



CULTURAL SERVICES, HISTORIC PRESERVATION, & TREE ADVISORY BOARD AGENDA

MONDAY

MARCH 2, 2026 – 10:00 AM

COUNCIL CHAMBERS

4300 S. ATLANTIC AVENUE, PONCE INLET, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town Council or other Town Boards may attend and speak at this meeting.

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

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE.**
- 2. ROLL CALL & DETERMINATION OF QUORUM.**
- 3. ADOPTION OF AGENDA.**
- 4. APPROVAL OF THE MINUTES:**
 - A. January 5, 2026
- 5. REPORT OF STAFF:**
 - A. Cultural Services update – *Jackie Alex, Cultural Services Manager*
 - B. Public Works update – *Steve Dunlap, Acting Public Works Director*
- 6. OLD BUSINESS:**
 - A. Continued discussion on proposed budget items for FY 26/27.
- 7. NEW BUSINESS:**
 - A. Tree Removal Permit Application – Removal of four specimen Live Oak trees and two non-specimen Live Oak trees at the Ponce Inlet Veterans Memorial located at 4933 South Peninsula Drive.
 - B. Tree Removal Permit Application – Removal of four specimen Live Oak trees measuring over 18” diameter at breast height (DBH) for construction of a new single-family home at 4900 Sailfish Drive.
- 8. PUBLIC PARTICIPATION.**
- 9. BOARD/STAFF DISCUSSION.**
- 10. ADJOURNMENT.**

Next Meeting: Monday, April 6, 2026

If a person decides to appeal any decision made by the Cultural Services Board with respect to any matter considered at a meeting, they will need a record of the proceedings and to ensure that a verbatim record of the proceedings is made at their own expense. Persons who require accommodation to attend this hearing should contact the Ponce Inlet Town Hall at 236-2150 at least 48 hours prior to the meeting date to request such assistance.



Meeting Date: March 2, 2026

Agenda Item: 4

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

Topic: Approval of Meeting Minutes

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

Suggested motion: Approval of the January 5, 2026 meeting minutes.

Requested by: Ms. Gjessing, Deputy Town Clerk

Reviewed & Authorized by: Ms. Alex, Cultural Services Manager

Approved by: Mr. Disher, Town Manager



Town of Ponce Inlet
**CULTURAL SERVICES, HISTORIC PRESERVATION,
 AND TREE ADVISORY BOARD**
 REGULAR MEETING MINUTES
January 5, 2026

1 **1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** Pursuant to proper notice, Chair Finch
 2 called the meeting to Order at 10:00 AM in the Council Chambers, located at 4300 S. Atlantic Avenue,
 3 Ponce Inlet, Florida and led the attendees in the Pledge of Allegiance.

4
 5 **2. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established with four
 6 regular members and two alternates present; Ms. Canny was absent.

7
 8 Board members present:

9 Ms. Canny, Seat 1 – Absent
 10 Ms. Keese, Seat 2; Vice-Chair
 11 Mr. Shaffer, Seat 3
 12 Ms. Finch, Seat 4; Chair
 13 Ms. Bell, Seat 5
 14 Ms. Vanderbeek, Alternate Seat 1
 15 Mr. Miller, Alternate Seat 2

16
 17 Staff members present:

18 Ms. Alex, Cultural Services Manager
 19 Mr. Baker, Chief Building Official
 20 Mr. Disher, Town Manager
 21 Ms. Gjessing, Deputy Town Clerk
 22 Chief Glazier, Police Chief
 23 Attorney Knight, Town Attorney
 24 Mr. Lear, Planning & Development Director
 25 Mr. Wargo, Public Works Director

26
 27 **A. Oaths of Office.** – Ms. Gjessing administered the Oaths of Office to Ms. Keese, Ms.
 28 Finch, Ms. Vanderbeek, and Mr. Miller.

29
 30 **B. Election of Chair.** – Ms. Bell nominated Ms. Finch to serve as Chair; seconded by Ms.
 31 Keese. The motion PASSED by consensus, 5-0.

32
 33 **C. Election of Vice-Chair.** – Ms. Finch nominated Ms. Keese to serve as Vice-Chair;
 34 seconded by Ms. Shaffer. The motion PASSED by consensus, 5-0.

35
 36 **3. ADOPTION OF AGENDA:** Chair Finch asked if there were any changes to the agenda; there
 37 were none.

38
 39 Vice-Chair Keese moved to approve the agenda as presented; seconded by Ms. Shaffer. The motion
 40 PASSED by consensus, 5-0.

41
42 **4. APPROVAL OF MINUTES:**
43

44 **A. June 2, 2025** – Chair Finch asked if there were any changes; there were none.
45

46 Ms. Bell moved to approve the June 2, 2025 meeting minutes as presented; seconded by Ms.
47 Vanderbeek. The motion PASSED by consensus, 5-0.
48

49 **5. REPORT OF STAFF:**
50

51 **A. Cultural Services Update** – Ms. Alex reviewed a list of the 32 programs that occurred
52 over the last year and stated the department has been focusing efforts on refining the new pickleball
53 reservation system. The goal is to implement the new system by the end of the month.
54

55 **B. Public Works Update** – **postponed for presentation later in the meeting**
56

57 **6. OLD BUSINESS:** *None.*
58

59 **7. NEW BUSINESS:**
60

61 **A. Review of Ponce Inlet Veterans Memorial development plan.** Chair Finch disclosed
62 that in preparation for the meeting she spoke to the applicant and conducted a site visit. Mr. Mark
63 Oebbecke, President of the Ponce Inlet Veterans Memorial Association, provided a history of the
64 existing memorial and stated when it was originally built, the founders did not anticipate filling every
65 available plaque on the wall. After reviewing options to expand, the Association chose to create walls
66 to accommodate more plaques surrounded by pavers. Mr. Oebbecke described other considerations in
67 the expansion and stated the goal is to remove the visual obstructions that prohibit a clean view of the
68 memorial site. He reviewed the current state of construction, recently imposed delays to construction,
69 and the tasks to be completed. In addition to the walls and pavers, landscaping is being proposed; Mr.
70 Oebbecke provided visuals of the requested tree removals and replacements. He stated the long-term
71 plan is to expand recognition of the memorial with efforts including signage on Interstate 95 (I-95)
72 informing people of the memorial. Chair Finch posed questions regarding the history of the
73 development plan, the designated paver and landscaping area, and relocating the coquina headstone
74 which identifies the park. Chair Finch asked Mr. Oebbecke whether he had a suggestion for replacement
75 of the trash can located at the entrance of the park; he suggested installing a removable bollard. Mr.
76 Miller questioned if signage could be added within Town limits directing people towards the park and
77 Vice-Chair Keese questioned where the existing trashcan would be relocated. The Board discussed the
78 proposed removal of the electrical pole, maintenance responsibilities, and the total number of plaques.
79

80 Ms. Bell made a motion to recommend the Town Council accept the overall development plan, with
81 specific focus on the “Major Components”, as outlined in the report; seconded by Mr. Shaffer. The
82 motion PASSED, by consensus, 5-0.
83

84 **5. REPORT OF STAFF: (postponed from earlier)**
85

86 **B.** Mr. Wargo announced that the tennis court resurfacing, painting of the restrooms at Kay
87 and Ayres Davies Lighthouse Park, and staining of the pavilion, located in the same park, have begun.
88 Proposals are being gathered for the replacement of restroom doors in Ponce Preserve Park, Timucuan

89 Oaks Park, and Kay and Ayres Davis Lighthouse Park. Mr. Shaffer questioned whether fiberglass doors
90 would be better suited for longevity in the environment.

91
92 **7. NEW BUSINESS: (continued)**
93

94 **B. Preliminary budget item proposals for FY 26/27:** Ms. Alex explained that the proposed
95 items are preliminary considerations for the FY 26/27 budget. The intention is to gather feedback from
96 this Board; cost estimates and designs will be reviewed at a later meeting if the Board recommends
97 consideration of the item.
98

99 **1. Item 1 – Temporary Staffing for Town Event and Program Coverage.** – Ms. Alex
100 stated there has been a steady decline in volunteer participation over the last few years, and as a result,
101 staff has begun scaling back in certain event elements. Staff is requesting feedback on whether to budget
102 options for temporary staffing. Mr. Miller questioned the average number of volunteers needed for
103 events and the advertising efforts behind notifying residents of volunteer opportunities; he proposed
104 holding a volunteer brunch at the Community Center to engage residents at the start of the year.
105

106 Board consensus to propose Item 1 for consideration in the FY 26/27 budget pending further research
107 on implementation.
108

109 **2. Item 2 – Reimagining Halloween Events – Children’s Halloween Party and Ghosts**
110 **of Ponce Past.** – Ms. Alex reiterated the difficulty in gathering volunteers for Halloween events and
111 proposed ideas to guarantee appropriate staffing levels or ways to reimagine the events altogether. A
112 discussion ensued regarding the restructuring of the events. Vice-Chair Keese suggested connecting
113 with local school performing arts programs; Ms. Alex explained the Town has already reached out to
114 surrounding groups, but due to scheduling conflicts or lack of interest, it has not worked out. Vice-
115 Chair Keese provided a history on the origin of the Haunted Hayride. Ms. Vanderbeek suggested
116 reaching out to local schools to determine if there is way that credit could be offered to the students for
117 volunteering. Discussion continued regarding volunteer incentives and history of efforts.
118

119 Board consensus to propose Item 2 for consideration in the FY 26/27 budget pending further research
120 on implementation and costs.
121

122 **3. Item 3 – Expansion of Town Holiday Decorations.** – The Board and the Town Council
123 provided support for funding a professional holiday decorator for the 2025 Tree Lighting event, and
124 the feedback was overwhelmingly positive. Ms. Alex stated that staff have subsequently received
125 inquiries about exploring decorations beyond the parks. Utilizing the professional decorators saved
126 approximately 100 hours of labor and an estimated \$3,500. The Board suggested research be completed
127 on expanding the decorations to other Town areas.
128

129 Board consensus to propose Item 3 for consideration in the FY 26/27 budget.
130

131 **4. Item 4 – Bleacher bench between Pickleball and Basketball Courts.** – Ms. Alex
132 stated spectator attendance has increased along the pickleball courts, and they tend to sit along the
133 sidewalks, which poses safety and accessibility concerns. An extended bleacher-style bench placed
134 along the grass buffer between the basketball and pickleball courts would provide dedicated seating in
135 the area. Chair Finch questioned if the funding previously set aside from the cell-tower agreement could
136 be utilized for this construction; Ms. Alex stated it should be available for use, but staff will confirm it.
137

138 Board consensus to propose Item 4 for consideration in the FY 26/27 budget.
139

140 **5. Item 5 – Potential ideas for additional research.** – Ms. Alex asked the Board if they
141 had any suggestions they would like staff to research for upcoming budget considerations. Mr. Shaffer
142 proposed and questioned the feasibility of installing a bathroom at Elbers Sunset Park and Wilbur Bay
143 Wetlands. The Board discussed the feasibility of this idea and whether to research it further; they
144 decided not to research this idea further, as facilities are located nearby at the Ponce Inlet Town Hall
145 and Police Department.
146

147 **C. 2026 Meeting Dates.** – Chair Finch questioned if any Board member saw potential
148 conflicts with the 2026 meeting dates, noting the proposed meeting date of April 6, 2026 is the day
149 after the Easter Holiday. There were no concerns.
150

151 **D. Annual Board Member Training and Form 8-B review.** – Attorney Knight provided
152 a detailed review of the Florida Sunshine Law and public records law. He urged the members to reach
153 out to staff if they have any questions or concerns to guarantee that no violations occur. Under the
154 Florida Sunshine Law, board members are prohibited from discussing any matters related to current or
155 foreseeable board business with other members of the same board outside of a publicly noticed meeting.
156 He reminded the Board that any record created related to Town business is subject to public records
157 law and must be provided upon request. If the Board does not provide staff with the records, they
158 become the custodian of records themselves and must abide by the public record retention law as
159 dictated by the State of Florida. Attorney Knight reviewed the social media policy and explained how
160 it relates to public records; he encouraged Board members to provide any records related to Town
161 business to staff for ease of access in case of a public records request. He encouraged Board members
162 to exercise caution when communicating with other Board members because if anyone perceives a
163 situation to be a violation of the law, they have a right to pursue legal action. Attorney Knight provided
164 examples of Sunshine Law violations and previous case studies. He concluded the training by providing
165 a review of voting conflict Form 8-B, explained the conditions that could warrant a board member
166 having a voting conflict, and what to do in case there is a conflict.
167

168 **8. PUBLIC PARTICIPATION:** There was no public participation.
169

170 **9. BOARD/STAFF DISCUSSION:** There was no further discussion.
171

172 **10. ADJOURNMENT:** The meeting was adjourned at 11:22 a.m.
173

174 Prepared and submitted by:
175

176 *Draft*

177 Stephanie Gjessing, Deputy Town Clerk

178 Attachment(s): *None.*



Meeting Date: March 2, 2026

Agenda Item: 5

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

Topic: Report of Staff

- A. Jackie Alex, Cultural Services Manager
- B. Steve Dunlap, Acting Public Works Director

Summary: Staff will provide reports and updates to programs, projects, and events.

