PINELLAS COUNTY
HISTORIC PRESERVATION BOARD

AGENDA

Wednesday, January 16, 2018

9:30 AM

310 Court Street, Clearwater, FL 33756

I. Call to Order and Introductions

II. Approval of Minutes
   A. Thursday, November 15, 2018 Historic Preservation Board Meeting

III. Work Plan Updates & Discussion
   A. Old Palm Harbor Historic District Survey (update)
   B. Unincorporated Historic Resources Survey (update)
   C. Historical Marker Program (update)
   D. Preservation Summit, May 2019 (ongoing discussion)
   E. Historic Preservation Tax Exemption (new)

IV. Public Comments

V. Board Member Comments

VI. Chairman’s Comments

VII. Adjournment
Agenda Item II, Approval of November 15, 2018 Meeting Minutes

- The minutes of the November 15, 2018 Historic Preservation Board meeting are attached for review and comment

Attachment(s):

- Historic Preservation Board minutes of November 15, 2018 meeting

Action Required:

- Approval of minutes

Agenda Item III, Work Plan Updates & Discussion

Staff will provide an update on the following work plan-related items:

A. Old Palm Harbor Historic District Survey
B. Unincorporated Historic Resources Survey
C. Historical Marker Program
D. Preservation Summit, May 2019
E. Historic Preservation Tax Exemptions

Attachment(s):

- Draft of tax exemption application for unincorporated areas

Action Required:

- Review attached document for discussion; provide feedback on work plan items
MEETING MINUTES

Meeting Date: Thursday, November 15, 2018
Time: 9:30 AM
Pinellas County Planning Department Conference Room
310 Court Street, Clearwater

Members present:
Commissioner Charlie Justice (Chairman); Brian Smith (Vice Chair); Wally Clark; Gina Clayton; Phyllis Kolianos; Vincent Luisi; David MacNamee; Jim Parent; Claire Cohn (Alternate); and Estelle Lowenstein (Alternate).

Members absent:
John Barie; Christopher Furlong

County staff in attendance:
Scott Swearengen, Long Range Planning Manager; David Sadowsky, Senior Assistant County Attorney; Allie Keen, Principal Planner

I. Call to Order and Introductions:
A regular meeting of the Pinellas County Historic Preservation Board was held in the Planning Department Conference Room at 310 Court Street, Clearwater, Florida on November 15, 2018. Commissioner Justice called the meeting to order at 9:30 AM.

II. Approval of Minutes:
Minutes of the August 15, 2018 meeting of the Historic Preservation Board were approved unanimously with no amendments.

III. Work Plan Updates/Discussion:
A. Historic Preservation Planner – County Staff (update)

Mr. Swearengen announced that the new Historic Preservation Planner Specialist, Tom Scofield, will begin next Monday (November 19th). A bio and resume were included in the agenda packet. Mr. Scofield has rich and robust Historic Preservation experience in Florida as well as the Mid Atlantic area. He has already expressed some interesting ideas and has a lot of interest in assisting to grow the County’s Historic Preservation Program.
B. Old Palm Harbor Historic District Survey Update

Mr. Swearengen stated that the Old Palm Harbor Historic District Survey is wrapping up. Information on historic resources in the District has not been updated in close to 20 years. Also the Downtown Palm Harbor Master Plan is being updated, and the historic district survey will provide a better sense of the resources in the Downtown area including what has changed and if new resources should be brought in as contributing structures. The consultant will also provide some thoughts and recommendations on how to better manage the District recognizing that it is somewhat difficult to administer the Historic District, the guidelines, and the zoning simultaneously.

Mr. Swearengen continued saying that the Planning Department received the 1st draft of the historic district survey report in September. Comments and questions were supplied to the consultants. After the 2nd draft of the report was received additional comments were made as well mostly along the lines of requesting additional background information to support the recommendations. It is anticipated that the final draft may be received as early as tomorrow (November 16th). Copies of the final draft of the report will be provided to members of the Board for final inspection.

Mr. Swearengen explained that moving forward, the Architectural design guidelines will be reevaluated as previously discussed with the Board based on experience with various COA’s that have come in. Proposed changes may include certain application requirements and how there may be a need to distinguish between residential and non-residential types of buildings. The new Historic Preservation Planner will be managing that portion of the project working with ideas, potential changes and working with the Board on reevaluating the architectural design guidelines. It is anticipated that there will be more discussions on this at the January meeting.

