

HISTORIC PRESERVATION BOARD MINUTES

July 1, 2025 - 2:30 PM

PRESENT: Bill Loughery, Chair
Tia Hockensmith, Vice Chair
Danielle Dashiell, Member
Sean Hurley, Member
Holly Young, Member

STAFF PRESENT: Brandon Berry, Senior Planner; Attorney Taylor Simonds, City Attorney's Office; Ginny Keeter-Bodkin, Deputy Clerk; Lynn Rosetti, Consultant

Chair Loughery called the meeting to order at 2:30 PM. A quorum was established.

1. Approval of the Agenda –

Member Young mentioned a discussion on including elevated homes in the design guidebook, which may already be part of 5.b. or c. Senior Planner Brandon Berry suggested holding that until next month, with a lighter agenda. Chair Loughery asked to add a discussion on the statuses of the Merry Pier and shuffleboard clubhouse, the “Airbnb” enforcement process, and moving houses set for demolition.

Motion: Chair Loughery moved, and Vice Chair Hockensmith seconded the approval of the July 1, 2025 agenda as amended; the motion carried unanimously.

2. Audience Comments – No one came forward to speak.

3. Approval of Minutes – a. **June 5, 2025 Meeting**

Motion: Vice Chair Hockensmith moved, and Member Dashiell seconded the approval of June 5, 2025 minutes as presented; the motion carried unanimously.

4. Action Items – The Deputy Clerk swore in all those who would be testifying before the board.

a. **Local Historic Designation No. 25059: 3116 W DeBazan Ave.**

Marcus Lehtovirta requests local historic designation of the masonry vernacular residence on the subject property.

Consultant Lynn Rosetti reviewed the staff presentation for this application which is part of the meeting record. Photographs, staff findings and recommendations were included in the meeting packet.

Although it has a sliding door for access instead of a typical garage door, staff had confirmed with the owner that the space is still a garage. The original footprint of the building is the same as the current footprint and the house as altered continues to support this neighborhood architecturally and is similar to other properties in the neighborhood. Since 2003, the owner has built a unique local business called Island Time Design which is a custom furniture design business.

Applicant Marcus Lehtovirta appeared and spoke briefly about the uncertainties during the hurricanes.

Motion: Vice Chair Hockensmith moved, and Member Young seconded to approve Local Historic Designation No. 25059 3116 W. DeBazan Ave. The motion carried 5-0.

b. Certificate of Appropriateness for Addition No. 25083: 3108 Pass-A-Grille Way

Joshua Joseph Trosclair for Celeste T Klitenic and Jacob A Klitenic III requests a certificate of appropriateness to construct a front stair and deck addition on a structure determined to be contributing to the Pass-A-Grille Overlay District as part of an elevation project.

Senior Planner Brandon Berry reviewed the staff presentation for this application, which is part of the meeting record. He explained that the applicant is requesting a Certificate of Appropriateness (COA) to construct a front stair and deck addition on a structure determined to be contributing to the Pass-A-Grille Overlay (PAG) District as part of an elevation project at 3108 PAG Way. The project will be going before the Board of Adjustment for a variance request. Staff supported the request as retaining access was preferable from a property integrity standpoint and is reasonable for the elevation. Due to the extent of elevation, staff found the improvement might preclude the structure from remaining a contributing structure under future surveys. Staff found the elevation and frontage improvement would preserve the general look of the existing residence and would not add additional living space or other improvements outside those necessary to access the living level and locate the home out of the floodplain.

Patrick Payne of Payne Building Movers appeared on behalf of the applicant. Chair Loughery questioned why the 12-foot height and Mr. Payne testified to his experience across the east coast lifting houses including Hurricane Sandy and the 100-year floodmark and that houses that were lifted to the bare minimum re-entered the flood zone that following year. He believed that height to be appropriate for a storm resilient structure. FEMA elevation requirements were discussed. Mr. Berry confirmed that the grade at this property is 4 ft., base flood elevation is at 9' and 1 ft. of freeboard is required, therefore 6 ft. would be the minimum required. Mr. Payne explained that the floor system of a lifted home will have joists and steel plates and beams beneath which will make the BFE higher. Mr. Berry testified that the highest point of the structure is compliant with code.

Owner Celeste Klitenic testified to the location of the working garage; the other doors are just to enclose outdoor space. Landscaping will be done and submitted for approval. She acknowledged the future risk of losing historic designation. She spoke of their love of the area, the home, and their intent to stay.

