



## **HISTORIC PRESERVATION BOARD MEETING**

### **CITY OF ST. PETE BEACH**

155 Corey Avenue  
St. Pete Beach, FL 33706

**Thursday, February 7, 2019**  
**3:30 PM**

Call to Order  
Pledge of Allegiance  
Roll Call

1. **Changes to the Agenda** – Agenda items to be added, moved or deleted will be addressed at this time. Items added will be assigned agenda item numbers and items that are moved will retain the same item numbers. A notation will be made that those items will be taken out of order.
2. **Audience Comments** – Three minutes per person to issues not on the agenda.
3. **Approval of Minutes**
  - a. 01/03/2019
4. **Action Items**
  - a. Case No. 19-00001– Matt Schoeppe/Erol Gunden for Jeffrey L. Shelton and Raymond A. Rubin  
Address: 2903 Pass-a-Grille Way  
Request: The applicant requests to add a front porch, construct an addition, add a second floor, remove and replace asbestos siding from the existing single-family residence, demo a portion of paver walkway, and to add a paver walkway.
  - b. Case No. 19-00002– Don Strobel of Strobel Design-Build for Naviza and Vince Dailey  
Address: 2808 Pass-a-Grille Way  
Request: The applicant requests to lift the house nine feet to construct a new garage and storage out of block directly under the house, move the home 3.7 feet closer to the street, add

front stairs and landing with roof, rebuild the rear stairs with an extended landing, and add a driveway connection to Pass-a-Grille Way.

- c. Discussion on establishing a Historic Preservation trust fund for City Commission consideration.

**5. Discussion Items**

- a. St. Pete Beach Certified Local Government Evaluation

**6. Adjournment – Next Meeting: 03/07/2019**

**The public is cordially invited to attend.**

**APPEAL: Florida Statutes Chapter 286.0105 Notices of meetings and hearings must advise that a record is required to appeal.** Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

**AMERICANS WITH DISABILITIES ACT: Florida Statutes 286.26. Accessibility of public meetings to the physically handicapped.** In accordance with the Americans with Disabilities Act and Florida Statutes, persons needing special accommodations to participate in a meeting should contact City Hall at (727) 367-2735 no later than forty-eight (48) hours prior to the meeting for assistance.

**CODE OF ORDINANCES, SECTION 1-15: Award of attorney's fees and other costs.** In all instances where a lawsuit is instituted or defended on behalf of the city to enforce any provision of the Code of Ordinances, to collect fees, liens, assessments or fines, or otherwise secure compliance with any provision of the Code of Ordinances, the city shall be entitled to recover all costs incurred, including reasonable attorney's fees and court costs through the trial and appellate levels. This section shall apply to all instances where the city is required to defend an appeal from any order, notice or determination by the city or its officials.

**Electronic media must be submitted a minimum of 24 hours in advance  
to [cityclerk@stpetebeach.org](mailto:cityclerk@stpetebeach.org)**

**All agenda material is available for review at City Hall.**

# **HISTORIC PRESERVATION BOARD**

## **MINUTES**

**JANUARY 3, 2019**

**3:30 P.M.**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **PRESENT:**

Chris Marone, Chairman  
Tom DeYampert, Member  
William Loughery, Member  
Holly Young, Member

### **ABSENT:**

Sean Hurley, Vice Chair

### **ALSO PRESENT:**

Wesley Wright, Community Development Director  
Laura Marley, Planner II  
Brandon Berry, Planner I  
Mary Jo Murphy, Deputy City Clerk

#### **1. Changes to the Agenda**

There were no changes to the agenda.

#### **2. Audience Comments**

There were no audience comments.

#### **3. Approval of Minutes – 11/1/2018**

Member Loughery made a motion to accept the minutes from the last meeting. The motion was seconded by Member Young and unanimously approved by a roll call vote (4 yeses - 0 nos).

#### **4. Action Items**

- a. **Case No. 18-00030 and 18-00034 – Carolyn D. Blair**  
**Address: 109 17<sup>th</sup> Avenue**  
**Request: The applicant requests to demolish a single-family residence and to modify and upgrade the existing garage to match the proposed single-family residence.**

Ms. Laura Marley, Planner II, gave a Staff presentation of Case No. 18-00030 and Case No. 18-00034 and recommended approval of the proposed Certificate of Appropriateness with the following condition: The proposed single-family residence shall be constructed and designed to meet the Pass-A-Grille Overlay standards found in the City of St. Pete Beach Land Development Code Division 20, PAG Pass-A-Grille Overlay District.

Chairman Marone asked the applicant if they would like to speak.

Carolyn D. Blair, 109 17<sup>th</sup> Avenue, Pass-A-Grille, Florida, spoke about the improvements that had been made to the property by Don Strobel with Strobel Design Build. Ms. Blair stated, if approved, Mr. Strobel will be the contractor performing the work going forward, and that he was present to answer any questions from the board.

Don Strobel, Strobel Design Build, spoke about the details of the subject request and stated that Kevin Kuenzel would be the architect.

Chairman Marone asked for board discussion, and there was board discussion among the board members.

Hearing no further board discussion, Chairman Marone asked for a motion.

**Member Loughery made a motion to grant a Certificate of Appropriateness for Case Nos. 18-00030, which is the demolishing of the home, and 18-00034, which is the garage. The motion was seconded by Chairman Marone and was unanimously approved by a roll call vote (4 yeses - 0 nos).**

## **5. Discussion Items**

- a. Discussion on a written notice of intent to withdraw from the voluntary historic designation for Pass-A-Grille Beach Community Church, Inc., which address is: 1606 Pass-A-Grille Way, St. Pete Beach

Ms. Marley gave a PowerPoint presentation to the board in regard to the written notice of intent to withdraw from the voluntary historic designation for the Pass-A-Grille Beach Community Church and informed the board that by January 20, 2019 this property will be de-designated per the code.

Michael Sofarelli, Architect, spoke as to being the architect on the property for four phases since the early '90s. Mr. Sofarelli stated the church was unaware the property

was historically designated, and the church did not want to conform to a vernacular design.

