

# HISTORIC PRESERVATION BOARD

## BOARD AGENDA

Historic Preservation Board Regular Meeting - Monday, April 28, 2014 - 6:00 p.m.

City Hall - City Commission Chambers, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
  - a. Minutes of March 24, 2014 meeting
5. **PUBLIC HEARINGS**
6. **NEW BUSINESS**
  - a. Placement of a pre-fabricated shed in the rear yard.
  - b. Discussion of Florida Trust for Historic Preservation Grant Application
7. **CONSIDERATION OF ABSENCES**
8. **ADJOURNMENT**

**Any person seeking to appeal the decision of the Historic Preservation Board of the City of Fort Pierce, Florida, as to the foregoing, is advised that a record of the proceedings is required in any such appeal, and any such person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.**

**Historic Preservation Board**

**4. a.**

**Meeting Date:** 04/28/2014

**Re:**

**Submitted For:** Rebecca Grohall, Planning & Zoning Manager, Planning & Zoning

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**Information**

**SUBJECT:**

Minutes of March 24, 2014 meeting

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**Attachments**

[HPB 4/24/14 Minutes](#)

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**Form Review**

Form Started By: Alicia Rosenthal

Started On: 04/22/2014 08:54 AM

Final Approval Date: 04/22/2014

# DRAFT



## CITY OF FORT PIERCE HISTORIC PRESERVATION BOARD

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### Minutes

OF THE REGULAR MEETING OF THE FORT PIERCE HISTORIC PRESERVATION BOARD HELD ON MONDAY, MARCH 24, 2014, IN FORT PIERCE CITY HALL, COMMISSION CHAMBERS, 100 NORTH US HIGHWAY 1, FORT PIERCE, FLORIDA.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

Present: Vice-Chair Peggy Harris; Annie Kate Jackson; Paul Sampson; Suzanne Boardman; Jean-Ellen Wilson; Active Alternate Holly Theuns; Alternate Charlie Hayek

Absent: Chair Sonja M. Gates; Brad Culverhouse

Staff Present: Kori Benton, Historic Preservation Officer  
Karen Emerson, Assistant City Attorney  
Alicia Rosenthal, Administrative Assistant

4. **APPROVAL OF MINUTES**

a. **Minutes of February 24, 2014 meeting**

Motion was made by Paul Sampson, and seconded by Suzanne Boardman

AYE: Annie Kate Jackson, Paul Sampson, Suzanne Boardman, Jean-Ellen Wilson, Active Alternate Holly Theuns, Vice-Chair Peggy Harris

Passed

5. **PUBLIC HEARINGS**

- a. **Certificate of Appropriateness 14-06** - Exterior Alterations to 531 N 2nd Street  
Screen the existing porch with the provision of screened wood doors for access. Expansion of the existing rear balcony and installation of a wood staircase for access from ground level.

Mr. Benton gave an overview of the application. Mike Menard of Cook & Menard Architecture and Charlie Stublely, Owner, commented. Ms. Boardman inquired about the balcony going over to the roof line and the screen material. Mr. Menard responded.

Motion was made by Paul Sampson, and seconded by Suzanne Boardman to approve Certificate of Appropriateness 14 - 06 - Exterior Alterations to 531 N 2nd Street to screen the existing porch with the provision of screened wood doors for access. Expansion of the existing rear balcony and installation of a wood staircase for access from ground level based on Secretary of Interior Standards 2, 5, 9 and 10 with the condition that staff approval will be needed if not using the doors presented.

AYE: Annie Kate Jackson, Paul Sampson, Suzanne Boardman, Jean-Ellen Wilson, Active Alternate Holly Theuns, Vice-Chair Peggy Harris

Passed

- b. **Certificate of Appropriateness 14-07** - Exterior Alterations to 211 Orange Avenue Removal of one original window on a secondary façade and the installation of two new windows on a secondary façade.

Mr. Benton gave an overview of the application. Mr. Sampson inquired about the location of the window to be installed. Ms. Wilson inquired about additions done to the building. Mr. Benton responded.

