



# CULTURAL SERVICES, HISTORIC PRESERVATION, & TREE ADVISORY BOARD AGENDA

MONDAY

April 1, 2024 - 5:30 PM

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 Council or other Town 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 & PLEDGE OF ALLEGIANCE.**
2. **ROLL CALL & DETERMINATION OF QUORUM.**
3. **ADOPTION OF AGENDA.**
4. **APPROVAL OF THE MINUTES:**
  - A. February 5, 2024
5. **REPORT OF STAFF:**
  - A. Cultural Services update – *Jackie Alex, Cultural Services Manager*
  - B. Public Works update – *Fred Griffith, Public Works General Manager*
6. **OLD BUSINESS: *None.***
7. **NEW BUSINESS:**
  - A. HIST-4-2024: Designation of Historic Tree at Ponce Preserve
  - B. Potential improvements for FY 24/25 budget consideration:
    1. Additional Pavilion at Kay & Ayres Davies Park
    2. Native plant identification markers
    3. Adding youth basketball hoops at Timothy Pollard Memorial Park
    4. Kayak launch at Jesse Linzy Boat Ramp
8. **PUBLIC PARTICIPATION.**
9. **BOARD/STAFF DISCUSSION.**
10. **ADJOURNMENT.**

Next Meeting: Monday, May 6, 2024

*If a person decides to appeal any decision made by the Cultural Services Board with respect to any matter considered at a meeting, they will need a record of the proceedings and to ensure that a verbatim record of the proceedings is made at their own expense. Persons who require accommodation to attend this hearing should contact the Ponce Inlet Town Hall at 236-2150 at least one week prior to the meeting date to request such assistance.*



**Meeting Date:** April 1, 2024

**Agenda Item:** 4

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Approval of Meeting Minutes

**Summary:**

Staff has prepared the attached set of meeting minutes for the Board's review and approval.

**Suggested Motion/Action:**

To APPROVE the February 5, 2024 meeting minutes:

As Presented - or -  As Amended

**Requested by:**

Ms. Stewart, Assistant Deputy Clerk

**Reviewed & Authorized by:**

Mrs. Alex, Cultural Services Manager

**Approved by:**

Mr. Disher, Town Manager



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

**REGULAR MEETING MINUTES**

**February 5, 2024**

4  
5  
6  
7 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice, Vice-Chair  
8 Finch called the meeting to Order at 5:30 PM in the Council Chambers, located at 4300 S. Atlantic  
9 Avenue, Ponce Inlet, Florida and led the attendees in the Pledge of Allegiance.

10  
11 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with five  
12 members and one alternate present.

13  
14 Board members present:

15 Ms. LaBarre, Seat 1  
16 Ms. Keese, Seat 2  
17 Mr. Shaffer, Seat 3  
18 Ms. Finch, Seat 4; Vice-Chair  
19 Ms. Bell, Seat 5, Chair (Absent)  
20 Ms. Kessler, Alternate Seat 1  
21 Mr. Patton, Alternate Seat 2  
22

23 Staff members present:

24 Mrs. Alex, Cultural Services Manager  
25 Mr. Disher, Town Manager  
26 Mr. Griffith, Public Works Director  
27 Mr. Lear, Planning and Development Director  
28 Ms. Rippey, Principal Planner  
29 Ms. Stewart, Assistant Deputy Clerk  
30

31 **A. Oaths of Office** – Ms. Stewart administered the Oaths of Office to Ms. LaBarre, Mr. Shaffer,  
32 Ms. Kessler, and Mr. Patton. *(administered after the election of Chair and Vice-Chair)*

33  
34 **B. Election of Chair** - Ms. Finch nominated Ms. Bell to continue to serve as Chair; seconded  
35 by Mr. Shaffer. The motion PASSED by consensus, 5-0.

36  
37 **C. Election of Vice-Chair** - Ms. Kessler nominated Ms. Finch to continue to serve as Vice-  
38 Chair; seconded by Mr. Shaffer. The motion PASSED by consensus, 5-0.

39  
40 **3. ADOPTION OF AGENDA:** Vice-Chair Finch asked if there were changes; there were none.  
41  
42 Mr. Shaffer moved to approve the agenda as presented; seconded by Ms. Kessler. The motion PASSED  
43 by consensus, 5-0.

44  
45 **4. APPROVAL OF MINUTES:**

46           **A.     December 4, 2023** – Vice-Chair Finch asked if there were any changes; Ms. LaBarre  
47 referred to line 157 of the minutes and requested “and she complimented the Marine Science Center  
48 staff” be added to her comment.  
49

50 Ms. LaBarre moved to approve the December 4, 2023 meeting minutes as amended; seconded by Mr.  
51 Shaffer. The motion PASSED by consensus, 5-0.  
52

53 **5.     REPORT OF STAFF:**  
54

55           **A.     Cultural Services Update** – Mrs. Alex provided an overview of programs and special  
56 events held in 2023; there were 53 events, with 1600 attendees and over 60 volunteers. She noted a list  
57 of upcoming Spring 2024 events has been provided at Board member stations. A volunteer event with  
58 Young Bear Environmental is being organized to remove the invasive air potato vines; she will provide  
59 that date to the Board and volunteers once determined.  
60

