

CITY OF ST. AUGUSTINE

Planning and Zoning Board and Historic Architectural Review Board Special Meeting March 14, 2019

The Planning and Zoning Board and Historic Architectural Review Board met in formal session Thursday, March 14, 2019, at 9:00 a.m. in the Alcazar Room at City Hall. The meeting was called to order by Catharine Duncan, Chairperson of the Historical Architectural Review Board and the following were present:

1. Roll Call: Planning and Zoning Board

Grant Misterly, Chairperson
Karen Zander, Vice Chairperson
Carl Blow
Jon DePreter
Christina Opsahl

Absent: Sarah Ryan, excused
Maurice Morrisette, excused

Historic Architectural Review Board

Catherine Duncan, Chairperson
Barbara Wingo, Vice Chairperson
Toni Wallace
Jon Benoit
Paul Weaver

City Staff: David Birchim, Director, Planning & Building Department
Amy Skinner, Senior Planner, Planning & Building Department
Jenny Wolfe, Historic Preservation Officer
Dr. Andrea White, City Archeologist
Kelli Mitchell, Historic Preservation Planner
Catharine Simms, Archeologist
Isabelle Lopez, City Attorney
Candice Seymour, Recording Secretary

2. General Public hearings for Items Not on the Agenda

(None)

3. Discussion and Public Comment related to the Draft Historic Preservation Element of the Comprehensive Plan including Draft Goals, Objectives, and Policies

Amy Skinner presented the topic and facilitated discussion regarding the following:¹

- Desire to see an outline or table of contents that breaks down the policies and goals in the draft documents

¹ Presentation attached to original minutes

- Further streamlining for Comp Plan discussion format
- Impacts of new development and tourism on the historic Town Plan and surrounding neighborhoods
- Prioritizing resources to educate the public that may be in the process of affecting existing historic properties such as contractors, real estate agents, and potential buyers
- Importance of holistic consideration of historic resources in the City limits, particularly neighborhoods under pressure of infill and redevelopment
- Creating a plan that recognized the need for growth while allowing for protection of historic resources
- Creating codes that help maintain historic integrity such as streetscapes by providing guidelines for changes such as raising structures for hazard mitigation purposes
- Need for appropriate mapping of historic resources
- Education should be an integral part of all other listed goals
- Desire to see a condensed version or executive summary to preface the larger Comprehensive Plan element for ease of public access and understanding
- Existing historic resource survey was starting to become outdated
- Applying more clear headings and shortening policies
- How the goals of the Comprehensive Plan will act as a regulatory document by guiding the creation of future code regulations
- Recommendation of having a strike-through/underline and a clean version of the Comprehensive Plan for comparison

Public comment was opened and the Boards heard from the following members of the public:

- Mark Torkos
- Kalina Shirley
- Melinda Rakoncaj
- Pamela Linder

Public Comment was closed.

The Board continued discussion regarding the following:

- Integrating the Historic Preservation Master Plan with the revised Comprehensive Plan and the creation of subsequent ordinances consistent with both documents
- Streamlining the review process and clarifying the language of the Comprehensive Plan²

There was Board consensus to continue with the ten goal items as outlined in the presentation while taking into account Board discussion and recommendations.

4. Discussion and Public Comment related to Evaluating and Ranking Historic Preservation Master Plan Work Plan Objectives for FY 2019/2020 and their Consistency with the Comprehensive Plan

Jenny Wolfe and Dr. Andrea White gave a presentation of the subject and facilitated discussion regarding the following:

- Use of GIS data for historical and archeological resources and importance of keeping the data up-to-date
- Desire to see a breakdown or outline to clarify the work-plan document
- Determine how work-plan items would be feasible and prioritized based on budget constraints
- Completed and in-progress projects
- Determining endangered historically significant structures as a priority

² Brief recess from 10:28a.m. to 10:37a.m.

- Building condition assessments for structures within the City based on the current Comprehensive Plan
- Determining threats and hazard mitigation for City-owned properties with possible prioritization of vacant structures
- Upgrading curation of archeological artifacts and the digital database³
- Educating the public on historic building and archeological resources
- Archeological and permitting fees still left the Building Department funds in a deficit
- Importance of determining how to make storm and flood endangered structures more resilient and creating a pre-storm plan to protect historic structures
- Prioritization of determining and attempting to save structures in danger of demolition

Public comment was opened; however, there was no response.

The Board discussed prioritization of work plan tasks as follows:

- Support to move hazard mitigation, identifying endangered properties and developing preservation strategies, and public education of archeological resources forward on the priority list
- Consideration of task items that may have an impact on the budget or require additional outside funding
- Character studies for historic neighborhoods may require a consultant
- Focusing on task items that will help HARB and City staff make determinations in the short-term
- Encouraging adaptive re-use to aid in structure preservation
- Considering steps that the Public Works Department was taking to

³ Ms. Opsahl departed at 11:34a.m.

protect infrastructure and determine if any of those tactics would work for the preservation of historic resources

- Maintaining and updating website information

MOTION

Mr. Weaver MOVED to APPROVE the Task List as discussed. The motion was APPROVED BY UNANIMOUS VOICE VOTE.

5. Adjournment

Having no further business, Ms. Duncan adjourned the meeting at 12:08 P.M.⁴

⁴ Transcribed by Candice Seymour