Member Smith asked a question about the review process for Old Palm Harbor. Mr. Swearengen answered by identifying the various regulatory layers in place including the Special Area Plan, which is the Future Land Use, and the zoning. There are two non-contiguous pieces of that zoning district. There is also the Historic District that doesn’t match up with the other two layers. It is understood that properties within the Historic District are subject to the design guidelines, but properties outside the Historic District have also been subject to the guidelines. This creates unnecessary confusion and questions prompting the need to reevaluate this Historic District, and the various layers of the regulatory process.

C. Unincorporated Historic Resources Survey

Mr. Swearengen stated that Pinellas County was awarded a $50,000 grant from the Florida Department of State, Division of Historical Resources to prepare a Historic Resource Survey for unincorporated Pinellas County. Enough funding is available to survey 150 properties although there are 1000’s of potential resources in the County. The survey will be conducted by Cardno, Inc., the consultant who performed the Pinellas bridges survey that was recently completed. Staff is pleased with the work previously performed, their knowledge on the subject, and familiarity with Pinellas County. A Notice to Proceed is expected by next month.
and this project will run thru the month of June. A scope is being developed with the Lealman area as the focus. The information collected should also be useful in preparing the new form based code for the Lealman area.

D. Historical Marker Program

Mr. Swearengen provided an update on historic markers that have already approved by the Board. The Tarpon Springs Historical District marker has been installed. This month the White Chapel marker in Old Palm Harbor should be installed. The second of the two markers for the Crystal Beach Path has yet to arrive--staff will follow up and see what the holdup is. Member Kolianos inquired where the Tarpon Springs marker had been installed. Mr. Swearengen said he will follow up with a list of where the markers have been installed. Construction must be completed at the South Ward School site before that marker can be installed. The Mary Pier marker text was approved by the Board in October, and waiting on FDHR approval to have that installed at St. Pete Beach. The next two historical marker applications anticipated are: Mt. Olive African Methodist Episcopal Church in Clearwater and Philippe Park in Safety Harbor.

Member MacNamee asked if the County could provide publicity when the markers are installed. Member Barie suggested that an effort be made to publicize the Historic Program in general and would like the Board to be included in any proposed changes to the Pinellas Historic Preservation Board homepage.

Mr. Swearengen mentioned that there is a map that shows locations for markers on the GIS portion of the County’s website.

E. Future Preservation Summit

Mr. Swearengen suggested that the Board consider looking at April or May in 2019 to schedule the next countywide Historic Preservation Summit. A location in Safety Harbor has been recommended. Member Clayton spoke to a local Planning Consultant in Safety Harbor, who may assist in coordinating the program. A possible topic the effect of the rising economy and renewed development pressures on the small historic towns in Pinellas County. Topics that may be addressed include respecting current historic fabric as it relates to new construction identification of some tools and best practices. The conversation could be facilitated by someone from Dunedin, Tarpon Springs, Safety Harbor, or even Ybor City. A final location has not been determined, but suggestions so far include Safety Harbor Library or City Hall.

Mr. Swearengen suggested to include FAPA (Florida American Planning Association) as a means to reach out to possible participants.

IV. Public Comments:

No members of the public were present to provide comments.

V. Board member comments:
• It was noted that copies of Preserving Florida’s Heritage, Florida’s Comprehensive Historic Preservation Plan are available for HPB members.

• It was noted that the Fenway Hotel in Dunedin and Acacia Cemetery in Tarpon Springs were nominated for listing on the National Register of Historic Places. The state review committee recommended that additional information regarding architectural changes be provided for the hotel and that the cemetery be recommended for listing.

• A member mentioned that the Kellogg Hotel is up for sale.

• Member Barie told the Board that the St. Petersburg City Council will be voting that evening on the latest application for a local Historic District in the southeast area of St. Pete called Driftwood.

VI. Chairman’s comments:

• Commissioner Justice stated he was at the Fenway Hotel ribbon cutting and informed the Board that a new commissioner has been elected to the BCC, Kathleen Peters.