Motion: Chair Loughery moved, and Member Young seconded to approve Certificate of Appropriateness for Addition No. 25083: 3108 Pass-A-Grille Way with the requirement of a staff approved landscaping plan and recommendation to the Board of Adjustment to approve the variance request; The motion carried 5-0.

c. Certificate of Appropriateness for Demolition No. 25073: 113 3rd Avenue

BCA for Michael Peltier and James Tobin requests to demolish the single-family residence on the subject property that contributes to the Pass-a-Grille Historic District (PI12544).

Mr. Berry reviewed the staff presentation for this application which is part of the meeting record. Staff supported the request to demolish the building without a stay. The damage sustained to the structure far exceeds what staff found to be a reasonable threshold to require repairs. The property could be redeveloped with a similar use and arrangement to what exists currently. The applicant should be made aware that an existing option to develop to the underlying zoning district is pending removal if the PAG Overlay District amendments are approved.

Roger Houde appeared on behalf of the applicant and testified that there are no floors left inside the

structure and that the owners have explored other options and found this the best solution.

Motion: **Member Young moved, and Vice Chair Hockensmith seconded to approve the Certificate of Appropriateness for Demolition No. 25073: 113 3rd Avenue with no stay; The motion carried 5-0.**

- d. Certificate of Appropriateness for Demolition No. 25079: 206 Pass-A-Grille Way**
Roger Houde requests to demolish the single-family residence on the subject property that contributes to the Pass-A-Grille Historic District (PI12589).

Mr. Berry reviewed the case summary for this request. Staff were in support of the request to demolish the building without a stay. The structure was found to be beyond repair by the City's building official. The property could be redeveloped with a similar use and arrangement to what exists currently. The applicant should be made aware that an existing option to develop to the underlying zoning district is pending removal if the PAG Overlay District amendments are approved.

Owner/applicant Roger Houde appeared and testified that the structure is pushed off of the foundation.

Motion: **Member Hurley moved, and Member Dashiell seconded to approve the Certificate of Appropriateness for Demolition No. 25079: 206 Pass-A-Grille Way with no stay; The motion carried 5-0.**

- e. Certificate of Appropriateness for Demolition Case No. 25078: 1209 Pass-A-Grille Way**
Sam Ervin of JVS for Thijs Van Der Kolk Living Trust requests to demolish the single-family residence on the subject property that contributes to the Pass-A-Grille Historic District (PI12603).

Mr. Berry reviewed the staff presentation for this application which is part of the meeting record. Staff were in support of the request to demolish the building without a stay. The structure was found to be beyond repair by the City's building official. The property could be redeveloped with a similar use to what exists currently. The applicant should aware that an existing option to develop to the underlying zoning district is pending removal if the Pass-A-Grille Overlay District amendments are approved.

The applicant was not present, but available by phone of necessary.

Motion: **Chair Loughery moved, and Member Hurley seconded to approve the Certificate of Appropriateness for Demolition Case No. 25078: 1209 Pass-A-Grille Way with no stay; The motion carried 5-0.**

- f. Certificate of Appropriateness for Demolition No. 25072: 2604 Pass-a-Grille Way**
Sam Angelides for Kevin and Lois Quinn requests to demolish the single-family residence and detached garage on the subject property that contribute to the Pass-A-Grille Historic District (PI12651).

Mr. Berry reviewed the staff presentation for this application. Staff were in support of the request to demolish the building without a stay. The structure was found to be beyond repair by the City's building official. The property could be redeveloped with a similar use and arrangement to what exists currently. The applicant should be made aware that an existing option to develop to the underlying zoning district is pending removal if the PAG Overlay District amendments are approved.

The applicant was not present, but available by phone if necessary. Mr. Berry testified that the applicant had explored other options, but this was the best decision available.

Motion: Chair Loughery moved, and Vice Chair Hockensmith seconded to approve the Certificate of Appropriateness for Demolition No. 25072 with no stay: 2604 Pass-a-Grille Way; The motion carried 5-0.

g. Addition to Ordinance 2025-07: Sec. 20.22. Fence Height Limitations

As directed by the Board, Staff has drafted an amendment to the fence height regulations that restricts front yard height, for inclusion in the Pass-A-Grille Historic Overlay District amendments.