61           **B.     Public Works Update** - Mr. Griffith provided an update on Public Works activities. He  
62 referred to the vegetation removal around Town Hall and noted the barren areas will be seeded. The  
63 museum chimney has been sealed. Security cameras for the athletic courts are still being researched.  
64 Ms. Keese asked if the cameras would be live once installed. Ms. Alex explained that will be decided  
65 once we know what type of cameras will be installed. Ms. Keese asked for an update on the new court  
66 reservation system. Ms. Alex explained that is still in process.  
67

68 **6.     OLD BUSINESS:** None.  
69

70 **7.     NEW BUSINESS:**  
71

72           **A.     FDP 39-2023, Sailfish Marina**  
73           **Property Address: 4912 Sailfish Drive**

74           **Review of Landscape Plan and Tree Preservation Plan** – Ms. Rippey provided a  
75 [PowerPoint presentation](#) on the landscape plan and tree protection plan for Sailfish Marina. The  
76 proposed project includes a 34-slip marina, a 17-space parking lot, 216 square foot (SF) bathroom  
77 building, two stormwater retention areas, and a 550 linear foot wooden walkway. She noted Mr. Mark  
78 Karet, Zev Cohen & Associates, is present representing Blue Water Realty Advisors, property owners.  
79 She reviewed the history of the project and showed photos of the project area. She reviewed the tree  
80 preservation plan and noted that the applicant is proposing to preserve 116 trees and remove 139 trees;  
81 of those 139 trees, 32 are 18” DBH or greater which requires Board approval to remove. The applicant  
82 proposes to meet mitigation through a combination of the 116 existing trees being preserved and  
83 planting 46 additional trees; a total of 162 trees. The Board may approve the 1:1 replacement or request  
84 additional trees.  
85

86           Ms. Rippey reviewed the landscape plan. She explained the designated parking spaces  
87 will be screened from the access streets, adjacent properties, and the riverfront. Developments along  
88 Sailfish Drive are required to observe a 15-foot buffer plus an additional 20-foot buffer to maintain the  
89 existing tree canopy and other non-invasive natural vegetation. Forty-six shade trees and 367 shrubs  
90 are being proposed in addition to the preserved 116 shade trees and vegetation. She explained the  
91 application review criterion, vegetation protection and removal standards and noted that all have been  
92 met. Staff recommends the Board forward the proposed Sailfish Marina landscape and tree protection  
93 plan to the Planning Board and Town Council with a recommendation of approval as presented; and

94 recommend approval of the tree removal request of 32 specimen trees 18” DBH or greater subject to  
95 the provided conditions. Ms. Kessler referred to the surrounding properties and noted that they are  
96 residential; she asked if these properties are to be developed. Ms. Rippey explained those properties  
97 are owned by the same entity that owns the property for the proposed Sailfish Marina and no plans have  
98 come forth to develop those properties at this time. Vice-Chair Finch asked if the marina would be open  
99 to the public. Ms. Rippey explained the wooden walkway will be open to the public; the restrooms will  
100 be for boat owners. It was asked if a boat ramp or restaurant would be built there. Ms. Rippey explained  
101 there are no plans for either and noted there are restrictions to the site due to the shell mound. Ms.  
102 LaBarre commented that the documents show the shell mound will be protected during construction  
103 and asked what happens after construction is completed. Ms. Rippey noted she would have to  
104 investigate that and get back to her.

105  
106 Mr. Shaffer moved to recommend approval of the Sailfish Marina Landscape Plan and  
107 Tree Preservation Plan.  
108

109 Discussion ensued regarding protection of the shell mound and if signage could be  
110 installed. Mr. Mark Karet, Zev Cohen & Associates, explained he represents the property owners, Blue  
111 Water Realty Advisors; he stated there are no plans for this project to impact the shell mound. Ms.  
112 LaBarre asked if the shell mound would be accessible to the public and boat owners. Mr. Karet  
113 explained it will be adjacent to the project; the marina will be an expansion to the existing sea level  
114 boat works. Ms. LaBarre asked for confirmation that there is no planned protection for the shell midden  
115 after construction. Mr. Karet stated there will be protection to the shell midden from direct impact of  
116 the construction activity. It is protected from digging or excavating. Discussion continued regarding  
117 protecting the shell mound. The walkway will be from the parking lot to marina; pedestrians will not  
118 be encouraged to walk over the shell mound. Mr. Karet agreed to consult with the property owner  
119 regarding installing signs to keep pedestrians on the walkway and off the shell mound. Ms. Mary Lou  
120 Fillingame, 33 Ocean Way Drive, stated her concern is traffic on her street once the marina opens; she  
121 asked if property owners had been notified. Vice-Chair Finch noted that there should be no additional  
122 traffic as there will not be a boat ramp; the marina will be for boats already in the water. Mr. Karet  
123 clarified there are no plans for a boat ramp or access for public boating. He explained a traffic analysis  
124 report was prepared and reviewed by town staff. Mr. Alex Griswold, Blue Water Realty, stated he has  
125 no problem with including a sign that the shell mound is a protected area.