VII. Adjournment:

The meeting was adjourned by Commissioner Justice at 10:26 a.m.

Commissioner Charlie Justice, Chairman
Pinellas County Historic Preservation Board

Cyndi Watkins, Administrative Support Specialist 2
Preconstruction Application
For historic properties in unincorporated Pinellas County, Florida

Instructions: Please fill out the form below by typing or printing clearly in black ink. Applications will not be evaluated until all required information, signatures, and supplementary materials are submitted.

A. GENERAL INFORMATION (to be completed by all applicants)

1. Property identification/location:
   Address of subject property ______________________________________________________
   Property Identification Number (from tax records) ________________________________

2. Type of ad valorem tax exemption requested:
   □ Standard exemption for owners of historic properties (Chapter 196.1997, F.S.)
   □ Exemption for historic properties used for nonprofit or governmental purpose and are regularly open to the public (Chapter 196.1998, F.S.) Also complete section □ below.

3. Applicant/owner information:
   Applicant name (individual person) ____________________________________________
   Organization name (if applicable) ______________________________________________
   Mailing address ______________________________________________________________
   City __________________________ State _____ Zip code _________________________
   Daytime telephone number ____________________________
   E-mail address ________________________________________________________________
   Owner name (if different than applicant) ________________________________________
   □ Check here if the subject property is in multiple ownership and attach a list of all owners with their mailing addresses.
   □ Check here if the applicant is not the property owner and attach a written statement signed by the property owner(s) confirming the applicant as the authorized agent for the project.

4. Owner/authorized agent attestation:
   I hereby attest that the information provided in this application is accurate, to the best of my knowledge, and that I own the property described above or that I am the authorized agent for the property owner as indicated in the signed written statement attached. Furthermore, by submission of this application, I agree to allow access to the property by representatives of Pinellas County for the purpose of verifying the information provided in this application. I also understand that, if the requested exemption is granted, I will be required to enter into a
Historic Preservation Property Tax Exemption Application

FDOS Form No. HR3E101292, rev. 09-03-00 with local historic preservation office template

covenant with Pinellas County in which I must agree to maintain the character of the property and the qualifying improvements for the term of the ad valorem tax exemption.

Signature __________________________________________

Printed name _____________________________ Date ________________

B. EVALUATION OF PROPERTY ELIGIBILITY

1. Historic designation: (check all that apply)
   - Individually listed on the National Register of Historic Places
   - A locally-designated historic property or landmark
   - A contributing historic property in a National Register Historic District
   - A contributing historic property in a locally-designated historic district

   Name of the individual property or historic district ____________________________

2. Building information:
   Date of construction ___________ Date(s) of major alteration(s) _____________

   Has the building been moved?  ☐ Yes  ☐ No  Date of relocation ______________

C. DESCRIPTION OF IMPROVEMENTS (to be completed by all applicants)

1. Property use:
   Use(s) before proposed improvements: ________________________________

   Uses(s) after proposed improvements: ________________________________

2. Proposed project work:

   Instructions:
   - Describe all proposed work associated with the project in the spaces provided below. Attach additional sheets, if needed.
   - All work must conform to the Secretary of the Interior’s Standards for Historic Rehabilitation and Guidelines for Rehabilitation (see page 8) and will be reviewed accordingly.
   - Provide photographs documenting existing conditions for all architectural and site features to be repaired or replaced.
   - Provide plans and drawings to show proposed improvements including all site work, exterior alterations, and new construction.
   - If no work is proposed for the feature or work item, enter ‘Not Applicable’ as the response.
   - In the event of any discrepancy between the submitted application form and supplementary materials (plans, drawings, specifications, etc.), the application form shall take precedence.
2. Proposed project work (continued):

