



HISTORIC & ARCHAEOLOGICAL PRESERVATION ADVISORY BOARD

REGULAR MEETING MINUTES

December 3, 2015

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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.

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

10 Board members present:

11 Ms. Bayard

12 Chairperson Campbell

13 Ms. Hamilton

14 Vice Chair Finch

15 Ms. LaBarre

16 Ms. Carol Jerson, Alternate #1

10 Board members absent:

11 None

17 A quorum was established with five Regular members and one Alternate present.

18
19 Staff members present:

20 Mr. Disher, Senior Planner

21 Ms. Hunt, Board Secretary

22 Ms. Zengotita, Parks/Rec and Museum Educator

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24 **4. ADOPTION OF AGENDA:** Vice-Chair Finch made the motion to adopt the
25 agenda as presented and Ms. LaBarre seconded the motion. The motion PASSED 6-0,
26 voice vote.

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28 **5. APPROVAL OF MINUTES:**

29 a. November 5, 2015 - Ms. Jerson made the motion to approve the November 5,
30 2015 meeting minutes as presented and Ms. Bayard seconded the motion. The motion
31 PASSED 6-0, voice vote.

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33 **6. REPORT OF STAFF:**

34 a. Amy Zengotita, Parks/Recreation and Museum Educator reported:

35 - November Museum attendance was 99;

36 - the Town tree lighting and visit with Santa is being held on December 4th at 6pm
37 at the Ponce Inlet Fire Station;

38 - the 7th Annual Ponce Inlet Christmas Parade is being held on December 5th at
39 noon (with a rain date of Sunday, December 6th);

40 - the Museum Lecture Series continues with "Cultural Archaeology and Historic
41 Preservation in the City of St. Augustine" being held on December 9th at 10:30am in the
42 Council Chambers;

43 - "A Very Merry Old Fashioned Christmas" is being held on December 12th from
44 1:00pm to 4:00pm at the Ponce Inlet Historical Museum;

- 45 - the Board's ranking recommendations results, from the Board's November
46 meeting, for consideration by the Council at its January goals workshop –
47 1. Ponce Inlet Historical Museum – professional re-design of the Museum
48 grounds;
49 2. Green Mound – create a new entrance for the Mound and a professional
50 project design for the Mound;
51 3. Pacetti Cemetery – evaluate the cemetery to determine if any additional
52 markers or improvements are needed.

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

55
56 **8. OLD BUSINESS:** None

57
58 **9. NEW BUSINESS:**

59 *a. Certificate of Appropriateness – 143 Beach Street, cistern fence and paved*
60 *walkway – Mr. Disher noted that this request includes installation of a fence and*
61 *informational sign at the cistern (for preservation of the cistern and visitor protection);*
62 *and the installation of a paver walkway from the sidewalk to the Museum's front porch*
63 *(for safer pedestrian access and protection of the original hardwood floors). He noted*
64 *that the walkway will incorporate salvaged bricks from the restoration of the house. He*
65 *referenced the staff report dated November 19, 2015 which indicated the proposed*
66 *improvements meet all of the criteria required by the Town's Land Use and*
67 *Development Codes (LUDC).*

68
69 Chairperson Campbell asked for Board discussion. Hearing none, she closed Board
70 discussion and opened public comment.

71
72 Jackie Forman, Saifish Drive, expressed her concerns about the perimeter fencing at
73 the museum property and the low-hanging limbs and trees. She said branches continue
74 to fall from trees located on the museum property, damaging her fence. She said the
75 back of the museum property needs help and she would like an agreement similar to
76 the one the Town made with the Filardo's back in 2010.

77
78 Mr. Disher requested Ms. Forman submit all concerns in writing so that staff can forward
79 her specific concerns to the Town Manager. He noted that all comments and concerns
80 should be directed to Ms. Zengotita. Ms. Zengotita added that, during the budget
81 preparation for the 2015/2016 budget, staff proposed funds for the replacement of the
82 perimeter fence and landscaping at the Museum, but Council declined.

83
84 With no other requests for public comment, Chairperson Campbell closed public
85 comment and requested a motion. Ms. Hamilton made the motion to approve the
86 certificate of appropriateness for the cistern fence, sign, and paver walkway. Ms.
87 Jerson seconded the motion. The motion PASSED 6-0, consensus.

88
89 *b. Certificates of Appropriateness – Replacement of North and South Turn*
90 *Marker Signs and concrete frames – Mr. Disher stated this request is for the*
91 *replacement of the historic markers with bronze plaques and the deteriorating concrete*
92 *frames with granite frames, providing for improved aesthetics and durability. He noted*
93 *that the information and photos on each existing marker will remain the same.*

95 Chairperson Campbell asked for Board discussion. Hearing none, she closed Board
96 discussion and opened public comment. Hearing none, she closed public comment and
97 requested a motion.

98
99 Ms. Jerson made the motion to approve the Certificates of Appropriateness for the
100 North and South Turn historic monuments. Ms. LaBarre seconded the motion. The
101 motion PASSED 6-0, consensus.

102
103 c. *Ponce Inlet Historical Museum Spring Lecture Series* – Ms. Zengotita
104 reviewed the proposed programming line-up for the Spring Lecture Series:
105 February 16, 2016 at 10:30am – Fossils in Florida
106 March 15, 2016 at 10:30am – Cultural History of the Green Mound
107 April 19, 2016 at 10:30am – Native Plants, Uses and Importance
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109 Ms. Zengotita noted that the series have been moved to Tuesdays in order to avoid
110 conflicts with various Town organizations' meeting days.

111
112 Chairperson Campbell asked for Board discussion. Hearing none, she closed Board
113 discussion and opened public comment. Hearing none, she closed public comment and
114 asked if approval by consensus would be accepted. Ms. Zengotita said yes.

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116 The Board approved the Spring Lecture Series by consensus, 6-0.

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118 **10. BOARD DISCUSSION:** Ms. Bayard said it was a pleasure serving on this board
119 and working with a professional staff. Ms. Campbell wished everyone a "Blessed
120 Christmas".

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122 **11. PUBLIC PARTICIPATION:** None

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124 **12. ADJOURNMENT:** With no other business, the meeting was adjourned at
125 10:20am.

126
127 Respectfully submitted,

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Peg Hunt, Board Secretary