



TOWN COUNCIL AGENDA REGULAR MEETING

THURSDAY
OCTOBER 16, 2025 – 2:00 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. 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 2024-09 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.

6. PROCLAMATIONS, PRESENTATIONS, AND AWARDS: *None.*

7. 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 the Council to remove the item from the Consent Agenda and place under New Business for discussion.

- A. Request for Use of Town Property: 2025 Daytona 100 Ultramarathon Race.
- B. Approval of the Town Council Special meeting minutes – September 3, 2025.
- C. Approval of the Town Council Regular meeting minutes – September 18, 2025.
- 8. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE MEETING: *None.*
- 9. PUBLIC HEARINGS / QUASI-JUDICIAL MATTERS: *None.*
- 10. PUBLIC HEARINGS / NON-QUASI-JUDICIAL MATTERS: *None.*
- 11. ORDINANCES (FIRST READING) AND RESOLUTIONS: *None.*
- 12. OLD BUSINESS: *None.*
- 13. NEW BUSINESS:
 - A. Request for Co-Sponsorship of the 15th Annual Ponce Inlet Christmas Parade – December 6, 2025.
 - B. Request for Use of Town Property: Marine Science Center's 2025 Wildlife Festival.
 - C. Appropriation request for the 2026 Legislative session.
- 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.*

18. ADJOURNMENT.

Upcoming Town Council meeting(s):

- Thursday, November 20, 2025, 2:00 PM – Regular Town Council Meeting.

*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 to attend this meeting should contact the Ponce Inlet Town Hall at 236-2150 **at least 48 hours prior to the meeting** to request such assistance.*



Meeting Date: 10/16/2025

Agenda Item: 6

Report to Town Council

Topic: Proclamations, Presentations, and Awards.

Summary:

A. Proclamation – Domestic Abuse Awareness Month

Suggested motion: None required.

Requested by: Mayor Paritsky

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, AICP, Town Manager

From: Mayor Lois A. Paritsky *LAP*

Date: October 10, 2025

Subject: Proclamation – Domestic Abuse Awareness Month

In honor to call upon the residents of the Town of Ponce Inlet and encourage all citizens to join together in supporting survivors of domestic violence, I presented a Proclamation declaring the month of October 2025 as *Domestic Abuse Awareness Month*, on September 30, 2025 to the Domestic Abuse Council of Volusia County, recognizing their invaluable work and commitment to making our community free from abuse.

A copy of the Proclamation may be viewed at the Town Hall kiosk.

PROCLAMATION

OF THE

TOWN OF PONCE INLET, FLORIDA

WHEREAS, the Domestic Abuse Council of Volusia County also known as the DAC is the only certified domestic abuse organization in the county; and has been a steadfast advocate for individuals and families affected by domestic violence, providing essential resources, support, and education to help break the cycle of abuse since 1976; and

WHEREAS, domestic violence affects individuals of all races, ages, genders, and socioeconomic backgrounds, and continues to be a serious public health and safety issue, not only harming the victims but also affecting the entire community; and

WHEREAS, in Florida, the rate of reported domestic violence offenses is significant, and for Volusia County, this represents a serious burden highlighting the need for increased awareness and services as it ranks 4th in the state in incidents; and

WHEREAS, the Domestic Abuse Council of Volusia County is committed to offering safe shelter for survivors and works in partnership with Volusia County social services, the Volusia Sheriff's Office, municipal law enforcement agencies, and advocates to prevent violence and promote healthy relationships throughout the county; and

WHEREAS, it is critical that we, as a community, join together in the fight against domestic violence committing to raise awareness, educate others, and support those who are suffering in silence; and

WHEREAS, we acknowledge the resilience and courage of survivors of domestic violence and stand in solidarity with them, pledging our collective efforts to reduce and ultimately eliminate domestic abuse in Volusia County; and

WHEREAS, the work of the Domestic Abuse Council is made possible through the commitment of volunteers, community partners, law enforcement agencies, and countless others whose combined efforts create a stronger, safer Volusia County for all.

NOW, THEREFORE, I, Lois A. Paritsky, Mayor of the Town of Ponce Inlet, do hereby proclaim October 2025 as

Domestic Abuse Awareness Month

in Volusia County and encourage all citizens to join together in supporting survivors of domestic violence, recognizing the invaluable work of the Domestic Abuse Council, and committing to making our community free from abuse. Let us stand united in the pursuit of justice, healing, and prevention of domestic violence in all its forms so that ALL families in Volusia County can live safely at home.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the Town of Ponce Inlet Florida, to be affixed this 24th day of September 2025.



Town of Ponce Inlet, Florida

A handwritten signature in black ink, reading "Lois A. Paritsky".

Mayor Lois A. Paritsky

Attest:

A handwritten signature in black ink, reading "Kim Cherbano".

Kim Cherbano, CMC/Town Clerk



Meeting Date: 10/16/2025

Agenda Item: 7

Report to Town Council

Topic: Consent Agenda

- A. Request for Use of Town Property: 2025 Daytona 100 Ultramarathon Race.
- B. Approval of the Town Council Special meeting minutes. – September 3, 2025
- C. Approval of the Town Council Regular meeting minutes. – September 18, 2025.

Summary: See attached documents.

Suggested motion: To approve the Consent agenda as presented.

Requested by: Ms. Alex, Cultural Services Manager
Ms. Cherbano, Town Clerk

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 citizens obtain the greatest value for their tax dollar

To: Michael E. Disher, AICP, Town Manager
From: Jackie Alex, Cultural Services Manager
Date: October 1, 2025
Subject: Request for Use of Town Property: 2025 Daytona 100 Ultramarathon Race

MEETING DATE: October 16, 2025

Mr. Bob Becker of Ultra Sports, LLC has submitted a special event permit application for the 11th annual Daytona 100 Ultramarathon, scheduled for December 13-14, 2025. The event includes a 100-mile race beginning in Jacksonville, and 50-mile and 50k races starting in Flagler Beach. For the fourth consecutive year, all races will finish at Kay & Ayres Davies Lighthouse Park. No major event details have changed since last year.

Runners will enter Ponce Inlet on S. Atlantic Avenue, then proceed west along Lighthouse Drive to S. Peninsula Drive, finishing at the south entrance of Davies Park. With finishers arriving over a 20-hour period from late Saturday through Sunday afternoon, no road closures will be required.

The applicant anticipates approximately 300 runners with 500 support crew members and staff. Requested Town support includes eight spaces within the boat ramp trailer parking lot, though the boat ramp itself will remain open. Temporary signs on Town property are also requested. No complaints or negative feedback were received from residents or noted in staff's after-action review of last year's event.

This event does not meet the Town's Special Event criteria for co-sponsorship. For this event, staff must refer to *Sec. 51-8(d)* below,

- (d) For events that do not meet the definition of *Town-sponsored event* under Sec. 51-2 described above, a written request shall be delivered to the town's cultural services department at least 60 days prior to the event by an applicant if use of town facilities, parking on town property, and/or street closures are found to be required for the event based on the findings of the town's special event review committee. Town staff may provide a report and recommendation to the town council for review.

The applicant has submitted their request for the use of Town property during the event along with the special event permit application packet (**Attachment 1**).

SUMMARY:

Request is for use of town property for the *Daytona 100 Ultramarathon Race* scheduled for December 13 and 14, 2025; the request is for the placement of temporary signs on Town property, use of Davies Park, and use of 8 parking spaces within the boat ramp trailer parking lot.

Staff recommends approval of the request for use of town property as the criteria have been met.

Attachments:

1. Application Packet_2025 *Daytona 100 Ultramarathon Race*



Town of Ponce Inlet
Cultural Services Department
Request Form: Event Use of Town Property
Pursuant to Chapter 51 of the Code of Ordinances

This co-sponsorship request form must be filled out accurately and completely and submitted along with a special event permit application. Incomplete forms cannot be reviewed.

This form and all supporting documents **may be submitted up to 365 days in advance of the event, but no less than 60 days prior to the event date**. If the applicant desires their co-sponsorship request to be heard at a specific Town Council meeting, these documents must be submitted no less than **20 days prior to the desired Council meeting date**.

Request forms for event use of Town property will be presented to Council for review for events not eligible for co-sponsorship. Regardless of whether the event qualifies as a special event, or is eligible for co-sponsorship, an applicant's co-sponsorship request shall comply with the content requirements below.

For event applicants requesting use of town's means of advertising, email jfrench@ponce-inlet.org

Event Name: Daytona 100 Ultramarathon

Event Date(s): December 13-14, 2025 **Event Location:** December 13-14, 2025

Business/ Organization Hosting Event: Ultra Sports LLC (location--Davies Park)

Event Applicant/ Contact: Bob Becker, Race Director

Please provide a brief description of the event and any important details:

Daytona 100 Ultramarathon is a running race of 100 miles beginning in JAX Beach, and of 50-miles and 50-kilometers beginning in Flagler Beach. All events finish in Ponce Inlet at Davies Park. The field of approximately 300 total runners and their support crews are very spread-out along the course--which is primarily A1A. They arrive at the finish line from approximately 3:30pm on Saturday, December 14, until before the cut-off at 1:30pm on Sunday, December 14. No road or lane closures are requested and no traffic issues should result from this gradual runner flow. Requested use of Davies Park is for the actual finish line and the location where we cook and offer burgers, soup and related items to finishing runners and their supporters. Typically runners stay at the park for a short time for some food and relaxation, then leave to go to their hotels or home. We begin set-up on Saturday at roughly 1:00-1:30pm and should be finished and packed-up around 2:00pm or so on Sunday.

Please select and state your event needs that require permission from the Town:

Town permission required:
<input type="checkbox"/> Closure of boat ramp
<input type="checkbox"/> Closure of boat ramp trailer parking lot
<input checked="" type="checkbox"/> Placement of temporary signs on Town property
<input type="checkbox"/> Street closures
<input checked="" type="checkbox"/> Use of Town facilities
<input checked="" type="checkbox"/> Parking on Town property
<input type="checkbox"/> Other:

1. **Estimated number of event participants:**

300runners

2. **Estimated number of any animals by type:**

n/a

3. **Purpose of the event:**

Long distance running race finish line

4. **Nature and the types of activities that will occur.**

Runners completing an ultramarathon, receiving finisher medals and buckles, then enjoying some R&R, including food prepared there at the Davies Park finish line.

5. **Provide a copy of indemnification in favor of the Town and included as part of the application, which shall be executed by an authorized representative of the applicant.** The organization will not be required to indemnify the Town for the negligent acts of the Town's employees or agents.

☒ **Attached**

6. **Describe any public right of way, property, buildings, facilities, or equipment utilized:**

Davies Park and authorized parking spaces, as described.

7. **County roadway is to be used:**

☐ **Yes-** County right-of-way use permit is attached

☒ **No**

8. **The event serves a valid public purpose benefiting the town and/ or its residents and the community by either-**


☐ **Providing a local commemoration of a national holiday; or**

☒ **Providing historical, educational, cultural enrichment and/or recreational experiences to Ponce Inlet residents and the public.**

Describe how:

This recreational event includes runners from the area and numerous Ponce Inlet volunteers who support the athletes. The event provides economic benefit to town businesses and introduces Ponce Inlet for the first time to many of the runners and volunteers.

As the applicant, I certify that upon request, I will provide event space or facilities to established Ponce Inlet organizations and clubs during the event without cost. (If granting of such space will constitute a bona fide undue hardship to the event organizer, the applicant shall include a waiver of this request in their co-sponsorship request along with the reason for the hardship on the bottom of page one of this form.)


Applicant signature

8/30/2025
Date

FOR OFFICE USE ONLY:

Application received by: Jackie Alex

Date: 9/2/2025

Event needs requiring permission from Town:

- ☐ Closure of boat ramp
- ☐ Closure of boat ramp trailer parking
- ☒ Placement of temporary signs on Town property
- ☐ Street closures
- ☒ Use of Town facilities
- ☒ Parking on Town property
- ☐ Other: _____



Town of Ponce Inlet
Cultural Services Department
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-322-6703

SPECIAL EVENT PERMIT APPLICATION

Pursuant to Chapter 51 of the Code of Ordinances

Permit #: 1095-2025
Submittal Date: 9/2/2025
FEE PAID: _____

APPLICATIONS MAY BE SUBMITTED UP TO 365 DAYS IN ADVANCE OF THE EVENT, BUT NO LESS THAN 28 DAYS PRIOR TO EVENT DATE, OR 60 DAYS PRIOR IF REQUESTING TOWN CO-SPONSORSHIP.

Please submit the following information with your application:

- A site plan of the event area(s) with all applicable information requested below.
- If the event is on town property, a certificate of insurance showing the town as additional insured in the amount of \$1,000,000 is required.

SECTION 1: EVENT INFORMATION

Event Name: **Daytona 100 Ultramarathon**

Event Location: **Davies Park (race finish line location)**

Date(s) of Event: **December 13-14, 2025**

Event Hours: **Sat. (12/13) set-up approx. 1:00pm-1:30pm**
End/cleanup on Sun. at approx. 200pm

Brief Event Description: **Running races of 100-miles (beginning in JAX Beach) and 50-miles and 50-kilometers (both beginning in Flagler Beach); finish line for all distances is Davies Park**

Estimated Attendance: **300* (see attached)**

Repeat Event: ☒ Yes ☐ No

SECTION 2: APPLICANT INFORMATION

Business/ Organization Hosting Event:

Authorized Head of Business/ Organization: **Robert J. ("Bob") Becker**

Phone Number: **954-439-2800**

Email Address: **bob@ultrasportsllc.com**

Event Applicant/ Contact:

Day-of Phone Number: **954-439-2800**

Email Address: **bob@ultrasportsllc.com**

Mailing Address: **520 Orton Ave. #203, Fort Lauderdale, FL 33304**

SECTION 3: ADDITIONAL INFORMATION

Please answer the questions below. If answering "Yes," indicate the location(s) on your site plan, providing any additional details on a separate sheet if needed.

Traffic Control Required? ☐ Yes ☒ No

Parade? ☐ Yes ☒ No

Provide a map and streets to be closed

Portable Restrooms? ☐ Yes ☒ No

Private Security Firm? ☐ Yes ☒ No

Shuttle Transportation? ☐ Yes ☒ No

Name of Security Firm

Off-Site Parking Required? ☒ Yes ☐ No

Provide written agreement with property owner(s) and number of spaces needed

Provide a site-plan showing the means of all vehicular (including shuttle) and pedestrian ingress & egress to and from the event.

SECTION 4: TEMPORARY USE - Additional Permits may be required.

Please answer the questions below. If answering "Yes," indicate the location(s) on your site plan, providing any additional details on a separate sheet if needed.

Barricades Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Traffic Cones Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amplified Sound? ¹	<input checked="" type="radio"/> Yes <input type="radio"/> No	High-Intensity Lighting? ²	<input checked="" type="radio"/> Yes <input type="radio"/> No
# of Tents (over 10'x10')? None		# Stages/ Structures? ³	# of Signs/ Banners? ⁴
Tent Size ³ (if over 10'x10')	Stage Dimensions:	Sign permit application submitted to Building Division? <input checked="" type="radio"/> Yes <input checked="" type="radio"/> N/A If yes, permit #:	

How do you plan to collect and remove trash and litter during and after the event?

Self-manage; reuse Town dumpster if allowed again this year

Food Prepared On-Site? ⁵ ☒ Yes ☐ No

# of Mobile Food Vendors (MFV)? ⁶ None	# Parking Spaces Required for MFVs? *Include on your site plan
DBPR Food Service License # *Attach copy of License	DBPR Alcoholic Beverage License # ⁷ *Attach copy of License

Supplementary Regulations for Special Events:

- 1- See Code of Ordinances Sec. 34-93 for sound limitations and Code of Ordinances Sec. 34-94 for permit requirements to exceed maximum allowable noise level limits and restricted hours.
- 2- See Code of Ordinances Sec. 34-99.1-5 for Town policy on nuisance lighting, requirements to reduce light trespass and glare. This section does not prohibit the temporary exterior lighting used for civic celebration and promotion associated with a permitted special event.
- 3- Tents larger than 10'x10' and stages require a fire inspection and building inspection in addition to a building permit
- 4- See LUDC Sec. 3.30.6 and Resolution 2011-03 for temporary sign regulations. To prevent signs from interfering with public utilities, contact Sunshine State One Call at 1-800-561-6720 prior to digging for sign installation.
- 5- Code of Ordinances Sec. 46-3.a.4: Use of any portable cooking equipment is prohibited in all Town parks except in designated areas of Davies Lighthouse Park. Within designated areas, only propane and electric portable equipment is permitted – no charcoal.
- 6- LUDC Sec. 3.34: Mobile Food vending is the sale of food, either prepared on location or pre-packaged, from a mobile food vending vehicle. Mobile food vendors shall comply with regulations from this section and shall be subject to an inspection pursuant to the NFPA and Florida Fire Prevention Code.
- 7- Code of Ordinances Sec. 6-7.a: It is unlawful for any person to consume or possess any alcoholic beverages on public streets, sidewalks within the town, or on any town property or public park located in the town except as provided in the Code or as approved by Town Council.

I hereby state that the above information is true and accurate to the best of my knowledge. I further understand and agree to any and all conditions and costs of the required permits. I understand that the Town of Ponce Inlet assumes no liability for this event. I hereby agree to defend, hold harmless, and indemnify the Town, at the Town's option, from any and all demands, claims, suits, actions and legal proceedings brought against the Town in connection with this event, whether threatened or otherwise, to the full extent as permitted by the law of the State of Florida. This provision shall survive the term of this agreement and shall remain in full force and effect until the expiration of the time for the institution of any action at law or equity or administrative action against the Town under either federal law or the laws of Florida.

[Signature]
Signature of Applicant

8/20/2025
Date Signed

STATE OF FLORIDA
COUNTY OF ~~VOLUSIA~~ Broward

This document was sworn to (or affirmed) and subscribed before me by me of ☒ physical presence or ☐ online notarization, this 20 day of August, 2025 he/she is personally known to me or has presented FL DL as identification.

Notary stamp/ seal:

[Signature]
Notary Public, State of Florida



Alexander Valeev
Notary Public
State of Florida
My Commission Expires 02/22/2026
Commission No. HH 232316

STANDARD CONDITIONS FOR SPECIAL EVENT PERMITS

Per Code of Ordinances Sec. 51-9.

Standards and conditions for issuance of permit. The special event review committee will review the special event permit application based upon the following standards and conditions:

- (a) The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic in the vicinity of the event.
- (b) The conduct of the event will not require the diversion of so great a number of public safety personnel or equipment of the town to properly secure the event area and the areas contiguous thereto, as to prevent current level of public safety services from being furnished to other parts of the town.
- (c) The event shall not take place until inspections of the special event site have been conducted by the appropriate departments to determine whether this ordinance and any conditions of the special event permit have been met or satisfied.
- (d) The concentration of persons, animals and/or vehicles at the event will not unduly interfere with proper fire and/or police protection of, or ambulance service to, areas contiguous to the event area or other areas of the town.
- (e) The conduct of the special event is not reasonably likely to cause injury or intended to cause injury to persons or property, create an environment not compatible with a residential neighborhood if within or abutting a residential neighborhood, or to result in disorderly conduct as defined by town ordinance or state statutes, provided that the town may not deny a permit solely on the basis of the proposed content of speech or ideas of the group involved.
- (f) The conduct of the event shall not introduce extraordinary hazards to fire protection and/or life safety in the immediate or adjacent areas.
- (g) Adequate sanitation and other required health facilities are, or will be, made available in or adjacent to the event area. These include restrooms, trash receptacles, or anything normally required by the health department.
- (h) The conduct of the special event must be in accordance with the town's noise ordinance.
- (i) There are sufficient parking places on site and/or written approvals from off-site property owners where off-site parking is to occur, to accommodate the approximate number of automobiles expected to be driven to the special event.
- (j) Precautions will be taken to ensure protection of landscaping and irrigation systems.
- (k) The applicant has secured security personnel or police, fire/emergency medical services protection and public works services, if any, are required under this procedure. If applicant has secured police, fire/emergency medical services, or public works services from the town, (s)he must prepay the expenses thereof.
- (l) The applicant shall obtain public liability and property damage insurance, with the town named as an additionally insured party for any special event that is held on town property or that utilizes town facilities, in an amount approved by the town, as recommended by the town's insurance carrier. The applicant shall place on file with the town a certified insurance policy issued by a company authorized to do business in the state.
- (m) Application for a special event permit shall constitute an agreement by the applicant to pay for town personnel expenses and extraordinary services provided by the town, including any repairs, renovations and/or landscaping and turf restorations or replacement of town property which is necessitated by virtue of the special event.
- (n) Any temporary lighting will not adversely affect adjacent properties.
- (o) No applicant shall be granted a permit for an event that is to occur over a period longer than seven consecutive days.
- (p) No applicant shall be granted more than twelve special events permits in a single calendar year.

NOTE: The town may deny or revoke a permit for failure of the applicant to satisfy the applicable standards set forth in this chapter and the requirements of the permit, pursuant to Code of Ordinances Sec. 51-10(b).

RUNNERS PROCEED ON SIDEWALK ALONG
S. ATLANTIC AVE. TURN LEFT ON LIGHTHOUSE DR.
RIGHT ON S. PENINSULA DR. ON SIDEWALK TO
THE PARK, THEN RIGHT TURN AFTER BATHROOM BLDG.



- Route map -



Town of Ponce Inlet
Planning & Development Dept.
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-236-2181 (voice)
386-236-2190 (fax)

TEMPORARY SIGN ON RIGHT-OF-WAY PERMIT APPLICATION

Pursuant to Article 3, Section 3.30 of the
Land Use and Development Code and Resolution
2012-03

Submittal Receipt # and Date: _____

Application #: _____

FEE PAID: _____

Authority to erect temporary signs in the right-of-way is regulated pursuant to Section 3 of the Land Use and Development Code and Resolution 2012-03.

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION

Address of Adjacent Property: _____

Frontage of lot: _____

Written permission of property owner if not applicant? _____

SECTION 2: PROPERTY OWNER INFORMATION

Applicant Name	Ultra Sports LLC	Mailing Address	520 Orton Ave. #203, Fort Lauderdale, FL 33304
Phone	954-439-2800	Fax	
Agent Name/Title	Bob Becker, RD	Mailing Address	[Same]
Phone	[Same]	Fax	

Owner's authorization for agent to apply attached: ☐ Yes ☐ No

SECTION 3: SIGN DESCRIPTION

Please provide a description of the proposed sign, including:

Dimensions of Sign (Maximum of 16 square feet or as otherwise noted in Section 5.6.10): 18" x 24"

Maximum Sign Height from grade: 2.5-3' Minimum Sign Height from grade: 1-1.5'

Location of Sign (*provide two copies of a survey or site plan with location marked, including distance from sidewalk, roadway, building and other signs*): _____

Type of material used to construct sign: Coroplast "yard-type" signs with metal stakes

Date to be posted: December 13, 2025 Date of removal December 14, 2025

SECTION 4: APPLICATION PROCEDURE

Pursuant to Section 3.30.4.D. *Sign permit applications*, states that a sign permit application for permanent and certain temporary signs shall be prepared and submitted on forms available at the office of the planning and development department. The sign permit application is in addition to any building permit application required by the Florida Building Code.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.



Signature of Applicant or Agent

8/20/2025
Date

STATE OF FLORIDA
COUNTY OF ~~VOLUSIA~~ Broward

Affirmed and subscribed before me this 20 day of August, 2025 by Robert J Becker
who is personally known to me or who has produced FL DL (type of ID) as identification.


Notary Public


Alexander Valeev
Notary Public
State of Florida
My Commission Expires 02/22/2026
Commission No. HH 232316
My commission expires:

FOR OFFICE USE ONLY:

Approved by: _____

Date: _____

Denied by: _____

Date: _____

Reason for denial: _____







**Town of Ponce Inlet
Town Council
Special Meeting Minutes
September 3, 2025**

1 **1. CALL TO ORDER:** Pursuant to proper notice, Mayor Paritsky called the meeting to
2 order at 6:00 p.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.

3
4 **2. PLEDGE OF ALLEGIANCE:** Mayor Paritsky led the Pledge of Allegiance.

