



Town of Ponce Inlet
**HISTORIC & ARCHAEOLOGICAL PRESERVATION
ADVISORY BOARD**

REGULAR MEETING MINUTES

February 4, 2016

1
2 **1. CALL TO ORDER:** Pursuant to proper notice, Chairperson Campbell called the
3 meeting to order at 10:00 AM in the Council Chambers, 4300 S. Atlantic Avenue, Ponce
4 Inlet, Florida.

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6 **2. PLEDGE OF ALLEGIANCE:** Chairperson Campbell led the attendees in the
7 Pledge of Allegiance.

8
9 **3 ROLL CALL & DETERMINATION OF QUORUM:**

10 Board members present:

11 Ms. Hamilton

12 Ms. Campbell

13 Ms. Finch

14 Ms. Jerson

15 Ms. LaBarre

16 All Board members were present.

17
18 Staff members present:

19 Mr. Disher, Senior Planner

20 Ms. Doster, Planner 1

21 Mr. Hand, Town Attorney

22 Ms. Hugler, Administrative Assistant

23 Ms. Hunt, Town Board Secretary

24 Ms. Zengotita, Parks/Rec and Museum Educator

25
26 **3. OATHS OF OFFICE** – Attorney Hand administered the Oaths to Ms. Jerson and
27 Ms. LaBarre.

28 *a. Election of Chairperson - Ms. Finch moved to nominate Ms. Campbell to serve*
29 *as Chairperson, seconded by Ms. LaBarre. There were no other nominations. This*
30 *motion PASSED 5-0, consensus.*

31 *b. Election of Vice-Chairperson - Ms. LaBarre moved to nominate Ms. Finch to*
32 *serve as Vice-Chairperson, seconded by Ms. Jerson. There were no other nominations.*
33 *This motion PASSED 5-0, consensus.*

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35 **4. ADOPTION OF AGENDA:** *Vice-Chairperson Finch moved to adopt the agenda*
36 *as presented, seconded by Ms. Jerson. This motion PASSED 5-0, consensus.*

37
38 **5. APPROVAL OF MINUTES:**

39 *a. December 3, 2015 – Ms. Jerson moved to approve the December 3, 2015*
40 *meeting minutes as presented, seconded by Ms. Hamilton. This motion PASSED 5-0,*
41 *consensus.*

45 **6. REPORT OF STAFF:**

46 *a. Amy Zengotita, Parks/Recreation and Museum Educator -*

47 - Introduced Stephanie Doster, Planner as the newest staff member of the
48 Planning & Development Department;

49 - Reported 2015 Museum attendance was 2,009 and 163 in January 2016;

50 - Provided the calendar of upcoming events:

51 1. Racing Legends Beach/Road Course Parade, Feb. 13th at 1pm; pre-
52 parade activities at the North Turn Restaurant;

53 2. Ponce Inlet historical Museum Spring Lecture Series “Fossils in
54 Florida”, Feb. 16th at 10:30 am in the Council Chambers;

55 3. Programs in the Parks – “Winter Night Sky Tour”, Feb. 19th at 6pm at
56 the Ponce Preserve;

57 4. Spring Lecture Series – “Cultural History of the Green Mound in 10
58 Artifacts”, March 1st at 10:30am in the Council Chambers.

59 - Reported that the Council accepted all of the Board’s suggested Goals;

60 - Requested the Board start thinking about Capital Projects for 2016-2017;

61 - Reported that a few siding boards on the Meyer/Davis house had to be
62 replaced due to wood rot;

63 - Reported that the Town now has a Facebook® page; and reminded members
64 that they should not comment or share any posts in order to avoid a potential Sunshine
65 Law violation.

66 **7. CORRESPONDENCE & COMMUNICATIONS: None**

67 **8. OLD BUSINESS: None**

68 *a. Certificate of Appropriateness Consistency Determination – 46 Oceanview*
69 *Avenue – Mr. Disher referred to the staff report noting the applicant has requested*
70 *modifications to the original plans for which a Certificate of Appropriateness was issued*
71 *by this Board in June 2015. The applicant is requesting the following revisions:*

72 • an upstairs loft with an 8-foot ceiling, instead of a 2-3 ft elevated entrance;

73 • a roof pitch of (3:12) on the upstairs room, steeper than the existing roof pitch
74 of (1:12);

75 • thin roof eave fascia on the upstairs room, not matching the existing roof
76 fascia;

77 • vertically-proportioned doors and windows, with single-pane plate glass;

78 • thick framing around doors and windows;

79 • narrow vertically-proportioned stonework pilasters on either side of the front
80 entrance.
81
82
83

84 Staff has worked with the applicant on a revised conceptual design, included with the
85 packet as Attachment E. The revised design includes:

86 • 6’ ceiling height of upstairs room to reduce the vertical interruption of the
87 building’s horizontal profile.

