

**HISTORIC PRESERVATION ADVISORY BOARD  
MEETING  
SEPTEMBER 23, 2021**

**MEMBERS PRESENT:** Donna Peterman, Chair  
Adrienne Andreae, Valerie Colbert,  
Kelley Frohlich, Brad Gamblin,  
Beth Magnin, David Perry

**OTHERS PRESENT:** Mitchell Austin, Principal Planner  
Fabiana Solano, Planner  
Kelly Gaylord

**CALL TO ORDER/ANNOUNCEMENTS**

- Ms. Peterman called the meeting to order at 9:00 a.m.
- A. Roll Call
- B. Next Scheduled Meeting
- 1. October 28, 2021

**CITIZENS COMMENTS ON AGENDA ITEMS ONLY**

- None.

**APPROVAL OF MINUTES**

- A. August 26, 2021
- Mr. Gamblin MOVED, Ms. Andreae SECONDED approval of the August 26, 2021, minutes.  
MOTION CARRIED UNANIMOUSLY.

**NOTE: Item A, General Business, was heard following Approval of Minutes.**

**CERTIFICATES OF APPROPRIATENESS**

- A. CA-28-2021 – 307 Taylor Street – Certificate of Appropriateness - Action Required - Signage
- Ms. Fabiana Solano, Planner, briefly reviewed the CA-28-2021 application, as delineated in the agenda material, concluding staff recommended approval of the request as the proposed signage did not adversely impact the architectural or historic character of the structure or district.
- Ms. Colbert MOVED, Ms. Andreae SECONDED to approve CA-28-2021. MOTION CARRIED UNANIMOUSLY.
- B. CA-30-2021 – 139 West Marion Avenue – Certificate of Appropriateness - Action Required - Signage
- Ms. Solano briefly reviewed the CA-30-2021 application, concluding staff recommended approval of the request as the proposed signage did not adversely impact the architectural or historic character of the structure or district.

- Mr. Gamblin MOVED, Ms. Andreae SECONDED to approve CA-30-2021. MOTION CARRIED UNANIMOUSLY.
- C. CA-26-2021 – 508 West Marion Avenue – Certificate of Appropriateness - Information Only - Fence
  - Ms. Solano briefly reviewed the information considered during staff’s evaluation of CA-26-2021, concluding staff approved the request administratively.
- D. CA-27-2021 – 426 Harvey Street – Certificate of Appropriateness – Information Only – Driveway
  - Ms. Solano briefly reviewed the information considered during staff’s evaluation of CA-27-2021, concluding staff approved the request administratively.
- E. CA-29-2021 – 260 East Olympia Avenue – Certificate of Appropriateness – Information Only – Roof
  - Ms. Solano briefly reviewed the information considered during staff’s evaluation of CA-27-2021, concluding staff approved the request administratively.

**NOTE: Item A, Staff Comments, was heard next.**

**GENERAL BUSINESS**

- A. Proposed Fertilizer Plant Historical Informative Marker
  - Ms. Kelly Gaylord, Charlotte County Historical Society (CCHS), drew attention to the Proposed Fertilizer Plant Historical Informative Marker presentation, denoted in the agenda material, briefly reviewing the history of the CCHS as well as the Fertilizer Plant (Plant). She indicated a historical informative marker was proposed and would contain photographs and text to commemorate the Plant, noting same would be consistent with the existing markers along the Harborwalk at Gilchrist Park. She stated the location of the proposed marker would be in front of the Punta Gorda Boat Club where the marker could be easily viewed on property that was maintained by the City; additionally, staff suggested relocating one of the foundation blocks of the Plant next to the marker to prevent individuals from leaving the path to view same. She concluded the CCHS would fund the marker as well as its installation and would use the supplier of the Fishermen’s Village markers.
  - Ms. Peterman explained this item would move forward to the Donation Review Committee for a recommendation to City Council, inquiring as to the expected timeframe for the donation.
  - Ms. Gaylord responded the donation would be completed soon after approvals were received, verifying the Punta Gorda History Center was performing research for the marker’s photographs and text.

