HISTORIC PRESERVATION ADVISORY BOARD AGENDA
120 LAISHLEY COURT, PUNTA GORDA, FLORIDA 33950
NOVEMBER 17, 2026, 9:00 AM

David L Perry, Chair
Gregory J Carpenter, Board Member
Charles R Noble, Board Member
Teresa L Desguin, Board Member

CALL TO ORDER
Roll Call
Pledge of Allegiance
Announcements
Next Meeting- December 10, 2026

PUBLIC COMMENTS
Anyone wishing to address the Historic Preservation Advisory Board on any subject 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 up to a maximum of three minutes.

1. **APPROVAL OF MINUTES**

   1.a **September 24, 2026, Meeting Minutes.**

2. CONSENT AGENDA

   2.a **CA-37-2026 - 410 Gill Street - Windows**

   2.b **CA-38-2026 - 461 West Marion Avenue - Driveway Repair**

   2.c **CA-39-2026 - 364 West Olympia Avenue - Roof**

   2.d **CA-41-2026 - 260 East Olympia Avenue - Install Shed**

3. **CERTIFICATES OF APPROPRIATENESS**

   3.a **CA-42-2026 - 260 East Olympia Avenue - Sign**

   3.b **CA-43-2026 - 124 Cross Street - Sign**

   3.c **CA-44-2026 - 118 Sullivan Street - Sign**

4. **GENERAL BUSINESS**

4.a **"The Conquistadors" Mural Presentation**

4.b **Cancellation of Historic Preservation Board Special Meetings**

4.c **Discussion of Upcoming Historic Designation Workshop**

STAFF COMMENTS

City Hall Rehabilitation Update

Update on Vacant Properties

MEMBER COMMENTS

ADJOURNMENT

If any person decides to appeal any matter considered at this meeting, 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) 575-3371, and whose email address is humres@cityofpuntagordafl.com, at least two (2) calendars days prior to the meeting.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

APPROVAL OF MINUTES

Title:	September 24, 2026, Meeting Minutes.
Funds:	Not applicable.
Recommended Action:	For approval.
Summary:	September 24, 2026, meeting minutes are available for review and approval.
Department/Division:	City Clerk

EXHIBITS:

1. September 24, 2026, Minutes

CITY OF PUNTA GORDA, FLORIDA
HISTORIC PRESERVATION ADVISORY BOARD MEETING MINUTES
SEPTEMBER 24, 2026 9:00 A.M.
120 LAISHLEY COURT
PUNTA GORDA, FL 33950

MEMBERS PRESENT: David Perry, Chair
Teresa Desguin, Charles Noble

CITY STAFF PRESENT: Adrianna Gerhke, Planner; Alexandra Friend, Board Recorder

CALL TO ORDER

Chair Perry called the meeting to order at 9:00 a.m.

PUBLIC COMMENTS

There were none.

1) APPROVAL OF MINUTES

1.a *August 27, 2026, Meeting Minutes.

Exhibits:
Cover Page
August 27, 2026, Minutes

Member Noble **MOVED** to approve the August 27, 2026, minutes, **SECONDED** by Member Desguin.
MOTION CARRIED UNANIMOUSLY.

2) CERTIFICATES OF APPROPRIATENESS

2.a CA-35-2026 - 357 West Marion Avenue - Sign

Exhibits:
Cover Page
Admin. Memo to HPAB
CA-35-2026 - Application

Adrianna Gerhke, Planner, reviewed the application.
Member Desguin **MOVED** to recommend approval of the application, **SECONDED** by Member Noble.
MOTION CARRIED UNANIMOUSLY.

3) GENERAL BUSINESS

3.a Discussion regarding Historic Walking Tour Booklet

Exhibits:
Cover Page
City of Punta Gorda Walking Tour Booklet
Punta Gorda Historical Society Booklet

Discussion ensued regarding the Historic Walking Tour Booklet with Board consensus to update same.

3.b Discussion regarding Code Enforcement pertaining to Historic Preservation

Exhibits:

Cover Page
Code Processes Flow Chart
Code Enforcement Checklist - Historic District Design Guidelines

Discussion ensued regarding code enforcement as it pertained to historic preservation, particularly neglect of historic homes.

3.c Discussion regarding Historic Ordinance

Exhibits:

Cover Page
ZA-08-2026 Draft Ordinance - Local Reg. & Disclosure Form

Adrianna Gerhke summarized City Council's decisions regarding ZA-08-2026.

3.d A.C. Freeman House

Exhibits:

Cover Page

Adrianna Gerhke discussed the status of the A.C. Freeman House.
Discussion ensued regarding potential uses for the structure.

3.e Certified Local Government

Exhibits:

Cover Page

Discussion ensued regarding the process for a Certified Local Government designation.

3.f Discussion of Property and Project Updates

Exhibits:

Cover Page

Adrianna Gerhke provided an update for various properties and projects around the City.

3.g Joint Meeting with Council Agenda

Exhibits:

Cover Page

Adrianna Gerhke requested items for the joint meeting agenda.
Consensus was to request discussion on Gilchrist Park being added to the National Register of Historic Places and an update on becoming a Certified Local Government.

STAFF COMMENTS

City Hall Rehabilitation
Exhibits:
Cover Page

Adrianna Gerhke discussed the status of the City Hall rehabilitation project.

MEMBER COMMENTS

There were none.

ADJOURNMENT

The meeting adjourned at 9:26 a.m. and reconvened at 9:27 a.m.
Allen Libby spoke about a historic property he owned, noting he had recently received a Code violation. He suggested clearer guidelines for homeowners in the historic district.
Member Desguin noted the Board had been working towards implementing a required disclosure for buyers and sellers of historic homes.
The Board requested an update on same be added as an agenda item for the joint meeting.
The meeting adjourned at 9:37 a.m.

_____
Chair

_____
Board Recorder

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CONSENT AGENDA

Title: CA-37-2026 - 410 Gill Street - Windows

Funds: Not applicable

Recommended Action:

The Zoning Official has reviewed the application for the proposed window replacement and approved the Certificate of Appropriateness for the property located at 410 Gill Street.

Summary:

The applicant proposes to replace eleven (11) windows with vinyl frame impact windows. The proposed improvements are consistent with the historic character of the home.

The building was constructed as a single-family residence (SFR) on property located at 410 Gill Street in 1900 in the Frame Vernacular architectural style. The structure is listed on the Florida Master Site File (CH00168). Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

Department/Division: Urban Design

EXHIBITS:

1. CA-37-2026 - Application
2. Admin. Memo to HPB

Case # CA- 37-2026 Address - 410 Gill St.	Permit #

CITY OF PUNTA GORDA

URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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

CERTIFICATE OF APPROPRIATNESS CHECKLIST

☐ 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

1. Owner(s) of Record

Name	[redacted]
Address	
Phone	

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

Name							
Address		City		State		Zip	
Phone		Email address					

Address of Property
410 Gill St Punta Gorda FL 33950
Current Use of Property
Residence
Description of work to be performed – please be specific and include pictures when necessary
Remove old windows and replace with hurricane rated windows

For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE			
Type of Sign	☐ Window Signage	☐ Wall Sign	☐ Projecting Sign
Measurements of Window(s)/Door			
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)			
Proposed Materials for Signage			

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

William B Sturtevant — Signature of Owner or Authorized Agent

William B Sturtevant — Print Name

9/14/26 — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of September 14, 20 26, by William Sturtevant, who is personally known to me or who has produced FL DL as identification.

Madison H — (Signature of Notary)

MADISON HENDERSON
Notary Public - State of Florida
Commission # HH 436849
My Comm. Expires Aug 21, 2027

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

_____ — Signature of Property Owner

_____ — Print Name of Property Owner

_____ — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of _____, 20 _____, by _____, who is personally known to me or who has produced _____ as identification.

_____ — (Signature of Notary)

(Seal)

From: Mason Parks MParks@puntagordafl.gov
Subject: 410 Gill St - 26-199974
Date: Sep 11, 2026 at 4:28:37 PM
To: [redacted]

Good afternoon,

Zoning is in receipt of permit application 26-199974 for the removal and replacement of 11 windows on property located at 410 Gill Street. This property is located on the Florida Master Site File and deemed Historic so it will require a Certificate of Appropriateness application to be filled out and submitted to Urban Design for review. Once it is approved, I will be able to sign off on this permit application.

I have attached the application to this email, and may be submitted in person to Urban Design at 126 Harvey Street (Third Floor) or via mail at 326 W. Marion Avenue, Punta Gorda FL 33950 addressed to Urban Design c/o Adrianna Gehrke.

If you have any questions regarding the Certificate of Appropriateness application, you may reach out to Adrianna at the following;

Adrianna Gehrke
941-575-3407
Agehrke@PuntaGordaFL.gov

If you have any questions regarding the permit, please let me know and I would be glad to help.
Thank you !

Punta Gorda
FLORIDA

Mason Parks
Zoning Technician
Zoning & Code Compliance

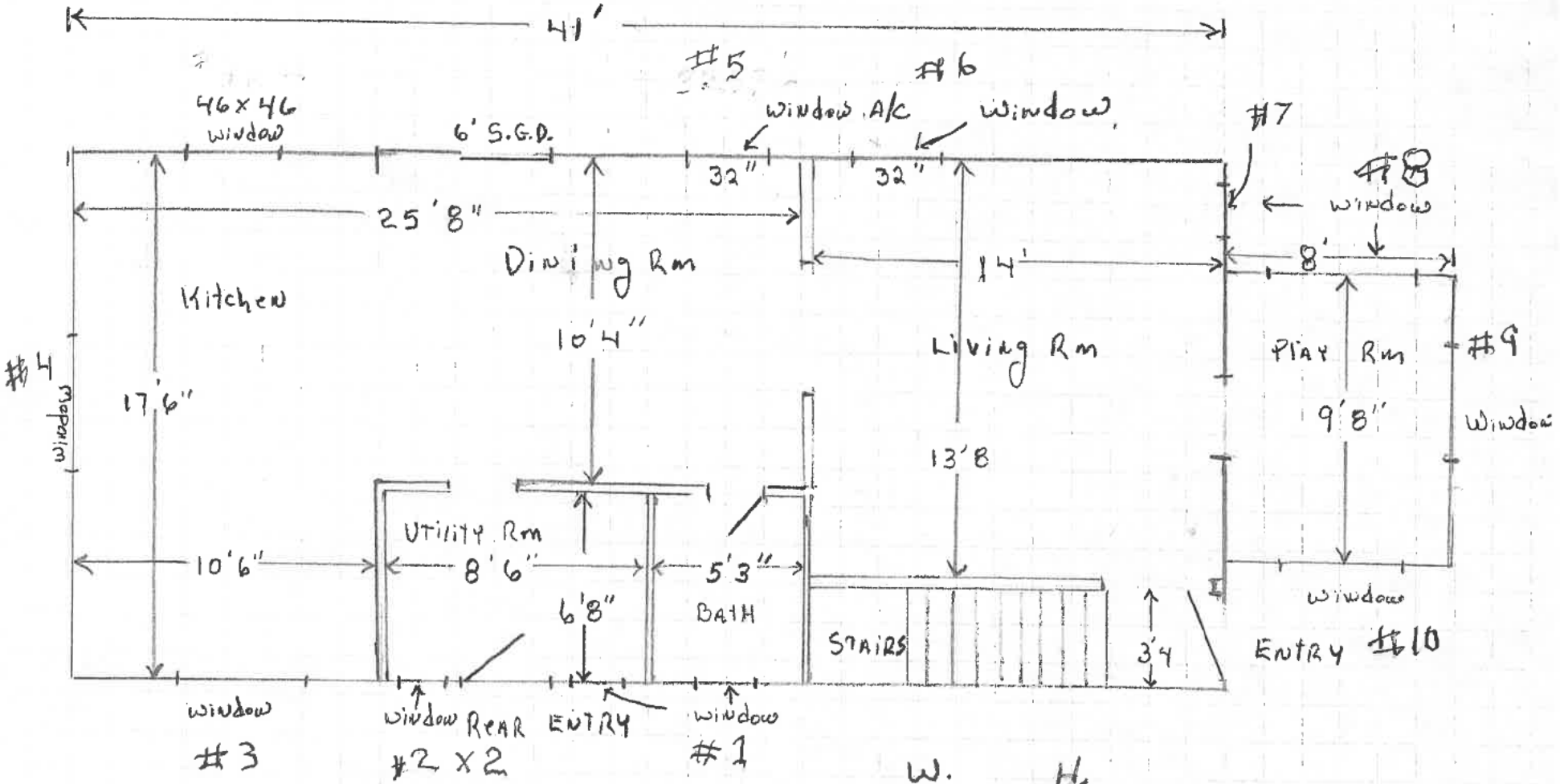
City of Punta Gorda
126 Harvey Street
Punta Gorda Florida 33950
941-575-3390
PuntaGordaFL.gov

Florida has a very broad public records law. Most written communications to City officials regarding City business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Punta Gorda will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Reasonable accommodations will be made to ensure that qualified individuals with disabilities have an equal opportunity to enjoy all of the City's services, programs, and activities. Anyone who requires an auxiliary aid or service for effective accommodation, or a modification of policies or procedures to participate in a service, program, or activity of the City of Punta Gorda should contact the applicable agency at least 4 days prior to the meeting or event.



Certificate of Appropriateness...
491 KB



	W.	H.
#1	23	49½
2@ #2	23	49½
#3	51	23¼
#4	50¾	23½
#5	31	57
#6	31¼	57¼
#7	27	57⅝
#8	52	48¼
#9	51¼	48
#10	51	48¼

N.Y. Lic. #10121

ACTIVE DOOR & WINDOW CO., INC.

FL. Lic. #09803

137918

[redacted]

CUSTOMER NAME	PHONE / JOB PHONE	SALESMAN	DATE OF ORDER	MECHANIC
	JOB PHONE below	JD	3/25/26	

BILL TO: Bill Sturtevant

ADDRESS: 410 Gill St

CITY: Punta Gorda, FL 33950

JOB NAME & LOCATION: [redacted]

STARTING DATE: Pick-up at Mallard Way

ORD. / /

DESCRIPTION OF WORK: Furnish Only

PGT 5500 Series Vinyl Frame Impact Windows

- 11 Windows Total
- White Vinyl Frame
- Gray Tinted Insulated Impact Glass
- 6 Single Hung / 5 Horizontal Roller
- Single Hung with Grids Top Glass Only
- Horizontal with Grids both sides
- Includes Screens

Ordered to Spec's printed out on NFRC Report 3/23/26

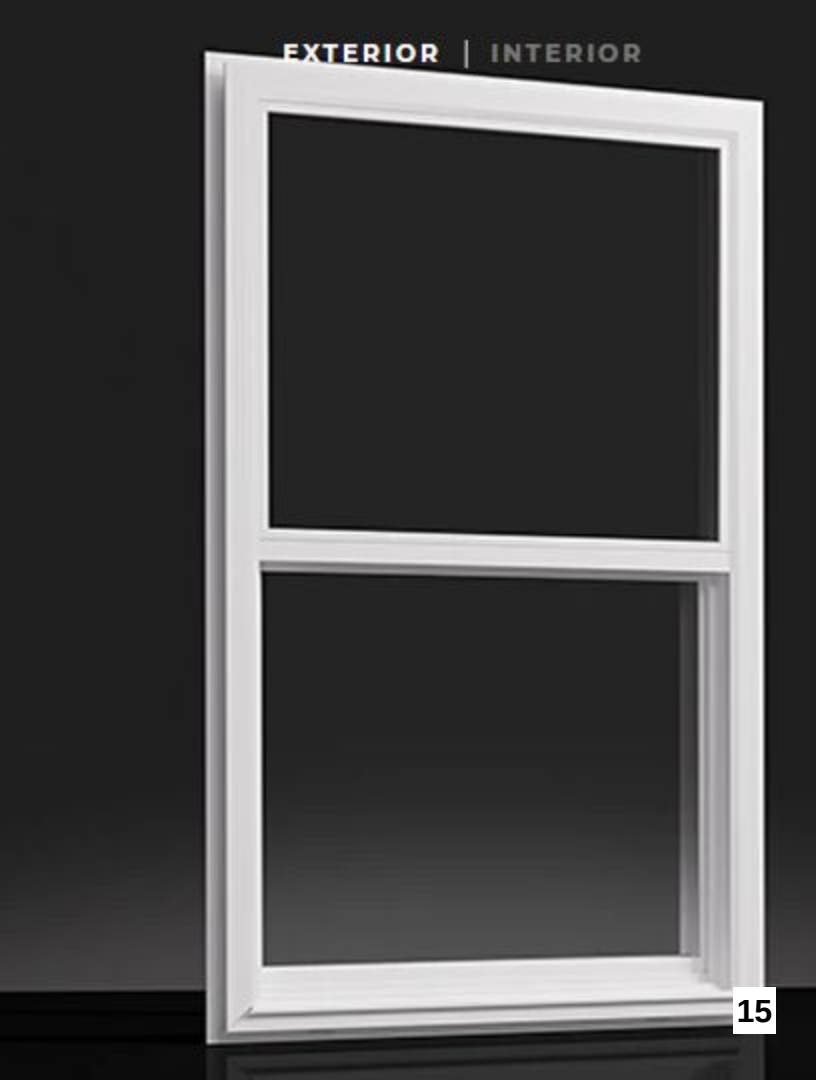
Deposit CK# 1170 3/25/26

AMOUNT	$9,031.68
TAX	$632.22
TOTAL	$9,663.90
DEPOSIT	$5,000.00
BALANCE	$4,663.90
DEPOSIT	
BALANCE	

TERMS: C.O.D.

