Historic Preservation Advisory Board
CITY OF PUNTA GORDA, FLORIDA
SEPTEMBER 28, 2017, 9:00 AM
COUNCIL CHAMBERS - 326 W. MARION AVENUE, PUNTA GORDA FL 33950

NOTE: Anyone wishing to address the Council on any agenda item may do so at the appropriate time during the meeting. Those who choose to speak must state their name for the record. Each person will be allowed to speak once on each subject up to a maximum of three minutes.

I. CALL TO ORDER/ANNOUNCEMENTS
   A. Roll Call
   B. Next Scheduled Meeting
      1. October 26, 2017

II. CITIZENS COMMENTS ON AGENDA ITEMS ONLY

III. APPROVAL OF MINUTES
   A. June 22, 2017

IV. NEW BUSINESS
   A. CA-19-17 - 308 Sullivan St. - Certificate of Appropriateness - Signage
   B. CA-1-17 - 408 Tamiami Trail - Certificate of Appropriateness - Signage
   C. CA-16-17 - 326 Goldstein St. - Certificate of Appropriateness - Info Only
   D. CA-17-17 - 551 W Retta Esplanade - Certificate of Appropriateness - Info Only
   E. CA-18-17 - 326 Goldstein St. - Certificate of Appropriateness - Info Only
   F. CA-20-17 - 306 W Marion Ave - Certificate of Appropriateness - Info Only
   G. Creation of Non-Monetary Gift Policy
   H. Punta Gorda Historic Mural Society's proposed mural under US41 SB bridge.

V. UNFINISHED BUSINESS
   A. Historical Award Program
B. Historic Fund Raising Account Balance
C. Historical Society Update
D. Florida Master Site File Review

VI. STAFF COMMENTS

VII. COMMITTEE/BOARD COMMENTS

VIII. CITIZENS' COMMENTS

IX. ADJOURNMENT

At meetings in which public hearings are reviewed, any member of the audience who wishes to speak will be recognized and heard. All persons must be sworn in prior to offering testimony. Comments may be limited to three minutes. The following motion format is recommended for use by an advisory board/committee in a quasi-judicial proceeding: Based on the evidence and testimony presented at this Public Hearing for Item # ________, I find that this request (is/is not) consistent with the City of Punta Gorda Comprehensive Plan and move that we recommend to the City Council (approval/approval with conditions/denial) of this request.

If any person decides to appeal any decision made by this Advisory Board/Committee with respect to any matter considered at the meeting or hearing, he or she may need a record of the proceedings, and for such purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, the location of this public hearing is accessible to persons with disabilities. If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Interpreters for the hearing impaired (TTY 941-575-5013) or non-English speaking citizens, and any other special accommodations can be requested by contacting the Human Resources Manager/Non-Discrimination Coordinator whose address is 326 W. Marion Avenue, Punta Gorda, FL 33950, whose telephone number is (941) 575-3308, and whose email address is humres@pgorda.us, at least two (2) calendars days prior to the meeting.
Approval of Minutes*

Title: June 22, 2017
Funds: N/A
Recommended Action: For approval
Summary:
Department/Division: Urban Design

EXHIBITS:

1. June 22, 2017
HISTORIC PRESERVATION ADVISORY BOARD
MEETING
JUNE 22, 2017

MEMBERS PRESENT: Donna Peterman, Chairman
Gordon Bower, Fred Cort, Brad Gamblin, Jason Green, Jack Pryor

MEMBERS ABSENT: Cynthia Beauford-Johnson, Robert Burns, Julie Price

OTHERS PRESENT: Mitchell Austin, Urban Design Planner

CALL TO ORDER/ANNOUNCEMENTS
A. Roll Call
B. Next Scheduled Meeting
   1. July 20, 2017
      - Ms. Peterman reminded members July 20, 2017 fell on the 3rd Thursday of the month. She confirmed members had no objection to cancelling the August 24, 2017 meeting provided there were no Certificate of Appropriateness applications.

CITIZENS COMMENTS ON AGENDA ITEMS ONLY
- There were none.

APPROVAL OF MINUTES
A. Meeting of May 25, 2017
   - Mr. Cort MOVED, Mr. Gamblin SECONDED approval of the May 25, 2017 minutes.
   MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS
A. CA-15-17 - 213 Durrance Street - Fence (information only)
   - Mr. Mitchell Austin, Urban Design Planner, stated the applicant had proposed the removal of an existing wood fence and installation of a new, six-foot white vinyl fence in the rear yard. He advised the home, which was a contributing structure in the National Register Historic District (NRHD), was constructed circa 1920 in a Frame Vernacular architectural style. He concluded staff had approved the application as there was no adverse impact on the historical or architectural character of the structure or NRHD.

B. Ice Plant Rock Dedication Discussion
   - Mr. Austin announced the property owners were not comfortable with the proposed location of the Ice Plant rock, adding the Engineering Division did not wish to see it located between the sidewalk and curb. He suggested placing the structure in the
Linear Park, which would allow the public to enjoy the historical landmark and not interfere with anyone's private property. He displayed an overhead depicting the Ice Plant's original location as well as the proposed site. He advised Mr. John Chalifoux had agreed to donate his time and resources to relocate the rock to the Ice Plant's original location; however, he was unsure if Mr. Chalifoux was amenable to an alternate location.

- Discussion ensued with regard to possible sites for placement of the rock.
- Ms. Peterman commented on promotion of the Ice Plant rock and public awareness of same, suggesting a feature story in the local newspaper.
- Mr. Bower noted the History Park could be ideal.
- Discussion then ensued with regard to promotion of the rock’s placement.
- Consensus of the Board was to confirm an event location at the Board’s next meeting.

C. A Resolution of the City Council of the City of Punta Gorda, Florida, Approving Amended Bylaws Governing the Function and Procedures of the Historic Preservation Advisory Board

- Ms. Peterman stated on July 5, 2017, City Council would be asked to adopt a resolution approving an amendment to the Board's bylaws to change their meeting time to 9:00 a.m.
- Mr. Cort MOVED, Mr. Pryor SECONDED to recommend approval of the proposed resolution. MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

A. Historical Award Program

- No discussion.

B. Opinion of Significance Presentation II La Punta Park (continued from May 25, 2017)

- Mr. Austin provided a PowerPoint presentation, as delineated in the agenda material, reviewing the La Punta Park neighborhood, which was comprised of 21 properties with 4 distinct architectural styles - Frame Vernacular; Masonry Vernacular; Ranch; Mid Century Modern. He displayed photographs of each structure, providing a brief description of each.

- Mr. Green questioned the feasibility of expanding a historical structure, noting 514 Corto Andra Street had been expanded to the point where it no longer resembled the original.

- Mr. Austin stated staff would typically advise such homeowners to add on to the rear of the structure in order to retain the existing street elevations. He continued his presentation, providing a brief review of each structure and offering to answer questions.
- Mr. Cort clarified the intent of staff’s presentations were to ultimately draft a list of structures to be included on a local historic register.

- Ms. Peterman added the Board could then devise a way to promote same.

- Mr. Green asked if the history of Taylor Road changed at some point between the 1920s and 1950s.

