CITY COUNCIL AGENDA
326 WEST MARION AVENUE, PUNTA GORDA, FLORIDA 33950
OCTOBER 27, 2026, 5:00 PM

MEMBERS

Debi Lux, Mayor
Jeannine Polk, Vice Mayor
Janis Denton, Councilmember
Greg Julian, Councilmember
Melissa Lockhart, Councilmember

CITY OFFICIALS

Melissa Reichert, City Manager
Sara Welch, City Clerk
Steven S. Leskovich, City Attorney

HISTORIC PRESERVATION ADVISORY BOARD MEMBERS
David Perry, Chair
Teresa Desguin, Member
Charles Noble, Member

CALL TO ORDER
Roll Call
Invocation
Pledge of Allegiance
Announcements
Next Meeting - City Council Meeting October 28, 2026

AGENDA APPROVAL

1. **PUBLIC INPUT**

2. **REGULAR AGENDA**

   2.a Historic City Hall

   2.b Certified Local Government

   2.c Gilchrist Park on the National Register

   2.d A.C. Freeman House

3. **COUNCIL MEMBER AND BOARD MEMBER COMMENTS**

4. **PUBLIC INPUT**

ADJOURNMENT

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

In accordance with the Americans with Disabilities Act and Florida Statute 286.26, the location of this public hearing is accessible to persons with disabilities. If you are a person with disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Interpreters for the hearing impaired (TTY 941-575-5013) or non-English speaking citizens, and any other special accommodations can be requested by contacting the Human Resources Manager/Non-Discrimination Coordinator whose address is 326 W. Marion Avenue, Punta Gorda, FL 33950, whose telephone number is (941) 575-3371, and whose email address is humres@pgorda.us at least two (2) calendars days prior to the meeting.

CITY COUNCIL
CITY OF PUNTA GORDA
10/27/2026

REGULAR AGENDA

Title: Historic City Hall

Funds:

Recommended Action: Discussion regarding window and brick repairs at Historic City Hall.

Summary: Provide City Council and the Historic Preservation Board with an overview of window and brick repairs at Historic City Hall, including the scope of work and repair methods.

Department/Division: Urban Design

EXHIBITS:

1. Historic City Hall - Window Restoration Alternatives
2. Historic City Hall - Exterior Rehabilitation

Historic City Hall

Window Restoration Options



Punta Gorda

Historic City Hall

Restored Existing Windows



Punta Gorda

Historic City Hall

Replacement Impact Windows



Punta Gorda

Historic City Hall

Existing Windows with Bahama Shutters @ 65 Angle



Punta Gorda

Historic City Hall

Existing Windows with Bahama Double Shutters @ 50 Angle



Punta Gorda

Historic City Hall

Existing Windows with Bahama Shutters @ 50 Angle



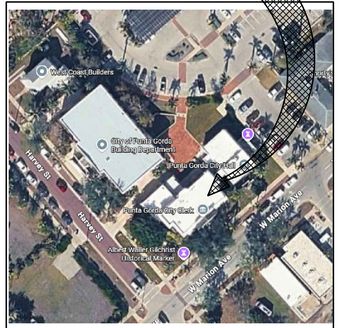
Punta Gorda

PUNTA GORDA CITY HALL
EXTERIOR REHABILITATION

326 W. MARION AVE., PUNTA GORDA, FL 33950

OWNER:	ARCHITECT:	MECHANICAL/ELECTRICAL/PLUMBING/ FIRE PROTECTION:	STRUCTURAL ENGINEERS:
CITY OF PUNTA GORDA 326 W. MARION AVE. PUNTA GORDA, FL 33950	PARKER / MUDGETT / SMITH ARCHITECTS, INC 2136 McGREGOR BOULEVARD FORT MYERS, FL 33901 PH: (239) 332-1171	? FORT MYERS, FL 33907 (239) 332-1187	GENESIS ENGINEERING FORT MYERS, FL 33901 PH: (239) 936-7557