CONDITIONS: 1 yr. guarantee parts & labor from invoice date. Prices and quotations are subject to job site inspection. 6 month guarantee on wood door Factory Pre Finishes. Active Door & Window Co. will, upon it's discretion, repair or replace defective material covered under guarantee policy. Active Door & Window Co. is not responsible for permanent wiring of any electric door openers sold and/or installed. Any and all repair work not covered under guarantee will be computed by current hourly labor rate plus materials. 1½% monthly charge on all overdue unpaid balances.
All approved refunds will be made by company check only.
Non custom orders may be returned for credit within 10 days of purchase at the discretion of Active Door & Window Co. subject to a minimum of 25% of the purchase price to cover handling or restocking charges. All custom orders (based upon supplier or manufacturers specifications) are non returnable for credit or refund.
We are not responsible for ORDERED material not picked up within 30 days. Deposit for material is NOT refundable.
I hereby agree to the terms, prices, & conditions of this invoice/contract.
You, the owner, may cancel this transaction at any time prior to midnight on the third business day after the date of this transaction.

SIGNATURE


EXTERIOR | INTERIOR

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-37-2026 – 410 Gill Street – Replace Windows

SUMMARY

The applicant proposes to replace eleven (11) windows with vinyl frame impact windows. The proposed improvements are consistent with the historic character of the home.

The building was constructed as a single-family residence (SFR) on property located at 410 Gill Street in 1900 in the Frame Vernacular architectural style. The structure is listed on the Florida Master Site File (CH00168). Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

RESULTS

The Zoning Official has reviewed the application for the proposed window replacements and approved the Certificate of Appropriateness for the property located at 410 Gill Street.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CONSENT AGENDA

Title: CA-38-2026 - 461 West Marion Avenue - Driveway Repair

Funds: Not applicable

Recommended Action:

The Zoning Official has reviewed the application for the proposed driveway repair and approved the Certificate of Appropriateness for the property located at 461 West Marion Avenue.

Summary:

The applicant proposes to repair the concrete driveway at the property located at 461 West Marion Avenue. The proposed improvements are consistent with the historic character of the structure. The building was constructed in 1925 and is currently used as a triplex. The structure is listed in the Florida Master Site File (CH00248) and is located within the National Register Historic District.

The applicant states that she proposes to replace the concrete pad that was previously located on the property to provide adequate access to all units of the triplex. The Historic Design Guidelines encourage the use of shared driveways. However, adding the driveway onto the existing concrete apron does not comply with the five (5)-foot setback required by Section 3.7(g)(3).

Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

Department/Division: Urban Design

EXHIBITS:

1. CA-38-2026 - Application
2. Admin. Memo to HPB

Case # CA- 38-2026 Address - 461W Marion Ave	Permit #

Punta Gorda

CITY OF PUNTA GORDA

URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

☒ 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 up to front property line; ROW permit req'd from front property line to sidewalk. Approved by: Rachel Barry

Historic Significance: ☐ National Register Listed Structure ☒ National Register District Contributing Structure
☐ National Register District – Non-Contributing Structure ☒ Florida Master Site File Listed Structure
☐ Other Historic Structure CH00248

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:**

CERTIFICATE OF APPROPRIATNESS CHECKLIST

☐ 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

1. Owner(s) of Record

Name	[redacted]
Address	
Phone	

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

Name							
Address		City		State		Zip	
Phone		Email address					

Address of Property
461 W MARION AVE, Punta Gorda, FL 33950
Current Use of Property
Single Family Residential
Description of work to be performed – please be specific and include pictures when necessary
Repairing Driveway

For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE	
Type of Sign	☐ Window Signage ☐ Wall Sign ☐ Projecting Sign
Measurements of Window(s)/Door	
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)	
Proposed Materials for Signage	

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Sheryl A Thomas, Trustee — Signature of Owner or Authorized Agent
Sheryl A. Thomas — Print Name
9-15-2026 — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this 15 day of September, 20 26, by Sheryl Thomas, who is personally known to me or who has produced FL DL as identification.

Morgan Carper
(Signature of Notary)

MORGAN CARPER
MY COMMISSION # HH 768904
EXPIRES: February 18, 2030

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

_____ — Signature of Property Owner
_____ — Print Name of Property Owner
_____ — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of _____, 20 _____, by _____, who is personally known to me or who has produced _____ as identification.

_____
(Signature of Notary) (Seal)

CHARLOTTE COUNTY CLERK OF CIRCUIT COURT OR BOOK: 4249, PGS: 1384 , PAGE: 1 OF 5
INSTR # 2561531 Doc Type: D, Recorded: 10/30/2017 at 9:23 AM
Rec. Fee: RECORDING $44.00 D DOCTAX PD $0.70 Cashier By: RAELYNT

Recording Fee:	~~$18.50~~ 44.00
Documentary Stamp Tax:	$ 0.70
Index Fee:	$ 2.00
Total:	~~$21.20~~ 46.70
Parcel ID:	412306356001, 412306356002 and 402218154007

This instrument prepared by and
should be returned to:
Guy S. Emerich, Esq.
Farr, Farr, Emerich, Hackett, Carr and Holmes, P.A.
99 Nesbit Street
Punta Gorda, FL 33950

SR 23 ET

THIS DEED WAS PREPARED WITHOUT THE BENEFIT OF TITLE EXAMINATION

WARRANTY DEED

THIS INDENTURE, made **this** 24 **day of** October, **2017**, by and between **SHERYL A. THOMAS f/k/a SHERYL A. ROSENWALD**, a single woman, hereinafter referred to as "GRANTOR," and **SHERYL A. THOMAS, Trustee of the SHERYL A. THOMAS TRUST AGREEMENT DATED FEBRUARY 13, 2007**, hereinafter referred to as "GRANTEE." GRANTEE's address is 24125 Westchester Boulevard, Port Charlotte, FL 33980.

WITNESSETH:

GRANTOR, in consideration of TEN DOLLARS ($10.00) and other valuable consideration, does hereby grant, bargain, sell and convey to GRANTEE the following described property situated in Charlotte County, Florida, to-wit:

AS DEEDED:

OR BOOK 1154, PAGE 809-810 / WARRANTY DEED / PARCEL ONE
THAT PORTION OF LOTS 3, 6 AND 21, AND THOSE 10 FOOT ALLEYS AS SHOWN ON HARVEY'S SUBDIVISION OF WEST QUARTER OF BLOCK 8 AND BLOCK 30 OF CHARLOTTE HARBOR AS RECORDED IN PLAT BOOK 1, PAGE 20, OF THE PUBLIC RECORDS OF CHARLOTTE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ALL OF LOTS 3 AND 21 LYING AND BEING WESTERLY OF A LINE COMMENCING AT A POINT OF BEGINNING DESCRIBED AS: COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF DURRANCE STREET AND THE SOUTHEASTERLY RIGHT OF WAY LINE OF WEST MARION AVENUE, SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF LOT 1 OF SAID BLOCK 8, THENCE RUN SOUTH 47°45'07" WEST ALONG THE RIGHT OF WAY OF WEST MARION AVENUE A DISTANCE OF 85.11 FEET TO SAID POINT

OF BEGINNING; THENCE RUN SOUTH 42°30'54" EAST A DISTANCE OF 137.13 FEET TO A POINT.

AND

THE EAST 10 FEET OF LOT 6 OF HARVEY'S SUBDIVISION OF WEST QUARTER OF BLOCK 8 AND BLOCK 30, OF CHARLOTTE HARBOR AS RECORDED IN PLAT BOOK 1, PAGE 20, OF THE PUBLIC RECORDS OF CHARLOTTE COUNTY, FLORIDA.

AND

ORB 1217, PAGE 343 / QUIT-CLAIM DEED / PARCEL TWO
LOTS 4, 5, AND 6, LESS 10 FEET OF THE EAST END OF LOT 6, HARVEY'S SUBDIVISION OF BLOCK 30, CITY OF PUNTA GORDA, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 1, PAGE 20, OF THE PUBLIC RECORDS OF CHARLOTTE COUNTY, FLORIDA.

AS SURVEYED:

A parcel of land lying within Harvey's Subdivision of Block 8 and Block 30, City of Punta Gorda, recorded in Plat Book 1, Page 20, of the public records of Charlotte County, Florida, being more specifically described as follows:

From the Northeasterly corner of Lot 1, Block 30, bear S48°03'09"W, along the Northwesterly line of Lots 1, 2 and a portion of Lot 3, a distance of 85.11 feet to the Point of Beginning; thence S42°12'52"E, 90.00 feet to the Southeasterly line of Lot 3; thence S48°03'09"W, along said Southeasterly line, a distance of 7.13 feet to the intersection thereof with the Northwesterly extension of the Northeasterly right of way line of the 10.00 foot wide alley, vacated by City Ordinance 343, recorded in ORB 349, Page 642, of said public records; thence S40°52'01"E, along said Northeasterly line, a distance of 10.00 feet to the Northwesterly corner of Lot 21; thence N48°03'09"E, along the Northwesterly line of Lot 21, a distance of 7.36 feet; thence S42°12'52"E, 37.13 feet; thence S47°47'08"W, 8.24 feet to said Northeasterly right of way line of said 10 foot wide alley; thence S49°07'59"W, 5.00 feet to the center line of said alley; thence S40°52'01"E, along said center line, a distance of 3.02 feet; thence S49°07'59"W, 5.00 feet to the Southeasterly corner of Lot 6; thence S48°03'09"W, along the Southeasterly line of Lot 6, a distance of 88.09 feet to the Southwesterly corner of Lot 6; thence N41°41'49"W, along the Southwesterly line of Lot 6, a distance of 40.00 feet to the Northwesterly corner of said Lot; thence N48°03'09"E, along the Northwesterly line of Lot 6, a distance of 88.67 feet to the Northeasterly corner of said Lot; thence N40°52'01"W, along the Northwesterly extension of the Northeasterly line of Lot 6, a distance of 10.00 feet to the Southeasterly line of

Lot 3; thence S48°03'09"W, along the Southeasterly line of Lot 3, 4 and 5, a distance of 88.82 feet to the Southwesterly corner of Lot 5; thence N41°41'49"W, along the Southwesterly line of Lot 5, a distance of 90.00 feet to the Northwesterly corner of said Lot; thence N48°03'09"E, along the Northwesterly line of Lot 5, 4 and a portion of Lot 3, a distance of 105.14 feet to the Point of Beginning.

ALONG WITH all of Grantor's right, title and interest in those adjacent alleyways including but not limited to the following:

ALLEYWAY WEST:

A portion of a 10 foot wide East/West direction Alley, as illustrated on Harvey's Subdivision of Block 30, City of Punta Gorda, as recorded in Plat Book 1, Page 20, of the public records of Charlotte County Florida, being more specifically described as follows:

Begin at the Southwesterly corner of Lot 5, Block 30, thence bear N48°03'09"E, along the Southeasterly line of Lots 5, 4 and a portion of Lot 3, on the Northwesterly line of said 10 foot Wide East/West direction Alley, a distance of 88.82 feet to the Northwesterly corner of a 10 foot wide North/South direction Alley, extending from Lot 3 to Olympia Avenue, vacated by Ordinance number 343, as recorded in Official Records Book 349, Page 642, of said public records; thence S40°52'01"E, along the Southwesterly line of said North/South direction Alley, a distance of 10.00 feet to the Northeasterly corner of Lot 6, Block 30; thence S48°03'09"W, along the Northwesterly line of Lot 6 and the Southeasterly line of the 10 foot Wide East/West direction Alley, a distance of 88.67 feet to the Northwesterly corner of Lot 6, being on the Northeasterly right of way line of Gill Street; thence N41°41'49"W, along said Northeasterly right of way line, a distance of 10.00 feet to the Point of Beginning.

ALLEYWAY EAST:

A portion of a 10 foot wide East/West direction Alley, as illustrated on Harvey's Subdivision of Block 30, City of Punta Gorda, as recorded in Plat Book 1, Page 20, of the public records of Charlotte County, Florida, being more specifically described as follows:

From the Southwesterly corner of Lot 5, Block 30, bear N48°03'09"E, along the Southeasterly line of Lots 5, 4 and a portion of Lot 3, on the Northwesterly line of said 10 foot wide East/West direction Alley, a distance of 98.82 feet to the Northeasterly corner of a 10 foot wide North/South direction Alley extending from Lot 3 to Olympia Avenue, vacated by Ordinance number 343, as recorded in Official Records Book 349, Page 642, of said public records, and the Point of Beginning; thence continue N48°03'09"E, along the Southeasterly line of Lot 3

and the Northwesterly line of the 10 foot wide East/West direction Alley a distance of 7.13 feet; thence S42°12'52"E, 10.00 feet to the Southeasterly line of said 10 foot wide East/West direction Alley; thence S48°03'09"W, along said Southeasterly line, a distance of 7.36 feet to the Northeasterly line of said 10 foot wide North/South direction Alley; thence N40°52'01"W, along said Northeasterly line, a distance of 10.00 feet to the Point of Beginning.

AND

Lot 7, Block 352, PORT CHARLOTTE SUBDIVISION, Section 21, according to the plat thereof, recorded in Plat Book 5, Page 12, of the Public Records of Charlotte County, Florida.

Subject to restrictions, reservations and easements of record, if any, and taxes for the current and subsequent years.

TOGETHER WITH all appurtenances, privileges, rights, interests, reversions, remainders and easements thereunto appertaining.

TO HAVE AND TO HOLD said real estate with the following powers and for the following uses and purposes, to-wit:

1. The Trustee is vested with full rights of ownership over the above-described real estate and is specifically granted and given the power and authority to protect, conserve, sell and to convey, or to lease, or to encumber, or otherwise to manage and dispose of the real property described herein and all other powers without limitation, provided for in Florida Statute 689.073.

2. Rights of ownership over the above-described real estate and the power and authority granted under Paragraph 1, above, shall vest in any successor Trustee named herein or in the aforesaid Trust Agreement only upon the recording by said successor Trustee of an acceptance of the trust in the public records of the county wherein the property is located.

3. The Grantor does hereby define and declare that the interests of any beneficiary hereunder or under the said Trust Agreement collateral hereto shall be personal property only.

4. The terms "Grantor," "Grantee" and "Trustee" are used for singular or plural, as context requires.

5. By acceptance of this conveyance, the Trustee covenants and agrees to do and perform the duties, acts and requirements of this instrument.

AND Grantor hereby covenants that Grantor is lawfully seized of said property in fee simple and it is free of encumbrances except as above-stated; that Grantor has good right and lawful authority to convey same and Trustee shall have quiet enjoyment thereof; that Grantor will make such other and further assurances to perfect the fee simple title to said property as may hereafter be required. The Grantor does hereby fully warrant the title of said property, and will defend the same against lawful claims of all persons whomsoever.

IN WITNESS WHEREOF, said GRANTOR has hereunto set GRANTOR's hand and seal the day and year first above written.

Barbara Allspach
First Witness

Barbara Allspach
Typed/Printed Name of Witness

Sheila M. Guth
Second Witness

Sheila M. Guth
Typed/Printed Name of Witness

Sheryl A. Thomas
SHERYL A. THOMAS

STATE OF FLORIDA
COUNTY OF CHARLOTTE

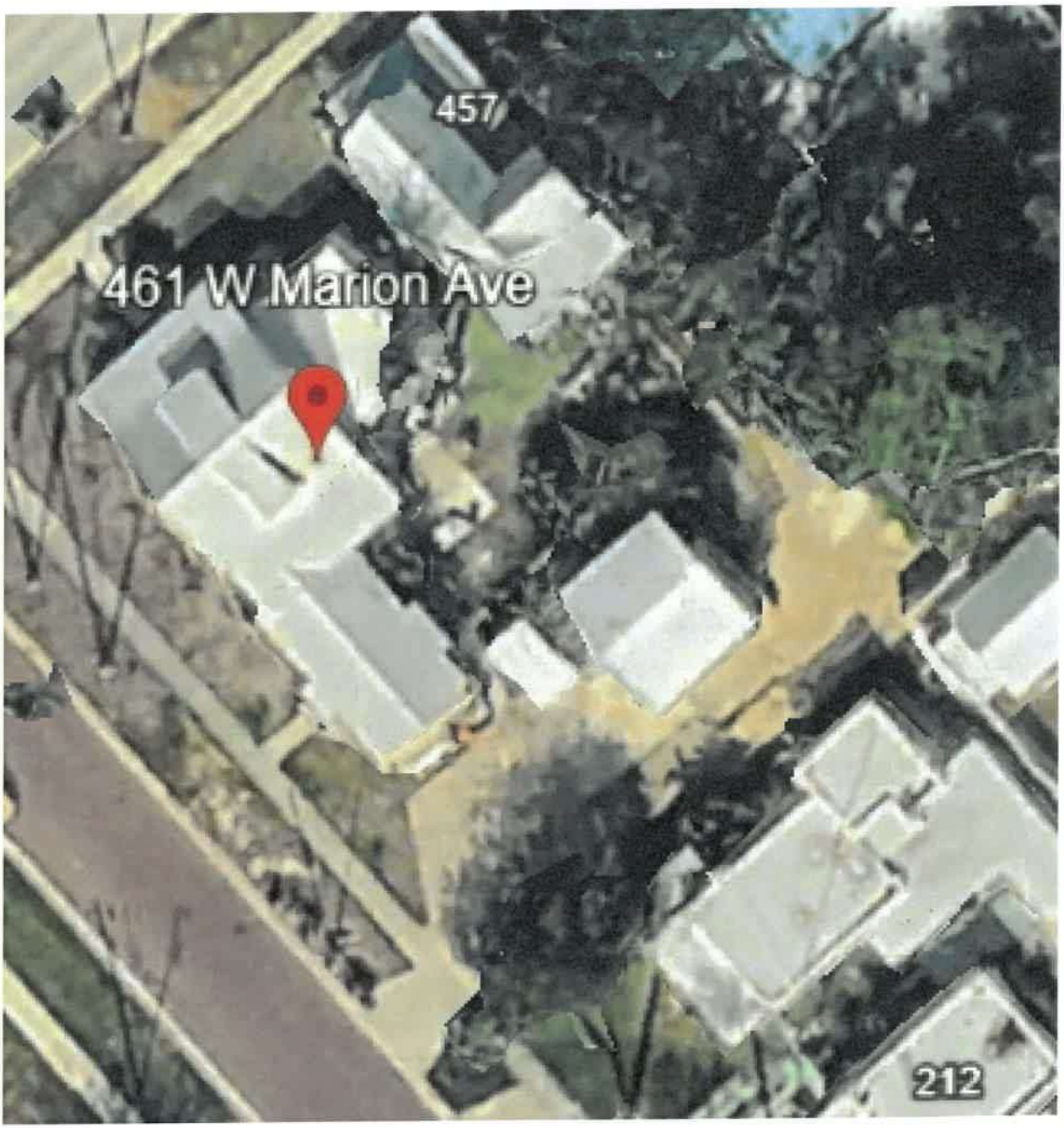
The foregoing instrument was acknowledged before me this 24 day of October, 2017, by **SHERYL A. THOMAS**, who is personally known to me or who has produced Drivers License as identification.

