

HISTORIC PRESERVATION BOARD (HPB) MEETING MINUTES

Date: November 19, 2014

Time: 9:00 a.m.

Location: Pinellas County Planning Department
310 Court Street, Clearwater

Attendees:

Board Members: Brian Smith; Wally Clark; John Barie; David MacNamee; Vincent Luisi; Cyndi Tarapani; Gina Clayton (*Absent: Charlie Justice/Chair, Emily Elwyn, Rae Claire Johnson, Loretta Wyandt, Dwight Holmes*)

County Staff: Ralph Reid; Rodney Chatman; Liz Freeman; David Sadowsky

- I. Call to Order – Brian Smith (Vice Chair) called the meeting to order at 9:00 am
- II. The Minutes of October 15, 2014 – Cyndi Tarapani suggested that, on the minutes, the attendees be listed as Board members, staff and guests, and note who is present, and who is not. The minutes were then approved unanimously.
- III. HP Board Appointment Process:
Brian Smith asked Ralph Reid to discuss the appointment process for the Historic Preservation Board. Ralph clarified the process, explained that advertisement was for the at-large appointments, and indicated the Board of County Commissioners has a new process they have to follow. Existing at-large members need to re-apply if they wish to be considered for a next term. There was discussion on the fact that a new Commissioner had the authority to remove a member of the (Historic Preservation) Board, and a question regarding whether the terms of service should match an appointing Commissioner's term of office. It was also suggested that the HPB meeting time be posted to the board applications website so that potential applicants know when the Board meets.
- IV. Historic Preservation Summit Subcommittee Report: David MacNamee related they had a meeting in September and discussed upcoming summits. They agreed at that meeting they needed to seek dedicated sponsors. They will need to hold another meeting before they have any recommendations. It was suggested that in lieu of a financial sponsor, having a local organization host a summit. It was also agreed that, at this time, it was more important to receive the CLG training in January than to host the next Summit.
- V. Grants Subcommittee Report: Brian reviewed the results of the Subcommittee meeting on November 6th. They have developed three possible grant program ideas, which he reviewed: the historical markers program, a historic cemeteries survey and a historic bridges survey. Rodney explained that the Subcommittee recommended the Historical Marker Program for submittal. Cyndi made a motion to go with the Historical Marker program, which was approved by the Board. The grant is due at the end of April 2015. The Board asked what historical markers are out there already, and asked that Rodney send out the list before the next meeting. Rodney also indicated that, according to the State, the HPB can develop the text for the markers. Gina recommended that the initial focus be on the unincorporated area and resources identified by the HPB. Discussion

followed on the remaining two programs; the Historic Cemeteries Survey and the Historic Bridges Survey. John Barie joined the meeting at this point, and was briefed by Brian. Wally Clark made a motion to proceed with the Historic Bridges Survey. The motion was approved.

- VI.** Certified Local Government (CLG) Update: – Rodney gave a brief update on the Certified Local Government program and his conversations with the State. The next available time for training would be January 2015. It would require approximately 2-3 hours, and it is recommended this take place at a regularly scheduled meeting, and that we invite other Clogs to the training. Discussion followed on whether to hold the meeting in January or February. A motion was made to hold the CLG training on January 21st. The motion was approved. The regular Board meeting will be at this same date and time. Rodney will relay the information, and confirm the date. Once confirmed, notices will be sent out to the cities. Rodney agreed he could try to get an outline of the proposed training from the State.
- VII.** Update on the Historic Preservation Interactive Map: Rodney updated the Board on his review of the interactive map. He recommended that the data needs some “scrubbing” before general release as several inaccuracies have been noted; however, it is likely that the municipalities could confirm some of their data. John Barie was concerned that the database launch not be delayed any longer. Staff indicated that they did not anticipate a lengthy review by the municipalities, but at a minimum a first round of opportunity for data cleanup was felt to be important. A motion was made to have staff meet in December with the municipalities to have them scrub their data, with their responses due in January. John asked for an amendment instructing staff to complete the review of the database, and have it to be usable by the February Summit meeting. The amendment was passed. The main motion to have staff meet in December with the cities to have them scrub their data, with their responses due in January was also passed. Cyndi suggested, regarding the CLG requirement to notify the State of the HPB meetings, providing the State with the meeting calendar for the year instead of notifying them every month. She also asked that the annual CLG report come to the Board in September. Liz Freeman indicated that this was staff’s intent.
- VIII.** Update on Pinellas County Courthouse Historic Designation: Liz Freeman stated the application was submitted this week to the City of Clearwater. The process should be completed by March.
- IX.** Update on Department of Veterans Affairs Draft Programmatic Agreement (PA) – Bay Pines Hospital : Liz explained Draft Programmatic Agreement, the purpose of which is that Bay Pines VA Medical Center can perform routine maintenance without having to go through a process of State and affected party notification. Importantly, this pertains only to activities that would not have a material effect on the historic value of the resource.
- X.** Turner House relocation to Heritage Village: Rodney introduced a video of the Turner House relocation to Heritage Village.

- XI.** Board Member Binders: Rodney asked the Board members if they would like to be provided with a binder that would include pertinent information. All agreed that the binders would be appreciated.
- XII.** Other Business: Ralph Reid reminded that members that if they know of anyone interested in applying for HPB Board membership, to please have them apply. The appointments will be discussed at the December 16th Commission meeting. Cyndi addressed the issue raised by a member at last month's meeting regarding conflict of interest. She requested a conflict of interest clause be added to the ordinance, as well as a code of conduct, including regarding personal attacks, etc. She also indicated perhaps the process for how members take an official position can be discussed at next month's meeting. A motion was made to have staff provide a copy of the Board of County Commissioners code of conduct policy for discussion at the December meeting. The motion was passed. Cyndi complimented staff on their efforts. The next meeting will be December 17th.
- XIII.** Meeting was adjourned.