<table>
<thead>
<tr>
<th>Existing building, Roof material</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate age/date: ___________ Repair or replacement: ______________</td>
</tr>
<tr>
<td>Existing roof material (attach photo): _____________________________________</td>
</tr>
<tr>
<td>Proposed roof material (attach specs/cutsheet): ____________________________</td>
</tr>
<tr>
<td>Condition &amp; description of work:</td>
</tr>
<tr>
<td>Photo #: ___________________ Drawing #: ___________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing building, Roof structures (dormers, cupolas, vents, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate age/date: ___________ Repair or replacement: ______________</td>
</tr>
<tr>
<td>Existing materials (attach photo): ________________________________</td>
</tr>
<tr>
<td>Proposed materials (attach specs/cutsheet): ________________________</td>
</tr>
<tr>
<td>Condition &amp; description of work:</td>
</tr>
<tr>
<td>Photo #: ___________________ Drawing #: ___________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing building, Chimneys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate age/date: ___________ Repair or replacement: ______________</td>
</tr>
<tr>
<td>Existing chimney material (attach photo): ______________________________</td>
</tr>
<tr>
<td>Proposed chimney material (include specs/sample): ______________________</td>
</tr>
<tr>
<td>Condition &amp; description of work:</td>
</tr>
<tr>
<td>Photo #: ___________________ Drawing #: ___________________</td>
</tr>
</tbody>
</table>
2. Proposed project work (continued):

**Existing building, Exterior wall material**

Approximate age/date: _______________  Repair or replacement: _______________

Existing material (attach photo): ________________________________

Proposed material (attach specs/samples): __________________________

Condition & description of work:

Photo #: ___________________  Drawing #: ___________________

**Existing building, Cornices & trimwork**

Approximate age/date: _______________  Repair or replacement: _______________

Existing material (attach photo): ________________________________

Proposed material (attach profiles/samples): __________________________

Condition & description of work:

Photo #: ___________________  Drawing #: ___________________

**Existing building, Porches & entrances**

Approximate age/date: _______________  Repair or replacement: _______________

Existing material (attach photo): ________________________________

Proposed material (attach specs/samples/cutsheets): __________________________

Condition & description of work:

Photo #: ___________________  Drawing #: ___________________
2. Proposed project work (continued):

<table>
<thead>
<tr>
<th>Existing building, Windows &amp; shutters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate age/date: _____________</td>
</tr>
<tr>
<td>Repair or replacement: ______________</td>
</tr>
<tr>
<td>Existing material (attach photo):</td>
</tr>
<tr>
<td>Proposed material (attach specs/cutsheets):</td>
</tr>
<tr>
<td>Condition &amp; description of work:</td>
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<tr>
<td>Photo #: __________________ Drawing #: ________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing building, Exterior doors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate age/date: ______________</td>
</tr>
<tr>
<td>Repair or replacement: ______________</td>
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<tr>
<td>Existing material (attach photo):</td>
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<td>Proposed material (attach specs/cutsheets):</td>
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<td>Condition &amp; description of work:</td>
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<tr>
<td>Photo #: __________________ Drawing #: ________________</td>
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<table>
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<tr>
<th>Existing building, Foundation</th>
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<tbody>
<tr>
<td>Approximate age/date: _____________</td>
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<tr>
<td>Repair or replacement: ______________</td>
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<tr>
<td>Existing material (attach photo):</td>
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<tr>
<td>Proposed material (attach specs/samples):</td>
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<tr>
<td>Condition &amp; description of work:</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Photo #: __________________ Drawing #: ________________</td>
</tr>
</tbody>
</table>
2. Proposed project work (continued):

**New additions** (floor plans & elevation drawings are required)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition footprint (sq. ft.)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Roof material (attach specs/cutsheet)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Chimneys &amp; roof structures (attach specs/samples/cutsheets)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Exterior wall material (attach specs/samples)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Cornices &amp; trimwork (attach profiles/samples)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Windows &amp; shutters (attach specs/cutsheets)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Exterior doors (attach specs/cutsheets)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Foundation (attach specs/samples)</td>
<td>___________________________</td>
</tr>
<tr>
<td>Proposed demolition</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

| Photo #: ___________________ | Drawing #: ___________________ |

**Site improvements** (sheds, walkways, patios, parking areas, fences, walls, etc.)

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing significant site features</td>
<td>___________________________</td>
</tr>
<tr>
<td>Approximate age/date:</td>
<td>___________________________</td>
</tr>
<tr>
<td>Proposed new site features:</td>
<td>___________________________</td>
</tr>
<tr>
<td>Proposed materials (attach product cutsheets &amp; samples)</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

| Condition & description of work:                                 | ___________________________ |

| Photo #: ___________________ | Drawing #: ___________________ |
2. Proposed project work (continued):

