

**HISTORIC PRESERVATION ADVISORY BOARD
MEETING
OCTOBER 27, 2011**

MEMBERS PRESENT: John Chalifoux, Chairman
Gordon Bower, Bill Cote, Nancy Lisby,
Karen Lyons, Gene Murtha, Jan Sidebottom

MEMBERS ABSENT: Cynthia Beauford-Johnson

OTHERS PRESENT: Mitchell Austin, Urban Design Planner
David Hilston, Urban Design Manager
Joan LeBeau, Chief Planner
Teddy Shively, Alternate Member

CALL TO ORDER/ANNOUNCEMENTS

- A. Roll Call
- B. Next Scheduled Meeting
 - 1. November 17, 2011
 - Mr. Chalifoux reminded members the next meeting date had been rescheduled due to the Thanksgiving holiday.

APPROVAL OF MINUTES

- A. Meeting of September 22, 2011
 - Mr. Cote MOVED, Mr. Murtha SECONDED approval of the September 22, 2011 minutes. MOTION CARRIED UNANIMOUSLY.

Note: New Business was heard following Staff Comments.

NEW BUSINESS

- A. CA-31-11 - 250 Durrance Street (information only)
 - Mr. Mitchell Austin, Urban Design Planner, announced the applicant had proposed the addition of decorative, white, aluminum handrails to the front and side stoops, adding this improvement was required by the applicant's homeowners insurance company. He noted the structure was constructed in 1960 and was not listed on the Florida Master Site File (FMSF); however, it was located in the National Register Historic District (NRHD) and was more than 50 years in age. He concluded staff had approved the application as there was no adverse impact on the architectural or historic character of the structure or the NRHD.
- B. CA-32-11 - 608 West Olympia Avenue (information only)
 - Mr. Austin announced the applicant had proposed the addition of a decorative, wood fence which would enclose the rear yard. He noted the structure was listed on the FMSF and was constructed circa 1950 in a Frame Vernacular style. He advised the

home had been rehabilitated over the past year but had retained and enhanced its key architectural elements. He concluded staff had approved the application as there was no adverse impact on the architectural or historic character of the structure.

C. CA-33-11 – 408 Tamiami Trail (information only)

- Mr. Austin announced the applicant had proposed construction of a dumpster enclosure with gates to be located in the rear of the property in the southeastern corner. He noted the Ice House building was constructed circa 1905 and had been individually listed on the National Register of Historic Places (NRHP) in 1990. He explained the building was located in the Downtown Commercial Historic District and was zoned City Center (CC), a mixed use classification, adding three businesses currently operated within same: (1) Ice House Pub; (2) Manatee’s Pizza; (3) Interiors by Design. He concluded staff had approved the application as there was no adverse impact on the architectural or historic character of the structure or district.

D. CA-34-11 – 409 West Virginia Avenue (information only)

- Mr. Austin announced the applicant proposed construction of three, distinct types of fencing in order to enclose this corner property, providing a detailed explanation of the locations of same: (1) 36 inch picket fence; (2) 42 inch post and rail fence; (3) 72 inch privacy fence. He noted this structure was listed on the FMSF as being constructed in 1930 in a Georgian Revival Style; however, based on conversations with the current owner, staff felt this may be an error and wished to determine if there was any further documentation regarding the structure. He concluded staff had approved the application as there was no adverse impact on the architectural or historic character of the structure.
- Mr. Cote questioned the reason for installing different styles of fencing.
- Mr. Austin replied the picket fence in front was desired due to its decorative nature, but the applicant wished to have post and rail fence with mesh at the bottom to contain their pets and ensure they safety. He explained the privacy fence was for the patio.
- Mr. Cote suggested continuing with the picket fence would be more decorative.
- Mr. Chalifoux pointed out the proposal fell within City Code requirements.
- Mr. Austin agreed, adding staff could not deny the request. He opined the proposal was appropriate.
- Ms. Lyons agreed continuing the picket fence around the side would have been preferable.
- Mr. Austin displayed diagrams of the fences, briefly explaining same.