5
6 **3. ROLL CALL:**

7 **Town Council:**

8 Mayor Paritsky, Seat #1

9 Councilmember Milano, Seat #2

10 Councilmember White, Seat #3

11 Councilmember Villanella, Seat #4

12 Vice-Mayor Smith, Seat #5

13
14 **Staff Members Present:**

15 Ms. Alex, Cultural Services Manager

16 Ms. Cherbano, Town Clerk

17 Mr. Disher, Town Manager

18 Ms. Gjessing, Deputy Town Clerk

19 Chief Glazier, Police Department

20 Ms. Hall, Assistant Finance Director

21 Ms. Hugler, Fire Department Office Manager

22 Mr. Juliano, Firefighter LT & Representative from Local IAFF 4140

23 Mr. Lear, Planning & Development Director

24 Ms. McColl, Finance Director

25 Mr. Okum, IT Director

26 Chief Scales, Public Safety Director

27 Mr. Wargo, Public Works Director

28
29 **4. Tentative Millage Rate and Budget for Fiscal Year 2025/2026.** – Mayor Paritsky
30 requested Resolution 2025-12 be read in its entirety and Ordinance 2025-07 be read by title only.

31
32 **A. RESOLUTION 2025-12.** – Ms. Cherbano read Resolution 2025-12 in its entirety.
33 **A RESOLUTION OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA**
34 **ADOPTING THE TENTATIVE MILLAGE RATE FOR THE LEVYING OF AD**
35 **VALOREM PROPERTY TAXES FOR MUNICIPAL PURPOSES ON ALL TAXABLE**
36 **PROPERTY WITHIN THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER**
37 **1, 2025 AND ENDING SEPTEMBER 30, 2026; STATING THE PERCENTAGE BY**
38 **WHICH THE MILLAGE TO BE LEVIED IS ABOVE OR BELOW THE ROLLED BACK**
39 **RATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING**
40 **RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

41 **WHEREAS**, Florida law requires the Town Council of the Town of Ponce Inlet, Florida,
42 to pass a resolution or ordinance establishing the tentative millage rate for levying ad valorem
43 property taxes for municipal purposes on all taxable property within the Town limits of the Town
44 of Ponce Inlet, Florida, for the fiscal year beginning October 1, 2025, and ending September 30,
45 2026; and

46
47 **WHEREAS**, Florida law requires said resolution or ordinance to state the millage rate to
48 be levied, and also, to state the percentage by which the millage rate to be levied is above the
49 rolled-back rate as computed pursuant to Florida law; and

50
51 **WHEREAS**, the Town Council of the Town of Ponce Inlet, Florida, has duly considered
52 the budgetary requirements of the Town and is now acting in accordance with the terms, provisions
53 and procedures contained in Section 200.065, Florida Statutes at this duly advertised public
54 hearing.

55
56 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE**
57 **TOWN OF PONCE INLET, FLORIDA:**

58
59 **SECTION 1. ADOPTING THE TENTATIVE AD VALOREM PROPERTY TAX**
60 **MILLAGE RATE**

61
62 The tentative millage rate for the Fiscal Year commencing on October 1, 2025 through
63 September 30, 2026 is 6.25 mills, which equals \$6.25 per \$1,000 of assessed valuation for the
64 purpose of raising income in the sum of \$8,281,730 at a 95% collection rate.

65
66 **SECTION 2. PERCENTAGE BY WHICH THE MILLAGE TO BE LEVIED IS**
67 **ABOVE OR BELOW THE ROLLED BACK RATE**

68
69 The percentage by which this millage rate to be levied is above the rolled-back rate of
70 6.2180 mills is 0.51%.

71
72 **SECTION 3. SEVERABILITY**

73
74 If any section, sentence, clause, or phrase of this Resolution is held to be invalid or
75 unconstitutional by any court of competent jurisdiction, that holding in no way affects the
76 remaining portions of this Resolution.

77
78 **SECTION 4. CONFLICTING RESOLUTIONS**

79
80 All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

81
82 **SECTION 5. EFFECTIVE DATE**

83
84 This Resolution shall become effective immediately upon adoption.

86 **B. ORDINANCE 2025-07.** Ms. Cherbano read Ordinance 2025-07 by title only. **AN**
87 **ORDINANCE OF THE TOWN OF PONCE INLET, FLORIDA INCORPORATING THE**
88 **FINAL AUDITED BUDGET FOR FISCAL YEAR 2023-2024 WHICH BEGAN ON**
89 **OCTOBER 1, 2023 AND ENDED ON SEPTEMBER 30, 2024; AMENDING THE BUDGET**
90 **FOR FISCAL YEAR 2024-2025 WHICH BEGAN ON OCTOBER 1, 2024 AND ENDS ON**
91 **SEPTEMBER 30, 2025; ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025-2026**
92 **WHICH WILL BEGIN ON OCTOBER 1, 2025 AND ENDS ON SEPTEMBER 30, 2026;**
93 **PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING**
94 **ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.**
95

96 Mr. Disher provided a presentation, which included a synopsis of the budget process, key
97 public services, the budget and tax environment, and the proposed budget for the upcoming fiscal
98 year. He recounted the schedule of events that led to the development of the proposed budget for
99 Fiscal Year 25/26, including recommendations from the Essential Services Advisory Board and
100 the Cultural Services Board. He described additional budget decisions and directions made by the
101 Town Council, along with input provided by the public. Mr. Disher provided an analysis on the
102 Town's reserves and compared the percentage of General Fund revenue generated through ad
103 valorem taxes to that of other Volusia County municipalities. He presented graphs illustrating the
104 historic millage rates and budget, noting that the eventual goal is to reduce the millage rate closer
105 to historic levels. He reviewed levels of service priorities, a history of staffing levels and
106 compensation, and reviewed recent investments in stormwater improvements. It was noted that the
107 tentative millage rate for the Fiscal Year commencing on October 1, 2025 through September 30,
108 2026 is **6.25 mills**, which is a **0.51% increase** above the rolled-back rate of **6.2180 mills**. Mr.
109 Disher detailed the top 5 categories that generate 95% of General Fund revenue: Ad Valorem
110 (Property Tax); Licenses, Permits, & Fees; Charge for Services; Sales and Use Taxes; and Interest
111 Earnings. He highlighted general fund expenditures, special fund priorities, and carry-forward
112 items, bringing attention to cost-saving measures. He concluded his presentation by outlining the
113 tax bill distribution between the Town, school district, and Volusia County, and the next steps for
114 adopting the Fiscal Year 25/26 budget and millage rate. Councilmember White questioned whether
115 the Town will be able to continue adding to reserves, what percentage local businesses contribute
116 to the general fund, and whether the Town could compare options for better insurance rates. Mr.
117 Disher confirmed progress is being made towards building the reserves; local businesses contribute
118 only 1% of the overall property taxes in Ponce Inlet; and explained that the Town uses Brown &
119 Brown, Inc. as insurance brokers to secure the best insurance rates. They discussed a change to the
120 anticipated fee revenue between rental permits and rental inspections due to proposed ordinance
121 2025-06, which amends the Town's rental registration program. Councilmember White questioned
122 where the funds came from to aid in the fire department overtime rate and questioned staffing
123 levels in the police department. Mr. Disher confirmed that the Town is still searching to fill a
124 vacant fire department position, with overtime funding coming from unspent salary funding from
125 the police department due to vacancies there. Councilmember White voiced his concern that the
126 cost to equip new public safety vehicles may not warrant supporting the vehicle lease program; a
127 discussion ensued regarding the process, frequency, and funding for outfitting vehicles. Chief
128 Scales and Chief Glazier explained how outfitting varies between vehicle models, pricing, and the
129 potential to re-outfit new vehicles with the equipment from existing vehicles if safety protocols
130 have not changed. Councilmember White commented on the budgeted ambulance fees in
131 comparison to call volume and requested Mr. Disher explain stipends. Mr. Disher stated stipends

are used to supplement employee income when they are being tasked with duties and responsibilities that fall outside of their normal job description. He further elaborated on their implementation, the cost-saving benefits they provide, and their necessity given staff taking on more responsibilities due to the Town's limited workforce. Councilmember Milano and Vice-Mayor Smith provided insight on stipends versus overtime pay.

Mayor Paritsky opened public participation. Mr. Gary Bryant, 4739 South Atlantic Avenue, complimented the building division and commented on overtime and stipends. He voiced his concern for the lighting on South Atlantic Avenue and encouraged the Town Council to urge Volusia County to address these issues considering it is a County-governed road. Mr. Shannon White, 39 Coastal Oaks Circle, questioned the workers' compensation rates; requested clarification on the public safety salary increase of 7.5%; and commented on an upcoming tree replenishment proposal. Mr. Disher clarified the referenced tree planting plan is in preliminary stages and is not proposed in the next year's budget. Mr. John Carney, 38 Coastal Oaks Circle, commented on the proposed budget and millage rate in relation to the Consumer Price Index (CPI); he urged the Council to re-evaluate the use of stipends and vehicle allowances, become more efficient, and lower the overall budget. Councilmember White explained that he previously proposed vehicle allowances for the police department in lieu of providing officers with take-home vehicles. Mr. Steve Field, 6 Mar Azul, stated his opinion that the Town is overspending based on the CPI; commented on the budget process, reserves, and Land Acquisition Fund; confirmed the compensation study and tree replenishment plan were not part of the proposed budget; questioned funding sources; and provided comparisons and assumptions on ad valorem taxes. Ms. Barbara Davis, Ponce Inlet resident, commented on Volusia County's rules regarding turtle lighting on South Atlantic Avenue; the rise in property taxes; and the incentives, stipends, salaries, and benefits for employees. She stated the priority should be to focus on resiliency and infrastructure with less employees, and to cut spending. Mr. Michael Lang, 4366 South Atlantic Avenue, suggested the Town provide copies of the presentations to the public in advance of the meeting; questioned cost-cutting initiatives within the Town; suggested including a slide that dictates where money is being saved; and questioned staffing levels. A brief discussion ensued regarding the source of interest earnings which make up 2% of the general fund. Mr. Lang questioned the IT stipend; Mr. Disher explained this stipend is paid to non-IT employees who complete IT-related functions in addition to their normal job responsibilities. Mr. Ed Davis, Ponce Inlet resident, questioned how the percentage of salaries from different funds is determined for certain employees; he noted appreciation for staff and residents who contribute good ideas toward the budget; and stated his belief that the budget spending is unsustainable and urged Council to make a plan to pull back on spending. Mr. Richard Heely, 4641 South Atlantic Avenue, requested to yield his time to Mr. Gary Bryant. Mayor Paritsky closed public participation.

Councilmember White moved to approve Resolution 2025-12 at the tentative millage rate of 6.25 mills; the motion was seconded by Councilmember Villanella. The motion PASSED 5-0, with the following vote: Councilmember White – yes; Councilmember Villanella – yes; Mayor Paritsky – yes; Councilmember Milano – yes; Vice-Mayor Smith – yes.

Councilmember White moved to approve Ordinance 2025-07 upon first reading; the motion was seconded by Councilmember Villanella. The motion PASSED 5-0, with the following vote:

*Councilmember White – yes; Councilmember Villanella – yes; Mayor Paritsky – yes;
Councilmember Milano – yes; Vice-Mayor Smith – yes.*

5. ADJOURNMENT – With no further business, Mayor Paritsky adjourned the meeting at 8:08 PM.

Respectfully submitted by:

Kim Cherbano, CMC / Town Clerk
Prepared by: Stephanie Gjessing, Deputy Town Clerk

Attachment(s): Mr. Disher's Budget Presentation



TOWN OF PONCE INLET FISCAL YEAR 2025/2026 MILLAGE RATE & BUDGET PRESENTATION

SEPTEMBER 3, 2025

1

OVERVIEW

Who We Are, What We Do

- Vision Statement
- Mission Statement
- Key Public Services
- Organizational Chart

Budget Process Recap

- Budget Schedule
- CSB Recommendations
- ESAB Priorities
- Council Direction

Budget and Tax Environment

- Recap - Assumptions
- Reserve Analysis
- Ad Valorem % Comparison
- Historic Millage Rates
- Historic Budget Totals
- Levels of Service
- Staffing Increases
- Stormwater Projects

Proposed FY 25/26 Budget

- Millage Rate Calculations
- Impact of 6.25 Mills
- Budget Summary – General Fund
- GF Revenue by Source
- Top 5 GF Revenue Categories
- GF Expenditures by Dept.
- General Fund Highlights
- Budget Summary - Special Funds
- Special Fund Highlights
- Carry-Forward Items
- Complete Tax Bill
- Next Steps

2



WHO WE ARE, WHAT WE DO

SEPTEMBER 3, 2025

3

VISION STATEMENT

Ponce Inlet is and will be a **residential haven** for those persons who value nature, quiet, privacy. It offers a **small-town lifestyle** where people feel safe and should have easy access to small-scale businesses serving their needs.

The community will continue to be particularly distinguished by its **natural beauty** and its access to nature. It has ensured that its built environment is of **high quality** and appropriate scale while protecting historic features.

The community will be recognized for the **professionalism and integrity** of its government and the high level of citizen involvement and participation in the life of the community.

9/3/25

BUDGET HEARING

4

4

MISSION STATEMENT

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.



9/3/25

BUDGET HEARING

5

5

KEY PUBLIC SERVICES



HURRICANE RESPONSE

PUBLIC SAFETY



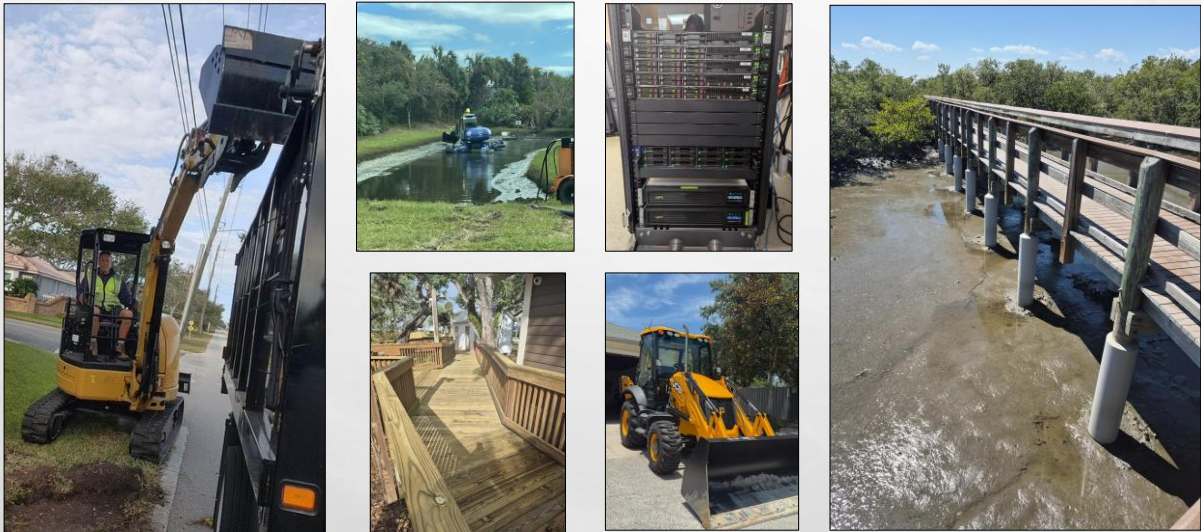
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BUDGET HEARING

6

6

KEY SERVICES – INFRASTRUCTURE



9/3/25

BUDGET HEARING

7

7

KEY SERVICES



9/3/25

BUDGET HEARING

8

8

ORGANIZATIONAL CHART

Ponce Inlet's full-time population of **3,428** residents elects **5** members to serve as the Town Council.

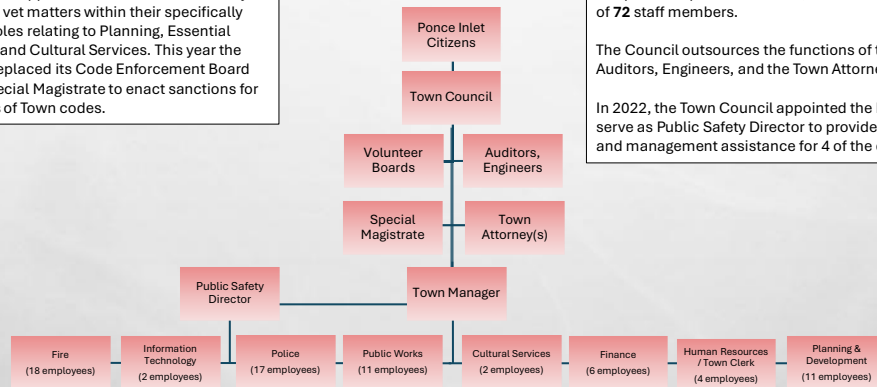
The Council appoints volunteers to **3** Advisory Boards to vet matters within their specifically defined roles relating to Planning, Essential Services, and Cultural Services. This year the Council replaced its Code Enforcement Board with a Special Magistrate to enact sanctions for violations of Town codes.

The Council hires **1** employee, the Town Manager, to oversee the Town's operations.

The Town's services to the public are provided primarily by **8** separate departments. In all, the Town employs a total of **72** staff members.

The Council outsources the functions of the Town's Auditors, Engineers, and the Town Attorney(s).

In 2022, the Town Council appointed the Fire Chief to also serve as Public Safety Director to provide coordination and management assistance for 4 of the departments.



9/3/25

BUDGET HEARING

9

9



BUDGET PROCESS RECAP

SEPTEMBER 3, 2025

10

FY 25/26 - BUDGET SCHEDULE

Work to Date

- 1-6-25 - Preliminary review of Cultural Services items
- 1-9-25 – ESAB preliminary budget review of Police, Fire, and Public Works items
- 3-3-25 – CSB recommendation of budget proposals
- 3-6-25 – ESAB review of budget proposals and priorities
- 4-17-25 – Presentation of FY23/24 audit to Town Council
- 6-2-25 – CSB recommendation of potential improvements to Town athletic courts
- 6-10-25 – Town Council preliminary budget workshop, review of fiscal constraints and priorities
- 6-25-25 – Special Town Council meeting, presentation on stormwater utility feasibility study
- 7-15-25 – Town Council budget workshop, review of draft budget
- 7-17-25 – Town Council hearing on Proposed millage rate
- 9-3-25 – Budget hearing of Tentative millage rate and 1st reading of budget ordinance

Upcoming

- 9-18-25 – Budget hearing for Final millage rate and 2nd reading of budget ordinance
- 9-30-25 – End of FY 24/25 Fiscal Year
- 10-1-25 – Start of FY 25/26 Fiscal Year

9/3/25

BUDGET HEARING

11

11

PRIORITIES – CSB RECOMMENDATIONS

AS OF MARCH 3, 2025

Request	Cost	Comment
Resurface Pollard Park tennis court	\$20,000	1 st year of 3-year resurfacing plan for all courts to maintain safety
New playground fence at Pollard Park	\$10,000	Recommended for child safety
Historic marker honoring “Cocoa Bill” Williams	\$4,000	To be similar in design and size to the Jesse Linzy marker at the boat ramp
TOTAL	\$34,000	

9/3/25

BUDGET HEARING

12

12

PRIORITIES – ESAB RECOMMENDATIONS

AS OF MARCH 6, 2025

Priority	Request	Dept.	Cost	Comment
1	Replacement backhoe – 416 Loader Caterpillar	PW	\$135,000	Replacing 20+ year backhoe. Cost to be split 50-50 with General Fund and Water Fund.
2	Old Carriage Road exfiltration system (part of stormwater one-way valve installation, Phase 2)	PW	\$120,480 (total cost)	Contract and bid awarded by Town Council on 9/19/24. Total cost includes \$44,400 in carry-forward funds from FY 24/25.
3	Replacement patrol vehicle – 2025 Ford Explorer	PD	\$50,000	Replacing 2020 Dodge Durango
4	Preliminary needs evaluation for fire station	FD	\$50,000	Will be used to determine best location and prepare cost estimate for design and construction. Construction eligible for 50% match through Resilient Florida program.
	TOTAL		\$355,480	

9/3/25

BUDGET HEARING

13

13

ADDITIONAL COUNCIL BUDGET DECISIONS & DIRECTION

- **June 19th Regular Meeting** – Council fast-tracks purchase of replacement back-hoe in FY 24/25, rather than in FY 25/26; directs the \$180,000 “signing bonus” from the new cell tower lease agreement to be placed into the Parks and Recreation Fund for future park improvements; and approves the event details of the 2025 Volusia League of Cities Dinner.
- **June 25th Special Meeting** – Council directs Staff to include the stormwater utility Phase 2 implementation plan in the FY 25/26 budget.
- **July 15th Budget Workshop** – Council directs Staff to add two new Public Works crew members mid-year; pay for the \$20,000 Pollard Park tennis court resurfacing out of the Parks and Recreation Fund; add \$500,000 for the replacement fire station design; and keep the proposed millage rate at 6.25..
- **July 17th Regular Meeting** – Council adopts proposed millage of 6.35; directs staff to initiate a fire station site feasibility study not to exceed \$50,000 from the Land Acquisition Fund; agrees to maintain staffing level of five firefighters per shift; directs staff to proceed with an appraisal and begin negotiations to purchase vacant residential property for future stormwater improvements.
- **August 21st Regular Meeting** – Council directs staff to pay off remaining Public Works vehicle lease terms and continue to lease public safety vehicles in the FY 25-26 budget, and use this hybrid lease/purchase approach in future years according to a defined vehicle replacement schedule; requests additional information on the salary study for a future Town Council meeting; and approves Res. 2025-11, adjusting waste collection fees.

9/3/25

BUDGET HEARING

14

14



BUDGET AND TAX ENVIRONMENT

SEPTEMBER 3, 2025

15

RECAP - Assumptions

- **Reserves** - General Fund Operating Reserves currently at **7.3** months.
- **2024 Hurricane Expenses** – All but **\$27,960** out of **\$249,541** of eligible expenses reimbursed so far.
- **Rising Costs** – Includes proposed salary increases of 3% to 7.5%; employee health insurance costs up 4.7%; general insurance package up 4.9%, flood insurance up 10% (estimated).
- **Obligations** - \$3.36 million in loan payments and grant matches for stormwater improvements, water system improvements, Quint fire apparatus, and S. Peninsula sidewalk, not including septic-to-sewer loan.
- **Revenue** – Increased property values, up 4.62%. Each 0.10 mills generates \$132,508.
- **Tax Base** – Proportion of homesteaded properties decreased from 47% to 46%.
- **Utility Fees** –
 - Water rates will increase per multi-year schedule adopted in 2023.
 - Ponce Inlet must match annual sewer rate increases from Port Orange, per collection agreement.
 - Solid waste (refuse) rates have increased to cover increased expenses from hauler and landfill fees.
 - Stormwater utility fee – Feasibility study complete. Phase 2 refinement, credits, and implementation proposed for FY 25/26.

