Applicant

Date

STAFF USE ONLY

Application received by: Debbie Stewart Date: 12/19/23

Proof of residency verified: FL Driver's License Other: _____

Voter Registration verified? Date: 12/19/23

Meeting Attendance verified by staff: YES NO

Date of Council meeting: _____ Letter sent: _____

Appointment **APPROVED**

Appointment **DENIED**



Town of Ponce Inlet
4300 South Atlantic Avenue
Ponce Inlet, FL 32127
(386) 236-2180

Application for Appointment to the **PLANNING BOARD**

Please note that all information provided becomes a public record upon receipt.

Each member of the Board shall be a qualified elector of the Town of Ponce Inlet and preference for appointment will be given to full-time residents per Section 2-91(g) of the Town's Code of Ordinances. Board meetings are held on the fourth Tuesday of each month in the Council Chambers at 4300 South Atlantic Avenue in Ponce Inlet.

Name: Scott Joseph Young (Go by Joseph)

Address: 4597 S. Atlantic Ave. Bldg. B. Ponce Inlet, FL 32127

Daytime Telephone: 402-613-2580 Cell: _____

E-mail address: sjosephyoung@gmail.com

Residency: Full-time Part-time
(If part-time, please indicate the number of months you are usually in Ponce Inlet each year): _____

The duties of the Planning Board are listed in Sections 6.2.2 and 6.6 of the Town's Land Use and Development Code.

Indicate if you have experience and/or education in the following fields:

- | | | |
|---|--|---|
| <input type="checkbox"/> Planning | <input checked="" type="checkbox"/> Land Development | <input checked="" type="checkbox"/> Construction |
| <input type="checkbox"/> Urban Design | <input type="checkbox"/> Growth Management | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Land Use Law | <input type="checkbox"/> Civil Engineering |
| <input checked="" type="checkbox"/> Development Regulations | | <input checked="" type="checkbox"/> Other closely related field |

If yes, please explain: I currently am developing land outside of ponce in the retail sector. I also worked in construction business development for five years in NE. For 15 years, I lobbied local, state & federal govt in economic development and commerce policy.

Do you have any training and/or experience in Parliamentary Procedure, Sunshine Law, and Quasi-Judicial proceedings? Yes. If so, please describe: In addition to lobbying, I sat on boards and currently sit on the Ponce Inlet Code Enforcement Board.

Have you reviewed the Boardmember Training Information handouts and video regarding Parliamentary Procedure, Sunshine Law, and Quasi-Judicial proceedings? Yes If so, please provide the date of review: May, 2023.

Please provide additional information and/or interests you feel may be helpful when considering your application for board appointment: My wife, Michaela and I plan to live in Ponce for the next 30 years, God willing. We care deeply for the community and want to see it preserved and thriving for generations to come.

PLEASE NOTE: Those seeking appointment to the Planning Board must attend one regular Board meeting prior to application submittal. Please indicate meeting date: December 19th, 2023

In addition, Planning Board members must file a **Form 1 Statement of Financial Interests** within thirty days of appointment (as required by the State Commission on Ethics) and filed annually. Your completed Form 1 must be submitted with your initial application for appointment to ensure this requirement is met.

I hereby affirm that I am a qualified elector of the Town of Ponce Inlet and that the information provided on this application is true and accurate.

 Signature of Applicant Dec 26, 2023 Date

STAFF USE ONLY	
Application received by: <u>Debbie Stewart</u>	Date: <u>12/28/23</u>
Proof of residency verified: <input checked="" type="checkbox"/> FL Driver's License	<input checked="" type="checkbox"/> Other: _____
<input type="checkbox"/> Voter Registration verified?	Date: _____
Meeting Attendance verified by staff: <input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Date of Council meeting: <u>Jan 18, 2024</u>	Letter sent: _____
<input type="checkbox"/> Appointment APPROVED	<input type="checkbox"/> Appointment DENIED



Meeting Date: 1/18/2024

Agenda Item: 9-A

Report to Town Council

Topic: FDP 37-2023; Final Development Plan
Marine Science Center Learning Center Expansion
100 Lighthouse Drive

Summary:

The applicant, representing Volusia County, lessee, as authorized by the State of Florida, owner, requests approval final site plan for the expansion of the Marine Science Center Learning Center, to include expansion of the current education building, addition of a turtle quarantine deck and expansion of the existing parking lot to include an additional 22 parking spaces.

Suggested motion:

Recommendation of approval of the proposed MSC – Learning Center Expansion Final Development Plan.

Requested by: Mr. Lear, Planning & Development Director

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
 From: Patty Rippey, AICP, Senior Planner
 Through: Darren Lear, AICP, Planning & Development Director
 Date: January 8, 2024
 Subject: FDP 37-2023, Final Development Plan – Marine Science Center Learning Center Expansion

LOCATION: 100 Lighthouse Drive
APPLICANT: John Dillard, P.E., Zev Cohen & Associates, Inc.
STAFF RECOMMENDATION: *Approval*, based on the findings listed in this memorandum.

MEETING DATE: January 18, 2024

1 **INTRODUCTION**

2 The applicant, representing Volusia County, lessee, as authorized by the State of Florida, owner,
3 requests approval of the final site plan for the expansion of the Marine Science Center Learning
4 Center, to include a 1,658 square feet classroom addition, a 1,064 square feet turtle quarantine
5 deck addition, expansion of the existing parking lot to include an additional 22 parking spaces, and
6 associated site improvements.

7
8 **AUTHORITY AND PROCESS**

9 The application was first submitted by the applicant on May 23, 2023. The Development Review
10 Team (DRT) reviewed the submittal and provided a series of comments to address technical
11 requirements of the Land Use and Development Code (LUDC). The final revised plan was
12 submitted by the applicant on October 6, 2023, with all comments having been addressed. The
13 landscape plan was reviewed by the Cultural Services Board on December 4, 2023, pursuant to
14 LUDC Section 4.10.5. The final development plan was reviewed and recommended for approval
15 by the Planning Board on December 19, 2023, in accordance with LUDC Section 6.6.6.

16

17 **PROPERTY OVERVIEW**

18 CURRENT DEVELOPMENT

19 The subject area is located west of S. Atlantic Avenue at 100 Lighthouse Drive (see **Attachment**
20 **1**). The entire Marine Science Center (MSC) property as bounded by Atlantic Avenue to the east,
21 Lighthouse Drive to the south, Peninsula Drive to the west, and the lighthouse preservation
22 association property to the north, is approximately 5.9 acres. However, only the Learning Center
23 expansion, turtle quarantine deck, parking lot expansion and associated site improvements will be
24 discussed for purpose of this report.

25
26 The subject property is zoned P/I (Public/Institutional) and has a corresponding future land use
27 map designation of *Public/Institutional* that is consistent with the zoning district. The P/I zoning
28 district permits activity of federal, state, and local governments as well as quasi-public and private
29 activities or facilities that will serve the public interest in an educational, recreational, or scientific
30 context. The property is also located in the Lighthouse Overlay District (LOD) and is subject to
31 supplementary regulations for properties within 750 feet from the historic lighthouse.

32
33 The subject site area is currently developed with an existing learning center, turtle rehabilitation
34 sanctuary, turtle commissary, bird rehabilitation sanctuary, raptor exhibit, and natural vegetation.
35 A limited area of less than half of an acre is proposed to be cleared to accommodate the proposed
36 Learning Center building expansion.

37
38 ADJACENT LAND USES

39 The properties to the north and east are currently undeveloped park preserve. These properties are
40 zoned P/I with a consistent future land use (FLU) designation of *Public Institutional*. The property
41 to the west of the Marine Science is also zoned P/I with a consistent future land use designation of
42 *Public Institutional* and is the site of the historic lighthouse. The properties to the south are either
43 zoned B-2 with a consistent FLU designation of *Riverfront Commercial* or are zoned R-3 with a
44 consistent FLU designation of *Medium Density Single Family Residential*. (See **Table 1** and
45 **Figure 1**)

46
47 **Table 1**

Direction	Zoning	Future Land Use Designation	Current Use
North	P/I	Public / Institutional	Preserve
East	P/I	Public / Institutional	Public Park
South	B-2	Riverfront Commercial	Commercial
South	R-3	Medium Density Single Family Residential	Single Family Residential
West	P/I	Public / Institutional	Lighthouse

49 **Figure 1 - Zoning Map**



50
51

52

53 **PROPOSED DEVELOPMENT**

54 SITE LAYOUT & PLANNED IMPROVEMENTS

55 The site plan application proposes the expansion of the main building by adding a 1,658 SF
56 dedicated education room to replace the 550 SF classroom now serving multiple purposes.
57 Justification for the new Learning Center Expansion was provided by Chad Macfie, Marine
58 Science Center Director, *“The project will create a dividable classroom that right-sizes our
59 opportunities to provide live animal presentations and learning opportunities on one side and
60 visiting student programs on the other. The project will also renovate interior portions of the
61 center to improve visitor flow, staff, and volunteer spaces. The project will allow visitors to enjoy
62 and learn without an important part of our educational programming being closed during visiting
63 school group field trips.”*

64

65 The expansion will also add a 1,064 SF turtle quarantine deck. The new quarantine deck will
66 provide an isolated area for sick turtles to prevent disease or infections from spreading to other
67 turtles. Other expanded elements include a new meandering sidewalk from the parking lot to the
68 main building entrance which will also be used for native habitat education. The parking lot
69 expansion will include a sidewalk extension to Lighthouse Drive to improve the flow of foot traffic
70 for pedestrian safety, taking them out of the way of cars and onto designated sidewalks. A shell
71 parking area will be added for employees and to provide an outdoor area for students to wash off
72 equipment after beach and river educational programs. New walkway decks will be constructed
73 around the new structures, linking them to the existing structures. (ee Attachment 4)

74 REQUIRED PARKING

75 The site currently provides an adequate number of parking spaces in the main parking lot and along
76 Lighthouse Drive¹. The site plan proposes to add 2,722 square feet of classroom and turtle
77 rehabilitation space and 22 new parking spaces, increasing the existing 17 spaces in the paved lot
78 to 39 spaces. There will be a total of 60 spaces available for the Marine Science Center between
79 the paved parking lot spaces and 22 additional spaces on the south side of Lighthouse Drive. The
80 access driveway to the project area will remain in its existing location. All proposed parking spaces
81 are designed to comply with the minimum width and length pursuant to the LUDC².

82
83 VEGETATION

84 The Marine Science Center property currently provides a significant tree canopy and is considered
85 a heavily wooded lot (see **Figure 2**). As defined in the LUDC³, a heavily wooded lot is a parcel
86 with greater than 90 percent tree canopy coverage. Pursuant to the LUDC⁴, trees removed from
87 the building footprint and driveway areas of heavily wooded lots are not required to be replaced.

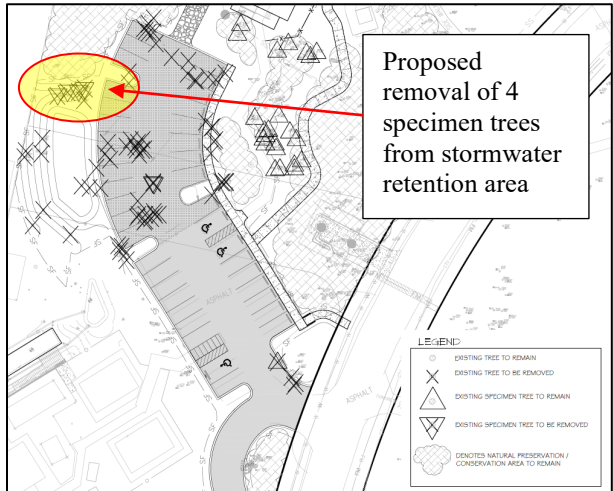
88
89 The proposed plan (see **Attachment 2**) calls for the removal of 18 Live Oak trees, 3 Bay trees and
90 2 Cedar trees. All the trees are specimen trees except for one Live Oak that is 3” DBH. Nineteen
91 of the trees proposed to be removed are located within the building or parking lot footprint. Four
92 trees are proposed for removal from the stormwater retention area (see **Figure 3**).

93
94 All existing trees and vegetation outside of the project area will be preserved. Since trees are being
95 preserved on site, outside of the designated protection zone, the mitigation ratio is reduced to 1:1
96 for any trees removed that are not within the building footprint or access driveway⁵.

97
98 **Figure 2**



Figure 3



99
100

¹ LUDC 4.7.8 – Minimum number of off-street parking spaces
² LUDC 4.7.7 – Dimensional requirements for off-street parking areas
³ LUDC 9.4 - Definitions
⁴ LUDC 4.10.4.E.1.b – Tree replacement mitigation
⁵ LUDC Sec. 4.10.4.E.2

101 The landscape plan (Page LA-1) (**Attachment 2**) was submitted to the Cultural Services Board
102 (CSB) on December 4, 2023, for review and recommendation.

103 The proposed landscaping consists of 291 Saw Palmetto shrubs encompassing the perimeter of the
104 expanded parking lot and building site. A total of 56 shade trees (*Wax Myrtle, Live Oak, Southern*
105 *Magnolia*), 8 Sabal Palmetto palm trees, 414 shrubs (*Beautyberry, Simpson Stopper, Wild Coffee,*
106 *Coontie*), and 50 Blanket Flower plants are planned for the parking lot islands, screening between
107 the stormwater area and the boat trailer parking lot on S. Peninsula, and adjacent to the Learning
108 Center expansion. Bahia grass will be planted in the stormwater retention area. All proposed plants
109 and trees are native, drought tolerant, and will be low maintenance once established.

110 The landscape requirements in the code⁶ are intended to provide minimum standards for aesthetics
111 and value, public safety, environmental quality, community character, natural habitat, coastal
112 hazards, efficiency, water conservation, buffering, and cultivation. The CSB voted unanimously
113 to recommend approval of the proposed landscape plan. Staff believes the proposed landscaping
114 satisfies code requirements in all respects.

115

116 GOPHER TORTOISES

117 The environmental assessment submitted with the application reports that no gopher tortoises were
118 observed during the inspection by gopher tortoise agents authorized through the Florida Fish and
119 Wildlife Conservation Commission (FWC) within the project area and surrounding 25-foot radius.
120 If construction has occurred within 90 days, a secondary gopher tortoise inspection will be
121 conducted. If any tortoises or active burrows are then found, the applicant must obtain a gopher
122 tortoise relocation permit from FWC, pursuant to the Town's gopher tortoise protection
123 regulations⁷. No site work may take place until first authorized by FWC. Any tortoise burrows
124 would need to be protected during construction with a temporary barrier set up in a 25-foot radius
125 around each burrow.