<table>
<thead>
<tr>
<th><strong>Systems &amp; services (exterior only)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire exits &amp; escapes (attach detail drawing &amp; material): __________________________</td>
</tr>
<tr>
<td>Electrical panels &amp; service (provide description, locations; attach cutsheet): _______</td>
</tr>
<tr>
<td>Water &amp; sewer utilities (provide description &amp; location): __________________________</td>
</tr>
<tr>
<td>HVAC (provide location; attach cutsheet): __________________________________________</td>
</tr>
<tr>
<td>Refuse &amp; waste (provide location &amp; method of screening/enclosure): __________________</td>
</tr>
<tr>
<td>Ventilation (provide location of ductwork &amp; units; attach cutsheet): ________________</td>
</tr>
<tr>
<td>Generators &amp; other equipment (provide description, locations; attach cutsheet): _______</td>
</tr>
<tr>
<td>Signage (provide locations; attach color artwork with dimensions): ____________________</td>
</tr>
<tr>
<td>Additional description:</td>
</tr>
</tbody>
</table>

Photo #: ___________________ Drawing #: ___________________

<table>
<thead>
<tr>
<th><strong>Other features</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Feature description: ________________________________</td>
</tr>
<tr>
<td>Approximate age/date: _______________ Repair or replacement: _______________</td>
</tr>
<tr>
<td>Existing material (attach photo): __________________________</td>
</tr>
<tr>
<td>Proposed material (attach specs/cutsheets/samples): __________________________</td>
</tr>
<tr>
<td>Condition &amp; description of work:</td>
</tr>
</tbody>
</table>

Photo #: ___________________ Drawing #: ___________________
Preconstruction Application Review  
(For Local Historic Preservation Office use only)

Property Address: ___________________________ PIN#: ___________________

The Local Historic Preservation Office has reviewed the Preconstruction Application for Historic Preservation Property Tax Exemption as requested by the applicant for the above named property and hereby:

☐ Certifies that the above referenced property qualifies as a historic property consistent with the provisions of §196.1997 (11), F.S.

☐ Certifies that the above referenced property does not qualify for the special exemption provided under §196.1998, (11) F.S.

-AND-

☐ Determines that the proposed improvements to the above referenced property are consistent with the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and the criteria set forth in Chapter 1A-38, F.A.C.

☐ Determines that the proposed improvements to the above referenced property are not consistent with the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, and the criteria set forth in Chapter 1A-38, F.A.C.

All work not consistent with the referenced standards, guidelines, and criteria is identified in the Review Comments. Recommendations to assist the applicant in bringing the proposed work into compliance with the referenced Standards, Guidelines and criteria are provided in the Review Comments attached herein.

Signature ___________________________________________________________ Date ______________

Typed/printed name ____________________________________ Title ____________________________

Page 8
D. SPECIAL EXEMPTION (complete only if applying for exemption under s. 196.1998, F.S., property occupied by non-profit organization or government agency and regularly open to the public)

1. Identify governmental agency or non-profit organization occupying the building or archaeological site.

2. How often does this organization or agency use the building or archaeological site?

3. For buildings, indicate the total usable area of the building in square feet. (For archaeological sites, indicate the total area of the upland component in acres) square feet □ acres □.

4. How much area does the organization or agency use? %.

5. What percentage of the usable area does the organization or agency use? %.

6. Is the property open to the public? □ Yes □ No. If so, when?

7. Are there regular hours? □ Yes □ No. If so, what are they?

8. Is the property open by appointment? □ Yes □ No

9. Is the property open only by appointment? □ Yes □ No

☐ Certifies that the above referenced property qualifies for the special exemption provided under §196.1998, F.S., for properties occupied by non-profit organizations or government agencies and regularly open to the public.

