

**Historic Preservation Board  
Pinellas County  
January 21, 2026 Meeting Minutes**

The Historic Preservation Board (HPB) met in regular session, pursuant to Section 146, Pinellas County Code, at 1:01 PM 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 Historical Society  
James Bachteler, Community Advocate (alternate)  
Vincent Luisi, Dunedin History Museum  
Joseph Oliveri, Architect  
Ramona Pletcher, Real Estate Appraiser  
Rev. J.C. Pritchett, Community Advocate (alternate)  
Brian Smith, Planning  
Hillary Van Dyke, Educator  
Joey Vars, Town of Belleair Historian

**Not Present**

Gregory Cahanin, Building and Fire Code  
Joe Klinger, Brandon Construction Company

**Others Present**

Tom Scofield, Housing and Community Development Principal Planner/Staff Liaison to the Board  
Derrill McAteer, Senior Assistant County Attorney  
Ashley Pabilonia, Board Reporter, Deputy Clerk  
Other interested individuals

*All documents provided to the Clerk's Office have been filed and made a part of the record.*

**CALL TO ORDER AND INTRODUCTIONS**

Chair Scott called the meeting to order, welcomed new Board member, Mr. Pritchett, and requested that the members in attendance introduce themselves; whereupon, Mr. Pritchett provided brief comments related to his background and experience.

## **ELECTION OF PCHPB VICE-CHAIR**

Chair Scott indicated that the first order of business is the election of a Vice-Chair; whereupon, he inquired whether anyone would like to nominate Ms. Dolan to continue serving in the position. Mr. Smith indicated that he would like to nominate Ms. Dolan for the role of Vice-Chair; whereupon, the motion was seconded by Mr. Vars and carried unanimously.

## **APPROVAL OF MINUTES**

This item was not addressed.

Deviating from the agenda, Mr. Scofield noted that the Board of County Commissioners (BCC) agreed with the HPB's recommendation regarding a subject property in Anclote and approved it for designation by resolution.

*Ms. Fletcher arrived at 1:04 PM.*

## **PUBLIC HEARINGS AND OTHER ACTION ITEMS**

### DES-26-001

Mr. Scofield indicated that he will be presenting designation applications associated with two adjacent properties located in Heritage Village; and that the cases will be presented and acted upon separately.

Mr. Scofield briefly discussed the contents of the staff report and its exhibits, which are included in the agenda packet; whereupon, referring to a PowerPoint presentation containing maps and photographs, he pointed out the location of the House of Seven Gables in Heritage Village and indicated that when an individual landmark is designated, a landmark site must also be designated; and that staff is proposing that the landmark site, in this instance, be the footprint of the structure. Mr. Scofield also explained the rationale behind staff's decision to propose designation of properties in Heritage Village as individual landmarks rather than to designate Heritage Village as a historic district; whereupon, he noted that Heritage Village's 50th anniversary is being celebrated this year; and that part of the celebration is consideration of these two properties as individual landmarks, as per Chapter 146 of the Pinellas County Code.

Thereupon, Mr. Scofield referenced current and historic photos of the House of Seven Gables and provided information related to various aspects of the structure, including

character-defining features, existing conditions and threats, and rehabilitative and adaptive use proposals.

Mr. Scofield provided a historical timeline associated with the House of Seven Gables and discussed two periods of significance for the structure. He also discussed information contained within the staff report related to significance criteria; whereupon, Mr. Scofield summarized the following staff evaluations of the structure within the context of the significance criteria:

- Historic Resource Integrity Criteria – Three of the six criteria have been met for the first period of significance, and all six criteria have been met for the second period of significance.
- General Significance Criteria – Three of the five criteria have been met.
- Historic/Cultural Significance Criteria – Four of the five criteria have been met.
- Architectural/Aesthetic Significance Criteria – Three of the four criteria have been met.

Thereupon, Mr. Scofield requested, as staff liaison, that the Board consider making a recommendation to the BCC that the House of Seven Gables be designated as a landmark on a landmark site.

