

HPC

Monroe County Historic Preservation Commission

MINUTES

Monday, January 5, 2026

2:00 PM Regular Meeting:



Call to Order.

Roll Call.

Present and answering the roll call were Chair Brian Shea, Commissioner Brad Bertelli, and Commissioner Erica Poole.

Commissioner Leslie Calero and Commissioner Kate DeLoach were absent.

Staff present: Derek Howard, Assistant County Attorney
Thomas Francis Siburg, Acting Planning and Development Review Manager
Stephanie Reed, Senior Planner

Adoption of the Minutes from the meeting on December 1, 2025.

Erica Poole motioned to approve the minutes for the meeting held on December 1, 2025. Brad Bertelli seconded the motion. As there were no objections, the motion carried unanimously.

Changes to the Agenda.

Stephanie Reed stated item number three having file number 2025-223 has been moved to the February Historic Preservation Commission (HPC) agenda.

Application for Special Certificate of Appropriateness

1. **MONROE COUNTY BOARD OF COUNTY COMMISSIONERS** (FILE No. 2025-232) IS SEEKING APPROVAL TO INSTALL HURRICANE SHUTTERS ON FIVE BUILDINGS (BRIDGE FOREMAN HOME, PAINT FOREMAN DORM, SECTION GANG QUARTERS, COMMISSARY, AND HONEYMOON COTTAGE) AT PROPERTY LOCATED AT 44800 OVERSEAS HIGHWAY, PIGEON KEY, MONROE COUNTY, FLORIDA, HAVING PARCEL IDENTIFICATION NUMBER 00106120-000000 AND DESCRIBED AS ALL OF PIGEON KEY, AN ISLAND APPROXIMATELY 5.31 ACRES LOCATED AT MILE MARKER 45, ALONG THE OLD SEVEN MILE BRIDGE, LOT 1, SECTION 13, TOWNSHIP 66 SOUTH, RANGE 31 EAST, TALLAHASSEE MERIDIAN, AND DEEDED TO THE OVERSEAS ROAD AND TOLL BRIDGE DISTRICT FROM THE FLORIDA EAST COAST RAILWAY COMPANY BY DEED DATED NOVEMBER 9, 1936, AND RECORDED IN DEED RECORD G-6, PAGES 46 TO 55, AND THEREAFTER DEEDED TO MONROE COUNTY BY WARRANTY DEED, RECORDED AT OR-15, PAGES 374 TO 376.

Staff presentation and recommendation

Stephanie Reed provided a history of the site stating the Pigeon Key Historic District was nominated to the National Register of Historic Places on March 16th, 1990, stating it is a designated historic property.

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

From the Secretary of the Interior Standards for Rehabilitation those that apply are 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, proportion, and massing to protect the integrity of the property and its environment.

Ms. Reed informs the commissioners that there are existing historic wooden shutters which are either side or top hinged on other buildings of Board and Batten style. The design of the proposed shutters is similarly wood, board and batten and side or top hinged. Application 93048 for the historic designation of Pigeon Key mentions Bahama style shutters on the bridge tenders house and wooden top latch shutters on the railroad worker's house, which is now referred to as the assistant paint foreman's home on the site plan for 2025-232.

For Standard 10, new additions 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 historic property and its environment would be unimpaired.

Ms. Reed informs the commissioners that the shutters are proposed to be attached by heavy-duty stainless-steel hinges which can be removed without impairing the essential form and integrity of the structure.

Ms. Reed stated no issues noted.

Ms. Reed reads resilience to natural hazards should be addressed as part of the treatment rehabilitation. A historic building may have existing characteristics or features that help address or minimize the impacts of natural hazards. These should be taken into consideration early in the planning stages of a rehabilitation project before proposing any new treatments. When new adaptive treatments are needed, they should be carried out in a manner that will have the least impact on the historic character of the building, its site, and setting. Pigeon Key is subject to the threat of damage from hurricane force winds. The addition of shutters, which are stylistically similar to existing historical shutters, will better protect the structures from natural hazards and do so with the least impact to the historical character of the site.

Ms. Reed stated no issues noted.

Ms. Reed's stated approval is recommended with the condition that the new shutters be painted to match the existing shutters. Staff recommends a condition of approval that the applicant must provide a letter of coordination at the time of building permit submission from the State of Florida Department of Historic Resources. Ms. Reed noted that the applicant is aware and does have the letter of coordination on hand and reviewed the scope of work and approve it. Ms. Reed mentioned that the letter of coordination would need to be submitted at the time of building permit application demonstrating that the work is acceptable and does not violate the existing restrictive covenant of state grant funding.

Applicant presentation

Kelly McKinnon, the agent for the applicant, was in attendance and prepared to answer questions if there were any.

Public testimony

There was no public input.

Staff response

Ms. Reed stated no building permit has yet been submitted it the applicant did state that they are aware this project will need concurrence from the State of Florida Department of Historical Resources. The applicant also provided the email from the Florida Department of Historical Resources giving approval of the shutters therefore Planning has no issues at this time.

Ms. Reed mentioned Planning staff will review the Special Certificate of Appropriateness and building permit application plans to make sure that they match at the time of building permit review.

Board discussion

Commissioner Erica Poole stated she has no comment.

Commissioner Brad Bertelli stated no issues noted.