☐ Certifies that the above referenced property does not qualify for the special exemption provided under s.196.1998, F.S.
MEETING MINUTES

Meeting Date: Wednesday, January 16, 2019
Start Time: 9:30 AM
Pinellas County Planning Department Conference Room
310 Court Street, Clearwater

Members present:
Brian Smith (Vice Chair); Phyllis Kolianos; Vincent Luisi; David MacNamee; Jim Parent; Christopher Furlong and John Barie

Members absent:
Commissioner Charlie Justice (Chairman); Wally Clark; Gina Clayton; Claire Cohn (Alternate); and Estelle Lowenstein (Alternate)

County staff in attendance:
Scott Swearengen, Long Range Planning Manager; David Sadowsky, Senior Assistant County Attorney; Tom Scofield, Principal Planner; Cyndi Watkins, Administrative Support Specialist

I. Call to Order and Introductions:
A regular meeting of the Pinellas County Historic Preservation Board was held in the Planning Department Conference Room at 310 Court Street, Clearwater, Florida on January 16, 2019. Vice-Chair Smith called the meeting to order at 9:30 AM.

II. Approval of Minutes:
Minutes of the November 15, 2018 meeting of the Historic Preservation Board were approved unanimously with an amendment that the Historic Preservation Summit to be held on May 15, 2019.

III. Work Plan Updates & Discussion:
Mr. Swearengen thanked the Board for their patience while in transition and then introduced the new Preservation Planner, Tom Scofield. Mr. Scofield gave a brief summary of his experience and background.

A. Old Palm Harbor Historic District Survey
Mr. Scofield provided the Board with a brief summary of the findings outlined in the consultant’s report for the resurvey of historic architecture in Old Palm Harbor. He offered to send the report electronically to those interested in a copy.

Member Furlong asked a question about the fifty years or older state standard used for historical architectural survey as to whether or not there were other indicators that determine significance.

Mr. Scofield responded that a historical architectural survey documents all structures fifty years of age and older along a street or in a neighborhood regardless of significance. A historical context statement is prepared simultaneous with the survey that establishes a storyline using National Register criteria. Results of the survey are then integrated with the historic context to establish which buildings best represent the storyline relating to such things as historical figures and events or prime examples of an architectural style or type.

Member Furlong asked a second question about historical significance and architectural integrity using an example in St. Petersburg.

Mr. Scofield replied that each structure surveyed is also the subject of an integrity evaluation. A period of significance is assigned to a potential historic district or property (for example, 1888-1963 for Palm Harbor) so if a change is made to a structure during that period it can be considered part of the historic fabric. If a substantial change is made after the period of significance then it is considered loss to its integrity.

Vice-Chair Smith asked questions about the boundary of the Old Palm Harbor Master Plan study area and if future streetscape improvements would be included.

Mr. Swearengen confirmed the boundary of the study area and stated that Public Works is working with the [Palm Harbor] Merchants Associations as to where additional lighting and landscaping will be installed.

Vice-Chair Smith followed up with a question regarding a boundary for the Merchants Association and the former Main Street program.

Mr. Swearengen would research the question and provide an answer.

A member asked a question about the impact of historic designation for a property ownership.

Mr. Scofield responded that a permit, called a Certificate of Appropriateness (COA), is required for exterior changes to any contributing or non-contributing structure. Interior changes go through the normal building permit process only. A COA for major changes proposed for a property in the historic district are reviewed by the Board, minor changes are reviewed by staff.

Mr. Scofield mentioned as an aside that the former Sutherland Masonic Lodge has a new owner and has been following the progress of the Master Plan. The new owner wants to rehabilitate the building with two apartments upstairs and a restaurant downstairs with outdoor seating. This building may also be the first Historic Preservation Tax Exemption project in the unincorporated area, as well.
An additional contributing structure for the historic district has been proposed by the consultant which would be the Troutman building [1069 12th Street], but this change in status will require approval by the Board of County Commissioners.

B. Unincorporated Historic Resources Survey

Mr. Scofield opened the discussion with a statement that the historic resources survey grant from the Florida Department of State, Division of Historical Resources obtained in 2018 by Chris Moore is now underway. The focus for this survey will be the Lealman Community Redevelopment (CRA) boundary and the work is being performed under a contract with Cardno, Inc. the cultural resources firm that completed the bridges survey. Part of the Lealman study will include a historic context statement that will provide for the first time a comprehensive story of the community. Included as part of the historic context will be an oral history interview with three long-term residents of Lealman. Also, attention will be given to finding the Lealman family residence, if it still stands. The project is the first in a multi-phase study of Lealman with 150 older properties surveyed including Florida Master Site File forms to be recorded with the State.

