

**HISTORIC PRESERVATION ADVISORY BOARD
MEETING
APRIL 28, 2011**

MEMBERS PRESENT: John Chalifoux, Chairman
Cynthia Beauford-Johnson, Gordon Bower, Bill Cote,
Nancy Lisby, Karen Lyons

OTHERS PRESENT: Mitchell Austin, Urban Design Planner
David Hilston, Urban Design Manager
Gwen Austin

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- Mr. Chalifoux announced Mr. Hagerman was no longer a Board member due to excessive absences, noting he had not yet submitted an appeal for same.
- B. Next Scheduled Meeting
1. May 26, 2011
- Mr. Chalifoux announced the next joint meeting with the County would be held on June 8, 2011.

APPROVAL OF MINUTES

- A. March 24, 2011
- Mr. Cote MOVED, Mr. Bower SECONDED approval of the March 24, 2011 minutes. MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. CA-06-11 – 357 West Marion Avenue – Signage
- Mr. Mitchell Austin, Urban Design Planner, announced this was a request for proposed façade signage for Suncoast One Title Inc., offering to answer questions.
 - Mr. Chalifoux called three times for public comment.
 - Mr. Cote MOVED, Ms. Lyons SECONDED to close the public hearing. MOTION CARRIED UNANIMOUSLY.
 - Ms. Lisby inquired if any landscaping would be included to soften the sign.
 - Mr. Austin replied it was not required.
 - Mr. Cote MOVED, Ms. Lyons SECONDED approval of CA-06-11. MOTION CARRIED UNANIMOUSLY.
- B. CA-07-11 – 311 Gill Street
- Mr. Austin announced the subject property was listed on the MSF and was constructed circa 1949. He mentioned the MSF record stated “the building had undergone numerous changes over the years.” He explained the applicant proposed to make a

small addition to an existing rear porch, which could not be seen from the street, and to screen in same upon completion. He advised this request had been approved administratively and was being presented for information only.

- Mr. Chalifoux inquired if this was an existing structure.
 - Mr. Austin stated the original application was to screen an existing rear porch; however, after staff reviewed the historic aerials of the site, it appeared there had been some previous work on the rear porch, adding the building permit was subsequently changed to reflect that modification.
 - Mr. Chalifoux confirmed no action was necessary.
- C. CA-08-11 – 311 West Retta Esplanade
- Mr. Austin announced the subject location was known as the A. C. Freeman House, explaining the request was for replacement of two of the existing four doors on the rear of the structure. He advised the replacements would match the remaining doors and original hardware would be reused, noting this request had been approved administratively and was being presented for informational purposes only.
 - Ms. Lisby inquired if the two doors were to the back of the house or whether one of the doors led to the adjacent kitchen.
 - Mr. Austin replied the doors were on the structure itself, adding the doors were exposed to the weather and it was time to replace them.
 - Ms. Lisby commented the doors were not in good condition when the structure was originally moved.
 - Mr. Austin agreed.
- D. CA-09-11 – 124 McGregor Street
- Mr. Austin announced the subject home was listed as a contributing structure in the National Register District, noting the request was to construct a custom shed, which closely matched the design of the house. He noted the shed would be located to the rear of the property behind an existing in-ground pool and would not be visible from McGregor Street; however, it would be partially visible through the vegetation across the vacant lots from Gilchrist Street. He concluded CA-09-11 was approved administratively.
 - Mr. Chalifoux inquired if staff had a site plan for same.
 - Mr. Austin replied in the negative; however, he had a photograph of the view from the street, displaying same.

UNFINISHED BUSINESS

- A. Discussion regarding Drafting/Revising Ordinance for the Saving of Historic Structures and Adoption of Guidelines as Part of Zoning Code