[AFFIX NOTARY SEAL]

Sheila M. Guth
Notary Public/State of Florida

Name typed, printed or stamped

SHEILA M. GUTH
MY COMMISSION # FF 966992
EXPIRES: April 4, 2020
Bonded Thru Notary Public Underwriters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461 W Marion Ave
212


April 15, 2026 11:35 AM
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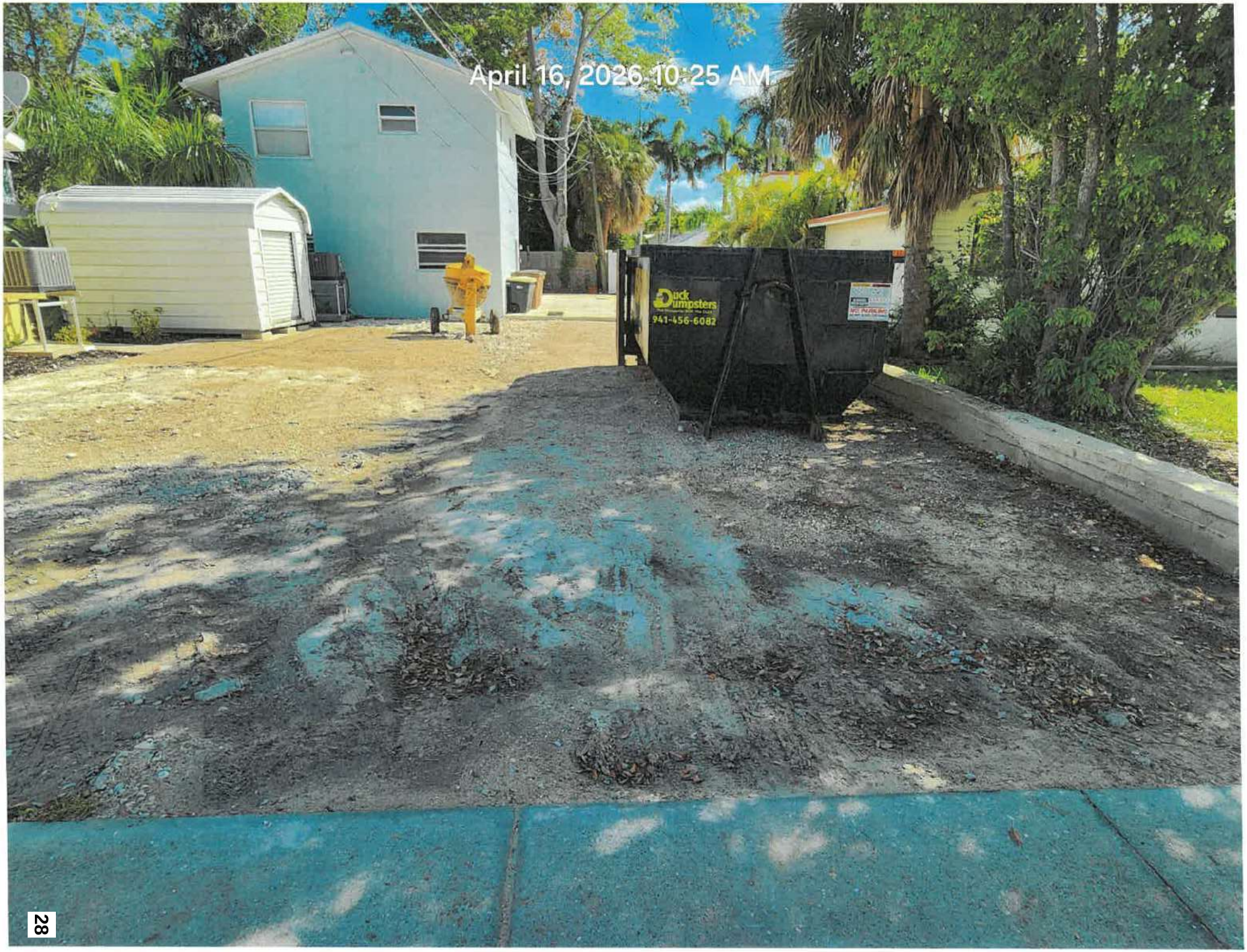
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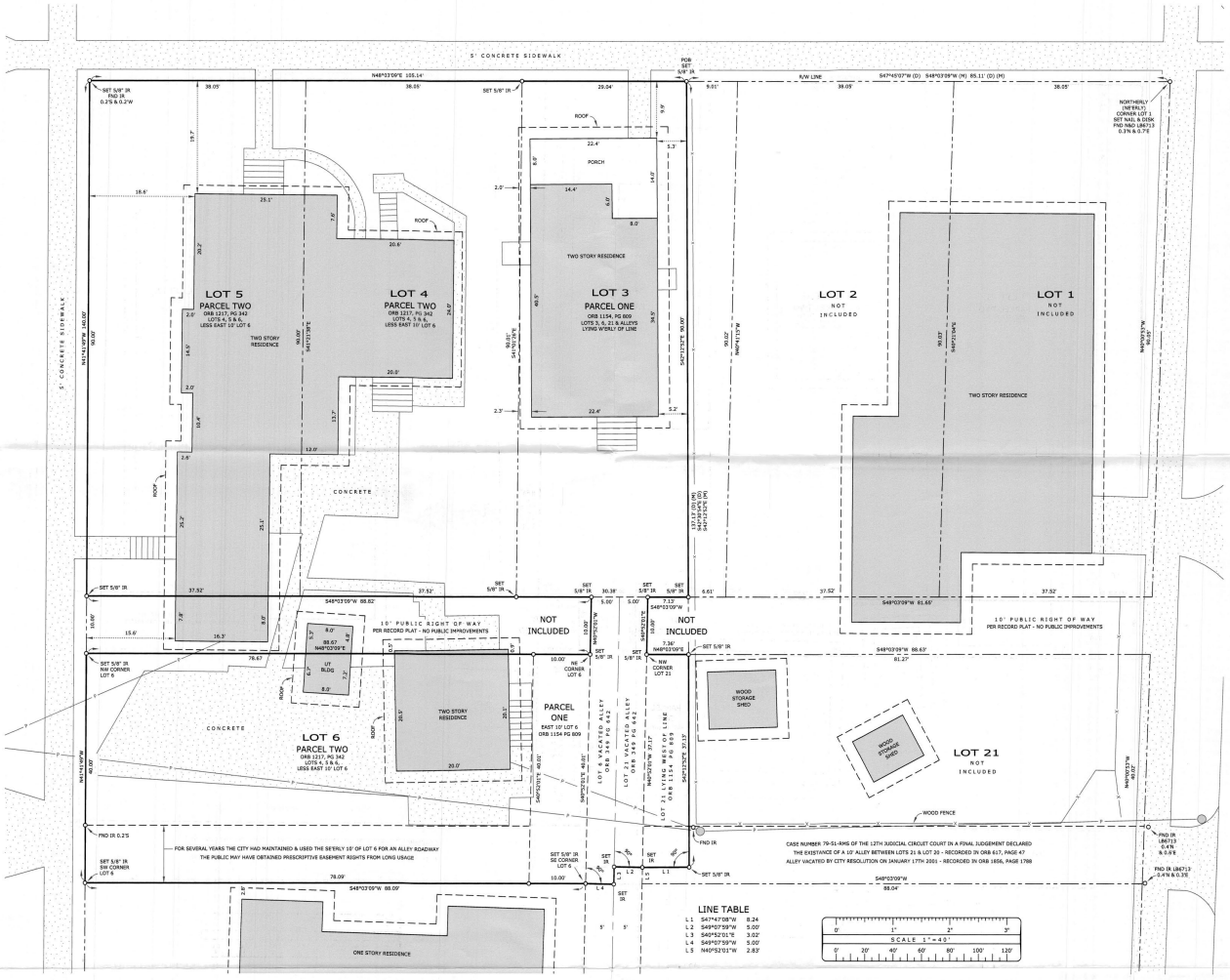
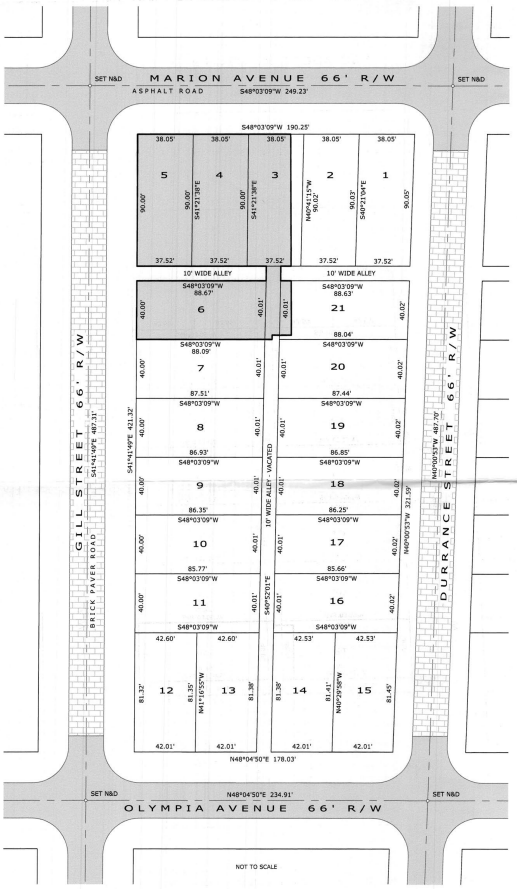
941-456-6082


April 16, 2026 10:25 AM
Duck Dumpsters
941-456-6082





WEST HALF OF BLOCK 30

LENGEND

FND = FOUND
N&D = NAIL AND DISK
IR = IRON ROD
R/W = RIGHT OF WAY
POB = POINT OF BEGINNING
UT = UTILITY
BLDG = BUILDING
(M) = MEASURED
(D) = DEED

A SURVEY OF

OR BOOK 1154, PAGE 809-810 / WARRANTY DEED / PARCEL ONE
THAT PORTION OF LOTS 3, 4 AND 21, AND THOSE 10 FOOT ALLEYS AS SHOWN ON HARVEY'S SUBDIVISION OF WEST QUARTER OF BLOCK 8 AND BLOCK 30 OF CHARLOTTE HARBOR AS RECORDED IN PLAT BOOK 1, PAGE 20, OF THE PUBLIC RECORDS OF CHARLOTTE COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ALL OF LOTS 3 AND 21 LYING AND BEING WESTERLY OF A LINE COMMENCING AT A POINT OF BEGINNING DESCRIBED AS: COMMENCE AT THE INTERSECTION OF THE SOUTHWESTERLY RIGHT OF WAY LINE OF DURRANCE STREET AND THE SOUTHEASTERLY RIGHT OF WAY LINE OF WEST MARION AVENUE, SAID POINT ALSO BEING THE MOST NORTHERLY CORNER OF LOT 1 OF SAID BLOCK 8; THENCE RUN SOUTH 47°45'07" WEST ALONG THE RIGHT OF WAY OF WEST MARION AVENUE A DISTANCE OF 85.11 FEET TO SAID POINT OF BEGINNING; THENCE RUN SOUTH 42°30'54" EAST A DISTANCE OF 137.13 FEET TO A POINT.

AND

THE EAST 10 FEET OF LOT 6 OF HARVEY'S SUBDIVISION OF WEST QUARTER OF BLOCK 8 AND BLOCK 30, OF CHARLOTTE HARBOR AS RECORDED IN PLAT BOOK 1, PAGE 20, OF THE PUBLIC RECORDS OF CHARLOTTE COUNTY, FLORIDA.

AND

ORB 1217, PAGE 343 / QUIT-CLAIM DEED / PARCEL TWO
LOTS 4, 5, AND 6, LESS 10 FEET OF THE EAST END OF LOT 6, HARVEY'S SUBDIVISION OF BLOCK 30, CITY OF PUNTA GORDA, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLTA BOOK 1, PAGE 20, OF THE PUBLIC RECORDS OF CHARLOTTE COUNTY, FLORIDA.

SURVEYOR'S DESCRIPTION (Requested by Client)

A parcel of land lying within Harvey's Subdivision of Block 8 and Block 30, City of Punta Gorda, recorded in Plat Book 1, Page 20, of the public records of Charlotte County, Florida, being more specifically described as follows:

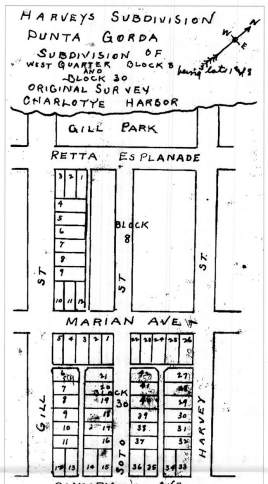
From the Northeasterly corner of Lot 1, Block 30, bear S48°03'09"W, along the Northwesterly line of Lots 1, 2 and a portion of Lot 3, a distance of 85.11 feet to the Point of Beginning;

thence S42°21'52"E, 90.00 feet to the Southeasterly line of Lot 3; thence S48°03'09"W, along said Southeasterly line, a distance of 7.13 feet to the intersection thereof with the Northwesterly extension of the Northeasterly right of way line of the 10.00 foot wide alley, vacated by City Ordinance 343, recorded in ORB 349, Page 642, of said public records; thence S40°52'01"E, along said Northeasterly line, a distance of 10.00 feet to the Northwesterly corner of Lot 21; thence N48°03'09"E, along the Northwesterly line of Lot 21, a distance of 7.36 feet; thence S42°21'52"E, 37.13 feet; thence S47°47'08"W, 8.24 feet to said Northeasterly right of way line of said 10 foot wide alley; thence S49°07'59"W, 5.00 feet to the center line of said alley; thence S40°52'01"E, along said center line, a distance of 3.02 feet; thence S49°07'59"W, 5.00 feet to the Southeasterly corner of Lot 6; thence S48°03'09"W, along the Southeasterly line of Lot 6, a distance of 88.09 feet to the Southwesterly corner of Lot 6; thence N41°41'49"W, along the Southwesterly line of Lot 6, a distance of 40.00 feet to the Northwesterly corner of said Lot; thence N48°03'09"E, along the Northwesterly line of Lot 6, a distance of 88.67 feet to the Northeasterly corner of said Lot; thence N40°52'01"W, along the Northeasterly extension of the Northeasterly line of Lot 6, a distance of 10.00 feet to the Southeasterly line of Lot 3; thence S48°03'09"W, along the Southeasterly line of Lot 3, 4 and 5, a distance of 88.82 feet to the Southwesterly corner of Lot 5; thence N41°41'49"W, along the Southwesterly line of Lot 5, a distance of 90.00 feet to the Northwesterly corner of said Lot; thence N48°03'09"E, along the Northwesterly line of Lot 5, 4 and a portion of Lot 3, a distance of 105.14 feet to the Point of Beginning.