126  
127 Mr. Shaffer amended his motion of approval of the Sailfish Marina Landscape Plan and Tree  
128 Preservation Plan to add the condition of signage stating the shell mound is a protected area; seconded  
129 by Ms. LaBarre; The motion PASSED 5-0, with the following vote: Mr. Shaffer – yes; Ms. LaBarre – yes;  
130 Ms. Keese – yes; Vice-Chair Finch - yes; Ms. Kessler - yes.  
131

132 **B. 2024 Meeting Dates** – Vice-Chair Finch asked if members wanted to keep the scheduled  
133 July 1, 2024 meeting date or reschedule it to July 8, 2024.

134  
135 The Board agreed by consensus to keep the July 1, 2024 meeting date and moved the September  
136 2, 2024 meeting to September 9, 2024.  
137

138 **C. Annual Board Member Training** – Vice-Chair Finch noted there are no new board  
139 members, and the training materials were included in the agenda packet. Members were informed  
140 of training opportunities on February 27<sup>th</sup> and March 2<sup>nd</sup>.

141

142 8. PUBLIC PARTICIPATION: There was no public participation.

143

144 9. BOARD/STAFF DISCUSSION:

145

146 A. FY 24/25 Budgetary Items – Ms. Alex announced this is an open discussion for budgetary  
147 items for FY 2024/25 for any parks and recreation items, or other items relevant to this Board that  
148 members would like staff to research. Ms. Mary Lou Fillingame, 33 Ocean Way Drive, stated she  
149 recently noticed small children playing basketball and thought a basketball hoop more to their size  
150 would be a good idea. Vice-Chair Finch stated she would like to include security cameras in the budget.  
151 Ms. Alex noted cameras are already in the budget. Ms. Kessler requested including a yearly shredding  
152 program to be held at the Community Center as was done two years ago; she asked how much it cost.  
153 Ms. Alex explained she did not know as Public Works managed that event previously; however, she  
154 will research it and bring the information back at the next meeting. Vice-Chair Finch stated Ms. Barbara  
155 Davis had suggested having Young Bear Environmental for up-keep of invasive plants in Ponce  
156 Preserve. Mr. Disher referred to the shredding program and stated the paper shredding done in the past  
157 cost approximately \$8,000; it is not in this year’s budget, but it can be proposed for next fiscal year’s  
158 budget. Invasive species plant removal throughout town was budgeted for this year and will continue  
159 to do; the cost for that is approximately \$10,000. Mr. Disher explained that the issue with security  
160 cameras is data storage; there is a subscription to store the data that is very expensive. Staff is  
161 researching options and ways to do this locally while adhering to federal standards; there cannot be wi-  
162 fi because it can be hacked. The cameras must be hard-wired or cabled which limits where they can be  
163 installed. The security cameras are still a work in progress.

164

165 Ms. Alex announced she received an email suggestion from a citizen to have a community  
166 garden. Ms. Keese stated there used to be one by the lighthouse. Vice-Chair Finch commented she did  
167 know how many people would be interested. Ms. Kessler asked if community composting would be  
168 worth researching. Mr. Griffith stated there is limited space for that. Ms. LaBarre asked what happened  
169 to last year’s suggestion to art wrap utility boxes. Ms. Alex explained it was cut from this year’s budget,  
170 but it will be proposed for next year’s budget. Vice-Chair Finch stated she would prefer the art wrapped  
171 utility boxes rather than a community compost or garden. Ms. LaBarre commented that she walked  
172 along the esplanade in Daytona Beach where their utility boxes are wrapped and noted how lovely they  
173 are. Ms. Kessler asked that the Board support the farmers market by sending out emails and reminders;  
174 they are not having enough citizens attend. Ms. Alex stated the town’s new ordinance on co-sponsorship  
175 allowed for advertising the first year; however, it is not eligible for town advertising now under the new  
176 ordinance; she will email Ms. Kessler the new ordinance. Ms. Alex referred to the work Ms. Barbara  
177 Davis (and her volunteers) has extended for native plants and asked if the Board was interested in staff  
178 researching plant identification posts. Ms. Davis created some ID posts throughout the park, but they  
179 are not permanent. Ms. LaBarre noted there is an app available that will do that. Ms. Kessler stated the  
180 Marine Science Center has formed a native plant group and they are working on similar signage; they  
181 are also working with Ms. Davis. This may be able to be coordinated in the future. Mr. Shaffer asked if  
182 there is a high demand for use of the pavilion and if it would be beneficial to have an additional one.  
183 Ms. Alex replied it is steady throughout the year. Members discussed items for staff to research to  
184 include in next year’s budget. Ms. Alex reviewed the requests discussed for the budget in addition to the  
185 community paper shredding and native plant maintenance that is already being considered: consensus  
186 for a small basketball court; no to the community garden in favor of the utility box art wraps; native  
187 plant ID signage; and if there is a need for an additional pavilion.