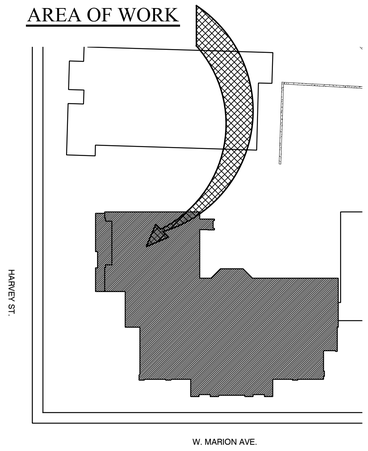
PROJECT LOCATION:
326 W. MARION AVE,
PUNTA GORDA, FL



SITE LOCATION MAP
N.T.S.
NORTH



AREA OF WORK



ARCHITECTURAL SITE PLAN
N.T.S.
NORTH

NOTES TO THE PLANS EXAMINER

1. THIS PROJECT CLASSIFIES AS ALTERATION - LEVEL 2 ACCORDING TO FBC-EXISTING, SECTION 801.
2. THIS PROJECT IS A STABILIZATION OF AN EXISTING / HISTORIC BUILDING, REFERS TO FBC-EXISTING, CHAPTER 12 HISTORIC BUILDINGS.
3. THIS PROJECT IS A CONSTRUCTION CLASSIFICATION OF TYPE III, UNPROTECTED AND EXISTING UNSPRINKLERED.

THESE PLANS WERE PREPARED TO COMPLY WITH THE FOLLOWING:

THE 2023 FLORIDA BUILDING CODE - BUILDING,8th EDITION
THE 2023 FLORIDA BUILDING CODE - EXISTING BUILDING, 8th EDITION
THE 2023 FLORIDA BUILDING CODE - ACCESSIBILITY, 8TH EDITION
THE 2023 FLORIDA BUILDING CODE - MECHANICAL, 8TH EDITION
THE 2023 FLORIDA BUILDING CODE - PLUMBING, 8TH EDITION
THE 2020 NATIONAL ELECTRICAL CODE
THE 2023 FLORIDA FIRE PREVENTION CODE, 8TH EDITION

IF APPLICABLE,THE FOLLOWING PERMITS ARE A SEPARATE SUBMITTAL:

THIS LIST DO NOT INDICATE PROJECT INCLUSION

FIRE SPRINKLERS
FIRE ALARM SYSTEM
FIRE UNDERGROUND
FIRE ALARM MONITORING
FIRE STANDPIPE
GENERATOR
TWO-WAY RADIO COMMUNICATION ENHANCEMENT SYSTEM
KITCHEN HOOD SUSPENSION SYSTEM

GENERAL NOTE:

GENERAL CONTRACTOR TO COORDINATE THE REQUIREMENTS OF FFPC 1: CHAPTER 16 SAFEGUARDS DURING BUILDING CONSTRUCTION, ALTERATIONS, AND DEMOLITION OPERATIONS.

SHEET INDEX

ARCHITECTURAL
G001 SITE LOCATION MAP, ARCHITECTURAL SITE PLAN, SHEET INDEX, NOTES
D101 FIRST FLOOR PLAN - DEMOLITION
D102 SECOND FLOOR PLAN - DEMOLITION
A101 FIRST FLOOR PLAN
A102 SECOND FLOOR PLAN
A201 EXTERIOR ELEVATIONS
A202 EXTERIOR ELEVATIONS
A501 NOT USED
A502 NOT USED
A503 NOT USED
A504 DETAIL

STRUCTURAL
S1.0 STRUCTURAL NOTES
S2.0 ?

MECHANICAL
M101 MEP RENOVATION

011000 SCOPE OF WORK:

The project generally consists of Stabilization of an historic existing Punta Gorda City Hall. Construction is Type III, unprotected, unsprinklered. The work also includes, but is not limited to the following:

a. Selective demolition of various portions of the building to allow for new construction, rough carpentry,Door and Window opening repair, and exterior and interior finish carpentry. Including railings.

b. Building insulation, re-roofing of the front building entrance consisting of concrete tile at pitched roofs, sheet metal flashing and trim and joint sealants.

c. Historic treatment of existing wood doors and windows, which includes removal, repair and patching, stripping and painting, reglazing when required and door and window hardware repair and/or replacement.

d. Repair damaged ceilings.

e. Exterior painting restoration consisting of cleaning and paint removal, patching and/or replacement of damage to surfaces of historic items to be painted and general painting.

f. Earthwork consisting of termite control.

g. Disconnect plumbing systems. Refer to plumbing documents.

h. Exterior brick walls and seams restoration consisting of cleaning and grout repair or replace.

i. Removal of rear exterior metal canopy and columns.

