



CULTURAL SERVICES, HISTORIC PRESERVATION AND TREE ADVISORY BOARD

Summary of Actions March 2, 2026

1. **CALL TO ORDER & PLEDGE OF ALLEGIANCE:** *The meeting was called to order at 10:00 a.m.*
2. **ROLL CALL & DETERMINATION OF QUORUM:** *All members of the Board were present.*
3. **ADOPTION OF AGENDA:** *Item 7: New Business was moved to be heard before Item 6: Old Business; Item 7-B was moved to be heard prior to Item 7-A; Adopted as amended, 5-0, consensus.*
4. **APPROVAL OF THE MINUTES:**
 - A. January 2, 2026 – *Approved as presented.*
5. **REPORT OF STAFF:** *No action(s) taken.*
7. **NEW BUSINESS: *This item was moved before Old Business***
 - B. Tree Removal Permit Application – Removal of four specimen Live Oak trees measuring over 18” diameter at breast height (DBH) for construction of new single-family home at 4900 Sailfish Drive. – *The Board approved removal of four Live Oak trees ranging from 20” to 28” DBH, subject to conditions based on the findings of the staff report. Approved, 5-0.*
 - 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. – *The Board recommended forwarding the removal of one specimen Live Oak tree to the Town Council, and to preserve the remaining five trees requested for removal. Approved 4-1; Mr. Shaffer dissenting.*
6. **OLD BUSINESS:**
 - A. Continued discussion on proposed budget items for FY 26/27:
 1. Item 1 – Temporary Staffing for Town Event and Program Coverage. – *The Board recommended NOT to forward Item 1 as presented to the Town Council but instead recommend utilizing overtime for staff and to research a brunch event for volunteer recruitment, at a cost not to exceed \$500, for consideration in the FY 26/27 budget. Approved, 5-0.*

2. Item 2 – Reimagining Halloween Events – Children’s Halloween Party and Ghosts of Ponce Past. – *The Board recommended removing the haunted hayride during the Children’s Halloween Party and replacing it with the proposed theater group performance, at a cost not to exceed \$2,000 for FY 26/27 budget consideration. Approved 5-0, consensus.*

3. Item 3 – Expansion of Town Holiday Decorations – *The Board recommended forwarding Item 3 to the Town Council for FY 26/27 budget consideration, at an additional cost not to exceed \$500, and to utilize staff and existing decorations for the park’s gazebo and town entrance seals instead of enhancing the holiday vendor’s contract. Approved 5-0, consensus.*

4. Item 4 – Bleacher bench between Pickleball and Basketball Courts. – *The Board recommended forwarding the purchase of five 6’ recycled plastic trail benches to the Town Council for FY 26/27 budget consideration, at a cost around \$3,000. Approved 5-0, consensus.*

5. Item 5 – Potential ideas for additional research. – *The Board recommended forwarding additional signage at Kay & Ayres Davies Lighthouse Point Park and Timothy Pollard Memorial Park to the Town Council for FY 26/27 budget consideration, with a cost not to exceed \$3,000, and a design proposal similar to that at the fire station to be brought back to the Board for future recommendations. Approved 5-0, consensus.*

The Board recommended forwarding a request to the Town Council to allocate \$500 for historical educational materials pertaining to Cocoa Bill, Jesse Linzy, and the Pacetti cemetery for FY 26/27 budget consideration. Approved 5-0, consensus.

The Board recommended forwarding a request to the Town Council to allocate \$500 for landscaping improvements at the Ponce Inlet Historical Museum for FY 26/27 budget consideration. Approved 5-0, consensus.

The Board recommended forwarding a request to the Town Council to allocate \$250 for an arborist to designate a historic tree at the Ponce Inlet Historical Museum for FY 26/27 budget consideration. Approved 5-0, consensus.

8. PUBLIC PARTICIPATION: *No action(s) taken.*

9. BOARD/STAFF DISCUSSION: *No action(s) taken.*

10. ADJOURNMENT: *12:59 p.m.*