

# HISTORIC PRESERVATION BOARD (HPB) MEETING MINUTES

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**Date:** July 17, 2013

**Time:** 10:00 a.m..

**Location:** Pinellas County Strategic Planning & Initiatives

310 Court Street, Clearwater

Corrected version-8/20/2013

**Attendees:** Commissioner Charlie Justice; Wally Clark; Gina Clayton; Emily Elwin; Rae Clair Johnson; Marcel Mohseni, John Barie; David Sadowsky; Gordon Beardslee

- I. Call to Order - Commissioner Charlie Justice called the meeting to order.
- II. The Minutes of June 19th were approved unanimously.
- III. Rules for Procedure for the Board – Commissioner Justice presented the rules, and asked if anyone had any questions. Several items were questioned:
  1. Should only the applicant be given a chance for rebuttal, and not staff?
  2. In Section X.B.6, the affected party is not defined: -David Sadowsky recommended removing the word “affected”.
  3. Are there any time limits during public hearing items? - It was decided that the time limits would be 20 minutes for the applicant, 3 minutes for all other public speakers, and 10 minutes when a speaker was speaking on behalf of 5 or more in attendance.
  4. Appeal process; is it different than the COA hearing process? - Gordon stated that he thought it was the same process.

Staff will make the adjustments and they will be reviewed at the next meeting.

- IV. Prioritization of Sites for local designation as Landmark & Landmark Site – Gordon explained the table and how it contained key information on each sit that was identified by the Historic Preservation Advisory Board in 2011 as an initial focus for historic designation. This should help the Board proceed with their choices for local designations. Commissioner Justice recommended prioritizing County-owned sites, ahead of privately owned sites. Gordon stated that the sites located in a municipality would go through that city’s designation process. Discussion followed on how many nominations the Board should start with. It was suggested that the Board start with County-owned property, as the process would be simpler. The first suggestion was Ft DeSoto Battery. Gordon explained the steps for designating this site. A motion was made to make Ft. DeSoto the first project. The motion was approved unanimously. Gordon will contact Paul Cozzie to start the process. Other sites were discussed, and Gina will obtain a copy of the design guidelines from Clearwater’s Historic Preservation Code for the County Courthouse, as this building is in the City of Clearwater, and the group will discuss this possible designation at the next meeting.
- V. Summary and Status of Committee work programs and next steps
  - a. Toolbox Committee – Gina Clayton gave an update on what the ToolBox Committee had worked on in the past, as far as what was done, and what still needs to be done. She asked if this Board would like the Toolbox Committee to continue. It was agreed that the work on the

website would be good to continue, so Gina will continue to coordinate with this committee.

b. Education and Network Committee –

Website presence: Cyndi Tarapani was not at the meeting, but Gordon relayed the information about the website that Cindy had provided to him. One key item that needs to be addressed is who will be maintaining the website, and keeping it current once it is completed. As the website would be County-owned and maintained, there would still need to be someone who can provide the updated information to whichever county person will be doing the actual web programming. John Barie volunteered to oversee it. Gordon also mentioned ~~the~~ having the network on this site. This would be a separate area that would be password protected, for people who wanted to exchange information and contact each other. Discussion followed if this was necessary, or even a good idea.

Historic Preservation Network – Gordon discussed the list that Cyndi was compiling, and further defined what that list consisted of. As some information is old, it was discussed how best to keep it current. A summit was suggested. Commissioner Justice suggested taking this up at the August meeting, and his assistant, Ralph, could update the list. Rae Clair suggested looking at having afternoon meetings, as there seems to be less attendance at the current morning time.

- VI. Explanation of COA Process. – Marcel explained the COA process and the reason for it. He reviewed the COA table from the Code, the design requirements, and how this affected the building requirements in the Old Palm Harbor Historic District. The first application will be coming for review next month. The materials will be included in next month's agenda. The HPB will get this, along with a brief staff report, a week before the public hearing. It was questioned if there will be a staff recommendation, along with the staff report. The Board would like one provided; Gina suggested looking at other city's reports as a guideline. David Sadowsky reminded the committee that it was not OK to have contact with the applicant, but going into the field to observe the property in question was fine.

- VIII Adjourn – The meeting was adjourned at 11:30