- Mr. Austin replied there was a shift in importance away from Taylor Road toward Tamiami Trail, stating the railroad crossings added to same. He concluded the next area to be presented would be the properties east of U.S. 41, north of La Punta Park and south of the railroad tracks.

C. Historic Fund Raising Account Balance

- Ms. Peterman announced a balance of approximately $200.

D. Historical Society Update

- No discussion.

COMMITTEE/BOARD COMMENTS

- Mr. Green asked if the Board should be represented at the July 2017 Council meeting at which the budget would be discussed.

- Ms. Peterman commented favorably on same. She then stated she believed a donation policy would be discussed at the July 5, 2017 City Council meeting, noting Council would be asked to designate this Board to write that policy.

ADJOURNMENT

- Meeting Adjourned: 9:56 a.m.

Donna Peterman, Chairman

Mary Kelly, Recording Secretary
New Business*

Title: CA-19-17 - 308 Sullivan St. - Certificate of Appropriateness - Signage

Funds: N/A

Recommended Action: Board review and action

Summary: Attached Certificate of Appropriateness contains information provided by the applicant regarding signage for The Mortgage Firm to be located on the building at 308 Sullivan Street.

308 Sullivan Street is listed in the Florida Master Site File and is a contributing structure in the Punta Gorda National Register District. The structure was constructed in c.1925 as a single family house in a Folk Victorian architectural style. The structure is located within the City Center, mixed use zoning classification, and has been operated for business uses for many years.

The proposed signage consists of a new façade signage consisting of individual letters and graphics to be located on the gable on the street facade of the structure. The proposed signage does meet the City of Punta Gorda requirements for size, type, and location.

Department/Division: Urban Design

EXHIBITS:

1. CA-19-17 Application
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date Received ________________________________ File Number CA-19-2017
Application Fee: N/C - Staff Review $250.00 HPAB Review
Permit Number ________________________________

Application and all pertinent required data such as plans, pictures, letters and supplemental information must be completed and returned to the Urban Design before this application will be processed.

Name of Applicant/Agent: SignTech Inc  Phone: 941-575-1849
Address: 3591 E Olympia Ave Punta Gorda
Name of Owner of Record: (To Be Determined)  Phone: ________________________________
Address: 308 SW 7th Ave Apt E 33950
Current use of property: Commercial Retal

Description of work to be performed (please be specific): Installing 1/2" PVC Individual Letters Stud mounted w/ 100% Silicon Adhesive 31 Sq Ft Total Size on Gable of Building

Estimated Cost: $12,000

Application must be filled out completely and all data and exhibits must be attached to complete application.

1. Signed & Notarized Affidavit
2. Copy of deed or other evidence of ownership
3. Site Plan / Plans / Elevations (drawn to scale)
4. Photographs
5. Structural Engineer Analysis (for all demolitions)

Certificate of Appropriateness 12/08  Page 2 of 6
Affidavit

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

Sworn and subscribed before me this 28 day of Aug., 2017

[Signature]

Signature of Applicant or Authorized Agent

[Printed Name] Sign[ed] Inc

Printed Name and Title of Applicant

Address 2019 E. Clemson Ave

Punta Gorda, FL 33950

Phone (941) 575-1349

STATE OF Florida
COUNTY OF Charlotte

The foregoing instrument was acknowledged before me this 28 day of Aug., 2017 by Mark Sturman, who is personally known to me or who has produced as identification and who did not take an oath.

[Signature]

Notary Public, State of Florida

My commission Expires: Sep. 12, 2017
AFFIDAVIT
AUTHORIZATION FOR AGENT

I/we TOBY LYNCH WITH 308 SULLIVAN LLC, property
owner(s), hereby authorize SIGN TECH to act as Agent on
our behalf regarding a SIGN application on the property
described as: (legal description) SEE ATTACHED LEGAL DESCRIPTION
__________________________, a/k/a 308 SULLIVAN ST, PUNTA GORDA, FL 33950
in Punta Gorda, Florida.

Owner

Date

8/25/17

STATE OF FLORIDA }
COUNTY OF CHARLOTTE }
The foregoing instrument was acknowledged before me this 25th day of
AUGUST, 2017 by TOBY LYNCH, who is
personally known to me or who has produced
as identification and who did not take an oath.

Notary Public, State of Florida

My commission Expires: DECEMBER 6, 2020
CITY OF PUNTA GORDA PERMIT APPLICATION

JOB ADDRESS: 308 Sullivan St #1 F # 33450

OWNER NAME: Jody Lynn 308 Sullivan St #1 F 33450

CONTRACTOR'S BUSINESS NAME: SanTech Inc 3191 E Olympia Ave #1 F 33450 941-525-2349

CONTRACTOR'S STATE REGISTRATION NO.: 63124920Q

ARCHITECT: ENGINEER:

USE OF BUILDING: ☐ SINGLE FAMILY ☐ DUPLEX ☐ MULTI-FAMILY ☑ COMMERCIAL *DESCRIPTIVE

☐ BUILDING – DESCRIBE BELOW ☐ WATERWAY CONSTRUCTION ☐ RIGHT-OF-WAY CONSTRUCTION ☐ MODEL HOME
☐ CLEAR & FILL ☐ UTILITIES ☐ EVENT/SALE
☐ MOBILE HOME ☐ SIGNS ☐ GRAND OPENING
☐ SPRINKLER ☐ OTHER – DESCRIBE BELOW

DESCRIPTION OF WORK – SPECIFICALLY: ½” PVC Stud mounted letters (21) SqFt total

VALUATION OF WORK: $200

SETBACK: FRONT

RIGHT

FRONT

REAR

S.F. LIVING

S.F. TOTAL

TYPE OF CONSTRUCTION NUMBER OF STORIES ZONING DISTRICT NUMBER OF UNITS FLOOD ZONE FLOOD ELEVATION

LOT TYPE CITY IMPACT FEE ASSESSMENT COUNTY IMPACT FEE ASSESSMENT RADON TAX ADDITIONAL FEES

☐ D.R.C. # ☐ SPECIAL EXCEPTION # ☐ PERMIT FEE ☐ TOTAL ALL FEES

☐ VARIANCE # ☐ HISTORIC

SPECIAL CONDITIONS:

NOTICE

Separate permits are required for electrical, plumbing, heating, ventilating, air conditioning, roofing, and lawn sprinklers. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

X Mark Albon 8/29/17

CONTRACTOR (QUALIFIER) SIGNATURE DATE

SIGNATURE OF OWNER (IF OWNER/BUILDER) DATE

ACCEPTED BY: DATE

PLANS CHECKED BY: DATE

APPROVED FOR ISSUANCE BLDG: DATE

SPECIAL APPROVALS: DATE

APPROVED R.O.W. CONST.: DATE

APPROVED FIRE DEPT.: DATE

APPROVED ZONING: DATE

APPROVED HISTORIC: DATE

FAILURE TO READ AND UNDERSTAND THE CONDITIONS, GENERAL PROVISIONS, AND SPECIAL PROVISIONS, ON THE BACK HEREOF, DOES NOT RELIEVE THE APPLICANT FROM HIS OBLIGATIONS AS STATED ABOVE. IF ANY CONDITION OR PROVISION IS NOT FULLY UNDERSTOOD, THE APPLICANT SHOULD REQUEST CLARIFICATION BEFORE SIGNING THIS APPLICATION.