9/3/25

BUDGET HEARING

16

16

RESERVE ANALYSIS

Town of Ponce Inlet Reserve Analysis (April 2025)

Fund Name	Fund Type	Fund Balance FY 19/20	Fund Balance FY 20/21	Fund Balance FY 21/22	Fund Balance FY 22/23	Fund Balance FY 23/24	Fund Balance FY 24/25
General Fund	Non-Restricted	\$ 2,808,484	\$ 3,405,223	\$ 4,035,916	\$ 4,048,698	\$ 4,190,777	\$ 5,349,837
Old Gas Tax (.06)	Restricted	\$ 84,930	\$ 88,278	\$ 98,529	\$ 98,082	\$ 89,115	\$ 77,205
New Gas Tax (.05)	Restricted	\$ 411,517	\$ 470,268	\$ 433,304	\$ 487,462	\$ 538,391	\$ 588,925
Donations	Restricted	\$ 3,625	\$ 3,617	\$ 6,423	\$ 8,188	\$ 8,566	\$ 10,241
Hurricane Ian	Assigned	n/a	n/a	n/a	\$ -	\$ 123,842	\$ 60,097
Disaster Recovery Fund	Restricted	n/a	n/a	n/a	n/a	\$ -	\$ 100,000
Tree Bank	Restricted	\$ 15,947	\$ 22,855	\$ 26,791	\$ 27,760	\$ 44,085	\$ 61,985
Sidewalk	Restricted	\$ 44,863	\$ 56,246	\$ 70,453	\$ 76,824	\$ 90,787	\$ 94,061
Parks & Recreation	Restricted	\$ 11,116	\$ 14,594	\$ 20,856	\$ 24,682	\$ 27,812	\$ 30,594
Community Center	Non-Restricted	\$ 5,388	\$ 26,434	\$ 57,100	\$ 23,737	\$ 25,717	\$ 28,529
Historical Museum	Non-Restricted	\$ 18,697	\$ 19,648	\$ 21,978	\$ 22,383	\$ 14,670	\$ 37,237
Police Education	Restricted	\$ 10,643	\$ 11,237	\$ 12,566	\$ 13,623	\$ 14,853	\$ 16,195
Stormwater Loan	Debt Service	\$ 2,630	\$ 2,729	\$ 2,727	\$ 2,725	\$ 2,723	\$ 2,721
Town Hall Loan	Debt Service	\$ 2,409	\$ 2,409	\$ 2,408	\$ 1,581	\$ 1,221	\$ 821
Land Acquisition Fund	Committed	\$ 124,805	\$ 167,230	\$ 302,799	\$ 464,357	\$ 439,546	\$ 644,649
Capital Fire Equipment Fund	Restricted	\$ 150,000	\$ 200,000	\$ 29,400	\$ 229,400	\$ 115,830	\$ 115,830
Capital Facility Maintenance Fund	Assigned	n/a	\$ 25,000	\$ 50,000	\$ 75,000	\$ 82,760	\$ 54,860
Ponce de Leon Septic-to-Sewer Project	Grant Project	n/a	n/a	\$ 31,841	\$ (40,374)	\$ (21,155)	\$ (21,155)
Economic Impact Fund	Restricted	n/a	n/a	n/a	\$ 1,214,036	\$ 266,002	\$ 182,798
S. Peninsula Dr. Sidewalk	Assigned	n/a	n/a	n/a	\$ 150,000	\$ 802,756	\$ 1,100,703
Septic-to-Sewer Project	Restricted	n/a	n/a	n/a	n/a	\$ -	\$ 26,906
Water Operating & Maintenance Fund	Enterprise	\$ 1,009,119	\$ 1,288,818	\$ 1,042,489	\$ 1,022,330	\$ 850,862	\$ 1,001,169
Water O&M Fund (Capital Assets - Equity)	Enterprise			\$ 2,053,209	\$ 1,887,943	\$ 1,765,438	\$ 1,665,885
Refuse	Enterprise	\$ 27,986	\$ 36,744	\$ 45,649	\$ 31,384	\$ 6,389	\$ 14,070
Sewer	Enterprise	\$ 6,273	\$ 8,986	\$ 8,991	\$ 7,529	\$ 6,515	\$ 5,156
Water Expansion	Restricted	\$ 117,920	\$ 127,082	\$ 145,406	\$ 155,286	\$ 164,448	\$ 171,574
Water Repair & Replacement	Enterprise	n/a	n/a	n/a	n/a	\$ -	\$ 49,741
Water System Improvements Loan	Debt Service	\$ 59,038	\$ 59,211	\$ 59,385	\$ 59,558	\$ 59,731	\$ 59,904
Total		\$ 4,915,390	\$ 6,036,609	\$ 8,558,220	\$ 10,092,194	\$ 9,711,681	\$ 11,530,538

*Adjusted FY21/22 to take out fixed assets to get an accurate Fund Balance (This matches retained earnings)

9/3/25

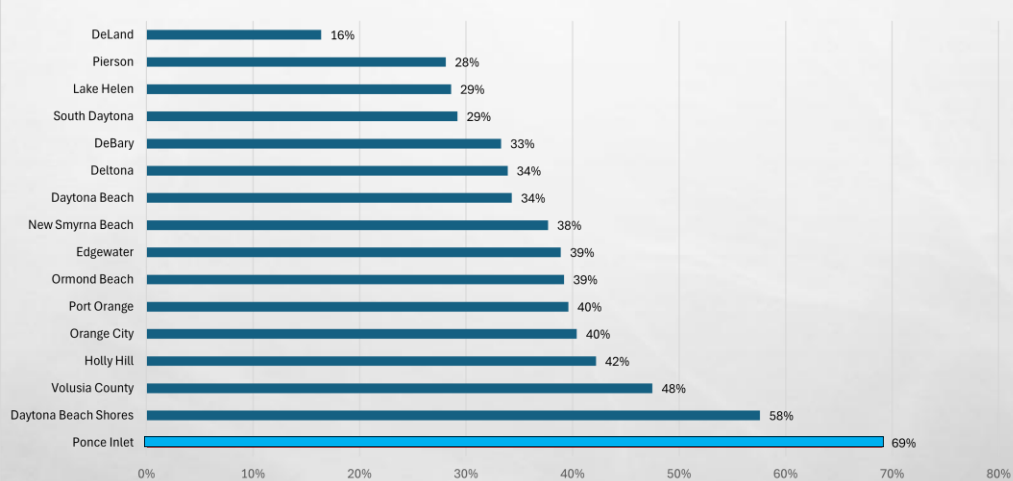
BUDGET HEARING

17

17

COMPARISON OF GENERAL FUND AD VALOREM REVENUE

2024 Volusia Cities Ad Valorem % of General Fund Revenue



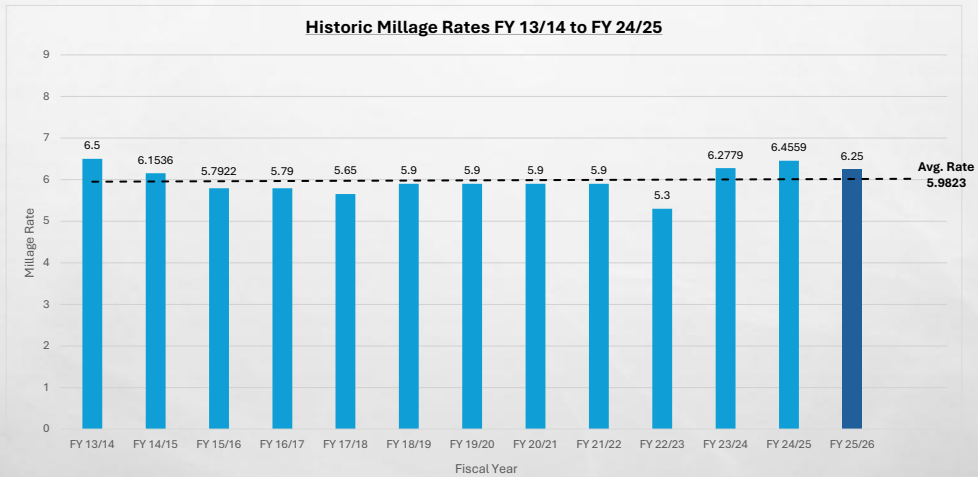
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BUDGET HEARING

18

18

HISTORIC MILLAGE RATES



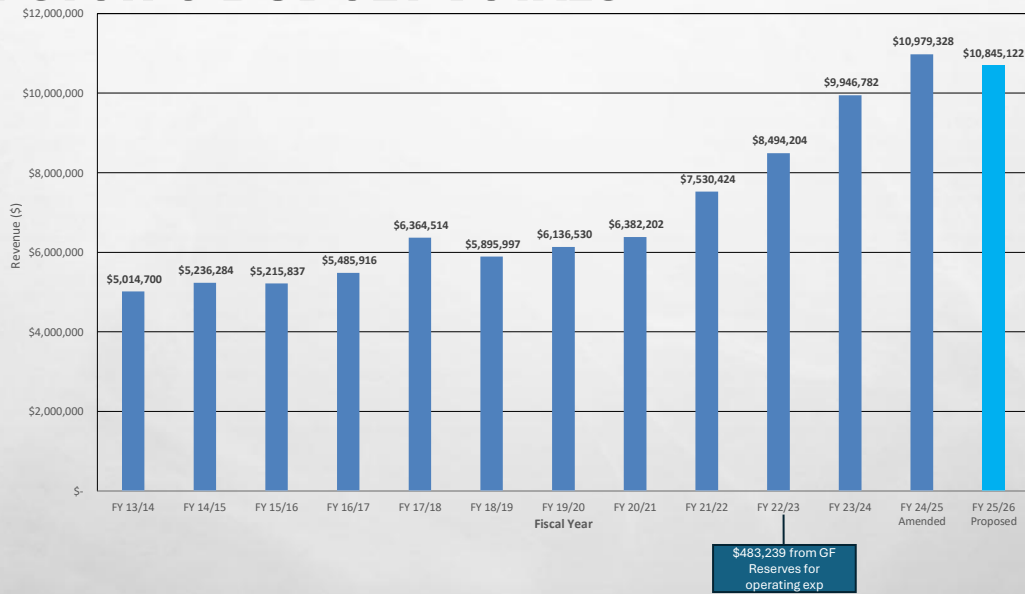
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BUDGET HEARING

19

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HISTORIC BUDGET TOTALS



9/3/25

BUDGET HEARING

20

20

LEVELS OF SERVICE – FY 23/24 BUDGET

		HIGH 6.5	MEDIUM 6.2779	LOW 5.9834
Equipment				
New generator for Community Center	\$35,000 (+\$20,000 grant)	✓	✓	✓
Portable message boards (2)	\$36,000	✓		
Projects				
Fire Suppression for new Clerk's office file room	\$30,000	✓		
Interior station modifications to house 3 new fire fighters	\$70,000	✓		
S. Peninsula sidewalk project (transfer to 311 fund)	\$150,000	✓	✓	✓
Maintenance/Repair				
Museum boardwalk replace decking and rails	\$40,000	✓		
Storm pipe cleaning - north half of Town (Phase 2)	\$60,000	✓	✓	
Professional Services				
Salary Survey	\$28,500	✓	✓	
Fire Dept. Accreditation Self-Assessment Manual	\$36,000	✓	✓	
CRS consultants and maps	\$46,500	✓	✓	✓
Adaptation Action Plan (contingency)	\$50,000	✓	✓	✓
Stormwater Utility fee study and implementation	\$60,000	✓	✓	
New Personnel (all starting mid-year)				
1 Financial Analyst	\$45,147	✓	✓	
3 Firefighters	\$140,694 (total)	✓		
2 Police Officers	\$82,200 (total)	✓	✓	
1 Public Works Maintenance Tech	\$27,095	✓	✓	
TOTALS		\$937,136	\$620,442	\$281,500

9/3/25

BUDGET HEARING

21

21

LEVELS OF SERVICE – FY 24/25 BUDGET

	Cost	HIGH 6.6250	LOW 6.2779
Equipment			
Quint 75' ladder truck + equipment	\$210,000 (\$159k/yr after)	✓	✓
Replacement fire hose	\$29,000	✓	✓
Back-up power load stretcher	\$45,000	✓	
Public safety vessel	\$40,000 (+\$40,000 grant)	✓	
Fire Department generator	\$35,000 (+\$35,000 grant)	✓	✓
Additional security cameras at parks (6)	\$15,000	✓	
Projects			
Museum boardwalk replacement	\$35,000	✓	
S. Peninsula sidewalk project (transfer to 311 fund)	\$170,000	✓	✓
Storm drain one-way valves, Phase 2	\$100,000	✓	
Utility box art wrap	\$9,000	✓	
Maintenance/Repair			
Stormwater pond excavation	\$50,000	✓	✓
Harbour Village public access boardwalk contribution	\$25,000	✓	
Museum fence repair and painting	\$35,000	✓	
Repair and resurface tennis court	\$15,000	✓	✓
Landscaping and gutters at Community Center	\$18,000	✓✓	✓
Professional Services			
Salary Survey	\$28,500	✓	✓
Government Affairs consultant and financial auditors	\$80,000	✓	✓
TOTALS		\$939,500	\$574,500

9/3/25

BUDGET HEARING

22

22

STAFFING INCREASES

New Staff Positions

2023 (mid-year)

1 Assistant Deputy Clerk

1 Accountant/Grants Coordinator

2024 (mid-year)

3 firefighters, per Accreditation process

2 police officers

1 Public Works maintenance tech

2025 (none)

2026 (mid-year)

2 Public Works maintenance tech

Staff salaries, per Res. 2021-08

Enacted to comply with FL constitutional Amendment 2 to increase minimum wage to \$15.00/hr by 9-30-26

Schedule

10-1-2021 + \$2,600 to annual salary per Employee

10-1-2022 +\$2,600

10-1-2023 +\$2,080 (\$1/hr)

10-1-2024 +\$2,080

Proposed FY 25/26

+3% for General Employees

+7.5% for Public Safety Employees

9/3/25

BUDGET HEARING

23

23

STORMWATER PROJECTS

Year	Project	Funding Source(s)	Approx. Cost
2025	One-way flap valves installed at Old Carriage Road, Anchor Drive, and Beach Street, as recommended by Watershed Master Plan.	General Fund	\$143,700
	Swale maintenance/restoration on S. Peninsula Drive.	General Fund	\$10,000
	Swale maintenance/restoration on S. Atlantic Ave. per Watershed Master Plan	Volusia County	?
	Old Carriage Rd. exfiltration system (Phase 2), as recommended by Watershed Master Plan.	General Fund + carry-forward	\$120,500
	Purchase of vacant residential property for future stormwater improvements, as recommended by Watershed Master Plan.	Land Acquisition	\$360,000
	Stormwater utility fee Ph 2 implementation	General Fund	\$50,000
2024	Watershed Master Plan completed.	FDEP grant	\$123,000
	Drainage studies of Oceanside Village and Las Olas are completed.	General Fund	\$10,000
	Phase 2 storm-pipe system cleaning is completed in north half of Town.	General Fund	\$60,000
	Stormwater utility fee feasibility study (Phase 1)	General Fund	\$24,000
	Excavation of Town's stormwater ponds at Inlet Point Blvd. and Beach Street	General Fund	\$88,000
2023	Phase 1 storm-pipe system cleaning completed in south half of Town.	General Fund	\$60,000
2022	ECFRPC Vulnerability Assessment report is finished, along with comprehensive plan policy recommendations for state-mandated "Peril-of-Flood" requirements.	General Fund	\$40,000
TOTAL			\$1,089,200

9/3/25

BUDGET HEARING

24

24



PROPOSED FY 25/26 BUDGET

SEPTEMBER 3, 2025

25

MILLAGE RATE CALCULATIONS

Current year estimated rolled back-rate
Proposed millage scenarios based on preliminary
estimates:

6.2180

Proposed Millage Rate	Ad Valorem Proceeds	95% Proceeds	% Increase over RBR
7.1482	9,970,436	9,471,914	14.96%
7.0000	9,763,724	9,275,538	12.58%
6.9000	9,624,242	9,143,030	10.97%
6.8000	9,484,760	9,010,522	9.36%
6.7000	9,345,278	8,878,015	7.75%
6.6500	9,275,538	8,811,761	6.95%
6.6000	9,205,797	8,745,507	6.14%
6.5000	9,066,315	8,612,999	4.54%
6.4700	9,024,470	8,573,247	4.05%
6.4600	9,010,522	8,559,996	3.89%
6.4559	9,004,803	8,554,563	3.83%
6.4000	8,926,833	8,480,492	2.93%
6.3500	8,857,092	8,414,238	2.12%
6.2779	8,756,526	8,318,700	0.96%
6.2500	8,717,611	8,281,730	0.51%
6.2180	8,672,976	8,239,328	0.00%
6.2000	8,647,870	8,215,476	-0.29%
6.1915	8,636,014	8,204,213	-0.43%
6.0000	8,368,906	7,950,461	-3.51%
5.9000	8,229,424	7,817,953	-5.11%
5.8000	8,089,943	7,685,445	-6.72%

FY 24/25 adopted millage rate

July adopted proposed millage rate

FY 25/26 tentative millage rate

Roll Back Rate

9/3/25

BUDGET HEARING

26

26

IMPACT OF 6.25 MILLAGE RATE

General Maximum Impact of Millage Rate - FY 25/26

Proposed Rate	6.25
Prior year tax rate	6.4559

Homesteaded Properties currently assessed below market value

2024 - Ponce Inlet Taxes			Proposed 2025- Ponce Inlet Taxes			
Assessed Taxable Value	Minus Homestead	Taxes Paid to Ponce	3% Assessed Increase	Minus \$50,000 Homestead	Taxes Paid to Ponce	Difference
\$1,000,000	\$950,000	\$6,133	\$1,030,000	\$980,000	\$6,125	(\$8)
\$750,000	\$700,000	\$4,519	\$772,500	\$722,500	\$4,516	(\$3)
\$500,000	\$450,000	\$2,905	\$515,000	\$465,000	\$2,906	\$1
\$375,000	\$325,000	\$2,098	\$386,250	\$336,250	\$2,102	\$4
\$250,000	\$200,000	\$1,291	\$257,500	\$207,500	\$1,297	\$6

Non-Homesteaded Properties currently assessed at prior year market rate

2024 - Ponce Inlet Taxes		Proposed 2025 - Ponce Inlet Taxes		
Assessed Taxable Value	Taxes Paid to Ponce	10% Increase (Avg Townwide)	Taxes Paid to Ponce	Difference
\$1,000,000	\$6,456	\$1,100,000	\$6,875	\$419
\$750,000	\$4,842	\$825,000	\$5,156	\$314
\$500,000	\$3,228	\$550,000	\$3,438	\$210
\$375,000	\$2,421	\$412,500	\$2,578	\$157
\$250,000	\$1,614	\$275,000	\$1,719	\$105

9/3/25

BUDGET HEARING

27

27

FY 25/26 BUDGET SUMMARY – GENERAL FUND

FY 25/26 BUDGET SUMMARY

General Fund:	Revenue Source	Amount	% of GF Revenue
	Ad Valorem	\$ 8,366,230	77.14%
	Sales & Use Taxes	\$ 400,400	3.69%
	Charges for Services	\$ 474,188	4.37%
	Intergovernmental Revenue	\$ 94,900	0.88%
	Fines & Forfeitures	\$ 21,600	0.20%
	Licenses, Permits, & Fees	\$ 843,572	7.78%
	Interest Earnings	\$ 225,800	2.08%
	Misc: Grants & Reimbursements	\$ 189,690	1.75%
	Reserves	\$ 168,922	1.56%
	Transfers In	\$ 59,820	0.55%
	Total Revenue	\$ 10,845,122	100.00%
	Expenditures	Amount	% of GF Expenditures
	Legislative (includes \$131,663 transfers out)	\$ 412,042	3.80%
	Administration (includes \$39,584 transfer out)	\$ 1,203,619	11.10%
	Legal	\$ 205,000	1.89%
	Planning & Zoning	\$ 480,371	4.43%
	Information Technology	\$ 698,250	6.44%
	Police	\$ 2,350,922	21.68%
	Fire	\$ 2,826,655	26.06%
	Building & Code	\$ 1,068,305	9.85%
	Public Works	\$ 948,535	8.75%
	Parks & Recreation	\$ 651,423	6.01%
	Total Expenditures	\$ 10,845,122	100.00%

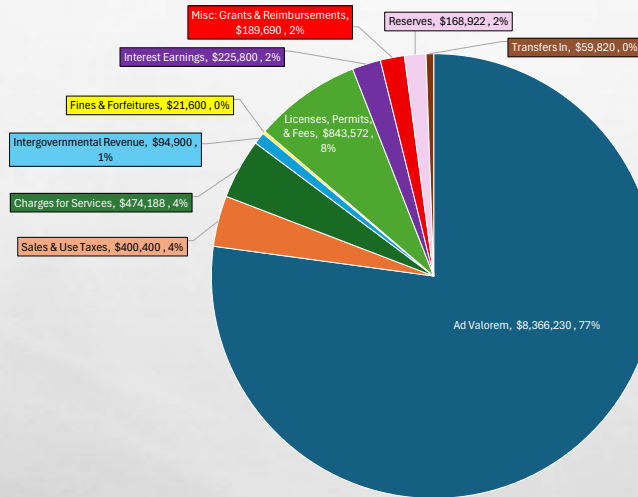
9/3/25

BUDGET HEARING

28

28

GENERAL FUND REVENUE BY SOURCE



9/3/25

BUDGET HEARING

29

29

TOP 5 GENERAL FUND REVENUE CATEGORIES

Ad Valorem (Property Tax)	\$8,366,230	77%
Licenses, Permits, & Fees	\$843,572	8%
Charges for Services	\$474,188	4%
Sales and Use Taxes	\$400,400	4%
Interest Earnings	\$225,800	2%
Revenue Generated from Top 5	\$10,310,190	95%

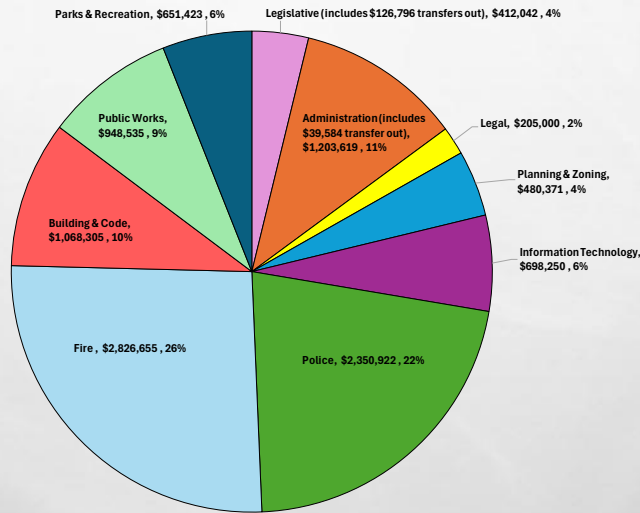
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BUDGET HEARING

30

30

GENERAL FUND EXPENDITURES BY DEPARTMENT



9/3/25

BUDGET HEARING

31

31

HIGHLIGHTS OF GENERAL FUND EXPENDITURES

EXPENDITURE	2025 Board Recommendation	Town Council goal	Cost	COMMENT
Personnel				
2 new Public Works crew members			\$40,584	To be hired mid-year. Note: cost reflects 70% of total, with remaining 30% from Water O&M Fund. Total half-year cost is \$57,943.
Purchases/Equipment				
Public Works fuel pump replacement		✓	\$18,000	Replacing existing pump that is used to fuel the entire vehicle fleet
Projects/Construction				
Park repairs and maintenance	✓	✓	\$37,000	Repairing gazebo roofs at Ponce Preserve boardwalk, repainting buildings at Davies Park
Old Carriage Rd. exfiltration system (Phase 2)	✓		\$120,500	Total cost of Phase 2 of storm-drain one-way valves installation, including \$44,400 carryover
Professional Services				
Stormwater utility fee Ph 2 implementation		✓	\$50,000	As directed by Town Council
CRS (Community Rating System) consultant		✓	\$25,000	Continued assistance to improve Town's CRS rating (and flood insurance discount) through the National Flood Insurance Program
TOTAL			\$291,084	

9/3/25

BUDGET HEARING

32

32

FY 25/26 BUDGET SUMMARY – SPECIAL FUNDS

FY 25/26 BUDGET SUMMARY		
Special Funds:	Amount	% of Special Fund Totals
Old Gas Tax	\$ 85,000	0.73%
New Gas Tax	\$ 44,600	0.38%
Donations	\$ 2,700	0.02%
Hurricane Ian	\$ -	-
Disaster Recovery	\$ 27,960	0.24%
Tree Bank	\$ 16,000	0.14%
Sidewalk	\$ 15,000	0.13%
Parks & Recreation	\$ 3,000	0.03%
Community Center	\$ 66,950	0.57%
Historical Museum	\$ 71,163	0.61%
Police Education	\$ 1,000	0.01%
Stormwater Improvements Loan Repayment	\$ 156,585	1.34%
Town Hall Loan Repayment	\$ -	-
Land Acquisition Fund	\$ 829,335	7.10%
Capital Fire Equipment	\$ 260,000	2.23%
Capital Facility Maintenance	\$ 48,000	0.41%
Ponce de Leon Sewer Project	\$ -	-
Economic Impact Fund	\$ 56,850	0.49%
South Peninsula Drive Sidewalk Project	\$ 995,390	8.53%
Septic-to-Sewer Phase 1 & 2	\$ 5,214,450	44.67%
Water Operating & Maintenance	\$ 1,919,584	16.44%
Water Renewal & Replacement	\$ 104,900	0.90%
Refuse	\$ 504,180	4.32%
Sewer	\$ 1,165,459	9.98%
Water Expansion	\$ 23,594	0.20%
Water System Improvements Loan Repayment	\$ 62,000	0.53%
Total Special Funds	\$ 11,673,700	100.00%