126

127 DRAINAGE AND UTILITIES

128 The education building and the turtle quarantine area will be connected to water and sanitary sewer
129 services that currently serve the main facility structure. The proposed structure will not create any
130 additional demand on these utilities. The City of Port Orange has determined that the proposed
131 connections to the water and sanitary sewer lines comply with applicable utility regulations. There
132 is a planned utility line improvement project to address water pressure and an aged pumpstation
133 that is scheduled for replacement in 2024. However, the project would be necessary without the
134 proposed improvements related to this request.

135

136 ARCHITECTURAL ELEVATIONS

137 The Learning Center expansion and turtle quarantine deck additions have been designed to comply
138 with the Town's architectural requirements of the LOD⁸. The total height of the expanded
139 structures will be 27 feet measured from the finished grade to the peak of the roof. The existing
140 MSC main building is 35 feet in height.

141

⁶ LUDC 4.10.1 – Purpose and Intent

⁷ LUDC Sec. 4.14, Ord. 2019-03, April 18, 2019

⁸ LUDC Sec. 2.1.6.C

142 The code requires all primary exterior building materials to be durable, economically maintained,
143 and of high quality that will retain their appearance over time. In addition, in the Lighthouse
144 Overlay District, these materials must also be consistent with the historical character of the area.
145 The architectural style design of both structures will match the appearance of Marine Science
146 Center main building. The structures will feature a standing seam metal roof, painted board-and-
147 batten siding styles plus trim. The proposed colors are tan and taupe to blend into with the
148 surrounding natural vegetation. There will be green vinyl coated chain link fencing securing the
149 turtle quarantine area that will not be visible from the road or the front of the main building.
150 **(Attachment 5).**

151
152 **LOD REVIEW CRITERIA**

153 Pursuant to LUDC Section 2.16.E.1, applications for development permits on the LOD shall be
154 reviewed for compliance with the following five criteria. The criteria and staff's response are
155 provided below:

- 156
- 157 **(a) The proposed development is consistent with the purpose and intent of the LOD.**
158 *Staff response:* The purpose of the LOD is, "...to ensure that all significant vistas that
159 include the lighthouse or surrounding historic grounds are preserved." Toward that end,
160 the LOD limits the size of non-residential buildings and requires that they be oriented to
161 not block views of the Lighthouse. The proposed 1,658 square feet, one-story Learning
162 Center expansion and 1,064 square feet turtle quarantine addition meet these requirements.
163
- 164 **(b) The proposed development is consistent with Ponce Inlet's Comprehensive Plan.**
165 *Staff response:* The proposed Development Plan is consistent with the Ponce Inlet
166 comprehensive plan. The proposed development does not exceed the 35% maximum lot
167 coverage limits for the *Public/Institutional* future land use category and will be buffered
168 from adjacent uses with landscaping and screening. The proposed development is
169 consistent with the purpose of this future land use category, which includes "...land used
170 for any lawful governmental activity or facility or federal, state, and local governments,
171 which are particularly and peculiarly related to serving the public welfare. Additionally, it
172 includes areas used for quasi-public and private activities or facilities that will serve the
173 public interest in an educational, recreational, or scientific context. Adequate infrastructure
174 capacity exists to support the development as determined by the Town's level-of-service
175 standards. The proposed project is consistent with all relevant Comprehensive Plan
176 elements.
177
- 178 **(c) The site is physically suitable for the project design and its construction phase.**
179 *Staff response:* The site characteristics are physically suitable for the project, including
180 grading, drainage, utilities, and building site preparation.
181
- 182 **(d) The proposed development minimizes and reduces to the greatest extent possible and**
183 **where applicable, visual impacts and obstructions to the lighthouse from both the**
184 **Halifax River and the land area within the LOD boundary.**
185 *Staff response:* Both the building expansion and walkway/deck addition size, height,
186 placement, and orientation will minimize visual impacts to the Lighthouse.
187

- 188 (e) **The architectural style and building scale of any proposed development reflect the**
189 **historic setting and unique character of this geographic area.**

190 *Staff response:* The architectural style of the structures is intended to be compatible with
191 the other buildings in the Marine Science Center complex. These buildings use a variety of
192 historic materials, styles, and colors to blend into the heavily wooded setting of the
193 property.
194

195 **FINAL DEVELOPMENT PLAN REVIEW CRITERIA**

196 In addition to the above criteria specific to the LOD, six general criteria applicable to all
197 development plans must be considered.⁹ These criteria are discussed below.
198

- 199 **a. Characteristics of the site and surrounding area, including important natural and**
200 **manmade features, the size and accessibility of the site, and surrounding land uses.**
201

202 *Staff's Response:* The proposed Learning Center expansion, parking lot expansion, and turtle
203 quarantine deck addition will have no negative impact on the characteristics of the site, the
204 surrounding area, or any adjacent land uses. The proposed building is designed to be
205 consistent with the existing structures that are part of the MSC development. The existing
206 vegetation provides significant screening to the project area such that it will not be visible to
207 any adjacent property or land uses. This criterion is met.
208

- 209 **b. Whether the concurrency requirements of article 5 of this code could be met if the**
210 **development were built.**
211

212 *Staff's Response:* The proposed Learning Center expansion, parking lot expansion, and turtle
213 quarantine deck addition will not create any additional traffic or utility concurrency impacts.
214 The new Learning Center will provide larger indoor classroom space for students and the
215 quarantine deck will provide an isolated area for sick turtles. According to the applicant, no
216 additional increase in programs, students, or staff has been proposed. The proposed
217 expansion and addition will be able to connect to the existing utility lines currently utilized
218 by the main MSC facility.
219

220 The application included technical memorandum confirming the average annual number of
221 daily trips. Based on the proposed learning center space and quarantine deck area, the
222 development will generate 9.37 average annual daily trips¹⁰. The additional 9.37 daily trips
223 do not affect the Town's level-of-service standards.
224

225 This criterion is met.

- 226 **c. The nature of the proposed development, including land use types and densities; the**
227 **placement of proposed buildings and other improvements on the site; the location, type,**
228 **and method of maintenance of open space and public use areas; the preservation of**
229 **natural features; proposed parking areas; internal traffic circulation system; the**
230 **approximate total ground coverage of paved areas and structures; and types of water**
231 **sewage treatment systems.**
232

233 *Staff's Response:* The proposed Learning Center expansion, parking lot expansion, and turtle
234 quarantine deck addition are designed to comply with all development regulations and

⁹ Section 6.6.6.B.5.b

¹⁰ Institute of Transportation Engineers Trip Generation Manual, 10th Edition

235 requirements for improvements as identified within the LUDC. This includes allowable use
236 type, density, location, parking and circulation, and preservation of natural features and open
237 spaces. This criterion is met.
238

239 **d. Consistency of the proposed development with the comprehensive plan.**
240

241 *Staff's Response:* See response to LOD criterion (b) above.
242

243 **e. Conformity of the proposed development with this code and other applicable**
244 **regulations.**
245

246 *Staff's Response:* The proposed plan complies with the requirements of the LUDC, as
247 described in this report.
248

249 **f. Concerns of surrounding landowners and other affected persons, presented as**
250 **competent substantial evidence regarding one or more of the criteria of this subsection.**
251

252 *Staff's Response:* On December 29, 2023, letters were sent by certified mail to owners of
253 property abutting the subject property to notify them of the Town Council Hearing for the
254 site plan. A public hearing notice was also posted on the subject property on January 2, 2024.
255 Notice of the Town Council meeting has been published in the *News-Journal*. These efforts
256 were made to ensure that the public and nearby property owners are aware of the application
257 and for them to have an opportunity to voice their concerns and desires. At the time of this
258 writing, no comments from the public have been received.
259

260 Planning Board Member, Michael Kaszuba, was unable to attend the Planning Board meeting
261 on December 19, 2023 and provided comments by email to the Deputy Town Clerk the day
262 of the meeting (see **Attachment 6**).
263

264 **REVIEW COMMENTS**

265 The plans have been revised to address the technical review comments of the DRT. The plans are
266 now complete, with no comments remaining.
267

268 **RECOMMENDATION**

269 Based on the findings of this memorandum, along with the recommendations from the Cultural
270 Services Board and Planning Board, Staff recommends that the Town Council approve the
271 proposed site plan package for the Marine Science Center Learning Center Expansion Project.



Patty Rippey, Senior Planner

January 8, 2024

Date

Attachments:

1. Location map
2. Landscaping Site Plan
3. Existing Site Vegetation
4. Site Layout
5. Architectural Elevations
6. Planning Board Member Comments

ATTACHMENT 1 – Location Map



Case No.: FDP 37-2023

Applicant: John Dillard,

Property Address/Location: 100 Lighthouse Drive

Summary of Request: To approve proposed expansion of the Learning Center, parking lot and addition of a turtle quarantine deck.



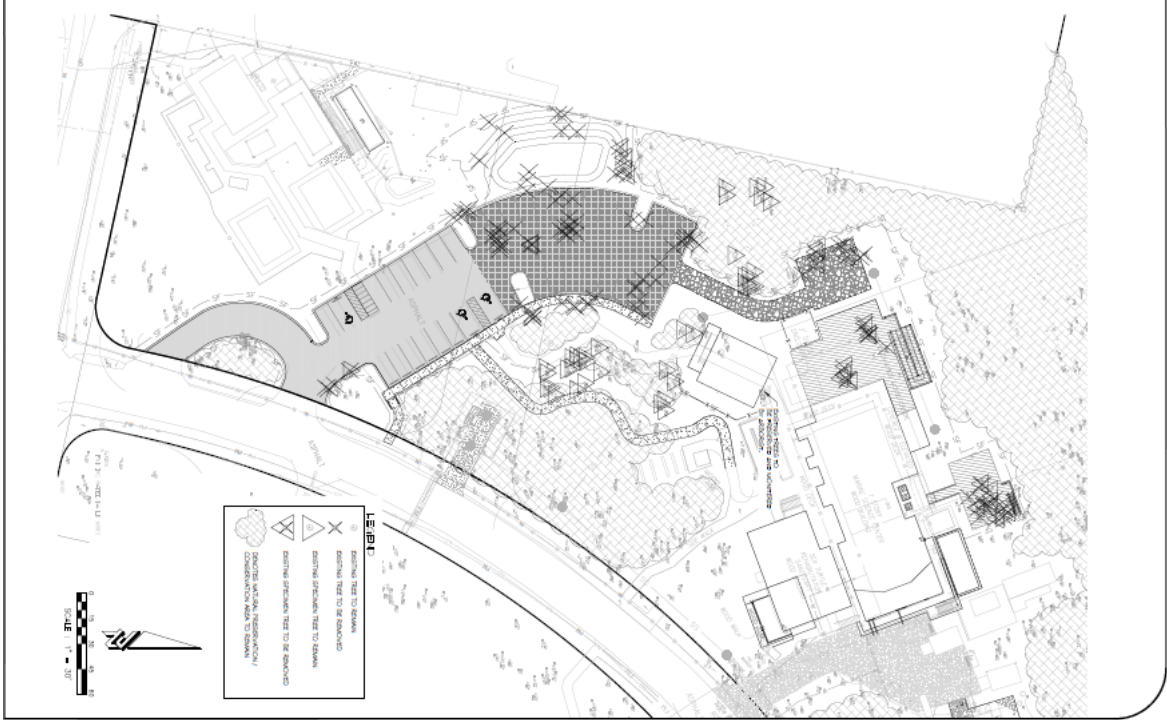
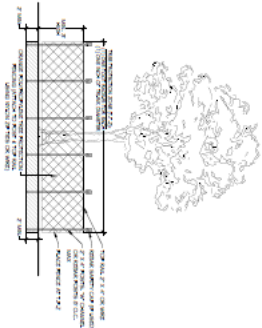
LOCATION MAP

TOWN OF PONCE INLET



ATTACHMENT 2 – Landscaping Site Plan

TREE REMOVED PER PLAN			
#	LOCATION	REASON	RECOMMENDATION
1	LOT 1	1. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
2	LOT 2	2. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
3	LOT 3	3. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
4	LOT 4	4. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
5	LOT 5	5. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
6	LOT 6	6. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
7	LOT 7	7. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
8	LOT 8	8. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
9	LOT 9	9. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
10	LOT 10	10. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
11	LOT 11	11. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
12	LOT 12	12. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
13	LOT 13	13. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE
14	LOT 14	14. EXISTING TREE TO BE REMOVED FOR CONSTRUCTION OF BUILDING	REPLANT WITH 1" DBH TREE



TP1

TREE PROTECTION PLAN AND DETAILS

DATE: 12/21/2023

PROJECT: MARINE SCIENCE CENTER EDUCATION BUILDING ADDITIONS & ALTERATIONS

LOCATION: PONCE INLET, FLORIDA

SCALE: 1" = 10'

MARINE SCIENCE CENTER EDUCATION BUILDING ADDITIONS & ALTERATIONS

PONCE INLET, FLORIDA

COUNTY OF VOLUSIA

REVISIONS	
NO.	DESCRIPTION

ZELV COHEN ARCHITECTS, INC.

1000 W. UNIVERSITY BLVD., SUITE 1000

ORLANDO, FLORIDA 32817

PH: 407.251.1111

WWW.ZELVCOHEN.COM

HALL & OGLE ARCHITECTS, INC.