PERMIT VALIDATION CK# RECEIPT: CASH: DATE:
Property Address: 308 Sullivan St   City: Punta Gorda   State: FL   Zip: 33950

Current Use of Property
Primary Occupant is Currently Vacant with Hair Salon Occupant in Back of Building.

Description of work to be performed – please be specific
Remove Old Signs on Gable. Install New Sign and Paint Gable to Fix Where Old Sign Was.

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised, and that I am authorized to sign the application by the owner or owners.

Affidavit

Signature of Owner or Authorized Agent: [Signature]

Print Name & Title: Julie Joseph

Date: 8/25/17

State of Florida

County of Charlotte

The foregoing instrument was acknowledged before me this 25th day of August, 2017, by Mark Stumpf, as identification, and Mark Stumpf did not take an oath. I, Julie Joseph, Notary Public, State of Florida, My Commission Expires EF035308

Agent Affidavit (Property Owner to complete ONLY if applicable)

I am, Toby Lynn, property owner(s), hereby authorize Sign Tech to act as Agent on our behalf regarding a Certificate of Appropriateness Application on the property commonly known as 308 Sullivan St in Punta Gorda, Florida.

Signature of Property Owner: [Signature]

Print Name of Property Owner: Toby Lynn

Date: 8/25/17

State of Florida

County of Charlotte

The foregoing instrument was acknowledged before me this 25th day of August, 2017, by Toby Lynn, who is personally known to me or who has produced as identification and who did not take an oath.

Signature: [Signature]

Notary Public, State of Florida, My commission Expires December 6, 2020
New Business*

Title: CA-1-17 - 408 Tamiami Trail - Certificate of Appropriateness - Signage

Funds: N/A

Recommended Action: Board review and action

Summary: Attached Application for Certificate of Appropriateness contains information provided by the applicant regarding the proposed projecting signs and window lettering for Gulf Coast Partnership, to be located at 408 Tamiami Trail.

The Ice House (aka Starloft) building was constructed as an ice manufacturing facility in c.1904 and individually listed on the National Register of Historic Places in 1990. The building is located in the City Center zoning district (mixed-use) and contains a combination of restaurant and office spaces.

The proposed signage consists of one projecting sign on the Tamiami Trail façade and vinyl lettering applied to a glass door facing Tamiami Trail. These signs replace signage for mm2 Strategic Solutions which formerly occupied these locations and were approved in October of 2016. The proposed sign meets the sign size, type, and location requirements of Chapter 26 Article 11 Signs.

Department/Division: Urban Design

EXHIBITS:
1. CA-21-17 App
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date Received: 24-17

☐ No Charge – Staff Review (3 business days)
$50.00 Application Fee for HPAB Review (30-60 business days)
☐ Signage  ☐ Variance/Special Exception
☐ Demolish or moving of any structure in whole or in part

☐ Staff Approved  ☐ Staff Denied
☐ HPAB Approved  ☐ HPAB Denied

Comments: ____________________________________________________________

Approved by: _________________________________________________________

Historic Significance:  ☐ National Register Listed Structure
☐ National Register District – Non-Contributing Structure
☐ Florida Master Site File Listed Structure

No structure, building, or sign shall be erected, reconstructed, altered, or restored on property within The National Register Historic Overlay District, property individually listed on the National Register, or property listed on the Florida Master Site File by the State of Florida Department of State, Bureau of Historic Preservation of the Division of Historical Resources, until such plans have been submitted to and approved by the City.

Required Contents of Applications When making application for Certificate of Appropriateness, applicants must submit the following information:

☐ Application Fee (if applicable)  ☐ Site plans
☐ Signed & Notarized Certificate of Appropriateness Application
☐ Complete materials list (Specifications & Product Images or Samples)
☐ Signed Affidavit Authorization for Agent (if applicable)
☐ Photographs or drawings relating the proposed project to the surrounding streetscape
☐ A copy of the deed or other evidence of ownership
☐ A scale drawing of the proposed sign, including proposed materials, message, lighting method, style and size of lettering, and a sketch or photograph showing the proposed location of the sign on the building or site
☐ Structural engineer’s analysis of structure (Required for Demolitions)
☐ Architectural elevations drawn to scale (if applicable)

Application and all pertinent required data (listed below) MUST be submitted with this application

Property Owner Information

Name: Starlight LLC
Address: 100 Madrid Blvd 3rd Floor
City: Punta Gorda
State: FL Zip: 33950
Phone: Email address

Authorized Agent –(if applicable – Property Owner must sign AGENT Affidavit below)

Name: Monarch Printing
Address: 264 Monroe Circle
City: Port Charlotte
State: FL Zip: 33953
Phone: 941-627-0044 Email address

Certificate of Appropriateness 2016  Page 1 of 2
Property Address: 408 Tanami Tr  City: Punta Gorda  State: FL  Zip: 33950

Current Use of Property

Description of work to be performed – please be specific

Resurface current sign hanging on side of building & install vinyl door logo to glass entry door.

I, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner(s) of all of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary material attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the hearing can be advertised and that I am authorized to sign the application by the owner or owners.

AFFIDAVIT

Signature of Owner or Authorized Agent: Mine Blackman
Print Name & Title: Mine Blackman
Date: 8/29/17

STATE OF Florida
COUNTY OF Charlotte

The foregoing instrument was acknowledged before me this 29th day of August, 2017, by Mine Blackman, who is personally known to me or who has produced as identification and who did not take an oath.

Notary Public, State of Florida: MARY KAY NÖRUS
My commission Expires: August 25, 2018
(FL) 308-0153 FloridaNotaryService.com

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

We, Cam Realty of SWFL, property owner(s), hereby authorize Cam Realty of SWFL to act as Agent on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as 208 Tanami Tr in Punta Gorda, Florida.

Signature of Property Owner: Cheryl May
Print Name of Property Owner: Cheryl Maymon
Date: 8/29/17

Agent for Starloft, LLC

STATE OF Florida
COUNTY OF Charlotte

The foregoing instrument was acknowledged before me this 29th day of August, 2017, by Cheryl Maymon, who is personally known to me or who has produced as identification and who did not take an oath.