188

189 Ms. Keese stated there is confusion regarding maintenance at the recreational area; if there is a  
190 light out, etc. Because Ms. Alex's office is also there by the Fire Department, people will walk over to  
191 tell her; however, if Ms. Alex is out of the office, people are being told to contact Public Works which  
192 is not customer friendly; staff should take a note and let Public Works know the issue. Ms. Alex replied  
193 she will bring this to the attention of the Fire Department; every staff member is here to assist the public.  
194 Mr. Disher reiterated that he would also follow up on this suggestion.

195

196 **10. ADJOURNMENT:** The meeting was adjourned at 6:37 p.m.

197

198 Prepared and submitted by:

199

200

201

202 -----  
Debbie Stewart, Assistant Deputy Clerk

203

204 Attachment(s): None.

DRAFT



**Meeting Date:** April 1, 2024

**Agenda Item:** 7-A

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** HIST-4-2024: Designation of Historic Tree at Ponce Preserve

### **Summary:**

Applicants are requesting designation of a 41” DBH Southern Live Oak tree located on Town property as a historic and landmark tree.

### **Suggested Motion/Action:**

Recommendation of approval of application for designation of historic tree at Ponce Preserve.

### **Requested by:**

Ms. Rippey, Principal Planner

### **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: Cultural Services, Historic Preservation & Tree Advisory Board  
 From: Patty Rippey, Principal Planner  
 Date: March 18, 2024  
 Subject: Historic Tree Designation

---

**REQUEST:** To designate a 41” tree in Ponce Preserve as a Historic and Landmark tree  
**LOCATION:** 4401 S. Peninsula Drive - Ponce Preserve Park  
**APPLICANT:** Barbara Davis and Catherine O’Brien  
**RECOMMENDATION:** **Approval**, based on the findings in this report

---

**MEETING DATE:** April 1, 2024

---

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22

#### INTRODUCTION

The applicants are requesting designation of a 41” DBH Southern Live Oak located on Town-owned property as a historic and landmark tree.

#### AUTHORITY AND PROCESS

Section 4.10.5.D of the Land Use and Development Code (LUDC) describes the criteria for designating landmark and historic trees (**Attachment 1**). Upon receipt of a complete application and review by Staff, it is the Cultural Services, Historic Preservation, and Tree Advisory Board’s role as an advisory body to provide a recommendation on whether the tree should be designated. The Board is to review the proposed nomination at a public hearing and base its decision on specific criteria, which are discussed further below. After the Board has provided its recommendation to the Town Council, the Council may then choose to pass a resolution that officially designates the tree and add it to the Local Historic Register.

#### PROPERTY OVERVIEW

The tree is in Ponce Preserve, 4401 S. Peninsula Drive, Ponce Inlet (**Attachment 2**). This property is owned by the Town of Ponce Inlet, offering walking trails from the Atlantic Ocean to the Halifax River, wetlands, kayak and canoe launches, a children’s playground, and the Historic Green Mound.

23 **REVIEW OF APPLICATION**

24 The tree being nominated for designation as a historic tree is a Southern Live Oak (*Quercus*  
25 *virginiana*) and is located on the northwest edge of the Green Mound in Ponce Preserve. The tree  
26 is in good health and the species is indigenous to the region and this ecological setting. In addition,  
27 the tree has unique growth features that makes this unique among live oaks in the area. The tree  
28 measures 41” DBH and the canopy height is estimated to be 65 feet. The canopy area is estimated  
29 at approximately 2,600 square feet.

30

31 According to the information in the application package (see **Attachments 3**), the criteria for  
32 designating a tree as historic has been met for this tree. Photographs of the tree are contained in  
33 **Attachment 4**.

34

35 **RELATIONSHIP TO DEVELOPMENT**

36 In addition to the criteria above, nominations for local historic landmarks are also reviewed  
37 according to their relationship between the designation and existing and future plans for the  
38 development of the town. The nominated tree is located in a Town owned park, which receives  
39 thousands of tourists per year. The property to the north and south of Ponce Preserve are residential  
40 zones. To the east is the Atlantic Ocean and to the west is the Halifax River. The designation of  
41 the tree would complement the existing historic sites, trees and walking trails in the surrounding  
42 area.

43

44

45 **RECOMMENDATION**

Staff recommends *approval* of the proposed designation. In its role as a recommending body, the Cultural Services Board is now asked to review the criteria in making its recommendation for designation to the Town Council.



---

Patty Rippey, AICP, Principal Planner

March 18, 2024  
Date

Attachments:

1. LUDC Section 4.10.5.
2. Location map
3. Narrative provided Certified Arborist
4. Photographs of tree

# ATTACHMENT 1

## CRITERIA FOR DESIGNATION

### LUDC SECTION 4.10.5.D.2.

*Criteria for designation.* In order to be eligible for historic or landmark designation, the following criteria shall be met:

- a. The tree must be indigenous to the region;
- b. The tree must be in apparent good health;
- c. The tree must have a DBH of at least 25 inches; and
- d. The tree must possess significance in one or more of the following ways:
  - (1) The tree has a documented association with a historical figure, property, or significant historical event.
  - (2) The tree is associated with a historic landmark, site, or event.
  - (3) The tree was planted as a commemoration, memorial or tribute.
  - (4) The tree is distinctive due to a functional or aesthetic relationship with a natural resource, such as trees located along stream banks or along dune or ridge lines.
  - (5) The tree has exceptional or unique architecture.
  - (6) The tree is identified by the town as having significant arboricultural or horticultural value to the citizens of the town.
  - (7) The tree is identified as playing a significant role in the landscape or architecture of a specific location.