Upon introduction by Mr. Scofield, Heritage Village Operations Manager Monica Drake appeared and expressed appreciation to the BCC and staff for their support of Heritage Village; whereupon, Ms. Drake explained the ways in which the historical designation cases before the Board will benefit Heritage Village, including through the enhancement of its eligibility for preservation funding, elevation of public perception and credibility, and demonstration of high standards for stewardship and care.

Mr. Oliveri made a motion for approval to grant the requested designation; whereupon, the motion was seconded by Mr. Smith and carried unanimously.

#### DES-26-002

Chair Scott noted that the next case pertains to the Plant-Sumner House in Heritage Village; whereupon, Mr. Scofield introduced the case and clarified that while Exhibit F of the staff report includes floor plans, it does not include elevation drawings, which will be obtained at a later date.

Referring to a PowerPoint presentation containing maps and photographs, Mr. Scofield pointed out the location of the Plant-Sumner House and noted that, similar to the House of Seven Gables, staff is proposing that the landmark site be the footprint of the structure. He also referenced current and historic photos of the Plant-Sumner House and provided

information regarding various aspects of the structure, including character-defining features and existing conditions and threats.

Mr. Scofield provided a historical timeline associated with the Plant-Sumner House and discussed two periods of significance; whereupon, he summarized the following staff evaluations of the structure within the context of significance criteria:

- Historic Resource Integrity Criteria – Two of the six criteria have been met for the first period of significance, and five of the six criteria have been met for the second period of significance.
- General Significance Criteria – Three of the five criteria have been met.
- Historic/Cultural Significance Criteria – Four of the five criteria have been met.
- Architectural/Aesthetic Significance Criteria – Two of the four criteria have been met.

Thereupon, Mr. Scofield related that it is staff's recommendation that the Board consider approving the request; and that, with the Board's approval, the application will be forwarded to the BCC for approval as a second landmark on a landmark site in Heritage Village.

Following a query by Ms. Dolan, discussion ensued regarding the Plumb House in Clearwater and The Questers, including historical involvement of different Quester chapters with the Plant-Sumner House and recent examples of their efforts related to historical preservation.

Upon the Chair's call for a motion, Mr. Luisi made a motion to preserve the Plant-Sumner House for its historic value; whereupon, the motion was seconded by Ms. Dolan and carried unanimously.

#### COA-26-001

Chair Scott indicated that the next item on the agenda is Case No. COA-26-001, which is a Certificate of Appropriateness (COA) for Ozona Village Hall; whereupon, Mr. Smith indicated that he must abstain due to his role as President of the Ozona Village Improvement Society (OVIS), the entity that owns the Ozona Village Hall.

Mr. Scofield indicated that this structure was previously presented to the HPB due to staff anticipating a potential need for improvements from damage caused by Hurricane Helene; and that the OVIS has not been able to use the building as a gathering place since the hurricane; whereupon, he noted that funding awarded to the OVIS, through a special appropriation, has enabled the entity to pursue this COA application.

Referring to a PowerPoint presentation containing maps, photographs, and drawings, Mr. Scofield pointed out the location of the subject property and indicated that another COA

application for minor work and repairs on the property was previously presented to the HPB. He also displayed a site plan and elevation drawings of the structure's current conditions and described the damages caused by Hurricane Helene.

Thereupon, Mr. Scofield summarized the following items outlined in the COA application's proposed scope of work:

1. Construct a new continuous concrete block foundation for the historic building, including flood vents.
2. Lift the historic building off its current foundation, remove the existing masonry piers, and attach the historic building to the new foundation.
3. Construct a new 87-foot ramp to provide access to the historic building consistent with Americans with Disabilities Act (ADA) requirements.
4. Construct new wood staircases at the two entrances to the exterior of the historic building.
5. Construct a new crushed shell driveway with concrete apron at the street.
6. Construct a new seven-space parking area, including one space consistent with ADA requirements.
7. Construct new concrete walkways at the front (north) and east sides of the historic building.
8. Install a new six-foot wood privacy fence and a three-foot wood picket fence along the eastern property line.