Motion was made by Paul Sampson, and seconded by Annie Kate Jackson to approve Certificate of Appropriateness 14-07 - Exterior Alterations to 211 Orange Avenue. Removal of one original window on a secondary façade and the installation of two new windows on a secondary façade based on Secretary of Standards 2 and 9 with the condition that the window is of wood construction.

AYE: Paul Sampson, Suzanne Boardman, Jean-Ellen Wilson, Active Alternate Holly Theuns, Annie Kate Jackson, Vice-Chair Peggy Harris

Passed

- c. **Certificate of Appropriateness 14 - 08** - Requesting partial demolition of one (1) non-contributing structure with no plans for new construction.

Mr. Benton gave an overview of the application. Ms. Wilson asked if this was one of the last remaining structures of its kind on Avenue D. Mr. Benton responded. Ms. Theuns inquired about the property owner, zoning and no presence of neighbors at the meeting. Mr. Benton responded. Mr. Sampson inquired the demolition request and current code enforcement violations. Ms. Boardman asked if the interior of the house is totally stripped. Mr. Benton responded.

Motion was made by Jean-Ellen Wilson, and seconded by Annie Kate Jackson to approve requesting demolition of the eastern structure, designated as 716 Avenue D, a one story concrete block non-contributing structure that was constructed in 1958 with the condition that the property owner resolve the existing code enforcement violations, prior to the release of the demolition permit being issued.

AYE: Suzanne Boardman, Jean-Ellen Wilson, Active Alternate Holly Theuns, Annie Kate Jackson, Paul Sampson, Vice-Chair Peggy Harris

Passed

- d. **Certificate of Appropriateness 14 - 09** - Repair Existing Parking Lot, Placement of Wood Fencing, Installation of Informational Kiosk Signs, and Installation of Shrubs Around Base of Ais Burial Mound

Motion was made by Suzanne Boardman, and seconded by Paul Sampson to approve the repair of Existing Parking Lot, Placement of Wood Fencing, Installation of Informational Kiosk Signs, and Installation of Shrubs Around Base of Ais Burial Mound for Phase 1.

AYE: Jean-Ellen Wilson, Active Alternate Holly Theuns, Annie Kate Jackson, Paul Sampson, Suzanne Boardman, Vice-Chair Peggy Harris

Passed

**6. NEW BUSINESS**

- a. Distribution of Administrative Certificates of Appropriateness

**7. CONSIDERATION OF ABSENCES**

Motion was made by Suzanne Boardman, and seconded by Annie Kate Jackson

AYE: Annie Kate Jackson, Paul Sampson, Suzanne Boardman, Jean-Ellen Wilson, Active Alternate Holly Theuns, Vice-Chair Peggy Harris

Passed

**8. ADJOURNMENT**

**Historic Preservation Board**

**6. a.**

Meeting Date: 04/28/2014

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Information

REQUESTED ACTION

Placement of a pre-fabricated shed in the rear yard.

LOCATION

508 Means Court

RESPONSIBLE STAFF

Kori Benton, Historic Preservation Officer

RECOMMENDATION

Approval with Conditions

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Attachments

Staff Report

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**Form Review**

Form Started By: Kori Benton

Started On: 04/21/2014 11:37 AM

Final Approval Date: 04/24/2014



# CITY OF FORT PIERCE

## PLANNING DEPARTMENT

COMPREHENSIVE PLANNING ♦ DEVELOPMENT REVIEW  
HISTORIC PRESERVATION ♦ URBAN DESIGN ♦ URBAN FORESTRY ♦ ZONING

APRIL 28TH, 2014

Agenda Item 5A

### Owner/Applicant

Joseph Dunbar

### Location

508 Means Court

### Parcel

2409-501-0041-000-8

### Historic Status

Non-Contributing Structure

### Requested Action

Placement of a prefabricated shed in the rear yard.

### Recommendation

Approval with conditions.

### Staff

Kori Benton  
Historic Preservation Officer

## HISTORIC PRESERVATION BOARD : PUBLIC HEARING



Location Map



Contributing



Non-Contributing



Subject Site

### HISTORY

- 1956 Single Family wood frame structure built.
- 1988 Front Porch enclosed.
- 3/18/2002 City Commission adopts the Avenue D Historic District via Resolution No. 02-103. Structure is listed as non-contributing.