**ATTACHMENT 2**  
**LOCATION MAP**



**Property Address/Location: 4401 S. Peninsula**



**LOCATION MAP**  
TOWN OF PONCE INLET



## ATTACHMENT 3

### NARRATIVE FROM CERTIFIED ARBORIST

#### **NATIVE FLORIDA LANDSCAPES, LLC**

Environmental & Vegetation Consulting  
P.O. Box 2905, Ormond Beach, FL 32175  
386-235-0404 ✪ donaldjspence@gmail.com

---

March 1, 2024

Mr. Mike Disher, Town Manager  
Town of Ponce Inlet  
4300 South Atlantic Avenue  
Ponce Inlet, FL 32127

Subj: Assessment of a Historic Tree, Ponce Preserve

Dear Mr. Disher,

I was asked to evaluate the health of a live oak tree (*Quercus virginiana*) on the northwest edge of Green Mound in Ponce Preserve (Figure 1) for nomination as a historic tree. I visited the tree on February 24, 2024 and collected demographic data and assessed the tree's overall health. I used the standard tree collection methodology that is accepted by the International Society of Arboriculture (ISA) and my training as a plant pathologist to assess this tree. I also reviewed the tree specifications outlined in the LUDC, Section 9.4, from the Town of Ponce Inlet as part of my assessment.

This live oak tree is in good health and it is a species that is indigenous to the region and to this ecological setting. This tree has unique growth features that makes it unique among live oaks in the area.

Through my investigative work, I found the live oak to have a diameter (DBH) of 41 inches, measured 4.5 above the root collar. This tree arches to the west due to the prevailing winds that occur on the barrier island in a coastal hammock setting, Figure 2. The tree has three main trunks that split at about 5 feet above the ground and support a canopy area of approximately 2,600 square feet. The canopy height is estimated to be 65 feet. The scaffolding branches, limbs, and branches of this tree support several species of lichens and bromeliads, as well as resurrection fern (*Pleopeltis polypodioides*) and likely the epiphytic green-fly orchid (*Epidendrum conopseum*).

Feel free to contact me if you have any questions.

Respectfully submitted.

A handwritten signature in black ink that reads "Don Spence". The signature is written in a cursive style with a large, stylized "D" and "S".

Don Spence, Ph.D.  
President  
Native Florida Landscapes, LLC  
Board Certified Master Arborist: FL-1341B

Native Florida Landscapes, LLC is owned by Don Spence, Ph.D. who has a doctorate in Plant Pathology from the University of Florida, is a Board Certified Master Arborist (FL-1341B) with over 20 years of experience and has earned the Tree Risk Assessment and Qualification Certification (TRAQ) from the International Society of Arboriculture. The information provided in this report is based on professional experience and Dr. Spence's formal education in plant health and diseases.

**ATTACHMENT 4  
PHOTOGRAPHS OF TREE  
PONCE PRESERVE PARK**









**Meeting Date:** April 1, 2024

**Agenda Item:** 7-B

## **Report to the Cultural Services, Historic Preservation, and Tree Advisory Board**

**Topic:** Potential improvements for FY 24/25 consideration:

1. Additional Pavilion at Kay & Ayres Davies Park
2. Native plant identification markers
3. Adding youth basketball hoops at Timothy Pollard Memorial Park
4. Kayak launch at Jesse Linzy Boat Ramp

### **Summary:**

Staff is requesting the Board's input for potential improvements for FY 24/25 consideration.

### **Suggested Motion/Action:**

At Board's discretion.

### **Requested by:**

Ms. Alex, Cultural Services Manager

### **Approved by:**

Mr. Disher, Town Manager



## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

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

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
 From: Jackie Alex, Cultural Services Manager  
 Date: March 22, 2024  
 Subject: Potential improvements for FY 24/25 consideration: Item 1: Additional Pavilion at Kay & Ayres Davies Park

---

**MEETING DATE:** April 1, 2024

---

At the February 5, 2024, Cultural Services Board meeting, the Board requested staff research potential improvements to the Town's parks in preparation for the next fiscal year's budget. Staff is seeking direction and recommendation from the Board on the following budget item for consideration in the fiscal year 24/25.

#### **Item 1- An additional pavilion at Kay & Ayres Davies Lighthouse Park**

The Board's request for this item was to assess the use of the existing park pavilion and if those findings warrant installation of an additional pavilion similar in size to accommodate more pavilion reservations.

In 2023, the Davies Park pavilion received a total of 19 reservations, 10 of which were reserved by the Town for its own events. This pavilion is not in high demand, averaging 1.5 reservations per month.