Requested by: Ms. Alex, Cultural Services Manager
Mr. Dunlap, Acting Public Works Director

Approved by: Mr. Disher, Town Manager



Meeting Date: March 2, 2026

Agenda Item: 6-A

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

Topic: Continued discussion on proposed budget items for FY 26/27.

Summary: The Cultural Services Board provided input on preliminary budget proposals from the Cultural Services Department at its January 5, 2026 meeting. This discussion serves as the Board's final opportunity to provide input on whether to propose the items for the next fiscal year.

Suggested motion: Approval of each budget item the Board would like to recommend to the Town Council for consideration in the fiscal year 2026/2027 budget.

Requested by: Ms. Alex, Cultural Services Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, CULTURAL SERVICES DEPARTMENT

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

To: Cultural Services, Historic Preservation, and Tree Advisory Board
 From: Jackie Alex, Cultural Services Manager
 Date: February 19, 2026
 Subject: Continued discussion on proposed budget items for FY 26/27

MEETING DATE: March 2, 2026

At the January 5, 2026, Cultural Services Board meeting, the Board provided input on budget proposals from the Cultural Services Department and requested additional research. Below are items researched for the upcoming fiscal year.

The purpose of this discussion is to serve as the Board's final opportunity to provide input on *whether* to propose these items for next fiscal year, rather than reviewing specific design proposals or cost estimates.

Item #1: Temporary Staffing for Town Event and Program Coverage

- A. The Board recommended staff research temporary staffing to support the Cultural Services Department during large-scale events (e.g., Halloween and Town Tree Lighting) and smaller programs where volunteer positions during the event need to be filled.
- i. Temporary staffing is required to work a minimum of eight hours within any given work week, which may consist of one full eight-hour shift or two four-hour shifts. Under this structure, temporary staffing would be most effective in supporting three larger-scale annual events:
 - Easter Party- (estimated 5 staff)
 - Ponce Preserves the Planet- (estimated 2 staff)
 - Halloween Party- (estimated 5 to 12 staff)
 - Total hours of estimated temporary staff coverage would range between approximately 96 and 160 hours, depending on the future format of the Children's Halloween Party.
 - ii. The estimated cost of utilizing temporary staffing for these three large annual events is approximately \$2,600 to \$4,500.

Item #2: Reimagining Halloween Events- Children’s Halloween Party and Ghosts of Ponce Past

- A. The Board recommended staff research implementation and costs associated with reimagining both these events.
 - i. Should volunteer participation not meet the required threshold, staff would return to the Board with a proposed hybrid format for the Children’s Halloween Party. If reimagined as previously discussed, staff estimates that the cost would not exceed the current \$2,000 expense of hosting the event in its existing format.
 - ii. Staff has explored the potential partnership with a professional theater company for a reimagined production of Ghosts of Ponce Past. **Attachment 1** includes a letter from Dotlight Theater outlining Ms. Morrison’s credentials and her recent successful work with DeBary Hall. The referenced video will be presented at the March 2nd Board meeting.
 - iii. Ms. Morrison has indicated that a five-actor performance, consisting of two 45-minute showings, would cost approximately \$700-850, depending on the specific production elements requested by staff. This performance could also be structured as a ticketed event to help offset associated expenses.
 - iv. Staff estimates the cost of a reimagined Children’s Halloween Party would not exceed \$2,000, and that two 45-minute performances of Ghosts of Ponce Past would not exceed \$850.

Item #3: Expansion of Town Holiday Decorations

- A. The Board recommended staff research expanded decoration options, prioritized locations for potential expansion, and associated costs for additional town facilities.
 - i. For the 2025 Tree Lighting, Council and this Board supported funding a professional holiday decorator, with installations limited to Pollard Park due to the \$10,000 budget allocation.
 - ii. To enhance holiday decorations throughout Town and during the Tree Lighting Ceremony, staff researched several additional elements, including lighting for the Pollard Park gazebo and tree canopy; a ceremonial switch for the Mayor to activate during the Tree Lighting; lighting additional trees in front of the fire station; decorative elements for flag poles at Town Hall; and decorating the Town seal signs at both entrances along S. Peninsula Drive and S. Atlantic Avenue.
 - iii. **Attachment 2** provides an itemized estimate for these proposed additions. Staff estimates that expanding decorations through the Town’s contracted vendor would require an additional investment ranging between \$700 and \$6,000, depending on the selected elements. Given the range of options, staff respectfully requests that the Board establish a not-to-exceed amount should these enhancements be added to the existing \$10,000 decoration budget.

Item #4: Bleacher bench between Pickleball and Basketball Courts

- A. The Board recommended staff research design concepts and cost estimates for a backless bleacher-style bench along the grass buffer between the basketball and pickleball courts that would provide dedicated seating and a resting area.
- B. Due to the presence of existing lighting poles, staff estimates that approximately 30 feet of linear space is available, which would require installation of multiple six- or eight-foot bench segments. Estimated costs associated with the design options presented in **Attachment 3** are as follows:
 - i. Option 1: (4) 8’ Team Series Aluminum Player Bench - \$1,400
 - i. Option 2: (4) 8’ Advanced Coated Steel Bench- \$2,500
 - ii. Option 3: (5) 6’ Recycled Plastic Trail Bench- \$3,000
 - iii. Option 4: (5) 6’ powder-coated Hartford Collection Backless Park Bench- \$7,000
- C. Staff estimates that installation of approximately 30 feet of backless bench seating would range between \$1,500 and \$7,000, depending on the style selected. If the Board recommends inclusion of this project in the FY 26/27 budget, staff recommends Option 3 based on prior experience with durability, resistance to vandalism and heat, cost-effectiveness, and consistency with the recycled plastic material currently used throughout Town parks, which performs well in the coastal environment.

Item #5: Potential ideas for additional park items

- 1. For the FY 25/26, the Board recommended additional signage at the pocket park known as Elbers Sunset Park.
 - i. Staff is seeking Board feedback regarding installation of identifying signage at two additional parks that currently do not have standalone signage: Kay & Ayres Davies Lighthouse Park and Timothy Pollard Memorial Park.
 - ii. Both parks currently display plaques at their restroom facilities identifying the park name. However, due to limited space and current use at Pollard Park, staff recommends consideration of a 3’ x 2’ aluminum sign, estimated at approximately \$200. Davies Lighthouse Park has significantly more available space, and a monument-style sign similar to that located at the fire station, scaled appropriately for the park, is estimated at approximately \$1,500.
 - iii. Staff estimates that the total cost to install identifying signage at both parks would not exceed \$2,000.

Staff requests the Board provide its final input on these proposed ideas and indicate which budget items to recommend to the Town Council for fiscal year 2026/2027.

Attachments:

- 1. Letter from Ms. Morrison at Dotlight Theaters regarding Ghosts of Ponce Past
- 2. Itemized estimate for additional elements for town-wide holiday decorations
- 3. Backless bleacher bench options

Dear Members of the Board,

My name is Lauren "Lern" Morrison, and I am the founder and producer of Dotlight Theater Co., an independent production company dedicated to creating immersive, educational, and engaging theatrical experiences.

One of our recent projects includes the highly successful walk-around murder mystery experience at DeBary Hall Historic Site, which has sold out with each run. This production blended history, storytelling, and interactivity in a way that both entertained and educated guests while highlighting the uniqueness of the space itself. Jackie attended one of our showings and it was a pleasure getting to know her and what she does at Ponce Inlet! I recently came to visit her at the Historical Museum, and while there I was also able to meet Julie. The two of them informed me of the programming you all have currently installed for your community, and I was inspired by the wonderful history and stories of the property.

I understand the Ponce Inlet Historical Museum already hosts a Halloween cemetery tour experience, and I would love the opportunity to collaborate with your staff to expand upon and elevate it into something even more immersive, personalized, and reflective of Ponce Inlet's rich history. My goal is to bring fresh creative energy while honoring the traditions and stories already rooted in your town.

I believe that by combining visions, we can create a one-of-a-kind program that engages the community, draws in new audiences, and shines a spotlight on the fascinating history of Ponce Inlet.

I have attached a short video of the DeBary Hall experience as well as additional marketing materials for your reference. I would be delighted to meet with you to discuss potential ideas and how Dotlight Theater Co. might best collaborate with your museum.

Thank you for your time and consideration. I look forward to the opportunity to create something memorable together.

Warm regards,

Lauren "Lern" Morrison

Dotlight Theater Co.

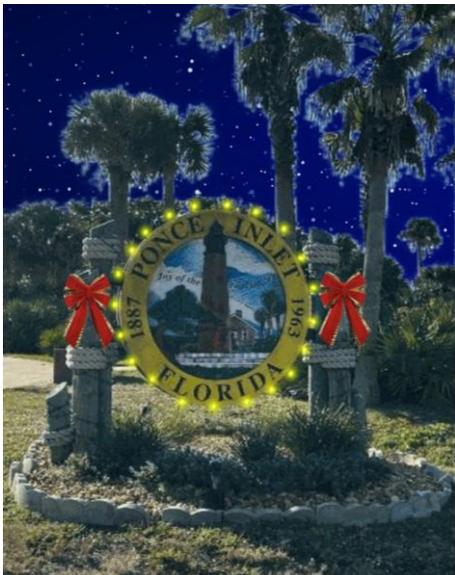
dotlighttheaterco@gmail.com

Decoration item	Quantity	Total Price
Ceremonial Tree Lighting remote switch button		\$150
Ceremonial Tree Lighting switch (4'x3')		\$1,500
Pollard Park gazebo and two oak tree canopies		\$1,080
Simpson stopper trees in front of Fire Station		\$1,440
Decorate Town Hall flag poles (Unlit garland & bows)	7	\$1,960
Decorate both Town seals (C9 lights and bows)	2	\$680
Total Price		\$6,810
Contract discount		\$6,129

Example of Town Hall flag poles:



Example of Town Hall seals:



Option 1:



Option 2:



Option 3:



Option 4:





Meeting Date: March 2, 2026

Agenda Item: 7-A

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

Topic: Tree Removal Permit Application – Removal of four specimen Live Oak trees and two non-specimen Live Oak trees at the Ponce Inlet Veterans Memorial located at 4933 South Peninsula Drive.