SURVEYOR'S NOTES

1. SURVEY IS NOT VALID WITHOUT ORIGINAL SIGNATURE & EMBOSSED SEAL OF THIS SURVEYOR.
2. BEARINGS BASED ON ASTRONOMICAL TRUE NORTH BY GLOBAL POSITION SATELLITE MEASUREMENTS.
3. THE SURVEY DEPICTED HERE IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE.
4. MEASUREMENTS ARE IN FEET, ON A HORIZONTAL PLANE, PER U.S. STANDARDS, WITH RELATIVE DISTANCE ACCUACY GREATER THAN 1 FOOT IN 10,000 FEET.
5. UNDERGROUND IMPROVEMENTS, UTILITIES, FOUNDATIONS, IRRIGATION LINES WERE NOT LOCATED.
6. THIS SURVEYOR WAS NEITHER FURNISHED WITH, NOR REQUESTED TO REVIEW, AN ABSTRACT ON THE DESCRIBED PROPERTY AND THEREFORE EXPRESSES NO OPINION AS TO CONDITION OF TITLE. ALL EASEMENTS, RIGHTS OF WAY, SETBACK LINES, RESERVATIONS, AGREEMENTS AND SIMILAR MATTRRS SHOULD BE OBTAINED THROUGH APPROPRIATE TITLE VERIFICATION.
7. CITY ORDINANCE 343, VACATING THE ALLEY IN THE SOUTHWESTERLY HALF OF BLOCK 30, IS DESCRIBED AS EXTENDING NORTHWESTERLY AND SOUTHEASTERLY FROM THE SOUTHEASTERLY BOUNDARY OF LOT 3 TO OLYMPIA AVENUE AND IS RECORDED IN ORB 349, PAGE 642.
8. THE CALL FOR THE EAST 10 FEET OF LOT 6 COULD BE INTERPRETED AS BEING THE SEERLY 10' INSTEAD OF THE NE'ERLY 10' AS SHOWN HEREON. SUGGEST CLIENT CONTACT ATTORNEY FOR LEGAL ADVISE.
9. DECEMBER 5, 2016 - FIELD SURVEY COMPLETED.
10. DECEMBER 16, 2016 - REVISED SURVEY OF DESCRIPTION BY ADDED LOTS 5 &

ROBERT ORREN SOUTH, FLORIDA LAND SURVEYOR 2668
5500 SABAL PALM LANE, PUNTA GORDA, FLORIDA 33982
EMAIL: PUNTAGORDABOY@HOTMAIL.COM
PHONE: 941-639-4123 - WEB PAGE: LS2668.COM



HARVEYS SUBDIVISION
PLAT BOOK 1, PAGE 20

NOT TO SCALE

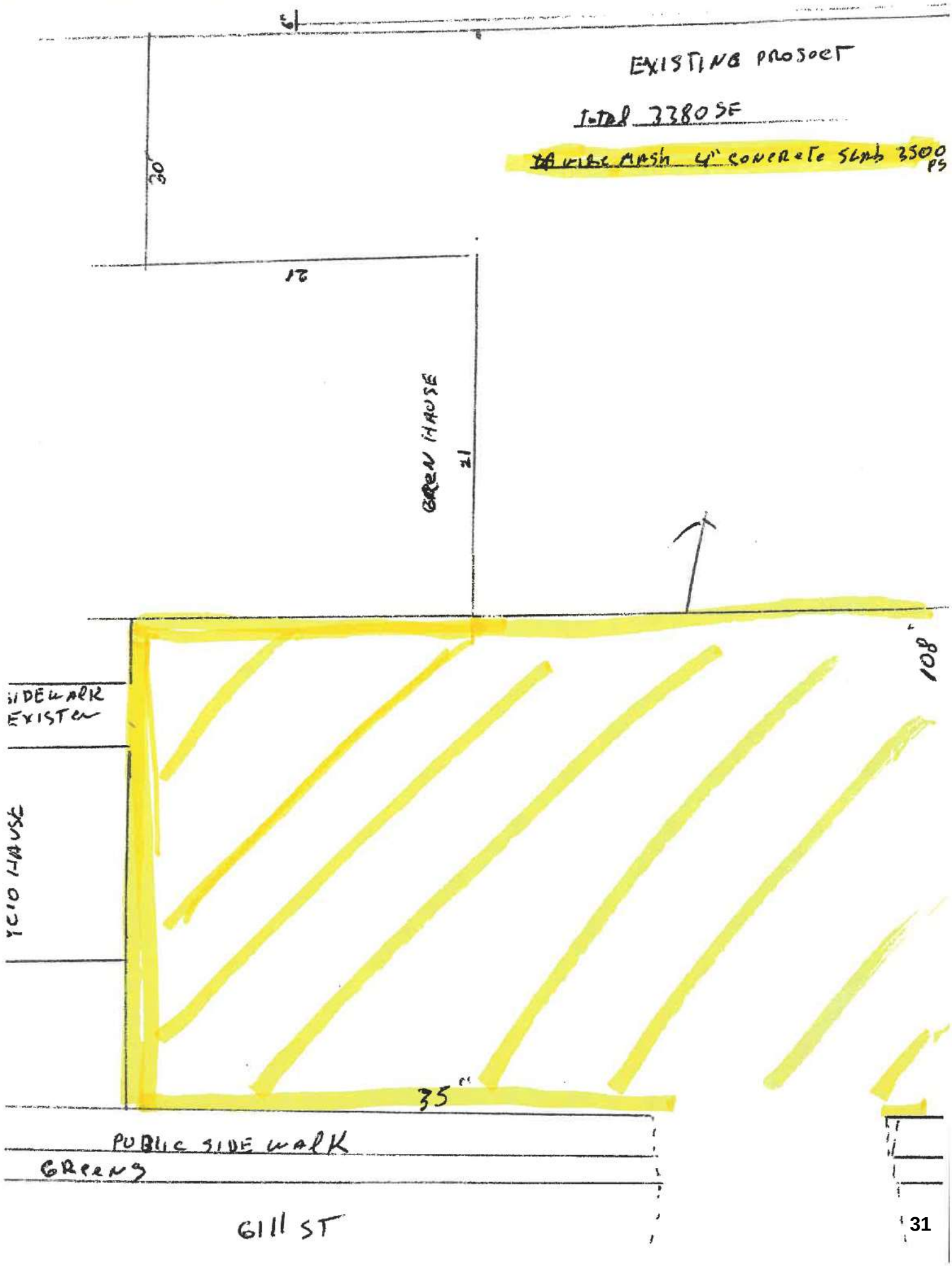
FLOOD DATA

FIRM DATE: 05/05/2003
COMMUNITY NUMBER: 120062
PANEL: 0241F
FIPS: 12015C
FLOOD ZONE: AE
BASE FLOOD ELEVATION: 9

SOUTH SURVEY STATE OF FLORIDA

BOUNDARY SURVEY

HARVEY'S SUBDIVISION OF BLOCK 30
CITY OF PUNTA GORDA
PLAT BOOK 1, PAGE 20
CHARLOTTE COUNTY, FLORIDA


EXISTING PROJECT
TOTAL 3380 SF
6" CONCRETE SLAB 3500 PS
30'
12'
21'
GREEN HOUSE
108'
SIDEWALK EXISTEN
YELLO HOUSE
35'
PUBLIC SIDE WALK
GREENS
611 ST

Map Layout



December 30, 2016

Property Ownership

Override 1

Property Ownership

Lots

Block Number

Road Centerlines

Collector

Freeway

Highway

Local

Major Arterial

Minor Arterial

1:500

0 0.004 0.008 0.016 mi

0 0.005 0.01 0.02 km

Charlotte County
Charlotte County GIS

Charlotte County GIS

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-38-2026 – 461 West Marion Avenue – Driveway Repair

SUMMARY

The applicant proposes to repair the concrete driveway at the property located at 461 West Marion Avenue. The proposed improvements are consistent with the historic character of the structure. The building was constructed in 1925 and is currently used as a triplex. The structure is listed in the Florida Master Site File (CH00248) and is located within the National Register Historic District.

The applicant states that she proposes to replace the concrete pad that was previously located on the property to provide adequate access to all units of the triplex. The Historic Design Guidelines encourage the use of shared driveways. However, adding the driveway onto the existing concrete apron does not comply with the five (5)-foot setback required by Section 3.7(g)(3).

Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

RESULTS

The Zoning Official has reviewed the application for the proposed driveway repair and approved the Certificate of Appropriateness with conditions for the property located at 461 West Marion Avenue.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CONSENT AGENDA

Title: CA-39-2026 - 364 West Olympia Avenue - Roof

Funds: Not applicable

Recommended Action:

The Zoning Official has reviewed the application for the proposed metal roof replacement and approved the Certificate of Appropriateness for the property located at 364 West Olympia Avenue.

Summary:

The applicant proposes to remove the existing roof and replace it with new metal roofing that matches the existing roof. The proposed improvements are consistent with the historic character of the home.

The building was constructed as a single-family residence (SFR) on property located at 364 West Olympia Avenue in 1920 in the Frame Vernacular style. The structure is listed on the Florida Master Site File (CH00286) and located in the National Register Historic Overlay District. Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

Department/Division: Urban Design

EXHIBITS:

1. CA-39-2026 - Application
2. Admin. Memo to HPB

Case # CA-	Permit # 26-200133
Address - 364 W Olympia Ave Punta Gorda, FL 33950	

Punta Gorda

CITY OF PUNTA GORDA
URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

☒ 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: Rachel Barry Digitally signed by Rachel Barry Date: 2026.10.30 15:43:16 -04'00'

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

CERTIFICATE OF APPROPRIATNESS CHECKLIST

■ 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

1. Owner(s) of Record

Name	364 W OLYMPIA AVE LLC
Address	[redacted]
Phone	

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

Name	Kuykendall Roofing - Whitney Owens
Address	[redacted]
Phone	

Address of Property	
364 W Olympia Ave Punta Gorda, FL 33950	
Current Use of Property	
Single Family	
Description of work to be performed – please be specific and include pictures when necessary	
Remove existing metal roof and replace with metal	
For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE	
Type of Sign	☐ Window Signage ☐ Wall Sign ☐ Projecting Sign
Measurements of Window(s)/Door	
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)	
Proposed Materials for Signage	

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature of Owner or Authorized Agent

Wendy S Mueller
Print Name

10/5/26
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this 5th day of October, 2026, by Wendy Mueller, who is personally known to me or who has produced License as identification.

(Signature of Notary)

(Seal)

WHITNEY OWENS
MY COMMISSION # HH 793122
EXPIRES: August 18, 2030

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We 364 W OLYMPIA AVE LLC, property owner(s), hereby authorize Kuykendall Roofing/Whitney Owens to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as 364 W Olympia Ave in Punta Gorda, Florida.

Signature of Property Owner

Wendy S Mueller Mngr
Print Name of Property Owner

10/5/26
Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this 5th day of October, 2026, by Wendy Mueller, who is personally known to me or who has produced License as identification.

(Signature of Notary)

WHITNEY OWENS
MY COMMISSION # HH 793122
EXPIRES: August 18, 2030

CHARLOTTE COUNTY PROPERTY APPRAISER
PAUL L. POLK, CFA, AAS, RES

Property Record Information for 412306358011

The Charlotte County Property Appraiser makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.
If a discrepancy is discovered in your property's records, or those of another, please bring it to our attention immediately.

Owner:

364 W OLYMPIA AVE LLC
PO BOX 512438
PUNTA GORDA, FL 33951
Online Address Change

Ownership current through: 9/13/2026

Property Location:

Property Address: 364 W OLYMPIA AVE
Property City & Zip: PUNTA GORDA 33950
Business Name:

General Parcel Information

Taxing District:	152
In City of Punta Gorda:	YES
Current Use:	SINGLE FAMILY
Future Land Use (Comp. Plan):	City
Zoning Code:	NR-15
Market Area / Neighborhood / Subneighborhood:	03/02/00
Map Number:	5B06S
Section/Township/Range:	06-41-23
SOH Base Year:	
Waterfront:	NO

Sales Information

Date	Book/ Page	Instrument Number	Selling Price	Sales code
10/11/2017	4245/74	2557988	$100	IMPROVED
3/8/2017	4174/2160	2505588	$283,000	IMPROVED
5/17/2005	2707/700	1388140	$100	IMPR-MULTI
8/1/1997	1555/541	508565	$65,000	IMPROVED
1/1/1994	1325/128	275964	$30,000	IMPROVED
11/1/1993	1307/1792	259435	$100	IMPROVED
9/1/1992	1249/195	199981	$100	IMPROVED

Click on the book/page or the instrument number to view transaction document images on the Clerk of the Circuit Court's web site.
Click on Qualification/Disqualification Code for a description of the code. Codes are not available prior to 2003.

FEMA Flood Zone (Effective 12/15/2022)

Firm Panel	Floodway	SFHA	Flood Zone	FIPS	COBRA	Community	Base Flood Elevation (ft.)	Letter of Map Revision (LOMR)
0241G	OUT	IN	9AE	12015C	Outside of CBRA Zone	120062	9 NAVD88	

***If parcel has more than 1 flood zone, refer to the flood maps available on the GIS web site by clicking on View Map below. Flood term definitions.**
For more information, please contact Building Construction Services at 941-743-1201.

2026 Preliminary Tax Roll Values, as of January 1, 2026

***Preliminary values within this box are NOT certified (final) values. Consequently, they can change periodically as records are updated. Notices of Proposed Property Taxes (TRIM Notice) are typically mailed mid-August and final values certified mid-October.**

Value	County	City	School	Other
Preliminary Just Value (Just Value reflects 193.011 adjustment.):	$179,756	$179,756	$179,756	$179,756
Preliminary Assessed Value:	$179,756	$179,756	$179,756	$179,756
Preliminary Taxable Value:	$179,756	$179,756	$179,756	$179,756

Land Information

Line	Description	Land Use	Zoning	Unit Type	Units	Acreage	Land Value
1	PUG 000 0031 0039	0100	NR-15	FRONT FOOT	55	0	$110,880

***Land Value does not include 193.011 adjustment.**

Land Value may be adjusted due to scrub jay habitat. You can access the Board of County Commissioner's website to determine if this parcel is within scrub jay habitat. For more information on scrub jay habitat within Charlotte County, see the County's Natural Resources web site.

Land Improvement Information

Code	Description	Size
0221	Stemwall - 2 - 3 Course (l.f.)	89
0322	Paving - Stamped Concrete (sq. Ft.)	485
0460	Screen Cage, 8 - Aluminum Frame - 3 Walls (sq. Ft.)	773
0510	Pool - Gunite (sq. Ft.)	288

Building Information

Building Number	Description	Quality	Building Use	Year Built	Year Cond	Floors	Rooms	Bedrooms	Plumbing Fixtures	Area	A/C Area	Total Area
1	SINGLE FAMILY RES	2.5	0100	1920	1978	1	4	2	5	1280	1280	1730
2	Aluminum Shed		0700	1982	1982	1	1	0	0	220	0	220

Building Component Information

Bld #	Code	Description	Category	Area	Type
1	905	Raised Slab Porch (SF) with Roof	Porch/Deck	290	Appendage Component
1	910	Raised Enclosed Porch (SF), Screened Walls	Porch/Deck	160	Appendage Component
1	108	Frame, Siding, Wood	Exterior Walls	0	Construction Component
1	214	Metal, Preformed	Roofing	0	Construction Component
1	351	Warmed & Cooled Air	Heating/Cooling	0	Construction Component
1	402	Automatic Floor Cover Allowance	Floor Cover	0	Construction Component
1	601	Plumbing Fixtures (#)	Miscellaneous	1	Construction Component
1	602	Plumbing Rough-ins (#)	Miscellaneous	1	Construction Component
1	622	Raised Subfloor (% or SF)	Miscellaneous	1280	Construction Component
1	641	Single 1-Story Fireplace (#)	Miscellaneous	1	Construction Component
1	40046	Bahama Shutters (%)	Segregated Costs	1	Construction Component
1	40102	Piers Per Sq Foot Of base	Segregated Costs	0	Construction Component

1	44549	Single Family Res Water & Waste Water Service	Segregated Costs	1	Construction Component

Legal Description:

Short Legal:	Long Legal:
PUG 000 0031 0039	PUNTA GORDA BLK 31 SE 15 FT LT 39 & ALL LT 40 383/452 1249/195 CT1307/1792 1325/128 CD/ CT1357-1462 1555/541 VAR1754/403 2707/700 4174/2160 4245/74

Data Last Updated: 9/29/2026- Printed On: 10/6/2026.

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RoofScope®

364 W Olympia Ave, Punta Gorda, FL 33950, USA

Project Totals

Total Roof Area	-	**24.14 SQ**
Standard Slope (4:12-6:12)	-	19.97 SQ
Flat Slope (0:12-1:12)	-	4.17 SQ
IWB (Ice & Water Barrier)	-	426.0 SF
Roof Planes	-	5
Structures	-	2
Structure 1	-	20.09 SQ
Eave	-	71.0 LF
Rake Edge	-	98.6 LF
Total Perimeter	-	169.6 LF
Flat Drip Edge	-	63.0 LF
Ridge	-	33.5 LF
Step Flashing	-	4.3 LF
Headwall Flashing	-	42.0 LF
Auxiliary Structure(s)	-	4.05 SQ
Eave	-	45.0 LF
Rake Edge	-	37.9 LF
Total Perimeter	-	82.9 LF
Ridge	-	22.5 LF



Waste Factor (Total Roof Area)

4%	-	25.11 SQ	7%	-	25.83 SQ	10%	-	26.55 SQ	13%	-	27.28 SQ
5%	-	25.35 SQ	8%	-	26.07 SQ	11%	-	26.80 SQ	14%	-	27.52 SQ
6%	-	25.59 SQ	9%	-	26.31 SQ	12%	-	27.04 SQ	15%	-	27.76 SQ

THIS REPORT IS FOR ESTIMATION PURPOSES ONLY. VERIFY ALL DIMENSIONS AND TOTALS BEFORE PURCHASING MATERIALS.
THIS REPORT IS THE PROPERTY OF SCOPE TECHNOLOGIES, INC. AND MAY NOT BE REPRODUCED WITHOUT WRITTEN CONSENT.

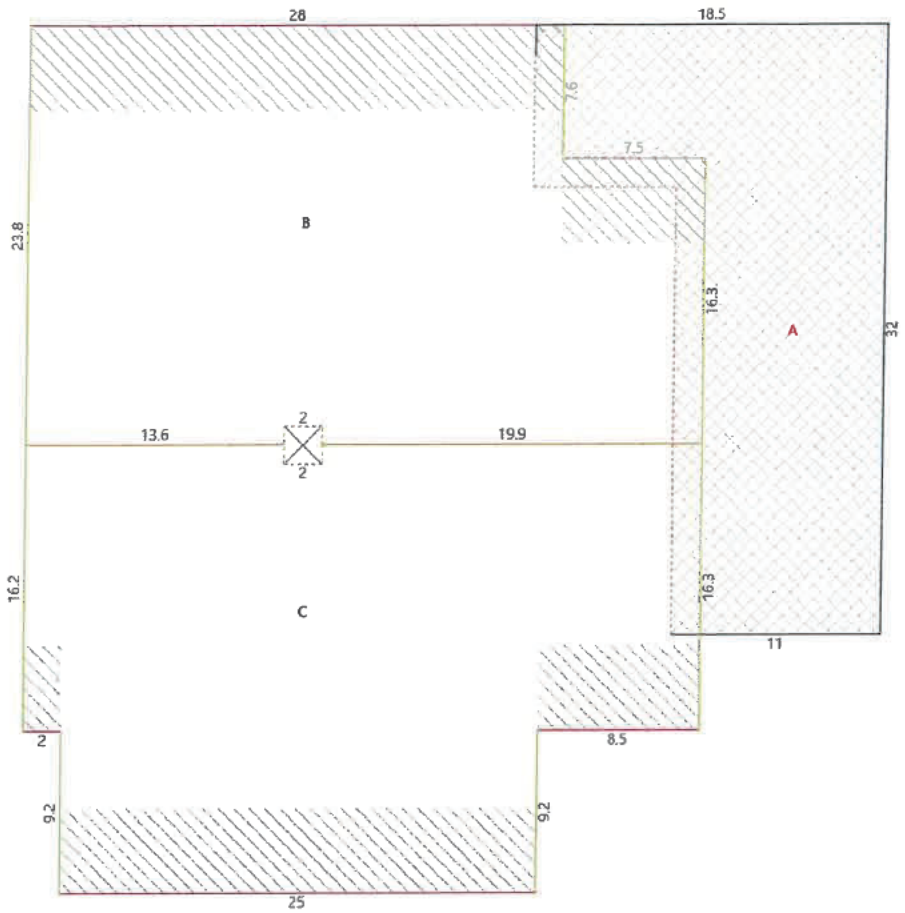
ScopeTechnologies

Roof Area Analysis - Structure 1
364 W Olympia Ave, Punta Gorda, FL 33950, USA

Plane	Area(sf)	Pitch	Slope	IWB(sf)
A	417	1:12	F	
B	787	5:12		213
C	805	5:12		213

Slope: (S)teep - (L)ow - (F)lat

Totals (SQ)		
1:12	-	4.17
5:12	-	15.92
Flat	-	4.17



Drawing Key

Eave	Hip	Ridge	Parapet	Clerestory	Headwall Flashing	Ice & Water Areas
Rake Edge	Valley	Flat Drip Edge	Coping	Slope Change	Step Flashing	Flat Slope Area

sabre metals
OF FLORIDA, LLC.