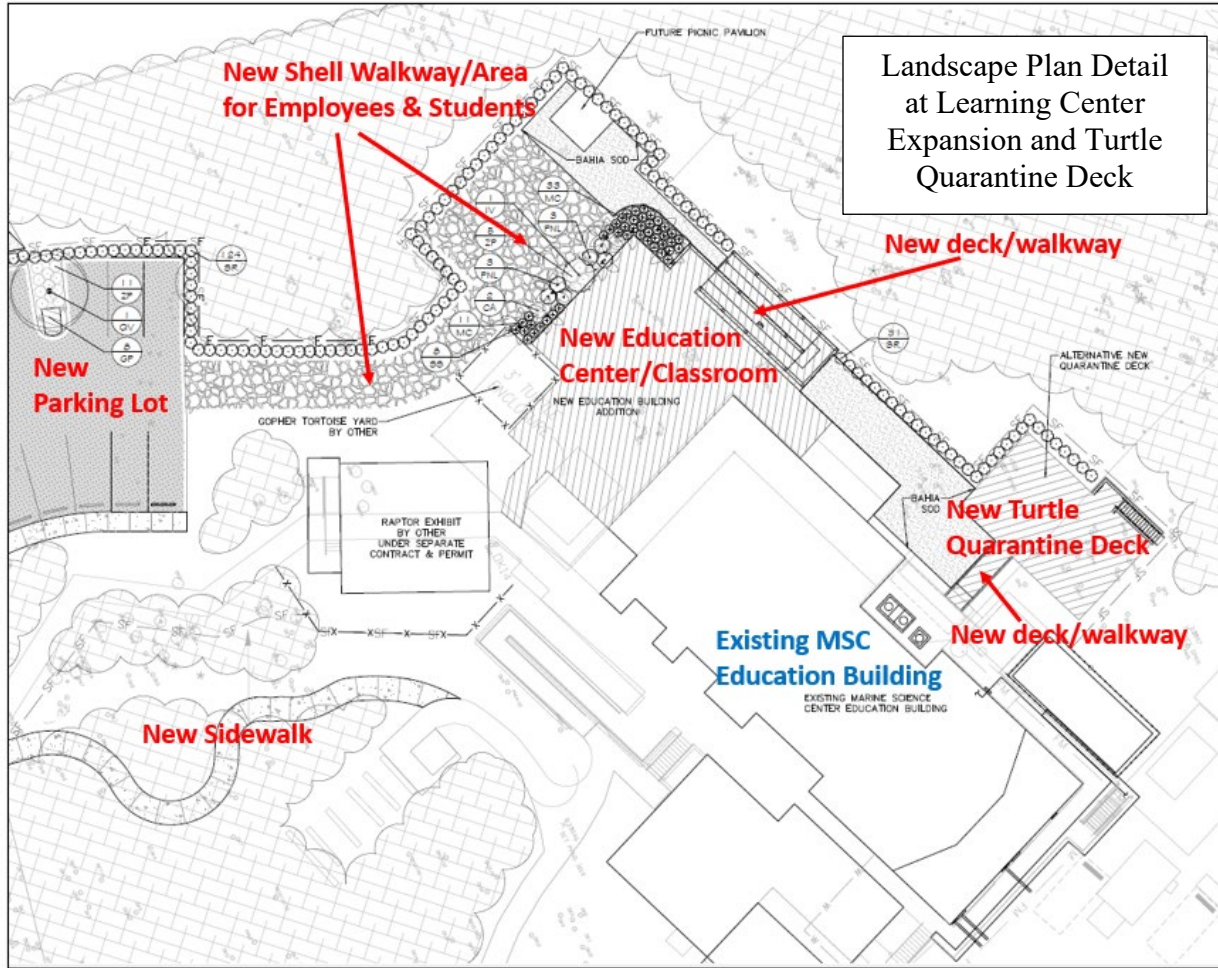
100 W. UNIVERSITY BLVD., SUITE 1000

ORLANDO, FLORIDA 32817

PH: 407.251.1111

WWW.HALLANDOGLE.COM

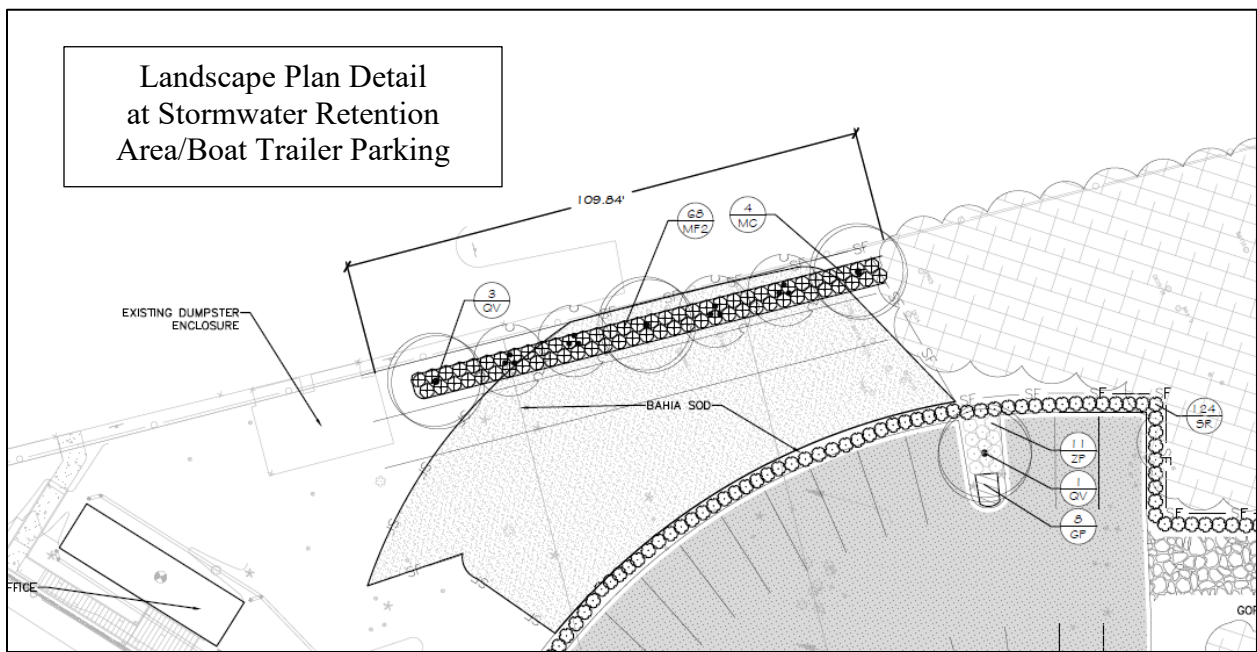
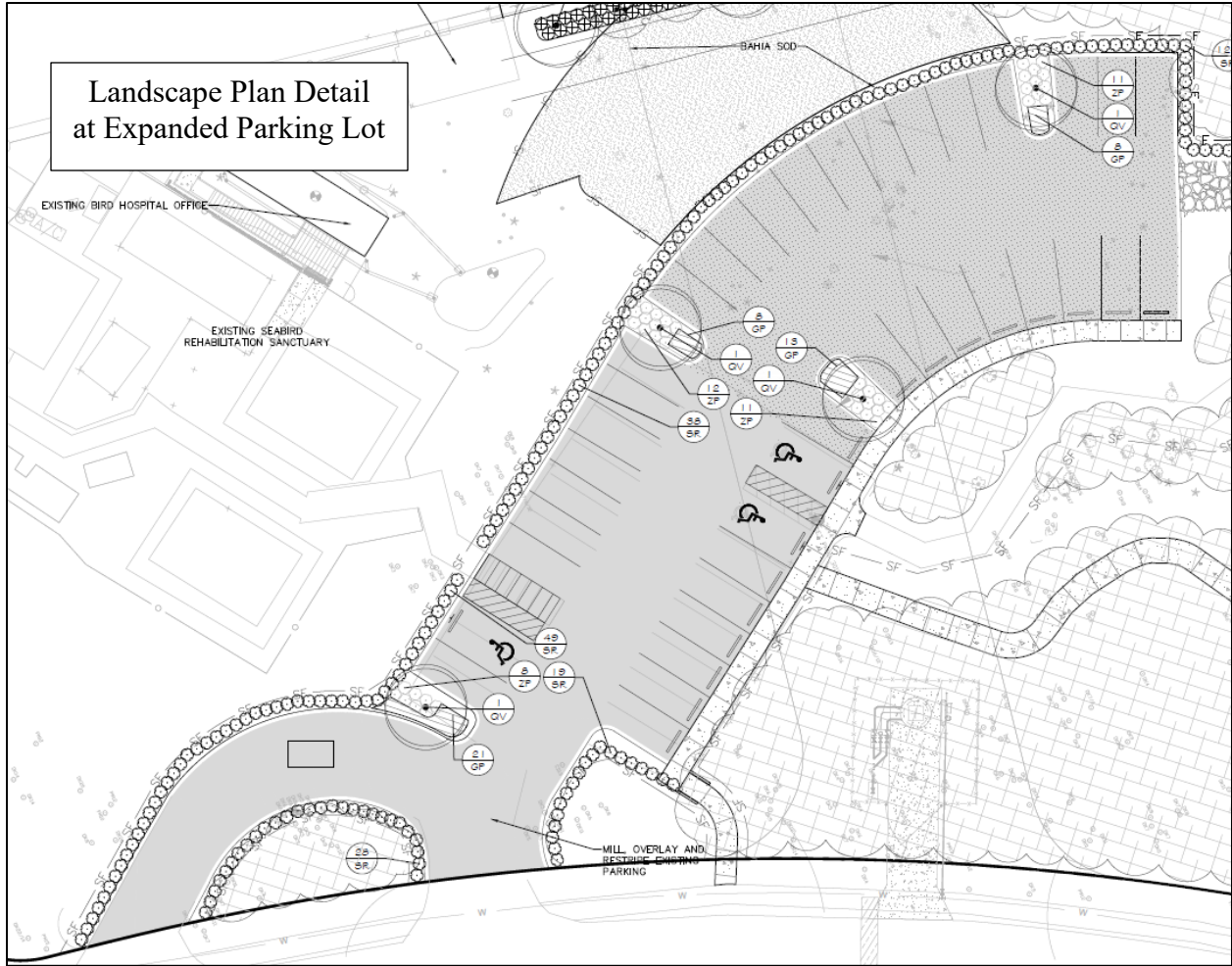
ATTACHMENT 2 – Landscaping Site Plan



PLANT SCHEDULE

<u>TREES</u>	<u>QTY</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>SIZE</u>	<u>CONTAINER</u>	
IV	1	ILEX VOMITORIA	YAUPON HOLLY	2.5" CAL.	45 GAL.	
MC	48	MYRICA CERIFERA	WAX MYRTLE	2.5" CAL.	45 GAL.	
QV	7	QUERCUS VIRGINIANA	SOUTHERN LIVE OAK	4.5" CAL., 14' HT MIN.		
<u>PALM TREES</u>	<u>QTY</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>SIZE</u>	<u>CONTAINER</u>	
SS	8	SABAL PALMETTO	CABBAGE PALM	VARY C.T. HT. 8'-16'		
<u>SHRUBS</u>	<u>QTY</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>SIZE</u>	<u>CONTAINER</u>	<u>SPACING</u>
CA	2	CALLICARPA AMERICANA	AMERICAN BEAUTYBERRY	24" HT. X 24" SP.	3 GAL.	48" o.c.
MF2	68	MYRCIANTHES FRAGRANS	SIMPSON STOPPER	24" HT. X 18" SP.	3 GAL.	36" o.c.
PNL	6	PSYCHOTRIA NERVOSA	WILD COFFEE	24" HT. X 24" SP.		48" o.c.
SR	291	SERENOA REPENS	SAW PALMETTO	24" HT. X 18" SP.	3 GAL.	36" o.c.
ZP	47	ZAMIA PUMILA (ZAMIA FLORIDANA)	COONTIE	15" HT. X 18" SP.	3 GAL.	36" o.c.
<u>GROUND COVERS</u>	<u>QTY</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>SIZE</u>	<u>CONTAINER</u>	<u>SPACING</u>
GP	50	GAILLARDIA PULCHELLA	BLANKET FLOWER	---	4" POT	24" o.c.
<u>SOD</u>	<u>QTY</u>	<u>BOTANICAL NAME</u>	<u>COMMON NAME</u>	<u>SIZE</u>	<u>CONTAINER</u>	<u>SPACING</u>
PNA	5,494 SF	PASPALUM NOTATUM 'ARGENTINE'	BAHIA GRASS	---		