Summary: The Ponce Inlet Veterans Memorial Association is requesting the removal of four specimen Live Oak trees measuring between 8” to 10.5” diameters at breast height (DBH) and two non-specimen Live Oak trees measuring less than 8” DBH. According to the application, the trees in question will either compromise the paver area surrounding the Walls of Remembrance at the Veterans Memorial or block the view of the memorial.

Suggested motion: Recommend approval of removing two specimen Live Oak trees and one non-specimen Live Oak tree, subject to conditions based on the findings of the staff report.

Requested by: Ms. Rippey, Principal Planner

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

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

To: Cultural Services, Historic Preservation & Tree Advisory Board

From: Patty Rippey, AICP, Principal Planner

Date: February 23, 2026

Subject: Tree Removal Permit Application

REQUEST: Removal of four specimen Live Oak trees and two non-specimen Live Oak trees that will either compromise the paver areas surrounding the Walls of Remembrance or are blocking the view of the Veteran’s Memorial.

LOCATION: 4933 S. Peninsula Drive – Veteran’s Memorial Site

APPLICANT: John Oebbecke, President of the Ponce Inlet Veteran’s Memorial Association

RECOMMENDATION: **Approval with conditions** to remove two specimen Live Oak trees and one non-specimen Live Oak tree, based on the findings of this report.

MEETING DATE: March 2, 2026

1 INTRODUCTION

2 The applicant requests approval to remove four specimen Live Oak trees measuring 8 inches or
 3 greater diameter at breast height (DBH) (8.0”, 8.75”, 9.0”, and 10.5”) and two non-specimen Live
 4 Oak trees measuring less than 8 inches DBH (7.25” and 7.5”). The stated purpose of the removal
 5 is replacement of trees that will either compromise the paver area surrounding the Walls of
 6 Remembrance at the Veterans Memorial or are blocking the view of the memorial, located at 4933
 7 S. Peninsula Drive (see Location Map, **Attachment 1**).

9 AUTHORITY AND PROCESS

10 Tree removal at the Veteran’s Memorial must be reviewed by the Cultural Services, Historic
 11 Preservation & Tree Advisory Board (CSB) and a recommendation provided to the Town Council,
 12 in accordance with the Second Amended and Restated License, Maintenance, and Easement
 13 Agreement. This agreement, executed on January 15, 2026 between the Ponce Inlet Veteran’s
 14 Memorial Association and the Town, governs the construction and maintenance of the Veteran’s
 15 Memorial. As specified in Section 8 of agreement, the removal of live trees in conjunction with
 16 improvements at Veteran’s Memorial must first be reviewed by the CSB, which will then provide
 17 its recommendation to the Town Council.

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VETERAN’S MEMORIAL BACKGROUND

In 2010, the Ponce Inlet Veteran’s Memorial Association was formed to design, construct, and establish the Veteran’s Memorial at Kay and Ayers Davies Lighthouse Park. In 2011, this arrangement was formalized with the Town Council’s approval of a License, Maintenance, and Easement Agreement with the Association – the memorial was then completed and dedicated later that year on Veteran’s Day, November 11, 2011.

In 2022, the agreement was amended and restated to clarify and modify the respective maintenance responsibilities of the Town and the Association. The agreement was amended further in January 2026 to authorize expansion of the Memorial with up to two additional monument structures and associated paver pathways to honor current and future veterans.

The Veteran’s Memorial serves a recognized public purpose by honoring veterans of all branches of the military and has become a significant community asset. On November 11, 2014 and each year thereafter, the Ponce Inlet Veteran’s Memorial has been recognized by the U.S. Department of Veteran’s Affairs as one of the nation’s Veteran’s Day regional sites.

PROPERTY OVERVIEW

The Veteran’s Memorial site measures approximately 9,763 SF square feet in size (0.22 acres), and is part of the larger Kay & Ayres Davies Lighthouse Park property. The park has a zoning and future land use designation of Public/Institutional. The Memorial and Park property are also located within the Lighthouse Overlay District.

Surrounding zoning districts include B-2 to the south across S. Peninsula Drive, R-1 to the west across S. Peninsula Drive, and P/I zoning to the east and north. Access to the site is provided from S. Peninsula Drive.

The Memorial includes a paver walkway leading up to and surrounding the monument structure, along with benches for seating. The original Memorial development in 2011 included the planting of four new oak trees and a hedge surrounding the monument. The monument was situated within a natural cleared area within the park to minimize the disturbance of existing trees and to preserve the natural features of the site.

LUDC TREE REPLACEMENT REQUIREMENTS

The LUDC requires protected trees removed from a property to be replaced, unless the replacement is specifically exempt. The number of replacement trees required depends on the location, number, and size of the tree(s) being removed. In this case, the required mitigation is one-to-one replacement according to LUDC Sec. 4.10.4.E., Table 4-19.

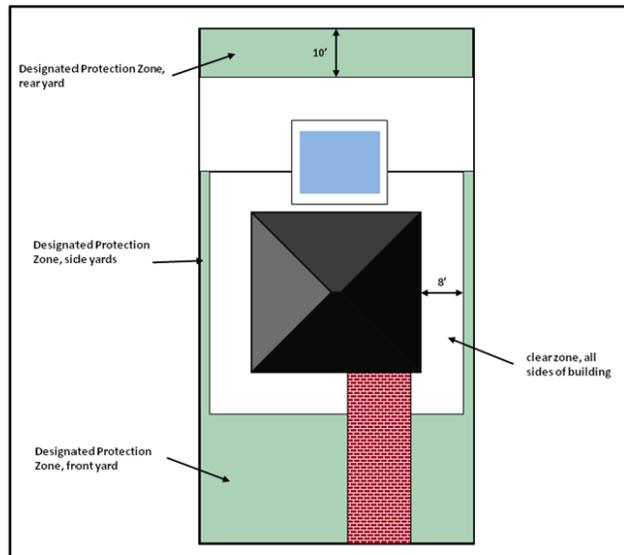
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Table 4-19 Tree Replacement Mitigation

Size of Tree Removed (DBH)	Number of Replacement Trees Required per Tree Removed	
	If trees preserved in protected zone only	If trees also preserved outside protected zone
4 inches—6 inches	1	1
>6 inches—8 inches	2	1
>8 inches—12 inches	3	1
>12 inches—18 inches	5	1
>18inches+	7	1

60 The number of required replacement trees may be reduced when trees are preserved outside
 61 the Designated Protection Zone (DPZ),
 62 where preservation is otherwise strictly
 63 required. On parcels zoned non-
 64 residential, the DPZ is the full extent of all
 65 required front, side, and rear yards, except
 66 for minimum areas necessary for ingress
 67 and egress for driveways (LUDC Section
 68 4.10.4.B.3).

69
 70 As an incentive to preserve additional
 71 trees, the replacement ratio is reduced to
 72 1:1 when qualifying trees are preserved
 73 outside the DPZ. Based on the submitted
 74 tree survey, it appears that three Live Oak
 75 trees at 8 inches, 11 inches, and 12 inches
 76 DBH are proposed to be preserved outside
 77 the DPZ.



78
 79 **REVIEW OF APPLICATION**

80 A total of 12 Live Oak trees are identified by the applicant on the boundary survey (**Attachment**
 81 **2**) within the Veteran’s Memorial site boundaries. The applicant is requesting approval to remove
 82 six of these trees, including four specimen Live Oaks (8 inches DBH or greater) and two non-
 83 specimen Live Oaks, as follows:

- 84
 85 #1 7.25” DBH non-specimen
 86 #2 8.75” DBH specimen
 87 #3 7.50” DBH non-specimen
 88 #4 10.50” DBH specimen
 89 #5 9.00” DBH specimen
 90 #6 8.50” DBH specimen

91

92 Trees #2 and #3 requested for removal were required to be planted under the original 2011 site
93 plan Development Order for the Veteran’s Memorial. Three of the trees were donated by various
94 government and civic groups: Tree #1 by the Ponce Inlet Police and Fire Departments, Tree #2
95 by the Garden Club, and Tree #3 by the Ponce Inlet Community Center.

96
97 As evidenced by their trunk form and growth habit, Trees #4, #5, and #6 are pre-existing within
98 the park rather than part of the original landscape installation. Staff found that Tree #6 is in poor
99 condition, with significant erosion at its base, loss of bark in places to the core of the tree, and
100 a noticeable lean.

101
102 Based on the materials submitted with the tree removal application, along with the plans for the
103 memorial expansion included with the Second Amended and Restated License, Maintenance, and
104 Easement Agreement, it is possible that both existing and proposed improvements at the memorial
105 site could be affected by the nearby existing Live Oak trees. The applicant states that Live Oak
106 Trees #1 through #6 will either compromise the planned paver areas surrounding the Walls of
107 Remembrance or obstruct views of the memorial features. Photographs of the six subject trees are
108 provided in **Attachment 3**.

109
110 Pursuant to LUDC Sec. 4.10.4, the removal of protected trees and vegetation is evaluated
111 according to certain requirements and criteria. These include making reasonable efforts to
112 reposition the footprints of structures, parking areas, and storm water management/drainage
113 facilities where possible to save trees. The Applicant has also submitted a written Narrative (see
114 **Attachment 4**) to describe the request and justification for removal of the proposed specimen
115 trees. The criteria, along with Staff’s response, are provided below.

116
117 *C. Protection of specimen and historic trees.* LUDC Section 4.10.4.C.

118 1. Specimen and historic trees are protected even outside of designated protected zones. The
119 species and sizes of specimen and historic trees are defined in article 9.

120 *Staff response:* There are 12 Live Oak trees in total within the Veteran’s Memorial site,
121 six of which are proposed for removal. Six Live Oak trees are proposed to be preserved,
122 including three located outside the DPZ within the memorial site.

123 *Based on the remaining tree canopy, this criterion has been met. Because the view-blocking*
124 *tree (tree #1) does not impact any structures or pavers, it should be considered for*
125 *preservation despite not qualifying as a specimen tree. Staff recommends that an arborist*
126 *be consulted to evaluate the potential preservation of trees #4 and #5 through selective*
127 *trimming and other mitigation techniques to protect structures at the memorial site.*
128

129 2. A reasonable effort shall be made to reposition the footprint of a proposed principal or
130 accessory structure to save any historic or specimen trees.

131 *Staff response:* As shown on **Attachment 5**, the monument was situated within a natural
132 cleared area within the park to minimize the disturbance of existing trees and to preserve
133 the natural features of the site.

134 The original 2011 development order included the planting of Trees #2 and #3 in their
135 current locations. These trees are situated in close proximity to the existing paver areas
136 and based on the applicant’s statement, may compromise those areas.

137 Tree #1, measuring 7.25 inches DBH, does not meet the specimen tree threshold of 8
138 inches DBH. It is not located near the memorial and does not impact any existing pavers
139 or structures of the memorial.

140 *This criterion has been met. Based on their locations relative to the planned and ongoing*
141 *improvements, staff recommends that Trees #1, #4, and #5 be considered for preservation.*
142

143 3. Specimen trees in parking or driving areas shall not be removed if practicable alternative
144 locations can be provided. The town council may reduce or waive parking standards to
145 avoid removing or damaging a specimen or historic tree.