9/3/25

BUDGET HEARING

33

33

HIGHLIGHTS OF SPECIAL FUND PRIORITIES

EXPENDITURE	2025 Board Recommendation	Town Council goal	FUNDING SOURCE	Cost	COMMENT
Purchases/Equipment					
Purchase of undeveloped property for future stormwater improvements		✓	LAF	\$360,000	Will be used to expand existing stormwater capacity in the future. Staff is also seeking grants to match or reimburse costs
New Fire Engine (Quint 75)	✓		LAF/ Public Safety	\$209,839	1 st of 7 annual financing payments
Buy-out of leased vehicles (July 2026)	✓		Econ Impact, Water O&M	\$61,350	Three 2023 Chevy Silverados @ \$20,450 each.
Police Department AC replacement		✓	CF	\$48,000	Replacing 19-year-old unit installed with original construction of PD station
Projects/Construction					
Sewer System Upgrade (formerly septic-to-sewer) Phase 1	✓	✓	FDEP Loan	\$5,200,000	1st half of 2-year project. Construction funding from FDEP 100% forgiveness SRF loan.
Resurface tennis courts at Pollard Park	✓	✓	Park & Rec	\$20,000	Existing court surface is cracked and will become unsafe if not addressed.
Beach Street stormwater pond expansion		✓	LAF	\$19,000	Small expansion of existing pond to increase capacity
Professional Services					
Site feasibility study for replacement fire station	✓		LAF	\$50,000	Needed to determine optimal location and site layout configuration, including examination of alternatives. Staff is seeking additional grants funds for design.
TOTAL				\$5,968,189	

9/3/25

BUDGET HEARING

34

34

HIGHLIGHTS OF CARRY-FORWARD ITEMS

EXPENDITURE	FUNDING SOURCE	Cost	COMMENT
Purchases/Equipment			
Fire Department generator	Pub. Safety	\$58,980	Generator delivery expected in late September, with installation in October
Public Works Building "B" design and construction	LAF	\$157,460	Includes engineering design of site and architectural design of building
Projects/Construction			
Contribution for Harbour Village replacement dune walkover	GF	\$25,000	Project has been permitted and ready to begin construction. Contribution to be paid following completion and final inspection.
Timucuan Oaks piling repairs	GF	\$16,455	
Professional Services			
Adaptation Action Plan	GF	\$44,000	Follow-up resiliency planning effort to 2022 Vulnerability Assessment and 2024 Watershed Master Plan
CRS (Community Rating System) review and mapping; Elevation Certificate review	GF	\$23,950	To improve the Town's CRS rating and flood insurance discounts for property owners
TOTAL		\$325,845	

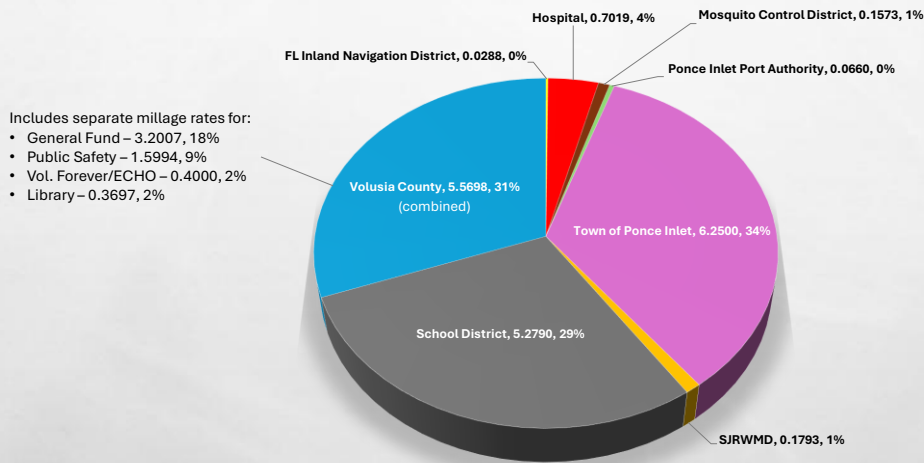
9/3/25

BUDGET HEARING

35

35

COMPLETE TAX BILL – FY 25/26



9/3/25

BUDGET HEARING

36

36

NEXT STEPS



9/3/25

BUDGET HEARING

37

37



QUESTIONS?

For more information about the
FY 25/26 Budget, visit
www.ponce-inlet.org/519/Budget

SEPTEMBER 3, 2025

38



**Town of Ponce Inlet
Town Council
Regular Meeting Minutes
September 18, 2025**

1 **1. CALL TO ORDER:** Pursuant to proper notice, Mayor Paritsky called the meeting to order
2 at 6:00 p.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.

3
4 **2. PLEDGE OF ALLEGIANCE:** Mayor Paritsky led the Pledge of Allegiance.

5
6 **3. ROLL CALL:**

7 **Town Council:**

8 Mayor Paritsky, Seat #1

9 Councilmember Milano, Seat #2

10 Councilmember White, Seat #3

11 Councilmember Villanella, Seat #4

12 Vice-Mayor Smith, Seat #5

13
14 **Staff Members Present:**

15 Ms. Alex, Cultural Services Manager

16 Mr. Baker, Building Official

17 Ms. Cherbano, Town Clerk

18 Mr. Disher, Town Manager

19 Ms. Gjessing, Deputy Town Clerk

20 Chief Glazier, Police Chief

21 Ms. Hall, Assistant Finance Director

22 Mr. Hooker, Code Compliance Manager

23 Ms. Hugler, Fire Department Office Manager/PIO

24 Mr. Lear, Planning & Development Director

25 Ms. McColl, Finance Director

26 Mr. Okum, IT Director

27 Chief Scales, Public Safety Director

28 Attorney Shepard, Town Attorney

29 Mr. Wargo, Public Works Director

30
31 **4. ADDITIONS, CORRECTIONS, OR DELETIONS TO THE AGENDA:** Item 11-C
32 was moved to Item 8-C; an additional proclamation was added as Item 6-B; Item 6-B was moved
33 to Item 6-C.

34
35 Mayor Paritsky moved to approve the agenda as amended; seconded by Councilmember
36 Villanella. The motion PASSED 5-0, consensus.

37
38 **5. CITIZENS PARTICIPATION:** Mayor Paritsky opened citizens participation – Ms. Liz
39 Finch, 106 Rains Drive, expressed her appreciation for the Town Council and staff. Mr. Mark
40 Oebbecke, 4758 South Peninsula Drive, provided a PowerPoint presentation with updates on the

Veteran's Memorial expansion project; he also suggested improvements to the Kay and Ayres Davies Lighthouse Park. Mr. Steve Field, 6 Mar Azul, provided a handout to the Town Council then held his comments for Item 10-B. Mayor Paritsky closed citizens participation.

6. PROCLAMATIONS, PRESENTATIONS, AND AWARDS:

A. Proclamation – Declaring October 23-31 as Red Ribbon week, supporting the Volusia Young Marines. – Mayor Paritsky presented the Volusia Young Marines with a proclamation declaring October 23-31, 2025 as *Red Ribbon Week*, encouraging a drug-free lifestyle and involvement in drug prevention efforts.

~~**B. Mayor's proclamation report.** – *This item was presented as Item 6-C.*~~

B. Proclamation – Hispanic Heritage Month. – Mayor Paritsky presented a proclamation declaring September 15 – October 15, 2025 as *Hispanic Heritage Month*.

C. Mayor's proclamation report. – Mayor Paritsky explained that she will be presenting proclamations declaring October 20 – 26, 2025 as *Florida City Week*, and the month of October 2025 as *Community Planning Month*, *National Breast Cancer Awareness Month*, and *Florida Native Plant Month*.

7. CONSENT AGENDA: Mayor Paritsky asked if there was any item Council would like to remove from the consent agenda; Councilmember White requested to pull Item 7-A from the consent agenda. Mayor Paritsky stated Item 7-A will be heard as Item 13-C. Mayor Paritsky asked if there were any requests from the public – there were none.

~~**A. Request to dispose of fixed capital assets.**~~

B. Approval of the Town Council Regular meeting minutes – August 21, 2025.

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

8. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE MEETING:

A. Appointment to the Cultural Services, Historic Preservation, & Tree Advisory Board. – Ms. Gjessing stated the Cultural Services, Historic Preservation, and Tree Advisory Board consists of seven seats; the only seats currently available are Alternate Seats 1 and 2 and Ms. Susan Vanderbeek has applied for consideration. Ms. Susan Vanderbeek, 58 Jennifer Circle, introduced herself to the Council and stated she is excited to begin volunteering on the Town Board. Mayor Paritsky opened public participation – hearing none, public participation was closed.

Councilmember White made a motion to appoint Ms. Susan Vanderbeek to Alternate Seat 1; seconded by Councilmember Milano. The motion PASSED 5-0, consensus.

86 **B. Recommendations for mitigating construction-related stormwater impacts.** – Ms.
87 Rippey introduced representatives from Collective Water Resources, LLC (CWR), Ms. Elizabeth
88 Perez, President, and Mr. Joel Jordan, Quality Control Director, and stated CWR is the same firm
89 that completed the Town’s Watershed Master Plan. Ms. Perez provided a PowerPoint presentation
90 addressing recommendations for mitigating construction-related stormwater impacts. She
91 summarized the existing regulations and noted the on-going concerns with construction activities;
92 explained how construction can influence stormwater; and reviewed direct impacts the Town has
93 experienced. She detailed local and state regulations, explained development standards as set forth
94 by the Town’s Land Use and Development Code (LUDC), and recommended revisions to the
95 Town’s Code of Ordinances and LUDC. She further recommended the Town offer educational
96 sessions to local contractors and incentivize certification standards outside of the existing National
97 Pollutant Discharge Elimination System (NPDES) construction general permit requirements.
98 Mayor Paritsky questioned what the next steps would be if the recommendations were approved
99 by the Council; Ms. Perez stated the code revisions would be drafted by the Town’s staff or
100 attorney and be brought back to the Town Council for final approval. Vice-Mayor Smith and Ms.
101 Perez clarified the difference between development versus construction as it relates to the proposed
102 recommendations. Councilmember White asked if the current staffing levels would allow for the
103 ability to enact the suggested code revisions; Mr. Disher stated that would be evaluated. Attorney
104 Shepard explained the potential liability regarding Senate Bill (SB) 180. Mayor Paritsky opened
105 public participation – Mr. Steve Field, 6 Mar Azul, suggested delaying implementing changes until
106 the impacts of SB 180 are determined. Mayor Paritsky closed public participation.

107
108 Councilmember Milano made a motion to accept the Technical Memorandum and its
109 recommendations as presented by Collective Water Resources, LLC.; seconded by Councilmember
110 White. The motion PASSED 5-0, consensus.

111
112 **C. Resolution 2025-16 – Amendments to the Town of Ponce Inlet Investment**
113 **Policy.** Attorney Shepard read Resolution 2025-16 by title only. **A RESOLUTION OF THE**
114 **TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA AMENDING THE TOWN’S**
115 **INVESTMENT POLICY FOR MUNICIPAL FUNDS; AND PROVIDING FOR**
116 **CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.** – Ms. McColl introduced Mr.
117 Jeffrey T. Larson, President of Larson Consulting Services, LLC. Mr. Larson provided a
118 PowerPoint presentation summarizing the Town’s investment policy, the importance of updating
119 the policy, the rationale for the proposed updates, and their key benefits. He stated the Town first
120 adopted its policy in 2006 with the last amendment occurring in 2014 and emphasized that after
121 11 years it is due for review, especially to comply with State law. He explained best practices
122 including suitability and diversification, and elaborated on the benefits of the recommended
123 updates. Mr. Larson recommended the Town remain conservative in investments, rebalance
124 portfolios with Local Government Investment Pool’s (LGIP’s), build a U.S. Treasury ladder, and
125 reduce the number of separate accounts. Councilmember White commented on quarterly reporting
126 and Councilmember Villanella questioned the Treasury laddering. Mayor Paritsky opened public
127 participation – hearing none, public participation was closed.

128
129 Councilmember White moved to approve Resolution 2025-16 as presented; seconded by
130 Councilmember Villanella. The motion PASSED, 5-0 with the following vote: Councilmember

White – yes; Councilmember Villanella – yes; Mayor Paritsky – yes; Councilmember Milano – yes; Vice-Mayor Smith – yes.

9. PUBLIC HEARINGS / QUASI-JUDICIAL MATTERS: None.

10. PUBLIC HEARINGS / NON-QUASI-JUDICIAL MATTERS:

A. Ordinance 2025-06 – 2nd Reading – Amending Chapter 18 of the Code of Ordinances and Articles 3 and 10 of the Land Use and Development Code (LUDC) related to rental registrations and inspections. Attorney Shepard read Ordinance 2025-06 by title only. **AN ORDINANCE OF THE TOWN OF PONCE INLET, FLORIDA, AMENDING THE CODE OF ORDINANCES AND THE LAND USE AND DEVELOPMENT CODE RELATED TO RENTAL REGISTRATION AND INSPECTION; PROVIDING LEGISLATIVE FINDINGS; PROVIDING FOR EXEMPTIONS FOR CERTAIN PROPERTIES SUBJECT TO STATE OR FEDERAL PERIODIC INSPECTION REQUIREMENTS; PROVIDING FOR INSPECTION FEES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING FOR CODIFICATION AND AN EFFECTIVE DATE.** – Mr. Disher stated there were no changes since the first reading of Ordinance 2025-06. Mayor Paritsky opened public participation – hearing none, public participation was closed.

Councilmember Villanella moved to approve and adopt proposed Ordinance 2025-06, amending Chapter 18 of the Code of Ordinances and Articles 3 and 10 of the LUDC as prepared by the Town Attorney related to rental registrations and inspections; seconded by Councilmember White. The motion PASSED, 5-0 with the following vote: Councilmember Villanella – yes; Councilmember White – yes; Mayor Paritsky – yes; Councilmember Milano – yes; Vice-Mayor Smith – yes.

B. Final Millage Rate and Budget for Fiscal Year 2025/2026. Mayor Paritsky requested Resolution 2025-13 be read in its entirety and Ordinance 2025-07 be read by title only.

i. Resolution 2025-13 – Ms. Cherbano read Resolution 2025-13 in its entirety. A RESOLUTION OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA ADOPTING THE FINAL MILLAGE RATE FOR THE LEVYING OF AD VALOREM PROPERTY TAXES FOR MUNICIPAL PURPOSES ON ALL TAXABLE PROPERTY WITHIN THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025 AND ENDING SEPTEMBER 30, 2026; STATING THE PERCENTAGE BY WHICH THE MILLAGE TO BE LEVIED IS ABOVE OR BELOW THE ROLLED BACK RATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida law requires the Town Council of the Town of Ponce Inlet, Florida, to pass a resolution or ordinance establishing the final millage rate for levying ad valorem property taxes for municipal purposes on all taxable property within the Town limits of the Town of Ponce Inlet, Florida, for the fiscal year beginning October 1, 2025, and ending September 30, 2026; and

176 **WHEREAS**, Florida law requires said resolution or ordinance to state the millage rate to
177 be levied, and also, to state the percentage by which the millage rate to be levied is above the
178 rolled-back rate as computed pursuant to Florida law; and
179

180 **WHEREAS**, the Town Council of the Town of Ponce Inlet, Florida, has duly considered
181 the budgetary requirements of the Town and is now acting in accordance with the terms, provisions
182 and procedures contained in Section 200.065, Florida Statutes at this duly advertised public
183 hearing.
184

185 **NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE**
186 **TOWN OF PONCE INLET, FLORIDA:**
187

188 **SECTION 1. ADOPTING THE TENTATIVE AD VALOREM PROPERTY TAX**
189 **MILLAGE RATE**

190 The final millage rate for the Fiscal Year commencing on October 1, 2025 through
191 September 30, 2026 is 6.25 mills, which equals \$6.25 per \$1,000 of assessed valuation for the
192 purpose of raising income in the sum of \$8,281,730 at a 95% collection rate.
193

194 **SECTION 2. PERCENTAGE BY WHICH THE MILLAGE TO BE LEVIED IS**
195 **ABOVE OR BELOW THE ROLLED BACK RATE**

196 The percentage by which this millage rate to be levied is above the rolled-back rate of
197 6.2180 mills is 0.51%.
198

199 **SECTION 3. SEVERABILITY**

200 If any section, sentence, clause, or phrase of this Resolution is held to be invalid or
201 unconstitutional by any court of competent jurisdiction, that holding in no way affects the
202 remaining portions of this Resolution.
203

204 **SECTION 4. CONFLICTING RESOLUTIONS**

205 All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
206

207 **SECTION 5. EFFECTIVE DATE**

208 This Resolution shall become effective immediately upon adoption.
209

210 **ii. Ordinance 2025-07** – Attorney Shepard read Ordinance 2025-07 by title only. **AN**
211 **ORDINANCE OF THE TOWN OF PONCE INLET, FLORIDA INCORPORATING THE**
212 **FINAL AUDITED BUDGET FOR FISCAL YEAR 2023-2024 WHICH BEGAN ON**
213 **OCTOBER 1, 2023 AND ENDED ON SEPTEMBER 30, 2024; AMENDING THE BUDGET**
214 **FOR FISCAL YEAR 2024-2025 WHICH BEGAN ON OCTOBER 1, 2024 AND ENDS ON**
215 **SEPTEMBER 30, 2025; ADOPTING THE BUDGET FOR THE FISCAL YEAR 2025-2026**
216 **WHICH WILL BEGIN ON OCTOBER 1, 2025 AND ENDS ON SEPTEMBER 30, 2026;**
217 **PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING**
218 **ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.**
219

220 Mr. Disher stated this is the tenth public meeting of the year devoted to the budget and
221 described the deliberations which have led to the proposed final budget for fiscal year 2026/2026.

He stated in accordance with the Truth in Millage (TRIM) Act, Florida State law requires the budget to be balanced between revenues and expenditures, so changes in one must be offset by changes to another; he explained the timeline for budget adoption set forth by TRIM. He stated the budget reflects the requested level of service as determined by residents and the Town Council. Mr. Disher noted the total population fluctuation of the Town with seasonal visitors and described state-mandated levels of service which the Town is required to find funding for. Mr. Disher explained the steps taken by staff to improve the annual budget, using the feedback from residents and Council, and making the process more efficient. Departments were asked to reduce budgets to lower the millage rate closer to historic millage rates. The first reading of the budget ordinance was approved by the Town Council with no changes. Councilmember White questioned whether the Town could seek out better interest rates from banks for vehicle financing versus using the vehicle lease program; Mr. Disher stated the Town is not eligible to finance vehicles on an individual basis, given the relatively low amounts involved. Councilmember White thanked the residents for their input throughout the year.

Mayor Paritsky opened public participation – Mr. Shannon White, 39 Coastal Oaks Circle, stated his opinion that, due to the Town’s limited growth opportunities, the financial management must be scrutinized using cost benefit-analysis, as he believes the current trajectory is unsustainable; he also provided suggestions on how to manage the budget. Mr. Steve Field, 6 Mar Azul, provided suggestions from his handout distributed earlier, including utilizing the general reserve funds for vehicle financing, establishing a budget process workshop, bidding for vehicles, and making changes to staffing. Ms. Barbara Davis, Ponce Inlet resident, commented on the potential loss of property taxes, increases in budget, and operating expenses in comparison to general reserves. Mr. Michael Lang, 4366 South Atlantic Avenue provided a PowerPoint presentation commenting on the Town’s total annual operating budget from FY 2016-2026; the five-year spending above the Consumer Price Index (CPI); estimated annual payroll expenses; and provided his top five budget improvement recommendations. Mr. John Carney, 38 Coastal Oaks Circle, requested justification for proposed costs to level-of-service improvements; recommended research on costs; and commented on the real estate market and its impact on the millage rate. Ms. Bonni Carney, 38 Coastal Oaks Circle, questioned the budgeted amount for outside consultants; commented on stipends and allowances, urging the Council to reduce the use of such incentives; she shared her opinions on the amount of staffing levels and asked about the status of the Public Safety Director’s role; she inquired about the Town’s use of Artificial Intelligence (AI) to streamline processes and reduce employee overhead; and asked when the meeting to present the results of the employee salary survey would be held. Mr. Disher explained staff is utilizing AI tools in a limited capacity but have not adopted any automated procedures; he stated the salary survey results are still being evaluated and a meeting will be duly advertised once scheduled; and he explained the Public Safety Directors role and justification for his stipend. Mayor Paritsky closed public participation.

Councilmember Milano moved to approve Resolution 2025-13 at the final millage rate of 6.25 mills; the motion was seconded by Councilmember White. The motion PASSED 5-0, with the following vote: Councilmember Milano – yes; Councilmember White – yes; Mayor Paritsky – yes; Councilmember Villanella – yes; Vice-Mayor Smith – yes.

Councilmember Milano moved to approve and adopt Ordinance 2025-07; the motion was seconded by Councilmember White. The motion PASSED 5-0, with the following vote: Councilmember Milano – yes; Councilmember White – yes; Mayor Paritsky – yes; Councilmember Villanella – yes; Vice-Mayor Smith – yes.

11. ORDINANCES (FIRST READING) AND RESOLUTIONS:

A. Resolution 2025-14 – Reallocation of fees for rental enforcement under Appendix A of the Code of Ordinances. Attorney Shepard read Resolution 2025-14 by title only. **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA AMENDING PORTIONS OF APPENDIX A (FEES, RATES AND CHARGES) OF THE TOWN CODE OF ORDINANCES, PART XV-PLANNING, DEVELOPMENT, AND CODE ENFORCEMENT FEES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** – Mr. Lear explained this resolution relates to the adoption of Ordinance 2025-06, and reallocates the fees collected by the Town’s Rental Registration and Inspection Program. He provided a brief history of the program and stated the proposed resolution modifies the rental permit fee from \$400 to \$175 and the inspection fee from \$100 to \$325. He provided information related to the inspection process and explained how the reallocation of fees better reflects the time spent by staff to conduct the separate parts of the program. Vice-Mayor Smith questioned if these fees are assessed annually or only during the initial application to the program; Mr. Lear stated these are annual fees. Councilmember White clarified these fees were not assessed during this amendment period and therefore the Town was losing a source of revenue, however they will be enacted again following the adoption of Resolution 2025-14; Mr. Disher confirmed this. Mayor Paritsky opened public participation – hearing none, public participation was closed.

Councilmember Villanella moved to approve Resolution 2025-14 as presented; seconded by Councilmember Milano. The motion PASSED, 5-0 with the following vote: Councilmember Villanella – yes; Councilmember Milano – yes; Mayor Paritsky – yes; Councilmember White – yes; Vice-Mayor Smith – yes.

B. Resolution 2025-15 – Designation of administrative plat review and approval authority pursuant to F.S. 177.071. Attorney Shepard read Resolution 2025-15 by title only. **A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, PROVIDING FOR LEGISLATIVE FINDINGS; SETTING FORTH ADMINISTRATIVE DESIGNATIONS CONSISTENT WITH THE REQUIREMENTS OF SECTION 177.071, FLORIDA STATUTES (2025); PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE; AND PROVIDING FOR SUNSET.** – Mr. Lear explained Senate Bill (SB) 784 took effect July 1, 2025, and it amends F.S. 177.071, requiring that a subdivision plat or replat application be approved administratively if it complies with the requirements set forth in F.S. 177.091. The law requires all governments in Florida to designate an administrative authority to receive, review, and process a plat or replat submittal. He elaborated on the applicable projects and explained this designation is necessary for compliance until such time as the Town amends its LUDC. Resolution 2025-15 hereby designates the Town’s Planning and Development Department as the administrative authority, and the Planning and Development Director, or his or her designee, is designated as the administrative official responsible for approving, approving with conditions,

or denying a proposed plat or replat. Mayor Paritsky opened public participation – hearing none, public participation was closed.