**Note: Item A – Certificate of Appropriateness was heard following this item.**

**STAFF COMMENTS**

- A. Historic Preservation Advisory Board Bylaws
- Ms. Peterman verified the City Clerk’s Office was responsible for initiating the proposed changes of the Board’s bylaws. She expressed concern regarding some of the proposed changes, particularly with Item 4.H. which indicated the Board would assist owners of historically significant structures with applications for Federal and State funds, noting same would be difficult since members were unable to communicate outside of Board meetings.
  - Deputy City Clerk Sara Welch confirmed the duties outlined in the proposed bylaws were acquired from the original bylaws as well as from Chapter 26, explaining members’ input was desired for same. She stated the proposed bylaws along with the Board’s comments and recommendations would be presented to City Council.
  - Ms. Peterman pointed out Item 4.J. should state “Punta Gorda History Center” rather than “Punta Gorda Historical Society”. She then stated the bylaws did not indicate the Board’s involvement with installation of plaques, noting the Board had previously spent time working with entities on same.
  - Ms. Welch indicated same could be included in the proposed bylaws presented to City Council.
  - Ms. Frohlich recalled discussions regarding fundraising and/or approving items which required funding, questioning whether there was an appropriate place for same.
  - Ms. Peterman reiterated fundraising by the Board would be difficult due to the Sunshine Law. She then opined the bylaws should not recognize certain historical groups and omit others, suggesting the Board collaborate and convene with additional historical groups such as the Punta Gorda Historical Society and CCHS, particularly when considering initiatives which effect preservation of the City’s history.
  - Ms. Frohlich added community based preservation groups could be generally referenced.
  - Ms. Peterman then pointed out the Bylaws did not specify member’s conduct.
  - Ms. Welch stated the last paragraph of Item 1. indicated members would review the Board Member Handbook which addressed the proper conduct for meetings; additionally, all members of City boards were expected to follow City Council’s policy regarding proper rules of conduct.
  - Ms. Peterman inquired whether any changes were made to the Board’s ability to delay demolitions as part of the Land Development Regulations (LDR) process.
  - Mr. Mitchell Austin, Principal Planner, responded the section of the Code pertaining to same was part of the current LDRs that were being reviewed for changes. He provided a

detailed explanation of the current demolition process as well as the City's efforts to establish a Local Register to protect properties with historic significance, concluding the details relating to same were on hold as the issues raised by City Council during the LDR proposal were being addressed.

- Ms. Peterman questioned whether review of the National Historic Registry would be revisited by the Board.
- Ms. Austin replied same was part of the historical element in the proposed Comprehensive Plan update as well as part of the information in the LDRs, verifying the process was still moving forward.
- Ms. Welch then reviewed the proposed language for members' terms, noting the intent was for same to be consistent with other City boards' bylaws.
- Ms. Peterman verified members could not be reinstated for another three terms following a year's absence from the Board.
- A brief discussion ensued regarding the length and number of terms, with Meses. Andreae and Frohlich opining the amount of time permitted for same was sufficient.
- Ms. Peterman indicated there had been challenges with obtaining volunteers for City boards.
- Ms. Frohlich questioned whether there could be exceptions if there were no candidates to fill a position.
- Ms. Welch responded same could be determined by City Council as they were aware certain boards and committees recently had few applicants.
- Ms. Peterman reiterated Item 4.H. was not feasible and should be removed, inquiring as to when the Bylaws would be addressed by City Council.
- Ms. Welch replied same would likely move forward to their second meeting in October 2021.

#### **COMMITTEE/BOARD COMMENTS**

- Ms. Peterman questioned the status of the plaques for Fishermen's Village and the Trabue family.
- Mr. Austin responded an update for the Fishermen's Village plaques had not provided as of yet. He then stated production of the Trabue family plaque would proceed once a vendor was obtained, expressing uncertainty of when the plaques would be completed.

#### **CITIZENS' COMMENTS**

- None.

ADJOURNMENT

- Meeting Adjourned: 9:41 a.m.

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Donna Peterman, Chair

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Leah Pues, Recording Secretary