HISTORIC PRESERVATION BOARD MINUTES

December 1, 2022 - 3:30 PM

PRESENT: Sean Hurley, Vice Chair
Tia Hockensmith, Member
Bill Loughery, Member

EXCUSED: Chris Marone, Chair
Holly Young, Member

STAFF PRESENT: Jennifer McMahon, Chief Operating Officer; Lynn Rosetti, Contract Planner; Matthew McConnell, Assistant City Attorney; Ginny Bodkin, Deputy City Clerk; City Engineer Brett Warner; Contract Architect Jim Wehner

Vice Chair Hurley called the meeting to order at 3:30 PM.

1. **Approval of the Agenda** – There were no changes.

Chair Hurley explained that as no quorum was present, no actions could be taken at this meeting, it would be discussion only.

2. **Audience Comments** – There were no general comments.

3. **Approval of Minutes -** Historic Preservation Board regular meeting minutes 11/03/2022

As no quorum was present, no actions could be taken at this meeting.

4. **Discussion Items -**

   a. **Paving of Gulf Way in Pass-a-Grille**

City Engineer Brett Warner appeared for Public Works Director Mike Clarke, who was attending a conference. He explained that he reviewed the last meeting's video thoroughly and the discussions on colored asphalt, crosswalks, and public safety.

Discussion followed on the feasibility of reducing the speed limit to 15 mph between 10th to 7th Avenues. Mr. Warner explained that crosswalks, as proposed by the City, will slow traffic in that area. The City would like the crosswalks 9th to 1st to match crosswalks North of 10th. Speed could be changed but would require a State study to justify it. The City is looking for consistency in landscaping and pedestrian safety. The loss of parking spots for crosswalks was discussed.

Mr. Warner exhibited a sheet of paving color samples. The gray colors (stone gray) seemed to be favored by the members. The color samples are part of the meeting record.

Next steps will be the survey and design work for the surface; a proposal has been obtained. The paving will be done by GPS and color will be applied after a 60-day cure period.

   b. **Review of City Commission presentation items**

Chair Marone was unavailable to attend today's meeting; he is on the agenda to speak to the City

Commission on Tuesday regarding the list of items that the Board had compiled together over the last few meetings. The members expressed their confidence in what he would be presenting, and some may attend.

c. Submittal Requirements for a Pass-a-Grille Overlay District Design Review

Ms. McMahon introduced Contract Architect Jim Wehner of JB Architectural. Mr. Wehner explained that this is just in the discussion phase at this point. With the goal of streamlining the submittal requirements, he had to thoroughly review and research the Overlay ordinance to understand its requirements; he also reviewed the previous Board meetings for direction. He spoke about the architectural process required to get to an acceptable end product.

Mr. Wehner referred to the 'Submittal Requirements for Pass-a-Grille Overlay Design Review' working document that had been included in the meeting packet. He broke the architectural review process into three sections - application process, site design and building design elements (residential or commercial).

Mr. Wehner continued to a review of the proposed components to be checked in the Application Process, including Permitted Use, Historic Designations, and the FEMA 50% Rule. The Site Design Information elements were reviewed next; these are what the architect is looking for in the submitted drawings for compliance to the Overlay. The Landscape Plan elements were reviewed followed by the Building Design Information that will be checked for compatibility with the Overlay requirements for Residential or Non-residential. He will be working with Consultant Tara Salmeiri on some of the definitions.

The expected process will be that applications will come to City Staff for a thoroughness review – all the boxes checked – or it goes back to the builder/architect. When complete it would be turned over to Mr. Wehner for his review and comment and to determine when it is appropriate to come before the Historic Preservation Board. This will give all parties a thorough understanding of the project as a team. Project drawings then go through the Building review process where changes typically occur. If the changes are significant, they would be brought back so that what gets built has been seen by this Board.

Member Loughery expressed that the process seemed simplified, and he viewed it favorably. Assistant City Attorney McConnell added that he envisions the process will be similar to historic designations that include a staff report when presented to the Board. Contract Planner Lynn Rosetti added that as a Certified Local Government (CLG), Secretary of Interior Standards would still need to be followed. Certificates of Appropriateness and building to the Overlay vs. the underlying Code were discussed.

Ms. McMahon summarized the discussion by explaining that creating a better process for the Boards' review was the goal.

Ms. Rosetti announced that the City filed the annual CLG paperwork this week by deadline time.

Staff and Board members reported on upcoming holiday events.

5. **Next Meeting/Adjournment –** The next meeting will be held January 5, 2023 at 2:30 PM.

The Chair adjourned at the meeting at 4:30 PM.

These minutes were approved at the January 5, 2023 Historic Preservation Board meeting.