Mr. Berry explained that the proposed amendments to ordinance 2025-07 are in follow-up to the board's request last month to have standards for fences in the front yard for development in PAG. He reviewed the standards – fences on properties built to Overlay must meet the standards required for new development and cannot exceed 4 ft. in height. Walls must be compatible with the design of the home. For all properties within the Overlay, fences that are either set closer than the front setback of the building or that would obscure the front of the building could not exceed 4 ft. in height or the Florida pool code (currently 4.5 feet for a gate latch) – they would need to comply with the 4 ft. Outside of the front setback could go to 8 ft. in height. Staff suggested that the board recommend approval of the amendment to Ordinance 2025-07 for final reading. Setbacks were discussed and Mr. Berry interpreted the text of the ordinance to the board's satisfaction. For homes not built to the Overlay standards, there are no current material standards, however any fence set closer to the front property line than the building, regardless of setbacks, cannot exceed 4ft. in height or 4.5 ft. with a pool.

Motion: Chair Loughery moved, and Vice Chair Hockensmith seconded to recommend the amendment to Land Development Code Section 20.22. for inclusion in the final reading of Ordinance 2025-07 as presented; The motion carried 5-0.

5. Discussion Items -

a. Key West Design Guidelines

Discussing guideline recommendations from the Historic Preservation Board for inclusion in the Pass-A-Grille Historic Overlay District Design Guidebook

Mr. Berry explained that at the last meeting it was decided that the board would review the Key West Design manual for recommendations for the city's design guideline book. Member Dashiell liked that the book spoke about to new additions or related new construction being undertaken in a manner that if moved in the future, the essential form and integrity of the historic property would be unimpaired – a way of saying please build something that fits the size, scope and scale of the community. She also liked that new elements added to a historic structure should be reversible, allowing a return to the original, if desired. Mr. Berry explained how to comply with that. Chair Loughery liked that the book talked about a maximum height of 2 ½ stories; he would like that in the city's guidebook after any current restrictions are lifted. Member Dashiell also appreciated the historic architecture design principles on pgs. 52 and 53 and the checklist, and the project categories and architectural guidelines that she felt would be easily readable for a layperson to understand what is allowable. Mr. Berry summarized that the intent of the guidebook is that someone who may not have expert knowledge could design a home that would be compatible. Those that chose not to use the guidebook and hire an architect would still be able to defend that before the board.

b. Design Guidebook Example: Seminole Heights

Providing the Board with an example of a design guidebook from Seminole Heights that provides similar guidance, in a regulatory form, to what will be provided in the City's guidebook.

Mr. Berry explained that the guidebook was included as an example of what staff are envisioning for the city's guidebook - a sort of combination of what is in Section 20.15 (height and depth of porches, elements, etc.) with mockups and photographs. Chair Loughery opined that staff and consultant Tara Salmieri could be the experts on the architectural details, but the board could assist with choosing existing types of homes that the board would want to include in the book - how the Pass-A-Grille look would be defined - i.e. pre-1950's architectural styles, with examples provided. PAG had already developed in style, pre-WWII. That differentiates PAG from other beach towns. Member Dashiell was in favor of listing design types with photos and bullet points with specific design elements. Chair Loughery suggested including photographs of historic homes that have been elevated, moved, or had additions, to give ideas on alternatives to demolition. In general, in the heritage section, home types should include frame vernacular, mediterranean revival, bungalow, craftsman, colonial revival, cypress cabin, and national folk. Photographs of homes that no longer exist should be included in the guidebook to illustrate styles.

Mr. Berry explained that Ms. Salmieri will provide examples of the styles discussed today with a narrative description and bring that back to the board. Chair Loughery suggested a section that focuses on the pre-WWII era, when PAG was its own city and a post-war section.

c. Education: Elevating and floodproofing of historic structures in flood-prone areas

The Secretary of the Interior's Standards for Rehabilitation & Guidelines on Flood Adaptation for Rehabilitating Historic Buildings, published in 2021, was included in the meeting packet.

Mr. Berry spoke briefly regarding elevation; staff will bring a presentation next month. The National Park Service recommends 3-4 ft. to achieve reasonable screening, which is a challenge here because along PAG Way 6-8 ft. elevation is required. The city needs to be able to support elevations higher than 3-4 ft. to keep historic structures long-term. Options can be explored, including hybrid scenarios or floodproofing. Per Mr. Berry, homeowners would typically lose their historic designation once they raise their home above 6 ft. Historic homes will still come before this board when elevating, so it is a case-by-case basis. Chair Loughery mentioned that owners of a historic home that may be significantly damaged may want to consider moving another historic structure into its place.

d. Added Items – Since staff was not prepared for these topics, they will bring updates on the Merry Pier (appraisal, repairs), shuffleboard courts, and Airbnb rentals (statistics on violations) and whether those are considered an issue.

6. Adjournment – The next meeting is scheduled for August 7, 2025.

Chair Loughery adjourned the meeting at 4:25 PM.

These minutes were approved at the September 4, 2025, Historic Preservation Board meeting.