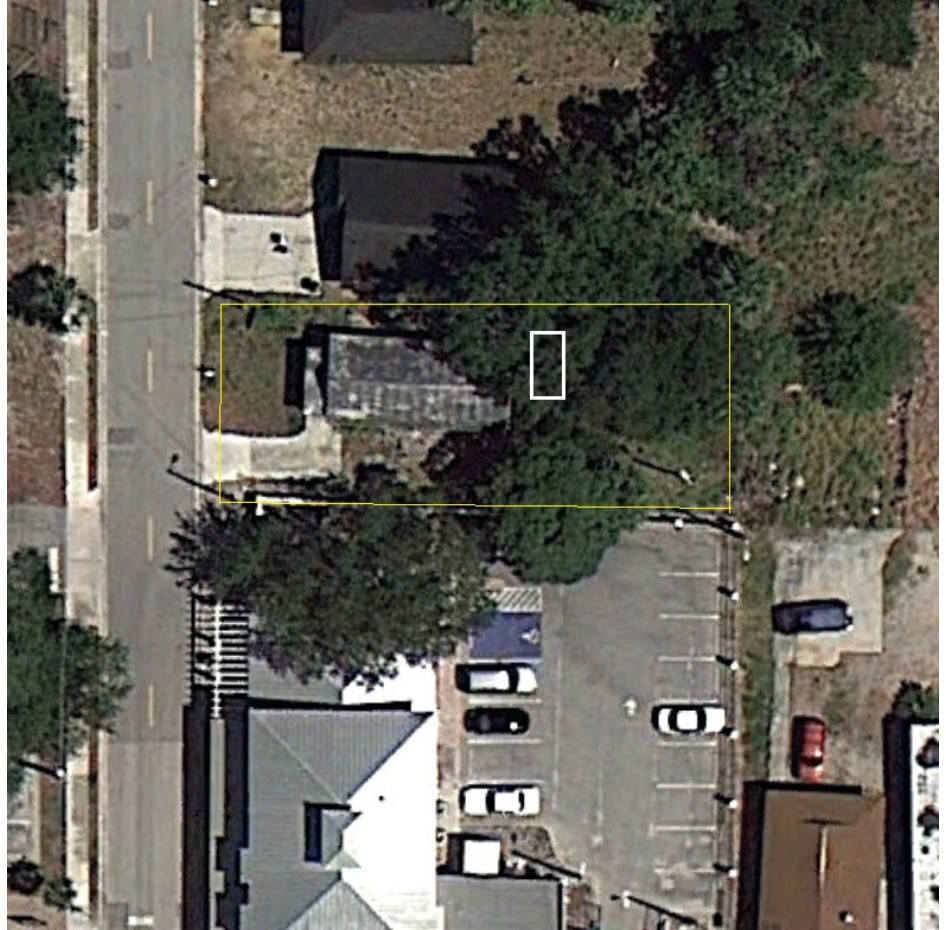
The applicant desires to place a 10' x 16' shed in the rear yard, adjacent to the north east corner of the home. The proposed shed is prefabricated and of aluminum construction. The size and proposed location of the shed, limiting visibility, coupled with the lack of historic integrity of the structure minimize the impact of the presented aluminum shed.

### STAFF ANALYSIS

#### Architectural Significance:

This small wood frame structure features a gable roof with composition asphalt shingles. The structure features non-original windows and doors. The limited historical materials and architecture have been lost through the enclosed front porch, modern stucco work, and non-original materials present.

## Proposed Shed & Location



### Applicable Standards for Consideration:

- 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.
- 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.
- 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.
- 10) New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### STAFF RECOMMENDATION

The placement of the proposed shed meets the general intent of Secretary of Interior Standards 1,2, 9 & 10 therefore staff recommends that the Board approve the request with the condition that the property owner install and maintain shrubs along the north and east perimeter of the shed to further screen the shed from surrounding properties, minimizing the visual impact to the surrounding historic district.