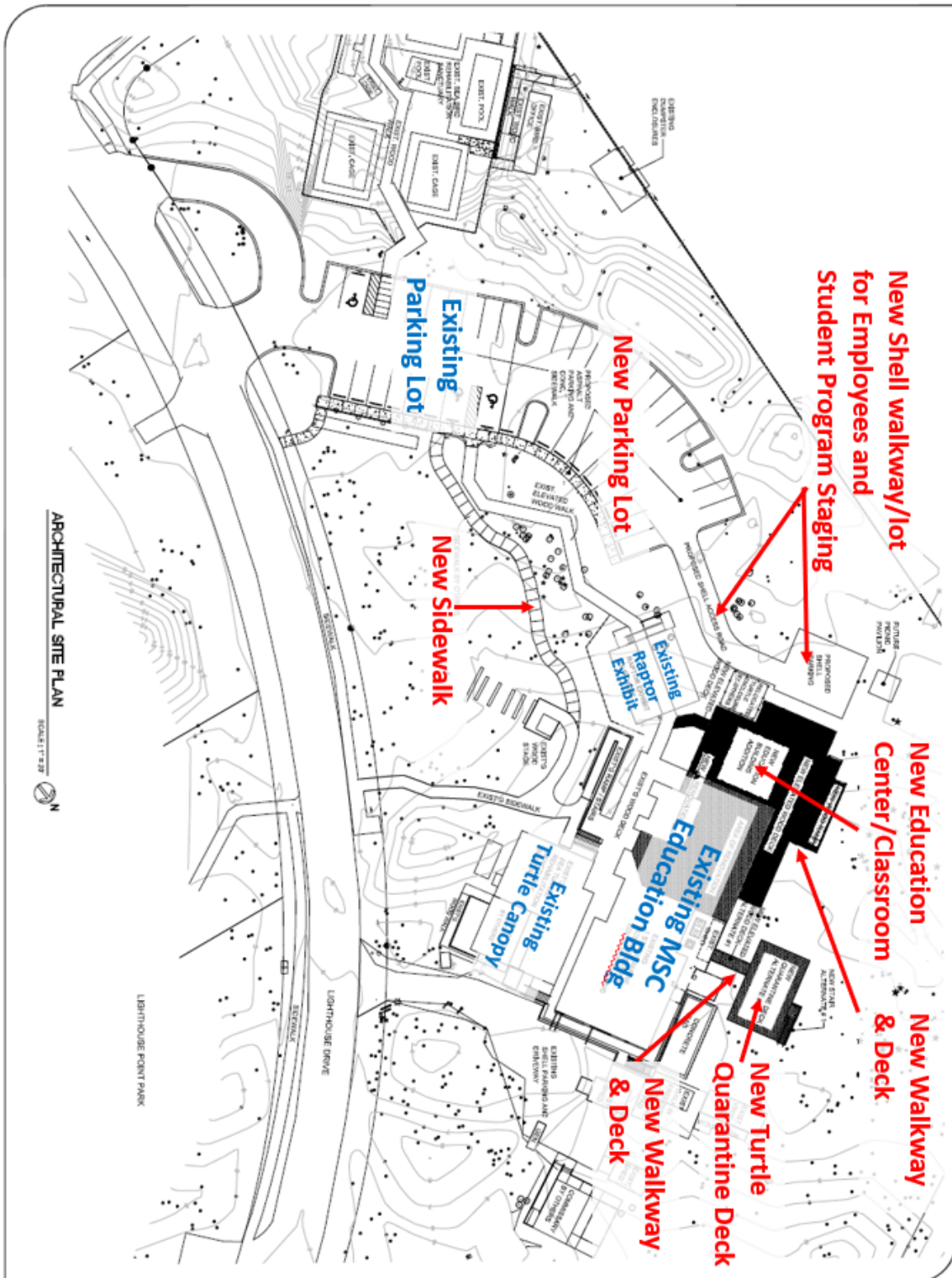
ATTACHMENT 2 – Landscaping Site Plan



ATTACHMENT 3 – Existing Vegetation



ATTACHMENT 4 Site Layout



JOHN E. HALL ARCHITECT
 2025 S. GULF BLVD
 TAMPA, FL 33609
 TEL: 813.288.1111
 FAX: 813.288.1112
 WWW.HALLANDOGLE.COM

ARCHITECTURAL SITE PLAN
A1.0

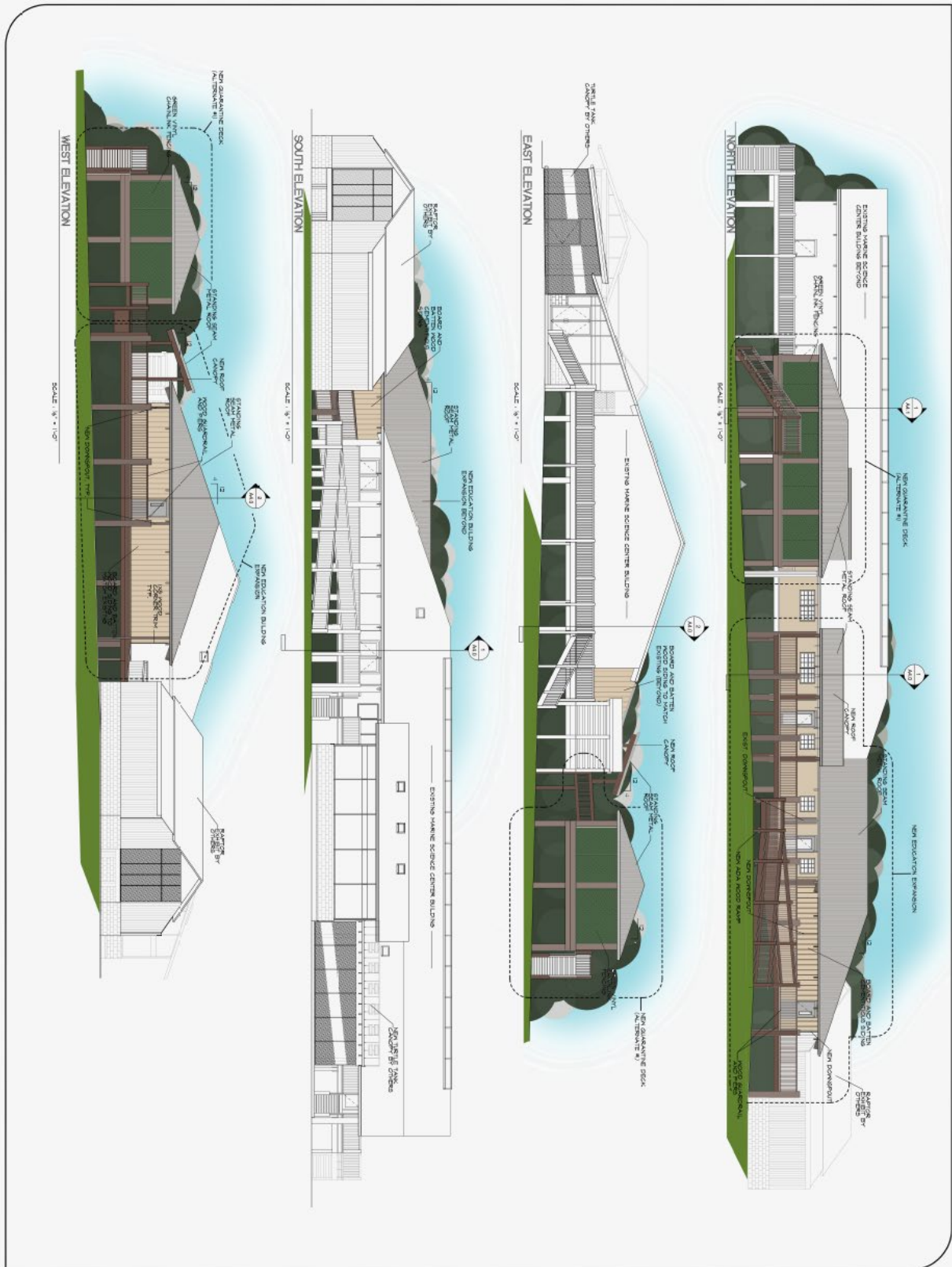
**MARINE SCIENCE CENTER
 EDUCATION BUILDING AND
 AQUARIUM QUARANTINE DECK**
 PONCE INLET, FLORIDA
 COUNTY OF VOLUSIA

REVISIONS	
NO.	DATE

DATE: 08/11/2025
 TIME: 10:00 AM

**HALL & OGLE
 ARCHITECTS, INC.**
 2025 S. GULF BLVD
 TAMPA, FL 33609
 TEL: 813.288.1111
 FAX: 813.288.1112
 WWW.HALLANDOGLE.COM

ATTACHMENT 5 Architectural Elevations



CHANE HALL ARCHITECTS, INC.
 236 MANGLERA AVENUE
 DAYTONA BEACH, FLORIDA 32114
 WWW.HALLANDOGLE.COM

DAVID O. OGLE ARCHITECT
 13-JAN-2013 2:09
 SCALE: 1/8" = 1'-0"

BUILDING ELEVATIONS

A3.0

**MARINE SCIENCE CENTER
 EDUCATION BUILDING
 ADDITIONS & ALTERATIONS**
 PONCE INLET, FLORIDA
 COUNTY OF VOLUSIA

REVISIONS

DOCUMENT HISTORY

NO.	DATE	DESCRIPTION

HALL & OGLE ARCHITECTS, INC.

236 MANGLERA AVENUE
 DAYTONA BEACH, FLORIDA 32114
 WWW.HALLANDOGLE.COM

PH: (386) 252-0143
 FAX: (386) 251-5493
 AA-C000005

ATTACHMENT 6 Planning Board Member Comments

From: Mike Kaszuba <michaeljkaszuba@gmail.com>
Sent: Tuesday, December 19, 2023 10:28 AM
To: Debbie Stewart <dstewart@ponce-inlet.org>
Cc: Mike Disher <mdisher@ponce-inlet.org>; Lois Paritsky <lparitsky@ponce-inlet.org>
Subject: Marine Science Center expansion

[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]

Debbie --

I will not be at today's planning board meeting (I have COVID), but wanted to make a comment on the Marine Science Center expansion proposal.

Please make sure this gets to Mr. Cannon and others -- thanks.

My comment:

Back when this expansion was first proposed, and the Marine Science Center held an open house at the PI Community Center, I remember a discussion about having the science center rethink how it does things.

Specifically, the idea would be to have the science center focus more on research -- which appears to be more of its original mission -- and have the Marine Discovery Center in nearby New Smyrna Beach focus more on boat tours, summer camps etc.

For the Town of Ponce Inlet, such a proposal would help ease the already-worsening traffic congestion issues surrounding the lighthouse. Plus, the New Smyrna facility already has much more space for parking.

I realize the two facilities are not formally linked, but both seem to offer overlapping programs -- especially when it comes to summer camps, etc. In fact, a comparison of the two facilities indicates that they are in some ways competing with each other.

It seems to me there are some cost efficient ways at looking at all of this.

But I do not see anything in this proposal that indicates whether that was ever contemplated.

Thanks.

Mike Kaszuba
PI planning board member

THE DAYTONA BEACH
NEWS-JOURNAL PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Debbie Stewart
Heather Lill
Town Of Ponce Inlet
4300 S Atlantic AVE
Port Orange FL 32127-6904

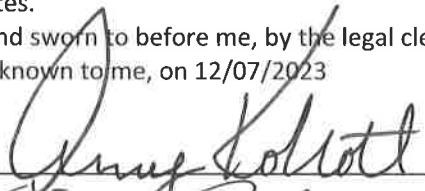
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of The News-Journal, published in Volusia and Flagler Counties, Florida; that the attached copy of advertisement, being a Main Legal CLEGL, was published on the publicly accessible website of Volusia and Flagler Counties, Florida, or in a newspaper by print in the issues of, on:

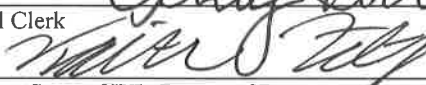
12/07/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 12/07/2023



Legal Clerk



Notary, State of WI, County of Brown
317127

My commission expires

Publication Cost: \$580.00
Order No: 9601350 # of Copies:
Customer No: 465024 1
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

KAITLYN FELTY
Notary Public
State of Wisconsin

NOTICE OF PUBLIC HEARING

TOWN OF PONCE INLET

The Planning Board of the Town of Ponce Inlet will hold a public hearing on **Tuesday, December 19, 2023 at 5:30 p.m.** to consider a final development plan approval pursuant to Section 6.6.6. of the Land Use and Development Code. The meeting will be held in the Ponce Inlet Town Council Chambers, located at 4300 S. Atlantic Avenue.

Property affected: 100 Lighthouse Drive, Ponce Inlet, FL

Legal Description: LOTS 119 TO 135 INC & LOT 73 & 137 TO 144 INC & LOTS 146 & 147 & 151 TO 183 INC & 185 TO 187 & 189 TO 197 INC & ALL UNPLATTED POINT TO INLET, INLET TERRACE & PART OF VAC LAUREL AVE PER OR 2463 PG 0051 PER OR 4675 PG 3697

Applicant: John Dillard, P.E. on behalf of State of Florida TIIF (Owner) and County of Volusia (lessee)

Real Estate

Numbers: 64-37-04-00-11-90

Title/Request: A FINAL DEVELOPMENT PLAN to allow for the expansion of the Learning Center at the Marine Science Center in a P/I Public Institutional zoning district.

Information is available for inspection at the Ponce Inlet Town Hall during normal business hours. All interested parties wishing to express any comments or objections concerning the proposed special exception may appear and will be given an opportunity to be heard at this public hearing. Persons needing an accommodation to participate in this proceeding should contact Town Hall at (386) 236-2150.

These public hearings may be continued to a future date. The date, time, and place of any continuation of a public hearing shall be announced during the public hearing and no further notices regarding this matter will be published.

INTER-OFFICE MEMORANDUM

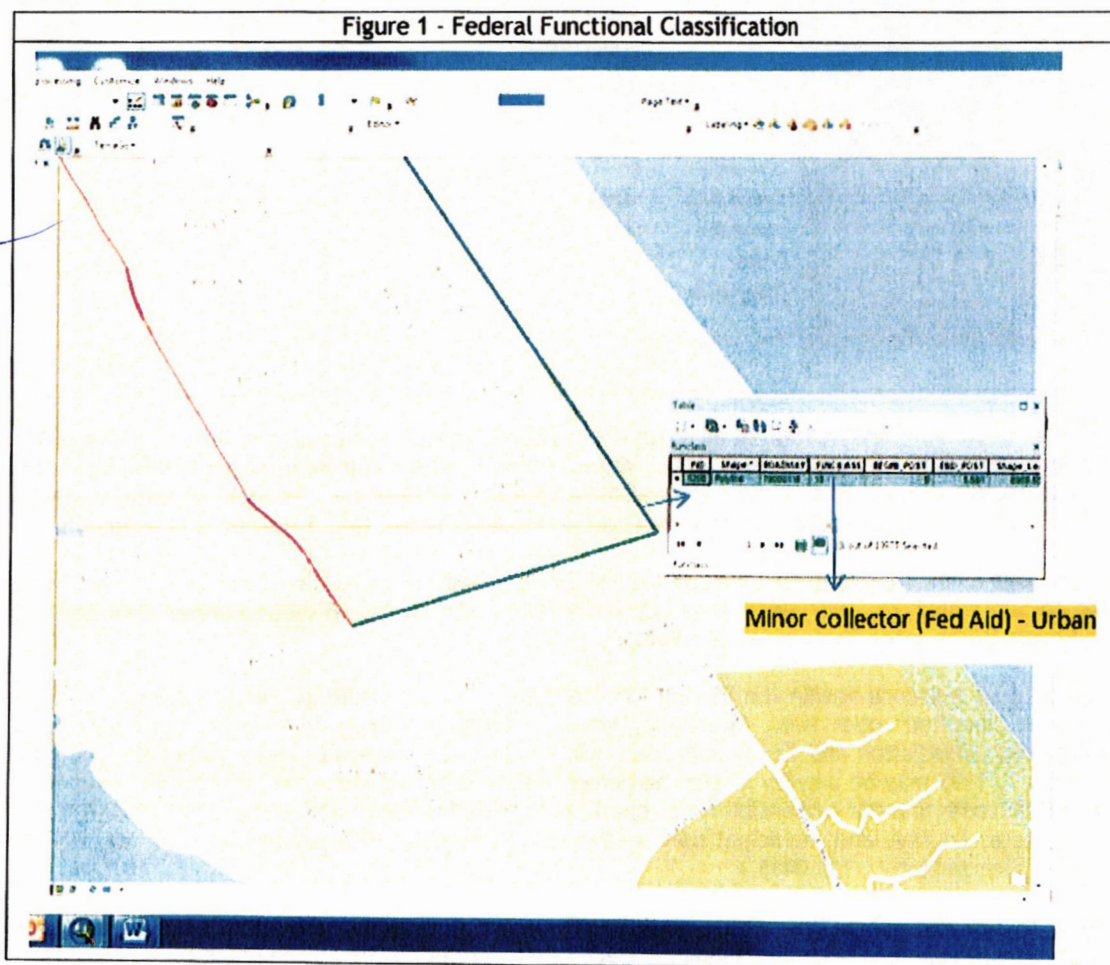


DATE: December 13, 2017
 TO: John Angiulli, PW Director
 FROM: *JCL* Jon Cheney, P.E., VC Traffic Engineer
 SUBJECT: South Atlantic Avenue Maintenance & Federal Functional Classification