146 Staff response: The six Live Oak trees proposed for removal are not located within the
147 parking or driving area. *This criterion does not apply.*
148

149 4. Every attempt shall be made to avoid placing a stormwater management/drainage facility
150 or any other improvement which requires the removal of a specimen tree. Where necessary
151 to place such improvements near a specimen tree, the town shall require measures to
152 protect the long-term health of the tree, such as retaining walls, tree wells, root pruning,
153 concrete pavers, turf block, root drainage systems, subsurface soil stabilization systems,
154 special fill procedures and other appropriate restrictions required by subsection 4.10.4.D.

155 Staff response: The property is part of a larger existing park with stormwater facilities
156 located outside of the Veteran’s Memorial site. *This criterion does not apply.*
157

158 D. Standards. LUDC Section 4.10.4.D.

159 1. *Criteria for determining extent of tree and vegetation protection and removal.* To
160 determine the amount of tree or vegetation removal permitted, the town shall review
161 applications based on the factors below. If necessary, the town may request applicants to
162 submit additional information addressing these factors.
163

164 a. The actual or intended use of the property;

165 Staff response: The property is zoned Public/Institutional to serve the public interest
166 in a recreational context. *This criterion has been met.*
167

168 b. The desirability of preserving any tree by reason of its size, age, or other outstanding
169 quality, such a uniqueness, rarity, or status as a specimen, historic or landmark tree;

170 Staff response: The four specimen Live Oak trees and two non-specimen Live Oak trees
171 proposed for removal are estimated to be between 29 and 42 years old¹. While the trees

¹ Estimated by multiplying the diameter of the tree in inches by the growth factor rate. The growth factor for Live Oak trees is classified as medium, represented by ‘4’ in the calculation $diameter \times growth\ rate = age\ in\ inches$. Source: How to Estimate the Age of a Tree, www.theforestguild.com ; Quercus virginiana Southern Live Oak, www.hort.ifas.ufl.edu

172 are not of exceptional size or notable uniqueness, four of the six qualify as specimen
173 trees based on their diameter of 8 inches or greater DBH.

174 It should also be noted that Trees #2 and #3 were planted as part of the memorial’s
175 2011 development order, which required the installation of four oak trees.
176 Additionally, based on staff’s review, Trees #1, #4, and #5, do not appear to be causing
177 imminent impacts to paver areas or structures. Consultation with a certified arborist
178 may help identify measures to reduce or eliminate potential impacts from the trees or
179 their root systems while preserving the trees. The health of Tree #6 appears to be
180 compromised and removal is recommended to eliminate potential safety hazards and
181 prevent future impacts.

182
183 Although the applicant proposes a 1:1 replacement of the Live Oak trees, certain
184 specimen Live Oaks may not be impacting existing or proposed structures and could
185 potentially be preserved. If that is determined to be the case, preservation of those
186 specimen trees should be considered. *Based on the location of four of the six subject*
187 *trees, staff finds that this criterion has not been fully satisfied.*

188
189 c. The extent to which the area would be subject to increased water runoff or
190 environmental degradation due to removal of the trees;

191 *Staff response:* The Veteran’s Memorial is located within Kay and Ayres Davies Park,
192 which contains substantial existing tree cover. Stormwater facilities for the park are
193 located along the southeast corner of the site. The proposed work will not increase
194 runoff or result in environmental degradation. *This criterion has been met.*

195
196 d. The need for visual screening in transitional/buffer areas between different types of
197 uses; from non-residential service areas and structures; and from glare, blight, or other
198 unsightliness; or any other affront to the visual or aesthetic sense in the area;

199 *Staff response:* The property is adjacent to predominantly Public/Institutional and
200 Commercial-zoned properties. Non-residential-zoned properties abutting each other
201 within the Lighthouse Overlay District are exempt from the tree planting requirements
202 pursuant to LUDC Section 4.10.3.C.1. The Kay and Ayres Davies Park and the Ponce
203 de Leon Lighthouse and Museum both contain extensive vegetative buffers between
204 non-residential and residential uses exceeding the buffer requirements. *This criterion*
205 *has been met.*

206
207 e. The effect that changes to the natural grade will have on the trees to be preserved;

208 *Staff response:* There will be no changes to the natural grade. *This criterion does not*
209 *apply.*

210
211 f. The extent to which a reasonable design effort has been made to save as many of the
212 existing trees found on-site as possible and to work with the existing grades;

213 *Staff response:* The original development order included the placement of Trees #2 and
214 #3 in their current locations. These trees are situated in close proximity to the existing
215 paver area and based on the applicant’s statement, may compromise those areas. Upon

216 review by staff, tree #1 does not appear to be impacting any existing pavers or
217 structures.

218 Based on their locations relative to the planned and ongoing improvements, staff
219 recommends that Trees #1, #4, and #5 be considered for preservation. Given its poor
220 condition, staff recommends that Tree #6 be removed. *This criterion has been met.*
221

222 g. The extent to which site design considerations, including the relocation of roads and
223 utilities, have been incorporated into the project.

224 Staff response: *This criterion is not applicable to this application.*
225

226 **RECOMMENDATION**

227 Staff finds that the application satisfies most of the criteria set forth in LUDC Sections 4.10.4.C
228 and 4.10.4.D with respect to the proposed removal of Trees #2, #3, and #6. However, based on
229 their locations relative to the planned and ongoing improvements, staff recommends that Trees
230 #1, #4, and #5 be considered for preservation.
231

232 Staff recommends approval subject to the following conditions:

- 233 1. Tree removal shall be limited to Trees #2, #3, and #6, measuring 8.75 inches, 7.50 inches,
234 and 8.50 inches DBH respectively.
- 235 2. The applicant shall consult with a certified arborist to obtain recommendations prior to any
236 significant tree trimming and for other appropriate measures to prevent or minimize
237 damage to existing and planned paver areas from Trees #1, #4, and #5.
- 238 3. The landscaping and tree replacement plans shall comply with LUDC Section 4.10.4.E and
239 shall be subject to further review and approval by the Cultural Services Board, specifically
240 with respect to specimen tree species selection and the location of replacement plantings
241 within the Veteran’s Memorial site and Kay and Ayres Davies Park. The landscaping and
242 tree replacement plan shall be completed within 60 days from April 16, 2026 Town Council
243 meeting.
- 244 4. Replacement trees provided as mitigation shall be Live Oak trees with a minimum 4.5-inch
245 caliper and a minimum height of 10 feet at the time of planting.
- 246 5. All trees approved for removal shall be replaced at a 1:1 ratio within six (6) months of
247 Cultural Services Board approval of the landscaping and tree replacement plans.
248
249

Patty Rippey, AICP, Principal Planner

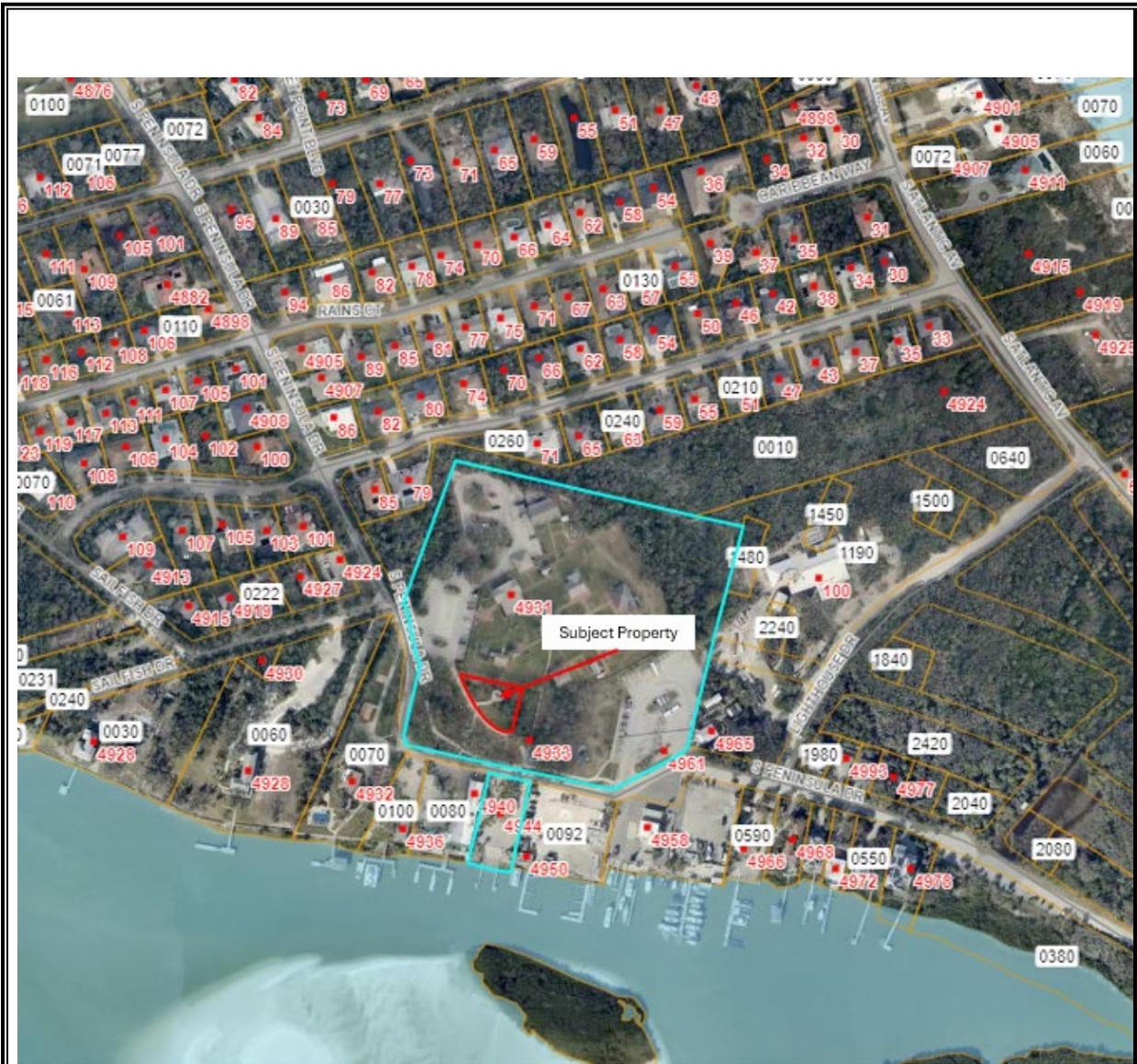
February 23, 2026
Date

Attachments:

1. Location map

2. Site layout and tree survey
3. Photos taken February 11, 2026 and February 23, 2026
4. Applicant’s narrative and replacement plan
5. Before and after aerial photos
6. Executed Second Amended and Restated License, Maintenance, and Easement Agreement

ATTACHMENT 1 - LOCATION MAP



Property Address/Location: 4933 S. Peninsula Dr.



LOCATION MAP
TOWN OF PONCE INLET



ATTACHMENT 3 - PHOTOGRAPHS OF TREES

Tree # 1 - 7.25 inches DBH



ATTACHMENT 3 - Continued

Tree # 2 - 8.75 inches DBH



ATTACHMENT 3 - Continued

Tree # 3 - 7.5 inches DBH



ATTACHMENT 3 – Continued
Tree #4 – 10.5 inches, #5 – 9 inches, #6 – 8.5 inches



ATTACHMENT 3 - Continued

Tree # 4 - 10.5 inches DBH



ATTACHMENT 3 - Continued

Tree # 5 - 9 inches DBH



ATTACHMENT 3 - Continued

Tree # 6 - 8.5 inches DBH



ATTACHMENT 3 - Continued

Tree # 6 - 8.5 inches DBH



**ATTACHMENT 4 -
APPLICANT'S NARRATIVE & REPLACEMENT PLAN**

Narrative:

Removal and replacement of trees that either will compromise the paver area surrounding the Walls of Remembrance or are blocking the view of the Memorial. Trees to be replaced are highlighted on attachment.