26ga 5VCrimp

26 gauge (min) 5VCrimp 15/32" plywood
Florida Product Approval Number 41812.06-R1

Manufacturer:
Sabre Metals of Florida, LLC
[redacted]

Product: Exposed fastener panel with nominal rib height of 0.375" and 24" coverage.

Material: 26ga or thicker steel with yield strength of at least 50ksi, and corrosion resistance per FBC 1507.4.3.

Fastener: #9 x 1.5" fastener with sealing washer, compliant with FBC 1506.6.

Substrate/Deck: Minimum 15/32" thick plywood.

Underlayment: Comply with FBC 1507.1.1/1518.2 where required.

Fire Barrier: Comply with FBC 1516.1 and 1516.2 where required.

Slope: Comply with FBC 1507.4.2/FBC 1515.2 where required.

Max. Allowable Loads & Installation Requirements:

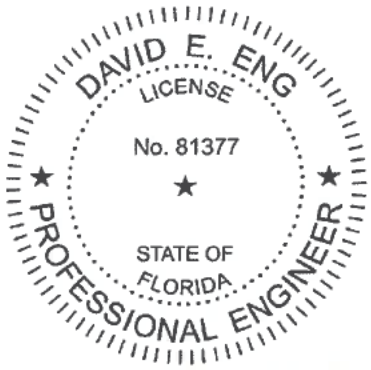
Method A: 108.5psf | Install #9 x 1.5" fastener in 12"-12" pattern at 12" o.c.
Method B: 156.5psf | Install #9 x 1.5" fastener in 12"-12" pattern at 6" o.c.
Factor of Safety of 2.0 applied to calculate allowable loads.

Compliance statement: This product as described has demonstrated compliance with Florida Building Code 2023, Section 1504.3.2 (**non-HVHZ)** and 1518.9.1/1523.6.5.2.4 (**HVHZ**), as required by Rule 61G20-3, method 1D

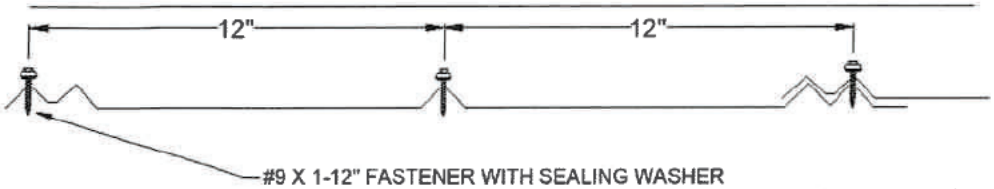
Evaluated By:
David Eng, PE
Timberlake Cove, LLC
[redacted]

Digitally signed by David E Eng
Date: 2023.08.16 06:48:37-04'00'

This item has been digitally signed and sealed by D.E. Eng, PE, on the date indicated. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies



METHOD A: 12" OC | METHOD B: 6" OC



NR: NOT RATED

CONSULT DESIGN PROFESSIONAL AS NECESSARY

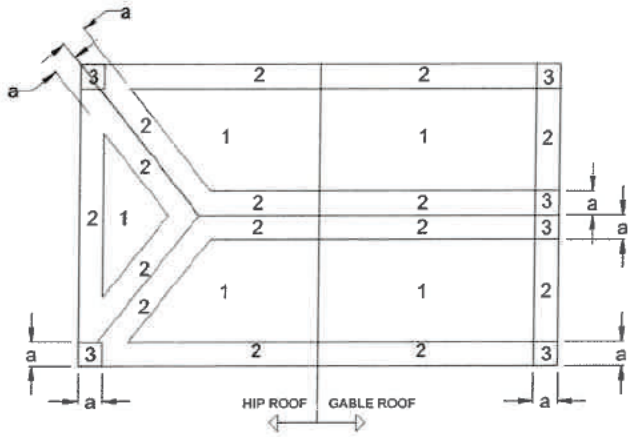
Instructions:

Select the appropriate load table that applies to the structure in question.

Determine the design wind speed for the project location.

Use the attachment method indicated for that windspeed within each roof zone.

See Note on previous page.



a: 10% OF LEAST HORIZONTAL DIMENSION OR 0.4h, WHICHEVER IS SMALLER, BUT NOT LESS THAN EITHER 4% OF LEAST HORIZONTAL DIMENSION OR 3FT (0.9M). OR AS DETERMINED BY DESIGN OR OTHER APPLICABLE CODE.

ROOF ZONES FOR GENERIC BUILDING

Use this load table for structures which meet the following criteria:
Are located in **Exposure B** area
Have either a **flat roof, or gable/hip roof** with **max slope of 12:12**
Have a mean Roof Height of **30 feet or less**

FL41812.06: 26ga 5VCrimp on 15/32" Plywood

Wind	105	110	120	130	140	150	160	170	180	190	200
Zone 1:	A	A	A	A	A	A	A	A	A	A	A
Zone 2:	A	A	A	A	A	A	A	A	A	A	A
Zone 3:	A	A	A	A	A	A	A	A	B	B	B

Use this load table for structures which meet the following criteria:
Are located in **Exposure B** area
Have either a **flat roof less than 7°, hip roof** with
max slope of 12:12, or gable roof with slope between 4.4:12 & 12:12
Have a mean Roof Height of **30 feet or less**

FL41812.06: 26ga 5VCrimp on 15/32" Plywood

Wind	105	110	120	130	140	150	160	170	180	190	200
Zone 1:	A	A	A	A	A	A	A	A	A	A	A
Zone 2:	A	A	A	A	A	A	A	A	A	A	A
Zone 3:	A	A	A	A	A	A	A	A	A	B	B

Use this load table for structures which meet the following criteria:
Are located in **B, C, or D exposure** area
Have either a **flat roof, or gable/hip roof** with **max slope of 12:12**
Have a mean Roof Height of **30 feet or less**

FL41812.06: 26ga 5VCrimp on 15/32" Plywood

Wind	105	110	120	130	140	150	160	170	180	190	200
Zone 1:	A	A	A	A	A	A	A	A	A	B	B
Zone 2:	A	A	A	A	A	A	B	B	B	NR	NR
Zone 3:	A	A	A	A	B	B	B	NR	NR	NR	NR

Use this load table for structures which meet the following criteria:
Are located in **B, C, or D exposure** area
Have either a **flat roof less than 7°, hip roof** with
max slope of 12:12, or gable roof with slope between 4.4:12 & 12:12
Have a mean Roof Height of **30 feet or less**

FL41812.06: 26ga 5VCrimp on 15/32" Plywood

Wind	105	110	120	130	140	150	160	170	180	190	200
Zone 1:	A	A	A	A	A	A	A	A	A	A	B
Zone 2:	A	A	A	A	A	A	A	B	B	B	NR
Zone 3:	A	A	A	A	A	B	B	B	NR	NR	NR


304

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-39-2026 – 364 West Olympia Avenue – Replace metal roof

SUMMARY

The applicant proposes to remove the existing roof and replace it with new metal roofing that matches the existing roof. The proposed improvements are consistent with the historic character of the home.

The building was constructed as a single-family residence (SFR) on property located at 364 West Olympia Avenue in 1920 in the Frame Vernacular style. The structure is listed on the Florida Master Site File (CH00286) and located in the National Register Historic Overlay District. Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

RESULTS

The Zoning Official has reviewed the application for the proposed metal roof replacement and approved the Certificate of Appropriateness for the property located at 364 West Olympia Avenue.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CONSENT AGENDA

Title: CA-41-2026 - 260 East Olympia Avenue - Install Shed

Funds: Not applicable

Recommended Action:

The Zoning Official has reviewed the application for the proposed shed and approved the Certificate of Appropriateness for the property located at 260 East Olympia Avenue.

Summary:

The applicant proposes to install an 8'x8' aluminum shed in the rear of the property located at 260 East Olympia Avenue. The building was constructed as a Mid-Century Modern church in 1950. The structure is listed on the Florida Master Site File (CH00127). Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

Department/Division: Urban Design

EXHIBITS:

1. CA-41-2026 - Application
2. Admin. Memo to HPB

Case # CA- 41-2026 Address - 260 E Olympia Ave	Permit #

Punta Gorda

CITY OF PUNTA GORDA
URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

[X] 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	[X] Staff Approved [ ] Staff Denied [ ] HPAB Approved [ ] HPAB Denied Comments: Approved by: Rachel Barry

Historic Significance: [ ] National Register Listed Structure [ ] National Register District Contributing Structure
[ ] National Register District – Non-Contributing Structure [X] Florida Master Site File Listed Structure
[ ] Other Historic 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:**

CERTIFICATE OF APPROPRIATNESS CHECKLIST

[ ] Application Fee (if applicable)	[X] Site plans
[X] Signed & Notarized Certificate of Appropriateness Application	[X] Complete materials list (Specifications & Product Images or Samples)
[ ] Signed Affidavit Authorization for Agent (if applicable)	[X] Photographs or drawings relating the proposed project to the surrounding streetscape
[X] 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
[X] 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

1. Owner(s) of Record

Name	BETHEL AME CHURCH
Address	[redacted]
Phone	

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

Name	ERIC HOMELSTER - PEACE RIVER PROPERTY SERVICES LLC
Address	[redacted]
Phone	

Address of Property
260 E. OLYMPIA AVE, PUNTA GORDA, FLORIDA 33950
Current Use of Property
CHURCH
Description of work to be performed – please be specific and include pictures when necessary
INSTALL SHED.

For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE	
Type of Sign	☐ Window Signage ☐ Wall Sign ☐ Projecting Sign
Measurements of Window(s)/Door	
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)	
Proposed Materials for Signage	

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

, the undersigned, being first duly sworn, testify and say that I am the owner, attorney, attorney-in-fact, agent, lessee or epresentative 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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Elizabeth J Sease — Signature of Owner or Authorized Agent

ELIZABETH J. SEASE — Print Name

10-09-2026 — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this day of October 9, 20 26, by Elizabeth Sease, who is personally known to me or who has produced FLD as identification.

Morgan Carper
(Signature of Notary)

MORGAN CARPER
MY COMMISSION # HH 768904
EXPIRES: February 18, 2030

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

_____ — Signature of Property Owner

_____ — Print Name of Property Owner

_____ — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of _____, 20 _____, by _____, who is personally known to me or who has produced _____ as identification.

_____
(Signature of Notary) (Seal)

STRUCTURAL ENGINEER'S REPORT CHECKLIST

STRUCTURAL ENGINEER'S CHECKLIST	
☐ Signed and sealed cover page prepared by a Florida-licensed Professional Engineer	☐ Results from applicable non-destructive evaluation (NDE) methods, where necessary to support conclusions
☐ Executive summary of findings, including conclusions regarding structural integrity and reparability	☐ Conceptual description of feasible stabilization or shoring measures, where applicable
☐ Construction history identifying original construction and distinguishing historic elements from non-historic additions or alterations	☐ Categorization of defects as critical, serious, or minor, with explanation of structural impact
☐ Description of primary structural systems (foundation, load-bearing walls, framing, and roofing)	☐ Comparison of rehabilitation costs versus equivalent-quality new construction (excluding budget-grade or non-comparable alternatives)
☐ Material-specific analysis, as applicable (e.g., masonry condition, wood decay or moisture content, corrosion of embedded metals)	☐ Signed and sealed determination regarding the structure's suitability for rehabilitation, supported by engineering analysis
☐ Comprehensive distress maps identifying the location, type, and severity of structural damage	☐ Technical assessment of structural feasibility for relocation, where applicable
☐ Identification of inaccessible areas, assumptions due to concealed conditions, and limitations of investigation or testing methods	

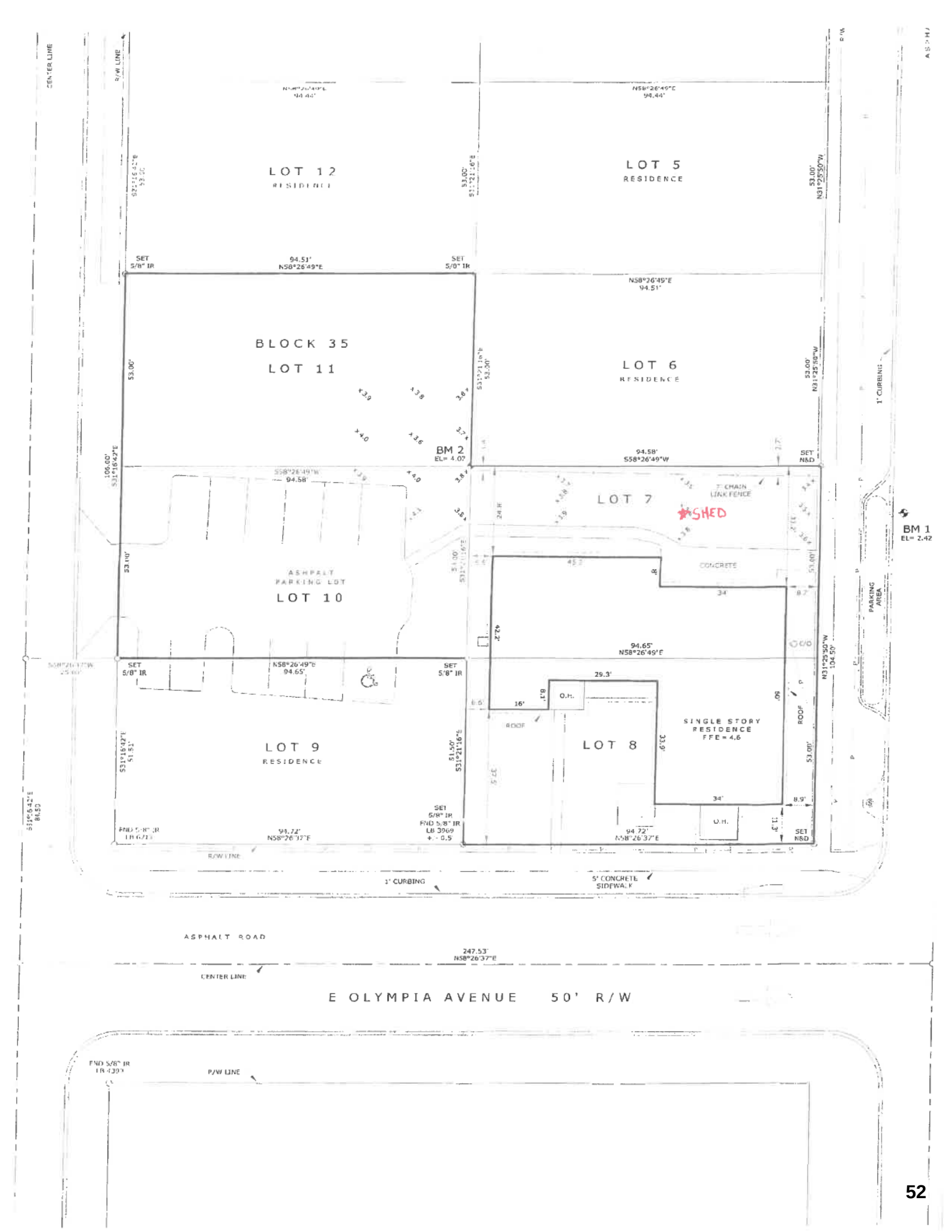
DEFINITIONS	
Deficiency Category	**Impact on structure**
Critical	Immediate threat of partial or total collapse.
Serious	Significant compromise to load paths or life safety.
Minor	Cosmetic damage or localized deterioration.
Non-Historic	Failure in later, non-contributing additions.

ATTENTION!

The City of Punta Gorda has been made aware of a fraudulent email scheme targeting customers of the Planning and Zoning Divisions. The scam involves the email or mailing of fake invoices with the names of Punta Gorda City staff instructing recipients to wire money to a fraudulent account.

Applicants are urged to be cautious and not respond to these specific emails or send any payments. Please be vigilant and thoroughly check email addresses that include Punta Gorda in the email domain. The City of Punta Gorda collects application fees at time of submission and ***DOES NOT*** *request payments for permits or review fees through wire transfers.*

If you receive any suspicious communication, are uncertain about the legitimacy of an email claiming to be from the City, or if you have received an invoice from the City of Punta Gorda and would like to verify its authenticity, we encourage you to contact us directly via email at urbandesign@puntagordafl.gov or call us at (941) 575-3372.


LOT 12
RESIDENCE
LOT 5
RESIDENCE
BLOCK 35
LOT 11
LOT 6
RESIDENCE
BM 2
EL= 4.07
LOT 7
*SHED
BM 1
EL= 2.42
ASPHALT
PARKING LOT
LOT 10
CONCRETE
LOT 9
RESIDENCE
LOT 8
SINGLE STORY
RESIDENCE
FFE = 4.6
ROOF
O.H.
1' CURBING
5' CONCRETE
SIDEWALK
ASPHALT ROAD
CENTER LINE
E OLYMPIA AVENUE 50' R/W
P/W LINE

TAMPA SHEDS
we got you covered

[redacted]

Customer Order - **Jul 11, 2024**

Customer Name		Order #	
Billing Address			
City		State	ZIP Code
Installation Address			
City		State FL	ZIP Code 33953
Email		Phone	Mobile

Style:	New Type Eave		Roof	Silver Mill Finish ☐
Roof Material:	Aluminum Rainlock & Shed Type Vented Ridge Cap (silver standard)	8x8 6' 6" Sidewall Height (Standard) Sidewall Height	Trim	Pewter ☐
Base	Pressure Treated Skids 2-4x6 Skids (2-2x6's laminated together make up 1 4x6 skid)		Siding	White ☐
Siding	Aluminum Twin Rib (Recommended)			

Notes, Comments, Questions

Installation Surface (Please note, set up and anchoring into any surface other than ground may be an additional charge.)