The current Davies Park pavilion is 16'x30' and is constructed of treated wood (**Exhibit 1**). Preliminary estimates of a park pavilion similar in size is \$21,500 (**Exhibit 2**). This is a base price with standard finishing options and does not include mobilization of the site, excavation and clearing, concrete, or installation. To provide the Board with reference, the final cost of the shade structures installed at Pollard Park in 2023 was 2.5 times the estimated cost of the materials alone. If these ratios are still the same today, an estimated total for an additional pavilion at Davies Park would be \$54,000.

On this item, staff is seeking direction from the Board on whether to budget for an additional pavilion at Davies Park for fiscal year 24/25, and if so, for the Board to make a recommendation to Town Council.

*Jackie Alex*

---

Jackie Alex, Cultural Services Manager

March 22, 2024

Date

Exhibits:

1. Current pavilion at Davies Park
2. RCP Shelters quote page 1- Wood Gable Shelter 16'x28'
3. RCP Shelters quote page 2- Wood Gable Shelter 16'x28'

**Exhibit 1:**  
Current pavilion at Davies Park



**Exhibit 2:**  
RCP Shelters quote page 1- Wood Gable Shelter 16'x28'

Proposal #: 39774  
Date: 02/22/2024

RCP SHELTERS, INC.  
PROPOSAL/ORDER FORM



Town of Ponce Inlet  
Attn: Jackie Alex

2100 SE Rays Way • Stuart, FL 34994  
P: 800-525-0207 • 772-288-3600  
info@rcpshelters.com • http://www.rcpshelters.com

Ponce Inlet, FL  
Phone:  
E-mail: jalex@ponce-inlet.org

Prepared by: Brad Widdoes • brad@rcpshelters.com

Davies Park - Ponce Inlet, FL

ITEM	QTY	DESCRIPTION	EXTENDED PRICE
B	1.00	Model #: LW-G1628-03 16' x 28' Lam-Wood Gable Shelter	\$21,440.00
FREIGHT	Pooled freight rate delivered to an accessible site. Refer to notes on page 2 for more details.		Included
SALES TAX	CA or FL sales tax to be added unless tax exemption is provided. For all other states, purchaser is responsible for sales tax to appropriate authorities.		
TOTAL	Total of Item(s) and option(s) selected and freight (if applicable)		

**INCLUDED**

- FL Cert Drawings: includes standard RCP foundation design
- Columns: CCA treated glued laminated SYP
- Beams: glued laminated Southern Yellow Pine
- Roofing: 26 gauge exposed fastener metal roofing
- Roof Deck: #1 grade 2x8 T&G Southern Yellow Pine
- Fascia: #1 grade 2x6 Alaskan Yellow Cedar
- Stain: factory stained exposed wood
- Hardware: powder coated connections
- Fasteners: hot-dipped galvanized
- Eave Height: 7'-6" ±
- Roof pitch: 3:12
- Delivery: to an accessible site

**NOT INCLUDED**

- Unloading
- Concrete
- Concrete embedment (wire mesh, rebar, etc.)
- Anchor bolts & templates
- Installation
- Deck & fascia nails
- Rails/ornamentation/benches/cupola
- Electrical provisioning (see page 2)
- OSB diaphragm (may be structurally required)
- Anything not specifically listed as "Included"

**TERMS & CONDITIONS**

- Orders not subject to cancellation
- 30% deposit due with order
- Balance due prior to shipment
  - Net 30 available with approved credit (check only)
- 3% discount for payment in full with order (check only)

**DIRECT PO TO RCP FROM GOVERNMENT AGENCIES**

- Net 30
- 1% discount net 10
- no deposits required

**PRICING NOTES (RCP reserves the right to requote if:)**

- Quote is older than 30 days
- Purchaser drawing approval exceeds 30 days
- Purchaser delays original ship date 30+ days
- Project location snow load exceeds 30 psf

\_\_\_\_\_  
(Signature)


\_\_\_\_\_  
(Print/Title)

\_\_\_\_\_  
(Date)

Page  
1/2

Signature confirms acceptance of all pages of this proposal.