- Mr. Chalifoux noted the owners had planted a number of palm trees, opining the fence would be in front of same. He stated the owners had also installed much landscaping. He then opined a Certificate of Appropriateness (CA) was not required due to the property's location.
 - Mr. Austin agreed the property was not located in the historic district; however, the structure was listed on the FMSF.
 - Mr. Chalifoux countered according to the City Attorney, inclusion on the FMSF was a moot point, reiterating the subject property did not require a CA.
 - Mr. Bower asked if there was an appreciable cost difference between the fences.
 - Mr. Cote replied affirmatively.
 - Mr. Austin stated the main issue for the owner was fence height.
 - Mr. Chalifoux summarized the Board believed the fencing ought to be a solid picket fence. He stated the reasoning behind "information only" CAs was to not hold up applicants. He concluded staff had been given guidance as to the Board's preference.
- E. Discussion of Florida Master Site File Survey Roll-out
- Mr. David Hilston, Urban Design Manager, reported staff was moving forward and anticipating completion of recording forms for 250 structures, adding each could have roughly 100 entries; thus, this was a large undertaking. He stated staff had applied for an additional 250 site file numbers from the State, adding staff was also working on a Geographic Information System (GIS) data base so as to be more user friendly in the future.
 - Mr. Chalifoux inquired if the information would be accessible through the Charlotte County GIS.
 - Mr. Hilston replied affirmatively once it became usable. He stated the survey effort was anticipated to commence during the week of November 25, 2011, adding the actual data collection would be performed by Mr. Austin and himself. He advised the immediate need for volunteers would be photography of each structure, including the history of the property, and possibly obtaining interior photographs of the buildings, all of which would result in more data which could be used in the future.
 - Mr. Chalifoux asked staff to attach a copy of the listing to the Board's next agenda packet, offering his assistance in any way. He stated he had a detailed history of his own house which was compiled by Mr. Teddy Shively's son, Mr. Scott Shively, adding he would provide same to Mr. Hilston.
 - Mr. Murtha questioned staff's approach, i.e., by street, section, etc.
 - Mr. Hilston replied that framework was still to be established, adding a section of Punta Gorda Isles (PGI) would also need to be surveyed.

- Mr. Murtha clarified staff would welcome volunteer photographers.
- Mr. Bower inquired if telephone numbers for the property owners would be available.
- Mr. Hilston expressed uncertainty regarding same; however, a mass mailing would likely be done to advise homeowners of the presence of volunteers in the neighborhood.
- Mr. Murtha confirmed volunteers should contact Mr. Hilston.
- Mr. Hilston stated staff would likely work two days per week on the project in order to complete the effort by 2012.
- Mr. Murtha inquired as to the outcome of this effort.
- Mr. Hilston replied there would be two products, adding one was a GIS data base, and the other was a paper file which would be submitted to the State. He stated in the future, in order to make the GIS program even more useful, it would be necessary to enter all the information which had been collected in the past.
- Mr. Chalifoux commented members were welcome to review any of the files.
- Mr. Hilston stated once staff was comfortable with the progress of the survey, they would need to have volunteers manually enter data onto the State's forms, reiterating there could be 100 entries per form. He confirmed such work could be done at the volunteer's home, adding consideration was also being given to having a high school intern work on the project. He stated such interns occupied unpaid positions but benefitted the student's resume. He mentioned one intern was currently assisting staff on the Comprehensive Plan, adding a second intern would assist with creation of a dual mapping system which was required by the State. He explained this work was labor intensive; therefore, the intern should have knowledge of the specific computer systems. He concluded weekly updates would be provided to City officials, anticipating completion by December 2012.
- Ms. Lisby inquired if volunteers would be grouped in teams.
- Mr. Hilston replied staff would accommodate the wishes of the volunteers.
- Mr. Murtha inquired as to any cost considerations.
- Mr. Hilston replied all services would be in-kind.
- Mr. Chalifoux stated the project had been presented to City Council; however, no funding had been forthcoming, adding staff had offered to proceed with the project and finish it within a certain timeframe.

