

# HPC

## Monroe County Historic Preservation Commission MINUTES

Monday December 1, 2025

2:00 PM Regular Meeting:



### Call to Order.

### Roll Call.

Present and answering the roll call were Chair Brian Shea, Commissioner Erica Poole, Commissioner Brad Bertelli, Commissioner Kate DeLoach (via Zoom) Commissioner Leslie Calero was absent.

Staff present: Derek Howard, Assistant County Attorney  
Stephanie Reed, Senior Planner

### Adoption of the Minutes from the meeting on October 6, 2025.

Erica Poole motioned to approve the minutes for the meeting held on October 6, 2025. Brad Bertelli seconded the motion. As there were no objections, the motion carried unanimously.

### Changes to the Agenda.

Ms. Reed stated she would provide an update on the discussion topics from the previous HPC meeting held on October 6, 2025.

### Application for Special Certificate of Appropriateness

1. **BENITEZ ORLANDO IS SEEKING APPROVAL TO CONSTRUCT A NEW IN-GROUND POOL IN REAR OF PROPERTY LOCATED AT 235 TAVERNIER DRIVE, WITHIN THE TAVERNIER HISTORIC DISTRICT, HAVING PARCEL IDENTIFICATION NUMBER 00477840-000000 AND DESCRIBED AS LOT 5, BLOCK 8, LARGO BEACH, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 1, PAGE 108, OF THE PUBLIC RECORDS OF MONROE COUNTY, FLORIDA. (FILE NO. 2025-192)**

### Staff presentation and recommendation

Stephanie Reed read the staff report noting the applicable standards and guidelines.

Ms. Reed stated that the subject property is a noncontributing wood frame stilt home built in 1949 as recorded in the Property Appraisers' records. From the Secretary of the Interior Standards for Rehabilitation, Standard 8, Archeological Resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken. There are no known archeological resources on the property, so there are no issues.

Standard 9, new additions, exterior alterations, or related new construction shall not destroy historic materials, features and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features,

size, scale, and proportion, and massing to protect the integrity of the property and its environment. No issues were noted.

Standard 10, new additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the store property and its environment would be unimpaired. No issues noted.

Ms. Reed stated the current guidelines do not directly address the pool, so there is nothing from the Tavernier historic guidelines

Ms. Reed stated approval is recommended as the proposed pool is at the rear of the property.

### **Applicant presentation**

There was no applicant input.

### **Public testimony**

There was no public input.

### **Staff response**

There was no staff response.

### **Board discussion**

Ms. Reed stated from a Planning perspective, the scope of can be approved under a Special Certificate as per the matrix. The required setbacks in the IS Land Use District are 10-foot primary side and 5-foot secondary side, this is an existing single-family structure that is lawful nonconforming to both side setbacks. However, the proposed pool equipment on the left side of the is 7.06-feet from the southwestern side property line and the pool is setback 8.31-feet from the opposite side property line. The proposed work as is, is not approvable and something may have to be moved. Ms. Reed stated you may want to condition your approval to allow either the equipment or the pool to be scootched in a bit.

Mr. Shea stated the setback for mean high water is 10 feet so most likely it cannot be sent to the left.

Ms. Reed mentioned they have no issues with the mean high-water line but you do have to be 10 feet from the mean high-water line.

### **Motion**

Mr. Shea asked the Historic Preservation Commission if anyone would want to make a motion or amend a motion to approve with conditions of the relocation of the pool equipment outside of the setback. Ms. Poole made a motion to approve with the condition that the pool equipment is out of the setback and is approvable by the Planning Department. Brad Bertelli seconded the motion. As there were no objections, the motion carried unanimously.

**Roll Call: There was no Roll Call.**

**DISCUSSION:**

There was no discussion.

**Other Business:**

Review and approval of the proposed meeting schedule.

Ms. Reed inquired if the Historic Preservation Commission has had a chance to look at the draft schedule. Ms. Reed stated that procedurally moving forward in 2026 we're going to assume everyone is available with these dates once we agree upon them and please at your earliest convenience if you know you're not going to attend a meeting, please let us know so that we do not have interruptions, delays or have to reschedule any meetings.

Ms. Reed mentioned Melanie is going to send an email before the ad goes out to make sure that there is quorum, but if you know that you are going to be absent please let her know so we can make sure we carry this out smoothly and do not cause inconvenience to the applicants. That being said, we've made a few adjustments based on responses from the HPC commissioners.

Ms. Reed inquired if there are any dates on the draft schedule that you know you definitely cannot attend, if so, we can talk about a different date otherwise this will be our final schedule.

Ms. Poole stated the only date that she knows she probably would not be able to attend is July 6<sup>th</sup>. Ms. DeLoach stated that February and March may be difficult to attend due to Session.

Ms. Reed mentioned that as long as we have three members attend, we will have a quorum. The 2026 meeting scheduled has been approved.

Ms. Reed added a follow-up of the last discussion item which were the guidelines. Last discussion the Commission talked about the Tavernier Historic guidelines, goal is to take them to the January Planning Commission. We did not find any official definitions for energy saving devices or mechanical equipment, so we just left that one as is. As far as a quick guide to guide applicants, Ms. Reed agrees it is a great idea and discussed it with her supervisors. It was decided that a better place for the guide would be on the website to direct people to a web page for the historic district and from there linked to the guidelines. Ms. Reed noted as they went through the text last time, she noticed that we did not have a section for contributing structures for doors. We took from the old guidelines and the style of the new guidelines and stated that the contributing structures; doors - should be compatible with the character of the historic district and match the style of the home if possible. Otherwise, wood panel doors made of horizontal rails and vertical styles that frame one or more panels and single pane French doors are traditional and most appropriate. Batten or flush doors are not traditional to Tavernier. Screen doors hinging in front of the primary door are common.

**Adjournment.**

Meeting was adjourned at 2:12 P.M.