**Exhibit 3:**  
RCP Shelters quote page 2- Wood Gable Shelter 16'x28'

<p><b>RCP SHELTERS, INC.</b> PROPOSAL/ORDER FORM (CONTINUED)</p> <p>Proposal #: 39774</p>	<p>2100 SE Rays Way • Stuart, FL 34994 P: 800-525-0207 • 772-288-3600 info@rcpshelters.com • http://www.rcpshelters.com</p>	
<b>Davies Park - Ponce Inlet, FL</b>		
<b>PROPOSAL NOTES &amp; DETAILS</b>		
<p><b>PROPOSAL INFORMATION/NOTES</b></p> <ul style="list-style-type: none"><li>• The proposal is based on design by RCP Shelters, not necessarily an exact match to bid or architectural drawings.</li><li>• Lead times may vary significantly based on design complexity, seasonal demand, and current backlog.</li><li>• Simple material supplier PO or signed proposal/order form are acceptable for ordering. PO legalese will be rejected.</li><li>• RCP Shelters does not accept orders with contingent liability or liquidated damages.</li></ul>		
<p><b>DESIGN / ENGINEERING</b></p> <ul style="list-style-type: none"><li>• RCP value engineers for the minimum number framing members to minimize cost and provide structures as open and accessible as possible. Final design may not reflect the same number members, sizes, or spacing as images on RCP's website and catalog or preliminary or bid drawings.</li><li>• Design requirements not disclosed to RCP prior to proposal or required revisions resulting from information not previously disclosed are subject to additional fees. Common examples are site-specific requests/requirements and pertinent foundation information, including but not limited to geotechnical reports, foundation depth limitations, epoxy anchor design, or installations near or connected to other structures causing drift snow loads.</li><li>• Standard cylindrical shaped foundation design, minimum 24" diameter, based on assumed soil values, is included. Alternate or custom foundations may be designed by others, with column base reactions provided by RCP.</li><li>• RCP's anchor bolt option is valid only for foundations designed by RCP.</li><li>• Local code may have requirements that are not the responsibility of RCP.</li><li>• Each project is designed for its specific location after receipt of order. Occasionally, engineering determines that materials not included in the proposal are required. Such materials shall be provided by others.</li><li>• Drawings provided by RCP Shelters with this proposal are preliminary and are not for construction. For complete project specific details, engineered drawings can be purchased separately without obligation to purchase the structure.</li></ul>		
<p><b>FABRICATION / SHIPPING DETAILS</b></p> <ul style="list-style-type: none"><li>• Shipping dates are not guaranteed.</li><li>• Freight is priced based on pooled loads to a location accessible by a flatbed semi-trailer.</li><li>• Upgrade to dedicated truck or split shipment is available for an additional fee.</li><li>• Trucking will call at least 24 hours prior to delivery to coordinate.</li><li>• Offloading by others. Materials must be stored off the ground and kept dry.</li></ul>		
<p><b>ELECTRICAL PROVISIONING, IF CHOSEN, IS DEFINED AS:</b></p> <ul style="list-style-type: none"><li>• 1 ½" conduit access holes in base plates of steel columns</li><li>• Up to 1 switch cutout per steel column, 48" from finish floor, 2 ¼" x 3 ½"</li><li>• Up to 1 receptacle cutout per steel column, 18" from finish floor, 2 ¼" x 3 ½"</li></ul>		<p><b>ELECTRICAL PROVISIONING EXCLUSIONS:</b></p> <ul style="list-style-type: none"><li>• Hand holes (not recommended)</li><li>• Cover plates</li></ul>
_____ (Signature)	_____ (Print/Title)	_____ (Date)
<i>Signature confirms acceptance of all pages of this proposal.</i>		
<b>Page</b> 2/2		



## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

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

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
 From: Jackie Alex, Cultural Services Manager  
 Date: March 22, 2024  
 Subject: Potential improvements for FY 24/25 consideration: Item 2: Native Plant Identification Markers

---

**MEETING DATE:** April 1, 2024

---

At the February 5, 2024, Cultural Services Board meeting, the Board requested staff research potential improvements to the Town's parks in preparation for the next fiscal year's budget. Staff is seeking direction and recommendation from the Board on the following budget item for consideration in the fiscal year 24/25.

#### **Item 2- Native plant identification markers within town parks**

Since September 2023, a town volunteer group has dedicated hundreds of hours protecting and preserving native plants within town parks. Barbara Davis, the lead volunteer of this group, created temporary identification markers to include both the common and scientific name of the plant, as well as a QR code linking to additional details of the plant, such as characteristics and planting care.

The Cultural Services Department is proposing permanent identification markers for native plants throughout town parks for potential improvements for the fiscal year 24/25. Preliminary estimates for 5"x5" aluminum native plant identification markers are \$60 per marker, including the signpost and assembly parts. Understanding that prices may increase within the time of next year's purchase, staff proposes to budget for identification markers not to exceed \$3,000. The primary locations of these native plant identification markers would be in Ponce Preserve and Timucuan Oaks to reflect the number of native plants found in these parks and would be modeled after the design of Mrs. Davis's markers.

On this item, staff is seeking direction from the Board on whether to budget for an additional pavilion at Davies Park for fiscal year 24/25, and if so, for the Board to make a recommendation to Town Council.

*Jackie Alex*

---

Jackie Alex, Cultural Services Manager

March 22, 2024  
Date

Exhibits:

1. Stock photo of plant identification marker with QR code



**Exhibit 1:**

Stock photo of plant identification marker with QR code





## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

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

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
 From: Jackie Alex, Cultural Services Manager  
 Date: March 22, 2024  
 Subject: Potential improvements for FY 24/25 consideration: Item 3: Adding youth basketball hoops at Timothy Pollard Memorial Park

---

**MEETING DATE:** March 4, 2024

---

At the February 5, 2024, Cultural Services Board meeting, the Board requested staff research potential improvements to the Town's parks in preparation for the next fiscal year's budget. Staff is seeking direction and recommendation from the Board on the following budget item for consideration in the fiscal year 24/25.

#### **Item 3- Adding youth basketball hoops at Timothy Pollard Memorial Park**

Through observing small children playing on the basketball court, a resident suggested a potential improvement project of installing basketball hoops at a shorter height for the youth population.