508 Means Court

View from the Northwest Corner of the Property



Proposed Location



Photo of a Shed located at 522 Means Ct



**Historic Preservation Board**

**6. b.**

Meeting Date: 04/28/2014

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Information

REQUESTED ACTION

Discussion of Florida Trust for Historic Preservation Grant Application

LOCATION

Citywide

RESPONSIBLE STAFF

Kori Benton, Historic Preservation Officer

Libby Woodruff, Grant Writer

RECOMMENDATION

Forward a recommendation for an application for Florida Trust for Historic Preservation Grant

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Attachments

[Staff Report](#)

[Grant Application](#)

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**Form Review**

Form Started By: Kori Benton

Started On: 04/24/2014 08:43 AM

Final Approval Date: 04/24/2014



# CITY OF FORT PIERCE

## PLANNING DEPARTMENT

REBECCA GROHALL, AICP, PLANNING MANAGER  
COMPREHENSIVE PLANNING ♦ DEVELOPMENT REVIEW  
HISTORIC PRESERVATION ♦ URBAN DESIGN ♦ URBAN FORESTRY ♦ ZONING

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TO: Members of the City of Fort Pierce Historic Preservation Board

THROUGH: Rebecca Grohall, AICP, Planning Manager

FROM: Kori Benton, Historic Preservation Officer

RE: Florida Trust for Historic Preservation  
Small Matching Historic Preservation Grants

DATE: April 24, 2014

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The Florida Trust for Historic Preservation has announced a Small Matching Grant-in-Aid opportunity, including CLG grant assistance. The application period begins April 1, 2014, and extends through May 31, 2014. The City of Fort Pierce, as a Florida Certified Local Government, is eligible to apply for CLG grant assistance which is reserved for only Florida's CLGs, and which does not require a local match. The Florida Trust anticipates approximately \$118,250 in CLG grant assistance to be available for survey, planning, and community education projects. Recommended grant awards will not exceed \$50,000 for a single application. The Historic Preservation Board is encouraged to consider potential projects or initiatives to forward to the City of Fort Pierce for completion of a grant request.

**Small Matching Historic Preservation Grants  
Formal Solicitation for Applications  
April 1, 2014 – May 31, 2014  
for Fiscal Year 2015-2016**

The purpose of this notice is to formally announce that the Florida Department of State is currently soliciting applications for Small Matching Grant-in-Aid assistance for historic preservation projects.

The solicitation period begins April 1, 2014, and extends through May 31, 2014. A preview of the online application is available at [flheritage.com/grants/](http://flheritage.com/grants/) and submissions of the application will be accepted beginning April 1, 2014. Applications must be submitted online by 11:59 p.m. on May 31, 2014. Application attachments must be delivered to the Bureau of Historic Preservation, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 no later than 5:00 p.m., Friday May 30, 2014, or be clearly postmarked on or before May 31, 2014, or show evidence of submission to an express mail service on or before May 31, 2014. Arrangements for the submission of paper applications may be made by calling the Bureau at 850.245.6333 or toll free at 1.800.847.7278.

**FUNDS AVAILABLE**

Funding availability will depend upon legislative appropriation during the 2015 Legislative Session. Recommended grant awards will not exceed \$50,000.00.

It is projected that approximately \$118,250 will be made available for Certified Local Government (CLG) program grants for conducting survey, planning and community education projects. These funds will be comprised of the required 10% of Florida's 2015 Federal Historic Preservation Fund apportionment, and will be available only to those local governments that are already certified or meet the requirements of item (d) below.

**WHO IS ELIGIBLE TO APPLY**

Eligible applicants include:

- (a) Departments or agencies of the State of Florida (including state universities);
- (b) Units of county, municipal or other local governments;
- (c) Any Florida not-for-profit corporation, institution, or organization; and
- (d) Certified Local Governments or any local government that has received National Park Service certification by May 31, 2014.

Non-secular organizations are eligible to apply for grant-in-aid assistance. However, eligible development activities involving non-secular properties are limited to work on the exterior of the property and only those interior activities that are essential to the preservation of the structural integrity of the property.

**PROJECTS ELIGIBLE FOR FUNDING**

Small Matching grant funds will be available to support both Acquisition & Development and Protection & Education activities.