Shed Loading Directions (If not sure, choose Not Sure and sales staff can help.)

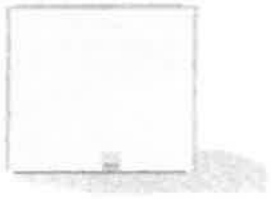


Perspective

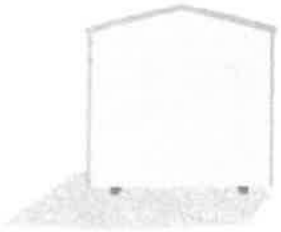
Front



Left



Right



Back

Structure Details			
Style: New Type Eave	1		$2,637.00
Sidewall Height: 6' 6" Sidewall Height (Standard)	1		Included
Size: 8x8	1		Included
Base: Pressure Treated Skids 2-4x6 Skids (2-2x6's laminated together make up 1 4x6 skid)	1		Included
Siding: Aluminum Twin Rib (Recommended)	1		Included
Roof Pitch: Standard	1		Included
Siding Color: White			Included
Trim Color: Pewter			Included
Roof Color: Silver Mill Finish			Included
Roof Material: Aluminum Rainlock & Shed Type Vented Ridge Cap (silver standard)	1		Included
Doors & Ramps			
4' Shed Door	1		Included
Hinges: Right Door Swing	1		Included
Windows & Accessories			
Small Standard Window 2 x 2	1		Included
Color: Mill Finish			Included
Flooring & Interior			
Flooring: 3/4" Tongue and Groove Pressure Treated Plywood	1		Included
Floor Joist: 2x4 Floor Joists 24" OC (6' and 8' wide)	1		Included
Vents			
8x8 Vent	2		$190.00
Color: Silver			Included
Additional Options			
Studs on 24" Center (wood)	1		Included
No Electrical	1		-$100.00
		Subtotal:	$2,727
		Sales Tax:	-
		Total Order Amount:	$2,727
	(Deposit + Permit fees (if required) are non refundable)	Deposit Required to Order:	$681.75
		Final Balance Due at Installation:	$2,045.25

Please note: Deposit required. Balance due upon delivery. **No refunds on special orders.** No refunds on stock items unless canceled within three (3) days and prior to commencement of delivery process. Deposits will be forfeited on all merchandise not accepted within thirty (30) days following notification of available delivery. Total unit price based on level location, open access to delivery area and does not include engineering fees & building permits. All unit sizes are nominal. **Customer is responsible for any and all permits and setbacks, if required. Customer is responsible to clearly mark any utilities in area of installation. Any damages incurred during installation of unit due to unmarked utilities and/or lack of minimum required clearances will be the sole responsibility of the customer. Delivery location must have a minimum access of 2ft wider than unit and 14ft height clearance.** **COD/FINC./RTO PAYMENT PER CONTRACT*

[redacted]

Please read details below concerning delivery.

Your purchase includes reasonable set-up. Upon delivery we will block, level and anchor your storage shed. It is the customer's responsibility to have the site ready before the delivery date. Measurements may vary slightly in the finished product.

1. An adult must be present at the time of delivery to show where the unit is to be placed and to sign any additional contracts (Finance or Rental if applicable).

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-41-2026 – 260 East Olympia Avenue – Install Shed

SUMMARY

The applicant proposes to install an 8'x8' aluminum shed in the rear of the property located at 260 East Olympia Avenue. The building was constructed as a Mid-Century Modern church in 1950. The structure is listed on the Florida Master Site File (CH00127).

Pursuant to Section 16.3(a), applications for Certificates of Appropriateness on designated property may be approved or denied by the Zoning Official without HPB review and recommendation.

RESULTS

The Zoning Official has reviewed the application for the proposed shed and approved the Certificate of Appropriateness for the property located at 260 East Olympia Avenue.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CERTIFICATES OF APPROPRIATENESS

Title: CA-42-2026 - 260 East Olympia Avenue - Sign

Funds: Not applicable

Recommended Action:

Staff has reviewed the application for the proposed freestanding sign and recommends that HPB recommend approval of the Certificate of Appropriateness for the property located at 260 East Olympia Avenue.

Summary:

The applicant proposes to install a double-sided, 32-inch-wide by 42-inch-high freestanding sign constructed of high-density urethane and mounted on two posts at the property located at 260 East Olympia Avenue. The building was constructed in 1950 as a Mid-Century Modern church and is listed on the Florida Master Site File (CH00127).

Pursuant to Section 16.3(b), a Certificate of Appropriateness (CA) is required and must be presented to the Historic Preservation Board (HPB) for review and recommendation to the Zoning Official.

Department/Division: Urban Design

EXHIBITS:

1. CA-42-2026 - Application
2. Admin. Memo to HPB

CA-42-2026

Case # CA- 43-2026 Address - 360 E Olympia	Permit #

Punta Gorda

CITY OF PUNTA GORDA
URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

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

CERTIFICATE OF APPROPRIATNESS CHECKLIST

☐ 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

1. Owner(s) of Record

Name	BETHEL AME CHURCH
Address	[redacted]
Phone	

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

Name	ERIC HOMEISTER-PEACE RIVER PROPERTY SERVICES LLC
Address	[redacted]
Phone	

Address of Property
260 E. OLYMPIA AVE., PUNTA GORDA, FL 33950
Current Use of Property
CHURCH
Description of work to be performed – please be specific and include pictures when necessary
INSTALL CHURCH SIGN.

For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE		
Type of Sign	☐ Window Signage ☐ Wall Sign ☐ Projecting Sign	
Measurements of Window(s)/Door		
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)		
Proposed Materials for Signage		

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

, 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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Elizabeth J Sease — Signature of Owner or Authorized Agent

ELIZABETH J. SEASE — Print Name

10-09-2026 — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization this day of October 9, 20 26, by Elizabeth Sease, who is personally known to me or who has produced FLID as identification.

Morgan Carper
(Signature of Notary)

MORGAN CARPER
MY COMMISSION # HH 768904
EXPIRES: February 18, 2030

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

_____ — Signature of Property Owner

_____ — Print Name of Property Owner

_____ — Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of _____, 20 _____, by _____, who is personally known to me or who has produced _____ as identification.

_____
(Signature of Notary) (Seal)

CHARLOTTE COUNTY PROPERTY APPRAISER
PAUL L. POLK, CFA, AAS, RES

"

Property Record Information for 412306401003

The Charlotte County Property Appraiser makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.
If a discrepancy is discovered in your property's records, or those of another, please bring it to our attention immediately.

Owner:

A M E BETHEL CHURCH
260 E OLYMPIA AVE
PUNTA GORDA, FL 33950
Online Address Change

Ownership current through: 9/13/2026

Property Location:

Property Address: 260 E OLYMPIA AVE
Property City & Zip: PUNTA GORDA 33950
Business Name: BETHEL A M E CHURCH

General Parcel Information

Taxing District:	152
In City of Punta Gorda:	YES
Current Use:	ANY COMMERCIAL BUILDING DETERMINED DAMAGED
Future Land Use (Comp. Plan):	City
Zoning Code:	CC
Market Area / Neighborhood / Subneighborhood:	03/80/7100
Map Number:	5B06S
Section/Township/Range:	06-41-23
SOH Base Year:	0
Waterfront:	NO

FEMA Flood Zone (Effective 12/15/2022)

Firm Panel	Floodway	SFHA	Flood Zone	FIPS	COBRA	Community	Base Flood Elevation (ft.)	Letter of Map Revision (LOMR)
0241G	OUT	IN	10AE	12015C	Outside of CBRA Zone	120062	10 NAVD88	

***If parcel has more than 1 flood zone, refer to the flood maps available on the GIS web site by clicking on View Map below. Flood term definitions.**

For more information, please contact Building Construction Services at 941-743-1201.

2026 Certified Tax Roll Values, as of January 1, 2026

The just value of this parcel has been adjusted for damage from a catastrophic event.

Short Legal:	Long Legal:
PUG 000 0035 0007	PUNTA GORDA BLK 35 LTS 7 & 8 PUG 000 0035 0010 PUNTA GORDA BLK 35 LTS 10 11 PR#78/85 674/139 873/319

Data Last Updated: 10/9/2026- Printed On: 10/9/2026.

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32" x 42" (W x H)



SpeedPro
Great. Big. Graphics.

SpeedPro Imaging
Affinity Solutions

[redacted]

Clientele:

Bethel A.M.E. Church

Sign Project:

Bethel A.M.E. Church
Outdoor Sign

Sign Description:

Version:	4.00
Date:	06/11/2024
Drawn By:	Halyna
Scale:	As Noted
Quantity:	1

Technical Specifications

Details Go Here
Details Go Here
Details Go Here


METHODIST
AFRICAN
EPISCOPAL
BETHEL AFRICAN METHODIST EPISCOPAL CHURCH
INCORPORATED IN 1886
FLORIDA REGISTERED HISTORICAL LANDMARK NO. CH00273
OLDEST CHURCH IN PUNTA GORDA

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-42-2026 – 260 East Olympia Avenue – Sign

SUMMARY

The applicant proposes to install a double-sided, 32-inch-wide by 42-inch-high freestanding sign constructed of high-density urethane and mounted on two posts at the property located at 260 East Olympia Avenue. The building was constructed in 1950 as a Mid-Century Modern church and is listed on the Florida Master Site File (CH00127).
Pursuant to Section 16.3(b), a Certificate of Appropriateness (CA) is required and must be presented to the Historic Preservation Board (HPB) for review and recommendation to the Zoning Official.

RECOMMENDATION

Staff has reviewed the application for the proposed freestanding sign and recommends approval of the Certificate of Appropriateness for the property located at 260 East Olympia Avenue.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CERTIFICATES OF APPROPRIATENESS

Title: CA-43-2026 - 124 Cross Street - Sign

Funds: Not applicable

Recommended Action:

Staff has reviewed the application for the proposed window signs to the commercial building and recommends that HPB recommend approval of the Certificate of Appropriateness for the property located at 124 Cross Street.

Summary:

The applicant proposes to apply two (2) vinyl window signs at the property located at 124 Cross Street. The dimensions of the window signs will both be 22” X 22”.

The building was constructed in 1909 as a single-family residence (SFR) in the Craftsman architectural style. Although originally constructed for residential use, the building has functioned as a commercial retail structure for a number of years. The structure is listed on the Florida Master Site File (CH00118). Pursuant to Section 16.3(b), a Certificate of Appropriateness (CA) is required and must be presented to the Historic Preservation Board (HPB) for review and recommendation to the Zoning Official.

Department/Division: Urban Design

EXHIBITS:

1. CA-43-2026 - Application
2. Admin. Memo to HPB

Case # CA- 43-2026 Address - 124 Cross St punta gorda	Permit #

Punta Gorda

CITY OF PUNTA GORDA

URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

☐ 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 Contributing Structure
☐ National Register District – Non-Contributing Structure ☒ Florida Master Site File Listed Structure
☐ Other Historic Structure CH00118

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:

CERTIFICATE OF APPROPRIATNESS CHECKLIST

☒ 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

1. Owner(s) of Record

Name	Brian Rommel
Address	[redacted]
Phone	

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

Name	Brian Rommel
Address	[redacted]
Phone	

Address of Property
124 Cross St. Punta Gorda, FL 33950
Current Use of Property
Adams Trading Company Retail Store
Description of work to be performed – please be specific and include pictures when necessary
White Vinyl Decals Placed on 2 Front Facing exterior windows.

For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE		
Type of Sign	☑ Window Signage	☐ Wall Sign ☐ Projecting Sign
Measurements of Window(s)/Door	35" x 48"	
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)	22" x 22" = 28.8 %	
Proposed Materials for Signage	Vinyl - White	

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature of Owner or Authorized Agent | Brian Rommel (Print Name) | 10-11-24 (Date)

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this day of 11th October, 20 24, by Brian Rommel, who is personally known to me or who has produced Personal Known as identification.

(Signature of Notary)

Notary Public State of Florida
Chris Allen Adams Jr.
My Commission HH 302627
Expires 8/15/2030
(Seal)

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

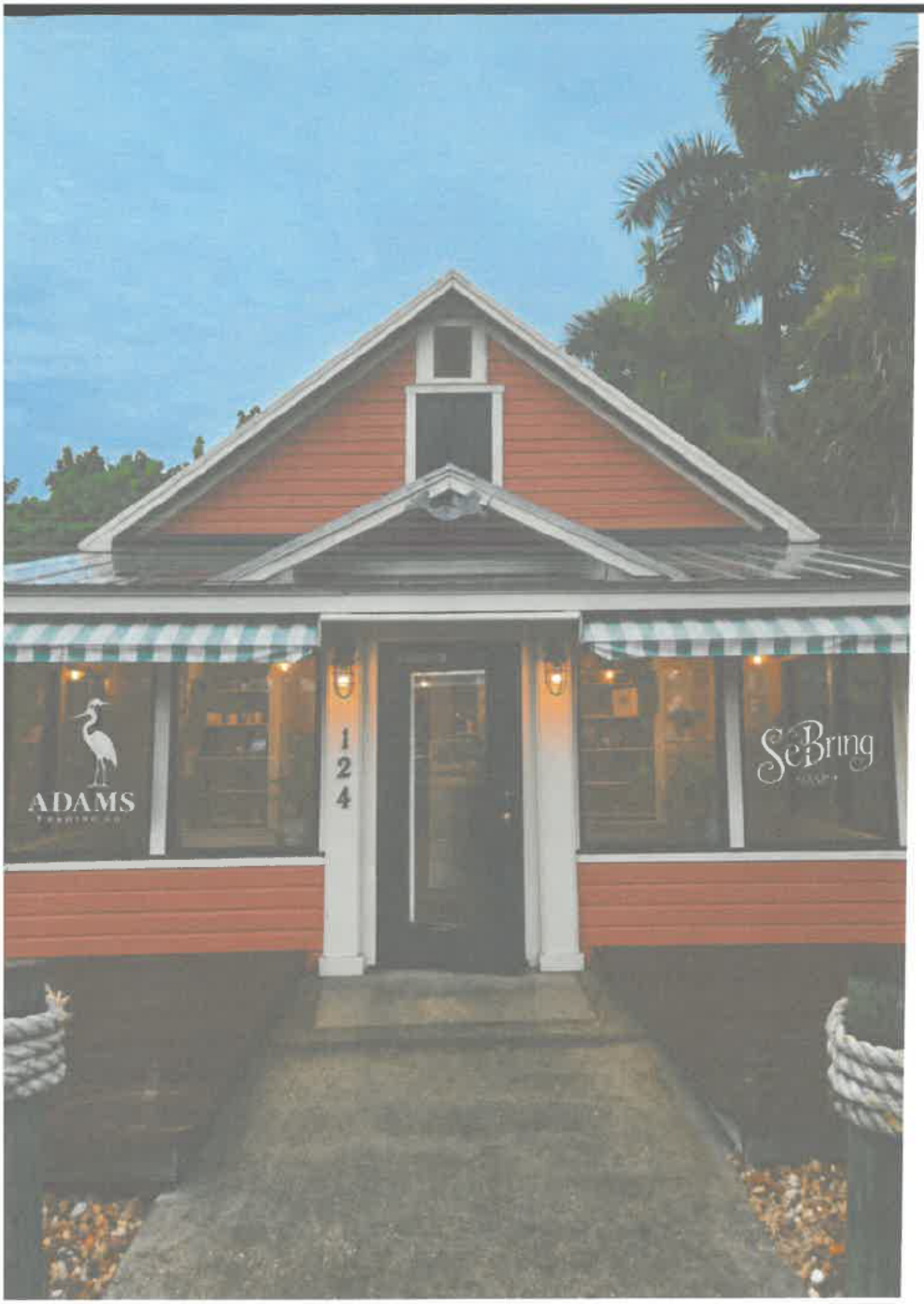
I/We Brian Rommel, property owner(s), hereby authorize _____ to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as 124 Cross St. in Punta Gorda, Florida.

Signature of Property Owner | Brian Rommel (Print Name of Property Owner) | 10-11-26 (Date)

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [✓] physical presence or [ ] online notarization this day of 11th October, 20 26, by Brian Rommel, who is personally known to me or who has produced Personal Known as identification.

(Signature of Notary) (Seal)


ADAMS
124
SeBring

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-43-2026 – 124 Cross Street – Sign

SUMMARY

The applicant proposes to apply two (2) vinyl window signs at the property located at 124 Cross Street. The dimensions of the window signs will both be 22" X 22".
The building was constructed in 1909 as a single-family residence (SFR) in the Craftsman architectural style. Although originally constructed for residential use, the building has functioned as a commercial retail structure for a number of years. The structure is listed on the Florida Master Site File (CH00118). Pursuant to Section 16.3(b), a Certificate of Appropriateness (CA) is required and must be presented to the Historic Preservation Board (HPB) for review and recommendation to the Zoning Official.

RECOMMENDATION

Staff has reviewed the application for the proposed window signs to the commercial building and recommends that HPB recommend approval of the Certificate of Appropriateness for the property located at 124 Cross Street.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

CERTIFICATES OF APPROPRIATENESS

Title: CA-44-2026 - 118 Sullivan Street - Sign

Funds: Not applicable

Recommended Action:

Staff has reviewed the application for the proposed sign and recommends that HPB recommend approval of the Certificate of Appropriateness for the property located at 118 Sullivan Street.