UNFINISHED BUSINESS

- A. Fund Raising Account Balance
 - Mr. Chalifoux advised the balance remained at \$220. He then thanked Mr. Cote and his wife for their contribution of \$200 this date.

B. Punta Gorda Historical Society (PGHS) Update

- Ms. Lisby announced a “Speakeasy Night” fundraiser was scheduled for November 5, 2011, at the Women’s Club, explaining funds would be used to install a handicap accessible restroom. She noted the floor under that section of the building had been found to be extremely weak and required repair; thus, the cost would be higher than anticipated.
- Mr. Bower asked if termites had been observed.
- Ms. Lisby replied in the negative, stating some of the support joists had deteriorated due to water infiltration. She pointed out the Women’s Club had been constructed in 1926 and had never had this type of infrastructure work. She stated in order to be more proactive, the PGHS hoped to establish a contingency fund. She announced the PGHS was planning for the 2012 Historic Home Tour, which would include Durrance, Harvey and Gill Streets. She mentioned the Tour would also provide information on how the streets were named.

C. Punta Gorda History Center Update

- Mr. Murtha announced the Punta Gorda History Center (PGHC) had completed its strategic planning, adding focus was now on expansion of the PGHC board of directors. He explained the board would review the strategic plan, adding he anticipated major issues being financing and location as well as how to proceed with preservation work.

Note: Staff Comments were heard following Approval of Minutes.

STAFF COMMENTS

A. City of Punta Gorda Comprehensive Plan – Historic Element

- Ms. Joan LeBeau, Chief Planner, announced an intern was working in the Urban Design Division. She stated the first draft of the Goals, Objectives and Policies (GOPs), as delineated in the agenda material, was being developed. She explained once completed, the GOPs would provide the basic outline for the data and analysis section of the Historic Element. She noted there were several goals still to be developed and placed in the document, adding same would be presented to the Board at a later date. She concluded there would be a total of six goals which would be the basis for the Historic Element.
- Mr. Cote commented favorably on staff’s progress.
- Mr. Bower inquired if the GOPs were listed in descending order of importance.
- Ms. LeBeau replied in the negative, noting the GOPs could be rearranged as deemed necessary.

Note: Committee/Board Comments were heard following Unfinished Business.

COMMITTEE/BOARD COMMENTS

- Ms. Lisby thanked staff for allowing the PGHS to review the files of historic structures.
- Mr. Bower recalled he had agreed to write an article about the Board's award program, inquiring as to the timeframe.
- Ms. Lyons replied she believed awards would be given in March 2012.
- Mr. Chalifoux concurred.
- Mr. Bower requested a photograph of a plaque.
- Ms. Lyons opined the Board did not have sufficient information compiled in order to accept and review applications by December 31, 2011, and issue an award by December 2012. She pointed out no decision had been made about the plaque itself.
- Mr. Chalifoux stated he had the information about the plaque as to size, cost and style.
- Mr. Bower suggested such information would at least provide him with an example.
- Ms. Lisby suggested an application be mailed along with the mass mailing discussed earlier.
- Mr. Chalifoux countered the Board had discussed including businesses as well as residences.
- Discussion ensued with regard to possible time frames relative to the award program.
- Mr. Chalifoux suggested gathering the information and discussing it at the next meeting, opining the application deadline could be extended to January 31, 2012. He then expressed appreciation to Public Works Department staff for edging and street cleaning in the downtown historic district.

CITIZENS COMMENTS

- Mr. Shively announced a tour of the Indian Springs Cemetery was scheduled for October 29, 2011, at 8:00.

ADJOURNMENT

- Meeting Adjourned: 9:20 a.m.

John Chalifoux, Chairman

Mary Kelly, Recording Secretary