Notary Public, State of Florida: TAMARA HARTMAN
My commission Expires: April 12, 2020
(FL) 308-0153 FloridaNotaryService.com
CITY OF PUNTA GORDA SIGN PERMIT APPLICATION

JOB ADDRESS: 408 Tamiami Trail

CODE: 14 FBC  DATE: 8-25-17  PERMIT #: 17-144270

UNIT #:  BUILDING #: PHASE #:

BLOCK:  LOT:  SECTION: SUBDIVISION: PROJECT/CONDO NAME:

OWNER NAME: Starlight LLC  MAILING ADDRESS: 100 Madrid Blvd, Ste 315  PHONE: 339.80

CONTRACTOR'S BUSINESS NAME: Monarch Printing  MAILING ADDRESS: 264 Marketplace Unit 6  PHONE: 941

CONTRACTOR'S STATE REGISTRATION NO.:  CONTRACTOR'S CITIZENSHIP NO. 15-00016-369

ARCHITECT:  ENGINEER:

HISTORIC DISTRICT:  ☐ Yes  ☐ No (CIRCLE ONE)

IF YES, A CERTIFICATE OF APPROPRIATENESS APPLICATION MUST ALSO BE SUBMITTED FOR HPAB APPROVAL. THIS IS A 30-45 DAY PROCESS

USE OF BUILDING:  ☐ Multi-Family  ☐ Commercial, Describe:

SIGN TYPE (WALL, GROUND, AWNING, ETC.):  Hanging Wall Sign + Vinyl Decal Logo

ZONING DISTRICT:  ☐ CC  FLOOD ZONE:  A-10

FLOOD ELEVATION:  TYPE:

SIGN LOCATION:

Hanging on Wall & Door  SIGN MATERIAL:

Vinyl  METHOD OF ATTACHMENT – SEE NOTICE BELOW:

Adhesive

INCLUDE 2 SETS OF SIGNED/SEALED ENGINEERING DRAWINGS WHICH MEET CURRENT FLORIDA BUILDING CODES, IF GENERIC ENGINEERING IS NOT ON FILE, AND TWO (2) COMPLETE SETS OF DRAWINGS WHICH INCLUDE SIGN LOCATION, CONTENT SIZE, DIMENSIONS, SQ. FT., SIGN MATERIAL, AND METHOD OF ATTACHMENT. NOTE THAT ENGINEERING IS NOT REQUIRED FOR WINDOW/DOOR GRAPHIC OR HAND PAINTED SIGNS

APPLICATION MUST INCLUDE A LETTER OF AUTHORIZATION FROM PROPERTY OWNER AND/OR AUTHORIZED AGENT

SQ. FOOTAGE CALCULATIONS WHEN REPLACING OR ADDING SIGNAGE:

EXISTING SIGNAGE CALCULATION:

NEW SIGNAGE CALCULATION:

DESCRIPTION OF WORK – MUST INCLUDE MEASUREMENT INDICATING THE LENGTH OF THE STRUCTURE, BUILDING AND/OR UNIT WHERE THE SIGN WILL BE PLACED:

Reface existing outdoor sign and replace door logo

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT CONSTITUTE THE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION

CONTRACTOR QUALIFIED SIGNATURE:

SIGNATURE OF OWNER (IF OWNER/BUILDER) DATE:

FAILURE TO READ AND UNDERSTAND THE CONDITIONS AND GENERAL PROVISIONS, DOES NOT RELIEVE THE APPLICANT FROM HIS OBLIGATIONS AS STATED ABOVE. IF ANY CONDITION OR PROVISION IS NOT FULLY UNDERSTOOD, THE APPLICANT SHOULD REQUEST CLARIFICATION BEFORE SIGNING THIS APPLICATION. PERMIT BECOMES NULL & VOID IF WORK AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

PERMIT VALIDATION CK#  RECEIPT:  CASH:  DATE:

PERMIT FEES:  $64.00  Accepted By:

APPROVED FOR ISSUANCE:  8-31-17

APPROVED ZONING:  8-31-17

APPROVED HISTORIC:

DATE:

DATE:

DATE:
City of Punta Gorda, Florida

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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<tr>
<th>Date Received</th>
<th>CA-Permit #</th>
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☐ No Charge – Staff Review (3 business days)
☐ $50.00 Application Fee for HPAB Review (30-60 business days)
☐ Signage ☐ Variance/Special Exception
☐ Demolish or moving of any structure in whole or in part

☐ Staff Approved ☐ Staff Denied
☐ HPAB Approved ☐ HPAB Denied

Comments: ____________________________

Approved by: ____________________________

Historic Significance: ☐ National Register Listed Structure
☐ National Register District – Non-Contributing Structure
☐ Other Historic Structure

☐ National Register District Contributing Structure
☐ Florida Master Site File Listed Structure

No structure, building, or sign shall be erected, reconstructed, altered, or restored on property within The National Register Historic Overlay District, property individually listed on the National Register, or property listed on the Florida Master Site File by the State of Florida Department of State, Bureau of Historic Preservation of the Division of Historical Resources, until such plans have been submitted to and approved by the City.

Required Contents of Applications When making application for Certificate of Appropriateness, applicants must submit the following information:

- ☐ Application Fee (if applicable)
- ☐ Signed & Notarized Certificate of Appropriateness Application
- ☐ Signed Affidavit Authorization for Agent (if applicable)
- ☐ A copy of the deed or other evidence of ownership
- ☐ Structural engineer's analysis of structure (Required for Demolitions)
- ☐ Architectural elevations drawn to scale (if applicable)
- ☐ Site plans
- ☐ Complete materials list (Specifications & Product Images or Samples)
- ☐ Photographs or drawings relating the proposed project to the surrounding streetscape
- ☐ A scale drawing of the proposed sign, including proposed materials, message, lighting method, style and size of lettering, and a sketch or photograph showing the proposed location of the sign on the building or site

Application and all pertinent required data (listed below) MUST be submitted with this application

Property Owner Information

| Name: Starlight LLC |
| Address: 100 Madrid Blvd Suite 315 |
| City: Punta Gorda |
| State: FL |
| Zip: 33950 |

Phone: Email address

Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)

| Name: Monarch Building |
| Address: 264 Market Circle east |
| City: Port Charlotte |
| State: FL |
| Zip: 33953 |

Phone: 941-627-0044 Email address

Certificate of Appropriateness 2016
Application number: 09 00113849
Property . . . : 408 TAMIAIMI TR

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<tr>
<th>Code</th>
<th>Freeform information</th>
<th>Date</th>
<th>Display note at Permit</th>
<th>Insp C.O.</th>
<th>Print flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZONE</td>
<td>SIGN PERMIT #09-113849</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>CITY SIGN STICKER 2536 FOR PROJECTING</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>SIGN; PROJECTING SIGN IS A MINIMUM OF 9'</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>ABOVE GRADE; 36&quot; W X 36&quot; H = 9 SF TOTAL</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>SIGN AREA. SIGN INSTALLED WITH CONCRETE</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>TAP SCREWS.</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>CITY SIGN STICKER FOR ALL WINDOW</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>GRAPHICS-2537; DOOR GRAPHICS TOTAL 2.11&quot;</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>H X 2.11&quot; W = 4.23 SF; 3-WINDOWS SIGN</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>AREA 4' X 3' = 12 SF FOR EACH WINDOW;</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>FRONT DOOR-2.9&quot; H X 25&quot; W = .5 SF IN</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>TOTAL SIGN AREA. NO ELECTRIC. CALL FOR</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ZONE</td>
<td>FINAL INSPECTION 575-3327</td>
<td>11/19/09</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

Press Enter to continue.
F3=Exit    F12=Cancel
Title: CA-16-17 - 326 Goldstein St. - Certificate of Appropriateness - Info Only
Funds: N/A
Recommended Action: No action required - Info Only
Summary: Applicant proposes to install a 6 foot tall wood privacy fence in the rear yard of the property at 326 Goldstein Street.