PARKER MUDGETT SMITH ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AA0000078

W.J.MUDGETT, AIA

PUNTA GORDA
CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number 26-110

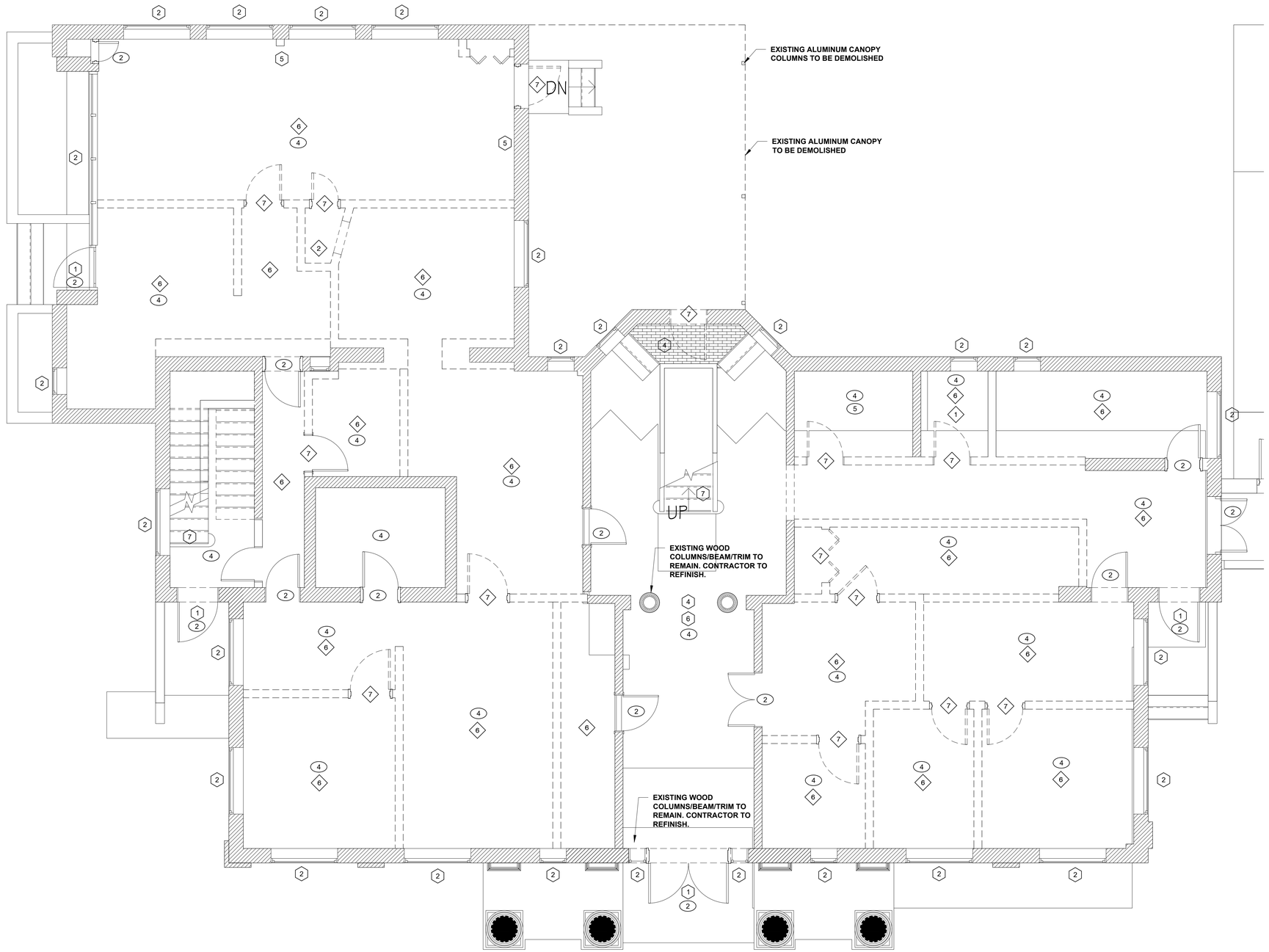
Distribution

No.	Description	Date

Revisions

No.	Description	Date

G001



NORTH

FIRST FLOOR DEMOLITION PLAN

1/4" = 1'-0"

0' 2' 4'

DEMOLITION GENERAL NOTES

- THE DEMOLITION DRAWINGS ARE INTENDED TO PROVIDE THE CONTRACTOR WITH A GENERAL KNOWLEDGE OF THE EXISTING CONDITIONS WITHIN THE PROJECT AREA. CONTRACTOR IS RESPONSIBLE FOR VISITING SITE AND VERIFYING ALL EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ACTUAL FIELD LOCATION OF ALL EXISTING SERVICES/UTILITIES ABOVE GROUND AND BELOW GROUND PRIOR TO COMMENCEMENT OF WORK. ANY REQUIRED SERVICE/UTILITY SHUT DOWN SHALL BE COORDINATED BY THE CONTRACTOR.
- CONTRACTOR SHALL VERIFY LOCATION OF AND PROTECT ALL STRUCTURAL COMPONENTS INCLUDING WALLS, COLUMNS, AND PURLINS.
- PRIOR TO COMMENCING DEMOLITION, CONTRACTOR SHALL VERIFY WITH OWNER ANY ITEMS TO BE SALVAGED.
- ANY DISCREPANCIES OR CONDITIONS NOT SHOWN ON THESE PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO FURTHER DEMOLITION ACTIVITIES.