- Mr. David Hilston distributed copies of Section 8.1 of the Punta Gorda Code, stating after discussions, staff developed a performance bond method of providing funding to someone who would be interested in moving a historic structure that was equal to the amount of the cost of demolition, adding that was in line with what was requested at the previous meeting. He stated the City Attorney was reviewing the document, adding if the Board was amenable to same, staff would take the City Attorney input and draft an ordinance for the Board as well as Planning Commission and City Council review.
- Mr. Chalifoux confirmed the underlined sections were new, inquiring if item (b) could be eliminated as it had been problematic in the past.
- Mr. Hilston replied staff could recommend same.
- Mr. Chalifoux read the last sentence of paragraph (a), adding he had confidence in the ability of staff to determine whether a structure had historic significance and to authorize demolition. He reiterated paragraph (b) was problematic, citing an example where the Board had denied a Certificate of Appropriateness (CA) for demolition, but the City Attorney had intervened and said no CA was needed according to paragraph (b).
- Mr. Bower inquired as to the timeframe for demolition, questioning if the clock began running with the demolition permit was submitted.
- Mr. Hilston replied affirmatively.
- Mr. Bower opined the statement “slated for demolition” was too vague, inquiring if 90 days was enough time to coordinate such an event.
- Ms. Lyons voiced concern the Board would not have time to review the request.
- Mr. Hilston inquired if 180 days would be more appropriate.
- Mr. Chalifoux agreed.
- Mr. Bower pointed out there were only two companies in the area that did that type of work.
- Ms. Lisby inquired if an engineering study was required.
- Mr. Hilston replied that was required as part of the CA process.
- Mr. Chalifoux stated he was amenable to the suggestion of the performance bond, requesting staff bring back the draft ordinance after the City Attorney had provided input.
- Mr. Hilston summarized the Board was recommending removal of paragraph (b), wanted a specific timeframe rather than “slated for” and was requesting the timeframe for the move be changed from 90 days to 180 days.
- Mr. Bower inquired as to posting the bond when the permit was pulled.

- Mr. Hilston replied submission of the permit required review by HPAB, adding the bond could be paid after that review was complete.
- B. Fund Raising Account Balance
 - Mr. Chalifoux announced the Board's fund raising account balance was \$170 as of April 11, 2011.
- C. Fund Raising for Historic Projects
 - Mr. Chalifoux stated Mr. Hagerman had intended to donate the brochures, adding he would contact him regarding same. He inquired if Mr. Bower had given any more consideration to printing a story in the Punta Gorda Herald.
 - Mr. Bower inquired as to a timeframe for publication.
 - Mr. Chalifoux replied he was amenable to any timeframe.
 - Mr. Bower inquired if members were aware of any homeowner that might be willing to be interviewed.
 - Ms. Lisby suggested the Copenhaver home.
 - Mr. Chalifoux suggested the Wessel home.
 - Ms. Lisby suggested Weiler Engineering.
 - Ms. Lyons suggested the cottage owned by the Croslands, noting the home had been in the family for generations.
 - Mr. Chalifoux suggested there were several other possibilities.
 - Ms. Lyons then distributed an Annual Award application, as delineated in the agenda materials, briefly reviewing same.
 - Mr. Bower suggested including a mailing address for submitting the application.
 - Ms. Lyons agreed.
 - Ms. Lisby inquired if it was possible to mail it to the residents of the historic district, questioning the cost for same.
 - Mr. Chalifoux stated it should coincide with a story in the paper.
 - Mr. Bower stated the application would take up too much space in a newspaper article.
 - Mr. Chalifoux clarified the story could indicate the form could be picked up in the City Clerk's office, inquiring if the application could be posted on line.
 - Mr. Austin agreed; however, it would require the City Manager's approval, suggesting the City's email address also be included.
 - Ms. Lyons inquired who would print them.
 - Mr. Austin replied staff could print copies when the final application format was decided upon.
 - Mr. Chalifoux inquired as to contest rules.
 - Mr. Austin stated the application required a deadline.

