

**Historic Preservation Board
Pinellas County
November 15, 2023 Meeting Minutes**

The Historic Preservation Board (HPB) met in regular session pursuant to Section 146, Pinellas County Code, at 9:30 AM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Brian Scott, Chair, Board of County Commissioners (BCC)
Allison Dolan, Vice-Chair, Clearwater Historic Society
James Bachteler, Community Advocate (alternate)
Jeffrey Brown, Real Estate Broker
Tina Bucuvalas, Folklorist (late arrival)
Gregory Cahanin, Building and Fire Code
Claire Cohn, Nonprofit Development (alternate) (late arrival)
Ramona Pletcher, Real Estate Appraiser
Brian Smith, Planning

Not Present

Michael Fridovich
Vincent Luisi, Dunedin Historical Museum

Others Present

Derrill McAteer, Senior Assistant County Attorney
Tom Scofield, Housing and Community Development (HCD) Principal Planner/Staff
Liaison to the Board
Krista Johnson, Board Reporter, Deputy Clerk
Other interested individuals

CALL TO ORDER

Chair Scott called the meeting to order, welcomed those in attendance, and requested that the members and others present introduce themselves.

INTRODUCTION OF NEW BOARD MEMBER

Mr. Scofield indicated that new Board member Michael Fridovich could not attend today's meeting.

PUBLIC HEARING AND ACTION ITEMS

Approval of Minutes for September 20, 2023 meeting

A motion was made by Mr. Smith to approve the September 20, 2023, minutes. The motion was seconded by Ms. Dolan and carried unanimously.

Meeting Schedule for 2024

Mr. Scofield indicated that a schedule of the HPB meetings for 2024 has been included in the agenda packet and highlighted the June meeting, which does not fall on the typical meeting date of the third Wednesday due to a holiday.

A motion was made by Ms. Dolan to accept the meeting schedule. The motion was seconded by Mr. Smith and carried unanimously.

BOARD TRAINING

Florida Sunshine Law and Board Procedures

Referring to a PowerPoint presentation, Attorney McAteer, with input from Mr. Scofield, provided an overview of the Sunshine Law and the following topics:

- Sunshine Law requirements related to public notice and access to meetings, minutes, public comment, and penalties for violation
- Introduction to the Board, officers, and meetings and attendance
- Powers and duties of the Historic Preservation Board
- National Register of Historic Places

In response to queries by the members, Attorney McAteer, with input from Mr. Scofield, provided clarifying comments and discussed the nomination process for the National Register, the Board's various roles, and other topics.

Ms. Bucuvalas and Ms. Cohn arrived at 9:37 and 9:38 AM, respectively.

Certificate of Appropriateness process

Referring to a PowerPoint presentation, Mr. Scofield, with input from Attorney McAteer, provided information on the Certificate of Appropriateness (COA) process and the following topics:

- Powers and duties relating to COAs
- Reviewing and acting on COAs
- Designated properties in unincorporated Pinellas County
- Buildings of historical merit

In response to queries by the members, Mr. Scofield, with input from Attorney McAteer, provided clarifying comments and discussed Senate Bill 250, Heritage Village, examples of archaeological sites in the County that may come before the Board for COAs, and other topics.

WORK PLAN UPDATES

Review of 2024 Work Plan

Deviating from the agenda, Mr. Scofield referred to a document titled *Historic Preservation Board Work Plan – Fiscal Year 2024* and provided information regarding a modification to the timeline for local landmark designations.

Certified Local Government Annual Report

Referring to a document titled *Florida CLG Program Annual Report*, Mr. Scofield related that an updated version of the Report is sent to the state each year and discussed the information reflected within it; whereupon, in response to a query by Mr. Smith, he provided comments regarding the number of Florida Master Site File forms submitted during the reporting period, as outlined in the document.

Ms. Bucuvalas made a motion to endorse the Report. The motion was seconded by Mr. Smith and carried unanimously.

PUBLIC COMMENTS

In response to the Chair's call for public comment, Louise Goetz discussed the Palm Harbor Main Street Program's (Main Street) interest in endorsing the Innisbrook Golf Resort's property, which qualifies to be added to the National Register of Historic Places. She noted that the Resort is home to the Douglas House, which is one of the oldest houses in unincorporated Pinellas County; whereupon, she requested the Board's input.

In response to queries by the members, Ms. Goetz provided clarifying comments, relating that Main Street would like to hold quarterly meetings where HPB members and other stakeholders would be invited to discuss potential projects and events; that Main Street would like to partner with the County on the application for Innisbrook to be added to the National Register of Historic Places; and that Main Street would like to place a historical marker at the Resort's entryway.

Responding to queries by the members, Mr. Scofield, with input from Ms. Goetz, indicated that the quarterly meetings would need to be noticed if more than one member attends, per Sunshine Law requirements; that the County does not have the necessary resources to assist with the application; and that the Board has a budget for funding historical markers at its discretion; whereupon, Mr. Scofield provided brief comments regarding initial steps to inventory the Douglas House, and discussion ensued concerning the level of interest and involvement of Innisbrook in the historic designation process.

Ms. Goetz inquired about the Board potentially funding the historical marker; whereupon, Mr. Scofield advised the Board to defer action on funding the marker until the members have an opportunity to be provided additional information.

Ms. Cohn and Ms. Pletcher left at 11:04 and 11:05 AM, respectively.

CHAIR/BOARD/STAFF COMMENTS

Ms. Dolan suggested that the 2024 Pinellas Preservation Summit take place in Palm Harbor and mentioned a news article regarding the County's headquarters possibly moving from the downtown Clearwater area.

ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting. The motion was seconded by Mr. Brown and passed unanimously; whereupon, the meeting was adjourned at 11:12 AM.