- ALL WORK SHALL BE PERFORMED IN A SWIFT SAFE MANNER. PROMPTLY REMOVE DEMOLISHED MATERIALS FROM OWNER'S PROPERTY AND LEGALLY DISPOSE OF THEM.
- DO NOT BURN DEMOLISHED MATERIALS.
- COMPLY WITH EPA REGULATIONS AS WELL AS HAULING AND DISPOSAL REGULATIONS OF AUTHORITIES HAVING JURISDICTION.
- PROVIDE TEMPORARY BARRICADES AND OTHER PROTECTION REQUIRED TO PREVENT INJURY TO PEOPLE AND DAMAGE TO PORTIONS OF THE BUILDING THAT ARE INTENDED TO REMAIN.
- COORDINATE THE FOLLOWING WITH THE BUILDING OWNER:
  ACCESS TO THE BUILDING.
  TEMPORARY UTILITIES AND FACILITIES.
  NIGHT AND WEEKEND HOURS.
  WORK THAT REQUIRES TEMPORARY INTERRUPTIONS TO BUILDING SYSTEMS.
  WORK THAT GENERATES EXCESSIVE NOISE.
  AREA WITHIN BUILDING FOR STORAGE OF ITEMS THAT WILL BE REUSED.
- BUILDING SHALL BE LEFT IN A CLEAN, BROOM-SWEPT CONDITION. REMOVE ALL DEBRIS UNLESS SPECIFICALLY NOTED BY OWNER.

DEMOLITION PLAN LEGEND

- (#) DEMOLITION KEY NOTE
- EXISTING DOOR & FRAME TO REMAIN & TO BE PROTECTED
- EXISTING WALL TO REMAIN & TO BE PROTECTED.
- EXISTING DOOR AND FRAME TO BE REMOVED
- EXISTING WALL TO BE REMOVED

LIMITS OF CONSTRUCTION

LIMITS OF CONSTRUCTION SHALL BE:

SELECTIVE DEMOLITION AS NOTED OF THE INTERIOR OF THE BUILDING.

