



Historic Preservation Board Work Session Minutes

July 1, 2026 at 10:00 AM

Chapman Room
401 S. Park Avenue

Present

John Skolfield, Kim Burst Wood, Margie Bridges, Cynde Norris, Anne Mooney

Absent

Kelsey Wolfe, Rhett Delaney

Staff Present

Director of Planning Allison McGillis, Administrative Coordinator Mary Jean

1. Meeting Called to Order

Chairman Skolfield called the meeting to order at 10:01 a.m.

2. Discussion Item (s)

- a. Preliminary discussion regarding Commission's direction for HPB to look at historic preservation ordinance revisions and development of new historic preservation incentives.

The meeting discussion focused on identifying historic preservation incentives, ordinance updates, and outreach strategies to recommend to the City Commission. The Board discussed expanding preservation grants, requesting additional funding, hiring a historic preservation consultant, improving permit fee reductions, expanding FAR incentives, exploring transfer of development rights, reviewing tax incentive requirements, and creating contractor and insurance resource lists.

The discussion also emphasized improving public education by correcting misconceptions about historic designation, updating educational materials, increasing preservation messaging in city communications, strengthening realtor outreach, promoting the existing staff concierge service, celebrating historic properties, and surveying owners of eligible but undesignated historic homes to identify barriers to designation. Further discussion covered possible ordinance changes, including extending demolition delays, lowering the approval threshold for historic districts, simplifying notice requirements for individual designations, adding historic designation identifiers to property records, and improving consistency in applying preservation regulations. Documenting significant historic properties, including 1020 Palmer Avenue, through professional photography and video before demolition was also discussed.

Action items from the discussion included compiling all proposed ideas into a recommendation list for the City Commission, continuing research on successful preservation programs in other communities, developing updated outreach materials and a homeowner survey, coordinating documentation of 1020 Palmer Avenue, exploring consultant and filming options, and holding another work session before presenting recommendations to the Commission.

3. Adjournment

The meeting adjourned at 11:23 a.m.

ATTEST:

/s/ Mary Jean, Recording Secretary