Mr. Wesley Wright, Community Development Director, informed the board that no action was required and that Staff was notifying the board of the written notice of intent to withdraw from the voluntary historic designation.

Member DeYampert asked for clarification on what a person can and cannot do with a property in regard to the ordinances before the next Historic Preservation Board meeting.

Don Strobel, Strobel Design Build, spoke about previous projects involving a variance to the FEMA, Federal Emergency Management Agency, requirements based on historic designations in St. Pete Beach.

b. Discussion regarding establishing a Historic Preservation trust fund

Member Young distributed to the board a four-page document entitled "City of St. Pete Beach Code of Ordinances, Chapter 22 – Boards, Committees, Commissions, Article VII. Historic Preservation Board." In regard to Sec. 22-211, Purpose; powers and duties, (18) (e), the board discussed the following items:

- "Upon the approval of the city commission, the board may apply for grant assistance in the name of the city from any federal, state, county or private source for the purpose of furthering the objectives of this article."
- "Upon recommendation of the board, the city commission may establish a historic preservation trust fund with the purpose of administering such funds."

It was the consensus of the board to accomplish the following items for the February 7, 2019 meeting:

- List as an action item on the February agenda the topic of establishing a Historic Preservation trust fund
- Research additional information and provide a synopsis explaining the purpose of the trust fund
- Vote on making a recommendation of establishing a Historic Preservation trust fund to the City Commission

**6. Adjournment – Next Meeting: 2/07/2019**

There being no further business to come before the board, the meeting was adjourned at 4:23 p.m.

Attest:

\_\_\_\_\_  
Rebecca C. Haynes, City Clerk

\_\_\_\_\_  
Chris Marone, Chairman

Minutes approved on: \_\_\_\_\_



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
PLANNING & ZONING  
STAFF FINDINGS REPORT  
TO THE  
HISTORIC PRESERVATION BOARD**

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**Certificate of Appropriateness Case No. 19-00001 Matt Schoeppe/Erol Gunden for  
Jeffrey L. Shelton and Raymond A. Rubin**

**Date of Meeting:** February 7, 2019

**Prepared By:** Laura A. Marley, Senior Planner

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|                         |                                                                                                                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REQUEST</b>          | The applicant requests to add a front porch, construct an addition, add a second floor, remove and replace asbestos siding from the existing single-family residence, demo a portion of paver walkway, and to add a paver walkway. |
| <b>SUBJECT PROPERTY</b> | 2903 Pass-a-Grille Way; Colonial Corp Replat Blk 2, Lot 20; Parcel number-18-32-16-17316-002-0200                                                                                                                                  |
| <b>ACREAGE</b>          | Approximately 5,500 square feet (0.13 acres)                                                                                                                                                                                       |
| <b>LAND USE</b>         | RU-2-2/PAG, Residential/Pass-A-Grille Overlay on the LDC Atlas;<br>RU, Residential Urban on the Future Land Use Map                                                                                                                |
| <b>YEAR BUILT</b>       | 1940                                                                                                                                                                                                                               |
| <b>HISTORIC STATUS</b>  | Pass-A-Grille Historic District Overlay – contributing structure                                                                                                                                                                   |
| <b>SURROUNDING AREA</b> | North – Single-family residence<br>South – Single-family residence<br>East – Intracoastal<br>West – Single-family residence                                                                                                        |

**BACKGROUND and ANALYSIS**

The property is developed with a single-family residence that was constructed in 1940 according to the Florida Master Site file. The property is classified as a contributing property which includes any building, structure or site which contributes to the overall historic significance of a designated historic district and which was present during the period of historic significance. In addition, the building, structure or site possesses historic integrity reflecting the character of that time or is capable of yielding important information about a historically significant period or independently meets the criteria for designation as a historic resource.

The property was submitted to the Florida Master file in 2015. The single-family residence is a one-story frame vernacular style. The property was altered, which replaced siding and the windows. The applicant had numerous permits between 2006 and 2018 to update and upgrade the single-family residence. Some of the permits were to replace the garage door, to replace existing walkways with pavers, and a new roof. The distinguishing architectural features that are listed in the Florida Master Site File are pierced concrete vents in the foundation. The applicant has stated that the pierced concrete vents in the foundation will remain.

The applicant is add a front porch (295 square feet), construct an addition (12 square feet), add a second floor (1,327 square feet), remove and replace asbestos siding from the existing single-family

residence, demo a portion of paver walkway, and to add a paver walkway. Specifically, the Certificate of Appropriateness is requested because the applicant is proposing an addition to a contributing structure within the Pass-a-Grille Overlay that would encroach on the underlying zoning district's setbacks. The underlying zoning district is RU-2 and the front yard setback is 20 feet, side yard is ten feet and the rear yard is 20 feet. The reduced setbacks for contributing structures granted a certificate of appropriateness is front yard 10 feet, side yard is 10 percent of the lot width (5 feet) and rear yard 10 feet. The applicant is proposing to add a front porch that will have a setback of approximately 30 feet and a 5-foot side yard setback. They are proposing to remove a portion of the living area, the breakfast nook and replacing it with a lanai and on the second story add a covered balcony that would have a setback of approximately 12 feet from the rear setback and a 5-foot side yard setback.

**Consistency with the Comprehensive Plan** - All development applications shall demonstrate complete compliance with the Comprehensive Plan. The proposed Certificate of Appropriateness is consistent with the City of St. Pete Beach Comprehensive Plan, Housing Element Objective 1.7: The City shall assist property owners in the identification, preservation, and protection of historical and architecturally significant housing with the adoption of this Comprehensive Plan.