GENERAL PROTECTION NOTE

1. PROTECT EXISTING EXTERIOR DOORS.
2. PROTECT EXISTING EXTERIOR WINDOWS.
3. PROTECT EXISTING ELECTRIC PANELS, PHONE SWITCH, & DATA RACK.
4. PROTECT EXISTING FLOORS.
5. PROTECT EXISTING EXPOSED MASONRY WALLS.
6. PROTECT EXISTING EXPOSED WOOD ROOF STRUCTURE & WOOD ROOF DECK.
7. PROTECT EXISTING WOOD STAIRCASE STRUCTURE & GUARDRAILS.

SALVAGE KEY NOTES

1. SALVAGE WOOD FLOORING
2. SALVAGE DOOR AND FRAME AND HARDWARE
3. SALVAGE MASONRY
4. SALVAGE LIGHT FIXTURES THAT ARE REQUIRED FOR TEMPORARY CONSTRUCTION LIGHTING SEE ELECTRICAL DRAWINGS
5. SALVAGE HVAC EQUIPMENT, DUCTWORK, AND DEVICES THAT ARE REQUIRED FOR TEMPORARY CONSTRUCTION VENTILATION SEE MECHANICAL DRAWINGS

DEMOLITION PLAN KEY NOTES

1. REMOVE THE EXISTING PLUMBING FIXTURES, PARTITIONS AND HARDWARE.
2. REMOVE THE EXISTING AHU CLOSET WALLS AND DOOR..
3. REMOVE THE EXISTING HVAC EQUIPMENT - SEE MECH.
4. REMOVE THE EXISTING CONCRETE / PAVERS.
5. REMOVE THE EXISTING WOOD HANGING RAILS.
6. REMOVE THE EXISTING FLOOR CARPET/TILE.
7. REMOVE THE EXISTING DOOR, FRAME AND HARDWARE.

PARKER MUDGETT SMITH
ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AA0000078