**Acquisition & Development projects** include acquisition, preservation, protection, restoration, rehabilitation and stabilization of historical and archaeological properties; investigation of archaeological sites; recording historical and archaeological sites; and planning for eligible Acquisition & Development activities, such as the preparation of plans and specifications.

**Protection & Education activities** include survey and evaluation of historical and archaeological properties; preparation of data for and the actual listing or registering of historical and archaeological properties in the Florida Master Site File or the National Register of Historic Places; preparation of long-range historic preservation and management plans for historical and archaeological properties; community education and community relations projects promoting the preservation of historical and archaeological properties; research of historical documents for the purpose of documenting and evaluating the significance of historical and archaeological properties; and to organize a Certified Local Government program or its components.

Other preservation activities may also be eligible for grant assistance. If you have a question about the eligibility of a project or work element, please call the staff of the Bureau of Historic Preservation at 1.800.847.7278 (PAST) or 850. 245.6333.

## **GENERAL PRIORITIES**

### **Historic Preservation**

The goal of the Bureau is to locate, identify, interpret, and protect significant historic properties in the State of Florida and to provide a basis for effective preservation planning throughout the state. In accordance with the application evaluation criteria outlined in Chapter 1A-39, Florida Administrative Code, projects within each category shall be compatible with the following priorities:

#### **A. Survey Priorities**

1. Surveys to identify, evaluate and document historic properties and archaeological sites associated with Florida's minority heritage.
2. Surveys of broad areas where no previous surveys have been undertaken.
3. Surveys located in areas subject to intensive development pressure.
4. Surveys designed to complete comprehensive coverage of areas in which partial surveys have been made.
5. Surveys that address historic themes not covered or under-represented in previous surveys.

#### **B. Registration (National Register) Priorities**

1. Registration of historical resources identified by previous survey activity.
2. Registration of properties of national significance, and not previously listed in the National Register.
3. Registration of properties of statewide or local significance, and not previously listed in the National Register.

#### **C. Planning Priorities**

1. Development of plans for informing the public as to the economic and other benefits of preserving historical resources.
2. Development of protection tools, such as local ordinances.
3. Implementation of automated information systems to facilitate the recording of site data or information on other historic preservation subjects.

#### **D. Community Education Priorities**

1. Historic preservation education programs for school children.
2. Projects having to do with minority historic preservation.
3. General publications about preservation.
4. Self-guided tours of historic areas.

#### E. Acquisition and Development Priorities

1. Assistance for stabilization or other appropriate preservation treatments for properties which are in danger of being lost due to physical deterioration or planned development.
2. Assistance in the development of plans for the restoration or rehabilitation of properties, particularly those that will be placed in public use.
3. Assistance in the restoration and rehabilitation of properties for which appropriate preservation planning is complete or well underway, particularly those which will be placed in public use.
4. Assistance for restoration or rehabilitation projects which will yield technical innovations which will have application in other projects.

Applications for all types of eligible projects will be judged on their merits according to the criteria in Section 1A-39.008, Florida Administrative Code.

#### **NON-MATCHING SPECIAL PROJECTS**

Small Matching grant funds will also be made available to support the following Non-Matching Special Projects. These projects do not require a match. The Grant Review Panel reserves the right to decline to recommend funding for any applications in these areas if, in the judgment of the Bureau and the Panel, the goals of these areas would not be sufficiently met. The following Non-Matching Special Projects are of statewide significance, and if recommended by the Panel and the Secretary of State, will receive top rankings in the Historic Preservation Grants Recommended List that will be submitted to the Legislature.

##### **1. Inventory of Structures within the St. Augustine National Register Historic District**

Special consideration will be given to applications to survey and update the inventory of historic structures within the St. Augustine National Register of Historic Places District. The survey shall record and update Florida Master Site File (FMSF) forms for all structures 45 years or older, and shall also record and update FMSF forms for structures less than 45 years old that are considered “reconstructions” on original locations. A maximum of \$50,000 will be available for this project. If the project can be done for a lesser amount, this is encouraged. Multiple applications may compete to determine the best and the most cost-effective project. Due to the nature and scope of this project, it is expected that the applicant, if funded, will hire a Cultural Resource Management consultant to complete the project, rather than planning this as an in-house project.