Replacement Plan:

Replacement Plan FILE COPY

Replacement trees will be planted along the area marked in RED. This will create a natural visual barrier of the chain link fence and barb-wire fence to the North.

Removed tree DBH is identified of attachment.

Replacement trees are also identified in the larger map with the following legend.

- ① - Oak: 2½-3" (6)
- ② - Sabal Palm: 6'-7' clean trunk
- ③ - Crape Myrtle: 10' (3)

Existing trees are all oaks.

- #7 - 7¾"
- #8 - 8½" = 8¼"
- #E - 8½"
- #9 - 7½"
- #11 - 8"

FEB 2 2026

**ATTACHMENT 5 -
BEFORE AND AFTER AERIAL PHOTOS**

2010 – Pre-memorial



ATTACHMENT 5 - Continued

2012 – First aerial taken after the memorial was built



ATTACHMENT 5 - Continued

2020



ATTACHMENT 5 - Continued

2025

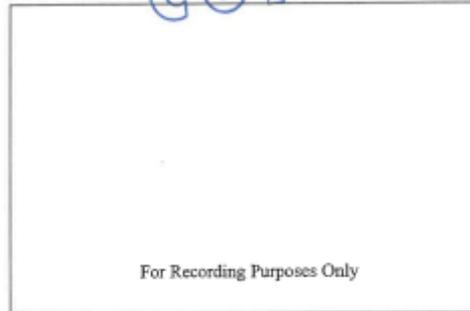


ATTACHMENT 6 – SECOND AMENDED & RESTATED LICENSE, MAINTENANCE, AND EASEMENT AGREEMENT

COPY

This instrument was prepared by: Clifford B. Shepard, Attorney at Law Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Ste. 100
Maitland, FL 3275 1

Please return to: Michael E. Disher Town Manager
4300 S. Atlantic Avenue, Ponce Inlet, FL 32127



SECOND AMENDED & RESTATED LICENSE, MAINTENANCE, AND EASEMENT AGREEMENT

THIS AGREEMENT is entered into this 15 day of January, 2026, by and between THE TOWN OF PONCE INLET, a Florida municipal corporation whose address is 4300 South Atlantic Avenue, Ponce Inlet, Florida 32127 (hereinafter called "TOWN") and PONCE INLET VETERAN'S MEMORIAL ASSOCIATION, a 501(c)(19) organization (hereinafter called "ASSOCIATION") whose mailing address is 4670 S Peninsula Drive, Ponce Inlet, Florida 32127 (collectively the "Parties"), and replaces and supplants the prior amended and restated agreement between the Parties as recorded in the Official Records of Volusia County, OR Book 8205, PG 2232.

RECITALS.

WHEREAS, the TOWN is the owner of certain property located at 4933 South Peninsula Drive, within the incorporated limits of the Town; and

WHEREAS, this property is held by the TOWN for the benefit and general use of the public as a public park, including a Veteran's Memorial section, children's playground, and restroom facilities, and the Town intends to use the property for other public functions in the future; and

WHEREAS, it is the TOWN's policy to preserve the use of its property for public purposes; and

WHEREAS, written authorization and agreement is required for any use of TOWN property by a private association or individual; and

WHEREAS, the ASSOCIATION in 2011 requested authorization from the TOWN to utilize and improve a portion of the TOWN's property to construct and maintain a Veteran's Memorial; and

WHEREAS, the Town Council approved the ASSOCIATION's construction and maintenance of a Veteran's Memorial on the TOWN's property at the above address, subject to certain conditions as set forth in this Agreement; and

WHEREAS, the Parties in 2022 amended and restated this AGREEMENT to modify the respective maintenance responsibilities of the TOWN and the ASSOCIATION; and

WHEREAS, the Veteran's Memorial on the TOWN's property serves a valid public purpose; and

WHEREAS, one of the purposes of the ASSOCIATION is to assure the perpetual and continuous maintenance of the Veteran's Memorial on the Town's property; and

WHEREAS, the Veteran's Memorial consists of a monument structure honoring all branches of the military, surrounded by a paver pathway on which the names of veterans are inscribed on individual pavers, along with associated flag poles, benches, and other related structures and furnishings;

WHEREAS, the ASSOCIATION desires to further amend this license, maintenance, and easement agreement with the TOWN, whereby the ASSOCIATION shall be allowed to install and construct up to two additional monument structures and surrounding paver pathways on which to honor the names of current and future veterans, and to maintain, repair, rebuild and, when necessary, replace any Veteran's Memorial structure, along with associated flag poles, benches, and other related structures and furnishings, landscaping and irrigation (the "IMPROVEMENTS"), on, under, through and upon the TOWN's property in accordance with the approved Development Plan attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, the ASSOCIATION hereby undertakes certain commitments and covenants to assure the perpetual and continuous maintenance of such IMPROVEMENTS; and

WHEREAS, the Parties acknowledge that it is appropriate for further expansion, substantial improvement, or development of the Memorial to be reviewed and approved through a public process.

NOW, THEREFORE, for and in consideration of these premises, and for good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby expressly acknowledged, the parties agree as follows:

1. **RECITALS.** The foregoing recitals are true and correct and are incorporated herein by this reference.

2. **GRANTING OF LICENSE AND EASEMENT.** The TOWN hereby gives to the ASSOCIATION for the benefit of the Property a non-exclusive revocable at-will license and easement to install, construct up to two additional monument structures and surrounding paver pathways on which to honor the names of current and future veterans, and to maintain, repair, rebuild and when necessary, replace any Veteran's Memorial structure, along with associated flag poles, benches, and other related structures and furnishings, landscaping and irrigation, on, under, through and upon the area designated on Exhibit "A" and Exhibit "B" in accordance with the terms of this Agreement. Nothing contained herein shall give or grant the ASSOCIATION any ownership or lease rights to any portion of the TOWN property shown on Exhibit "B."

3. **DAMAGE TO PROPERTY.** The ASSOCIATION shall not, while installing or maintaining the IMPROVEMENTS, damage or disturb any other portion of the TOWN's property without prior written approval of the TOWN. The IMPROVEMENTS shall be established and maintained in a manner that will not interfere with the use of the remainder of the property by the public, nor shall there be a safety hazard created during construction or maintenance of the Veteran's Memorial. If the TOWN determines that construction or maintenance of the IMPROVEMENTS present a safety hazard then the ASSOCIATION, at its sole expense, shall immediately eliminate the hazard, to the satisfaction of the TOWN.

4. **MAINTENANCE RESPONSIBILITIES.** The ASSOCIATION, and any successors and assigns, shall be responsible for the installation and maintenance of the IMPROVEMENTS set forth on Exhibit "A" installed under this Agreement. The ASSOCIATION shall maintain the IMPROVEMENTS listed on Exhibit "A" in good order and repair to the satisfaction of the TOWN. The IMPROVEMENTS listed on Exhibit "A" shall not pose a safety hazard to the public and shall be constructed and maintained in full compliance of the applicable portions of the TOWN's code provisions, federal and state law. If the ASSOCIATION does not continuously maintain the IMPROVEMENTS listed on Exhibit "A" the TOWN may, after appropriate notice, maintain the site and make any necessary repairs and at the ASSOCIATION's

expense. Maintenance responsibilities shall remain as stated in the Amended and Restated License, Maintenance, and Easement Agreement as recorded by the Volusia County Clerk of Court Book 8205, Page 2232.

5. **TERMINATION OF AGREEMENT.** The TOWN reserves the right to terminate this Agreement if the ASSOCIATION fails to maintain the IMPROVEMENTS listed on Exhibit "A" or fails to abide by the conditions set forth in the Final Development Plan. If the Town terminates this Agreement, it shall provide notice by US Mail to the ASSOCIATION.

6. **PERMITS AND CODE COMPLIANCE.** The ASSOCIATION shall obtain, at its sole cost and expense, all required local, state, and federal permits and approvals, including but not limited to building, electrical, site, landscaping, irrigation and environmental permits, prior to commencing any work on the IMPROVEMENTS or any other work under Exhibit "A". All work shall be performed in strict compliance with the Town's Land Use and Development Code, Code of Ordinances, the Florida Building Code and all applicable laws and regulations.

7. **RECORDING.** This Agreement will be recorded in Public Records of Volusia County, Florida.

8. **AMENDMENT.** The provisions, restrictions and covenants of this Agreement shall not be modified or amended except in a written instrument approved by a majority of the Town Council and by the ASSOCIATION. Such amendments shall include proposals for the addition of new structures, expansions to existing structures, relocations, or design elements, as listed in Exhibit "A", that were not contemplated or clearly permitted in this second amended agreement; changes affecting the legal description, access points, or encroachments onto Town property, outside of the area described in Exhibit "B" or otherwise not covered under this Agreement; improvements that create additional liability exposure such as new vertical elements, electrical installations, or features intended for public assembly; and removal of live trees in conjunction with any of the foregoing. Such amendments shall first be reviewed by the Cultural Services Board, which shall provide a recommendation to the Town Council. Removal of live trees not in conjunction with such improvements shall be reviewed and approved by the Cultural Services Board. No such modification or amendment shall be effective until said written instrument has been signed, acknowledged, and recorded in the Public Records of Volusia County, Florida.

9. **SIGNATORY.** The undersigned person executing this Agreement on behalf of the ASSOCIATION represents and warrants that he or she has the full authority to sign this Agreement on behalf of the ASSOCIATION and that he or she has the authority to fully bind ASSOCIATION to the terms and conditions set forth in this Agreement.

10. **CONTACT INFORMATION.** The ASSOCIATION shall immediately notify the TOWN of the person responsible with whom the Town is to communicate and the ASSOCIATION'S business address. The ASSOCIATION shall continue to keep the TOWN apprised of any changes in the responsible person and the ASSOCIATION'S business address.

11. **ASSOCIATION'S SUCCESSOR AND ASSIGNS.** The ASSOCIATION may assign its obligations under this License, Maintenance, and Easement Agreement only upon the prior written approval of the Town Manager or designee. The Town Manager may, at the Manager's discretion, require the ASSOCIATION seek the prior approval of the majority of the Town Council prior to assignment.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed and delivered January 15, 2026 of the date and year first above written.

TOWN OF PONCE INLET

FOR THE TOWN COUNCIL:

ATTEST:

By: *Kim Chertano*
(Signature)

Name: Kim Chertano
Title: Town Clerk



By: *Lois A. Paritsky*
(Signature)

Name: Lois A. Paritsky
Title: Mayor

Witnesses:

By: *Debra Spampinato*
(Signature)
Print Name: Debra Spampinato

By: *Debra Avera Gullo*
(Signature)
Print Name: DEBRA AVERA Gullo

PONCE INLET VETERAN'S ASSOCIATION

By: *J. Mark Oebbecke*
(Signature)

Print Name: J. Mark Oebbecke
Position: President, PEVMA

Exhibit "A"

Ponce Inlet Veterans Memorial Development Plan

This document is in response to a request made of the Ponce Inlet Veterans Memorial Association's (PIVMA) to provide a Development Plan for the Veterans Memorial area. On November 11, 2011, the current Memorial was dedicated. That included the Monument, flag poles, pavers leading from the walkway to and around the Memorial and landscaping around the Memorial area. In 2024 we exhausted the supply of pavers available for veteran recognition. This plan addresses the expansion of the Memorial to include two Walls of Remembrance and enhancing the surrounding area.