Summary:

The applicant proposes to update the existing sign for the Punta Gorda Women's Club to include the Punta Gorda Historical Society as owner of the property located at 118 Sullivan Street. No changes to the existing sign's size or location are proposed; the only modification will be the addition of a wood panel with wording. The existing sign will be professionally repainted using an exterior oil-based paint. If necessary, the applicant is willing to consider an alternative paint or material.

The building was constructed in 1926 as a one-story structure in the Mission Revival architectural style and is currently occupied by the Punta Gorda Historical Society. The structure is listed on the Florida Master Site File (CH00309). Pursuant to Section 16.3(b), a Certificate of Appropriateness (CA) is required and must be presented to the Historic Preservation Board (HPB) for review and recommendation to the Zoning Official.

Department/Division: Urban Design

EXHIBITS:

1. CA-44-2026 - Application
2. Admin. Memo to HPB

Case # CA- 44-2026 Address - 118 Sullivan Street	Permit #

CITY OF PUNTA GORDA

URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3372
UrbanDesign@CityofPuntaGordaFL.com

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

☐ 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 Contributing Structure
☐ National Register District – Non-Contributing Structure ☒ Florida Master Site File Listed Structure
☐ Other Historic Structure CH00309

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:**

CERTIFICATE OF APPROPRIATNESS CHECKLIST

☒ 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

1. Owner(s) of Record

Name	Punta Gorda Historical Society						
Address	[redacted]						
Phone							

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

Name							
Address		City		State		Zip	
Phone		Email address					

Address of Property
118 Sullivan St., Punta Gorda
Current Use of Property
Rental Space for parties, Celebration of life, Business meetings, Yoga, dance Classes of 150 people or less
Description of work to be performed – please be specific and include pictures when necessary
Update Signage To Show current owners. No change in size or location, Wording only With added panel of same size to denote New owners, Punta Gorda Historical Society
For Signage Only – MUST INCLUDE PHOTO OF PROPOSED SIGNAGE

Type of Sign	☐ Window Signage	☑ Wall Sign	☐ Projecting Sign
Measurements of Window(s)/Door			
Measurements of Signage - Square footage of Signage – must not exceed 33% of window(s)/door(s)			
Proposed Materials for Signage			

NOTARY REQUIRED ON PAGE 3 – if renting building/space must include landlord/owners approval letter

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.

NOTARIAL CERTIFICATE - ACKNOWLEDGEMENT

Signature of Owner or Authorized Agent

10/21/2026
Print Name
Stephen Valdes

Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of 21 October, 20 26, by Stephen Valdes, who is personally known to me or who has produced FLID as identification.

Morgan Carper
(Signature of Notary)

MORGAN CARPER
MY COMMISSION # HH 768904
EXPIRES: February 18, 2030

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We _____, property owner(s), hereby authorize _____ to act as ***Agent*** on our behalf regarding a CERTIFICATE OF APPROPRIATENESS APPLICATION on the property commonly known as _____ in Punta Gorda, Florida.

Signature of Property Owner

Print Name of Property Owner

Date

State of Florida
County of Charlotte

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this day of _____, 20 _____, by _____, who is personally known to me or who has produced _____ as identification.

(Signature of Notary)

(Seal)



Detail by Entity Name

Florida Not For Profit Corporation
OLD PUNTA GORDA, INC.

Filing Information

Document Number	770462
FEI/EIN Number	59-2361235
Date Filed	09/28/1983
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	05/03/2019
Event Effective Date	NONE

Principal Address

118 SULLIVAN ST
PUNTA GORDA, FL 33950

Changed: 04/02/2001

Mailing Address

118 SULLIVAN ST.
PUNTA GORDA, FL 33950

Changed: 05/01/2008

Registered Agent Name & Address

MAGNIN, BETH
118 Sullivan St
PUNTA GORDA, FL 33950

Name Changed: 03/14/2025

Address Changed: 03/11/2017

Officer/Director Detail

Name & Address

Title President

Magnin, Beth
118 Sullivan St
Punta Gorda, FL 33950

Title Treasurer

TANNER, KATHERINE L
118 SULLIVAN ST
PUNTA GORDA, FL 33950

Title VP

Perry, David
118 SULLIVAN ST
PUNTA GORDA, FL 33950

Title Secretary

Valdes, Steve
118 SULLIVAN ST
PUNTA GORDA, FL 33950

Annual Reports

Report Year	Filed Date
2024	02/01/2024
2025	03/14/2025
2026	01/26/2026

01/26/2026 -- ANNUAL REPORT	View image in PDF format
03/14/2025 -- ANNUAL REPORT	View image in PDF format
02/01/2024 -- ANNUAL REPORT	View image in PDF format
01/26/2023 -- ANNUAL REPORT	View image in PDF format
02/24/2022 -- ANNUAL REPORT	View image in PDF format
02/03/2021 -- ANNUAL REPORT	View image in PDF format
03/24/2020 -- ANNUAL REPORT	View image in PDF format
05/03/2019 -- Amendment	View image in PDF format
02/26/2019 -- ANNUAL REPORT	View image in PDF format
03/21/2018 -- ANNUAL REPORT	View image in PDF format
03/11/2017 -- ANNUAL REPORT	View image in PDF format
04/05/2016 -- ANNUAL REPORT	View image in PDF format
03/19/2015 -- ANNUAL REPORT	View image in PDF format
02/25/2014 -- ANNUAL REPORT	View image in PDF format
04/03/2013 -- ANNUAL REPORT	View image in PDF format
04/09/2012 -- ANNUAL REPORT	View image in PDF format
01/14/2011 -- REINSTATEMENT	View image in PDF format
04/28/2009 -- ANNUAL REPORT	View image in PDF format
05/01/2008 -- ANNUAL REPORT	View image in PDF format

04/30/2007 -- ANNUAL REPORT	View image in PDF format
04/28/2006 -- ANNUAL REPORT	View image in PDF format
05/02/2005 -- ANNUAL REPORT	View image in PDF format
04/21/2004 -- ANNUAL REPORT	View image in PDF format
05/27/2003 -- ANNUAL REPORT	View image in PDF format
04/01/2002 -- ANNUAL REPORT	View image in PDF format
04/02/2001 -- ANNUAL REPORT	View image in PDF format
04/03/2000 -- ANNUAL REPORT	View image in PDF format
05/08/1999 -- ANNUAL REPORT	View image in PDF format
02/03/1998 -- ANNUAL REPORT	View image in PDF format
03/26/1997 -- ANNUAL REPORT	View image in PDF format
03/22/1996 -- ANNUAL REPORT	View image in PDF format
01/30/1995 -- ANNUAL REPORT	View image in PDF format

CHARLOTTE COUNTY PROPERTY APPRAISER
PAUL L. POLK, CFA, AAS, RES

Property Record Information for 412306355001

The Charlotte County Property Appraiser makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation.
If a discrepancy is discovered in your property's records, or those of another, please bring it to our attention immediately.

Owner:

OLD PUNTA GORDA INC
118 SULLIVAN ST
PUNTA GORDA , FL 33950-3624
Online Address Change

Ownership current through: 10/6/2026

Property Location:

Property Address: 118 SULLIVAN ST
Property City & Zip: PUNTA GORDA 33950
Business Name: PUNTA GORDA WOMANS CLUB BUILDING

General Parcel Information

Taxing District:	152
In City of Punta Gorda:	YES
Current Use:	CLUBS, LODGES, UNION HALLS
Future Land Use (Comp. Plan):	City
Zoning Code:	CC
Market Area / Neighborhood / Subneighborhood:	03/80/00
Map Number:	5B06S
Section/Township/Range:	06-41-23
SOH Base Year:	0
Waterfront:	NO

Sales Information

Date	Book/Page	Instrument Number	Selling Price	Sales code	Q
5/1/2000	1793/1908	728719	$100	VACANT	

Click on the book/page or the instrument number to view transaction document images on the Clerk of the Circuit Court's web site.
Click on Qualification/Disqualification Code for a description of the code. Codes are not available prior to 2003.

FEMA Flood Zone (Effective 12/15/2022)

Firm Panel	Floodway	SFHA	Flood Zone	FIPS	COBRA	Community	Base Flood Elevation (ft.)	Letter of Map Revision (LOMR)
0241G	OUT	IN	10AE	12015C	Outside of CBRA Zone	120062	10 NAVD88	

***If parcel has more than 1 flood zone, refer to the flood maps available on the GIS web site by clicking on View Map below. Flood term definitions.**
For more information, please contact Building Construction Services at 941-743-1201.

2026 Certified Tax Roll Values, as of January 1, 2026

Approach	County	City	School	Other

Certified Just Value (Just Value reflects 193.011 adjustment.):	$406,029	$406,029	$406,029	$406,029
Certified Assessed Value:	$367,113	$367,113	$406,029	$367,113
Certified Exemption - 33 Charitable	$367,113	$367,113	$406,029	$367,113
Certified Taxable Value:	$0	$0	$0	$0

Land Information

Line	Description	Land Use	Zoning	Unit Type	Units	Acreage	Land Value
1	PUG 000 0006 0001	7700	CC	SQUARE FOOT	8330	0	$291,550

***Land Value does not include 193.011 adjustment.**

Land Value may be adjusted due to scrub jay habitat. You can access the Board of County Commissioner's website to determine if this parcel is within scrub jay habitat. For more information on scrub jay habitat within Charlotte County, see the County's Natural Resources web site.

Land Improvement Information

Code	Description	Size
1001	Deck, Wood, Raised (sf)	32
1003	Deck, Wood, Flat (sf)	20
1095	Fence - Wrought Iron, Steel, or Alum (sf)	30
1310	Paving - Asphalt (sf)	1765
1314	Paving - Brick Pavers on Sand (sf)	644
1320	Paving - Concrete (sf)	240
1730	Lights - Low (#)	2
1791	Lights - Wallmounts, Low (#)	2

Building Information

Building Number	Description	Quality	Building Use	Year Built	Year Cond	Floors	Rooms	Bedrooms	Plumbing Fixtures	Area	A/C Area	Total Area
1	CLUB		7700	1927	1992	1	0	0	0	3873	3375	4041

Building Component Information

Bld #	Code	Description	Category	Area	Type
1	9904	Commercial Porch (SF) with Roof	Porch/Deck	168	Appendage Component
1	351	Warmed & Cooled Air	Heating/Cooling	0	Construction Component
1	402	Automatic Floor Cover Allowance	Floor Cover	0	Construction Component

Legal Description:

Short Legal:	Long Legal:
PUG 000 0006 0001	PUNTA GORDA BLK 6 LTS 1 4 5 SUB LTS 3 & 4 1793/1908

Data Last Updated: 10/21/2026- Printed On: 10/21/2026.

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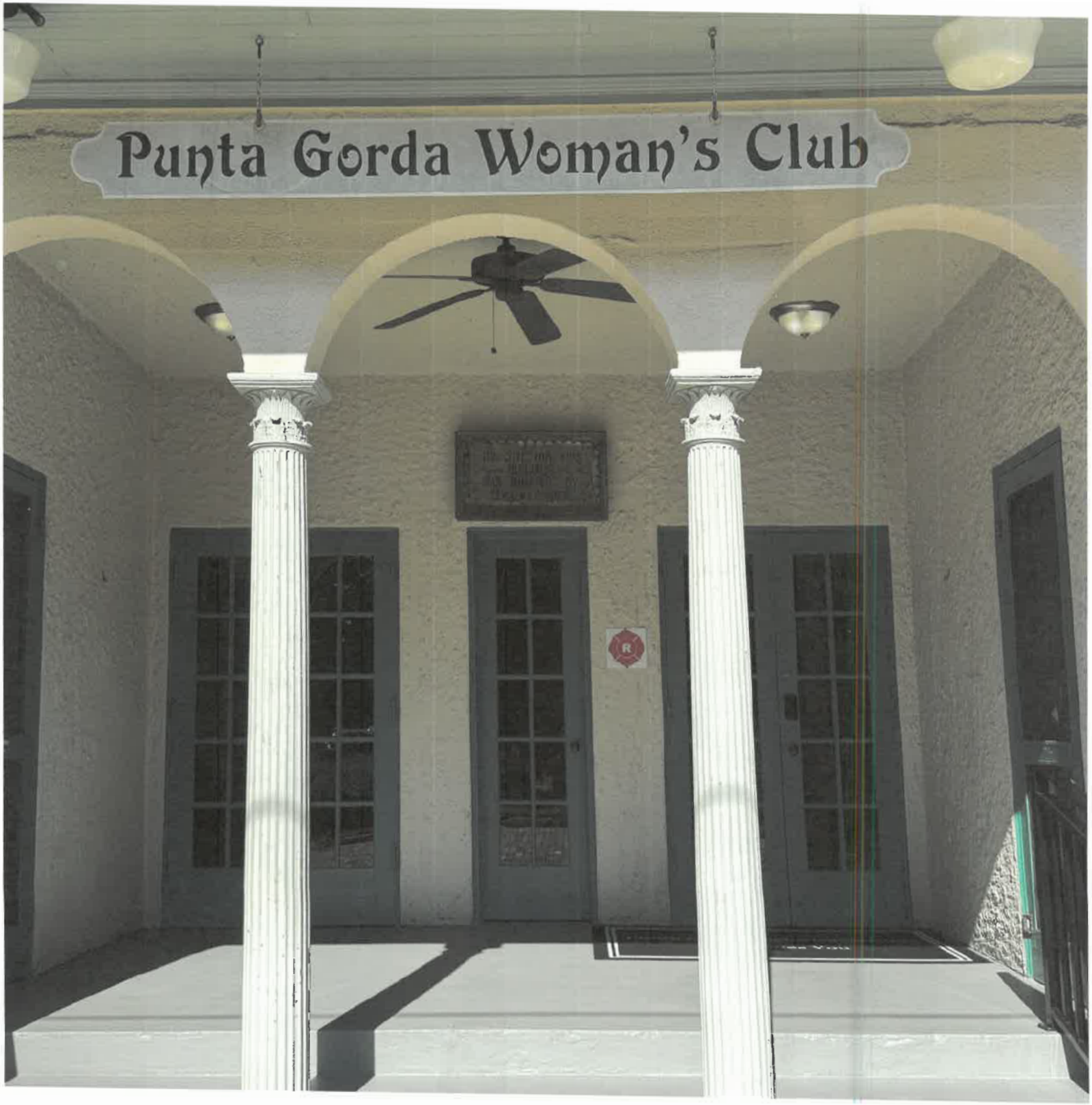
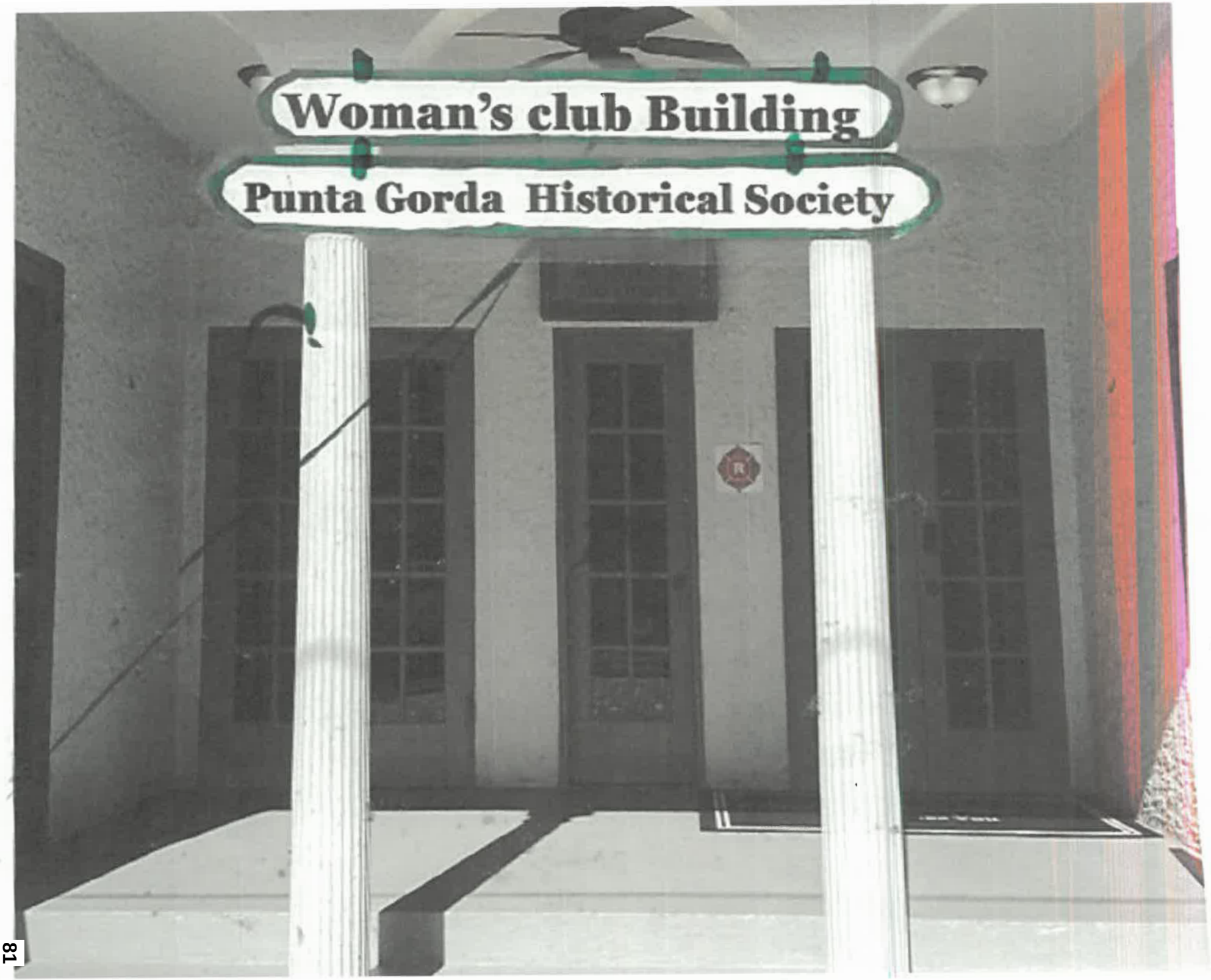

Punta Gorda Woman's Club


Woman's club Building
Punta Gorda Historical Society

Punta Gorda
FLORIDA

MEMORANDUM

To: Historic Preservation Board

From: Adrianna Gehrke, Planner 1

Date: November 17, 2026

Subject: CA-44-2026 – 118 Sullivan Street– Sign

SUMMARY

The applicant proposes to update the existing sign for the Punta Gorda Women's Club to include the Punta Gorda Historical Society as owner of the property located at 118 Sullivan Street. No changes to the existing sign's size or location are proposed; the only modification will be the addition of a wood panel with wording. The existing sign will be professionally repainted using an exterior oil-based paint. If necessary, the applicant is willing to consider an alternative paint or material.