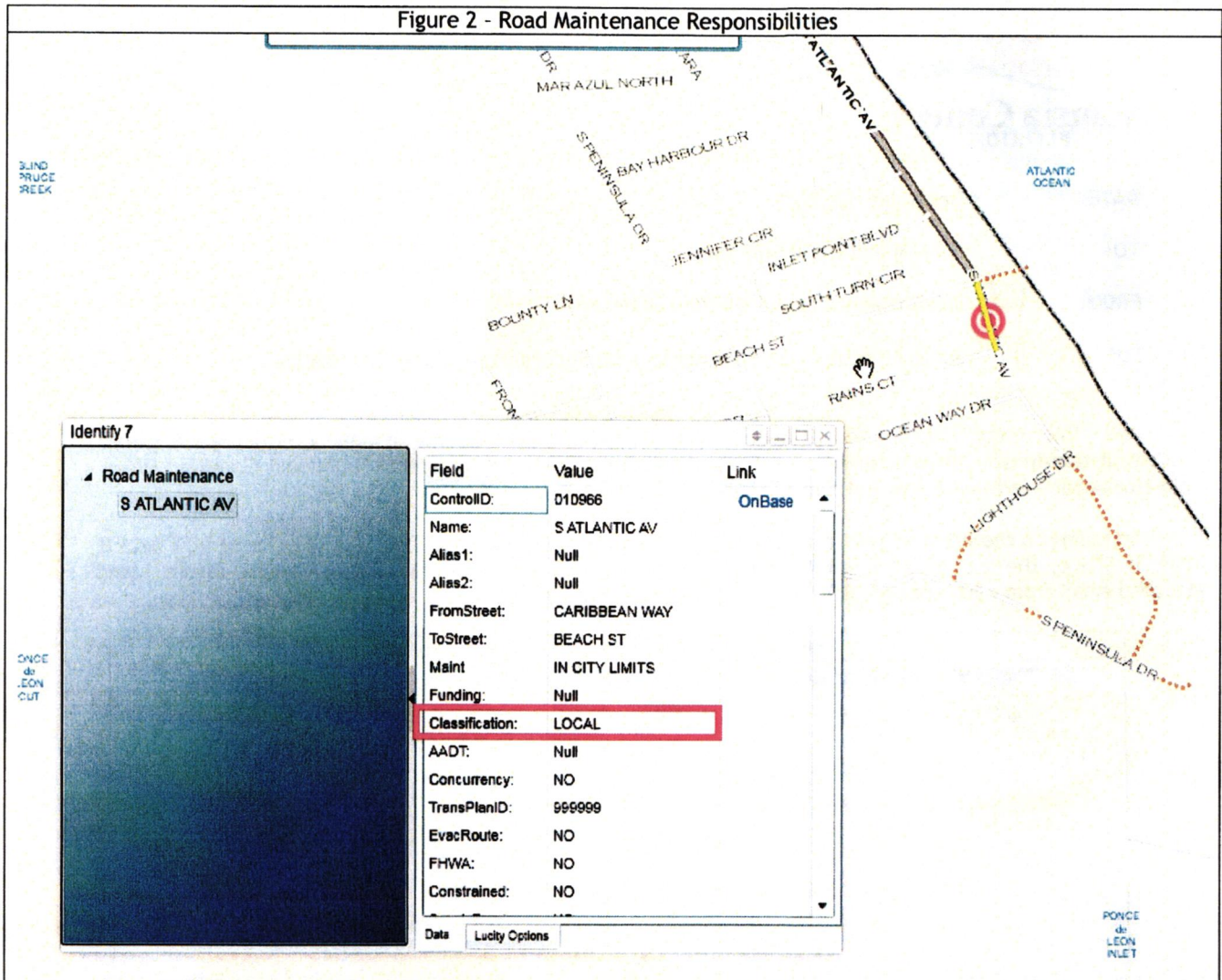
Ponce Inlet requested that Volusia County consider maintaining South Atlantic Avenue from Beach Street south to it terminus. This was based upon South Atlantic Avenue being a Federal Functional Classified Minor Collector-Urban roadway, instead of a local road.

According to the River to Sea Transportation Planning Organization (R2C TPO) and the Florida DOT Data & Analysis Office, the section of South Atlantic south of Beach Street is a local road. Refer to Figure 1 and attached email from Aarti Sharma (R2C TPO) dated December 6, 2017.

Figure 1 - Federal Functional Classification



This is consistent with county Road & Bridge Division records. Refer to Figure 2.



The Federal Functional Classification of all roads are reviewed every 10 years as part of the Census and is managed by the Florida DOT through the R2C TPO. Any changes can be made by a local government. The merits of the requested changed are evaluated to determine whether it meets the classification criteria. Upon completion, the R2C TPO Board approves the new Federal Functional Classification & new Urban Boundary's.

In addition, our records indicate that this portion of South Atlantic Avenue was transferred to the Town of Ponce Inlet on September 25, 1987 since it was classified as a local street. (Refer to letter from Thomas McClelland to Robert Burns dated September 25, 1987.)

There used to be guidance within the Florida Statutes that a local jurisdiction should maintain certain Federal Functional Classified roads (i.e., interstate, arterial, collector, local). However; Florida Statute 335.0415 *Public Road Jurisdiction and Transfer Process* now requires any change of the jurisdiction of a road subsequent to July 1, 1995 may be only by mutual agreement of the affected governmental entities. And "the jurisdiction of public roads and the responsibility for operation and maintenance within the right-of-way of any road within the state, county, and municipal road system shall be that which existed on June 10, 1995." (Refer to attached Florida Statute 335.0415.)

Therefore, there is no compelling reason at this time to maintain this city local street. In fact, the County has been transferring to various city's minor collectors that are no longer on the County's Thoroughfare

Plan during city annexation (e.g. ISB's with NSB, Edgewater and Oak Hill) or city incorporation (e.g. Deltona & DeBary).

Finally, there has been discussion of adding additional parking along Lighthouse Drive to support the Marine Science Center expansion. The County Legal Department provided a memorandum dated April 10, 2017 (refer to attachment) that briefly explains the acquisition history of Lighthouse Point park and the ownership of the Lighthouse Point Park Roads.

County of Volusia
Florida



DEPARTMENT OF PUBLIC WORKS
136 N. Florida Avenue
DeLand, Florida 32720
Telephone 904/736-2700

Handwritten notes:
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /
A. J. H. /

September 25, 1987

Mr. Robert Burns
Town Clerk
Town of Ponce Inlet
4680 South Peninsula Drive
Ponce Inlet, Florida 32019

RE: Atlantic Avenue, South of Beach Street

Dear Mr. Burns:

This is to advise you that the southerly extension of Atlantic Avenue, between Beach Street and the entrance to Lighthouse Point State Park, is the responsibility of the Town of Ponce Inlet. It is not functionally classified as a County collector roadway and therefore is a local street and not on the Functional Classified Roadway system for County maintenance.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

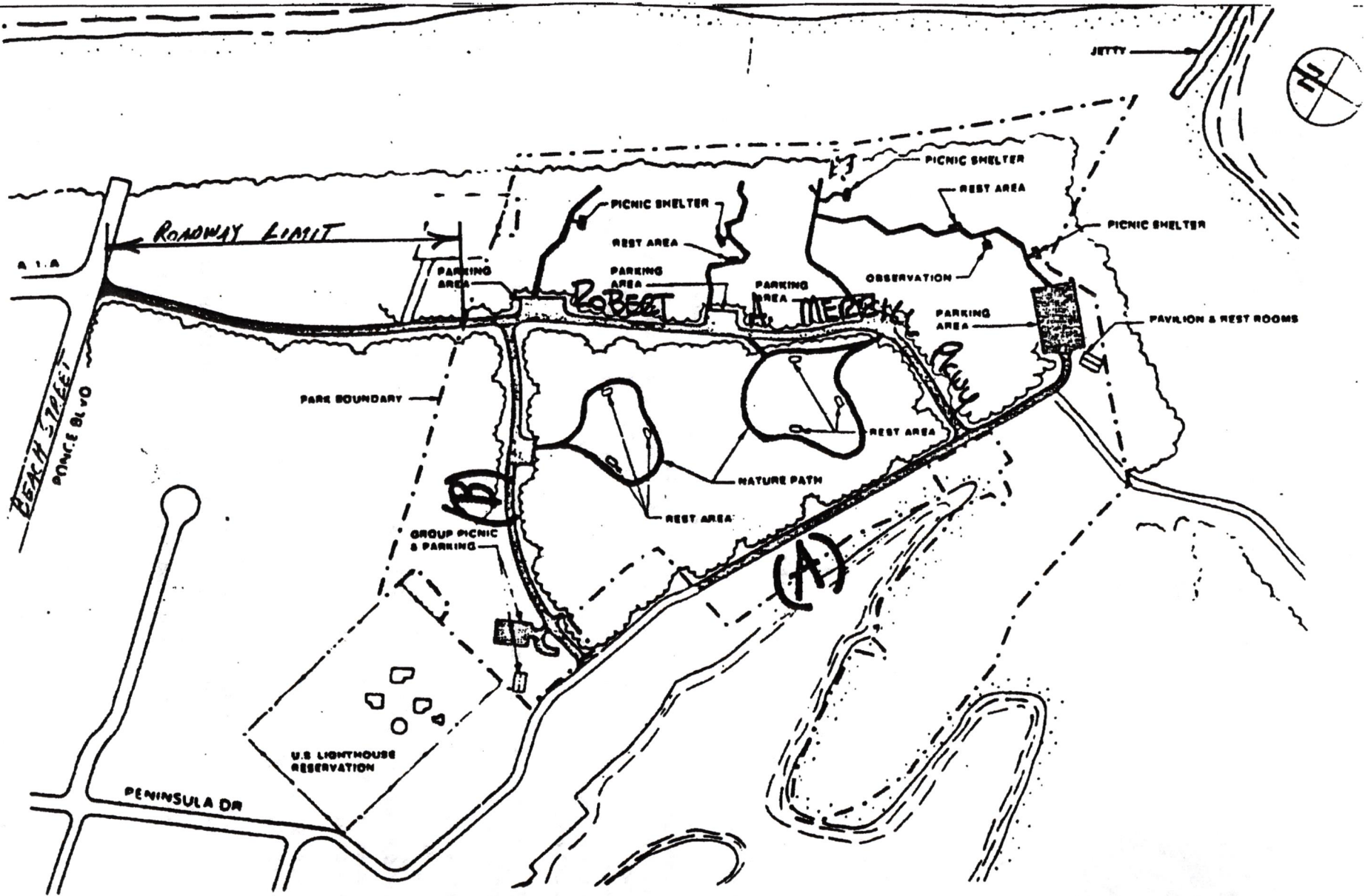
Thomas M. McClelland
Director of Public Works

TMM:PMS:lm 24H08
PW-TE-87-313

cc: Thomas C. Kelly, County Manager
Frank T. Bruno, Jr., Chairman, County Council
P. Malcolm Smith, Jr., Traffic Engineer
✓ George Flack, Road and Bridge Superintendent

COUNTY COUNCIL MEMBERS

Clay Henderson - At Large
Big John - At Large
Alice Cyler - District #1
Frank T. Bruno, Jr. - District #2
Jerome N. Dohner - District #3
Judith Conte - District #4
Roy M. Schleicher - District #5



LIGHTHOUSE POINT PARK

Ponce De Leon Port Authority
 A Department of Volusia County Government

Designed By:
 [Signature]

Not

November 22, 2017

Mr. Jim Dinneen, County Manager
County of Volusia
123 West Indiana Avenue
DeLand, FL 32720-4612

Re: South Atlantic Avenue Maintenance – Beach Street to Lighthouse Point Park

Dear Mr. Dinneen,

Pursuant to the direction I have received from the Ponce Inlet Town Council, this letter is our formally request that Volusia County resume the maintenance responsibilities for South Atlantic Avenue between Beach Street and the entrance to Lighthouse Point Park.

In 1987 the Town received notice from Volusia County transferring this maintenance responsibility to the Town on the basis that this area of South Atlantic Avenue was not classified as a Volusia County collector roadway and therefore was a local street. At that time Beach Street was the most southerly connection in Ponce Inlet between South Atlantic Avenue and South Peninsula Drive.

Since 1987, several things have transpired that have significantly changed the criteria for which this decision was made upon. Ocean Way Drive and Lighthouse Drive, both being south of Beach Street, were completed and are now also connectors from South Atlantic Avenue to South Peninsula Drive – Lighthouse Drive being a Volusia County roadway. In addition, two Volusia County facilities, Lighthouse Point Park and the Marine Science Center, have been constructed and this portion of South Atlantic Avenue serves as the means to get to each. Therefore, this portion of South Atlantic Avenue is now serving predominately visitors to these facilities, not the few residents of Ponce Inlet that live in that area.

In addition to the changes that have been noted above, Volusia County currently has a pending roadway resurfacing project for South Atlantic Avenue that is planned to stop at Beach Street, leaving this portion of South Atlantic Avenue from Beach Street to the County's Lighthouse Point Park out of this project. In addition to the Town's request that Volusia County resume the

Not

maintenance responsibilities for this area, we request that you extend this resurfacing project to include it as well.

Thank you for your consideration of this request which is based upon changes that have occurred since the 1987 decision on this matter by Volusia County.

Sincerely,

Jeanen Witt
Town Manager

cc: Ponce Inlet Town Council
Cliff Shepard, Town Attorney
Aref Joulani, Town Planning & Development Director
Keith Gunter, Town Public Works Manager



Meeting Date: 1/18/2024

Agenda Item: 11-A

Report to Town Council

Topic: Resolution 2024-01, Supporting the Florida League of Cities' Legislative Action Agenda for the 2024 Legislative Session.

Summary:

Please see attached staff report and supporting documentation.

Suggested motion: To approve Resolution 2024-01 as presented.

Requested by: Mayor Paritsky

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Town of Ponce Inlet

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, Town Manager
 From: Lois A. Paritsky, Mayor
 Date: January 2, 2024
 Subject: Resolution 2024-01 – Support of the Florida League of Cities’ 2024 Legislative Action Agenda

Meeting Date: January 18, 2024

The Town of Ponce Inlet is a member of the Florida League of Cities, Inc., the organization that is the united voice for Florida’s 411 municipal governments. The League’s mission is to “...serve the needs of Florida’s cities and promote local self-government. [And to]... support local voices making local choices to protect and enhance Florida’s communities.¹” The League creates an action agenda each year, prior to the start of the Legislative Session, identifying statewide issues most likely to affect municipal governance that will be addressed in the upcoming session. The League then concentrates its influence to shape legislation, ensuring that the efforts of the League and local officials are focused on promoting local self-government.

There are five Florida League of Cities’ Legislative Policy Committees that meet for the purpose of identifying and prioritizing the municipal concerns. Attachment “A” provides an explanation of each of the committees and the concerns each addresses for contribution to the League’s action agenda. Local elected officials volunteer to sit on one of the five Committees:

- Finance, Taxation & Personnel
- Land Use & Economic Development
- Municipal Administration
- Transportation & Intergovernmental Relations
- Utilities, Natural Resources & Public Works²

After the end of the 2023 Legislative Session, the five Legislative Policy Committees met and prepared proposed priorities and policy positions for the League. The proposed agenda reflecting those priority and policy positions of the municipalities was adopted by the League’s full membership at the Legislative Conference on December 1, 2023. The adopted 2024 Priority and Policy Positions are set forth at length in Attachment “B.”