Councilmember Villanella moved to approve Resolution 2025-15 as presented; seconded by Councilmember Milano. The motion PASSED, 5-0 with the following vote: Councilmember Villanella – yes; Councilmember Milano – yes; Mayor Paritsky – yes; Councilmember White – yes; Vice-Mayor Smith – yes.

~~C. Resolution 2025-16 Amendments to the Town of Ponce Inlet Investment Policy.~~ This item was presented as Item 8-C.

12. OLD BUSINESS: None.

13. NEW BUSINESS:

A. Approval of agreement with Edgewater Animal Shelter. – Chief Glazier explained the Town is seeking to enter into an agreement with Edgewater Animal Shelter for animal welfare services beginning October 1, 2025. These services are currently administered through Halifax Humane Society (HHS), however with a recent change in their business model, their services no longer fit the Town’s needs. Additionally, the new proposal from HHS offers fewer services and higher costs, whereas Edgewater Animal Shelter’s services meet the Town’s needs and remain within budget. Mayor Paritsky opened public participation – Ms. Barbara Davis, Ponce Inlet resident, questioned the rates quoted by Edgewater Animal Shelter, the location of the Shelter, and provided comments on a personal history with the Halifax Humane Society. Mayor Paritsky closed public participation.

Councilmember White moved to approve the agreement with Edgewater Animal Shelter; seconded by Councilmember Villanella. The motion PASSED 5-0, consensus.

B. Approval of contract to purchase vacant property at 54 South Turn Circle for future stormwater improvements. – Mr. Disher provided a brief description of the discussions related to the purchase of vacant property at 54 South Turn Circle. He explained how utilizing this property will improve the Town’s stormwater capacity. Vice-Mayor Smith questioned if this property would be tied into the existing nearby retention areas; Mr. Disher confirmed all the sites would eventually be connected. Mayor Paritsky opened public participation – Ms. Barbara Davis, Ponce Inlet resident, asked about the price of the property and voiced her support for the purchase due to flooding problems within Town. Mr. Disher stated the price of the property is \$350,000. Mayor Paritsky closed public participation.

Councilmember White moved to approve the contract to purchase vacant property at 54 South Turn Circle for future stormwater improvements for \$350,000; seconded by Councilmember Milano. The motion PASSED 5-0, consensus.

C. Request to dispose of fixed capital assets. – Councilmember White questioned whether there is an agreement with Harbour Village regarding the retention or disposal of the Fire Truck Mini Pumper and he requested confirmation that with the disposal of this asset, Harbour

Village will still be covered in case of an emergency. Chief Scales stated there are no conditions between the Town and Harbour Village; he also stated there are no concerns about the department's ability to address an emergency within Harbour Village.

Councilmember White moved to approve the disposal of fixed capital assets; seconded by Councilmember Villanella. The motion PASSED 5-0, consensus.

14. FROM THE TOWN COUNCIL:

A. Vice-Mayor Smith, Seat #5 – Vice-Mayor Smith thanked everyone for their input in the budget process.

B. Councilmember Villanella, Seat #4 – Councilmember Villanella stated his gratitude for the feedback during the budget process and expressed his excitement for a potential meeting for the public to learn the governmental budgeting procedures.

C. Councilmember White, Seat #3 – Councilmember White provided an update on the intercoastal dredging project, as relayed by Ms. Jessica Fentress, Volusia County Coastal Division Director. The update included timeline projections, recent nor'easter impacts, and distribution of sand.

D. Councilmember Milano, Seat #2 – Councilmember Milano commented on the sand placement project and noted that on Sunday, September 21, 2025, the First Step Shelter will be holding an Open House to celebrate 1,000 individuals being placed in housing. He provided recent statistics from the Shelter.

E. Mayor Paritsky, Seat #1 – Mayor Paritsky informed everyone that she recently met with State Senator Tom Wright regarding concerns over SB 180; he was provided with the County's proposed modification to the bill, and he stated he was amenable to assisting in efforts to modify the bill. She noted insightful workshops were held at the Florida League of Cities Annual Conference in August including how to handle a Departmental of Governmental Efficiency (DOGE) audit, the role of Artificial Intelligence (AI) in government, and more. She encouraged the public to attend the Volusia County Stormwater Mitigation and Flooding Subcommittee meetings, and she explained the exceptional agenda discussed at the Volusia Roundtable of Elected Officials meeting from September 8, 2025. Mayor Paritsky stated she received a letter from a 14-year-old high school student who serves with the U.S. Naval Sea Cadet Corps Daytona Division requesting to attend a future Town Council meeting along with a donation towards the program.

Council consensus to invite a member of the U.S. Naval Sea Cadet Corps Daytona Division to present his donation request at a future Town Council meeting.

15. FROM THE TOWN MANAGER – Mr. Disher thanked everyone for their input in the budget process. He commented on recent flooding concerns and reminded everyone that properties are developed to hold a certain percentage of water on the property to aid flooding mitigation. He urged everyone to collect sandbags from Public Works during their *Sandbag Saturday* events and to purchase flood insurance for better property protection. Mr. Disher noted the Town's

Community Service Rating provides discounted rates for flood insurance for residents. He stated the Fire Department has improved its ISO rating to a Class 2, noting only 6% of departments in the country have this rating. The HomeServe Service Line Warranty Program letters are beginning to be distributed, and he reviewed the optional services offered through them. He noted Timucuan Oaks Park will be closing on October 1, 2025 for repairs. He urged the public to contact the Police Department if they witness suspicious behavior around Town near saw palmetto berries as it is now peak season for harvesting. Under State law, it is illegal to harvest such berries without approval of the property owner. Mr. Disher stated there is still a vacancy on the Volusia-Flagler TPO's Bicycle-Pedestrian Advisory Committee; he noted the Children's Halloween Party will occur on October 24, 2025 and volunteers are needed; and he mentioned the Town is considering hosting a Community Day event in the upcoming future.

16. FROM THE TOWN ATTORNEY – Attorney Shepard provided detailed information regarding recent case law lifting the ban on the open-carry of firearms. In *McDaniels v. State of Florida*, the First District Court of Appeal said “law-abiding, adult citizens” have a right to carry firearms openly in public. He explained this means that in Ponce Inlet you may encounter someone exercising their right to openly and responsibly carry a firearm. He explained how this impacts public spaces. Chief Glazier provided insight into the recent court ruling as it related directly to the Town. Chief Glazier made it clear that this ruling does not prevent law enforcement from continuing to police those who exhibit firearms in a threatening or careless manner in public.

17. PUBLIC PARTICIPATION (on items 14 – 16 only) – Mayor Paritsky opened public participation – Ms. Barbara Davis, Ponce Inlet resident, commented on the saw palmetto berry pickers and referred to an article written by the *Daytona Beach News-Journal* citing the Attorney General's remarks on the open-carry court ruling. Public participation was closed.

18. ADJOURNMENT – Mayor Paritsky adjourned the meeting at 9:04 p.m.

Respectfully submitted by:

Draft

Kim Cherbano, CMC, Town Clerk

Prepared by: Stephanie Gjessing, Deputy Town Clerk

Attachment(s): *None*.



Meeting Date: 10/16/2025

Agenda Item: 13-A

Report to Town Council

Topic: Request for Co-Sponsorship of the 15th Annual Ponce Inlet Christmas Parade – December 6, 2025.

Summary: The request for co-sponsorship includes closure of the boat ramp and boat ramp trailer parking lot; waiver of special event application fees (\$235); and waiver of all staff personnel fees (\$3,081.20). Two changes from last years event require Council approval: a \$151 cost increase and a new staging area location. Pursuant to the Town's Code of Ordinances and Resolution 2023-07, the Christmas Parade meets the criteria for full event co-sponsorship.

Suggested motion: Approval of the request for co-sponsorship of the 15th annual Ponce Inlet Christmas Parade.

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 citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
From: Jackie Alex, Cultural Services Manager
Date: October 6, 2025
Subject: Request for Co-Sponsorship of the 15th Annual Ponce Inlet Christmas Parade – December 6, 2025

MEETING DATE: October 16, 2025

The 15th Annual *Christmas Parade* will be held on Saturday, December 6, 2025, along with the *Breakfast with Santa* event that morning. The parade route will follow the same course as last year, beginning at Davies Lighthouse Park and proceeding north along South Peninsula Drive to Harbour Village Boulevard.

Applicants Mark Oebbeke and Cherise Wintz request event co-sponsorship, including street closures along the route, closure of the boat ramp and boat ramp trailer parking lot, waiver of special event application fees, and waiver of all staff personnel fees (**Attachment 1**). This same request was also approved last year at the November 21, 2024, Town Council meeting.

Two changes are noted for this year's event: an increase of \$151 for staff personnel fees and a new participant staging location. Last year, staging occurred in Lighthouse Point Park at the end of South Peninsula Drive; however, this area will be unavailable due to Volusia County's beach restoration project. Town staff recommends relocating the staging area to Lighthouse Drive, however, as this is a County-maintained park road, staging in this location is contingent upon County approval.

The Town's Special Event regulations include criteria for co-sponsorship approval, per Code of Ordinances Sec. 51-8(a) and (c), below.

Sec. 51-8. – Co-sponsorship or co-sponsored event criteria and standards

- (a) Based on the Town's long tradition of co-sponsoring certain annual events based on repeated findings that they provide a local commemoration of a national holiday or provide historical, educational, cultural enrichment or recreational experiences to the public and town residents, the town council, in its sole discretion, may grant full co-sponsorship to those long-standing events identified and approved via resolution.

- (c) For an event for which co-sponsorship has never before been requested or for changes to a recurring event that would increase the costs incurred by the Town, Town staff may provide a report and recommendation to the town council based on the findings of the town's special event review committee. In such cases, the town council will consider whether the proposed event or changes to a reoccurring event provides a local commemoration of a national holiday and/or provides historical, educational, cultural enrichment or recreational experiences to the public and town residents. For *de minimus* changes to a recurring event that do not result in increased costs to the town, no report and recommendation from town staff is required.

Pursuant to Sec. 51-8(a) and Resolution 2023-07 (**Attachment 2**), the *Christmas Parade* **does** meet the criteria for full event co-sponsorship. However, based on the findings of the Town's special event review committee, event operations will require additional personnel, which will increase the cost incurred by the Town by \$151. Pursuant to Sec. 51-8(c), the increased cost to this recurring event requires Council's review for co-sponsorship.

The Town Council has sponsored this event entirely since the first Ponce Inlet Christmas Parade in 2009. If Council chooses to sponsor this event on the terms that the organizer is requesting, the following fees would be waived:

Department	No of employees	No. of hours each	Cost/hour/employee	Total Cost
Public Works	6	5.5	\$35 (crew) \$45 (supervisor)	\$1,210.00
Police (off-duty)	6	4	\$50 (officer) \$60 (supervisor) + 3% service charge	\$1,277.20
Fire (off-duty)	3	5	\$30	\$450.00
Administrative Staff	1	4	Approx. \$36	\$144.00
Special Event permit fees	n/a	n/a	n/a	\$235.00
Total Costs Absorbed by the Town				\$3,316.20

Summary

The request for sponsorship of the *Christmas Parade* scheduled for December 6, 2025, includes street closures along the route, closure of the boat ramp and boat ramp trailer parking lot; waiver of special event application fees (\$235); and waiver of all staff personnel fees (\$3,081.20). With Ponce Inlet Veterans Memorial Association as the event host, the applicant has submitted liability coverage for the event.

Staff has evaluated this request, and the adopted criteria have been met.

Attachments:

1. Co-sponsorship request letter and event application for the *Christmas Parade* and *Breakfast with Santa* from Mark Oebbecke, President of the Ponce Inlet Veterans Memorial Association
2. Resolution 2023-07



Town of Ponce Inlet
Cultural Services Department
Request Form: Event Co-Sponsorship

Pursuant to Chapter 51 of the Code of Ordinances

This co-sponsorship request form must be filled out accurately and completely and submitted along with a special event permit application. Incomplete forms cannot be reviewed.

This form and all supporting documents **may be submitted up to 365 days in advance of the event, but no less than 60 days prior to the event date.** If the applicant desires their co-sponsorship request to be heard at a specific Town Council meeting, these documents must be submitted no less than **20 days prior to the desired Council meeting date.**

Request forms for co-sponsorship of eligible events will be presented to the Town Council for review if co-sponsorship has never been requested previously or if changes to a recurring event are proposed that would increase the costs incurred by the Town. Regardless of whether the event qualifies as a special event or is eligible for co-sponsorship, an applicant's co-sponsorship request shall comply with the content requirements below.

For event applicants requesting use of the Town's means of advertising, email jalex@ponce-inlet.org

Event Name: Annual Christmas Parade

Event Date(s): 12/6/25 Event Location: S. Peninsula Dr

Business/ Organization Hosting Event: PI Veterans Memorial Dr

Event Applicant/ Contact: Mark Oebbeke

Event (please select the one that best applies):

<input type="checkbox"/> Historic North Turn Legends Beach Parade
<input type="checkbox"/> Ponce Inlet Veterans Memorial Association Memorial Day
<input type="checkbox"/> Ponce Inlet Veterans Memorial Association Veterans Day
<input checked="" type="checkbox"/> Christmas Parade
<input type="checkbox"/> Planned, organized, and conducted by the Ponce Inlet Community Center Board, Inc.
Hosted by the following non-profit Ponce Inlet club or organization*: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ponce Inlet Veterans Memorial Association <input type="checkbox"/> Ponce Inlet Lions Club <input type="checkbox"/> Ponce Inlet Garden Club <input type="checkbox"/> Ponce Inlet Women's Club <input type="checkbox"/> Ponce Inlet Art Guild <input type="checkbox"/> Other
*All non-profit Ponce Inlet clubs and organizations must annually provide a copy of their currently valid IRS tax exemption certificate as an established 501(c)3 status with a Ponce Inlet address.

Please provide a brief description of the event and any important details:

Annual Christmas parade from Davies Park
North on S. Peninsula to Harbour Village Blvd.

Please select your event needs and request for co-sponsorship:

Fees Incurred:	Town permission required:
<input checked="" type="checkbox"/> Waiver of Special Event permit fees	<input checked="" type="checkbox"/> Closure of boat ramp
<input checked="" type="checkbox"/> Waiver of Town personnel fees	<input checked="" type="checkbox"/> Closure of boat ramp trailer parking
<input type="checkbox"/> Waiver of Town Park pavilion rental fees	<input checked="" type="checkbox"/> Placement of temporary signs on Town property
	<input checked="" type="checkbox"/> Street closures
	<input type="checkbox"/> Use of Town facilities
	<input checked="" type="checkbox"/> Parking on Town property
Other: Advertising including Breakfast with Santa	

1. Estimated number of event participants:

100

2. Estimated number of any animals by type:

3 horses

3. Purpose of the event:

Celebration of Christmas season.

4. Nature and the types of activities that will occur.

Parade

5. Provide a copy of indemnification in favor of the Town and included as part of the application, which shall be executed by an authorized representative of the applicant. The organization will not be required to indemnify the Town for the negligent acts of the Town's employees or agents.

☒ Attached

☒ The applicant is the Ponce Inlet Community Center Board, Inc. and the Town has a copy

6. Describe any public right of way, property, buildings, facilities, or equipment utilized:

S. Peninsula Dr., Davies Park & Boat Ramp Parking Lot

7. County roadway is to be used:

☐ Yes- County Right-of-Way Use Permit is attached

☒ No

8. The event serves a valid public purpose benefiting the town and/ or its residents and the community by either-

☐ Providing a local commemoration of a national holiday; or

☒ Providing historical, educational, cultural enrichment and/or recreational experiences to Ponce Inlet residents and the public.

Describe how:

Celebratory event for Town Residents to kick-off hockey season.

As the applicant, I certify that upon request, I will provide event space or facilities to established Ponce Inlet organizations and clubs during the event without cost. (If granting of such space will constitute a bona fide undue hardship to the event organizer, the applicant shall include a waiver of this request in their co-sponsorship request along with the reason for the hardship on the bottom of page one of this form.)

Mark DeBeck
Applicant signature

9/24/25
Date

FOR OFFICE USE ONLY:

Application received by: Jackie Alex

Date: 9/30/2025

Total Cost Incurred by Town: \$ 3,316.20

☒ Waiver of Special Event Permit fees
Total Cost: \$235

☒ Waiver of Town personnel fees
Total Cost: \$3,081.20

☐ Waiver of Park Pavilion Rental fee
Total Cost: _____

☒ Increase in costs since previous year:
☒ Yes Total: \$151 ☐ No

Event needs requiring permission from Town:

- ☒ Closure of boat ramp
- ☒ Closure of boat ramp trailer parking
- ☒ Placement of temporary signs on Town property
- ☒ Street closures
- ☐ Use of Town facilities
- ☒ Parking on Town property
- ☐ Other: _____



Town of Ponce Inlet
Cultural Services Department
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-322-6703

SPECIAL EVENT PERMIT APPLICATION

Pursuant to Chapter 51 of the Code of Ordinances

Permit #: 1190 - 2025

Submittal Date: 9/24/25

FEE PAID: waiver requested

APPLICATIONS MAY BE SUBMITTED UP TO 365 DAYS IN ADVANCE OF THE EVENT, BUT NO LESS THAN 28 DAYS PRIOR TO EVENT DATE, OR 60 DAYS PRIOR IF REQUESTING TOWN CO-SPONSORSHIP.

Please submit the following information with your application:

- A site plan of the event area(s) with all applicable information requested below.
- If the event is on town property, a certificate of insurance showing the town as additional insured in the amount of \$1,000,000 is required.

SECTION 1: EVENT INFORMATION

Event Name: Christmas Parade

Event Location: S Peninsula Dr. - Lighthouse Park to Harbour Village Blvd.

Date(s) of Event: December 6, 2025

Event Hours: 1:00 PM - 3:30 PM

Parade starts at 2:00 PM

Brief Event Description: Annual Christmas parade, sponsored by the Ponce Inlet Veterans Memorial Association, and Operation Changing Lives.

Estimated Attendance: 100 participants; 300 viewe

Repeat Event: ☒ Yes ☐ No

SECTION 2: APPLICANT INFORMATION

Business/ Organization Hosting Event: Ponce Inlet Veterans Memorial Association

Authorized Head of Business/ Organization: Mark Oebbecke

Phone Number: 6107160041

Email Address: piveterans@yahoo.com

Event Applicant/ Contact: Mark Oebbecke

Day-of Phone Number: 6107160041

Email Address: piveterans@yahoo.com

Mailing Address: 4758 S Peninsula Dr, Ponce Inlet FL 32127

SECTION 3: ADDITIONAL INFORMATION

Please answer the questions below. If answering "Yes," indicate the location(s) on your site plan, providing any additional details on a separate sheet if needed.

Traffic Control Required? ☒ Yes ☐ No

Parade? ☒ Yes ☐ No

Provide a map and streets to be closed

Portable Restrooms? ☐ Yes ☒ No

Private Security Firm? ☐ Yes ☒ No

Shuttle Transportation? ☐ Yes ☒ No

Name of Security Firm

Off-Site Parking Required? ☐ Yes ☒ No

Provide written agreement with property owner(s) and number of spaces needed

Provide a site-plan showing the means of all vehicular (including shuttle) and pedestrian ingress & egress to and from the event.

SECTION 4: TEMPORARY USE - Additional Permits may be required.

Please answer the questions below. If answering "Yes," indicate the location(s) on your site plan, providing any additional details on a separate sheet if needed.

Barricades Required? <input checked="" type="radio"/> Yes <input type="radio"/> No	Traffic Cones Required? <input checked="" type="radio"/> Yes <input type="radio"/> No
Amplified Sound? ¹ <input checked="" type="radio"/> Yes <input checked="" type="radio"/> No	High-Intensity Lighting? ² <input type="radio"/> Yes <input checked="" type="radio"/> No *Provide specifications*
# of Tents (over 10'x10')? 0	# Stages/ Structures? ³ 0
Tent Size ³ (if over 10'x10') 0	Stage Dimensions: N/A
# of Signs/ Banners? ⁴ 1	
Sign permit application submitted to Building Division? <input checked="" type="radio"/> Yes <input checked="" type="radio"/> N/A If yes, permit #:	
How do you plan to collect and remove trash and litter during and after the event? Use of dumpster at Lighthouse boat ramp parking lot.	
Food Prepared On-Site? ⁵ <input type="radio"/> Yes <input checked="" type="radio"/> No	
# of Mobile Food Vendors (MFV)? ⁶ 0	# Parking Spaces Required for MFVs? *Include on your site plan 0
DBPR Food Service License # N/A *Attach copy of License	DBPR Alcoholic Beverage License # ⁷ N/A *Attach copy of License

Supplementary Regulations for Special Events:

- 1- See Code of Ordinances Sec. 34-93 for sound limitations and Code of Ordinances Sec. 34-94 for permit requirements to exceed maximum allowable noise level limits and restricted hours.
- 2- See Code of Ordinances Sec. 34-99.1-5 for Town policy on nuisance lighting, requirements to reduce light trespass and glare. This section does not prohibit the temporary exterior lighting used for civic celebration and promotion associated with a permitted special event.
- 3- Tents larger than 10'x10' and stages require a fire inspection and building inspection in addition to a building permit
- 4- See LUDC Sec. 3.30.6 and Resolution 2011-03 for temporary sign regulations. To prevent signs from interfering with public utilities, contact Sunshine State One Call at 1-800-561-6720 prior to digging for sign installation.
- 5- Code of Ordinances Sec. 46-3.a.4: Use of any portable cooking equipment is prohibited in all Town parks except in designated areas of Davies Lighthouse Park. Within designated areas, only propane and electric portable equipment is permitted – no charcoal.
- 6- LUDC Sec. 3.34: Mobile Food vending is the sale of food, either prepared on location or pre-packaged, from a mobile food vending vehicle. Mobile food vendors shall comply with regulations from this section and shall be subject to an inspection pursuant to the NFPA and Florida Fire Prevention Code.
- 7- Code of Ordinances Sec. 6-7.a: It is unlawful for any person to consume or possess any alcoholic beverages on public streets, sidewalks within the town, or on any town property or public park located in the town except as provided in the Code or as approved by Town Council.

I hereby state that the above information is true and accurate to the best of my knowledge. I further understand and agree to any and all conditions and costs of the required permits. I understand that the Town of Ponce Inlet assumes no liability for this event. I hereby agree to defend, hold harmless, and indemnify the Town, at the Town's option, from any and all demands, claims, suits, actions and legal proceedings brought against the Town in connection with this event, whether threatened or otherwise, to the full extent as permitted by the law of the State of Florida. This provision shall survive the term of this agreement and shall remain in full force and effect until the expiration of the time for the institution of any action at law or equity or administrative action against the Town under either federal law or the laws of Florida.

Signature of Applicant

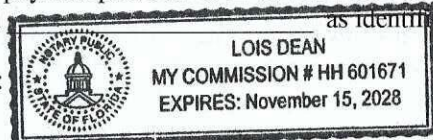
Date Signed

STATE OF FLORIDA
COUNTY OF VOLUSIA

This document was sworn to (or affirmed) and subscribed before me by me of ☒ physical presence or ☐ online notarization, this 24th day of September, 2025 (he/she is personally known to me or has presented as identification.

Notary stamp/ seal:

Notary Public, State of Florida



STANDARD CONDITIONS FOR SPECIAL EVENT PERMITS

Per Code of Ordinances Sec. 51-9.