Plan Objective: To create a special place to honor those that have served in the Armed Forces which complements the existing Memorial; resulting in the opportunity to honor about 1,500 more veterans. This plan considers the need minimize any disruption of the area while creating a substantially 'cleaner' and welcoming entrance to the park while allowing an immediate view of the Memorial area.

Major Components:

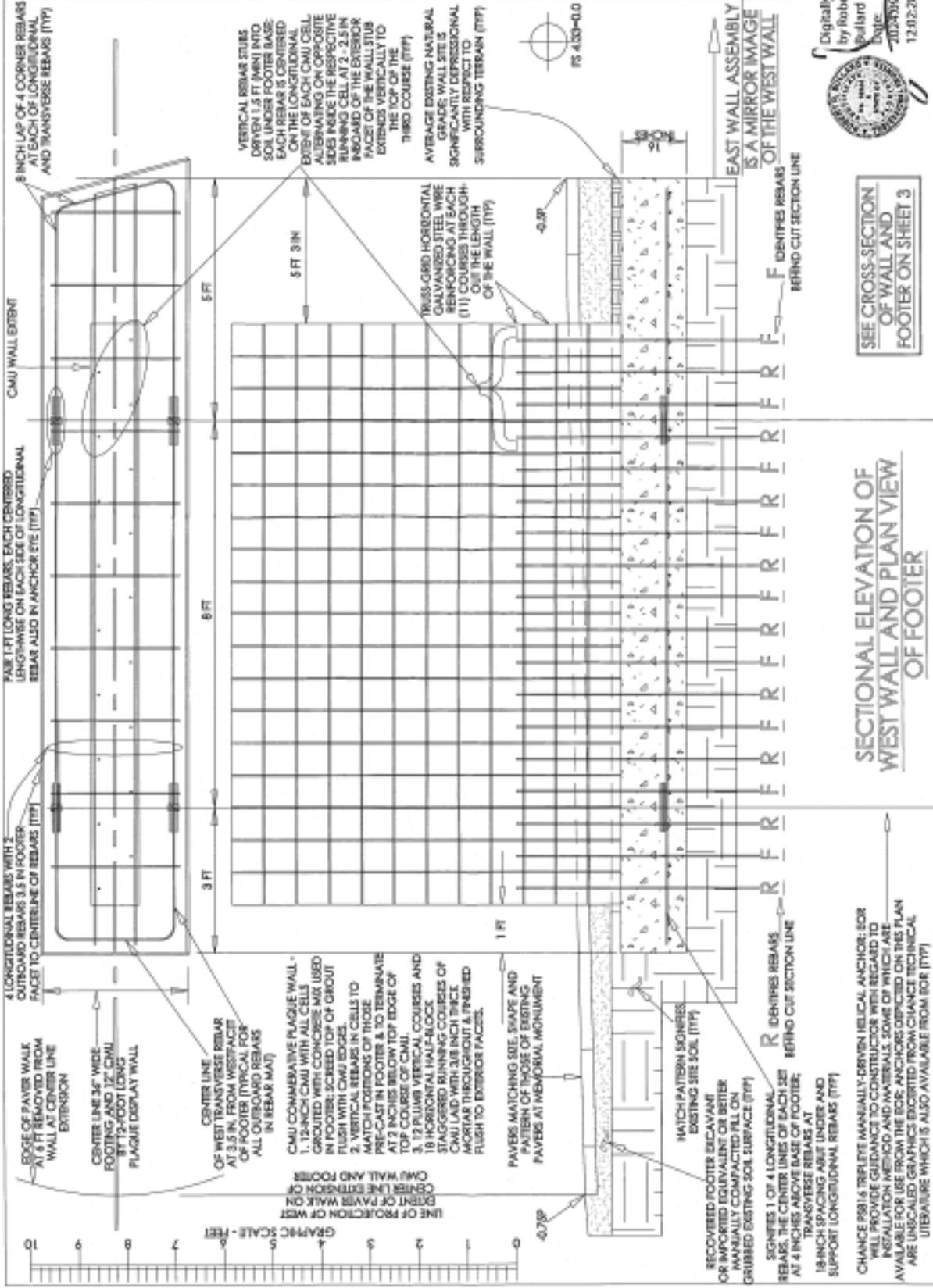
- **Walls of Remembrance:** These two granite-covered walls will accommodate about 600 stainless steel plaques – each measuring 6" x 9".
- **Lighting:** Three up-lights will be installed in front of each face of the walls. This will provide a soft lighting effect to continue a respectful ambiance. Additionally, the lights in front of the existing Memorial will be replaced to mirror the lighting effect on the walls.
- **Paver Area:** The ground area surrounding the walls will be covered with 8" x 8" pavers which will provide a soft tone to the area. The paver area roughly 400 square feet will be bordered by similarly colored bricks which are consistent with the current bricks along the walkway border of the existing Memorial. This area will accommodate approximately 900 pavers.
- **Landscaping:** Surrounding the Memorial area, new planting will be installed to create year-round color and require minimal maintenance.
- **Grass Areas:** The grass area between the sidewalk and the Memorial will be sodded and irrigated to create an area more suited to a park environment and conducive to the creating of seating areas for ceremonies.
- **Removal of Obstructions and Other Items:**
 - The existing coquina acknowledging Ms. Davies' contribution will be moved closer to the parking lot entrance as a welcoming to the park.
 - Trash receptacles and dog waste dispenser will be replaced and moved to a spot to the west of the walkway.
- **Movement of Electrical Pole:** It's requested that the Town make a request to FPCL to relocate the utility pole located at the southern end of the Walls of Remembrance area.

ABSOLUTE ENGINEERING GROUP
 ONE & STRUCTURAL DESIGN INC.
 ROBERT R. BULLARD, P.E. - 18244
 A DIVISION OF BULLARD (CA-17805)
 PO BOX 201281
 PORT ORLAND, FLORIDA 32159
 CELL 3860 290-1000

DATE	DESCRIPTION
3 MAY 2024	REVISED BY
3 MAY 2024	DATE

PROJECT DESCRIPTION
 WEST WALL DETAILS
 SHEET 2 OF 3
 PROJECT NUMBER: 202403043
 DATE: 12-02-28-04707

Digitally signed
 by Robert R
 Bullard
 DN: cn=Robert R Bullard, o=Absolute Engineering Group, email=rbullard@absoluteeng.com, c=US
 202403043
 12-02-28-04707



SEE CROSS-SECTION OF WALL AND FOOTER ON SHEET 3

SECTIONAL ELEVATION OF WEST WALL AND PLAN VIEW OF FOOTER

GRAPHIC SCALE - FEET
 10
 9
 8
 7
 6
 5
 4
 3
 2
 1
 0

Key	Qty	Botanical Name	Common Name	Size	Remarks
Evergreen					
Sat	56	<i>Schefflera arboricola</i> 'Tiramisu'	Dwarf Umbrella Tree	30	4"DC
Sr	24	<i>Brederia repens</i>	Orange Bird of Paradise	30	4"DC
Pa	44	<i>Platanus wrightii</i>	Swamp Tree	30	4"DC
Trees					
Log	3	<i>Lagerströmia speciosa</i>	Water Tree	None	
Perennials					
Aq	150	<i>Agrostis alba</i>	White Grass	10	3x10DC
No	54	<i>Napoleonaea leucocoma</i> 'Macho'	Macho Fern	30	3"DC



CONTEMPORARY WATER FEATURE



Meeting Date: March 2, 2026

Agenda Item: 7-B

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

Topic: Tree Removal Permit Application – Removal of four specimen Live Oak trees measuring over 18” diameter at breast height (DBH) for construction of a new single-family home at 4900 Sailfish Drive.

Summary: The property owner of 4900 Sailfish Drive requests approval to remove four specimen Live Oak trees with trunks measuring 20” to 28” diameters at breast height (DBH) for the construction of a new single-family home. Pursuant to LUDC Section 4.10.5, trees measuring 18” DBH or greater require approval by the Cultural Services Board.

Suggested motion: Approval to remove four Live Oak trees ranging from 20” to 28” DBH, subject to conditions based on the findings of the staff report.

Requested by: Ms. Rippey, Principal Planner

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT

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

To: Cultural Services, Historic Preservation & Tree Advisory Board

From: Patty Rippey, AICP, Principal Planner

Date: February 20, 2026

Subject: Tree Removal Permit Application

REQUEST: Removal of 4 specimen Live Oak trees measuring over 18” DBH for construction of a new single-family home

LOCATION: 4900 Sailfish Dr.

APPLICANT: Dale T. Ganser, Property Owner

RECOMMENDATION: **Approval** to remove 4 Live Oak trees ranging from 20” to 28” DBH, subject to conditions based on the findings of this report

MEETING DATE: March 2, 2026

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INTRODUCTION

The applicant requests approval to remove four specimen Live Oak trees with trunks measuring 18 inches or more in diameter at breast height (DBH) for the construction of a new single-family home at 4900 Sailfish Drive (see Location Map, **Attachment 1**). The four trees range from 20” to 28” DBH and are located within the footprint of the proposed house. The applicant requested this determination before finalizing building plans for the property and applying to the Town for permitting. If approved, the tree removal permit shall only be issued in conjunction with the building permit for the single-family home.

AUTHORITY AND PROCESS

Trees 18” DBH or greater require approval by the Cultural Services Board (CSB) pursuant to LUDC Section 4.10.5. Tree removal applications are reviewed by staff and then presented to the Board for a decision. The Board may approve, approve with conditions, or deny the removal.

Tree removal permits not associated with a development permit expire one year from the date of issuance unless extended in writing by the Director. This means that if the Board approves the subject request, the applicant shall have one year to secure all necessary construction permits for the home. Applications for extensions must be submitted at least 30 days prior to permit expiration. A maximum of two 90-day extensions may be granted for good cause. Pursuant to LUDC Sec. 4.10.6.B, CSB decisions may be appealed to the Town Council within 15 days, with the appropriate fee. The Council would then hear appeals at its next available meeting.

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PROPERTY OVERVIEW

The subject property measures approximately 12,313 square feet (0.28 acres), which meets the minimum lot size requirement for the R-3 (Medium-density single-family residential) zoning district and aligns with the corresponding Medium-density single-family future land use designation.

The lot has an angled frontage along Sailfish Drive, with lot lines varying from 89.5 feet on the west to 109.75 feet on the east, and 97.44 feet on the north boundary to 160.98 feet on the south. Surrounding zoning districts include R-3 to the south, MF-2 to the west, and R-1/R-3 across Sailfish Drive to the east. Abutting lots to the north and south are developed with single-family homes, while the lot to the west is vacant.

The property was platted as part of the Ponce de Leon Park Subdivision—Lot 1, A Pons Grant (**Attachment 2**). Access is provided from Sailfish Drive along the eastern boundary, west of Rains Drive and by a 50-foot undeveloped right-of-way to the south. With frontage along two public rights-of-way, the subject parcel is considered a corner lot, with two front yards and two side yards.

Sailfish Drive is a designated scenic road (Resolution 2000-0009), which prohibits removal of trees ≥ 4 " DBH within the protected area along the Sailfish roadway frontage unless authorized under limited conditions. This has preserved the corridor's "Old Florida" character, with substantial tree canopies along residential lots.