¹ <https://floridaleagueofcities.com/about-pages/about>

² This is the Committee on which the undersigned is a member

Specifically, the five League Priorities address:

- Enterprise fund transfers
- Legislative ratification of statewide stormwater rule
- Mobility plans
- Public safety recruitment and retention
- Transportation infrastructure

The four League Policies address:

- Property Assessed Clean Energy (PACE)
- Property tax protection
- Short-term rentals
- Sovereign immunity

Provided with this memorandum is a proposed Resolution incorporating the Florida League of Cities' Legislative Agenda. It sets forth Town Council approval of the League's priorities and policies and the authority to work with our legislators and advocate when bills are presented within the scope of those policies and priorities.

Last year, as Chair of the Advocacy Committee of the Florida League of Cities, I requested each member of the Advocacy Committee to present a Resolution of this nature to their respective Council or Commission for adoption. It is prudent when a local elected official is speaking on behalf of the municipality to avoid any misunderstanding of the scope of authorization. Additionally, the Resolution is a reflection of the municipality's support of the League's legislative platform. As President of the Volusia League of Cities, I will request all the municipalities in Volusia County and the Volusia League of Cities to approve a resolution in support of the League's agenda.

Placing the Florida League of Cities' 2024 Legislative Action Agenda before municipal Councils is an opportunity for each elected official to consider participating in a Legislative Policy Committee and other League events, committees and programs, all of which are designed to help strengthen the role of local elected officials advocating for home rule, and shaping future League platforms and to influence legislation.

Respectfully submitted,



Lois A. Paritsky, Mayor

Attachments:

- A. Florida League of Cities Legislative Policy Committees
- B. Adopted 2024 Priority and Policy Positions

RESOLUTION 2024-01

1 **A RESOLUTION OF THE TOWN OF PONCE INLET,**
2 **VOLUSIA COUNTY, FLORIDA, URGING MEMBERS OF**
3 **THE FLORIDA LEGISLATURE TO SUPPORT THE 2024**
4 **FLORIDA LEAGUE OF CITIES’ LEGISLATIVE**
5 **PLATFORM; PROVIDING FOR SEVERABILITY;**
6 **PROVIDING FOR CONFLICTING RESOLUTIONS; AND**
7 **PROVIDING AN EFFECTIVE DATE.**

8
9 **WHEREAS,** the Florida Legislature will convene the 2024 Legislative Session on
10 January 9, 2024; and

11
12 **WHEREAS,** the membership of the Florida League of Cities (FLC) adopted its 2024
13 Legislative Platform during the FLC Legislative Conference on December 1, 2023; and

14
15 **WHEREAS,** the Town of Ponce Inlet supports the 2024 FLC Legislative Platform:

- 16 • Supporting the preservation of municipal authority to manage municipal revenue
17 sources and realize a reasonable rate of return on their proprietary assets,
18 investments, and services.
- 19 • Supporting legislation to ratify the Department of Environmental Protection’s
20 proposed Environmental Resource Permitting Rules for Stormwater Design and
21 Operations Regulations, Ch. 62-330, F.A.C
- 22 • Supporting legislation that defines and clarifies mobility plans in order to provide
23 a clear and concise framework for Florida cities to acquire, construct and
24 implement both traditional and alternative modes of transportation.
- 25 • Supporting legislation and state funding to enhance the recruitment and retention
26 efforts to attract talent in public safety positions. The Florida League of Cities
27 supports legislation that eases certification barriers for sworn law enforcement
28 officers and firefighters relocating to the state of Florida.
- 29 • Supporting legislation to make equitable essential investments to ensure that
30 transportation infrastructure can effectively serve the needs of present and future
31 residents and visitors. This includes identifying new revenue sources for
32 statewide, regional, and local transportation requirements while promoting and
33 leveraging existing funding channels. The Florida League of Cities supports the
34 introduction of a fee for alternative fuel vehicles to ensure they fairly contribute to
35 transportation infrastructure costs. The Florida League of Cities supports the
36 inflationary indexing of the Municipal Motor Vehicle Fuel Tax. A well preserved
37 transportation network not only inspires businesses to invest in our cities but also
38 fuels job creation and economic development.
- 39 • Supporting legislation to clarify the term “local government” under the Property
40 Assessed Clean Energy (PACE) program means a county, a municipality, a
41 dependent special district or an intergovernmental entity that has jurisdiction only
42 within the boundaries of the participating members of an interlocal agreement.
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WHEREAS, the Town of Ponce Inlet also supports the FLC policy positions relating to:

- Property Assessed Clean Energy (PACE)
- Property tax protection
- Short-term rentals
- Sovereign immunity

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, AS FOLLOWS:

SECTION 1. Findings. The above recitals are true and correct and incorporated herein by this reference.

SECTION 2. Support for the Florida League of Cities. The Town of Ponce Inlet will work with our local legislative delegation in support of these and other issues affecting Florida’s cities, towns and villages during the upcoming 2024 Legislative Session.

SECTION 3. Distribution of Resolution. A copy of this resolution shall be provided to members of our local legislative delegation and the Florida League of Cities, Inc.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Resolution.

SECTION 5. Conflicting Resolutions. All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 6. Effective Date. This Resolution shall become effective immediately upon adoption.

It was moved by _____ and seconded by _____ that said Resolution be adopted. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Paritsky, Seat #1	_____
Councilmember Milano, Seat #2	_____
Councilmember White, Seat #3	_____
Councilmember Villanella, Seat #4	_____
Vice-Mayor Smith, Seat #5	_____

Passed this 18th day of January, 2024.

Town of Ponce Inlet, Florida

Lois A. Paritsky, Mayor

99 ATTEST:
100
101 _____
102 Kim Cherbano, Town Clerk

ATTACHMENT “A”**Florida League of Cities Legislative Policy Committees¹****(1) FINANCE, TAXATION & PERSONNEL**

This committee addresses *municipal roles* in general finance and tax issues, Home-Rule revenues, infrastructure funding, insurance, local option revenues, pension issues, personnel and collective bargaining issues, revenue sharing, tax and budget reform, telecommunications and workers’ compensation.

(2) LAND USE & ECONOMIC DEVELOPMENT

This committee addresses policies specific to *municipal concerns* with community redevelopment, economic development, growth management and land use planning issues, annexation, eminent domain, tort liability and property rights.

(3) MUNICIPAL ADMINISTRATION

This committee addresses *municipal concerns* with code enforcement, elections, emergency management, gaming, homeland security, public meetings, public property management, public records, public safety, and procurement, as well as charter counties and special districts.

(4) TRANSPORTATION & INTERGOVERNMENTAL RELATIONS

This committee addresses *municipal concerns* relating to transportation and highway safety, as well as aviation, affordable housing (and homelessness), billboards, building codes, charter schools, rights-of-way and veterans affairs.

(5) UTILITIES, NATURAL RESOURCES & PUBLIC WORKS

This committee addresses policies specific to *municipal concerns* with coastal management, energy, environmental and wetlands permitting, hazardous and toxic wastes, recycling, solid waste collection and disposal, stormwater, wastewater treatment and reuse, water management, water quality and quantity.”

¹ <https://floridaleagueofcities.com/advocacy-pages/policy-committees>

**PRIORITIES:****Enterprise Fund Transfers**

The Florida League of Cities SUPPORTS the preservation of municipal authority to manage municipal revenue sources and realize a reasonable rate of return on their proprietary assets, investments and services.

Legislative Ratification of Statewide Stormwater Rule

The Florida League of Cities SUPPORTS legislation to ratify the Department of Environmental Protection's proposed Environmental Resource Permitting Rules for Stormwater Design and Operation Regulations, Ch. 62-330, F.A.C.

Mobility Plans

The Florida League of Cities SUPPORTS legislation that defines and clarifies mobility plans in order to provide a clear and concise framework for Florida cities to acquire, construct, and implement both traditional and alternative modes of transportation.

Public Safety Recruitment and Retention

The Florida League of Cities SUPPORTS legislation and state funding to enhance the recruitment and retention efforts to attract talent in public safety positions. The Florida League of Cities SUPPORTS legislation that eases certification barriers for sworn law enforcement officers and firefighters relocating to the state of Florida.

Transportation Infrastructure

The Florida League of Cities SUPPORTS legislation to make equitable essential investments to ensure that transportation infrastructure can effectively serve the needs of present and future residents and visitors. This includes identifying new revenue sources for statewide, regional and local transportation requirements while promoting and leveraging existing funding channels. We SUPPORT the introduction of a fee for alternative fuel vehicles to ensure they fairly contribute to transportation infrastructure costs. We also SUPPORT the inflationary indexing of the Municipal Motor Vehicle Fuel Tax. A well-preserved transportation network not only inspires businesses to invest in our cities but also fuels job creation and economic development.

POLICY POSITIONS:**Property Assessed Clean Energy (PACE)**

The Florida League of Cities SUPPORTS legislation to clarify the term "local government" under the Property Assessed Clean Energy (PACE) program means a county, a municipality, a dependent special district or an intergovernmental entity that has jurisdiction only within the boundaries of the participating members of an interlocal agreement.



Property Tax Protection

The Florida League of Cities SUPPORTS legislation that maintains an equitable property tax system while preserving a municipality's ability to fund public infrastructure, police, fire, emergency services and other essential services. Any further erosions or exemptions on the current property tax structure will unfairly shift the tax burden to the business community, renters and others.

Short-Term Rentals

The Florida League of Cities SUPPORTS legislation that restores authority to local governments for the regulation of short-term rental properties as necessary for quality of life, public safety and the creation of fair lodging standards. The Florida League of Cities SUPPORTS legislation clarifying existing grandfathered municipal short-term rental ordinances can be amended without penalty. The Florida League of Cities OPPOSES legislation that preempts municipal authority as it relates to the regulation of short-term rental properties.

Sovereign Immunity

The Florida League of Cities SUPPORTS protecting Florida taxpayers by limiting the waiver of sovereign immunity on monetary damages recoverable in tort claims against government entities.



Meeting Date: 1/18/2024

Agenda Item: 11-B

Report to Town Council

Topic: Resolution 2024-02, Amending the Town Council's Rules of Order for Conducting Town Council Meetings.

Summary:

Please see attached resolution with supporting documents.

Suggested motion: To approve Resolution 2024-02 as presented.

Requested by: Mayor Paritsky

Approved by: Mr. Disher, Town Manager



MEMORANDUM
OFFICE OF THE TOWN MANAGER

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: January 10, 2024
Subject: Res. 2024-02 - Amending the Town Council’s Rules of Order for Conducting Town Council Meetings

MEETING DATE: January 18, 2024

This resolution has been prepared pursuant to Council discussion at the December 18, 2023 Town Council Meeting to modify the Council’s Rules of Order. These changes are described as follows:

1. Under Section 1 – Meetings (starting on Page 2, Line 34), the Council meeting start time is proposed to be changed from 6:00 p.m. to 2:00 p.m., unless otherwise required by State law.
2. Under Section 3 – Order of Business (starting on Page 4, Line 80), the first “Citizens Participation (non-agenda items)” portion of the agenda is moved toward the beginning of the meeting, right after “Additions, Corrections, or Deletions to the Agenda” and before “Presentations, Proclamations, and Awards.” The paragraphs that follow have been renumbered accordingly. The former location of the Citizens Participation has been stricken, starting on Line 107.
3. A new Section 8 – Sunset (starting on Page 10, Line 225) has been added to end these changes after 120 days. This gives the Council four meetings to try it out, from February through May. Note that a 90-day sunset would only provide for two meetings, based on where the Council meetings fall on the calendar. Alternately, the Council could pick an in-between time period like 100 days, which would take it through the April meeting. Regardless, the Council may always decide to end the trial period sooner or later or end it altogether. Such changes would be in the form of a new Resolution.

RESOLUTION 2024-02

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA AMENDING RESOLUTION 2023-02 GOVERNING THE RULES OF ORDER FOR CONDUCTING TOWN COUNCIL MEETINGS TO CHANGE THE TIME SUCH MEETINGS BEGIN, UNLESS REQUIRED OTHERWISE BY STATE LAW, AND TO MOVE THE “CITIZENS PARTICIPATION (FOR NON-AGENDA ITEMS)” PORTION TOWARD THE BEGINNING OF THE AGENDA; PROVIDING FOR SUNSET; PROVIDING FOR CONFLICTING RESOLUTIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, to provide for more orderly meetings and to facilitate discussion of and action on public business, the Town Council adopted Resolutions 1990-08, 1994-01, 1999-09, 1999-23, 2002-17, 2006-08, 2007-06, 2007-13, 2009-07, 2017-08, 2021-11, 2022-01, and 2023-02 setting out the rules of order for conducting the business of the Town of Ponce Inlet during Town Council meetings; and

WHEREAS, the Town Council, desiring to support greater community engagement, resident attendance, and opportunities for citizens to participate and comment on matters during Council meetings, has determined it worthwhile to change the time its regular meetings begin, unless a different meeting time is otherwise required by State law, and to move the “Citizen’s Participation (for non-agenda items)” portion of the meeting toward the beginning of the agenda; and

WHEREAS, the Town Council has determined it appropriate to include a three-month “sunset provision” for those amendments contemplated in this Resolution.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA, AS FOLLOWS:

CODING: words underlined are additions; words ~~stricken~~ are deletions.

32 **Section 1. Meetings**

33 The Town Council shall hold its regularly scheduled meeting on the third Thursday of each
34 month beginning at 2:00 ~~6:00~~ p.m. at the Town of Ponce Inlet Council Chambers, located at 4300
35 South Atlantic Avenue, unless a different date or time is selected by a majority of the Town
36 Council, or as otherwise may be required by State law. Any change in the date or time of the
37 regularly scheduled meeting must be approved by the Council no later than the regularly scheduled
38 meeting immediately preceding the rescheduled meeting. Special meetings of the Council may be
39 held on the call of the Mayor, any two (2) of the Council members, or the Town Manager, and
40 whenever practicable, upon no less than twenty-four (24) hours' notice to each member and the
41 public, pursuant to Section 3.06 of the Town Charter. Emergency meetings may be held according
42 to State law. Individual Council members may call a special meeting by making the request to the
43 Town Manager, who shall then inform the remaining Council members of the request. If at least
44 one other Council member concurs with the special meeting request, the Town Manager shall
45 schedule the meeting. To the extent possible, the Council will attempt to adjourn its meetings no
46 later than 6:00 ~~10:00~~ p.m. If the 6:00 ~~10:00~~ p.m. deadline approaches before all agenda items are
47 dealt with, then, in that event, the Mayor shall call for a vote of the Council to either extend the
48 meeting past 6:00 ~~10:00~~ p.m. or to adjourn and establish a continued meeting date and time to
49 consider unfinished business. A majority vote of the Council shall be required to either extend or
50 continue such meeting to a new date. In the absence of a majority vote (i.e. tie vote), the meeting
51 will be continued to the date of the next regular Council meeting, preceding the new agenda for
52 that meeting.