The structure at 326 Goldstein Street was constructed in c.1914 in a Frame Vernacular style. This structure is listed as a contributing structure within the Punta Gorda National Register District.

Staff approved the CA application as the fence installation will have no adverse impact on the historic or architectural character of the structure and/or district.

Department/Division: Urban Design

EXHIBITS:
No Exhibits Available
New Business*

Title: CA-17-17 - 551 W Retta Esplanade - Certificate of Appropriateness - Info Only

Funds: N/A

Recommended Action: No Action required - Info Only

Summary: Applicant proposes to construct a commercial kitchen addition along Retta Esplanade in the general area of the existing privacy wall on the property at 321 W Retta Esplanade.

The structure at 321 W Retta Esplanade was constructed as a single family residence in c.1925 in a Craftsman style. This historic structure is being rehabilitated under CA-13-17 for use as a full service restaurant. While the kitchen addition will necessitate the demolition of a portion of the existing privacy wall there is no indication that the wall is period to the historic structure. Furthermore the adaptive reuse of this property, facilitated the preservation of the estate sized lot and the rehabilitation of this structure. 321 W Retta Esplanade is listed as a contributing structure within the Punta Gorda National Register District.

Staff approved the CA application as the addition will have no adverse impact on the historic or architectural character of the structure and/or district.

Department/Division: Urban Design

EXHIBITS:
No Exhibits Available
New Business*

Title: CA-18-17 - 326 Goldstein St. - Certificate of Appropriateness - Info Only

Funds: N/A

Recommended Action: No Action Required

Summary: Applicant proposes to install a wood deck in the rear yard of the property at 326 Goldstein Street.

The structure at 326 Goldstein Street was constructed in c.1914 in a Frame Vernacular style. This structure is listed as a contributing structure within the Punta Gorda National Register District.

Staff approved the CA application as the wood deck construction will have no adverse impact on the historic or architectural character of the structure and/or district.

Department/Division: Urban Design

EXHIBITS:
No Exhibits Available
New Business*

Title: CA-20-17 - 306 W Marion Ave - Certificate of Appropriateness - Info Only

Funds: N/A

Recommended Action: No action required, Info Only

Summary: Applicant proposes to enclose the front of an existing screen room with a wall at 306 W Marion Ave. This modification is required in order to comply with Florida Division of Hotels and Restaurants standards.

The structure at 306 W Marion Avenue was constructed in c1945 in a commercial vernacular style. It is listed on Florida Master Site File and is a non-contributing structure to the Punta Gorda National Register Historic District.

Staff approved the CA application as the proposed wall is required for continued operation of the business and it will have no adverse impact on the historic or architectural character of the structure and/or district.

Department/Division: Urban Design

EXHIBITS:
No Exhibits Available
New Business*

Title: Creation of Non-Monetary Gift Policy
Funds: N/A
Recommended Action: Board discussion
Summary: Over the years, the City of Punta Gorda has received a significant number of non-monetary gifts (e.g. art, photographs, historic documents, plaques and four dimensional objects) for display in and around City facilities, primarily City Hall and the City Hall Annex. As a result, the City has accumulated a wide range of items, only some of which have historic significance, without the benefit of a policy, including an oversight body/entity, to govern same. To address this deficiency, staff proposes that the City Council direct the Historic Preservation Advisory Board to develop a policy for the Council's review and approval for the acceptance of non-monetary gifts, including the designation of a person and/or a committee to execute the policy going forward. It is important to note that the City has no intention of establishing the City Hall facilities as a museum or archive with the in-house expertise required to maintain a historic collection. Given that direction, a policy is viewed as essential to assure maximum flexibility in the City's ability to accept, exhibit, retain or dispose of any non-monetary gifts currently or in the future.

Department/Division: City Manager

EXHIBITS:
1. St Augustine Beach Code, FL Public Art Ordinance
Chapter 11 - PUBLIC ART

Sec. 11-1. - Terms for donation of artwork to city.

Any artist desiring to donate artwork to the City of St. Augustine Beach shall do so only in full compliance with the terms of the Artwork Donation Agreement, attached hereto and incorporated herein as Exhibit "A". For purposes of emphasis, by agreeing to donate artwork to the city, the artist agrees to transfer all ownership interests to the city, including, but not limited to, all rights as to placement, the timing of placement and the location of placement of the donated artwork; and all rights as to the maintenance, storage, sale or disposal of the artwork.

(Ord. No. 10-02, § 1, 3-1-10)

Sec. 11-2. - Terms for acquisition of donated artwork.

The determination as to which artwork the city will accept for donation shall be made in full compliance with the Policy and Procedure for Acquisition of Artwork, attached hereto and incorporated herein as Exhibit "B".

(Ord. No. 10-02, § 2, 3-1-10)

EXHIBIT "A"
ARTWORK DONATION AGREEMENT

THIS AGREEMENT is entered into on this ____________ day of ____________ / ____________ / ____________ , ____________ , by and between the CITY OF ST. AUGUSTINE BEACH, a municipal corporation organized under the laws of the State of Florida (hereinafter referred to as "CITY"), and ____________ (hereinafter referred to as "DONOR")

WHEREAS, DONOR wishes to donate artwork to the CITY; and

WHEREAS, CITY wishes to accept ownership of DONOR'S artwork;

NOW, THEREFORE, in accordance with the mutual promises contained in this Agreement and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the CITY and DONOR hereby agree as follows:

1.

DONOR:

Name: _____
Address: _____
Phone: ( )
Facsimile: ( )
Email: _____

2. DONATION: DONOR transfers all rights of ownership to the artwork listed on this Agreement to the CITY. DONOR shall deliver the artwork to the CITY free and clear of any liens, claims or other encumbrances of any type. DONOR shall furnish a signed, sworn and notarized Warranty of Title, attached hereto and incorporated herein as Exhibit "1". This Section shall survive termination of this Agreement.

<table>
<thead>
<tr>
<th>Title of Work</th>
<th>Artist's Name</th>
<th>Medium, Dimension</th>
<th>Year Completed</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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<td>2)</td>
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<tr>
<td><strong>10)</strong></td>
<td></td>
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</tr>
</tbody>
</table>

3. WAIVER OF RIGHTS: DONOR shall provide the CITY with an executed Waiver of Artist Rights, attached hereto and incorporated herein as Exhibit "2", for each artwork.

4. INFORMATION AND MATERIALS TO BE SUBMITTED: Prior to the execution of this Agreement by the CITY, DONOR shall submit to the CITY:

a. One photograph (no larger than 8½" x 11") of each artwork. DONOR shall label the back of the photograph with DONOR'S name, address, telephone number, email address, artist of work, title of work, medium, dimensions, year completed and sales price. DONOR agrees that the medium of the artwork represented in the submitted photograph shall be the medium of the artwork donated to the CITY.

b. Artist(s) resume(s) for artwork.
c.

Self-addressed, stamped envelope for the return of photo(s). Although the CITY will do its best to safeguard submitted materials, the CITY shall not be held responsible for the loss or damage of photos or any other materials submitted.

d.

Artwork Condition Report, attached hereto and incorporated herein as Exhibit "3".

5.

LIABILITY: DONOR shall bear the risk of loss of, or damage to, the artwork until the artwork is delivered to the CITY. Upon acceptance of the artwork, CITY shall bear the risk of loss of, or damage to, the artwork.

6.

SELECTION AND DISPLAY OF ARTWORK: CITY shall have sole discretion to select and display any and all artwork.

7.

TRANSPORTATION OF ARTWORK: Upon execution of this Agreement, DONOR shall deliver the artwork on an agreed date to the location specified by the CITY.

8.

INSTALLATION OF ARTWORK: CITY shall have sole discretion to install and select a location for all donated artwork. DONOR may be required to provide two-dimensional artwork(s) to CITY in a frame and "ready to hang." If the artwork is sculpture, DONOR may be required to provide CITY with an appropriate pedestal for display purposes and a clear cover for protection if such is deemed necessary by the CITY.

9.

SIGNAGE AND PUBLIC EDUCATION: CITY shall provide any interpretive signage for the artwork. All education programs related to the artwork shall be coordinated through the CITY.

10.

CARE OF ARTWORK: CITY shall take all reasonable care to maintain and protect the artwork. Should the artwork become damaged, depending on the nature and extent of damage, CITY may remove the artwork from its display location. CITY shall exclusively have the right to determine when and if repairs and restorations to the artwork are required.

CITY shall perform repairs and maintenance for the artwork guided by the written specifications of DONOR provided on the Documentation Worksheet, attached hereto and incorporated herein as Exhibit "4". Notwithstanding any provision in this Agreement to the contrary, CITY shall have no obligation to protect or maintain the artwork against CITY-approved renovation to or demolition of the building or public space in or around which the artwork is located if the artwork cannot
reasonably, in the sole discretion of the CITY, be salvaged or relocated prior to the renovations or demolition.

This section shall only apply if DONOR is the artist who created the artwork. DONOR shall have the right, during the DONOR'S lifetime, to approve repair and restoration of the artwork of a significant nature. Repairs to the artwork are considered significant if the artwork will no longer represent the artist's original intention or if the artwork poses a threat to public safety. Within thirty days of written notice from the CITY that the artwork is in need of significant repair, DONOR shall provide to CITY, in writing, recommendations for repairs and restoration to the artwork including a timeline for completion. If DONOR fails or refuses to provide recommendations within thirty days of the CITY’S notice, CITY shall have the right to make its own repair or restoration provided that the artwork is not thereafter represented to be the artwork of the DONOR. To the extent practical, DONOR shall be given the opportunity to make or personally supervise significant repairs or restorations. DONOR may be paid a reasonable fee for such repairs provided both parties agree to the fee, in writing, prior to the execution of services. This section shall survive termination of this Agreement.

11.

REPRODUCTION AND CREDIT: Subject to copyright restrictions, DONOR acknowledges and agrees that CITY may photograph the artwork for publicity and educational purposes. DONOR further acknowledges and agrees that the general public may photograph the artwork. CITY shall credit DONOR with the donation of the artwork and credit the Artist as the creator of the artwork unless CITY notifies DONOR of other arrangements in writing.

12.

SALE OF ARTWORK: Should the City wish to sell, donate, or otherwise divest itself of the artwork, the City shall give the artist who originally donated the work the right to take back ownership of the work and to remove it from City property within a specified time.

By my signature, I, as the DONOR, do hereby represent that: (1) I am fully authorized to donate to CITY the artwork as above listed; (2) the artwork is all in good condition except where noted in the Artwork condition Report; and (3) I have read and agree to abide by the terms of this Agreement.

| Signed, sealed and delivered in the presence of: | "DONOR" |
|_____|
| Printed Name: _____ | Printed Name: _____ |

| CITY COMMISSION OF THE |
| CITY OF ST. AUGUSTINE BEACH |

| By: _____ |
| Mayor-Commissioner |

| ATTEST: _____ |
| City Manager |
EXHIBIT "1"
WARRANTY OF TITLE

I, ____________, guarantee and warrant that the artwork listed in the Artwork Donation Agreement is free and clear of any liens, claims or other encumbrances of any type.

Signed, sealed and delivered in the presence of: "DONOR"

_____
Printed Name: _____

_____
Printed Name: _____

_____
Printed Name: _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me on this __________ day of __________ / __________ / __________, __________, by __________ who is ( ) personally known to me or ( ) who has produced __________ as identification and who did take an oath.

_____
Notary Public

EXHIBIT "2"
WAIVER OF ARTIST RIGHTS

Title of Artwork: _____

Artist, or estate thereof, as the creator of the artwork named above, transfers all rights of ownership in artwork to the CITY OF ST. AUGUSTINE BEACH, FLORIDA (hereinafter referred to as "CITY"). Artist specifically waives and releases all rights, including all right of attribution and integrity, which Artist may have in the artwork as provided by 17 U.S.C. § 106A and 113(d).

Artist acknowledges that the artwork may be installed at a location of the CITY'S choice. Artist further understands that the CITY may, in the future, desire to display the artwork in another location or under different conditions and Artist agrees that the CITY shall have the right to display the artwork as and where the CITY, in its sole discretion, desires. Artist agrees that the CITY shall have
the right to remove the artwork from its CITY-assigned location and acknowledges that the installation of the artwork in the CITY-assigned location and manner of installation may subject the artwork to destruction, distortion, mutilation, or other modification, by reason of its removal. In the event that any dispute arises between the CITY and Artist over the removal of the artwork, Artist agrees that Artist's sole and exclusive remedy shall be to have the CITY permit Artist to remove the artwork so as to minimize any anticipated damage to the artwork. After removal, Artist shall deliver possession of the artwork to the CITY.

Artist represents to the CITY that Artist alone is possessed of the rights transferred or waived above and that Artist is lawfully entitled to transfer or waive all such rights. In the event that Artist prevails in any dispute with the CITY over the ownership or display of the artwork, Artist agrees that Artist's sole and exclusive remedy shall be to have the CITY permit Artist to remove the artwork and, upon returning to CITY any consideration given by the CITY for the artwork, retain possession of the artwork. This waiver shall survive termination of the Artwork Donation Agreement.

Dated this ____________ day of ____________ / ____________ / ____________ , ____________ .

Signed, sealed and delivered in the presence of: "ARTIST"

Printed Name: _____

Printed Name: _____

Printed Name: _____

EXHIBIT "4"
DOCUMENTATION WORKSHEET

INSTRUCTIONS FOR COMPLETING THE DOCUMENTATION WORKSHEET:

This Documentation Worksheet is the City of St. Augustine Beach's source of information about the artwork. Please complete the Documentation Worksheet in accordance with the following instructions.

Please fill in the information in the spaces indicated or write "n/a" (for "not applicable"). Please provide as much information as possible. All information must be legible.

Section 1. Artist Information:

If the artwork is created by a team of artists, please provide information for EACH artist on the team.

Name: Fill in the artist's full name. Enter "unknown" if the author of the artwork is not known.

Date of Birth: Fill in the artist's date of birth.

Birthplace: Fill in the artist's place of birth, and death if applicable and known.

Citizenship: Fill in the artist's current citizenship.
Ethnicity: Fill in the artist's ethnic background: Caucasian, African American, Hispanic, Asian, or other. If other, please describe.

Section 2. Artwork Information:

Title: Fill in the title of the artwork, or note "untitled".

Discipline: Fill in the discipline under which the artwork may be categorized (include an explanation if "other" is used).

Medium: Describe medium of the artwork.

Materials: Provide a complete list of all materials which compose the artwork. Include generic and manufacturer's product names, as well as product numbers. Include contact information of product manufacturers if available. Note the words "see attached list" and attach list to worksheet if necessary.

Completion Date: Fill in the date of completion of the artwork. Include a date for completion of fabrication if different from date of installation.

Dimensions of the Work: Fill in dimensions of the artwork (HxWxD). For clarity, please attach a rough perspective drawing of the artwork indicating dimensions for 3-D works (sketch does not need to be to scale).

Inscription and Identifying Marks: Describe type and location of any marks such as signature, title, date or other marks which may help identify the artwork.

Site: Describe the location of the artwork if a permanent installation. Include general and any pertinent detailed information (i.e. address, building name/location, exterior/interior and artwork site location in relation to building or major structure).

Section 3. Fabrication and Technical Specification Information:

Fabricator(s)/Collaborator(s): List company name and contact information (address, telephone, facsimile, contact name) of any fabricator(s) and/or collaborator(s) for the artwork. If more than one fabricator, please include a brief description of specific work performed by each.

Method of Fabrication: Describe method of fabrication of the artwork.

Fabrication Documents: The following documents may be submitted: working models; material samples; shop and/or as-built drawings; plans; and specification information. Please provide specification information for all paint materials (primers and finishes) used in the creation of the artwork.

Maintenance Instructions: Describe in detail the suggested maintenance procedure. Include special materials required, instructions for their use and recommended frequency of procedure. Additionally, describe any acceptable material substitutes for primers and/or paint finishes.

Lighting: Describe any special lighting requirements for the artwork whether or not provided/integrated as part of the artwork. Describe lighting recommendations if applicable.

Section 4. Publicity Information:
Exhibitions: Fill in exhibition history of the artwork. Indicate whether or not the proposal or drawings have been exhibited. Include copies of exhibition materials (i.e. invitations, news articles) if applicable.

Publications: Fill in publication history, reproduction or mention of the artwork. Include copies of publications if available.

Section 1. Artist Information:

Name: _____
Date of Birth: _____
(Last) (First) (Middle); (MM) (DD) (YYYY)

Birthplace: _____
Citizenship: _____

Ethnicity: □ Caucasian □ African American □ Hispanic □ Asian □ Other _____

Section 2. Artwork Information:

Title: _____

Discipline: □ Painting/Drawing □ Sculpture □ Ceramic □ Fiber Art
□ Photography □ Film/Video □ Other

If "other", please describe: _____________

Medium: _____

Materials: _____
Please give a general description of materials which compose the artwork:

_____ _____ _____

Please provide a list of all commercially manufactured materials which are part of the artwork (include the generic name and the product brand name and number):

_____ _____ _____

List the manufacturer contact information for all commercially manufactured materials listed above (please include the company name, business address, telephone number, facsimile number and email address):

_____ _____ _____
Completion Date: ______ □ Denotes date of fabrication
(MM) / (DD) / (YYYY)
□ Denotes date of installation

Dimensions: __________ H x __________ W x __________ D
Attach isometric sketch with dimensions if necessary.

Inscription and Identifying Marks:

□ Artist's Signature - Location ______
□ Date - Location ______
□ Other - Location ______

Site:
Street Address: ______
Building Name: ______

Building Floor Level: __________ Exterior/Interior Application ("E" or "I"): __________/ __________

Section 3. Fabrication and Technical Specification Information:

Fabricator(s)/Collaborator(s):

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Telephone</th>
<th>&quot;F&quot; or &quot;C&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Method of Fabrication:

______
______
______

Fabrication Documents:
Note fabrication documents for the artwork which have been provided to the CITY or are being submitted.

□ Working Drawings/Plans □ As-built Drawings □ Working Model
□ Material Samples □ Specifications

If "material samples", please describe: ______
If "specifications", please describe: ______
Maintenance Instructions:
Please describe the suggested maintenance procedures including cleaning materials, cleaning instructions and cleaning frequency.

_____
_____
_____

Replacement Parts:
Components which require regular replacement - list the materials and their source.

_____
_____
_____

Paints/Finishes:
Primers: _____ Paints: _____
Number of Coats: _____
Graffiti Protection:
Please describe whether or not this is provided or required.

_____
_____
_____

Lighting:

_____
_____
_____

Section 4. Publicity Information:

Exhibition History:

_____
_____
_____

Publications:

_____
_____
_____

EXHIBIT "B"
POLICY AND PROCEDURE FOR ACQUISITION OF ARTWORK
1. Purpose: This "Policy and Procedure" provides guidelines for the acquisition of artwork installed in or around City facilities, parks and properties. The policy of the City of St. Augustine Beach (hereinafter referred to as "City") exempts the donation of art, as defined herein, from the ordinances of the City regulating purchasing.

This "Policy and Procedure" provides the procedure for (1) submitted and selecting art; (2) acquiring art through donation; and (3) transferring title or control of art.

2. Policy Updates: Future updates of this "Policy and Procedure" will be the responsibility of the City Manager.

3. Authority: The City Commission of the City of St. Augustine Beach appointed the Beautification Advisory Committee (the "Committee") to advise the City Commissioners as to (1) the art policy for the City properties; (2) the direction and selection of all works of art donated to the City; and (3) the development of an educational program enhancing the definition and perception of art.

4. Application: This "Policy and Procedure" shall apply to any acquisition of art by the City. For the purpose of this "Policy and Procedure" only, art is defined as provided below. Any item exempt from said definition shall be considered "goods" and shall be procured in accordance with the ordinances and policies of the City regulating purchasing.

