



CITY OF NEW PORT RICHEY BOARDS/COMMITTEES Historic Preservation Board

The Board shall consist of nine (9) members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey. Initial appointments shall be as follows: four (4) members shall be appointed for initial terms of two (2) years; and five (5) members shall be appointed for initial terms of three (3) years. Thereafter, all appointments shall be made for terms of three (3) years.

1. **Bob Langford (Chairman)** **Through 08.01.2027**
5603 Wyoming Avenue
New Port Richey, FL 34652
(h) 727-842-5314
(w) 727-849-6004
boolangford@gmail.com
2. **Beva Stevenson Karay (Vice-Chairman)** **Through 08.06.2027**
5719 Lafayette Street
New Port Richey, FL 34652
(c) 727-534-5233
beva1@tampabay.rr.com
3. **Frank Starkey** **Through 08.01.2027**
5988 Central Avenue
New Port Richey, FL 34652
(h) 813-294-8029
starkey.f@gmail.com
4. **Bonnie Martin** **Through 08.06.2027**
6030 Oak Ridge Avenue
New Port Richey, FL 34653
(c) 727-919-4684
bonniemmartin@gmail.com
5. **Carol Kinnard** **Through 09.03.27**
6828 River Road
New Port Richey, FL 34652
(c) 727-809-0184
carol@carolkinnard.com
6. **Donna Pendland Jensen** **Through 05.20.27**
5922 Wyoming Avenue
New Port Richey, FL 34652
(c) 813-355-7390
donna.bill1@verizon.net
7. **Open**

Alternates (2):

1. **Kelly Smallwood** **Through 08.01.2027**
7124 Meighan Court
New Port Richey, FL 34652
(c) 727-267-5189
smallwood.kelly@gmail.com

2. **John Kane** **Through 08.06.2027**
6041 Florida Avenue
New Port Richey, FL 34653
(h) 727-845-0927
(c) 727-247-6123
jboy5286@gmail.com

Staff Liaison: Dale Hall, Development Director

18.01.05 Creation of a Historic Preservation Board.

- A. *Creation/Organization.* There is hereby created a board whose title shall be the "New Port Richey Historic Preservation Board". The Board shall be vested with the power, authority and jurisdiction to regulate and administer historical, archaeological and architectural resources in the City and to recommend resources for historic designation to the City Council, as herein prescribed under the direction, jurisdiction and legislative control of the City Council. The Board shall be provided with such administrative assistance from the City staff as may be available and deemed necessary to enable the Board to perform the functions assigned under this Historic Preservation Code. When professional services or more expertise, knowledge or assistance is required than is available from city staff, the Board may request authorization to procure such outside services, but engagement of such outside services shall only occur upon receipt of prior authorization by the City Council, unless an independent budget or funding source has been established for the Board.
- B. *Position Within the City of New Port Richey.* The Board shall be part of the City's Development Department of the City of New Port Richey.
- C. *Membership.* The board shall consist of seven (7) regular members and two (2) alternate members, all of whom shall be residents of the City of New Port Richey and appointed by the city council. The alternates shall serve as members in the absence of a regular member. Members shall serve without compensation, but may receive reimbursement for travel expenditures in accordance with the Florida Statutes, provided prior approval has been granted by the city council.
- D. *Qualifications.* Members of the Board shall preferably have knowledge of architecture, history, and/or the historical or architectural development of the City, or at minimum, have a deep concern for historic preservation, development and enhancement of the City's historical resources. To the extent available in the community, the City Council shall appoint professional members from the disciplines of architecture, history, architectural history, planning, art history, archaeology, American studies, American civilization, cultural geography, cultural anthropology, real estate, building construction, or other historic preservation related disciplines. Persons who have demonstrated experience, special interest, or knowledge in history, architecture or related disciplines shall make up the balance of the board when such professionals are not available for appointment to the Board.
- E. *Terms of Office.* The members of the board shall serve overlapping terms of three (3) years. In order to achieve staggered terms, initial appointments shall be as follows:
1. Three (3) regular and one (1) alternate member shall be appointed for initial terms of two (2) years; and

2. Four (4) regular and one (1) alternate member shall be appointed for initial terms of three (3) years.

Thereafter, all appointments shall be made for terms of three (3) years. Members shall continue in office until the expiration of their terms and an appointment of a successor. Members may also be reappointed on the expiration of their term upon prior request and acceptance of reappointment. Members appointed to fill a vacancy shall serve the remainder of the un-expired term and remain eligible for reappointment for full additional and consecutive terms.