The building was constructed in 1926 as a one-story structure in the Mission Revival architectural style and is currently occupied by the Punta Gorda Historical Society. The structure is listed on the Florida Master Site File (CH00309). Pursuant to Section 16.3(b), a Certificate of Appropriateness (CA) is required and must be presented to the Historic Preservation Board (HPB) for review and recommendation to the Zoning Official.

RECOMMENDATION

Staff has reviewed the application for the proposed sign and recommends that HPB recommend approval of the Certificate of Appropriateness for the property located at 118 Sullivan Street.

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

GENERAL BUSINESS

Title: "The Conquistadors" Mural Presentation

Funds:

Recommended Action: Staff recommends HPB recommends approval to City Council.

Summary: Punta Gorda Historic Mural Society has submitted a presentation for the proposed mural, "The Conquistadors", to be painted by Keith Goodson on Dean's South of the Border Restaurant, at 130 Tamiami Trail, Punta Gorda. Keeping in line with other recently approved murals, the mural will be installed on panels, allowing them to be removed, stored, and protected during dangerous weather events or during other times as may be necessary to protect the murals.

Department/Division: Urban Design

EXHIBITS:

1. "The Conquistadors" Mural
2. Application

New Mural
“The Conquistadors”

Kelly Gaylord
President
Punta Gorda Historic
Mural Society

PUNTA GORDA HISTORIC
Mural Society
WWW.PUNTAGORDAMURALS.ORG

New Mural “The Conquistadors”

<u>Detailed Mural Sketches</u>

Artist: Keith Goodson (has painted 9 murals for PGHMS)



- Replaces mural painted in 2008 and lost when building was repainted in 2025
- Hernando de Soto on the left with his Andalusian horse and Bruto, his Spanish greyhound
- Juan Ponce de León on the right arriving at the outer islands of southwest Florida



Location: West-facing Wall of Dean's South of the Border

- Dean's South of the Border Restaurant, 130 Tamiami Trail
- Mural will be installed on aluminum panels (each 5' x 8') making them removable if needed in the future



Sketch of Mural on Dean's South of the Border

CITY OF PUNTA GORDA

URBAN DESIGN
326 WEST MARION AVENUE
PUNTA GORDA, FL 33950
(941) 575-3352
UrbanDesign@CityofPuntaGordaFL.com

ICONIC SIGN APPLICATION
NON-HISTORIC MURAL REQUEST

Date Received:	**Application #:**
Application and all pertinent required data such as plans, pictures, letters and supplemental information must be completed and returned to the Urban Design Division before this application will be processed. **ALL INFORMATION LISTED BELOW IS REQUIRED TO BE SUBMITTED AT TIME OF APPLICATION**	
☑ Letter of authorization from the property, building, and/or unit owner	☐ Any existing sign(s) on the site or building, if applicable.
☑ Architectural elevations drawn to scale showing the proposed sign and/or building façade where the sign is proposed	☐ If a ground sign is proposed, a site plan is required and ground sign site plans need to be to scale and indicate linear footage of the building frontage
☑ Complete materials list, including method of attachment or engineering if applicable.	☑ Photographs or drawings relating the proposed project to the surrounding streetscape
☐ Method of lighting, if applicable	☐ Landscaping, if applicable
☑ Two complete sets of drawings to include new sign detail showing sign design, location, size, dimensions, depth of sign, square footage, and sign material.	

Property Owner:	
Name	STAINTON DEAN H TR & S A STAINTON TR (Dean and Sandra Stainton)
Address	[redacted]
Phone	

Applicant:			
Name	Punta Gorda Historic Mural Society (PGHMS), Kelly Gaylord, President		
Address	[redacted]		
Phone			

Authorized Agent – (if applicable – Property Owner must sign AGENT Affidavit below)			
Name			
Address		City	
Phone		Email address	

Location of Mural							
Address	130 Tamiami Trail	City	Punta Gorda	State	FL	Zip	33950
Parcel ID	412306328003		Business Name	Dean's South of the Border			
Current Use of Property	Restaurant						

Mural Size	2 panels each 5'w x 8'h
Location of Mural	Two west-facing recessed walls where mural used to be
Who will be painting the Mural	Professional Mural artist Keith Goodson (has painted 9 murals for PGHMS)
Anticipated Timeline for completion	12 months or sooner (when funds are raised)

Description / History of Mural

Recreation of the "The Conquistadors" Mural:
"The Conquistadors" mural was originally painted in 2008 and consisted of 3 panels (2 on the west-facing wall, 1 on the south-facing wall) at the same location. It was lost when the building was repainted in November 2025.
With the restaurant reopening and strong community support, the Mural Society would like to repaint the mural. Only the 2 west-facing panels will be repainted. The mural will be painted on mural cloth and glued to 5'x8' 1/4" maxmetal alluminum panels which will be attached to the building (a process that PGHMS has been using for 4 years). This allows the mural to be removable, if needed in the future.

OWNER AFFIDAVIT

(MUST be completed by the property owner, or in the case of a business or other entity, an authorized party as listed on Sunbiz or its equivalent in other states)

I, the undersigned, being first duly sworn, testify and say that I am the owner of all of the property described and which is the subject matter of this application; 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. By submitting this application, the owner(s) of the subject property does hereby grant his/her consent to the City Staff and his/her designee, to enter upon the subject property for the purposes of making any examinations, surveys, measurements, and inspections deemed necessary to evaluate the subject property relative to this application.

Signature of Owner or Authorized Agent | Don Stainton – owner (Print Name & Title) | 10-27-26 (Date)

STATE OF Florida)
COUNTY OF Charlotte)

The foregoing instrument was acknowledged before me by means of X physical presence or [ ] online notarization this day 27th of Oct, 2026 by Don Stainton, who is personally known to me or who has produced _____ as identification.

CMassey
Notary Public, State of Florida

July 25th 2030
My commission Expires

(Seal) CHERYL MASSEY Notary Public - State of Florida Commission # HH 826031 My Comm. Expires Jul 25, 2030

AGENT AFFIDAVIT (Property Owner to complete ONLY if applicable)

I/We Don Stainton, property owner(s), hereby authorize P.G. Mural Society to act as *Agent* on our behalf regarding an Iconic Sign Application for a Non-Historic Mural Request on the property commonly known as Dogs South of the Border in Punta Gorda, Florida.

Sandra Stainton | SANDRA STAINTON MANAGER/OWNER | 10-27-26

Signature of Owner or Authorized Agent | Print Name & Title | Date

STATE OF Florida)
COUNTY OF Charlotte)

The foregoing instrument was acknowledged before me by means of X physical presence or [ ] online notarization this day 27th of Oct, 2026, by Sandra Stainton, who is personally known to me or who has produced _____ as identification.

CMassey
Notary Public, State of Florida

July 25th 2030
My commission Expires

(Seal) CHERYL MASSEY Notary Public - State of Florida Commission # HH 826031 My Comm. Expires Jul 25, 2030

☐ Staff Approved OR ☐ Staff Denied -- By: _____ Date: _____
Comments: _____

PUNTA GORDA HISTORIC
Mural Society

Dean & Sandy

LICENSE AGREEMENT

This Agreement is made this 19th day of October 2026 by and between the PUNTA GORDA HISTORIC MURAL SOCIETY, INC., a not-for-profit corporation under the laws of the State of Florida, whose mailing address is PO BOX 510506, Punta Gorda, Florida, 33951-0506 (hereinafter "MURAL SOCIETY") and DEAN and SANDRA STAINTON, collectively referred to as the "PROPERTY OWNERS," whose mailing address is 130 Tamiami Trail, Punta Gorda, FL 33950, (hereinafter "PROPERTY OWNERS").

WHEREAS, PROPERTY OWNERS are the owners of the certain property located at 130 Tamiami Trail, Punta Gorda, Florida 33950, and

WHEREAS, MURAL SOCIETY has selected a wall on the property upon which to install a mural and PROPERTY OWNERS desire and agree to the installation of a mural on the wall, and

WHEREAS, the parties intend to set forth their rights, obligations and expectations concerning the mural painting on the wall, and

NOW THEREFORE, for ten ($10.00) dollars and other good and valuable considerations, in hand paid by MURAL SOCIETY to PROPERTY OWNERS, the receipt and sufficiency of which is hereby acknowledged, and in further consideration of the promises herein contained the parties agree as follows:

1. The recitals above are true and correct statements as to the intent of the parties and are incorporated herein by reference; and

2. PROPERTY OWNERS hereby grant to MURAL SOCIETY the exclusive right to maintain, at its own cost, the painted mural (work of art) consisting of two panels, the theme of which is the "The Conquistadors" on the west-facing exterior wall as indicated in the photograph of the wall attached hereto and made a part hereof; and

3. PROPERTY OWNERS hereby grant to MURAL SOCIETY, and its agents, the right to come upon the property to deliver, preserve, and maintain the mural. Finish Line Construction will install the mural. This right of access includes the right to barricade as necessary to accomplish the preservation and maintenance in a safe and efficient manner; and

4. MURAL SOCIETY shall preserve and maintain the mural at its own cost and shall take such reasonable actions as are necessary to accomplish that objective; and

5. PROPERTY OWNERS shall maintain the area adjacent to the mural in such a manner that the mural is not obscured from view; and

6. MURAL SOCIETY shall maintain liability insurance in the amount of $100,000 during any period of time MURAL SOCIETY or its agents are working on mural maintenance and removal. The insurance policy shall name PROPERTY OWNERS as an additional insured, and MURAL SOCIETY shall provide proof of such insurance upon request of PROPERTY OWNERS; and

7. MURAL SOCIETY reserves all intellectual rights to the mural (work of art) including the copyright. The mural shall not be removed, altered, or otherwise covered up by PROPERTY OWNERS; and

8. If PROPERTY OWNERS wish to terminate this Agreement, they must provide written notice to MURAL SOCIETY and allow one hundred and eighty (180) days following said notice for MURAL SOCIETY to remove the mural; and

9. If MURAL SOCIETY wishes to terminate this Agreement, they must provide written notice to PROPERTY OWNERS and remove the mural within one hundred and eighty (180) days of said notice; and

10. If this Agreement is terminated by either party, the reservation of rights concerning the mural (work of art) shall survive the termination; and

9. This Agreement embodies the complete understanding of the obligations of the parties relating to the painting and maintenance of aforementioned mural.

IN WITNESS WHEREOF, the parties have set their hands and seals on the day first above written

PUNTA GORDA HISTORIC MURAL SOCIETY, INC.

By: _____

Print Name: Kelly Gaylord, President

Date: 10/19/2026

DEAN AND SANDY STAINTON

By: _____

Print Name: Dean Stainton, Owner

Date: 10-22-26

By: Sandra Stainton

Print Name: Sandra Stainton, Owner

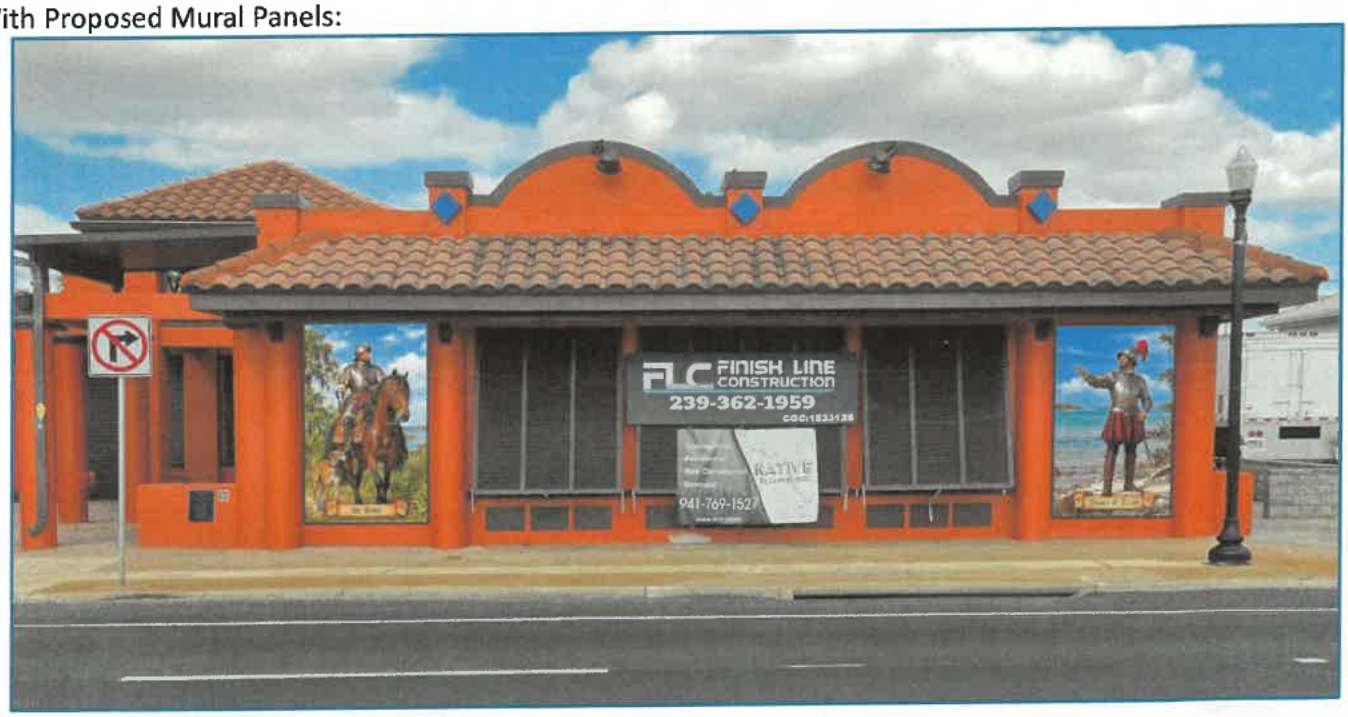
Date: 10-22-26

Punta Gorda Historic Mural Society – "The Conquistadors" Mural Application

Architectural Elevations:



With Proposed Mural Panels:



Materials List:

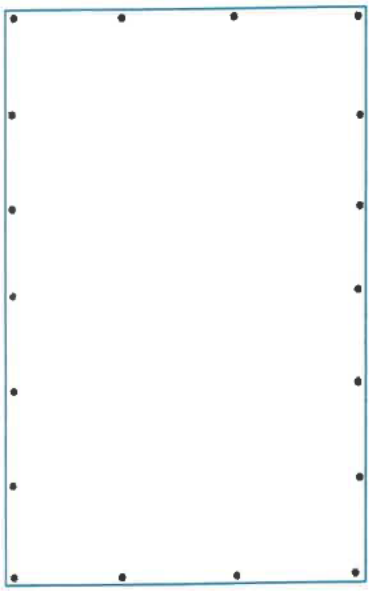
Sign Material: Two 60" x 96" (5'x8') ¼" thick maxmetal panels

Mural Painted on Mural Cloth and glued (using Golden Mural Adhesive Gel) to panels
https://www.muralprovisions.com/mural-cloth-polytab
https://shop.goldenartistcolors.com/mural-adhesive-gel-cpwmg01-f.html

Sealer: Modern Masters MasterClear Supreme Exterior water-based polyurethane
https://www.modernmasters.com/landing/homeowners/brands/mcs

Panels will be attached to wall using poly adhesive and #14 toggle bolts every 15" or less (4 across the top & bottom, 7 down the sides)

Drawing of 60"w x 96"h Panel with toggle bolts:



Mural Detail (2 Panels): Total 80 square feet

Left Side (60"w x 96"h)



Right Side (60"w x 96"h)



Location: West-facing wall of Dean's South of the Border Restaurant, 130 Tamiami Trail, Punta Gorda, FL

Left Wall Panel (63.5"w x 109"h)



Right Wall Panel (62.5"w x 109" h)





HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

GENERAL BUSINESS

Title: Cancellation of Historic Preservation Board Special Meetings

Funds:

Recommended Action: HPB is requested to acknowledge and approve the cancellation of the special meetings.

Summary: This item is to formally acknowledge the cancellation of future scheduled special meetings of the Historic Preservation Board (HPB). The cancellation is intended to notify the Board and the public that the meetings will no longer take place.

Department/Division: Urban Design

EXHIBITS:

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

GENERAL BUSINESS

Title: Discussion of Upcoming Historic Designation Workshop

Funds:

Recommended Action: For informational purposes. No action required by HPB.

Summary: The City is planning an upcoming Historic Designation Workshop to provide information and facilitate discussion regarding historic designations. The workshop will provide an opportunity for property owners, residents, and interested stakeholders to learn more about the historic designation process, the benefits and responsibilities associated with designation, and the City's historic preservation efforts.

Department/Division: Urban Design

EXHIBITS:

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

STAFF COMMENTS

Title: City Hall Rehabilitation Update

Funds:

Recommended Action: Progress update by staff.

Summary:

Department/Division: Urban Design

EXHIBITS:

HISTORIC PRESERVATION ADVISORY BOARD
CITY OF PUNTA GORDA
11/17/2026

STAFF COMMENTS

Title: Update on Vacant Properties

Funds:

Recommended Action: Information only.

Summary:

Department/Division: Urban Design

EXHIBITS: