



**TOWN COUNCIL WORKSHOP
MINUTES
MONDAY, JUNE 3, 2024 – 4:00 PM
PIERSON TOWN HALL**

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1. Call meeting to order

Vice Mayor Robert Greenlund called the meeting to order at 4:05 PM and asked Town Clerk Yvonne Braddock to take the roll call.

2. Roll call

PRESENT:

- Vice Mayor Robert Greenlund
- Councilmember Linnie Richardson
- Councilmember Brandy Peterson

Also present were Deputy Clerk Ryan Smith and Town Planner Mark Karet. Mayor Samuel G.S. Bennett, Councilmember Sergia Cardenas, and Town Attorney Christian Waugh were absent.

3. Invocation and pledge of allegiance

Vice Mayor Robert Greenlund gave the invocation, which was followed by the Pledge of Allegiance.

4. NEW BUSINESS

a. DRA

Town Planner Mark Karet read and discussed Section 3.2.10 of the Land Development Regulations which establishes the procedures for a DRA. Mr. Karet said this section was put into the Land Development Regulations in 2021, but that a DRA was needed to enforce the codes.

Mr. Karet explained that the first phase was the complaint phase. Mr. Karet said the complaint must be in writing, and under State law a complainant must give their name and the alleged violation. After receiving a written complaint, the DRA decides which course of action to take – the complaint can be presented to the Town Council for discussion, or the DRA can immediately begin an investigation.

Mr. Karet said the second phase was the procedural phase in which the DRA, upon finding violations, would send a written notice to the violator with the nature of the violation and action required. Mr. Karet said the Town would need to allow a reasonable amount of time for the violations to be brought into compliance. The violator can appeal to the board of

47 adjustment which is the Planning & Zoning Commission.

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49 Mr. Karet stated that Town Attorney Christian Waugh would have to provide clarification
50 on civil versus criminal fees.

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52 The Council had a brief discussion about the fines for various ordinances.

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b. Municode

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56 Deputy Clerk Ryan Smith clarified the dollar amount on the Municode proposal from the
57 previous Council Meeting. The total for the hosting of Land Development Regulations and
58 the Town Code of Ordinances through Municode is \$4,890.00 annually. This item will be
59 on the agenda for the next regular Council Meeting.

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c. Community Center ADA Compliance

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63 Town Clerk Yvonne Braddock discussed the various steps required to bring the Community
64 Center into compliance with ADA regulations. Ms. Braddock said that the women's restroom
65 would not be compliant because of its size and suggested the men's restroom could be turned
66 into a unisex ADA-compliant space by moving the wall two feet into the kitchen and widening
67 the restroom.

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69 Deputy Clerk Ryan Smith talked about the possibility of applying for a Volusia County ECHO
70 grant to offset some costs of the renovation of the Community Center. There was a brief
71 discussion about a grant proposal.

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73 Town Clerk Yvonne Braddock said that an ADA-compliant portable toilet could be rented for
74 the upcoming elections to ensure accessibility while the Community Center was being
75 renovated. Vice Mayor Robert Greenlund asked if the elections could be held at the Town
76 Center instead of the Community Center. Deputy Clerk Yvonne Braddock said she would
77 inquire with Lisa Lewis at the Supervisor of Elections office.

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5. ADJOURNED

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81 **Hearing no further business, meeting adjourned at 5:00 PM.**

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83 Minutes prepared by:

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Ryan Smith, Deputy Town Clerk

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Minutes approved by:

Samuel G.S. Bennett, Mayor