- F. *Officers.* Members of the Board shall elect officers from among the Members to serve as Chairman and Vice Chairman for a period of one (1) year, with the election of officers being held at the first regular meeting of each year. An officer may serve in the same capacity for as many terms as said officer is elected by the members of the Board.
- G. *Vacancies.* Vacancies on the Board caused by the expiration of a term, resignation, removal, death, or repeated or permanent absence from the City or meetings, or by incapacity of a member, shall be filled by an appointment within sixty (60) days by the City Council, whenever possible. If available, vacancies shall be filled from the alternate positions.
- H. *Removal.* Members may be removed from the board by a majority vote of the city council members present at a meeting. Notwithstanding the foregoing, whenever a member of the board shall fail to attend two (2) of three (3) consecutive meetings, without cause accepted by a majority vote of the board present at a meeting as an excused absence, or without prior approval of the chairman, the board shall declare the member's seat vacant, and petition the city council for the appointment of a new member to fill the vacancy.
- I. *Rules of Procedure.* The Board shall make and prescribe such rules and regulations reasonably necessary and appropriate for the proper administration and enforcement of the provisions of this Article. Such rules and regulations shall conform to the provisions of this Article and shall govern and control procedures, hearings and actions of the Board. No such rules and regulations shall become effective until a public hearing has been held upon the proposed rules and regulations by the Board, and the same has been approved by the City Council and filed with the City Clerk so as to be available for public inspection. Amendments shall be adopted in a like manner. Upon approval by the City Council, such rules and regulations shall have the full force and effect of law within the City.
- J. *Meetings, Notices and Records.* The board shall hold regular monthly meetings as necessary, and is required to meet at least four (4) times per year. The board may also hold special meetings as the board may determine. All meetings of the board shall be open to the public. Notice of meetings shall be publicly announced and have a previously advertised agenda. Four (4) members shall constitute a quorum for the purposes of holding meetings, transacting business, and voting on issues of the agenda. No recommendations or formal action of the Board shall be taken without approval by a majority vote of those voting at a public meeting in which a quorum exists. The board shall keep minutes and other records that shall be open to public inspection. The board shall also maintain an inventory of all historic places, structures, buildings, sites, objects, and signs over fifty (50) years of age, with duplicate information sent to the State Historic Preservation Office. All meetings and records shall comply with the State of Florida Government in the Sunshine Laws.
 1. The board shall provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings.
 2. The board shall submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days.
 3. The board shall submit a record of attendance of the board to the State Historic Preservation Officer within thirty (30) calendar days after each meeting.
 4. The board shall submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days after each meeting.