For the purpose of this "Policy and Procedure", the following are not considered art:

a. Reproductions, by mechanical or other means, of original artworks; however, limited editions controlled by the artist, or original prints, cast sculpture or photographs may be considered art.

b. Decorative, ornamental or functional elements that are not designed by an artist.

c. Elements generally considered to be components of architecture or landscape design including, but not limited to, vegetative materials, pools, paths, benches, receptacles, fixtures and planters, which are not designed by an artist.

d. Art objects which are mass produced, ordered from a catalog or of standard design, such as benches or fountains; and directions or other functional elements such as graphics, signage or maps which are not designed by an artist.
5. Definitions: For the purpose of this "Policy and Procedure", the following definitions shall apply:

a. Acquisition means to come into possession of donation.

b. Art, Artwork or Works of Art means (1) any original production in any medium by an artist; (2) sculpture of any material or combination of materials, freestanding, wall-supported, suspended, kinetic, electronic or mechanical; (3) murals or paintings of any material or variety of materials, with or without collage, made with traditional or nontraditional materials and means; (4) earthworks, neon, glass, organic materials (i.e. fiber, clay, wood, etc.), textile or fabric art, mosaics, photographs, prints, literary arts, calligraphy, any combination of media, including art audio, art, video, art film, CD-ROM, DVD, holographic or computer generated technologies. Artwork may be permanent, temporary, fixed or portable, and may be integrated with a building, facility, or structure or integrated with the work of other design professionals.

c. Artist means the creator of a work of art and an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or literary arts, as judged by the quality of that professional practitioner's body of work, educational background, experience, performances, commissions, exhibition record, publications and production of artwork. If the artist is deceased, the artist's heirs or personal representative may represent the artist.

d. Artist Collection means the artwork owned and administered by the City.

e. City Property means all real property in the City's possession including, but not limited to, City facilities, parks and unimproved land.

f. Donation of Artwork means art services, art objects or funds earmarked for the acquisition of art given to the City for no consideration.

g. Donation Agreement is a written document between a Donor and the City which serves to convey title to City and to describe the terms and conditions of the donation. A Donation Agreement shall be: (1) reviewed by the City Manager, (2) approved by the City Attorney's Office for legal sufficiency and (3) recommended by the Committee.
Fixed Artwork means artwork that cannot be easily transported or requires a permanent or nearly permanent site.

i.

Installation means the display, exhibition or placement of artwork on a temporary or permanent basis.

j.

Letter of Intent means a letter from a donor to the City outlining reasons for the donation of artwork. The letter should contain details about any restrictions on the donation and should also include a profile of, and contact information for, the donor.

k.

Portable Artwork means artwork that is easily transported or does not require a permanent or nearly permanent site. Paintings, photographs and small sculptures are examples of portable artworks.

l.

Public Art means artwork located in public places.

m.

Beautification Advisory Committee means a committee of the City Commission providing advice and recommendations pertaining to public art.

6.

Donation of Artwork: Donations of artwork must meet high aesthetic standards and further the City's goals for Public Art because accepting artwork into the Art Collection includes a commitment to its care and preservation. Each donation must add significant and lasting value to the Art Collection and/or space it occupies since public space is a valuable and limited resource. The City will consider donations of existing, commissioned, permanent, temporary, fixed and/or portable artworks in any style, expression, genre, medium or condition for any length of time. To avoid conflicts of interest, the City will not accept donations of artwork from artists, galleries, art consultants or other art agencies with whom the City holds open contracts.

To make a donation, the donor must submit to the City Manager a Letter of Intent, an appraisal or other similar instrument identifying the value of the art and any other information requested for review. The City Manager shall review the submitted materials and present it to the Beautification Advisory Committee. Donors may attend the presentation. At a publicly held meeting, the Committee shall review the donation based on selection criteria developed by the Committee and make a recommendation to approve to the City Commission, with or without conditions, or to reject the donation. The City Commission shall make the final determination, based upon the recommendations of the Beautification Advisory Committee, as to approve or reject the donation. The Beautification Advisory Committee may also appoint an ad hoc committee composed of practicing artists and/or other visual arts professionals to advise the Committee on the proposed donation before making a recommendation to the City Commission.
For donations of artwork, the City Manager shall coordinate the preparation and receipt of a Donation Agreement, acquire any releases, assign accession numbers and install, document, catalogue, maintain and/or conserve the artwork, as necessary.

The City will consider, but will not be bound by, recommendations or restrictions on the location or frequency of display of artwork by parties who donate artwork. If the donor does not request any location for the artwork, the Committee will recommend a site based on location criteria developed by the Committee on a case-by-case basis.
New Business*

Title: Punta Gorda Historic Mural Society’s proposed mural under US41 SB bridge.

Funds: N/A

Recommended Action: No Action Required - Info Only

Summary:

Department/Division: Urban Design

EXHIBITS:

1. Proposed Location
2. Front View of Rendering
3. Side View of Rendering
Unfinished Business*

Title: Historic Fund Raising Account Balance
Funds: $196.08
Recommended Action: No Action Required

Summary:

<table>
<thead>
<tr>
<th>Date</th>
<th>Donor</th>
<th>Deposit/Withdrawal</th>
<th>Balance</th>
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<tbody>
<tr>
<td>7-Feb-11</td>
<td>Chalifoux</td>
<td>$ 100.00</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>11-Mar-11</td>
<td>Ross</td>
<td>$ 25.00</td>
<td>$ 125.00</td>
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<tr>
<td>11-Mar-11</td>
<td>Chalifoux</td>
<td>$ 20.00</td>
<td>$ 145.00</td>
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<td>11-Mar-11</td>
<td>Lyons</td>
<td>$ 25.00</td>
<td>$ 170.00</td>
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<tr>
<td>20-Apr-11</td>
<td>Keesling</td>
<td>$ 25.00</td>
<td>$ 195.00</td>
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<tr>
<td>22-Jun-11</td>
<td>Sidebottom</td>
<td>$ 25.00</td>
<td>$ 220.00</td>
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<tr>
<td>1-Nov-11</td>
<td>W. Cote</td>
<td>$ 100.00</td>
<td>$ 320.00</td>
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<tr>
<td>17-Nov-11</td>
<td>Bower</td>
<td>$ 25.00</td>
<td>$ 345.00</td>
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<tr>
<td>22-Dec-11</td>
<td>Johnson</td>
<td>$ 25.00</td>
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<td>20-Mar-12</td>
<td>Banyan Ventures - 207 Cross St Historic Award</td>
<td>$ 289.00</td>
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<td>23-Mar-12</td>
<td>S. Shively</td>
<td>$ 10.00</td>
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<td>26-Apr-12</td>
<td>Shively</td>
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<td>5-May-12</td>
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<td>28-Mar-13</td>
<td>J Sidebottom</td>
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<td>Ross Ziegler</td>
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<td>Julie Price</td>
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<td>2-May-13</td>
<td>Janeen M Weiler</td>
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<td>24-Jul-13</td>
<td>John Chalifoux</td>
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<td>25-Jul-13</td>
<td>Shrarah &amp; Robert Getter</td>
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<td>25-Jul-13</td>
<td>Lyons - Mailings</td>
<td>$(14.92)</td>
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<td>25-Jul-13</td>
<td>Cash from Fundraiser</td>
<td>$ 154.00</td>
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<td>8-Aug-13</td>
<td>Orange House Wine Bar</td>
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Department/Division: Urban Design

EXHIBITS:
No Exhibits Available
Unfinished Business*

Title: Florida Master Site File Review
Funds: N/A
Recommended Action: No Action Required - Info Only
Summary: Due to the preparation and response activities for Hurricane Irma, City staff does not have additional properties to review this month. At the next HPAB meeting a review of the Southeast area of the Florida Master Site File Update will be presented. This Southeast area contains 53 surveyed properties constructed between 1947 and 1964.

Department/Division: Urban Design

EXHIBITS:
No Exhibits Available