53 **Section 2. Agenda**

54 The agenda shall be prepared by the Town Manager. All items to be placed on the agenda
55 must be submitted to the Town Manager by noon on the Wednesday of the week preceding the
56 meeting. Only a member of the Town Council or the Town Staff may place an item on the agenda.
57 Any requests received from citizens for an agenda item will require a member of the Council to
58 sponsor the item. To the extent possible, agenda items shall be accompanied by back-up material
59 prepared by staff and/or the Council member. To ensure government transparency, all agenda
60 items shall be accompanied by back-up material which describe the intention of the proposal; this
61 shall be prepared by the requesting party, either staff and/or the Council member. The agenda shall
62 be made available to each Council member on the Friday preceding the meeting. The Council shall
63 not vote on any item unless it has been placed on the publicly noticed agenda, except in a case of
64 an emergency or if the matter is time sensitive.

65 **Section 3. Order of Business**

66 The order of business at Town Council meetings shall proceed in a manner determined by
67 the Town Manager which is acceptable to the Town Council, as described below.

68 1. Call to Order.

69 The meeting shall be called to order at the noticed time or shortly thereafter.

70 2. Pledge of Allegiance.

71 The Mayor shall lead attendees in the Pledge.

72 3. Roll Call.

73 There shall be a determination of quorum and notation of members present for the
74 record.

75 4. Additions, Corrections, or Deletions to the Agenda.

76 Any requests from the Town Council or Town Manager for any additions,
77 corrections, or deletions to the agenda are considered under this item. The Town Council will then
78 vote on any changes to the noticed agenda or, in the absence of any changes, the Town Council
79 will vote to accept the agenda as noticed.

80 5. Citizens Participation (for non-agenda items).

81 Each citizen wishing to address the Council under this agenda item on a subject
82 which is not on the agenda must submit his/her name, address, and the subject to be discussed, at
83 the beginning of the meeting to the Town Clerk. The presentation by the citizen shall be limited to
84 one appearance for a duration not to exceed five (5) minutes, unless a majority of the Council feels
85 some other time limit is appropriate – as determined by vote of the Town Council. If the Council
86 decides that a matter arising during Citizen’s Participation requires further review and discussion
87 that cannot take place at that meeting, the matter shall be referred to Town staff and placed on a
88 subsequent agenda. All questions from citizens shall be directed to the Mayor.

89 6. Presentations, Proclamations, and Awards.

90 Authorized presentations, proclamations, and awards are given under this portion
91 of the meeting, but no voting shall occur.

92 76. Consent Agenda.

93 The Town Manager will place items within this portion of the meeting that do not
94 warrant detailed discussion or require individual action by the Town Council. No public hearings,
95 ordinances, or resolutions may be placed on the consent agenda.

96 87. Old/New Business Items Preferred at the Beginning of the Meeting.

97 Examples of the types of items that would be placed on this portion of the agenda
98 include volunteer board appointments and any matter for which one of the Town’s external

99 consultants is to be present for delivery (audit, engineering reports, etc....). Items may also be
100 placed on this portion of the agenda if the item is anticipated to generate above average citizen
101 interest.

102 98. Public Hearings on Quasi-Judicial Matters.

103 Certain ordinances, special exceptions variances, and permits are quasi-judicial
104 matters. *Council members should disclose any ex-parte communications concerning any items on*
105 *this portion of the agenda. Disclosure can be made prior to the time of voting.*

106 109. Public Hearings on Non-Quasi-Judicial Matters.

107 ~~10. Citizens Participation (for non-agenda items).~~

108 ~~Each citizen wishing to address the Council under this agenda item on a subject~~
109 ~~which is not on the agenda must submit his/her name, address, and the subject to be discussed, at~~
110 ~~the beginning of the meeting to the Town Clerk. The presentation by the citizen shall be limited to~~
111 ~~one appearance for a duration not to exceed five (5) minutes, unless a majority of the Council feels~~
112 ~~some other time limit is appropriate as determined by vote of the Town Council. If the Council~~
113 ~~decides that a matter arising during Citizen's Participation requires further review and discussion~~
114 ~~that cannot take place at that meeting, the matter shall be referred to Town staff and placed on a~~
115 ~~subsequent agenda. All questions from citizens shall be directed to the Mayor.~~

116 11. Ordinances (First Reading) and Resolutions.

117 First reading of any ordinances and resolutions that are not otherwise determined
118 to be a public hearing / quasi-judicial item are placed on this portion of the agenda.

119 12. Old Business.

120 Old Business is defined as a topic which has been placed on an agenda of any of
121 the three (3) regular Town Council meetings prior to the current meeting.

122 13. New Business.

123 New Business is defined as a topic which has not been placed on an agenda of any
124 of the three (3) regular Town Council meetings prior to the current meeting.

125 14. From the Town Council.

126 Each member of the Town Council, in reverse seat order (5,4,3,2,1), is provided an
127 opportunity to share information under this item. The type of information generally heard at this
128 portion of the meeting includes reports from various committees on which they serve, or recent
129 experience as it relates to something concerning the Town’s government operation or special
130 events. Voting may occur under this section but only as it relates to preparing an item for
131 consideration at a future meeting or for selecting the date for a future meeting.

132 15. From the Town Manager.

133 The Town Manager is provided an opportunity to share information under this item
134 regarding the Town’s operations, calendar of events, etc. Voting may occur under this section but
135 only as it relates to preparing an item for consideration at a future meeting or for selecting the date
136 for a future meeting.

137 16. From the Town Attorney.

138 The Town Attorney is provided an opportunity to share information under this item
139 regarding legal matters to include any pending / current litigation or any changes in legislation or
140 court rulings that are pertinent to the Town’s government operations and for which the Town may
141 be asked to consider acting upon. Voting may occur under this section but only as it relates to
142 preparing an item for consideration at a future meeting or for selecting the date for a future meeting.

143 17. Citizens Participation (for issues raised during reports).

144 The subject matters during this participation period shall be limited to matters
145 raised or addressed during the reports of the Town Council, Town Manager, or Town Attorney.
146 The presentation by the citizen shall be limited to one appearance for a duration not to exceed two
147 (2) minutes, unless a majority of the Council feels some other time limit is appropriate – as
148 determined by vote of the Town Council. If the Council decides that a matter arising during
149 Citizen’s Participation requires further review and discussion that cannot take place at that
150 meeting, the matter shall be referred to Town staff and placed on a subsequent agenda. All
151 questions from citizens shall be directed to the Mayor.

152 18. Adjournment.

153 The Mayor may simply adjourn the meeting without a motion for such. Any contest
154 to such adjournment may be made by motion, requires a second, and majority vote.

155 **Section 4. Conduct of the Meeting**

156 At all times the Town Council shall act in accordance with the Constitution and the laws
157 of the State of Florida, the charter and ordinances of the Town of Ponce Inlet and the resolutions
158 of the Town Council.

159 The Mayor shall preside at each meeting. All business shall be addressed to the Mayor as
160 the Chairman and presiding officer. The Mayor shall be charged with the duty of enforcing the
161 rules of order as set forth in this resolution. In the event that the Council disagrees with the decision
162 of the Mayor, a majority vote of the Council shall be binding. In the event a decision cannot be
163 reached by the Council as to the manner of proceeding on any matter, the Council may call upon
164 the Town Attorney to provide advice under Roberts' Rules of Order to assist in making a final
165 determination.

166 In accordance with Section 3.03 of the Town Charter, the Vice-Mayor shall serve as Mayor
167 in the absence or disability of the Mayor.

168 Each agenda item shall begin with an introduction by the Mayor, a staff member,
169 consultant, or the requesting Council member. The Council will then have the opportunity for a
170 preliminary discussion of the item. Then, the Mayor shall allow for public input on each agenda
171 item, prior to a motion being made and seconded by the Council.

172 Each citizen wishing to address the Council concerning an agenda item shall state his/her
173 name and address prior to beginning his/her discussion. Citizens shall be limited to one appearance
174 on each agenda item and may not speak for more than five (5) minutes, unless a majority of the
175 Council feels some other time limit is appropriate. All questions from the public should be
176 addressed to the Mayor. Not all questions will be able to be answered immediately but after-
177 meeting follow-up responses from staff will occur whenever possible.

178 After all members of the public who wish to speak on the item are afforded the opportunity,
179 the Council will then discuss the item, make a motion, if deemed appropriate, possibly further
180 deliberate the issue, and then take the final appropriate action.

181 All motions shall be made in accordance with the guidelines of Roberts Rules of Order,
182 except that the Mayor shall be entitled to make a motion or second a motion without passing the
183 gavel. Any Council member requesting an amendment to the motion may make such an
184 amendment if the members making the motion and the second have no objections. Otherwise, all
185 amendments shall be made by a motion to amend.

186 **Section 5. Decorum**

187 No person attending Town Council meetings shall be allowed to make obscene, vulgar, or
188 abusive remarks, nor shall any person be allowed to make repetitive remarks so as to become

189 disruptive to the purpose of the meeting. No person shall be allowed to become violent, aggressive,
190 belligerent, or boisterous. Any such person shall be instructed by the Mayor to cease making such
191 remarks or engaging in such improper conduct. If the person fails to comply with the Mayor's
192 instruction, (s)he may be removed from the Council Chambers upon the Mayor's directive, unless
193 a majority of Council grants such person permission to remain in Council Chambers.

194 It shall be the duty of the Chief of Police or a member of the Police Department acting as
195 sergeant-at-arms to forcibly evict, if necessary, any person from the Council Chambers upon the
196 order of the Mayor or Council at any such meeting. The sergeant-at-arms shall carry out all orders
197 and instructions given by the Mayor for the purpose of maintaining order and decorum at the
198 Council meeting.

199 **Section 6. Minutes**

200 Minutes of each Town Council meeting shall be taken. These minutes shall contain a brief
201 summary of all matters discussed and action taken. Motions and subsequent votes shall be clearly
202 set out so as to be easily locatable within the Minutes.

203 **Section 7. Ex-Parte Communications**

204 In accordance with Section 286.0115, Florida Statutes, adherence to the following
205 procedures shall remove the presumption of prejudice from ex-parte communications with Town
206 Council members.

207 (a) The substance of any ex-parte communication with a Council member which relates
208 to a quasi-judicial action pending before the Council member is not presumed prejudicial to the
209 action if the subject of the communication and the identity of the person, group, or entity with
210 whom the communication took place is disclosed and made a part of the record before final action
211 on the matter.

212 (b) A Council member may read a written communication from any person. However,
213 a written communication that relates to quasi-judicial action pending before the Council member
214 shall not be presumed prejudicial to the action and such written communication shall be made a
215 part of the record before final action on the matter.

216 (c) Council members may conduct investigations and site visits and may receive expert
217 opinions regarding quasi-judicial action pending before them. Such activities shall not be
218 presumed prejudicial to the action if the existence of the investigation, site visit, or expert opinion
219 is made a part of the record before final action on the matter.

220 (d) Disclosure made pursuant to paragraphs (a), (b), and (c) must be made before or
221 during (preferably at the beginning of) the public meeting at which a vote is taken on such matters,
222 so that persons who have opinions contrary to those expressed in the ex-parte communication are
223 given a reasonable opportunity to refute or respond to the communication. This section does not
224 subject Council members to part III of chapter 112 for not complying with this subsection.

225 **Section 8. Sunset.**

226 The amendments contained in this Resolution 2024-02 shall sunset and be of no further
227 force and effect as of midnight on the 120th day after the effective date of this Resolution unless
228 prior to such date the Town Council shall vote in the affirmative to continue such amendments in
229 effect. In the event the Town Council does not continue the amendments in effect, all provisions
230 that preexisted this Resolution 2024-04 which are not amended herein shall remain in full force
231 and effect.

232 **Section 9. Conflicting Resolutions**

233 All resolutions in conflict herewith are hereby repealed to the extent of such conflict.

234 **Section 10. Severability**

235 If any section, sentence, clause, or phrase of this Resolution is held to be invalid or
236 unconstitutional by any court of competent jurisdiction, that holding in no way affect the remaining
237 portion of this Resolution.

238 **Section 11. Effective Date**

239 This Resolution shall take effect immediately upon adoption.

240 It was moved by Councilmember _____ and seconded by Councilmember
241 _____ that said Resolution be adopted. A roll call vote of the Town Council on said
242 motion resulted as follows:

- 243 Mayor Paritsky, Seat #1 _____
- 244 Councilmember Milano, Seat #2 _____
- 245 Councilmember White, Seat #3 _____
- 246 Councilmember Villanella, Seat #4 _____
- 247 Vice-Mayor Smith, Seat #5 _____

248 Passed this 18th day of January 2024.

249
250 Town of Ponce Inlet, Florida

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252
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254 _____
255 Lois A. Paritsky, Mayor

256 ATTEST:
257
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259 _____
260 Kim Cherbano, CMC
261 Town Clerk



Meeting Date: 1/18/2024

Agenda Item: 11-C

Report to Town Council

Topic: Adoption of Town Council Goals for FY 23-24 and FY 24-25

Summary:

Please see attached resolution with supporting documents.

Suggested motion: To approve Resolution 2024-03 as presented.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet obtain the greatest value for their tax dollar

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: January 10, 2024
Subject: Res. 2024-03 – Adoption of Town Council Goals for FY 23-24 and FY 24-25

MEETING DATE: December 18, 2023

At the December 18, 2023 Town Council meeting, the Council reviewed the status of the goals and projects that Town staff had been working on over the past year. The list showed which projects had been started, completed, or not yet begun. It also included new projects prioritized by the Council mid-year, those necessitated by state legislation and other mandates, and new goals proposed by staff.

The updated goals for the remainder of FY 23-24 and FY 24-25 are attached to the proposed resolution. The goals that have been completed have been removed from this list and attached separately to this memo. As agreed by the Town Council, the goals which have since become on-going standard operating procedure are considered “completed” once initiated.

As always, it is our intention to focus on the goals that are important to you. If you have any additions, changes, or deletions to make to this list, please provide that direction at this time and we will make those adjustments.