5. The board shall notify the State Historic Preservation Officer of change in board membership within thirty (30) calendar days of action.
 6. The board shall notify the State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations.
 7. The board shall submit recommended amendments to ordinances to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption.
 8. The board shall submit an annual report by November 1 covering the activities of the previous October 1 through September 30. Information to be included in the annual report (at a minimum) shall be, as follows:
 - a. A copy of the Rules of Procedure;
 - b. A copy of the historic preservation ordinance;
 - c. Resumes of the board members;
 - d. Changes to the board roster;
 - e. New local designations;
 - f. New National Register listings;
 - g. A review of survey and inventory activity with a description of the system used;
 - h. A program report on each grant-assisted activity; and
 - i. The number of projects that were reviewed.
- K. *Staff and Personnel.* The City shall provide the Board with staff and consultant services, as necessary, sufficient to undertake the requirements of this Historic Preservation Code. The City Attorney shall serve as legal counsel to the Board in all matters.
- L. *Powers, Duties, and Responsibilities of the Board.* It shall be the responsibility of the Board to:
1. Initiate, authorize, and oversee an ongoing historic survey and inventory of historically, culturally, aesthetically, archaeologically or architecturally significant resources within the City and to plan for the preservation of significant resources identified in the survey(s). All survey materials shall be kept available to the public, and duplicates of all inventory forms shall be supplied to the State Historic Preservation Office.
 2. Recommend to the City Council specific buildings, structures, sites, signs, objects or districts approved for designation by the Board according to the procedures and based upon the criteria contained in this Historic Preservation Code as historic properties or historic districts to be listed on the Local Register of Historic Places.
 3. Develop, publish, review and periodically update design guidelines. Such guidelines shall incorporate and be based upon the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. In adopting these guidelines, it shall be the intent of the Board to promote maintenance, restoration and adaptive reuses appropriate to the property and compatible contemporary designs which are harmonious with the exterior architectural and landscape features of neighboring buildings, sites and streetscapes.
 4. Recommend concepts or policies to the City Council and Community Redevelopment Agency that will assist in making historic preservation an integral and on-going part of the City's Land Development Code, and the City Comprehensive Plan, as required by the state of Florida.
 5. Review applications for Certificates of Appropriateness and grant, deny, or suspend same based upon the application and the project's consistency with the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings and in accordance with the provisions of this Historic Preservation Code.

6. Review and act upon applications for moving permits for all buildings, structures, signs, or objects that have been designated as historically significant pursuant to this Historic Preservation Code.
7. Review and act upon applications for moving permits for all structures that are:
 - a. Located outside the boundaries of a designated historic district when the proposed move would relocate the structure within the boundaries of a designated historic district.
 - b. Located within the boundaries of a designated historic district whether the proposed move would relocate the structure within the district or outside the district.
8. Conduct and attend educational programs on historic properties located inside and outside of the boundaries of the City, and on historic preservation in general.
9. Make recommendations to the City Council concerning the availability and utilization of grants from federal and state agencies, private groups and individuals, as well as the utilization of City funds to promote, undertake and enhance the preservation of archaeologically, historically, culturally, architecturally and aesthetically significant historic sites and districts.
10. Advise and assist property owners and other persons, groups or organizations on the physical and financial aspects of historic preservation and the renovation, rehabilitation, and restoration of historic and cultural resources, and to advise and assist property owners in identifying available funding sources while providing support to them in their efforts to secure available grant funding as well as state and local tax incentives.
11. Cooperate and advise local, state and federal governmental entities concerning the effects of local government actions on historic and cultural resources.
12. Assist, review and make recommendations to the State Historic Preservation Office on local nominations to the National Register of Historic Places.
13. Enforce this Historic Preservation Code and take appropriate action for noncompliance herewith.
14. Make a reasonable effort to attend a State Historic Preservation Office Orientation Program and any informational or educational meetings, conferences or workshops pertaining to work and functions of the Board scheduled by the State Historic Preservation Officer or the Florida Conference of Preservation Boards and Commissions or any other relevant educational workshops, conferences, or seminars relevant to historic preservation.
15. Approve, seek funding for the production of, and issue standard historic plaques or markers for designated historic properties, sites, and districts within the City.
16. Advise and assist the City Council on all matters related to the use, administration and maintenance of City owned historic properties.
17. Promote public awareness of historical, cultural, aesthetic, architectural and archaeological preservation and its community benefits.
18. Propose and recommend to the City Council any amendments to this Historic Preservation Code that, in the opinion of the Board, would further the objectives of this Historic Preservation Code.
19. Maintain responsibilities complementary to those of the State Historic Preservation Office through participation in municipal survey and planning activities, and provide any other services and/or functions that may be designated by the City Council.

(Ord. No. 1686, § V, 9-3-2002; Ord. No. 2013-2018, § V, 10-1-2013; Ord. No. 2020-2189, §§ 2—5, 11-4-2020)