**Consistency with the Land Development Code (LDC)** – The proposed Certificate of Appropriateness is also consistent with the City's Land Development Code, specifically **Division 28, Historic Preservation** as follows:

- **LDC Section 28.8, Certificate of appropriateness required; criteria for issuance; application requirements**, states that the criteria for issuance of a certificate of appropriateness shall be the U.S. Secretary of the Interior's Standards for Rehabilitation. The Secretary's Standards are as follows:
  - 1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.** *The property was constructed as a single-family residence, and will continue to be used as such. The applicant is asking for reduced setbacks for the contributing structure at a maximum 10 feet for the rear setback and a 5-foot setback for the side yard. The applicant is not proposing to modify the pierced concrete vents in the foundation.*
  - 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.** *The architectural character of this single-family residence had previously been altered. The distinguishing architectural features that are listed in the Florida Master Site File are pierced concrete vents in the foundation. The applicant has stated that the pierced concrete vents in the foundation will remain.*
  - 3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.** *The applicant has stated that they will not be altering the character of the existing home; the addition will retain historical features, the pierced concrete vents in the foundation.*
  - 4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.** *The single-family residence is a contributing resource in the National Register-listed and City of St. Pete Beach-designated Pass-A-Grille Historic District. The Florida Master Site File indicates that the structures do not appear to meet the criteria for National Register listing individually.*

**5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.** *The applicant has stated that the additions will be in keeping with the character of the existing single-family residence and the Pass-a-Grille Historic District.*

**6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.** *The applicant has stated that they are not aware of any deteriorated historic features.*

**7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.** The applicant states that chemical or physical treatment will not be used.

**8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.** The applicant does not propose to move the structure.

**9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.** *According to the applicant, the remodeling will incorporate the use of a courtyard; the addition of the front porch is in keeping with the character of the existing single-family residence. The former breakfast nook is being removed and changed into a lanai and a balcony is being added to the proposed second floor in the same footprint as the new lanai. A front porch is also proposed to be added. The historic material of the pierced concrete vents in the foundation is proposed to be kept.*

**10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.** *The integrity of the property will not be negatively impacted by the project as proposed. There is an increase of the building footprint by approximately 12 square-feet. The applicant is proposing to add a second floor, add a front porch, and remove the breakfast nook and replace it with a lanai with a covered balcony in the same footprint above the lanai.*

**Recommendation:** The proposed Certificate of Appropriateness is consistent with the City of St. Pete Beach Comprehensive Plan and the Land Development Code. Staff recommends approval of the proposed Certificate of Appropriateness with the following conditions:

1. The applicant will be required to illustrate compliance during the permitting process that shows the setbacks for a contributing structure as follows; front yard- 10 feet, side yard- 5 feet, and rear yard- 10 feet.
2. The pierced concrete vents in the foundation must be retained on the site.



CITY OF ST. PETE BEACH

## Application for Certificate of Appropriateness

### FOR OFFICE USE ONLY

Date      /      /      Application Number DLN14-00001  
Bldg. Permit No.                      Date                       
Other                                       
PIN:                                     

### GENERAL INFORMATION (filled out by applicant)

#### Owner Name & Address

JEFFREY L. SHELTON  
RAYMOND A. RUBIN

153 WESTMINSTER DR. NE  
ATLANTA GA 30309-3369

Phone 404-353-0225

#### Representative Name & Address

MATT SCHOEPPKE OR  
EROL GUNDEN  
FLORENCE DESIGN/BUILD  
20 SOUTH ORION AVE.  
CLEARWATER, FL 33765

Phone MATT 727-277-0545  
EROL 727-639-6182

#### Property Address and Legal Description

2903 PASSA GRILLE WAY, ST. PETE BEACH, FL  
COLONIAL CORP REPEAT BLK. 2 LOT 20

Is the property part of a previously approved development proposal?

☐ Yes

☒ No

If yes, provide the case number N/A

### TYPE OF ACTIVITY

New

Construction

Addition

Demolition

Rehabilitation

Relocation

✓

1. Explain what changes will be made and how they will be accomplished. Submit detailed plans and elevation drawings and specifications to support the written description. Include drawings of all four elevations.

REMOVAL OF ASBESTOS SIDING  
ADDITION OF PARTIAL SECOND FLOOR - STRUCTURE A/C  
FOOTPRINT TO REMAIN. ADDITION OF FRONT PORCH

2. Attach photos and a survey of the existing property.

PLEASE SEE ATTACHED

3. Please describe proposed building materials and manufacturers of materials. Attach product brochure(s) if available.

Example: Windows- Jeldwen "Tradition Plus" wood clad, double hung, 2/2 divided lite

|                          |                                                                                               |
|--------------------------|-----------------------------------------------------------------------------------------------|
| Exterior material/siding | HARDI SHAKE AND HARDI PANEL SIDING (PAINTED)<br>STUCCO CHIMNEY WITH SAND FINISH               |
| Windows                  | PGT (PACIFIC GLASS TECHNOLOGY) WHITE VINYL<br>FRAMES - DIVIDED LT.S PER ELEVATION             |
| Doors                    | PGT SLIDING GLASS DOORS (SINGLE PANE)<br>WHITE VINYL FRAMES WITH IMPACT GLAZING               |
| Roofing                  | OWENS CORNING DURATION SERIES<br>COLOR: DRIFTWOOD                                             |
| Entrances/Porches        | MASONRY COL. BASES WITH SAND FINISH STUCCO<br>TOP OF COL.S THREADED HARDI-TRIM w CROWN MOULD. |