Attachment

Completed Goals, 2022-2023

COMPLETED GOALS 2022-2023**Cultural Services**

1. *Provide support to the project manager to facilitate the construction and repair of the existing rip-rap revetment at Elber's Sunset Park by June 2023.*
COMPLETED. March 2023
2. *Facilitate the installation of four new shade structures at Timothy Pollard Memorial Park pickleball courts for use by June 2023.*
COMPLETED. August 2023
3. *Grow the Town's volunteer roster by 5%.*
COMPLETED. September 2023
4. *New for 2023: Prepare an ordinance modifying existing criteria for co-sponsorship of special events to support Council's decision to approve or deny co-sponsorship requests.*
COMPLETED. August 2023 - Ordinance 2023-03
5. *New for 2023: Revise special event permit application to accommodate for the new mobile food vendor ordinance and create a new co-sponsorship request letter form for a more efficient process.*
COMPLETED. September 2023
6. *New for 2023: Plan and host a celebration event for the Town's 60th anniversary of incorporation.*
COMPLETED. September 2023

Finance

1. *Monitor investments to ensure a stable return with a high level of protection against loss.*
COMPLETED. NOW ON-GOING. Investments are reviewed on a monthly basis. The Town's FDIC-insured investments produced a profitable return in FY 22/23. The Town received over \$233,395 in interest income revenue in that period. This is \$196k over adopted budget projections and \$200,500 over revenue received in FY 21/22.
2. *Ensure compliant use and reporting of American Rescue Program Act (ARPA) funds.*
COMPLETED. NOW ON-GOING. The Town is compliant with reporting requirements and use of all ARPA funding. The Town consults with a subject matter expert, Witt O'Brien's, to ensure we continue to remain in compliance.
3. *Ensure proper reporting requirements are met for all county, state and federal grants received by the town with assistance related from departments and consultants as needed.*
COMPLETED. NOW ON-GOING. The Town has met all reporting requirements and is currently compliant with all county, state, and federal grants that have been received. The Town uses two consultants to assist with this process, Brooks and Dunn and Witt O'Brien's.
4. *Continue to meet/exceed audit reporting requirements set by the state.*
COMPLETED. NOW ON-GOING. For the seventh straight year, the Town received another perfect, comment-free annual financial audit from BMC CPAs.
5. *Ensure appropriate training for all finance staff and additional end users working within the accounting/payroll software system.*
COMPLETED. NOW ON-GOING. Four employees attended Tyler Connect software training this year in May 2023 and three employees attended Tyler annual user group training meeting in October 2023 with Tyler Technologies and other Florida municipalities that

utilize the same financial software. The Town offers a software training program for new employees and provides existing employees with additional assistance if needed.

Fire

1. *Continue to participate in the Volusia County patient transport program, working in collaboration to monitor and make improvements to the program.*
COMPLETED. NOW ON-GOING. Program is working very well, with the department transporting over 500 patients this year as of 11-30-23.
2. *New for 2023. Research the subject of electrical vehicle fires and the preparedness of emergency response staff to handle them.*
COMPLETED. A great deal of public discussion was held over the possible impact of EV fires in Ponce Inlet. The department published its research and other helpful information on the Town's website and modified its operational guidelines.

Human Resources / Town Clerk

Human Resources

1. *Continue to prioritize succession planning for positions within the Town.*
COMPLETED. NOW ON-GOING within each department.
2. *Expand cross-training focus to ensure redundancy in staff capabilities for key positions and functions.*
COMPLETED. NOW ON-GOING within each department.

Town Clerk

1. *Expand outreach efforts to increase citizen participation in the governance process.*
COMPLETED. NOW ON-GOING. Regular Town Hall events and public meetings are being scheduled throughout the year.
2. *Continue to attract and retain volunteer board members.*
COMPLETED. NOW ON-GOING. Vacancies are advertised through social media, announced during public meetings, and solicited during annual Community Day and FL City Government week events.
3. *New for 2023. Modify the number of Alternate members to the Essential Services Advisory Board, increasing it from two to five, one for each Regular seat and professional specialty; and adding each member's discipline to the Town website.*
COMPLETED – November 2023, Ord. 2023-05.

Information Technology

1. *Maintain and enhance the town's network systems to ensure reliability.*
COMPLETED.
2. *Perform and provide end-user training for the security of the town's technology investment.*
COMPLETED/ON-GOING. Annual commitment.
3. *Maintain & enhance technology as needed town-wide for organizational efficiency and reliability.*
COMPLETED/ON-GOING. Evaluated annually.
4. *Serve as liaison for all town departments in research, understanding, and procurement of technology solutions.*

COMPLETED/ON-GOING. Annual commitment.

5. *Modernize the Town's phone system.*
COMPLETED.
6. *Increase in bandwidth and redundancy of internet and data connectivity.*
COMPLETED.
7. New for 2023. *Upgrade and modernize two Domain Controller Server(s).*
COMPLETED.
8. New for 2023. *Council Chambers A/V Project; upgrade the presentation displays and enhancements to audio solution.*
COMPLETED.
9. New for 2023. – *Implement technology for new Conference Room, including computer and conference monitor, wi-fi, and numerical key pad entry lock.*
COMPLETED.
10. New for 2023. *Apply for FL[DS] grant and deploy seven cyber-security solutions.*
COMPLETED.
11. New for 2023. – *Restructure and clean up the Town's Active Director Service(s)*
COMPLETED.

Planning & Development

Building

1. *Propose workspace improvements for town hall.*
COMPLETED. The new conference room, clerks offices, and an additional office conversion were finished June 2023.

Planning

1. *Enhance GIS data to include the town's zoning map, future land use map, and other data related to future planning needs.*
COMPLETED. The Town has its own GIS now that is posted online and available to the public.
2. *Adopt new state requirements for home-based businesses into LUDC (Senate Bill 403).*
COMPLETED. Ordinance 2023-02, amending LUDC Section 3.23 – Home Occupations.

Police

1. Maintain department accreditation status.
COMPLETED/ON-GOING. PIPD achieved Excelsior Level Accreditation in 2023 (passing 5 consecutive 3-year audits) after passing an extensive audit conducted by outside agencies. We are the smallest agency in the State of Florida to achieve this rating.
2. Continue & expand community policing activities to increase interactions with residents and businesses.
COMPLETED/ON-GOING. In 2023 PIPD held another Meet-and-Greet event at the North Turn restaurant, two fraud classes, and developed a Women's Self Defense Class.
3. Continue a seasonal enforcement focus toward saw palmetto harvesting trespassers.

COMPLETED/ON-GOING. In 2023, PIPD made five arrests and impounded three vehicles in an effort to deter this illegal activity.

Public Works

1. *Replace two retention walls at Tina Marie Drive.*
COMPLETED.

RESOLUTION 2024-03

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA ADOPTING THE GOALS OF THE TOWN FOR FISCAL YEARS 2023-2024 AND 2024-2025; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council regularly establishes and reviews a set of goals for all Town departments; and

WHEREAS, the Town Council’s discussion of these goals at its meeting on December 18th, 2023 resulted in a consensus of priorities and direction for each of the Town’s departments.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA:

Section 1. Adoption of Town Goals for Fiscal Years 2023-2024 and 2024-2025. The Town Goals attached hereto are hereby adopted for Fiscal Years 2023-2024 and 2024-2025.

Section 2. Conflicting Resolutions. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 3. Severability. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

It was moved by Councilmember _____ and seconded by Councilmember _____ that said Resolution be adopted. A roll call vote of the Town Council on said motion resulted as follows:

Mayor Paritsky, Seat #1 _____
Councilmember Milano, Seat #2 _____
Councilmember White, Seat #3 _____
Councilmember Villanella, Seat #4 _____
Vice-Mayor Smith, Seat #5 _____

Passed this 18th day of January 2024.

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Town of Ponce Inlet, Florida

Lois A. Paritsky, Mayor

ATTEST:

Kim Cherbano
Town Clerk

Town Council Goals FY 23-24 / FY 24-25

Cultural Services

1. Apply for grant funding to purchase and install brick fascia exterior improvements to facilities at Davies Lighthouse Park.
2. Facilitate the installation of graphic designed vinyl wraps on utility boxes for beautification improvements in town.
3. Develop a playground maintenance inspection checklist by July 2024.
4. Establish four new programs with specific focus on youth and senior age groups by December 2024.
5. Recruit two additional Museum volunteers by December 2024.
6. Create a tree replenishment plan for town properties. [Moved from Public Works]

Finance

1. Seek grant opportunities for shovel-ready septic-to-sewer projects, in accordance with the town's sewer master plan.
2. Applies to all town departments: seek grant opportunities for capital purchases and projects, where feasible.
3. Create internal procedures and processes for grant application and compliance.

Fire

1. Continue efforts toward fire department accreditation with completion of the Self-Assessment Manual (SAM) and achievement of Candidate status with the accrediting body, the Center for Public Safety Excellence (CPSE).
2. Review public safety programs and presentations offered by the department for potential enhancements.
3. Complete interior station modifications to accommodate additional firefighters.

Human Resources / Town Clerk

Human Resources

1. Facilitate providing education and training to all Town employees for personal growth and enhanced work performance.
2. Continue to enhance efforts to attract and retain a talented, diverse, and energized workforce to meet the needs of the Town.
3. Implement an Employee Benefit platform for staff.
4. Review and update the Employees Rules, Regulations, and Benefits Handbook as needed to clearly outline the Town's policies and expectations to minimize the risk of non-compliance, and ensure that the Town is following the most current legal requirements.

Town Clerk

1. Create an online board member/volunteer application submittal process.
2. Explore ways to increase efficiency of public records management.

Information Technology

1. Develop and deliver EndPoint technology lifecycle program by September 2025.

2. Ensure an understanding of the interconnectivity and function of the town's primary software systems (e.g., Tyler, InCode, & Energov) for enhanced vendor accountability and to ensure software is performing to published standards.
3. Expand the use of security cameras on town owned properties.
4. Create and enact a Cybersecurity framework and develop an Information Technology and Cybersecurity Policy.

Planning & Development

Code Enforcement

1. Explore ways to increase efficiency of all code enforcement operations, including creation of Standard Operating Procedures in 2024.
2. Implement online application and payment process for annual rental permits.
3. Pursue foreclosure on outstanding Code Enforcement liens for non-homestead properties.

Building

1. Implement online payment process for building permits and business tax receipts.
2. Implement electronic online permitting process, including plan review software and ADA-compliant permit applications, checklists, forms, and procedures.
3. Complete the Watershed Master Plan.
4. Work with the Town's engineering consultants to review and potentially modify drainage, grading, and building elevation requirements to ensure that stormwater runoff from new development and redevelopment does not inappropriately impact adjacent properties.
5. Set up and maintain a contractor licensing database in response to changes in Florida Statutes and resultant phasing out of Volusia County's countywide database.
6. Update maps and other documentation for the next Community Rating System (CRS) cycle visit - evaluation of how the Town manages its flood-related concerns.
7. Following completion of Watershed Master Plan, initiate efforts to improve CRS rating to Class 4 or lower.
8. Initiate Building Division accreditation process.
9. Achieve Permit Tech certification for permitting staff.

Planning

1. Complete adjustment of the town's western waterway boundary.
2. Work with Volusia County Traffic Engineering, FDOT, and the R2C-TPO to complete the design & engineering for the S. Peninsula sidewalk project.
3. Review tree removal regulations related to tree removal, trimming, permitting, bonding of tree removal companies, fees, fines, and mitigation - to ensure sufficient deterrent exists to discourage removal of specimen trees.
4. Continue planning and community engagement efforts with long-term goals aimed toward coastal resiliency in response to sea level rise, including an Adaptation Action Plan and related amendments to the comprehensive plan and LUDC.
5. Complete amendments to the comprehensive plan based on the Evaluation and Appraisal Report (EAR), as required by state law.
6. Complete the town-wide traffic study and policy amendments for bicycle and pedestrian safety, as required for the 2022 EAR and subsequent EAR-based amendments.
7. Complete the update to the Water Supply Work Plan and related comprehensive plan amendments, as required by state law.

8. Work with Volusia County for intersection safety improvement proposals at Harbor Village Boulevard (both for Atlantic & Peninsula). [Shared with Police Department]
9. Work with the FWC to reduce boat speeds in the Halifax River.
10. Continue research into the subject of electrical vehicles and public charging stations, including a community survey.

Police

1. Increase police reporting of code enforcement violations occurring after-hours.
2. Work with Volusia County for intersection safety improvement proposals at Harbor Village Boulevard and S. Atlantic Ave. [Shared with Planning Division]
3. Purchase a Public Safety Vessel and train police and fire employees to operate it.

Public Works

1. Develop a proactive multi-year maintenance schedule for town properties, to include buildings, parks, sidewalks, roads, and stormwater drainage facilities.
2. Ensure the town's utility infrastructure receives properly scheduled maintenance, with emergencies promptly addressed and customers appropriately notified.
3. Work with FPL to ensure proper trimming/ pruning of trees.
4. Seek resiliency grants for purchases of low-lying properties to improve stormwater drainage.
5. Complete rate study and implement new stormwater utility fee.



Meeting Date: 1/18/2024

Agenda Item: 15

Report to Town Council

Topic: From the Town Manager

Summary: Please see attached report.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM
OFFICE OF THE TOWN MANAGER

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: January 11, 2024
Subject: Town Manager's Report

MEETING DATE: January 18, 2024

1. The Town has been working diligently with staff from the Volusia County Coastal Division to secure temporary easements from select beachfront property owners to support the upcoming dredging and beach restoration project. At this time, easements from more than half of the property owners have been executed and recorded. The remaining owners have been contacted, and most of the remaining easements are expected to be turned in the next two weeks. The County's deadline with the U.S. Army Corps of Engineers to secure all necessary easements is February 29, 2024.
2. County Council updates, [January 4, 2024](#) meeting:
 - Item F – County staff is embarking on a [public engagement campaign](#) as part of its ongoing Vulnerability Assessment about, "...how that information can be used to identify public infrastructure at risk from future threats and to secure grant funding to mitigate those risks." This was first presented at the Elected Officials Roundtable on January 8th, with additional workshops to follow in February through April.
 - Item L – This Resolution [waives the County's 4-foot dune requirement](#) for new beachfront seawall construction in Ponce Inlet. The waiver is being granted for properties that provide a temporary pipeline or work area easement to the County before February 29, 2024 for the upcoming beach restoration project. The current temporary deferment expires on December 31, 2024. The new resolution applies retroactively to beach permit applications received or approved on September 27, 2022.
 - Item 5 – The County Council passed on first reading a nine-month [moratorium](#) on development applications in Heavy Industrial (I-2) zoned properties. This action is related to the proposed Belvedere Fuel Farm near Ormond Beach, in an effort to

provide County staff time to evaluate and amend permitted and special exception uses to minimize impacts on surrounding properties. The company has filed a lawsuit in response.

3. Building permit update: Total permit applications for the year is 1,575, with 235 being related to hurricane repair. The typical average is approximately 100 permits per month or 1,200 per year.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Permit applications	119	176	186	133	159	164	120	121	108	120	86	83	131
Permits issued	144	104	160	141	138	144	148	114	108	120	69	80	123
Plan reviews	87	166	183	138	152	134	157	115	117	112	105	94	130
Inspections	295	235	403	319	289	323	233	320	293	347	278	235	298