Product deliverables required for this project are as follows: 1) The survey must meet requirements under 1A-46, Florida Administrative Code, including but not limited to survey manuscript (including text description of contributing and non-contributing buildings); both electronic and hard copies of Florida Master Site File forms, including updates and newly recorded sites; and a Site File Survey Log Sheet; 2) one electronic copy of project GIS data layer showing all structures in St. Augustine that are at least 45 years of age, including “reconstructions” as described above; 3) one electronic copy of a color overlay map depicting all recorded structures in St. Augustine that are at least 45 years of age, including and delineating the “reconstructions” as described above; 4) In addition to requirements under 1A-46, Florida Administrative Code, the survey report will identify historic structures within the St. Augustine National Register of Historic Places District that are also eligible as contributing properties to the National Historic Landmark (NHL) district. Methodology and rationale for NHL selection shall be specified in the survey report, and the integrity of each structure shall be addressed in detail.

#### **Florida Main Street Program**

Newly selected Florida Main Street communities will be eligible for non-matching “start-up” grants of \$10,000.

#### **MATCH REQUIREMENTS AND PROJECT SUPPORT**

Applications submitted by local governments and not-for-profit organizations for projects located in Rural Economic Development Initiative (REDI)-designated communities are eligible to request a waiver of all matching requirements as per Section 288.06561, Florida Statutes. Please visit [florida-redi.com](http://florida-redi.com) for information on currently-designated REDI counties and communities.

In addition to REDI applications, Non-Matching Special Projects and CLG applications do not require matching contributions from applicants.

All other applications require a 1:1, equivalent match. That is, grant funds will be given to support up to 50% of the cost of an eligible project, with the other 50% provided by the grant recipient (grantee) in the form of cash match or match in the form of allowable in-kind services and materials with a specified cash value. The required match must include a minimum cash match contribution of 25%. In valuing in-kind and donated services, please be sure to use a value that reflects a typical fair market value you would pay if you were purchasing such services. All match contributions must occur during the July 1, 2015 – June 30, 2016 grant period. **Any expenditures or donations made prior to the grant period are not allowable match contributions.**

Further, in computing grant match, please note that, while direct administrative and project management costs for conducting grant activities may be considered allowable, indirect administrative charges or overhead are not allowable as match and are not reimbursable grant expenditures. Project Administrative Expenditures may not exceed 10% of the grant award amount.

It is important that the applicant document support for the project for which funding is requested. Several letters of support, endorsements, resolutions, and other documentation evidencing local, regional or statewide support for the project contribute significantly to the application review.

#### **NUMBER OF APPLICATIONS**

An applicant from the same organization shall submit no more than one (1) application under a single application deadline in any Small Matching Grant category.

#### **APPLICATION REVIEW AND PROJECT SELECTION**

Applications must be submitted online by 11:59 p.m. on May 31, 2014. Application attachments must be delivered to the Bureau of Historic Preservation, R. A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 no later than 5:00 p.m., Friday May 30, 2014, OR be clearly postmarked on or before May 31, 2014, OR show evidence of submission to an express mail service on or before May 31, 2014.

All eligible applications will be evaluated on a competitive basis by Grant Review Panels appointed by the Secretary of State in public meetings in Tallahassee.

The Grant Review Panels will prioritize all applications and recommend a level of funding (full or partial) for each project. In accordance with the Government Performance and Accountability Act of 1994, the Division of Historical Resources is mandated to increase the number of historic and archaeological properties protected or preserved for public use.

Please note that projects may not be recommended for the full amount requested; rather, the Grant Review Panel members may recommend an amount intended as a significant contribution to the project. Final project selection will be made by the Department of State and will depend heavily upon the Grant Review Panels' recommendations.

Projects selected for grant awards will be announced by July 1, 2015. **Grant award agreements will be forwarded to grantees.** No work begun before July 1, 2015, will be eligible for payment.

#### **ADDITIONAL INFORMATION**

If you have any questions regarding proposed projects or the application process, please call the staff of the Bureau of Historic Preservation at 1.800.847.7278 (PAST) or 850.245.6333.

Please visit our Web site at [flheritage.com/grants/](http://flheritage.com/grants/) for more information on the grants program and to begin the application process.