Ms. Poole made a motion to approve with the following associated conditions noted by staff, one condition being the new shutters to be painted to match the existing shutters. The second condition of approval being the applicant must provide a letter of coordination at the time of building permit submission from the State of Florida Department of Historic Resources. Brad Bertelli seconded the motion. As there were no objections, the motion carried unanimously.

Application for Special Certificate of Appropriateness

2. STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION DIVISION OF STATE LANDS (FILE NO. 2025-234) IS SEEKING APPROVAL TO REPLACE A DOCK AND PAVILION AND RESTORE A TRAIL AT 1 INDIAN KEY, HAVING PARCEL IDENTIFICATION NUMBER 00097230-000000 AND DESCRIBED AS A PARCEL OF LAND IN SECTION 5, TOWNSHIP 64 SOUTH, RANGE 37 EAST, UPPER MATECUMBE KEY, MONROE COUNTY, FLORIDA.

Staff presentation and recommendation

Stephanie Reed provided the scope of work being replacement and addition of concrete pilings, re-decking with through-flow surge FRP decking, replacement of the pavilion including aluminum horizontal handrails and seamed aluminum roofing, reconstruction of an existing path with landscaping timber and sand and shell.

Ms. Reed provided history and relevant prior county actions of the site stating Indian Key was added to the National Register of Historic Places in 1972 and the entire island is a historic archaeological site. However, as per Monroe County application for historic designation 95091, the doc and pavilion referred to as a wooden boat dock and observation tower, are not historic structures and were additions originally constructed under the direction of the Florida Park Service. The period of significance is given as 1825-1849 although there are historic accounts of sporadic use of the island in the eighteenth century. The site is one of the most important historic properties in Monroe County. This historic town supported by wrecking became the county seat for Dade County in 1836. The town was burned and looted during an attack by Native Americans on August 7th, 1840 and most of the surviving population left the island and it was then occupied by the navy. The property is currently a state park.

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

From the Secretary of the Interior Standards for Rehabilitation those that apply are standard 8, significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, then mitigation measures shall be undertaken. Removal of the existing pilings and existing cap rock will include ground disturbing activity. Any approval should be conditioned to include required archeological monitoring.

Standard 9, new additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing size, scale, and archeological features to protect the historic integrity of the property and its environment.

Ms. Reed informs the commissioners that the dock and pavilions are additions. The proposed massing, size and scale are appropriate to protect the integrity of the property and its features. The commission may want to discuss the compatibility of the proposed architectural features.

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 historic property and its environment would be unimpaired. The dock and pavilion are additions and are not original to the property, no issued noted. Ms. Reed informs the commission that staff may want to discuss the concrete path addition.

Ms. Reed reads Division of Historical Resources the proposed scope of work was reviewed by the office of Alissa S., Director, Division of Historical Resources State of Florida. The response letter is saved in the files.

Ms. Reed states no issued noted by the Division of Historical Resources.

Ms. Reed's stated approval is recommended with the condition that this approval includes the requirement of monitoring by an individual qualified in archeological resource monitoring during all phases of construction associated with the aforementioned work as recommended by the State of Florida Division of Historical Resources. Work should be limited to the footprint of the existing structures and gravel paths should match those approved previously under Resolution No. HP 09-2024.

Applicant presentation

The applicant was not in attendance.

Public testimony

There was no public input.

Staff response

Ms. Reed stated building permit C-DOCK-2025-0018 has already been submitted and Environmental has approved the permit with conditions as submitted. It appears that the plans and specifications

submitted in the Special Certificate of Appropriateness application match what was submitted in the latest review cycle of the building permit, therefore, Planning has no issues at this time. Planning staff will verify that the Special Certificate of Appropriateness and the building permit application plans match at the time of building permit review.

Board discussion

Commissioner Brad Bertelli stated no issues noted.

Commissioner Erica Poole stated she also has no issues noted.

Brian Shea mentioned Stephanie made a comment regarding staff discussing the concrete path addition.

Ms. Reed stated it is a new concrete path and it is the only new addition from what was there before.

Brian Shea stated stabilization as long as it is conditioned with archeological conditions then that should be consistent.

Mr. Bertelli made a motion to approve with the following associated conditions 1) This approval includes the requirement of monitoring by a individual qualified in Archeological Resource Monitoring during all phases of construction associated with the aforementioned work as recommended by the State of Florida Division of Historical Resources 2) Work should be limited to the footprint of the existing structures. 3) Gravel paths should match those approved under HP 09-2024.

Ms. Poole seconded the motion. As there were no objections, the motion carried unanimously.

The following associated conditions were noted by staff; one condition being the new shutters be painted to match the existing shutters. The second condition of approval being the applicant must provide a letter of coordination at the time of building permit submission from the State of Florida Department of Historic Resources. Brad Bertelli seconded the motion. As there were no objections, the motion carried unanimously.

DISCUSSION:

1. Ms. Reed presented choices to discuss a replacement date for the September Historic Preservation Commission. Ms. Reed proposed September 8th or September 14th as an alternate date.

Mr. Bertelli stated he is unavailable on Tuesdays.

Mr. Shea confirmed either date works for him.

Ms. Reed mentioned she will verify with Kate and Leslie to see if there are any other issues with the alternate September date. If one individual is not in attendance, we should still be able to meet quorum.

Other Business:

No other business.

Adjournment.

Meeting was adjourned at 2:15 P.M.