Vice-Chair Smith asked about the extent of the boundary for the CRA district.

Mr. Scofield responded that the CRA is located only in what has been called East Lealman. Nothing in Kenneth City, St. Petersburg, Pinellas Park or the unincorporated area of West Lealman is included in the CRA boundary.

Questions were asked about future phases of the survey and a timeline for the first phase.

Mr. Scofield replied that the current survey is to be completed by June 2019 and there may be a partnership with the University of South Florida (USF) to continue the survey after Phase 1.

Member Barie commented that the Historic Preservation Board (HPB) needs to approach the Board of County Commissioners with a plan to survey unincorporated Pinellas County including a funding request and not just rely on grants. He asked the Board and staff to consider areas of priorities and importance for discussion at the next HPB meeting.

Mr. Scofield stated that the 50 year and older criterion now includes post World War II and Mid Century resources. The University of Florida recently completed a state-wide historic context statement for the Mid Century period (1945-1975).

Member MacNamee asked if the document is available to which Mr. Scofield replied that he will locate it and forward a copy to the Board.

C. Historical Marker Program

Staff recently met with Commissioner Justice to discuss creating a dedication ceremony for new historical markers that would include a press release and an onsite unveiling. Mr. Scofield has since met with the Communications Department to discuss the matter further. They expressed an interest in participating and proposed starting with the new marker for Rheba
Sutton White Chapel in Palm Harbor to be scheduled for March. Installation of markers in cities would be coordinated with the municipality.

Member Barie commented that the Board needs promote their ongoing work and plan a media strategy. This could include finding and working with a specific reporter that has an interest in history. This should be one of the items discussed at the upcoming county-wide Preservation Summit. He also encouraged Board members to look at the Historic Preservation Board’s webpage on the Pinellas County website and make suggestions for improvement at the next meeting.

There was discussion among members to establish a single point of contact with the Communications Department and to invite this individual to the next meeting. Mr. Scofield stated that this individual has already been identified and will have him attend the next meeting.

Member Kolianos gave a brief update on the Tarpon Springs marker. The cultural facility where the marker is to be placed is undergoing renovations at this time and the dedication could be held after work is complete.

D. Preservation Summit, May 2019

Member Barie suggested that the event be held in Safety Harbor this year. He had a recent conversation with Tammy Verona, a local planner that lives in the community, and the City seems excited to host it. He will meet with Ms. Verona to go over ideas and will report back at the next meeting.

Member Barie asked about participation at this event by professional planners in the area seeking AICP credits. Mr. Swearengen responded that he spoke with Chair of the Florida American Planning Association. She is intrigued by the idea, and is waiting to follow up after she can see a meeting agenda.

Mr. Scofield mentioned that the timing is good because May is National Historic Preservation Month. He asked if there is usually a focused theme or topic for the event. Member Barie responded that the Boards’ role has been to act as a facilitator and encourage the local historic preservation community to participate and provide content.

[After the meeting Member Barie and Mr. Scofield recalled that the proposed date of May 15th for the Preservation Summit falls on the same date that the Florida Trust for Historic Preservation is holding their annual conference in Pensacola. Since this would likely impact attendance at the local meeting, Member Barie suggested that June 19th may be a better date for the Preservation Summit. This alternative date will be proposed at the next meeting.]

E. Historic Preservation Tax Exemption

The first application for a historic preservation tax exemption in the unincorporated area of the county is pending. Mr. Scofield asked Board members if there were any questions or comments about the draft tax exemption application form included in the agenda package. Hearing none, he mentioned that the form is modeled after the application used by the City.
of St Petersburg and is consistent with the enabling legislation set forth in §196.1997 and §196.1998, Florida Statutes.

IV. **Public Comments:**
No members of the public were present to provide comments.

V. **Board member comments:**
No additional comments were made by Board members.

VI. **Chairman’s comments:**
No additional comments were made by Vice-Chair Smith.

VII. **Adjournment:**
The meeting was adjourned by Vice-Chair Smith at 10:36 a.m.

Commissioner Charlie Justice, Chairman
Pinellas County Historic Preservation Board

Cyndi Watkins, Administrative Support Specialist