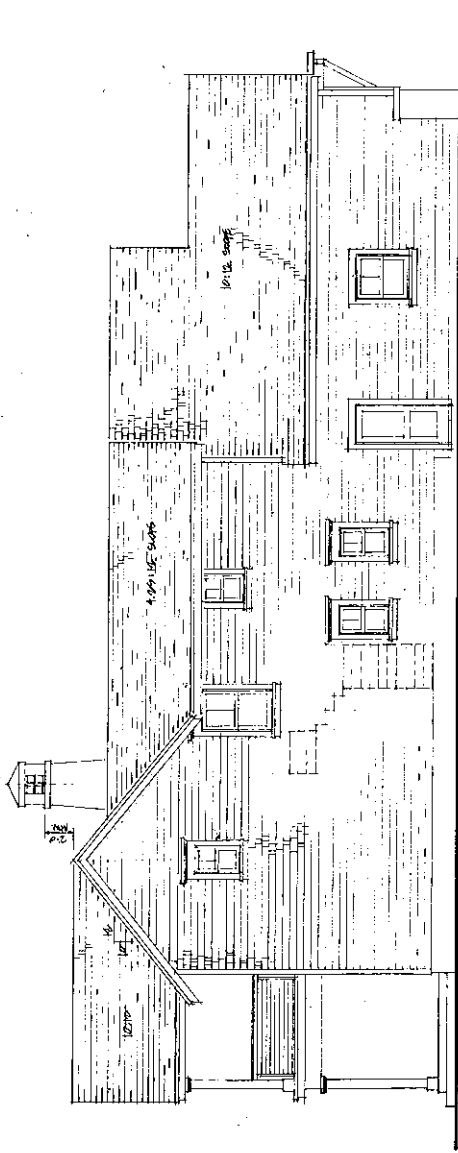
Owner Attestation: The information on this application represents an accurate description of the proposed work and the undersigned has omitted nothing which might affect the decision of the Historic Preservation Board. The undersigned hereby certifies that the project described in this application, as detailed by plans and specifications enclosed, will be constructed in exact accordance with aforesaid plans and specifications. It is understood that approval of this application by the Historic Preservation Board in no way constitutes approval of building permit or other required City permit approvals.

Applicant signature

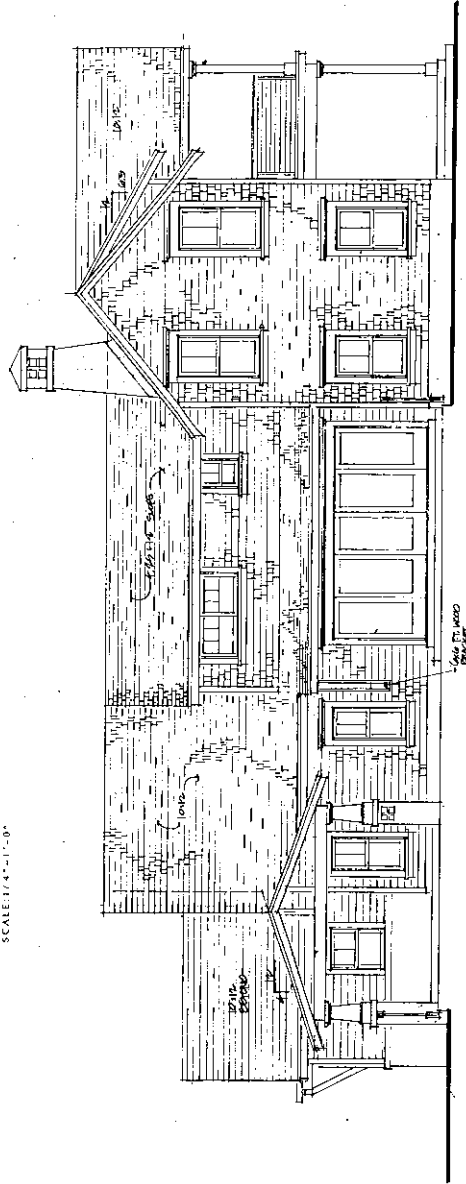
Date

1/7/19

ONLY 1000 LEFT



NORTH FACADE  
SCALE: 1/4" = 1'-0"



SOUTH FACADE  
SCALE: 1/4" = 1'-0"



AERIAL VIEW



VIEW FROM STREET

2903 PASSA GRILLE WAY, ST. PETE BEACH, FL

**LEGAL DESCRIPTION:**

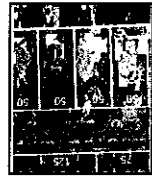
LOT 20, BLOCK 2, COLONIAL CORPORATION'S REPLAT OF BLOCKS E, F, G AND H OF SECTION A-NORTH PASS-A-GRILLE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 9, PAGE 107, OF THE PUBLIC RECORDS OF PINELLAS COUNTY, FLORIDA.

