

MINUTES
HISTORIC LANDMARK PRESERVATION BOARD
REGULAR MEETING

March 21, 2011

4:00 p.m.

**Bailey Riverbridge Meeting House
1 North Beach Street
Ormond Beach, Florida**

I. Call To Order

Chairman Dr. Shapiro called the meeting to order at 4:00 p.m.

The members introduced themselves and gave a brief description of their background and how long they lived in the community.

II. Roll Call

Members present were: Daniel Drake, Ann Eifert, Geneva Jackson, Sue Parkerson, Damien Richards, Philip Shapiro and Robert Walsh. Members excused were Shannon Julien and Sean O'Sullivan.

Staff present was Senior Planner Becky Weedo, Deputy City Attorney Ann-Margret Emery and Recording Secretary Shá Moss.

III. Administrative Items

A. Election of Chairman and Vice Chairman

Ms. Eifert moved, seconded by Ms. Parkerson to nominate Dr. Shapiro as chairman. The motion passed unanimously. Dr. Shapiro accepted the nomination.

Dr. Richards moved, seconded by Mr. Walsh to nominate Ms. Julien as vice-chairman. The motion passed unanimously. Ms. Julien sent an email stating she would be happy to serve as vice-chairman if nominated.

B. Adoption of Calendar and Submittal Deadlines

Dr. Shapiro stated that the meeting date and time was set for the third Monday of each month at 4:00 p.m., and were usually held in the Training Room at City Hall.

Dr. Shapiro stated the board members cannot communicate with each other about upcoming board business or proxies outside of a publically advertised meeting. If there are any questions, please refer them to staff.

Ms. Emery stated she was available to answer any questions, to include conflicts of interest. The members can speak with the property owner or the community about projects, but not each other.

C. Adoption of Rules and Procedures

Dr. Shapiro stated that the Board follows Roberts Rules of Order so that the meeting would be conducted in an orderly manner.

IV. Approval of Minutes – December 20, 2010

Ms. Eifert moved seconded by Dr. Richards to accept the minutes of the December 20, 2010, meeting. The motion passed unanimously.

V. Public Hearing – None at this time

VI. Discussion Item

A. Update on Section 2-71 Land Development Code Amendment to amend the Certificate of Appropriateness criteria

Senior Planner Becky Weedo went over the changes of the Land Development Code (LDC) which were:

- The purpose of requiring a Certificate of Appropriateness was added under Section D.1 on Page 18
- Under Section D.1 a. beginning on Page 18, a new list of maintenance, repair and installation activities exempt from the Certificate of Appropriateness process (as long as the application complies with the applicable historic design regulations) was added.
- Under Section D.2., the January 1, 1950 date that triggers review for Certificate of Appropriateness' for demolition was recommended

to remain in place to protect certain historic resources that are not landmarks or within the Lincoln Avenue Overlay but are worthy of protection because of their historical significance, architecturally or otherwise. New criteria were added that exempts properties considered not historically noteworthy from requiring a Certificate of Appropriateness for demolition.

- The pre-existing maintenance section was moved from Section F to Section D.3., on page 19.
- Under Section D.4., on Page 20, as directed by the Board at the September 20, 2010 meeting, a section on Unsafe Structures was added to state that the Chief Building Official has the authority to exempt a building or structure from the Certificate of Appropriateness process should the Official certify a building unsafe or deemed to present a dangerous condition.

Dr. Shapiro stated when the Board was founded and the Local Landmark List was put together, an infrastructure was developed to oversee the preservation of those properties at the municipal level. The Historic Overlay District was developed on Lincoln Avenue from North Beach Street to North Ridgewood. All those properties, if they wanted to do any exterior work had to come before the Board for a Public Hearing, in addition to any property on the Local Landmark List. When it was established, the cost for a Certificate of Appropriateness was free. Years later the cost went up to \$100 because of the expenses incurred by staff. Lately the cost has increased to around \$700 for a Certificate of Appropriateness. The Board decided to change the process so that the property owner wanting to do renovations of like materials would not require a Public Hearing for a Certificate of Appropriateness. If the renovation significantly alters the appearance of the structure, then it would still require a Public Hearing for a Certificate of Appropriateness.

B. Activities Update for February 2011

Dr. Shapiro stated the Activities Update would list projects/renovations being done that did not come before the Board because of recent change in policy for a Certificate of Appropriateness. Ms. Kornel would keep the Board informed on these projects.

VII. Member Comments

Gordon Kipp

Dr. Shapiro stated Gordon Kipp recently passed away. He noted Mr. Kipp was the founder of the Board as he pushed to have the historic buildings saved and recognized.

Digital Packets

Dr. Richards asked whether the packets could be sent electronically; wherein it was noted that if the information was received by staff electronically it could be emailed, as well as mailed.

VIII. Public Comments

None

IX. Ad Adjournment – Next Meeting

The meeting adjourned at 4:27 p.m.

Respectfully submitted,

Shá Moss, Recording Secretary

ATTEST:

Dr. Philip J. Shapiro, Chairman