88 • 1:12 roof pitch of upstairs room to match that of the existing roofline

89 • 4” roof eave fascia on the upstairs room to match the existing roof fascia

90 • reduced angle of upstairs windows to match the roof pitch

91 • thin aluminum framing around doors and windows

92 • doors and windows with multiple horizontal panes to match those existing

93 • wide (18” minimum) stonework pilasters on either side of the entrance

- 94 • continuous window sill under the three new windows to the right of the
95 entrance
96 • horizontal band, continuous with existing roof line, across the front of the new
97 entrance, between the ground floor and upstairs room
98

99 Mr. Disher noted that the criteria used to determine consistency with the existing
100 Certificate of Appropriateness, where applicable, has been met. Ms. Hamilton
101 suggested that the windows be set closer together.
102

103 Mr. Harner, applicant, addressed the Board. He thanked Mr. Disher for his work on this
104 project and said that they have been working together since August 2015 to produce
105 conceptual drawings through compromise. He brought attention to the banding on the
106 columns at the ground-floor roof lines, noting that the left side is two feet higher than the
107 right side, causing the building to look unbalanced; is requesting the banding be at the
108 same elevation across the building; his request is to change the existing roof pitch to
109 match existing pitch and to install rolled-roof material. He then addressed the loft area -
110 stated that he is just over six feet tall, and the request for seven feet will allow him
111 reasonable use of the loft area. The Board discussed the requests and agreed that the
112 banding should be eliminated. Additionally, by widening the columns, the less-obvious
113 the height change will be.
114

115 Chairperson Campbell provided a re-cap of the Board's suggested changes, pursuant to
116 Attachment E (attached) of the packet:

- 117 1. limit loft ceiling height to 7 feet
118 2. move windows on east side of structure closer together
119 3. eliminate banding entirely on the columns
120 4. widen columns
121

122 She then requested public comments, hearing none, she closed public comment. Vice-
123 Chairperson Finch moved to find the new conceptual design in Attachment 'E' to be
124 consistent with the approved COA issued June 4, 2015, and to approve this request
125 with the changes as discussed, seconded by Ms. Hamilton. This motion PASSED 5-0,
126 roll-call vote.
127

128 The Board commended Mr. Disher and Mr. Harner for their exceptional work on this
129 project.
130

131 **9. NEW BUSINESS:**

132 a. *Accession Committee Annual Report* – Ms. Zengotita provided the Board
133 with the Accession Committee's 2015 Annual Report for review and acceptance.
134

135 Chairperson Campbell asked for Board discussion. Hearing none, she closed Board
136 discussion and opened public comment. Hearing no requests, she closed public
137 comment. Vice Chairperson Finch move to accept the 2015 Accession Committee
138 Annual Report, seconded by Ms. Jerson. This motion PASSED 5-0, by consensus.
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140 b. *Approval of Cistern educational signage at 143 Beach Street* – Ms.
141 Zengotita reviewed the request for the approval of the wording for the cistern
142 educational sign. Chairperson Campbell asked for Board discussion. Hearing none,
143 she closed Board discussion and opened public comment. Hearing none, she closed

144 public comment. Ms. Jerson moved to approve the wording for the cistern identification
145 sign as presented, seconded by Ms. LaBarre. This motion PASSED 5-0, by consensus.

146
147 c. Annual Sunshine Law & Quasi-judicial Boardmember training – Attorney
148 Hand showed the DVD from his office and provided a Q&A session.

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150 **10. BOARD DISCUSSION:** None

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152 **11. PUBLIC PARTICIPATION:** None

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154 **12. ADJOURNMENT:** The meeting adjourned at 11:38 AM.

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156 Respectfully submitted,

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160 Peg Hunt, Town Board Secretary