**CERTIFIED TO:**

JEFFREY L. SHELTON AND RAYMOND A. RUBIN  
MERIDIAN INTERNATIONAL TITLE SERVICES CORP.  
CHICAGO TITLE INSURANCE COMPANY

**FLOOD ZONE:**

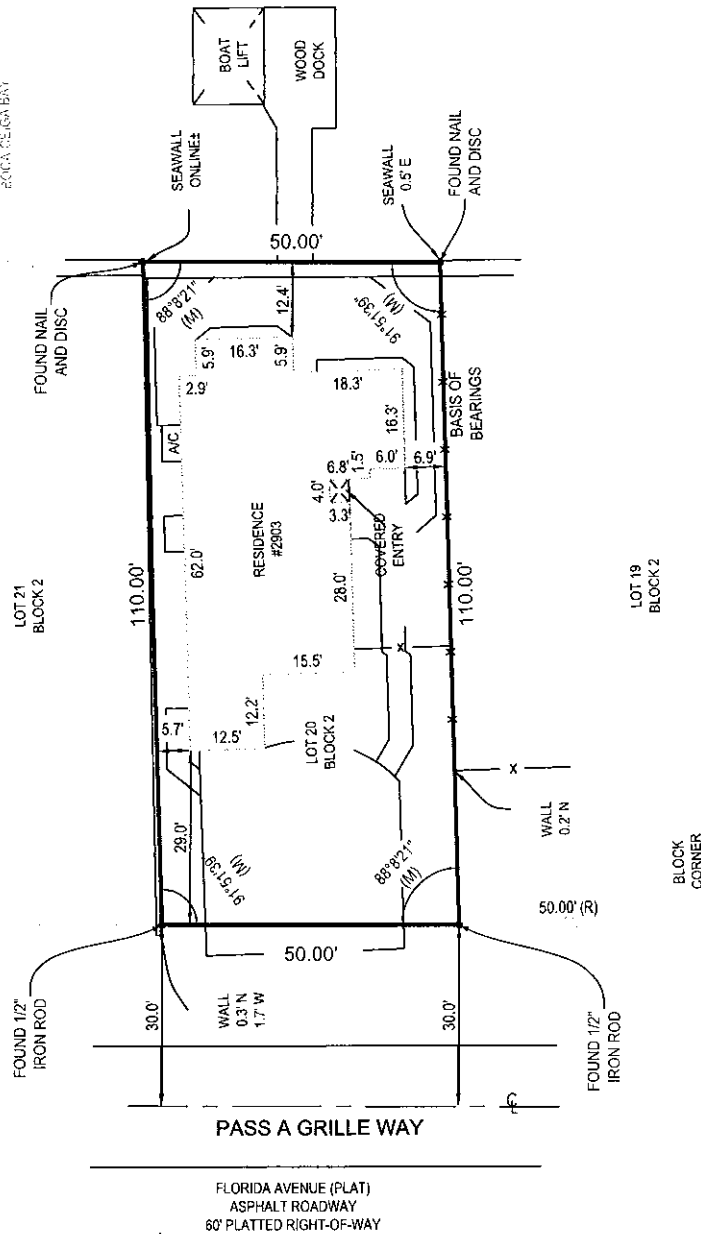
12103C0278G  
ZONE: AE  
EFF. 9/3/2003



AERIAL PHOTOGRAPH  
(NOT TO SCALE)



2010A DELGODA BAY



ALL ANGLES AND DISTANCES SHOWN HEREON ARE BOTH RECORDED AND MEASURED UNLESS OTHERWISE NOTED

LB 8111

5601 CORPORATE WAY, SUITE 103  
WEST PALM BEACH, FL 33407  
NexgenSurveying.com

**NEXGEN**  
SURVEYING, LLC.

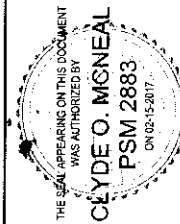
PHONE: 561.508.6272  
FAX: 561.508.6309

**BOUNDARY SURVEY**  
of  
2903 PASS A GRILLE WAY  
ST. PETERSBURG, FL 33706

C - CALCULATED  
L - LEGAL  
M - MEASURED  
P - PLATTED  
WM - WATER METER  
XSS - TOPOGRAPHIC ELEVATION

ASPHALT  
CONCRETE  
PAVEMENT  
WOOD  
UTILITY POLE  
MANHOLE

¢ CENTERLINE  
CATCH BASIN  
FIRE HYDRANT  
LIGHT POLE  
WELL  
WATER VALVE



CERTIFICATE OF APPROPRIATENESS  
APPLICATION 1 - 8 - 19

PROPOSED:  
**ADDITION & REMODEL**  
FOR THE:  
**SHELTON-RUBIN RESIDENCE**  
2903 PASS-A-GRIFFE WAY, ST. PETE BEACH, FL

**DO NOT SCALE PRINTS**  
THE DOCUMENTS AND THE INFORMATION CONTAINED HEREIN ARE THE SOLE PROPERTY OF MATTHEW'S DESIGN WORKS. UNAUTHORIZED REPRODUCTION AND/OR REUSE MAY BE PROSECUTED IN ACCORDANCE WITH THE APPROPRIATE COPYRIGHT AND PATENT LAWS.

**REVISIONS**

| NO.  | DESCRIPTION |
|------|-------------|
| DATE |             |

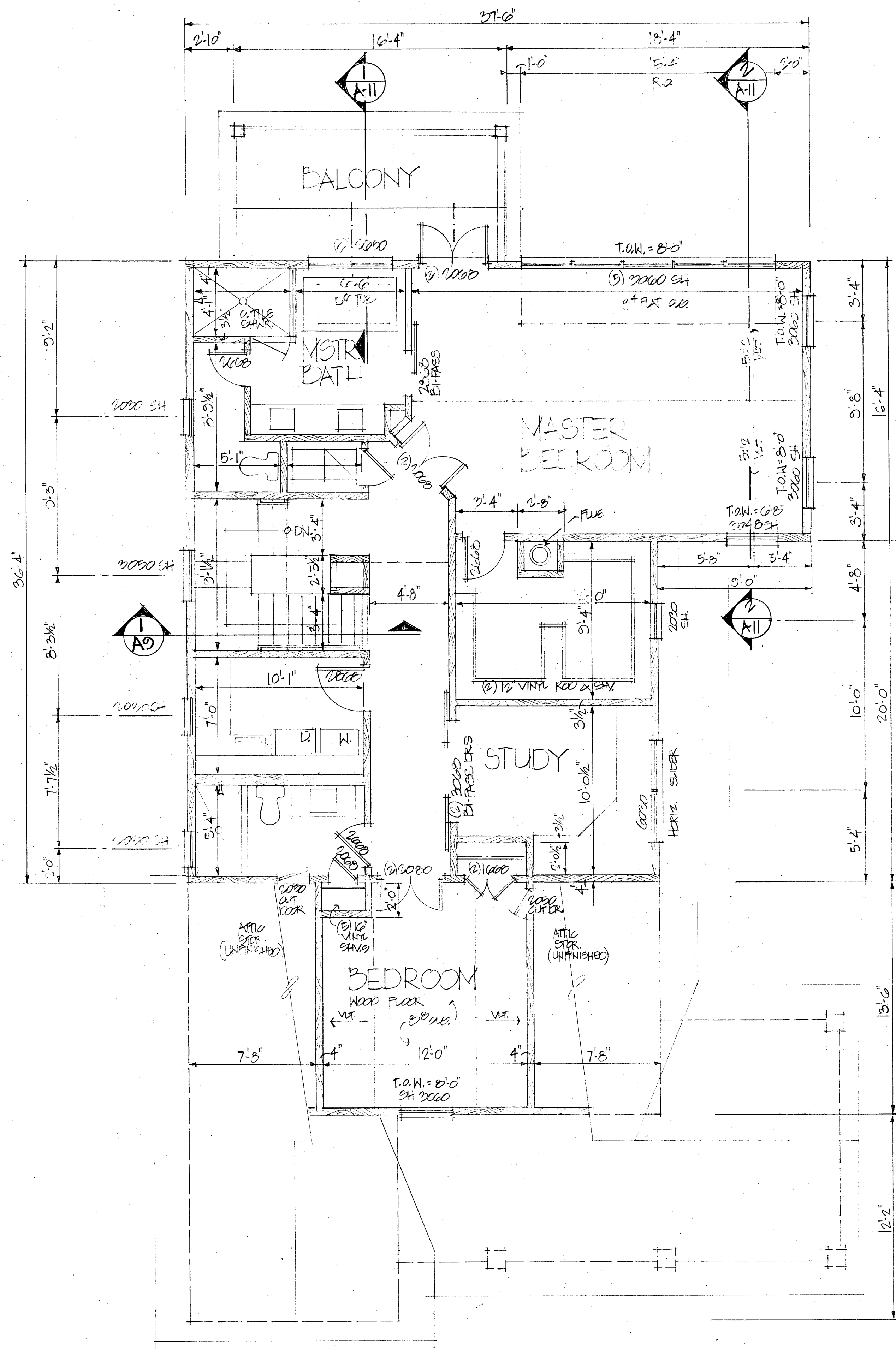
DRAWN BY: MATT  
DATE: 10-13-18  
REVIEWED BY:  
DATE:

PROJECT NO.

DRAWING NO.

A-5

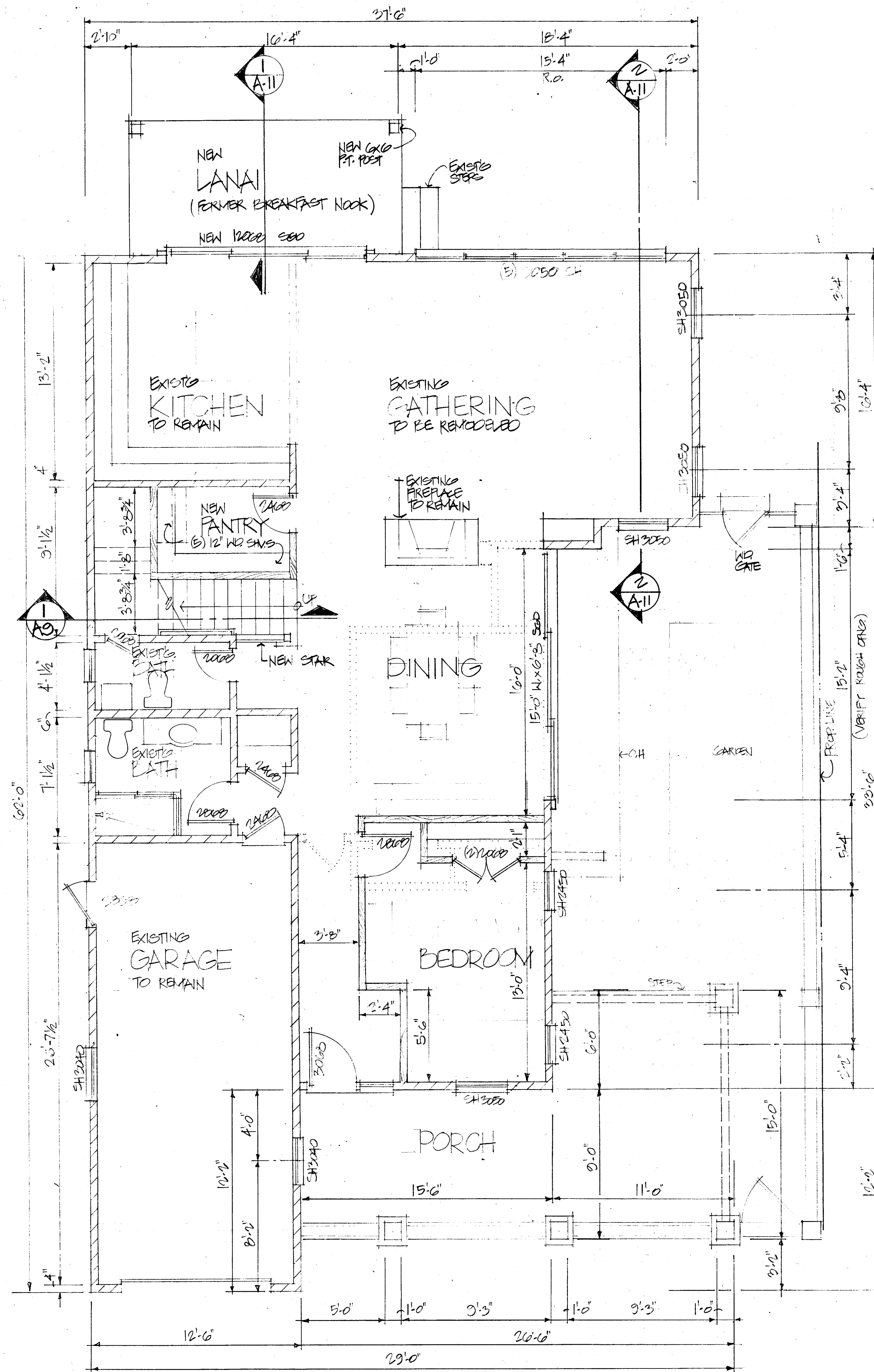
OF 5



| AREA TABULATION       |          |       |          |       |
|-----------------------|----------|-------|----------|-------|
| SPACE                 | EXISTING | DEM'D | ADDITION | TOTAL |
| FIRST FLOOR A/C AREA  | 1,356    | 0     | +12      | 1,368 |
| SECOND FLOOR A/C AREA | 0        | 0     | +1,327   | 1,327 |
| FRONT PORCH           | 12       | -12   | +295     | 295   |
| REAR PORCH            | 91       | -91   | +91      | 91    |
| GARAGE                | 338      | 0     | 0        | 338   |
| TOTAL UNDER ROOF      | 1,797    | -103  | +1,725   | 3,419 |