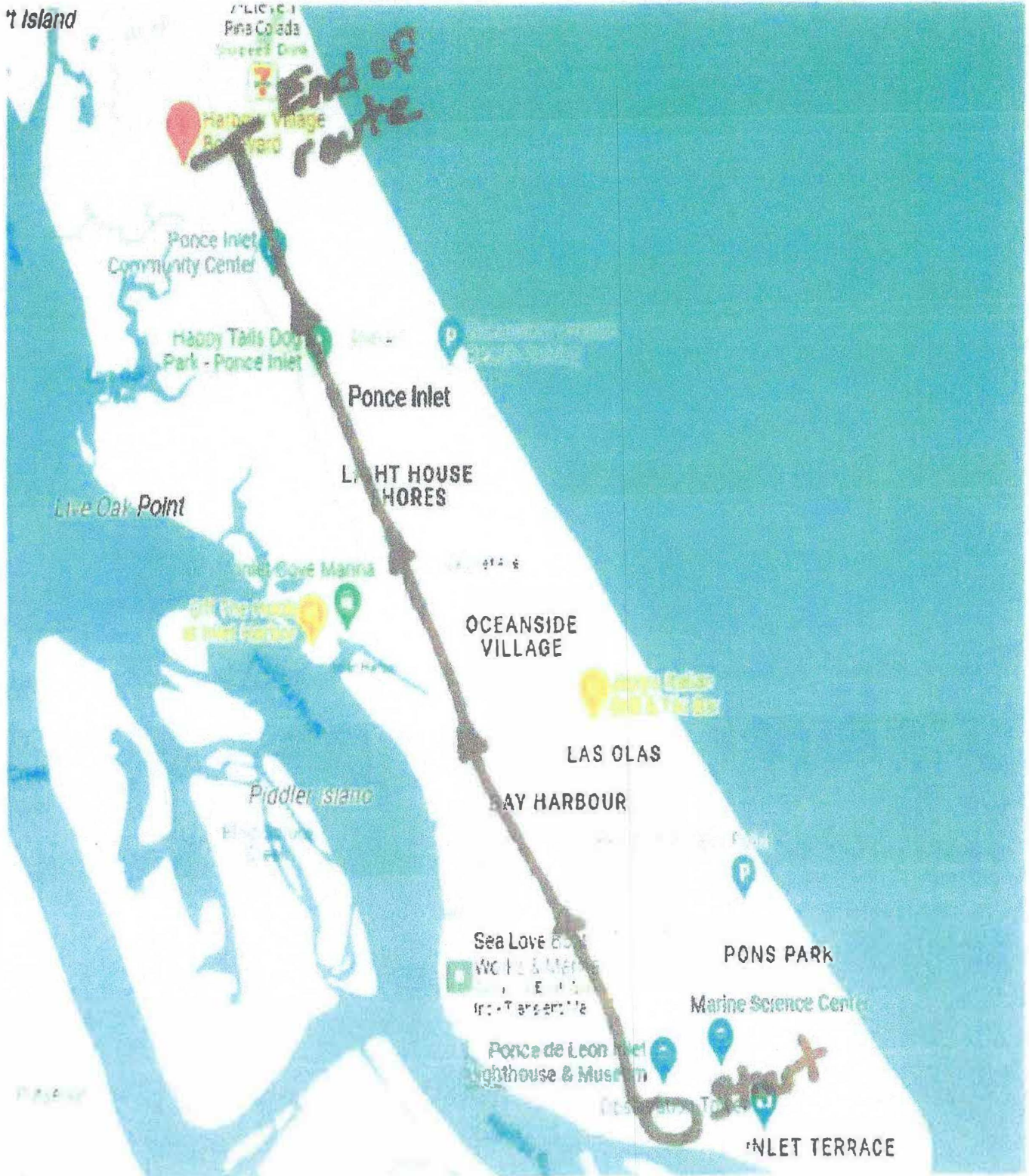
Standards and conditions for issuance of permit. The special event review committee will review the special event permit application based upon the following standards and conditions:

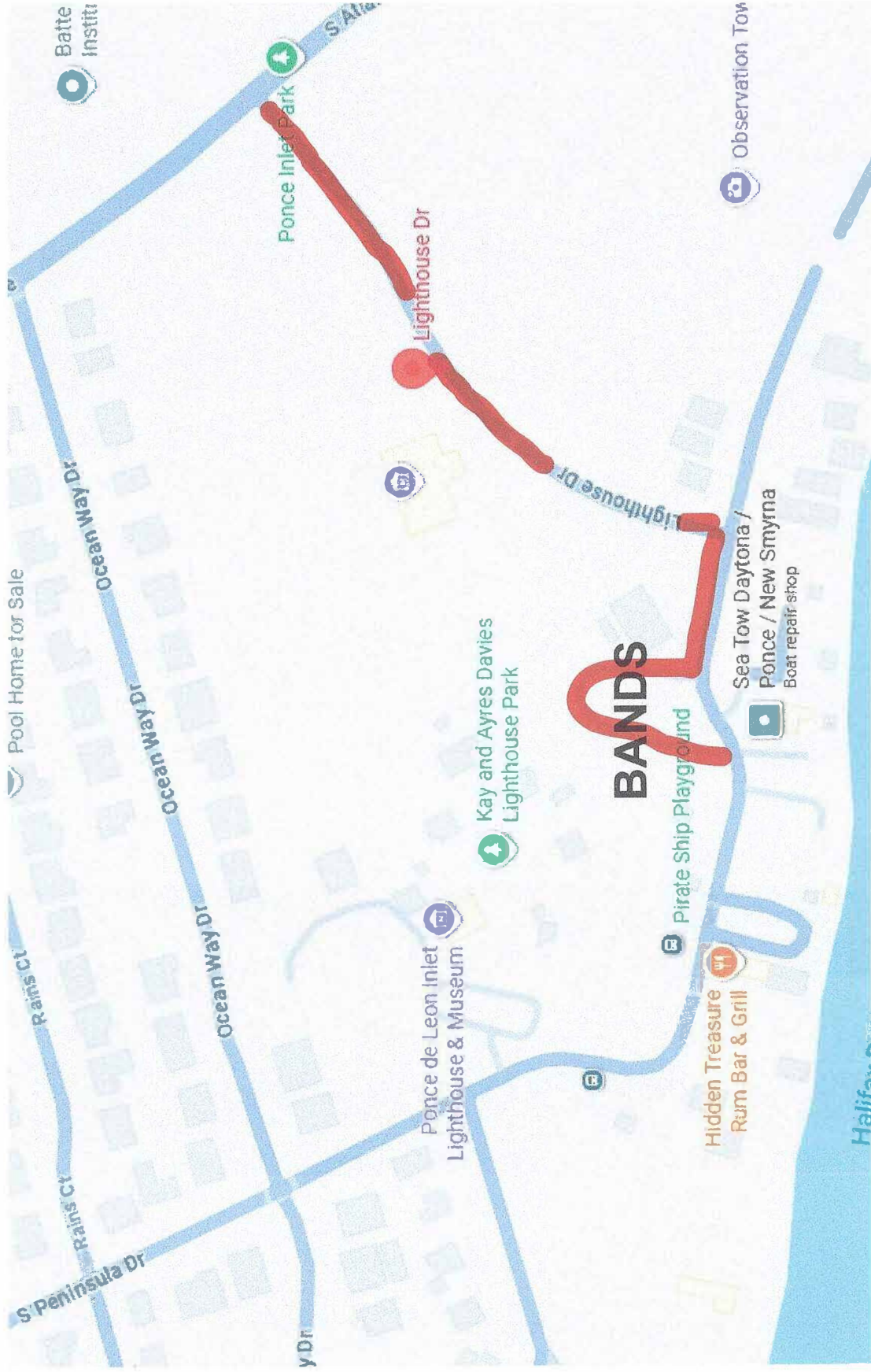
- (a) The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic in the vicinity of the event.
- (b) The conduct of the event will not require the diversion of so great a number of public safety personnel or equipment of the town to properly secure the event area and the areas contiguous thereto, as to prevent current level of public safety services from being furnished to other parts of the town.
- (c) The event shall not take place until inspections of the special event site have been conducted by the appropriate departments to determine whether this ordinance and any conditions of the special event permit have been met or satisfied.
- (d) The concentration of persons, animals and/or vehicles at the event will not unduly interfere with proper fire and/or police protection of, or ambulance service to, areas contiguous to the event area or other areas of the town.
- (e) The conduct of the special event is not reasonably likely to cause injury or intended to cause injury to persons or property, create an environment not compatible with a residential neighborhood if within or abutting a residential neighborhood, or to result in disorderly conduct as defined by town ordinance or state statutes, provided that the town may not deny a permit solely on the basis of the proposed content of speech or ideas of the group involved.
- (f) The conduct of the event shall not introduce extraordinary hazards to fire protection and/or life safety in the immediate or adjacent areas.
- (g) Adequate sanitation and other required health facilities are, or will be, made available in or adjacent to the event area. These include restrooms, trash receptacles, or anything normally required by the health department.
- (h) The conduct of the special event must be in accordance with the town's noise ordinance.
- (i) There are sufficient parking places on site and/or written approvals from off-site property owners where off-site parking is to occur, to accommodate the approximate number of automobiles expected to be driven to the special event.
- (j) Precautions will be taken to ensure protection of landscaping and irrigation systems.
- (k) The applicant has secured security personnel or police, fire/emergency medical services protection and public works services, if any, are required under this procedure. If applicant has secured police, fire/emergency medical services, or public works services from the town, (s)he must prepay the expenses thereof.
- (l) The applicant shall obtain public liability and property damage insurance, with the town named as an additionally insured party for any special event that is held on town property or that utilizes town facilities, in an amount approved by the town, as recommended by the town's insurance carrier. The applicant shall place on file with the town a certified insurance policy issued by a company authorized to do business in the state.
- (m) Application for a special event permit shall constitute an agreement by the applicant to pay for town personnel expenses and extraordinary services provided by the town, including any repairs, renovations and/or landscaping and turf restorations or replacement of town property which is necessitated by virtue of the special event.
- (n) Any temporary lighting will not adversely affect adjacent properties.
- (o) No applicant shall be granted a permit for an event that is to occur over a period longer than seven consecutive days.
- (p) No applicant shall be granted more than twelve special events permits in a single calendar year.

NOTE: The town may deny or revoke a permit for failure of the applicant to satisfy the applicable standards set forth in this chapter and the requirements of the permit, pursuant to Code of Ordinances Sec. 51-10(b).

2025

Christmas Parade 2023- Route Map





Staging Map

Bands in Boat trailer lot

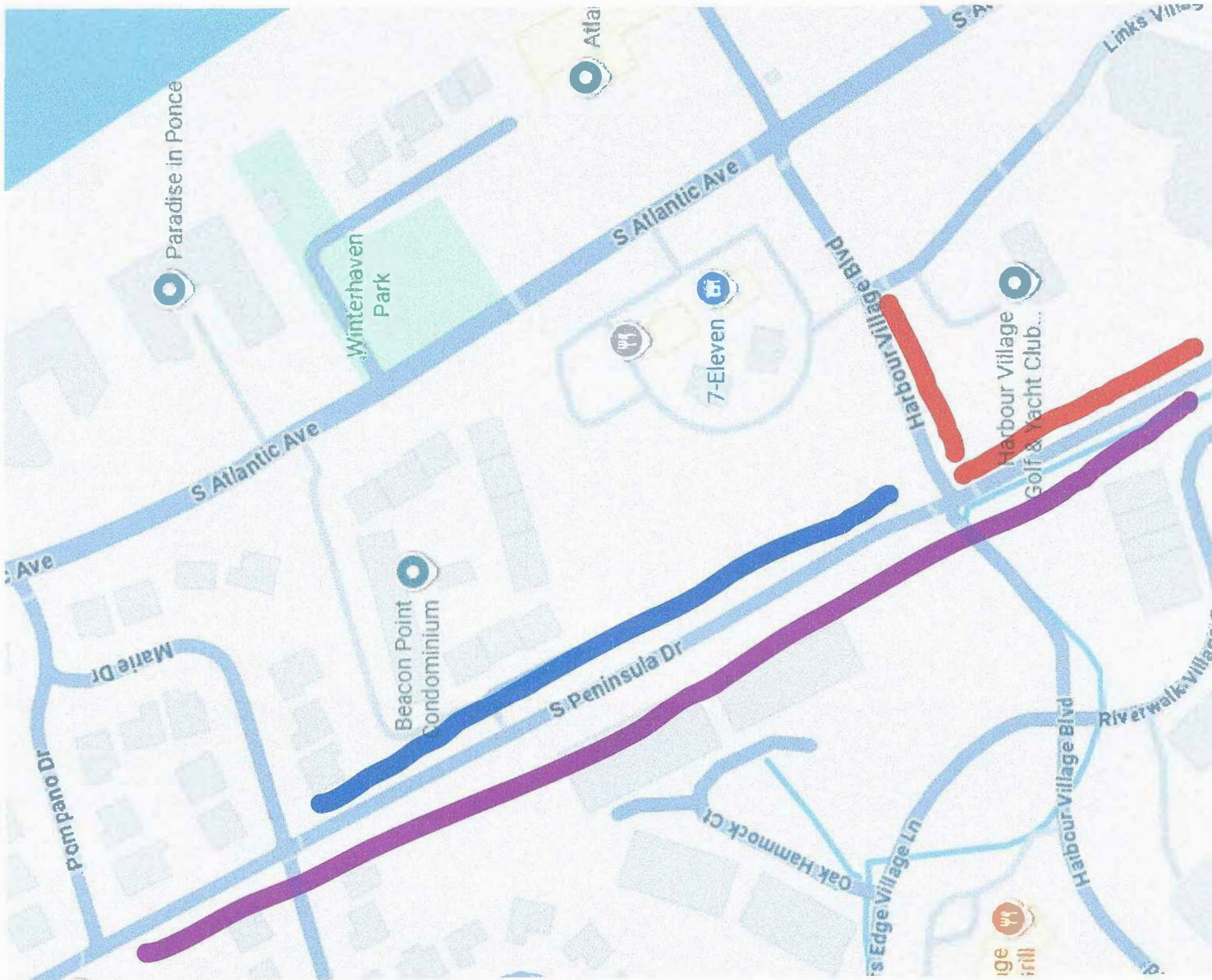
All others along Lighthouse Drive

Dispersal Map

Barrel Dispersal

All other floats

Float unloading zone





Town of Ponce Inlet
Planning & Development Dept.
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-236-2181 (voice)
386-236-2190 (fax)

TEMPORARY SIGN ON RIGHT-OF-WAY PERMIT APPLICATION

Pursuant to Article 3, Section 3.30 of the
Land Use and Development Code and Resolution
2012-03

Special Event
Christmas Parade
1190-2025

Submittal Receipt # and Date: _____

Application #: _____

FEE PAID: waiver requested

Authority to erect temporary signs in the right-of-way is regulated pursuant to Section 3 of the Land Use and Development Code and Resolution 2012-03.

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION

Address of Adjacent Property: _____

Frontage of lot: _____

Written permission of property owner if not applicant? _____

SECTION 2: PROPERTY OWNER INFORMATION

Applicant Name	<u>PI Veterans</u>	Mailing Address	<u>4670 S. Peninsula Dr.</u>
Phone	<u>610-716-0041</u>	Fax	
Agent Name/Title	<u>Mark Oelbecke / Pres.</u>	Mailing Address	<u>4758 S. Peninsula</u>
Phone	<u>610-716-0041</u>	Fax	

Owner's authorization for agent to apply attached: ☐ Yes ☐ No

SECTION 3: SIGN DESCRIPTION

Please provide a description of the proposed sign, including:

Dimensions of Sign (Maximum of 16 square feet or as otherwise noted in Section 5.6.10): 24" x 18"
3' x 5'

Maximum Sign Height from grade: 5 ft Minimum Sign Height from grade: 2''

Location of Sign (provide two copies of a survey or site plan with location marked, including distance from sidewalk, roadway, building and other signs): See map

Type of material used to construct sign: Plastic

Date to be posted: 12/5/25 Date of removal 12/6/25

Sign to say: Christmas Parade S. Atlantic Ave.

SECTION 4: APPLICATION PROCEDURE

Pursuant to Section 3.30.4.D. *Sign permit applications*, states that a sign permit application for permanent and certain temporary signs shall be prepared and submitted on forms available at the office of the planning and development department. The sign permit application is in addition to any building permit application required by the Florida Building Code.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

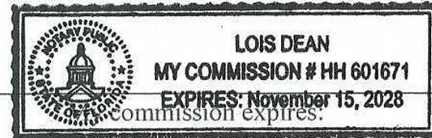
John M. DeBekke
Signature of Applicant or Agent

9/24/25
Date

STATE OF FLORIDA
COUNTY OF VOLUSIA

Affirmed and subscribed before me this 24th day of September, 20 25 by Mark DeBekke
who is personally known to me or who has produced _____ (type of ID) as identification.

Lois Dean
Notary Public

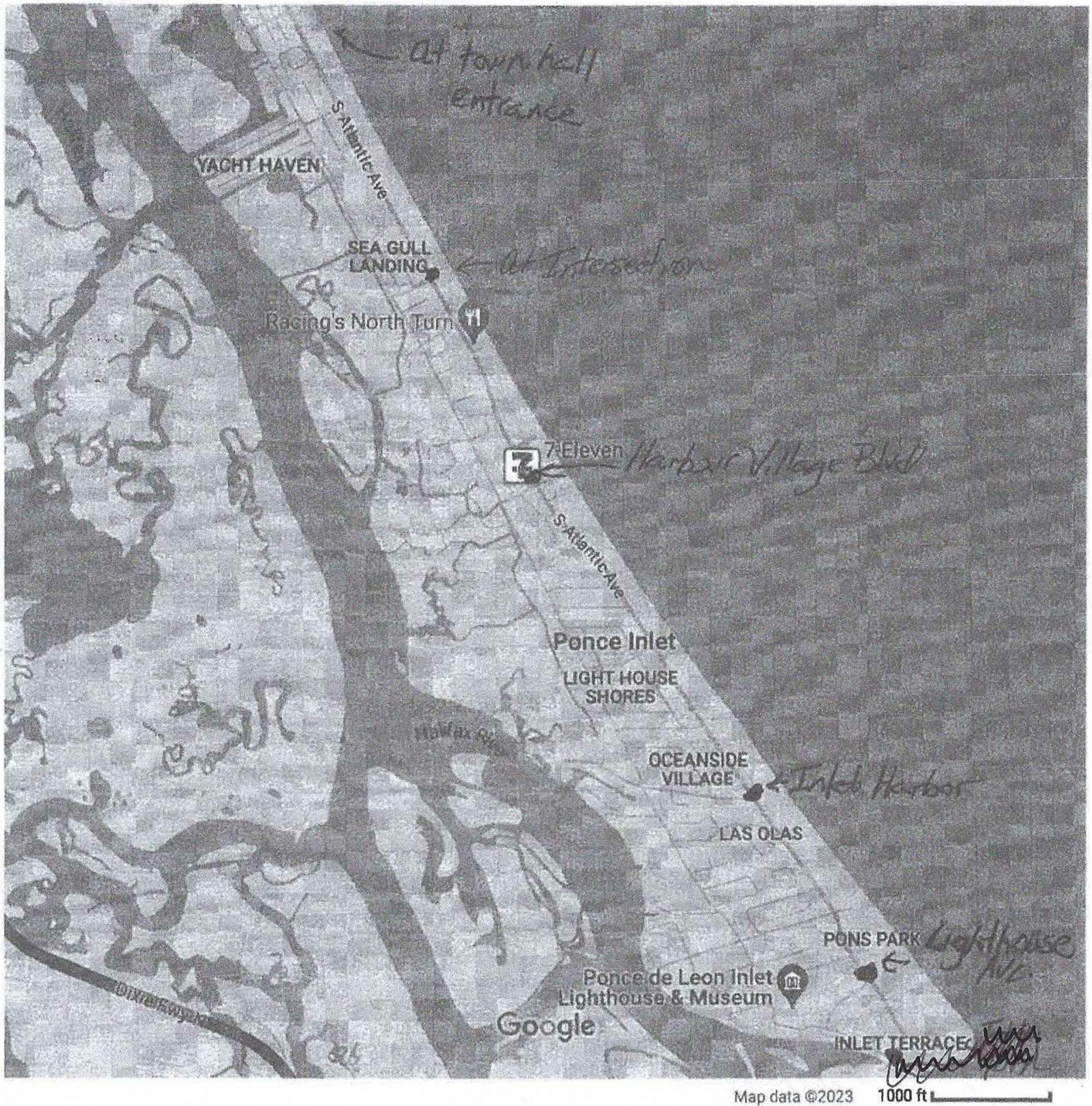


FOR OFFICE USE ONLY:

Approved by: _____ Date: _____

Denied by: _____ Date: _____

Reason for denial: _____





Town of Ponce Inlet
Cultural Services Department
Special Amplified Sound Permit Application

Pursuant to Section 34-94 of the Code of Ordinances

Please Note: The application must be filled out accurately and completely. Incomplete applications cannot be processed.

Permits may be granted by the Town Manager for the purpose of **entertainment** or **nonentertainment** under the following conditions (see Sec. 34-94 for full list of conditions):

- The special permit may be issued only for **four** hours
- Between **9:00 a.m. and 10:00 p.m.** in one calendar day.

Special Event
Christmas Parade
1190-2025

Annual Christmas Parade
Name of Event

12/6/25
Date of Event

2:00 PM
Time

1
Hours of Amplified Sound

Name of applicant: Mark Oebbecke Phone: 610-716-0041

Applicant's street address: 4758 S. Peninsula Dr. Ponce Inlet, FL 32127

Description of equipment to be used (ie. stereo, band, etc. Bull horns are not permitted) _____

3 Marching Bands

Description of how the sound will be minimized (mufflers, screens or other sound-attenuating devices) Bands will be spaced apart.

The issuance of a Special Amplified Sound Permit grants permission to the applicant(s) for the location and type of sound, as per section 34-94 of the Town of Ponce Inlet Ordinances. The Amplified Sound Permit may be revoked by an agent of the Town of Ponce Inlet at any time. The Special Amplified Sound Permit does not waive applicant's responsibility to ensure compliance with all applicable requirements. Applicant(s) agrees to hold the Town of Ponce Inlet, its agents and employees, harmless for any damages that may incur from failure to meet all Town codes.

CERTIFICATION STATEMENT (As required by Chapter 34, Ponce Inlet Code of Ordinances)

As applicant, I understand that I shall monitor the use and operation of all amplified sound equipment to ensure that it is operated within the decibel levels permitted by Chapter 34, §34-93, Ponce Inlet Code of Ordinances.

Dated this 24 day of September 2025.

Applicant's Printed Name: John Mark Oebbecke

Applicant's Signature: J. Mark Oebbecke

FOR OFFICE USE ONLY:

Fees (License Fee) = \$50.00 Amount Paid: Waiver requested

Application received by: Jackie Alex Date: 9/24/25

Police Dpt:

☐ Approved

☐ Denied _____

Previous violations of sound ordinance? ☐ Yes ☐ No

Conditions: _____

By: _____

Date: _____

RESOLUTION 2023-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA GRANTING FULL CO-SPONSORSHIP TO CERTAIN LONG-STANDING ANNUAL EVENTS PURSUANT TO CHAPTER 51 OF THE PONCE INLET CODE OF ORDINANCES AS AMENDED; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 51 of the Code of Ordinances of the Town of Ponce Inlet contains robust procedures and standards governing special events; and

WHEREAS, requests are frequently made to the Town to co-sponsor events in the Town of Ponce Inlet; and

WHEREAS, on August 17, 2023, the Town Council adopted Ordinance 2023-03, amending Chapter 51 of the Code of Ordinances to provide criteria and standards to guide the Town Council's decision to approve or deny a co-sponsorship request; and

WHEREAS, the Town has a long tradition of co-sponsoring certain annual events based on repeated findings that they provide a local commemoration of a national holiday or provide historical, educational, cultural enrichment or recreational experiences to the public and town residents; and

WHEREAS, Ordinance 2023-03 establishes the means for the Town council, in its sole discretion, to grant full co-sponsorship to such long-standing events by resolution.

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

Section 1. Identifying Long-Standing Annual Events for Full Co-sponsorship.

Pursuant to Code of Ordinances Sec. 51-8, as amended, the following long-standing annual events are hereby granted full co-sponsorship, based on

based on repeated findings that they provide a local commemoration of a national holiday or provide historical, educational, cultural enrichment or recreational experiences to the public and town residents:

- 1) Historic North Turn Legends Beach Parade (contingent upon co-sponsorship by Volusia County in any given year)
- 2) Ponce Inlet Veterans Memorial Association Memorial Day

- 3) Ponce Inlet Veterans Memorial Association Veterans Day
- 4) Town Holiday Parade

Section 2. 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 3. Conflicting Resolutions

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 take effect immediately upon adoption.

