

Minutes
Historic Preservation Board
March 18, 2015 – 5:30 PM
City Commission Chambers
City Hall, Sanford, Florida

Members Present

Ian Carfagna, Chairman
Hank Dieckhaus, Vice Chairman
Cheryl Deming
Ana Yebba

Members Absent

Tammy Agnini - excused

Others Present

Jennifer Nix-Barrington, Assistant City Attorney
Christine Dalton, Community Planner/Historic Preservation Officer
Mary Muse, Administrative Coordinator

Mr. Carfagna called the regular meeting to order at 5:35 PM.

Minutes

Mr. Dieckhaus moved to approve the February 18, 2015 meeting minutes. Ms. Yebba seconded. Motion carried 4-0.

Public Meetings

PM-1 Hold a Public Meeting to consider a Certificate of Appropriateness to install a wall sign sized 16" x 9' at 116 S. Palmetto Avenue.
Tax Parcel Number: 25-19-30-5AG-0302-0050
Property Owner: Pete House
Representative: Amber Clore

Mr. Dieckhaus moved to approve, with condition, the request to install a wall sign sized 16" x 9' and tile wrap at 116 S. Palmetto Avenue based on a finding that the proposed alterations are consistent with the purpose and intent of Schedule S, and comply with the design guidelines in Schedule S as outlined in the staff report. Specifically, the proposed sign and tile wrap will not adversely impact the character of the Commercial Historic District. The condition being the tile wrap is approved on a temporary basis, not to exceed 3 months, and at that time staff will evaluate the condition of the wrap to determine the level of deterioration and if the wrap is deteriorated and its appearance change, the applicant will be required to remove the wrap. Ms. Deming seconded. After discussion, Mr. Dieckhaus amended his motion to include the signage is consistent with the purposes and intent of Schedule K. Ms. Deming seconded. Amended motion carried 4-0.

PM-2 Hold a Public Meeting to consider a Certificate of Appropriateness to change roof material from shingle to metal at 414 S. Palmetto Avenue.
Tax Parcel Number: 25-19-30-5AG-0602-0060
Property Owner: Jorge G. Sibbert
Representative: Jorge G. Sibbert

Ms. Yebba moved to approve the request to change roof material from shingles to metal at 414 S. Palmetto Avenue based on a finding that proposed alterations are consistent with the purpose and intent of Schedule S and complies with the specific design guidelines contained within Schedule S, as outlined in the staff report. Ms. Deming seconded. Motion carried 4-0.

PM-3 Hold a Public Meeting to consider a Certificate of Appropriateness to change the wall height at the rear of the house, relocate windows, and remove rear door at 310 W. 6th Street.
Tax Parcel Number: 25-19-30-5AG-0706-0090
Property Owner: Palmetto Avenue Four-Plex LLC
Representative: Wayne Deming

Ms. Deming informed the board she will be abstaining due to a conflict of interest.

Mr. Dieckhaus moved to approve the request to change the wall height at the rear of the house, relocate windows, remove the rear door, remove existing utility room and replace with new, and re-roof at 310 W. 6th Street based on a finding that the proposed alterations are consistent with the purpose and intent of Schedule S, and comply with the design guidelines in Schedule S as outlined in the staff report. Ms. Yebba seconded. Motion carried 3-0, Ms. Deming abstained.

Code Enforcement Case Review

Ms. Dalton reported this is a new item that will be on all future agendas. This will be the time for staff to present any reports on code enforcement issues as well as the board members can request information about a property or submit violations. She informed the board the Certificate of Appropriateness application will be changing to provide a better coordination between her office, the building department and code enforcement.

Ms. Deming asked about the graffiti on the upper story of the Wells Fargo building and suggested the owners need to secure the building to prevent someone going on the roof top. Ms. Dalton reported she has spoken with the owner and due to them not correcting the violation the Magistrate gave them 30 days to correct it or a fine would begin.

Ms. Deming asked about the Bishop Building canopy due to the safety concern. Ms. Dalton reported she issued a Certificate of Appropriateness, but a building permit has not been issued.

Citizen Participation

Ms. Dalton stated she invited Sara Jacobson to attend the meeting to give the board an update on her two properties. Ms. Dalton commended her for the work she has done on the second floor of the Meisch building.

After discussion on the two properties, the board agreed to allow staff to issue a Certificate of Appropriateness to mothball the Meisch Building (gate area) for six months. The owner is allowed to retain and paint the existing plywood at 311 E 1st Street.

Staff Reports

John Jones – Littlejohn Engineering Associates, Inc. provided a PowerPoint presentation showing the proposed changes to Schedule S.

The board voiced their concern about not having the proposed changes come before them prior to the City Commission review/approval.

Chairman and Board Items for Discussion

After discussion regarding protocol on abstaining from an item on the agenda, the board requested the City Attorney provide them with procedures.

Adjournment

There being no further business, the meeting adjourned at 7:02 PM.


IAN CARFAGNA, CHAIRMAN

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

| | |
|--|--|
| LAST NAME—FIRST NAME—MIDDLE NAME <i>Deming Cheryl, Susanne</i> | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>NHbric Preservation Board</i> |
| MAILING ADDRESS <i>P.O. Box 4845</i> | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY |
| CITY <i>Seminole</i> | COUNTY <i>Seminole</i> |
| DATE ON WHICH VOTE OCCURRED <i>3-18-15</i> | NAME OF POLITICAL SUBDIVISION: <i>NHbric District</i> |
| MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE | |

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Cheryl Deming, hereby disclose that on March 18, 20 15:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, Wayne Deming _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

make renovations to house at 3666 6th St Sanford, FL owned by myself & my husband

3-18-15

Date Filed

Cheryl Deming
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.