TOTAL A/C SPACE

2,695



**FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"











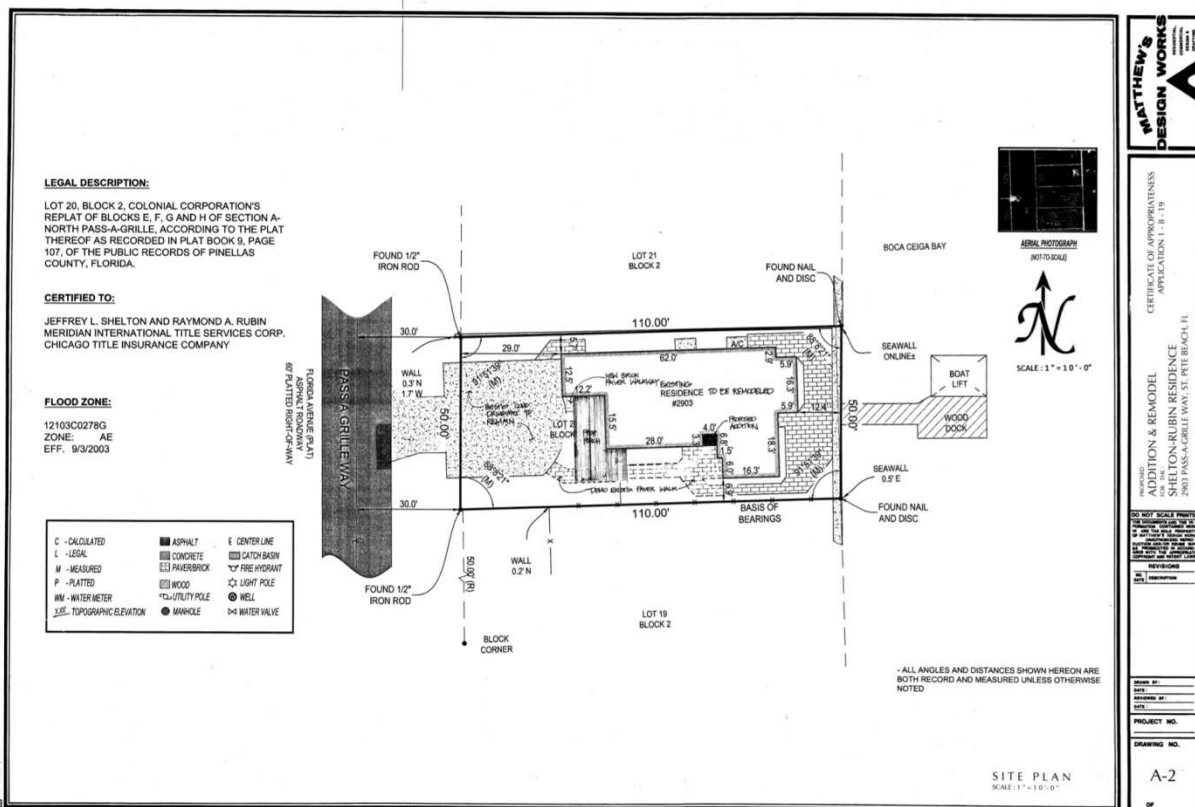












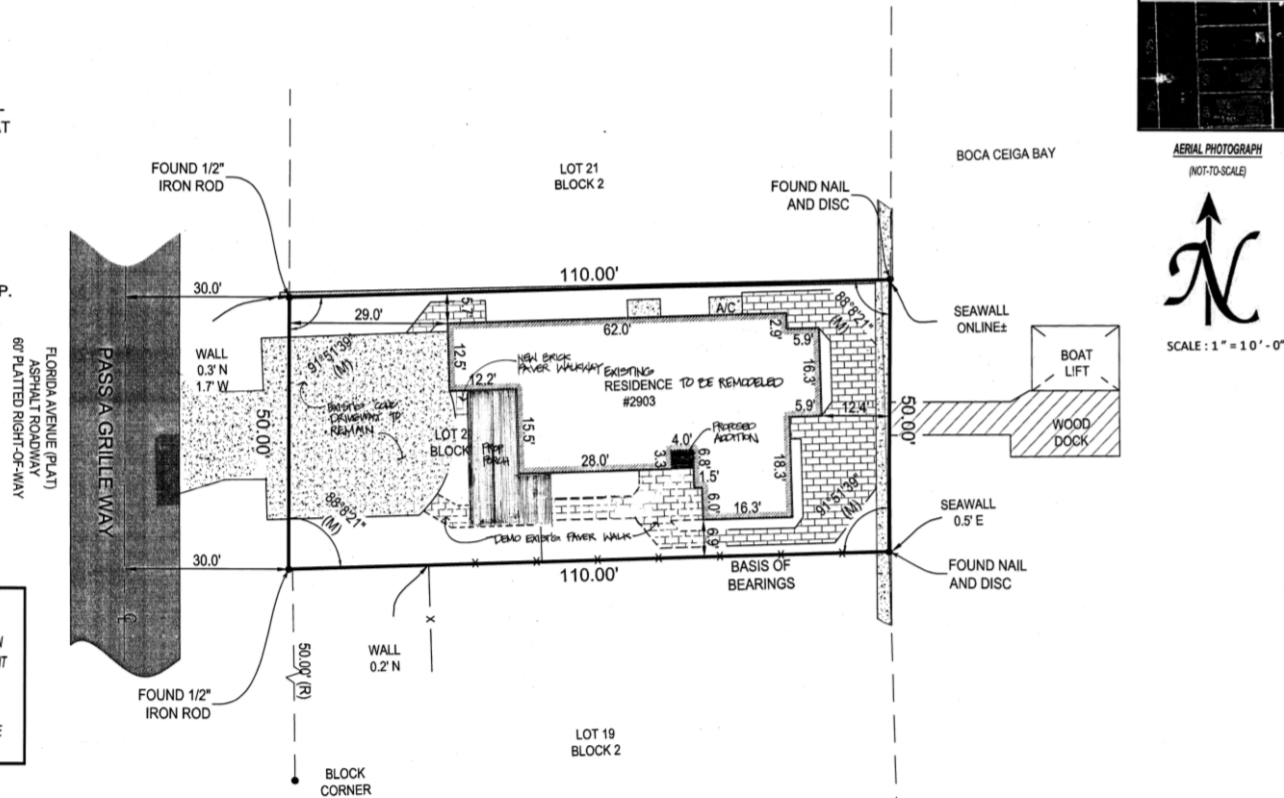
LOT 20, BLOCK 2, COLONIAL CORPORATION'S  
REPLAT OF BLOCKS E, F, G AND H OF SECTION A-  
NORTH PASS-A-GRILLE, ACCORDING TO THE PLAT  
THEREOF AS RECORDED IN PLAT BOOK 9, PAGE  
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COUNTY, FLORIDA.