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

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

Passed this 17th day of August 2023.

Town of Ponce Inlet, Florida


Lois A. Paritsky, Mayor

ATTEST:


Kim Cherbano, CMC
Town Clerk



Meeting Date: 10/16/2025

Agenda Item: 13-B

Report to Town Council

Topic: Request for Use of Town Property: Marine Science Center's 2025 Wildlife Festival.

Summary: The Marine Science Center has submitted a request for the use of Town property on November 1, 2025, for its *Wildlife Festival*. This request includes closure of the boat ramp and boat ramp trailer parking lot; use of the lot for event parking; and placement of temporary signs on Town property.

Suggested motion: Approval of the request for use of Town property for the Marine Science Center's Wildlife Festival.

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 citizens obtain the greatest value for their tax dollar

To: Michael E. Disher, AICP, Town Manager
From: Jackie Alex, Cultural Services Manager
Date: October 1, 2025
Subject: Request for Use of Town Property: Marine Science Center's 2025 Wildlife Festival

MEETING DATE: October 16, 2025

Mr. Chad Macfie has submitted a special event permit application for the *Wildlife Festival*, scheduled for Saturday, November 1, 2025. This educational event, previously held in Ponce Inlet until 2019, will return to the Marine Science Center to showcase Volusia County habitats, native wildlife, and the Center's animal hospital.

Organizers anticipate approximately 2,000 attendees over the five-hour event. To address traffic and safety concerns, the festival will not include an animal release, though one may occur the day prior depending on animal intake or the health of those in the hospital.

Requested Town support includes closure of the boat ramp and trailer parking lot, use of the lot for the event parking, and placement of temporary signs on Town property.

This event does not meet the Town's Special Event criteria for co-sponsorship. For this event, staff must refer to *Sec. 51-8(d)* below,

- (d) For events that do not meet the definition of *Town-sponsored event* under Sec. 51-2 described above, a written request shall be delivered to the town's cultural services department at least 60 days prior to the event by an applicant if use of town facilities, parking on town property, and/or street closures are found to be required for the event based on the findings of the town's special event review committee. Town staff may provide a report and recommendation to the town council for review.

The applicant has submitted their request for the use of Town property during the event along with the special event permit application packet (**Attachment 1**).

SUMMARY:

Request is for use of town property for the Marine Science Center's *Wildlife Festival*, scheduled for November 1, 2025; the request is for closure of the boat ramp and boat ramp trailer parking lot, event parking within the boat trailer lot and temporary signs on Town property

Staff recommends approval of the request for use of town property as the criteria have been met.

Attachments:

1. Application Packet_2025 *Wildlife Festival*



Town of Ponce Inlet
Cultural Services Department
Request Form: Event Use of Town Property
Pursuant to Chapter 51 of the Code of Ordinances

This co-sponsorship request form must be filled out accurately and completely and submitted along with a special event permit application. Incomplete forms cannot be reviewed.

This form and all supporting documents **may be submitted up to 365 days in advance of the event, but no less than 60 days prior to the event date.** If the applicant desires their co-sponsorship request to be heard at a specific Town Council meeting, these documents must be submitted no less than **20 days prior to the desired Council meeting date.**

Request forms for event use of Town property will be presented to Council for review for events not eligible for co-sponsorship. Regardless of whether the event qualifies as a special event, or is eligible for co-sponsorship, an applicant's co-sponsorship request shall comply with the content requirements below.

For event applicants requesting use of town's means of advertising, email jfrench@ponce-inlet.org

Event Name: Wildlife Festival
Event Date(s): November 1, 2025 **Event Location:** 100 Lighthouse Dr
Business/ Organization Hosting Event: Volusia County Marine Science Center
Event Applicant/ Contact: Chad Macfie

Please provide a brief description of the event and any important details:

Educational event showcasing the habitats and wildlife of Volusia County and the work performed in the Marine Science Center's rehabilitation hospitals and the husbandry of the exhibit animals. The Marine Science Center works with the Town of Ponce Inlet to reserve the boat trailer parking lot and help keep the event safe.

Please select and state your event needs that require permission from the Town:

Town permission required:
<input checked="" type="checkbox"/> Closure of boat ramp
<input checked="" type="checkbox"/> Closure of boat ramp trailer parking lot
<input checked="" type="checkbox"/> Placement of temporary signs on Town property
<input type="checkbox"/> Street closures
<input type="checkbox"/> Use of Town facilities
<input checked="" type="checkbox"/> Parking on Town property
<input type="checkbox"/> Other:

1. **Estimated number of event participants:**

2000

2. **Estimated number of any animals by type:**

0

3. **Purpose of the event:**

To educate visitors about Volusia County's habitats and the wildlife that depend on those habitats.

4. **Nature and the types of activities that will occur.**

Environmental vendors, educational programs, kids activities, guided tours of the pollinator garden and interpretive tree trail, music, and free admission to tour the facility and exhibits.

5. **Provide a copy of indemnification in favor of the Town and included as part of the application, which shall be executed by an authorized representative of the applicant.** The organization will not be required to indemnify the Town for the negligent acts of the Town's employees or agents.

☒ **Attached**

6. **Describe any public right of way, property, buildings, facilities, or equipment utilized:**

Boat Trailer Parking Lot

7. **County roadway is to be used:**

☒ **Yes-** County right-of-way use permit is attached ☐ **No**

8. **The event serves a valid public purpose benefiting the town and/ or its residents and the community by either-**

☐ **Providing a local commemoration of a national holiday; or**

☒ **Providing historical, educational, cultural enrichment and/or recreational experiences to Ponce Inlet residents and the public.**

Describe how:

The event serves as a public purpose to help educate event participants about the importance of habitats to support wildlife and foster a healthy environment.

As the applicant, I certify that upon request, I will provide event space or facilities to established Ponce Inlet organizations and clubs during the event without cost. (If granting of such space will constitute a bona fide undue hardship to the event organizer, the applicant shall include a waiver of this request in their co-sponsorship request along with the reason for the hardship on the bottom of page one of this form.)

Chadwick R. Macfie
Applicant signature

9/24/25
Date

FOR OFFICE USE ONLY:

Application received by: Jackie Alex

Date: 9/24/25

Event needs requiring permission from Town:

- ☒ Closure of boat ramp
- ☒ Closure of boat ramp trailer parking
- ☒ Placement of temporary signs on Town property
- ☐ Street closures
- ☐ Use of Town facilities
- ☒ Parking on Town property
- ☐ Other: _____



Town of Ponce Inlet
Cultural Services Department
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-322-6703

SPECIAL EVENT PERMIT APPLICATION

Pursuant to Chapter 51 of the Code of Ordinances

Permit #: 10917-2025
Submittal Date: 8/27/25
FEE PAID: _____

APPLICATIONS MAY BE SUBMITTED UP TO 365 DAYS IN ADVANCE OF THE EVENT, BUT NO LESS THAN 28 DAYS PRIOR TO EVENT DATE, OR 60 DAYS PRIOR IF REQUESTING TOWN CO-SPONSORSHIP.

Please submit the following information with your application:

- A site plan of the event area(s) with all applicable information requested below.
- If the event is on town property, a certificate of insurance showing the town as additional insured in the amount of \$1,000,000 is required.

SECTION 1: EVENT INFORMATION

Event Name: Wildlife Festival

Event Location: Marine Science Center 100 Lighthouse Drive

Date(s) of Event: November 1st, 2025

Event Hours: 10:00 am - 3:00 pm

Brief Event Description: Educational event showcasing the habitats and wildlife of Volusia County and the work performed in the Marine Science Center's rehabilitation hospitals and the husbandry of the exhibit animals.

Estimated Attendance: 2000

Repeat Event: ☒ Yes ☐ No

SECTION 2: APPLICANT INFORMATION

Business/ Organization Hosting Event:

Authorized Head of Business/ Organization: Chad Macfie

Phone Number: 386-304-5543

Email Address: cmacfie@volusia.org

Event Applicant/ Contact:

Day-of Phone Number: 386-804-3529

Email Address: cmacfie@volusia.org

Mailing Address: Marine Science Center 100 Lighthouse Drive Ponce Inlet, FL 32127

SECTION 3: ADDITIONAL INFORMATION

Please answer the questions below. If answering "Yes," indicate the location(s) on your site plan, providing any additional details on a separate sheet if needed.

Traffic Control Required? ☒ Yes ☐ No

Parade? ☐ Yes ☒ No

Provide a map and streets to be closed

Portable Restrooms? ☐ Yes ☒ No

Private Security Firm? ☐ Yes ☒ No

Shuttle Transportation? ☒ Yes ☐ No

Name of Security Firm N/A

Off-Site Parking Required? ☒ Yes ☐ No

Provide written agreement with property owner(s) and number of spaces needed

Provide a site-plan showing the means of all vehicular (including shuttle) and pedestrian ingress & egress to and from the event.

SECTION 4: TEMPORARY USE - Additional Permits may be required.

Please answer the questions below. If answering "Yes," indicate the location(s) on your site plan, providing any additional details on a separate sheet if needed.

Barricades Required? <input type="radio"/> Yes <input checked="" type="radio"/> No	Traffic Cones Required? <input checked="" type="radio"/> Yes <input type="radio"/> No
Amplified Sound? ¹ <input checked="" type="radio"/> Yes <input type="radio"/> No	High-Intensity Lighting? ² <input type="radio"/> Yes <input checked="" type="radio"/> No *Provide specifications*
# of Tents (over 10'x10')? 0	# Stages/ Structures? ³ 0
Tent Size ³ (if over 10'x10') N/A	Stage Dimensions: N/A
# of Signs/ Banners? ⁴ 4	
Sign permit application submitted to Building Division? <input checked="" type="radio"/> Yes <input type="radio"/> N/A If yes, permit #:	
How do you plan to collect and remove trash and litter during and after the event? Trash will be collected during and after the event.	
Food Prepared On-Site? ⁵ <input checked="" type="radio"/> Yes <input type="radio"/> No	
# of Mobile Food Vendors (MFV)? ⁶ 1	# Parking Spaces Required for MFVs? *Include on your site plan 1
DBPR Food Service License # *Attach copy of License MFD7450820	DBPR Alcoholic Beverage License # ⁷ N/A *Attach copy of License

Supplementary Regulations for Special Events:

1- See [Code of Ordinances Sec. 34-93](#) for sound limitations and [Code of Ordinances Sec. 34-94](#) for permit requirements to exceed maximum allowable noise level limits and restricted hours.

2- See [Code of Ordinances Sec. 34-99.1-5](#) for Town policy on nuisance lighting, requirements to reduce light trespass and glare. This section does not prohibit the temporary exterior lighting used for civic celebration and promotion associated with a permitted special event.

3- Tents larger than 10'x10' and stages require a fire inspection and building inspection in addition to a building permit

4- See [LUDC Sec. 3.30.6](#) and [Resolution 2011-03](#) for temporary sign regulations. To prevent signs from interfering with public utilities, contact Sunshine State One Call at 1-800-561-6720 prior to digging for sign installation.

5- [Code of Ordinances Sec. 46-3.a.4](#): Use of any portable cooking equipment is prohibited in all Town parks except in designated areas of Davies Lighthouse Park. Within designated areas, only propane and electric portable equipment is permitted – no charcoal.

6- [LUDC Sec. 3.34](#): Mobile Food vending is the sale of food, either prepared on location or pre-packaged, from a mobile food vending vehicle. Mobile food vendors shall comply with regulations from this section and shall be subject to an inspection pursuant to the NFPA and Florida Fire Prevention Code.

7- [Code of Ordinances Sec. 6-7.a](#): It is unlawful for any person to consume or possess any alcoholic beverages on public streets, sidewalks within the town, or on any town property or public park located in the town except as provided in the Code or as approved by Town Council.

I hereby state that the above information is true and accurate to the best of my knowledge. I further understand and agree to any and all conditions and costs of the required permits. I understand that the Town of Ponce Inlet assumes no liability for this event. I hereby agree to defend, hold harmless, and indemnify the Town, at the Town's option, from any and all demands, claims, suits, actions and legal proceedings brought against the Town in connection with this event, whether threatened or otherwise, to the full extent as permitted by the law of the State of Florida. This provision shall survive the term of this agreement and shall remain in full force and effect until the expiration of the time for the institution of any action at law or equity or administrative action against the Town under either federal law or the laws of Florida.

Chadwick B. Macfie
Signature of Applicant
STATE OF FLORIDA
COUNTY OF VOLUSIA

8/25/25
Date Signed

This document was sworn to (or affirmed) and subscribed before me by me of ☒ physical presence or ☐ online notarization, this 25 day of August, 2025 he/she is personally known to me or has presented _____ as identification.

Stephanie E. Harris
Notary Public, State of Florida

Notary stamp/ seal:



STANDARD CONDITIONS FOR SPECIAL EVENT PERMITS

Per Code of Ordinances Sec. 51-9.

Standards and conditions for issuance of permit. The special event review committee will review the special event permit application based upon the following standards and conditions:

- (a) The conduct of the event will not substantially interrupt the safe and orderly movement of other pedestrian or vehicular traffic in the vicinity of the event.
- (b) The conduct of the event will not require the diversion of so great a number of public safety personnel or equipment of the town to properly secure the event area and the areas contiguous thereto, as to prevent current level of public safety services from being furnished to other parts of the town.
- (c) The event shall not take place until inspections of the special event site have been conducted by the appropriate departments to determine whether this ordinance and any conditions of the special event permit have been met or satisfied.
- (d) The concentration of persons, animals and/or vehicles at the event will not unduly interfere with proper fire and/or police protection of, or ambulance service to, areas contiguous to the event area or other areas of the town.
- (e) The conduct of the special event is not reasonably likely to cause injury or intended to cause injury to persons or property, create an environment not compatible with a residential neighborhood if within or abutting a residential neighborhood, or to result in disorderly conduct as defined by town ordinance or state statutes, provided that the town may not deny a permit solely on the basis of the proposed content of speech or ideas of the group involved.
- (f) The conduct of the event shall not introduce extraordinary hazards to fire protection and/or life safety in the immediate or adjacent areas.
- (g) Adequate sanitation and other required health facilities are, or will be, made available in or adjacent to the event area. These include restrooms, trash receptacles, or anything normally required by the health department.
- (h) The conduct of the special event must be in accordance with the town's noise ordinance.
- (i) There are sufficient parking places on site and/or written approvals from off-site property owners where off-site parking is to occur, to accommodate the approximate number of automobiles expected to be driven to the special event.
- (j) Precautions will be taken to ensure protection of landscaping and irrigation systems.
- (k) The applicant has secured security personnel or police, fire/emergency medical services protection and public works services, if any, are required under this procedure. If applicant has secured police, fire/emergency medical services, or public works services from the town, (s)he must prepay the expenses thereof.
- (l) The applicant shall obtain public liability and property damage insurance, with the town named as an additionally insured party for any special event that is held on town property or that utilizes town facilities, in an amount approved by the town, as recommended by the town's insurance carrier. The applicant shall place on file with the town a certified insurance policy issued by a company authorized to do business in the state.
- (m) Application for a special event permit shall constitute an agreement by the applicant to pay for town personnel expenses and extraordinary services provided by the town, including any repairs, renovations and/or landscaping and turf restorations or replacement of town property which is necessitated by virtue of the special event.
- (n) Any temporary lighting will not adversely affect adjacent properties.
- (o) No applicant shall be granted a permit for an event that is to occur over a period longer than seven consecutive days.
- (p) No applicant shall be granted more than twelve special events permits in a single calendar year.

NOTE: The town may deny or revoke a permit for failure of the applicant to satisfy the applicable standards set forth in this chapter and the requirements of the permit, pursuant to Code of Ordinances Sec. 51-10(b).

On-Site Parking Plan



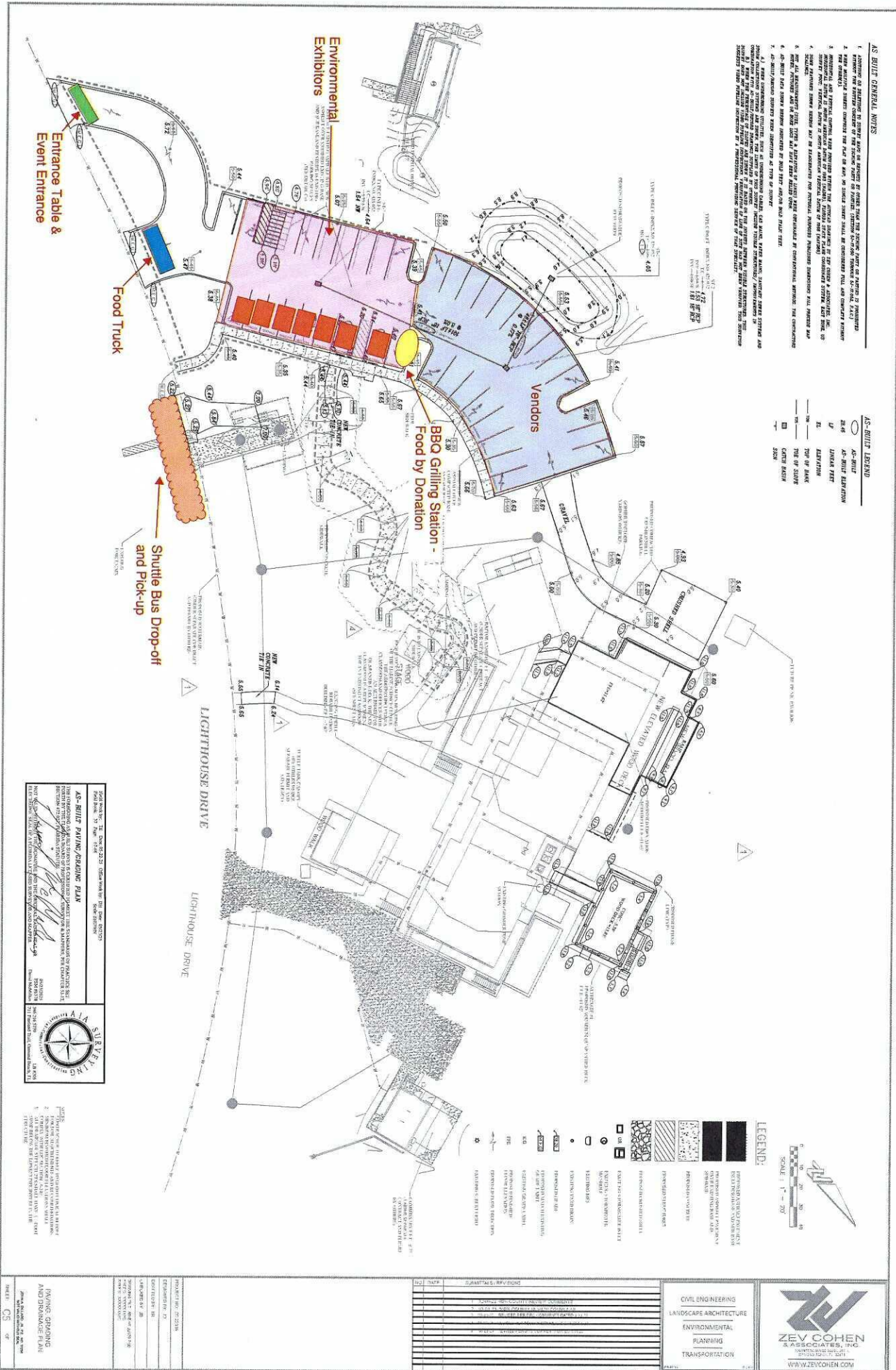
- Lighthouse Point Park will be free admission the day of the event and parking in the park will be first come, first serve. Parking will not be managed; like normal operation in the park. A 12-passenger shuttle bus will provide transport from the park to the event and back.
- The Southwest area of the park will be closed due to beach renourishment staging area.
- The Boat Trailer Parking Lot will be utilized for vendor parking and then open to visitor parking.

AS-BUILT GENERAL NOTES

1. LAYOUT OF STATIONING IS SHOWN BASED ON RECORDS OF THE STATE DEPT. OF HIGHWAYS. THE STATE DEPT. OF HIGHWAYS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.
2. THE RECORDS OF THE STATE DEPT. OF HIGHWAYS ARE THE BASIS FOR THE LAYOUT OF STATIONING. THE STATE DEPT. OF HIGHWAYS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.
3. THE RECORDS OF THE STATE DEPT. OF HIGHWAYS ARE THE BASIS FOR THE LAYOUT OF STATIONING. THE STATE DEPT. OF HIGHWAYS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.
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8. THE RECORDS OF THE STATE DEPT. OF HIGHWAYS ARE THE BASIS FOR THE LAYOUT OF STATIONING. THE STATE DEPT. OF HIGHWAYS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.
9. THE RECORDS OF THE STATE DEPT. OF HIGHWAYS ARE THE BASIS FOR THE LAYOUT OF STATIONING. THE STATE DEPT. OF HIGHWAYS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.
10. THE RECORDS OF THE STATE DEPT. OF HIGHWAYS ARE THE BASIS FOR THE LAYOUT OF STATIONING. THE STATE DEPT. OF HIGHWAYS IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.

AS-BUILT LEGEND

- AS-BUILT ELEVATION
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AS-BUILT PAVING/PAVING PLAN

THESE PLANS WERE PREPARED BY THE ARCHITECT FOR THE PURPOSE OF RECORDING THE AS-BUILT CONDITIONS OF THE PROJECT. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.

AS-BUILT PAVING/PAVING PLAN

THESE PLANS WERE PREPARED BY THE ARCHITECT FOR THE PURPOSE OF RECORDING THE AS-BUILT CONDITIONS OF THE PROJECT. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE RECORDS.

LEGEND:

- PERMANENTLY EXISTING PAVEMENT
- PERMANENTLY EXISTING PAVEMENT
- PERMANENTLY EXISTING PAVEMENT
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- PERMANENTLY EXISTING PAVEMENT
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- PERMANENTLY EXISTING PAVEMENT

CIVIL ENGINEERING

LANDSCAPE ARCHITECTURE

ENVIRONMENTAL

PLANNING

TRANSPORTATION

ZEVE COHEN ASSOCIATES, P.C.

WWW.ZEVECOHEN.COM

PROJECT NO. 27-2019

DESIGNED BY: J. COHEN

ENGINEERED BY: J. COHEN

DATE: 10/1/2019

SCALE: 1" = 20'

PROJECT NO. 27-2019

DESIGNED BY: J. COHEN

ENGINEERED BY: J. COHEN

DATE: 10/1/2019



Town of Ponce Inlet
Planning & Development Dept.
4300 S. Atlantic Avenue
Ponce Inlet, FL 32127
386-236-2181 (voice)
386-236-2190 (fax)

TEMPORARY SIGN ON RIGHT-OF-WAY PERMIT APPLICATION

Pursuant to Article 3, Section 3.30 of the
Land Use and Development Code and Resolution
2012-03

Special Event
wildlife Fest
Event 10/7-2025

Submittal Receipt # and Date: _____

Application #: _____

FEE PAID: _____

Authority to erect temporary signs in the right-of-way is regulated pursuant to Section 3 of the Land Use and Development Code and Resolution 2012-03.

Please Note: Failure to *fully complete* all the applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION

Address of Adjacent Property: Town Hall of Ponce Inlet 4300 S. Atlantic Ave. Jb

Frontage of lot: 1. Peninsula Drive 2. Atlantic Avenue

Written permission of property owner if not applicant?

SECTION 2: PROPERTY OWNER INFORMATION

Applicant Name	Marine Science Center	Mailing Address	100 Lighthouse Dr. Ponce Inlet
Phone	386-304-5545	Fax	
Agent Name/Title	Chad Macfie, Manager	Mailing Address	Same
Phone	386-304-5543	Fax	

Owner's authorization for agent to apply attached: ☐ Yes ☐ No

SECTION 3: SIGN DESCRIPTION

Please provide a description of the proposed sign, including:

Dimensions of Sign (Maximum of 16 square feet or as otherwise noted in Section 5.6.10): 4' x 4'

Maximum Sign Height from grade: 6' Minimum Sign Height from grade: 2'

Location of Sign (*provide two copies of a survey or site plan with location marked, including distance from sidewalk, roadway, building and other signs*): Attached

Type of material used to construct sign: 4" x 4" wood posts with attached metal sign.