- Ms. Lyons stated members had discussed making the award in March, opining December would be a good timeframe.
- Ms. Lisby suggested the Board needed to research the historic value of the structure and approve the application before it was considered.
- Ms. Lyons pointed out the application indicated there would be an inspection, adding there was much information available in the public records.
- Mr. Chalifoux stated information could be obtained from the MSF.
- Mr. Austin agreed, adding if there was any recent permitted work had been done on the structure, a CA would be on file.
- Mr. Chalifoux stated the funds process was in place and the application was nearing completion, inquiring as to the next step.
- Mr. Bower inquired as to a plaque, adding displaying a sample plaque might spur competition.
- Mr. Chalifoux opined companies were hesitate to provide a design, noting the previous company would be hesitant to work with this group again since the last time they developed a sample plaque, it did not result in any business for them.
- Mr. Bower stated a picture of a plaque rather than a replica would suffice.
- Mr. Austin clarified the work involved was not in the production of the plaque but rather the graphic design of the piece. He then stated once the Board made a decision, one plaque could be ordered to use as a presentation piece and to sell the idea of the competition; however, that was all contingent on having funds to pay for the plaque, adding this plaque would likely be significantly smaller than those issued for the National Register Awards.
- Ms. Sidebottom stated Gulf Coast Engraving did these types of plaques.
- Mr. Chalifoux stated the previous plaques were ordered through a California company that actually did all the work (to eliminate the middle man).
- Ms. Lisby suggested taking a picture of a sample plaque with a disclaimer that the actual plaque would be something similar, stressing the plaque should not be too big since the houses themselves were not very large.
- Mr. Bower offered to take pictures of several existing plaques, such as the one on the A.C. Freeman House and the Mizell Law Firm structure, opining it was not necessary to advertise the actual size, which would not be evident from the newspaper article. He stated it needed to something more upscale than the revitalization award signs.
- Ms. Lyons stated she had several revitalization award signs that needed to be disposed of.

- Mr. Chalifoux stated they were City property; thus, it was necessary to inquire how to dispose of them.
 - Mr. Austin agreed to pick them up.
 - Mr. Chalifoux confirmed members were in agreement that the first award would be made in March, 2012 with an application deadline of December 31, 2011. He inquired when the application process should begin.
 - Mr. Austin suggested the applications should be made available in October.
 - Mr. Chalifoux opined the first of November would allow 60 days, which was sufficient.
 - Mr. Bower opined the applications should be made available to coincide with the story being published.
 - Ms. Lyons suggested one story could be run now in order to solicit donations, agreeing the application should be available as of October 1st.
 - Mr. Bower inquired whether specific instructions were available regarding donating money.
 - Mr. Chalifoux replied there was a form for same, adding there was also information available in the brochure. He then confirmed the application would be made available October 1st with the deadline being December 31st and the award would be made sometime in March, 2012, suggesting it be done at a City Council meeting.
 - Mr. Austin inquired as to agenda items for the next joint meeting.
 - Mr. Chalifoux replied members would pick up where they left off with discussions regarding joint fundraising, and any other items staff wanted to include.
- D. City of Punta Gorda Comprehensive Plan – Historic Element
- Mr. Chalifoux inquired if Council had already approved this item.
 - Mr. Austin replied Council had approved the evaluation and appraisal report which merely informed the State that the City intended to develop a historic element for its Comprehensive Plan, adding he had nothing specific to report at this time.
 - Ms. Lisby stated nothing had been approved as yet, adding the deadline was December, 2012 and it was a lengthy process.
- E. Historical Society Update
- Ms. Lisby stated she had received numerous pineapple tops from many people and she had planted 24 of them.
 - Mr. Chalifoux explained how to root a pineapple by exposing an inch of the core.
 - Ms. Lisby stated she simply planted them in the ground.

COMMITTEE/BOARD COMMENTS

- Mr. Chalifoux read an email he sent to Council Members requesting approval for \$20,000 in funds for the purpose of updating the Florida MSF, noting only Council

Member Albers had responded and indicated that such an expenditure was worthwhile; however, the timing was not good, and the Board should make the request again in the future.

- Ms. Lisby confirmed no response was received from the Council Member who represented the historic district.
- Mr. Hilston explained the City Manager had approved staff spending the time to update the MSF, noting it would take 18 to 24 months to complete as there would be only 2 people doing it as time allowed; however, staff had the software to make the updates and felt it was important to do, especially in light of Hurricane Charley. He stated staff would meet to devise a plan for completing the update.
- Mr. Chalifoux thanked staff for the offer of their time, requesting updates as they were available.

CITIZEN COMMENTS

- Ms. Gwen Austin, daughter of Mr. Austin, introduced herself, noting she was a 4th grader at Sallie Jones Elementary School.

ADJOURNMENT

- Meeting Adjourned: 9:23 a.m.

John Chalifoux, Chairman

Karen Smith, Recording Secretary