The applicant proposes a two-story single-family residence with a footprint of approximately 2,190 SF, including an attached two-car garage (738 SF). Additional improvements include a swimming pool and deck (~1,000 SF) and a driveway (~567 SF). Total lot coverage is approximately 23%, within the 35% maximum allowed for R-3 zoning.

A total of eleven Live Oak trees is shown on the survey (**Attachment 3**), with four specimen Live Oak trees (20" – 28" DBH) proposed for removal. Photographs of the four specimen Live Oak trees are provided in **Attachment 4**.

Fifteen palm trees (10'– 14" DBH) are also proposed for removal within the building footprint and pool deck area. Palm removal will be evaluated by staff as part of the building permit process, and is not part of the Board's review.

- Trees to be preserved include:
- Twelve palms (10–16" DBH)
 - Seven specimen Live Oak trees (10–23" DBH)
 - An additional sixteen palms (<4" DBH)

LUDC REQUIREMENTS

Placement of a new single-family home on this property is required to meet the dimensional requirements for the R-3 zoning district as noted in the table below.

Dimensional Requirements

Min/Max Dimensions	Required Dimensions	Existing and Proposed Dimensions
Minimum Lot Size Area Width Depth	6,500 square feet 65 feet 100 feet	12,313 square feet 89.50 – 109.75 feet (irregular lot) 97.44 – 160.98 feet (irregular lot)
Minimum Yard Size Front Rear Side	25 25 20 combined (min. 8' on any one side)	25 feet n/a (subject parcel has 2 fronts and 2 sides) 10 feet
Maximum Lot Coverage	35%	23%

69
70 Accessory structures, including pool decks, require a 10-foot rear setback. Driveways require a
71 minimum 5-foot setback from property lines and maximum width of 24 feet at the property line.
72 These setbacks define the buildable area.

73
74 **TREE REPLACEMENT REQUIREMENTS**

75 The LUDC requires protected trees removed from a property to be replaced, unless the replacement
76 is specifically exempt. The number of replacement trees required depends on the location, number,
77 and size of the tree(s) being removed.

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79
80

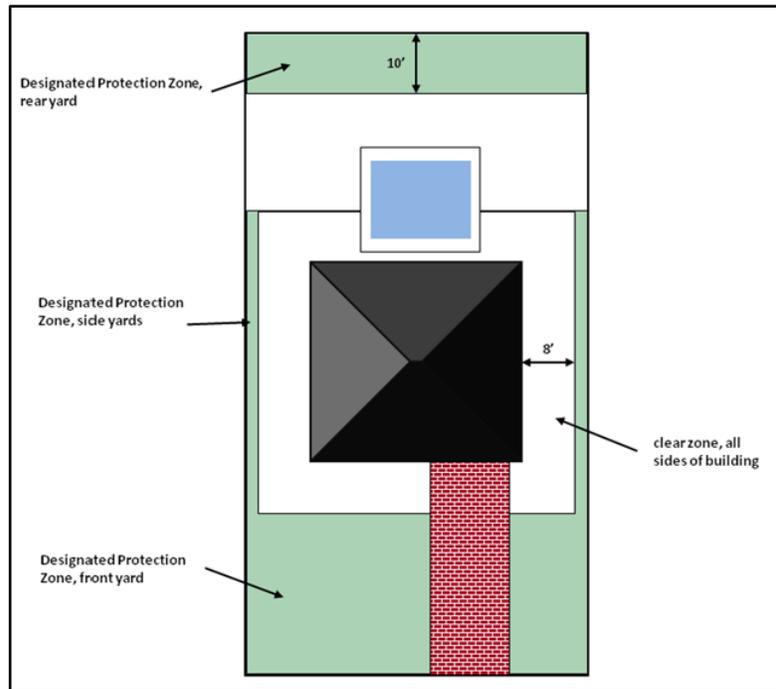
Table 4-19 Tree Replacement Mitigation

Size of Tree Removed (DBH)	Number of Replacement Trees Required per Tree Removed	
	If trees preserved in protected zone only	If trees also preserved outside protected zone
4 inches—6 inches	1	1
>6 inches—8 inches	2	1
>8 inches—12 inches	3	1
>12 inches—18 inches	5	1
>18"+	7	1

81 The number of required replacement trees may be reduced when trees are preserved outside the
82 DPZ, where preservation is otherwise strictly required. The DPZ includes the front yard, side

83 yards, and the rearmost ten feet
84 of the rear yard, but excludes the
85 footprints of principal and
86 accessory structures, permitted
87 buffer uses, and the area within
88 eight feet of the house (clear
89 zone).

90
91 As an incentive to preserve
92 additional trees, the replacement
93 ratio is reduced to 1:1 when
94 qualifying trees are preserved
95 outside the DPZ. Based on the
96 submitted tree survey and house
97 layout, one 10-inch DBH Live
98 Oak and two palms measuring 13
99 inches and 14 inches DBH are
100 proposed to be preserved outside
101 the DPZ.



102
103 The LUDC also provides replacement exemptions for heavily wooded lots. A heavily wooded lot
104 is defined as an undeveloped property with an abundance of trees and canopy coverage of at least
105 90 percent. On such lots, specimen trees removed within the building footprint and driveway area
106 may be exempt from replacement, provided that every effort is made to position buildings and site
107 elements to minimize tree removal and that no trees are removed from the DPZ. Based on a review
108 of aerial imagery from the Volusia County Property Appraiser dated January 17, 2025, and a site
109 visit, the subject property does *not* meet the definition of a heavily wooded lot, as canopy coverage
110 is less than 90 percent

111
112 In this case, the required mitigation is 1:1 replacement according to LUDC Sec. 4.10.4.E., Table
113 4-19. Based upon the preservation of three trees outside of the Designated Protection Zone (DPZ)
114 the applicant would be required to replace four specimen Live Oak trees being removed with four
115 specimen trees measuring at least 2.5" caliper and a minimum of 6 feet in height.

116
117 **REVIEW OF APPLICATION**

118 Pursuant to LUDC Sec. 4.10.4, the removal of protected trees and vegetation is evaluated
119 according to certain requirements and criteria. These include making reasonable efforts to
120 reposition the footprints of structures, parking areas, and storm water management/drainage
121 facilities where possible to save trees. The Applicant has also submitted a written Narrative (see
122 **Attachment 5**) to describe the request and justification for removal of the proposed specimen
123 trees. The criteria, along with Staff's response, are provided below.

124
125 *C. Protection of specimen and historic trees.* LUDC Section 4.10.4.C.

- 126 1. Specimen and historic trees are protected even outside of designated protected zones. The
127 species and sizes of specimen and historic trees are defined in article 9.

128 *Staff response:* The four Live Oaks requested for removal are located within the footprint
129 of the house. The remaining seven Live Oaks on the parcel will be preserved. Fifteen palms
130 (10–14” DBH) within the footprint of the house, pool/deck and eight-foot clear zone are
131 proposed for removal. One 10” Live Oak and two palms (10” and 14” DBH) are preserved
132 outside the DPZ. *This criterion has been met.*
133

134 2. A reasonable effort shall be made to reposition the footprint of a proposed principal or
135 accessory structure to save any historic or specimen trees.

136 *Staff response:* The proposed single-family structure occupies approximately 65% of the
137 buildable area, extending to the minimum setbacks on the south, southwest, and southeast.
138 It has been positioned as far south as possible, preserving space for a small pool and open
139 area. Two Live Oak trees (20” and 28” DBH) located at the center of the building envelope
140 would need to be removed under virtually any design alternative. *Based on the applicant’s*
141 *statement and the location of the trees proposed for removal this criterion has been met.*
142

143 3. Specimen trees in parking or driving areas shall not be removed if practicable alternative
144 locations can be provided. The town council may reduce or waive parking standards to
145 avoid removing or damaging a specimen or historic tree.

146 *Staff response:* The four specimen Live Oak trees proposed for removal are not located
147 within the parking or driving area. *This criterion does not apply.*
148

149 4. Every attempt shall be made to avoid placing a stormwater management/drainage facility
150 or any other improvement which requires the removal of a specimen tree. Where necessary
151 to place such improvements in close proximity to a specimen tree, the town shall require
152 measures to protect the long-term health of the tree, such as retaining walls, tree wells,
153 root pruning, concrete pavers, turf block, root drainage systems, subsurface soil
154 stabilization systems, special fill procedures and other appropriate restrictions required by
155 subsection 4.10.4.D.

156 *Staff response:* The grading and stormwater management plan for the property has not yet
157 been submitted. Approval of drainage and stormwater retention will be required during
158 the building permit review process. Areas outside the building footprint appear sufficient
159 for stormwater management, provided tree protection measures are implemented. The
160 lowest elevations are on the southwest portion of the lot. *Based on the areas of the lot that*
161 *do not have existing specimen trees or proposed improvements, this criterion shall be met*
162 *during the building permit review process.*
163

164 D. Standards. LUDC Section 4.10.4.D.

165 1. *Criteria for determining extent of tree and vegetation protection and removal.* To
166 determine the amount of tree or vegetation removal permitted, the town shall review
167 applications based on the factors below. If necessary, the town may request applicants to
168 submit additional information addressing these factors.

169 a. The actual or intended use of the property;
170

171 *Staff response:* The property is appropriately zoned for single-family use and complies
172 with R-3 dimensional requirements. *This criterion has been met.*
173

174 b. The desirability of preserving any tree by reason of its size, age, or other outstanding
175 quality, such a uniqueness, rarity, or status as a specimen, historic or landmark tree.

176 *Staff response:* The four specimen Live Oak trees (between 20” and 28” DBH)
177 proposed for removal are estimated to be between 80 and 112 years old¹. The
178 undeveloped parcel contains a total of eleven specimen oaks (10”+ DBH).
179 Development of the surrounding residential area has retained significant tree canopy,
180 and most lots in the vicinity along Sailfish Dr. have preserved areas of mature oaks
181 within yards.
182

183 The applicant proposes to maintain the lot in a largely natural condition, preserve
184 existing trees to the greatest extent practicable, and plant additional trees to enhance
185 the buffer and overall canopy coverage. The existing 30-foot buffer along Sailfish
186 Drive will remain in its natural state, which includes cedar, oak and palm trees. This
187 approach is consistent with the character of neighboring parcels along Sailfish Drive.
188 *Based on the number of specimen trees proposed for preservation and the applicant’s*
189 *stated intent to retain and supplement existing trees where feasible, this criterion has*
190 *been met.*
191

192 c. The extent to which the area would be subject to increased water runoff or
193 environmental degradation due to removal of the trees.

194 *Staff response:* No designed retention areas exist, with runoff currently flowing east to
195 west. As part of the development permit review process, the applicant will be required
196 to provide stormwater retention areas. The project must retain the first inch of
197 stormwater runoff via on-site retention. Therefore, the removal of the trees in
198 conjunction with the development shall not increase run-off or create environmental
199 degradation. *This criterion is expected to be met during the building permit review*
200 *process.*
201

202 d. The need for visual screening in transitional/buffer areas between different types of
203 uses; from non-residential service areas and structures; and from glare, blight, or other
204 unsightliness; or any other affront to the visual or aesthetic sense in the area.