**CERTIFIED TO:**

JEFFREY L. SHELTON AND RAYMOND A. RUBIN  
MERIDIAN INTERNATIONAL TITLE SERVICES CORP.  
CHICAGO TITLE INSURANCE COMPANY

**FLOOD ZONE:**

12103C0278G  
ZONE: AE  
EFF. 9/3/2003



- ALL ANGLES AND DISTANCES SHOWN HEREON ARE BOTH RECORD AND MEASURED UNLESS OTHERWISE NOTED

SITE PLAN  
SCALE: 1" = 10'-0"

**From:** [McDonald, Megan W.](#)  
**To:** [Laura Marley](#)  
**Subject:** St. Pete Beach CLG Evaluation  
**Date:** Thursday, January 10, 2019 9:51:27 AM  
**Attachments:** [St. Pete Beach Evaluation.pdf](#)  
[St. Pete Beach signed letter.pdf](#)  
**Importance:** High

---

Hi Laura,

Attached you will find the results of the St. Pete Beach Certified Local Government evaluation. **Your community is in good standing, congratulations!** Thank you for your continued adherence to the Florida CLG guidelines and for your active participation in the program.

I have attached the evaluation form and a copy of the letter that I will mail to your chief elected official. Please share both documents with your historic preservation board and let me know if you have any questions or comments.

Thank you for all that you do to preserve Florida's historic resources, and for your active participation in the Florida CLG program.

Sincerely,

Megan McDonald

**Megan McDonald**

Certified Local Government Coordinator | Bureau of Historic Preservation | Division of Historical Resources | Florida Department of State | 500 South Bronough Street | Tallahassee, FL 32399 | 850.245.6365 | [Megan.McDonald@dos.myflorida.com](mailto:Megan.McDonald@dos.myflorida.com) [www.flheritage.com](http://www.flheritage.com)

The Department of State is committed to excellence.  
Please take our [Customer Satisfaction Survey](#).

## CLG Reporting Records

Each year, Florida CLGs are required to submit an annual report to the SHPO. Our records indicate that we received Annual Reports from your CLG for the following years:

**Annual Reports Received:**                      2015                      2016                      2017                      2018

Per the Florida CLG guidelines, each CLG is required to submit meeting minutes and agendas for each meeting of the historic preservation commission/board.

### **Meeting Minutes and Agendas Received:**

2015: none (*you do not need to retroactively submit these*)

2016: none (*you do not need to retroactively submit these*)

2017: 1/5, 5/4

2018: 1/4, 2/1, 4/5, 5/3, 9/6, 10/4, 11/1

**Minimum of four Historic Preservation Board meetings held each year?**                      Yes                      No

**Last Documented Historic Preservation Board/Commission Training:** 2013

**Most recent inventory materials submitted to the Florida Master Site File:** None reported during evaluation period

**Recent DHR Grant Awards:** None

**Ordinance revisions received during evaluation period:** 2017

## Comments and General Recommendations

Thank you for continuing to submit your annual reports and meeting minutes! It appears that it has been some time since members of your historic preservation board have received training. Please encourage your board members and relevant staff to participate in one of our regional training sessions this spring.

## Deficiencies/Action Items

X No deficiencies for this CLG were found by this review

\_\_\_ This CLG was found deficient in the following areas which need to be corrected by the time noted below:



## FLORIDA DEPARTMENT *of* STATE

**RON DESANTIS**  
Governor

**MICHAEL ERTEL**  
Secretary of State

January 10, 2019

The Honorable Alan Johnson, Mayor  
City of St. Pete Beach  
155 Corey Avenue  
St. Pete Beach, FL 33706-1839

Re: St. Pete Beach Certified Local Government Evaluation

Dear Mayor Johnson,

Your Certified Local Government program was recently evaluated by the Florida Division of Historical Resources. Each state is required to perform periodic evaluations of its Certified Local Governments, per the requirements of the Federal *Historic Preservation Fund Grants Manual, Chapter 9- Certified Local Governments*. Our review was based on the information contained in annual reports and meeting minutes submitted by your local government during the period October 1, 2014 through September 30, 2018.

Based on our evaluation (enclosed) your Certified Local Government is in good standing and currently meeting the requirements of the Florida Certified Local Government guidelines. Your historic preservation board and local government staff are to be commended for their continued efforts to preserve Florida's historic resources and for their active participation in the Certified Local Government program.

Please feel free to contact me at 850-245-6365 or [megan.mcdonald@dos.myflorida.com](mailto:megan.mcdonald@dos.myflorida.com) if you have any questions.

Sincerely,

Megan McDonald  
Certified Local Government Coordinator

cc: Ms. Laura Marley  
St. Pete Beach Historic Preservation Board

Enclosures

Division of Historical Resources  
R.A. Gray Building • 500 South Bronough Street • Tallahassee, Florida 32399  
850.245.6300 • 850.245.6436 (Fax) • [FLHeritage.com](http://FLHeritage.com)