Currently, there are two basketball hoops that stand at the standard 10-foot height on the North and South ends of the court. This court is also 26 feet shorter in length than regulation size, which should be accounted for when adding amenities.

Most basketball hoops that are sold and installed for courts are either the standard 10-foot height hoop, or adjustable hoops that can be adjusted between five to 10 feet. Options for installation, should the Board proceed, could include replacing the two current hoops with adjustable hoops, replacing one of the current hoops with an adjustable hoop, or keeping the two current hoops and installing an adjustable hoop on the East or West side of the basketball court.

Adjustable hoops are manufactured with tempered glass backboards with load-bearing rims to withstand the force and impact of dunking, that being the main usage for adjustable basketball hoops.

Multiple vendors stated that adjustable basketball hoops place facilities at risk for liability with the higher chances of players falling and getting hurt from dunking.

Preliminary estimates of two additional adjustable basketball hoops are estimated between \$8,000-\$10,000 per hoop. This is a base price for the materials and does not include engineering,

installation, labor, travel, or concrete. Vendors stated that installing two hoops on an existing court is a smaller project than they currently contract, so finding a vendor may be difficult.

On this item, staff is seeking direction from the Board on whether to budget for additional basketball hoops at a height for youth players at Pollard Park for fiscal year 24/25, and if so, for the Board to make a recommendation to Town Council.

  
\_\_\_\_\_  
Jackie Alex, Cultural Services Manager

March 22, 2024  
Date

Exhibits:

1. Current basketball court at Pollard Park facing S. Peninsula Drive
2. Current basketball court at Pollard Park facing the pickleball courts
3. Stock photo of an adjustable basketball hoop

**Exhibit 1**

Current basketball court at Pollard Park facing S. Peninsula Drive



**Exhibit 2**

Current basketball court at Pollard Park facing the pickleball courts



**Exhibit 3**

Stock photo of an adjustable basketball hoop





## MEMORANDUM

### TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

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

To: Cultural Services, Historic Preservation, and Tree Advisory Board  
 From: Jackie Alex, Cultural Services Manager  
 Date: March 25, 2024  
 Subject: Potential improvements for FY 24/25 consideration: Item 4: Kayak launch at the Jesse Linzy Boat Ramp

---

**MEETING DATE:** April 1, 2024

---

The Jesse Linzy Boat Ramp is a highly utilized amenity in Town to launch a variety of vessels, such as boats, kayaks, and paddleboards. A resident brought to staff's attention that many visitors that launch kayaks and paddleboards at the boat ramp do not observe proper boat ramp etiquette such as sharing the space and not blocking the boardwalk/loading areas. Additionally, the resident stated that kayakers are currently launching from the riprap revetment south of the boat ramp.

For these two reasons, the resident requested the town install a kayak launch along the revetment along the east side of the boat ramp with a sign designating that area as an official kayak/paddleboard launch site.

Public Works, Cultural Services, and the Public Safety Director assessed the current conditions of the boat ramp (**Exhibits 1-6**). The presence of oysters, algae, and unstable ground with the riprap revetments at a steep slope on both sides of the boat ramp present a danger to any traversing this unofficial kayak launch. For now, staff will therefore be placing "no kayak launching" signs on both the east and west revetment sides of the boat ramp as well as placing two of the current "boat ramp etiquette" signs closer to the boat ramp for better visibility (**Exhibit 7-8**).

#### **Item 4- Kayak launch at the Jesse Linzy Boat Ramp**

Potential improvements to the boat ramp could include a kayak/paddleboard launch under this Board's recommendation to the Town Council. However, this would potentially be a two-year project for fiscal year 24/25 and 25/26 as the project scope may require additional research such as a traffic study, public comment and survey, design plans, and permitting in year one and construction in year two.

On this item, staff is seeking direction from the Board on the requested project of installing a kayak/ paddleboard launch at the Jesse Linzy Boat Ramp, with specific direction on if staff should further research this project for both fiscal year 24/25 and fiscal year 25/26.

*Jackie Alex*

---

Jackie Alex, Cultural Services Manager

March 25, 2024

Date

Exhibits:

1. East side of boat ramp facing the Halifax River
2. East side of boat ramp facing the Ponce Inlet Lighthouse
3. East side of boat ramp- close up of revetment
4. West side of boat ramp facing the Ponce Inlet Lighthouse
5. Aerial views of the Boat Ramp
6. Aerial view of the Boat Ramp
7. Current Boat Ramp Etiquette sign
8. Current Boat Ramp Etiquette sign



**Exhibit 1**

East side of boat ramp facing the Halifax River



**Exhibit 2**

East side of boat ramp facing the Ponce Inlet Lighthouse



**Exhibit 3**

East side of boat ramp- close-up of revetment



**Exhibit 4**  
West side of boat ramp facing the Ponce Inlet Lighthouse



**Exhibit 5**  
Aerial view of the Boat Ramp



**Exhibit 6**  
Aerial view of the Boat Ramp



**Exhibit 7**  
Current Boat Ramp Etiquette sign



**Exhibit 8**

Current Boat Ramp Etiquette sign