Mr. Scofield displayed a proposed site plan, which was provided by the project's architectural team, and new elevation drawings which reflect the building's proposed location. He also noted that the United States (U.S.) Secretary of the Interior issued flood adaptation guidelines for rehabilitating historic buildings, which were considered as part of staff's review of the COA application; whereupon, Mr. Scofield provided an overview of each of the above-listed items, including details regarding the manner in which the proposed new, continuous concrete block foundation and flood vents meet the flood adaption guidelines established by the U.S. Secretary of the Interior.

Additionally, Mr. Scofield discussed the following conditions for approval of the application:

- Condition No. 1: The applicant shall arrange to have an archaeological professional monitor the lifting of the building from its current position on site and any earth disturbing activity associated with the construction of the new foundation to ascertain whether important archaeological deposits and/or artifacts may exist. If said professional identifies such deposits, construction activity will halt for a reasonable period to allow for documentation of the deposits and retrieval of artifacts. The project shall continue, as approved, after documentation and retrieval have been completed. When all retrieved artifacts are cleaned, stabilized, and documented, they shall be returned to the property owner.
- Condition No. 2: The historic building shall be attached to the new foundation in a manner that does not remove or damage historic features and materials.
- Condition No. 3: The new exterior staircases to be located at the entrances to the historic building shall be designed and constructed in a manner that does not remove or damage historic features and materials.
- Condition No. 4: If damaged/deteriorated exterior wood siding is discovered during the project that requires removal, the applicant shall contact the Historic Preservation Planner for consultation. Said siding may be replaced but shall only be removed in reasonable lengths that allow for proper fastening to underlying studs. The new wood siding used for replacement shall match the dimensions and profile of the existing historic wood siding.
- Condition No. 5: Prior to installation, provide information on the appearance and configuration of the new wood fences to the Historic Preservation Planner for final review and approval.

Thereupon, Mr. Scofield related that staff recommends approval of this COA, with the five conditions outlined above.

Upon introduction by Mr. Scofield, Todd Guarino appeared and introduced himself as the Vice President of the OVIS and the applicant of record; whereupon, he introduced Bill Bingham as the project architect. In response to comments and queries by Mr. Luisi, Mr. Bingham provided details regarding construction features which would reduce necessary maintenance of the proposed ramp and indicated that installing a lift in lieu of a ramp, to accommodate wheelchairs, was not considered and would likely be cost prohibitive;

whereupon brief discussion ensued regarding various topics, including the paint color of the proposed ramp and picket fence.

Mr. Oliveri suggested that the proposed fence should be authentic to the design of the building; and that the fence may also be painted white to match the color of the building; whereupon, Mr. Scofield noted that he informed the applicant that a polyvinyl chloride (PVC) fence will not be accepted.

Mr. Oliveri made a motion to approve the COA application in order to move forward with repairing the building; whereupon, following brief comments by Ms. Dolan and Mr. Scofield, Mr. Oliveri indicated that he wishes to delegate authority to Mr. Scofield to review whether the application meets the requirements as presented and to monitor the design of the fence. Responding to a query by Mr. Scofield, Mr. Oliveri also confirmed that his motion includes the conditions as presented by staff; whereupon, the motion was seconded by Ms. Dolan and carried unanimously, with Mr. Smith abstaining.

## **DISCUSSION AND PRESENTATIONS**

In response to a query by Chair Scott, Mr. Scofield confirmed that there are no additional presentations.

## **PUBLIC COMMENTS**

No one responded to the Chair's call for public comment.

## **CHAIR/BOARD/STAFF COMMENTS**

Mr. Scofield provided information regarding the 2026 Preserve Florida Conference, which is scheduled for May 14 and 15, and encouraged the members to attend.

Referencing the earlier item regarding the Plant-Sumner House, Mr. Vars provided details regarding the manner in which Morton Plant gifted several individuals with a deed to a home in recognition of their assistance with the founding of the Town of Belleair or the construction of the Belleview-Biltmore Hotel.

In response to comments and queries by Ms. Dolan, Mr. Scofield provided information regarding the status of specific historical marker applications.

## **ADJOURNMENT**

The meeting was adjourned at 2:18 PM.