205 *Staff response:* The property is surrounded by well-vegetated single-family
206 development on three sides, with undeveloped multifamily to the west . The subject
207 parcel is well vegetated within the parcel boundaries and along the Sailfish Drive right
208 of way. The applicant will be required to comply with the Town’s landscaping
209 standards and tree replacement mitigation requirements. *Based on the existing*

¹ Estimated by multiplying the diameter of the tree in inches by the growth factor rate. The growth factor for Live Oak trees is classified as medium, represented by ‘4’ in the calculation “*diameter x growth rate = age*”. Source: How to Estimate the Age of a Tree, www.theforestguild.com ; *Quercus virginiana* Southern Live Oak, www.hort.ifas.ufl.edu

210 *vegetation and applicable landscaping and mitigation standards, this criterion is*
211 *expected to be met during the building permit review process.*
212

213 e. The effect that changes to the natural grade will have on the trees to be preserved;

214 *Staff response:* The property is located within Flood Zone AE, with a base flood
215 elevation of 6.0 feet and a required freeboard elevation of 7.0 feet. Surveyed grade
216 elevations range from 4.6 feet in the northeast corner, 5.0 feet in the southeast corner,
217 3.5 feet in the northwest corner, and 3.9 feet in the southwest corner. Elevations within
218 the center of the lot and the proposed building envelope vary from 4.4 to 2.8 feet, east
219 to west. The applicant proposes to construct a stem wall on the site to achieve the
220 required elevation.

221 Tree wells will be used where necessary. The preserved trees are 10–24 feet from the
222 principal structure. *Based on the elevation of the existing Live Oak trees and their*
223 *distance from proposed improvements, this criterion is expected to be met.*
224

225 f. The extent to which a reasonable design effort has been made to save as many of the
226 existing trees found on-site as possible and to work with the existing grades; and

227 *Staff response:* The applicant asserts that all options for preserving the trees identified
228 for removal have been exhausted. According to the application, multiple design
229 alternatives have been considered over the past two years. The proposed 2,190 square
230 foot house and 738 square-foot garage footprint represent 23% lot coverage. *Based on*
231 *the site layout, the number of preserved trees and the development area available for*
232 *the principal and accessory structures, a reasonable effort has been made to preserve*
233 *as many trees as possible. Therefore, this criterion has been met.*
234

235 g. The extent to which site design considerations, including the relocation of roads and
236 utilities, have been incorporated into the project.

237 *Staff response:* *This criterion is not applicable to this application.*
238

239 **DISCUSSION**

240 According to the application materials, the applicant evaluated multiple design alternatives to
241 minimize tree removal. However, due to the location of existing trees and the corner-lot
242 requirement for two front yards with 25-foot setbacks, removal of four trees within the proposed
243 building footprint is unavoidable. The south-facing garage preserves all trees along Sailfish Drive.
244

245 Seven Live Oak trees within the property boundaries will be preserved. Protective measures such
246 as retaining walls, tree wells, root pruning, concrete pavers, turf blocks, root drainage systems,
247 subsurface soil stabilization, special fill procedures and other appropriate techniques may be
248 required, as determined by the Planning & Development Director. These protective measures will
249 be implemented and maintained throughout construction as site conditions are evaluated.
250

251 **RECOMMENDATION**

252 Staff finds that the application meets the criteria of LUDC Sec. 4.10.4.C and D and 4.10.5 for the
253 removal of four trees $\geq 18''$ DBH. Staff recommends approval subject to the following conditions:

- 254 1. Tree removal is limited to the four specimen Live Oak trees, ranging in size from 20” to
255 28” DBH.
- 256 2. The tree removal permit shall only be issued in conjunction with the building permit for
257 the single-family home. No trees shall be removed on the property until the building permit
258 and tree removal permit have been issued.
- 259 3. Protective measures for all preserved trees shall comply with LUDC Section 4.10.4.D.4.
- 260 4. There shall be four replacement Live Oak trees measuring at least 2.5” caliper and a
261 minimum of 6 feet in height.
- 262 5. The final landscape plan and tree replacement mitigation plans must comply with LUDC
263 Section 4.10.
- 264 6. Where fill or improvements are near protected specimen trees, protective measures such as
265 retaining walls, tree wells, root pruning, concrete pavers, turf blocks, root drainage,
266 subsurface stabilization and other restrictions as required by 4.10.4.D. shall be
267 implemented.
268



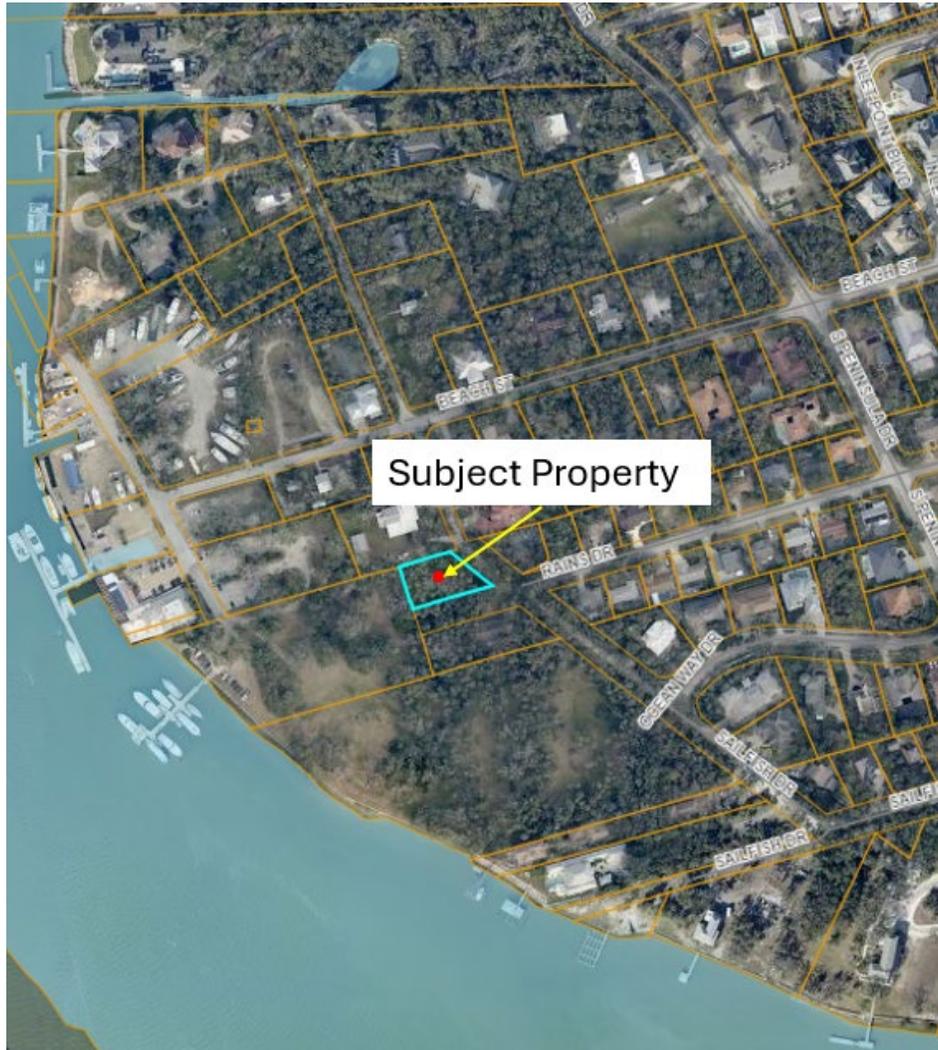
Patty Rippey, AICP, Principal Planner

February 20, 2026
Date

Attachments:

1. Location map
2. Ponce de Leon Park subdivision plat of Part of Lot 1 – a Pons Grant
3. Tree Survey with proposed home and site improvements
4. Photos taken January 16, 2026
5. Narrative provided by Applicant
6. Applicant’s Property Fact Sheet

ATTACHMENT 1 – LOCATION MAP



Property Address/Location: 4900 Sailfish Dr.



LOCATION MAP
TOWN OF PONCE INLET



ATTACHMENT 4 – PHOTOGRAPHS OF TREES

Center of property in footprint of house: 1-20” and 1-28” Live Oak Trees

Staff photo from site visit



Center of property in footprint of house: 1-20" and 1-28" Live Oak Trees
Staff photo from site visit



Southeast side of parcel in footprint of the house: 1-24” and 1-26” Live Oak Trees
Staff photo from site visit



Southeast side of parcel in footprint of the house: 1-24” and 1-26” Live Oak Trees
Staff photo from site visit



ATTACHMENT 5 – APPLICANT’S NARRATIVE

January 19, 2026

Ponce Inlet Tree Commission;

On the following survey, I have indicated in RED the 4 live oak trees that will need to be removed in order for me to build. Two of those trees share a common base and branch into two trees. I have also indicated in GREEN the 7 live oaks that will be preserved outside of the buildable area. I will also be removing 15 cabbage palms in the buildable area and preserving 12 outside of the buildable area. I will also be preserving 16 cabbage palms with trunks below 4.5’ that do not show up on the official tree survey. I have added those trees on the attached survey in smaller yellow palm graphics for your information. All the above tree information is outlined very clearly in the attached 4900 Sailfish Drive Property Facts sheet.

It is worth mentioning that when considering the removal of a live oak, one needs to remember that the root structure extends as far out as the canopy. This limits how close you can get to the tree.

There are several circumstances that restrict my property; First, the diagonal property line to the east on Sailfish Drive. This lot is very small to start with but the northeast side is dramatically cut off due to the curvature of Sailfish Drive. Second, to the south of the property is a 50’ natural R/W that results in my lot having corner restrictions. That means that I am working with two 25’ setbacks and two 10’ setbacks...all illustrated on the included survey. Those restrictions limit me to a 4500 sq ft buildable area with an awkward shape. The entire lot is only 12,313 sq ft. Both are considered well below normal size.

The house footprint on the survey represents only 2190 sq ft plus the garage, driveway and pool deck. I have been designing this home for two years and have tried dozens of possibilities but with such a limited buildable area, and needing all our usable spaces on the first floor, I always end up with the same footprint. Being able to enter the home from the R/W to the south allows us to leave all the trees to the east on Sailfish Drive and requires no tree removals to the south to access our driveway.

Upon completion of the home, I will be planting as many trees as the property allows. The preserved trees on the property are numerous but there will still

be some areas that can have an additional tree. The final look is to be a very natural, jungle look.

I encourage members of the commission to visit the property to understand that I am committed to maintaining its current look. Both the property boundaries and the buildable area are staked. You can see that the buildable area is in the Northwest corner of the property leaving a large area between the house and Sailfish Drive that will remain in its current natural state with some additional trees.

Regards,

Dale T Ganser
Property Owner

ATTACHMENT 6 – APPLICANT’S PROPERTY FACT SHEET

4900 Sailfish Drive

Building Information

Impervious Cover

Lot sq ft	12,313 sq ft
Buildable Area	4,500 sq ft

Home Footprint	2,190 sq ft
Garage Footprint	738 sq ft
Pool Area	1,000 sq ft
Driveway	567 sq ft

Home Footprint, Garage, Pool Area & Driveway represent 36.5% of the total parcel.

Tree Management

There are 11 Live Oaks on the property...see color coded survey

Removing 4 from buildable area (red)

Preserving 7 outside of buildable area (green)

There are 27 Mature Cabbage Palms on the property...see color coded survey

Removing 15 from buildable area (orange)

Preserving 12 outside of buildable area (large yellow)

Preserving an additional 16 Cabbage Palms with trunks under 4.5' (small yellow)

My intention is to not have a manicured lawn. Ground cover areas and mulch areas for erosion control to be determined.

The existing grade of the property represents years of erosion. While Sailfish Drive sits at an average of 5.1 to 5.8, the property ranges from 2.8 to 4.6. My intention is to bring grade up to the existing base of the preserved live oaks which average around 4.6. Will put in any necessary tree wells where tree is in danger as a result of added grade.

Stormwater locations to be determined.