Date to be posted: October 22nd, 2025 Date of removal November 3rd, 2025

SECTION 4: APPLICATION PROCEDURE

Pursuant to Section 3.30.4.D. *Sign permit applications*, states that a sign permit application for permanent and certain temporary signs shall be prepared and submitted on forms available at the office of the planning and development department. The sign permit application is in addition to any building permit application required by the Florida Building Code.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Chadwick S. Macfie
Signature of Applicant or Agent

8/25/28
Date

STATE OF FLORIDA
COUNTY OF VOLUSIA



Affirmed and subscribed before me this 25 day of August, 2025 by Chadwick S. Macfie
who is personally known to me or who has produced _____ (type of ID) as identification

Stephanie E. Harris
Notary Public

05/05/2029
My commission expires:

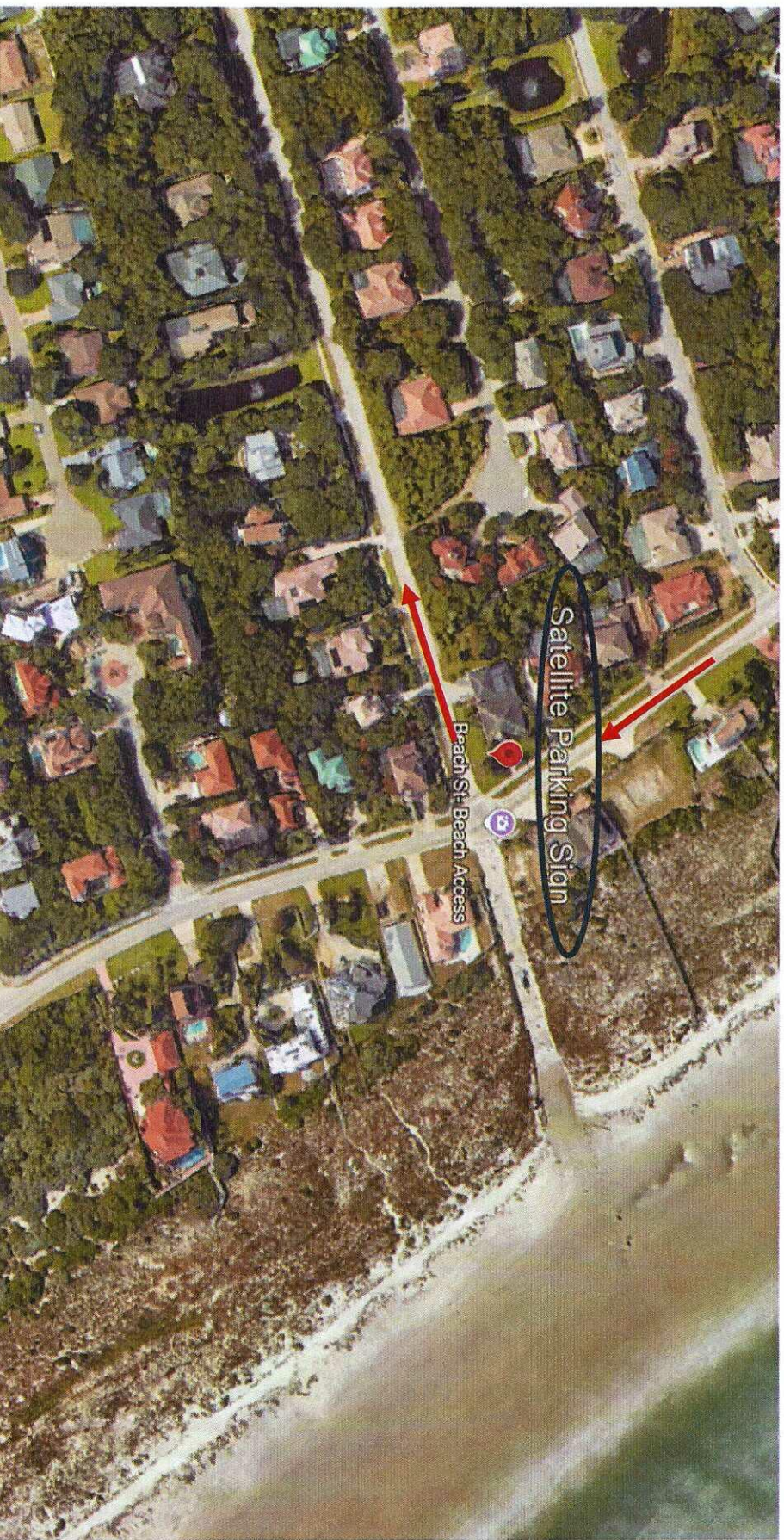
FOR OFFICE USE ONLY:

Approved by: _____ Date: _____

Denied by: _____ Date: _____

Reason for denial: _____

Signage at Beach and South Atlantic



- An A-Frame Sandwich Board Sign will be erected at the corner of Beach Street and South Atlantic if the park is to capacity and direct visitors to the satellite parking at 7-11 on South Atlantic. The purpose of this sign is to redirect traffic away from Robert Merrel and Lighthouse Drive during the event.
- The sign and crossroad will be occupied by a parking attendant to answer any questions and alert visitors to the alternative parking area.

Signage at Beach and South Atlantic



- Satellite Parking and Shuttle Bus Pickup at the 7-11 – 4618 S. Atlantic Ave.
- Variable messaging boards located in Wilbur-By-The Sea will alert residents and visitors to the Wildlife Fest date and Shuttle site. The message board is usually installed one week before the event.

Signage at Lighthouse Dr.



1. Signage here will let visitors know that there is only Handicap Parking available on Lighthouse Dr.
2. Signage here will direct people to the Satellite parking at 7-11 on South Atlantic Ave. Another sign will let visitors know that there is no Left Turn into the residential section of Peninsula Dr.



Meeting Date: 10/16/2025

Agenda Item: 13-C

Report to Town Council

Topic: Appropriation request for the 2026 Legislative session.

Summary: Staff is proposing to submit a request for the design of the fire station building as part of the upcoming 2026 legislative session. This item was previously approved by the legislature for the state's FY 25-26 budget but was later vetoed by the Governor. Please see the attached staff report for more information.

Suggested motion: Approval to submit the appropriation request for the 2026 Legislative session.

Requested by: Chief Scales, Public Safety Director

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Office of the Public Safety Director

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: Daniel Scales, Public Safety Director/Fire Chief
Date: October 9, 2025
Subject: Appropriation request for the 2026 Legislative session

MEETING DATE: October 16, 2025

Staff is proposing to submit a request for appropriations as part of the upcoming 2026 legislative session. This item, design of the fire station building, was previously submitted to the legislature through our elected representatives, Senator Wright and Representative Tramont as part of the 2025 legislative session. That item was approved by the legislature for the state's FY 25-26 budget but was later vetoed by the Governor.

For the 2026 legislative session, the Town is proposing to resubmit the request for the fire station design. The requests will be for 50% funding, with the Town being responsible for the remaining 50%. A description of the project is attached to this report and is summarized below:

1. Design and engineering for fire station replacement and resilience improvements – \$500,000 request based on \$1,000,000 total estimated cost.

The required match will be paid from the Land Acquisition Fund with no impact to the General Fund and ad valorem millage rates. The amounts are estimates at this point and are subject to change.

The State's fiscal year runs from July 1 through June 30. If the requested appropriation is approved in the State's FY 26-27 budget, the money would not become available until after July 1, 2026. The financial arrangements must then be finalized through a grant agreement between the Town and the appropriate state agency. Once budgeted, the money must be spent or encumbered in the state fiscal year in which it was awarded. The Town's match for funded projects would therefore need to be budgeted for FY 26-27 beginning October 1, 2026.

Staff is seeking approval to submit this project for the 2026 legislative session, which this year runs from January 13th through March 13th, 2026 (see legislative calendar, attached). If approved, Staff is proposing to present the request in person to the Volusia Legislative Delegation at its

meeting in DeLand on October 29th. The application deadline to submit the complete application package for appropriation requests is November 21, 2025.

Attachments

1. 2026 Florida legislative calendar
2. Design and engineering for fire station replacement and resilience improvements

ATTACHMENT 1

IMPORTANT LEGISLATIVE DATES FOR THE 2026 REGULAR SESSION

92nd House, 128th Regular Session Since Statehood in 1845

2025

October 6-10	Interim Committee and Subcommittee Meetings---Notice Deadline: no later than 5:00 p.m. September 29-October 3	[Rule 7.10(d)]
October 13-17	Interim Committee and Subcommittee Meetings---Notice Deadline: no later than 5:00 p.m. October 6-10	[Rule 7.10(d)]
November 3-7	Interim Committee and Subcommittee Meetings---Notice Deadline: no later than 5:00 p.m. October 27-31	[Rule 7.10(d)]
November 17-21	Interim Committee and Subcommittee Meetings---Notice Deadline: no later than 5:00 p.m. November 10-14	[Rule 7.10(d)]
November 21	<u>Member Bill Submission Deadline:</u> All bills subject to the Rule 5.2(a) filing deadline must be submitted electronically through Leagis to the House Bill Drafting Service no later than 5:00 p.m.	
November 21	<u>Appropriation Project Request Form Submission Deadline:</u> All Member APR forms must be submitted no later than 5:00 p.m.	
December 1-5	Interim Committee and Subcommittee Meetings---Notice Deadline: no later than 5:00 p.m. November 24-28	[Rule 7.10(d)]
December 8-12	Interim Committee and Subcommittee Meetings---Notice Deadline: no later than 5:00 p.m. December 1-5	[Rule 7.10(d)]
December 10	<u>Publication of Notice for Local Bills Deadline:</u> For local bills to be filed by January 9, 2026 for opening day introduction.	[Art. III, s. 10, FL Const.; s. 11.02, F.S.; Rule 5.5(c)]

2026

January 7	<u>Member Bill Final Draft Form Deadline:</u> All Member bill requests, including requests for companion bills, must be in final draft form no later than 5:00 p.m.	
January 9	<u>Member Bill Filing Deadline:</u> All Member bills subject to the Rule 5.2(a) deadline must be approved for filing no later than 5:00 p.m. on the Friday before the first day of regular session.	[Rule 5.2(a)]
January 9	<u>Appropriation Project Request Form Publication Deadline:</u> All Member APR forms must be published on the House website no later than 5:00 p.m.	
January 13	<u>First Day of Session:</u> [92nd House since Statehood: 128th Regular Session since Statehood; 29th House since 1968 Constitutional Revision]	Day 1 [Art. III, s. 3(b)]
January 13	<u>Committee or Subcommittee Notice Deadlines During Session:</u> During the first 45 days of a regular session, notice shall be provided no later than 5:00 p.m. of the 2nd day (excluding Saturdays, Sundays, and official state holidays) before the committee or subcommittee meeting for the purpose of considering legislation.	Day 1-45 [Rule 7.10(e)] January 13-February 26
January 13	<u>Special Order Calendar:</u> During the first 55 days of a regular session, the Special Order Calendar shall be published in three Calendars of the House, and it may be taken up on the day of the third published Calendar.	Day 1-55 [Rule 10.11(a)(3)] January 13-March 8
January 13	<u>Filing Deadlines for Floor Amendments:</u> During the first 55 days of a regular session: Main floor amendments must be submitted to the House Bill Drafting Service by 3:00 p.m. and approved for filing with the Clerk by 4:00 p.m. of the first day a bill appears on the Special Order Calendar in the Calendar of the House; and amendments to main floor amendments and substitute amendments for main floor amendments must be submitted to the House Bill Drafting Service by 6:30 p.m. and approved for filing by 7:00 p.m. of the same day.	Day 1-55 [Rule 12.2(a)(1&2)] January 13-March 8
January 16	<u>Attestation Form Submission Deadline:</u> All APR attestation forms must be submitted no later than 5:00 p.m.	
February 12	<u>Ceremonial Resolution Submission Deadline:</u> Ceremonial Resolutions must be drafted and submitted to the Rules & Ethics Committee for approval by the Chair no later than 5:00 p.m. The request must be submitted to the House Bill Drafting Service in advance of this deadline to give the House Bill Drafting Service time to draft the resolutions.	

ATTACHMENT 1

February 22	<u>Reconsideration in Committee or Subcommittee:</u> No bill may be retained for the purpose of reconsideration in committee or subcommittee after the 40th day (February 21) of a regular session.	Day 41 [Rule 7.15(b)]
February 26	<u>Ceremonial Resolution Filing Deadline:</u> No ceremonial resolution shall be given first reading unless approved for filing with the Clerk before the 46th day (February 27) of the regular session.	Day 45 [Rule 5.2(b)] February 26
February 27	<u>Committee or Subcommittee Notice Deadlines During Session:</u> After the 45th day (February 26) of regular session, notice shall be provided no later than 5:00 p.m. on the day (including Saturdays, Sundays, and official state holidays) before the committee or subcommittee meeting.	Day 46 [Rule 7.10(e)] February 27-March 13
February 27	<u>Daily Order of Business:</u> After the 45th day (February 26) of a regular session, by a majority vote, the House may, on motion of the Chair or Vice Chair of the Rules & Ethics Committee, move to Communications, Messages from the Senate, Bills and Joint Resolutions on Third Reading, or Special Orders.	Day 46 [Rule 10.2(d)] February 27-March 13
February 28	<u>Immediate Certification of Bills:</u> Unless otherwise directed by the Speaker, during the last 14 days of a regular session, all measures acted on by the House shall be transmitted to the Senate without delay.	Last 14 Days [Rule 11.7(k)] February 28-March 13
March 9	After the 55th day (March 8) of a regular session, the Special Order Calendar shall be published in one Calendar of the House and may be taken up on the day the Calendar is published.	Day 56 [Rule 10.11(a)(3)] March 9-March 13
March 9	After the 55th day (March 8) of a regular session: Main floor amendments must be submitted to the House Bill Drafting Service no later than 1 hour before the applicable filing deadline and approved with the Clerk not later than the earlier of the following deadlines: 8:00 a.m. on the day session is scheduled to convene on the day the bill appears on the Special Order Calendar in the Calendar of the House, or 2 hours before session is scheduled to convene on the day the bill appears on the Special Order Calendar of the House. Amendments to main floor amendments, substitute amendments for main floor amendments, and amendments to substitute amendments must be approved for filing not later than 1 hour after the applicable main floor amendment deadline.	Day 56 [Rule 12.2(b)(1&2)] March 9-March 13
March 9	After the 55th day (March 8) of a regular session, no House bills on second reading may be taken up and considered by the House.	Day 56 [Rule 10.18] March 9-March 13
March 12	After the 58th day (March 11) of a regular session, the House may consider only: Returning Messages, Conference Reports, and Concurrent Resolutions.	Day 59 [Rule 10.19] March 12-13
March 13	Last day of Regular Session, if Legislature completes work in 60 days.	

Source: www.myfloridahouse.gov

ATTACHMENT 2

PROJECT INFORMATION

Project Name: Design and engineering for the Ponce Inlet replacement fire station

City: Town of Ponce Inlet

County: Volusia

Amount Requested: \$500,000

Total Cost: \$1,000,000

General Overview

The Town's existing fire station was constructed 45 years ago and has served the community well, but it no longer meets the operational or resiliency needs of a modern fire service organization. The building is also not compliant with current floodplain management standards and building codes, and presents significant operational vulnerabilities.

The existing facility is located partially within a flood zone area abutting coastal marshlands and has been repeatedly impacted by major storm events. Flooding during hurricanes caused by storm surge, high tides, and heavy rain has demonstrated the vulnerability of the station and highlighted the risks to both personnel and critical equipment. The station was identified in the Town's 2022 Vulnerability Assessment and 2024 Watershed Master Plan as becoming increasingly susceptible to storm surge and sea level rise over time, potentially facing up to 1.5 to 2.0 feet of flooding from a Category 1 storm by the year 2040. As the Town's one and only fire station, there is no back-up station in Town should this one become inoperable.

Functionally, the facility lacks adequate space for personnel, modern equipment, and emergency apparatus. In addition, the building's limited size and outdated layout restrict the department's ability to efficiently house apparatus, equipment, and personnel, creating operational challenges that directly affect service delivery.

To address these deficiencies, the Town has initiated a site feasibility study to determine the best location of a replacement fire station and, if relocation is not possible, evaluate alternatives to strengthen the existing station. Based on the results of the feasibility study, the Town will initiate **design and engineering** to generate the necessary architectural plans, site assessments, and cost estimates to move the project forward. The estimated cost for this phase is **\$1,000,000**.

This work is supported by the Town's Comprehensive Plan, which requires public facilities to be located outside of storm surge areas, or, if no other suitable sites exist, for such facilities to be designed and constructed to minimize impacts from current and future storms, wind, and floods.



Meeting Date: 10/16/2025

Agenda Item: 13-D

Report to Town Council

Topic: Request for direction to purchase vacant property at 58 South Turn Circle for future stormwater improvements.

Summary: Staff has recently learned of an undeveloped residential property for sale located at 58 South Turn Circle. This property is ideally situated to improve the Town's stormwater system. Staff is prepared to provide a Letter of Intent to the owner immediately upon direction from the Town Council to move forward. Approval for the purchase itself will be brought back to the Town Council at a future meeting. Please see the attached staff report for more information.

Suggested motion: Approval for staff to proceed with a Letter of Intent for 58 South Turn Circle and to bring back a final purchase proposal for Town Council approval.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Town of Ponce Inlet – 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: October 10, 2025

Subject: Request for direction to purchase vacant property at 58 South Turn Circle for future stormwater improvements

MEETING DATE: October 16, 2025

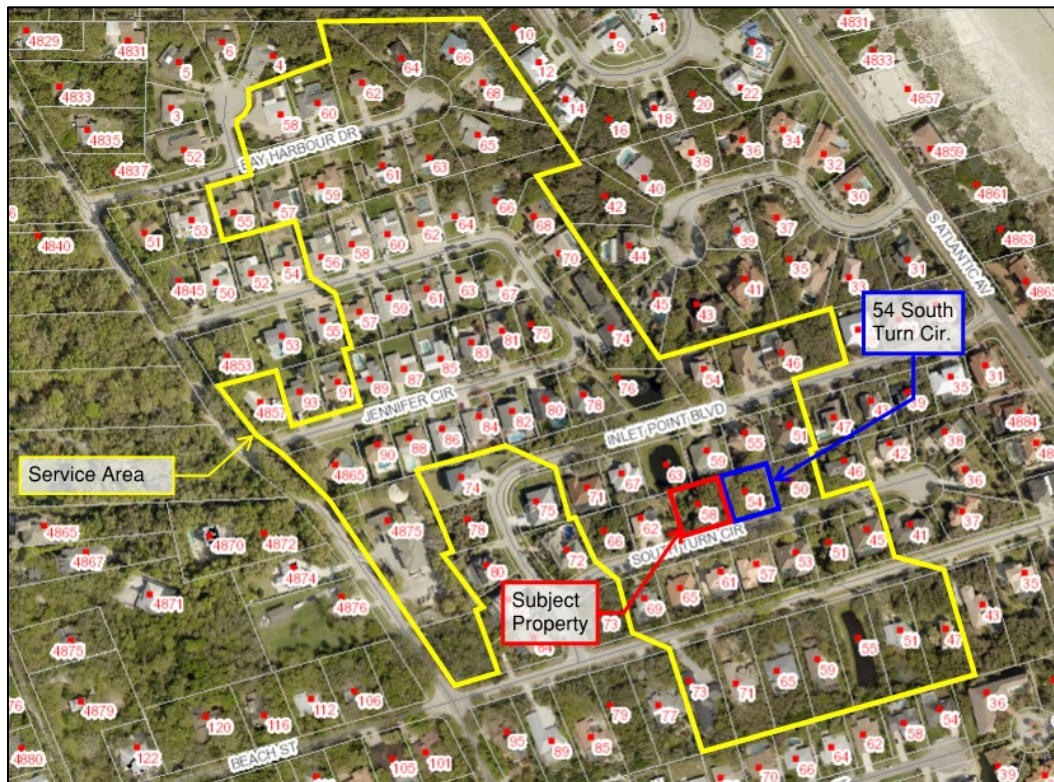
Staff has recently learned of an undeveloped residential property for sale that is ideally situated to improve the Town's stormwater system. Located at 58 South Turn Circle, it lies immediately between the Town's stormwater retention pond on the south side of Inlet Point Boulevard and the property recently brought under contract at 54 South Turn Circle. Its physical connection to both properties will allow them, once combined, to potentially triple the capacity of the Inlet Point retention pond.

The subject property is 11,340 s.f. in size, measuring 108' x 105', and is within the stormwater management system service area stretching from Bay Harbour Drive to Beach Street. In the short term, acquiring the property will ensure that it is not developed, thus preserving its natural drainage function. Long term, the property will be used to help improve the capacity of the stormwater management system. Purchasing the property aligns with the Town's resiliency goals and plans prepared to date.

I have spoken to the Realtor representing the property owner, who has expressed an interest in selling, pending a written offer from the Town. The expected selling price is \$350,000, the same as for 54 South Turn Circle. An appraisal is not necessary in this case given the substantial similarity in size, condition, and location to the abutting property at 54 South Turn Circle. Staff is prepared to provide a Letter of Intent to the owner immediately upon direction from the Town Council to move forward.

Approval for the purchase itself will be brought back to the Town Council at the following meeting once the signed Letter of Intent has been received. Funds for the purchase are available now in the Land Acquisition Fund reserves. I recommend the Town take advantage of this unique opportunity.

58 Southturn Circle with Stormwater Service Area





Meeting Date: 10/16/2025

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: October 9, 2025
Subject: Town Manager's Report

MEETING DATE: October 16, 2025

1. Volusia County Council meeting on [10-07-25](#):
 - [Item R](#) - Beach Special Event application – 14th Annual Historic North Turn Legends Beach Parade on February 7, 2026 in Ponce Inlet. Approved by the County Council subject to additional offsite parking being made available like this year.
 - [Item 3](#) - 2026 Legislative Priority List, including amendments to SB 180.
 - [Item 4](#) - Community Development Block Grant - Disaster Recovery (CDBG-DR) for Hurricane Ian infrastructure and mitigation projects. Ponce Inlet has requested \$880,000 through this program to purchase three vacant undeveloped properties for future stormwater improvements. The Town's application is one of 13 eligible projects, totaling \$49,465,808 in funding requests. All applicants are encouraged to seek additional funding sources to further leverage available funds, such as through legislative appropriation. The County Council approved all requests as presented. The County will handle all procurement to comply with federal requirements associated with CDBG-DR. Each project will be brought back to the County Council after procurement for final approval.
2. The Town has received the remaining \$27,964.75 reimbursement from FEMA for Hurricane Milton costs. Additionally, we expect to receive another \$8,077.93 to cover a percentage of our administrative costs once the state completes its review.
3. The Public Works Department has been making sandbags available one Saturday a month for the past several months. The next "Sandbag Saturdays" will be held on October 18th, from 8 am – 12 pm at the Public Works facility. This is self-serve, so residents will need to bring their own shovel along with ID for proof of residency.
4. Building permit activity:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg
Permit applications	123	122	137	164	147	150	110	109	107				1,169	130
Permits issued	90	111	133	149	144	132	101	113	102				1,075	119
Plan reviews	93	113	125	149	138	161	123	115	102				1,119	124
Inspections	246	236	252	313	270	285	248	282	247				2,379	264

5. Volusia County is hosting a series of community meetings on its Coastal Feasibility Study. The study is evaluating long-term coastal protection strategies to strengthen dune systems, preserve beach access, and enhance the future resilience of Volusia County's coastline. The meetings will present beach management options based on the unique characteristics of each coastal community, such as seawalls versus dune enhancements. All meetings will take place from 4 to 7 p.m.:
- Tuesday, Oct. 28th – Brannon Center, 105 S. Riverside Drive, New Smyrna Beach
 - Wednesday, Oct. 29th – Daytona Beach Shores Community Center, 3000 Bellemead Drive
 - Thursday, Oct. 30th – Ocean Center, 101 N. Atlantic Ave., Daytona Beach