W.J.MUDGETT, AIA

PUNTA GORDA CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number 26-110

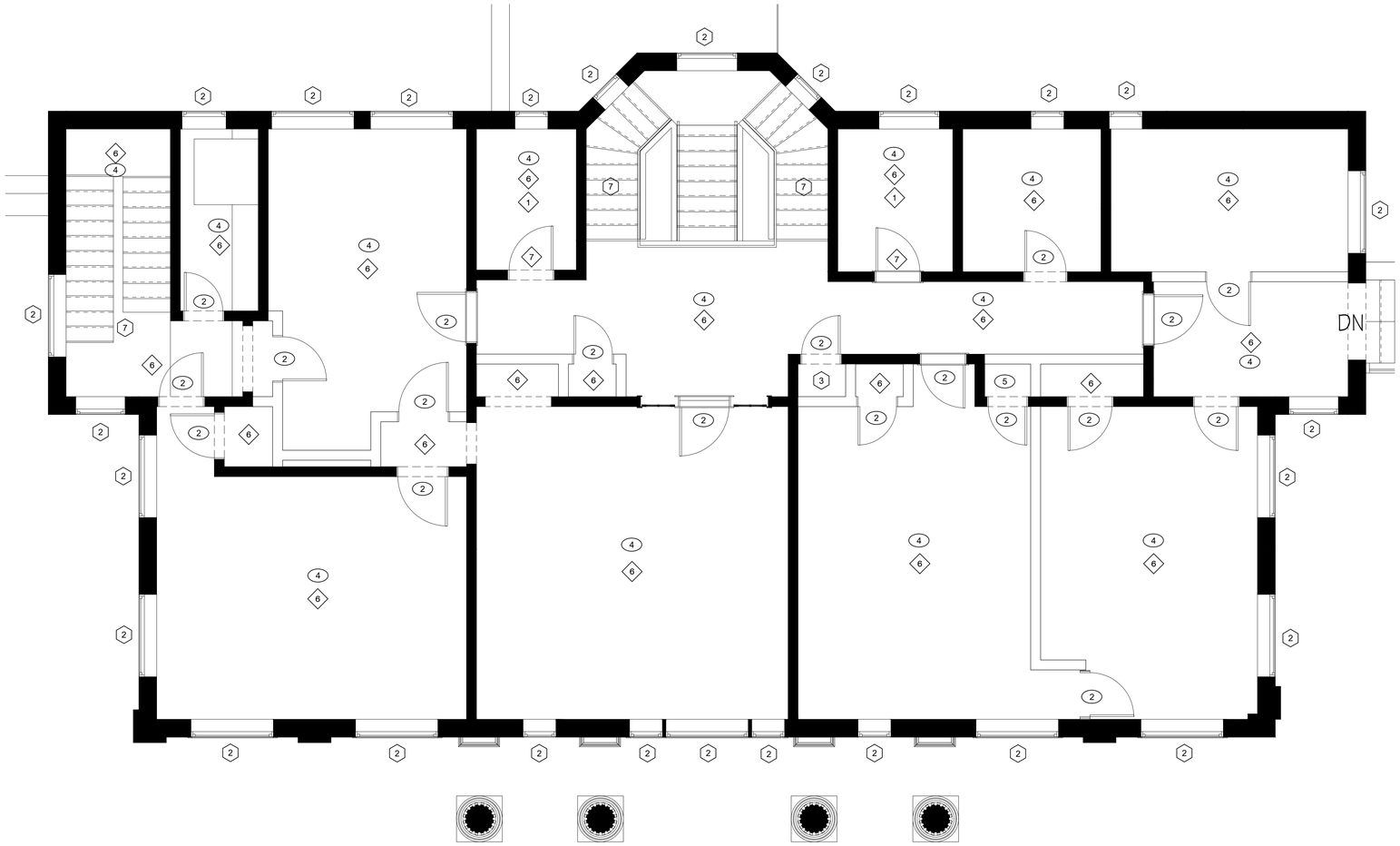
Distribution

No.	Description	Date

Revisions

No.	Description	Date

D101



SECOND FLOOR DEMOLITION PLAN

1/4" = 1'-0"

0' 2' 4'

DEMOLITION GENERAL NOTES

- THE DEMOLITION DRAWINGS ARE INTENDED TO PROVIDE THE CONTRACTOR WITH A GENERAL KNOWLEDGE OF THE EXISTING CONDITIONS WITHIN THE PROJECT AREA. CONTRACTOR IS RESPONSIBLE FOR VISITING SITE AND VERIFYING ALL EXISTING CONDITIONS PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ACTUAL FIELD LOCATION OF ALL EXISTING SERVICES/UTILITIES ABOVE GROUND AND BELOW GROUND PRIOR TO COMMENCEMENT OF WORK. ANY REQUIRED SERVICE/UTILITY SHUT DOWN SHALL BE COORDINATED BY THE CONTRACTOR.
- CONTRACTOR SHALL VERIFY LOCATION OF AND PROTECT ALL STRUCTURAL COMPONENTS INCLUDING WALLS, COLUMNS, AND PURLINS.
- PRIOR TO COMMENCING DEMOLITION, CONTRACTOR SHALL VERIFY WITH OWNER ANY ITEMS TO BE SALVAGED.
- ANY DISCREPANCIES OR CONDITIONS NOT SHOWN ON THESE PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO FURTHER DEMOLITION ACTIVITIES.
- ALL WORK SHALL BE PERFORMED IN A SWIFT SAFE MANNER. PROMPTLY REMOVE DEMOLISHED MATERIALS FROM OWNER'S PROPERTY AND LEGALLY DISPOSE OF THEM.
- DO NOT BURN DEMOLISHED MATERIALS.
- COMPLY WITH EPA REGULATIONS AS WELL AS HAULING AND DISPOSAL REGULATIONS OF AUTHORITIES HAVING JURISDICTION.
- PROVIDE TEMPORARY BARRICADES AND OTHER PROTECTION REQUIRED TO PREVENT INJURY TO PEOPLE AND DAMAGE TO PORTIONS OF THE BUILDING THAT ARE INTENDED TO REMAIN.
- COORDINATE THE FOLLOWING WITH THE BUILDING OWNER:
  ACCESS TO THE BUILDING.
  TEMPORARY UTILITIES AND FACILITIES.
  NIGHT AND WEEKEND HOURS.
  WORK THAT REQUIRES TEMPORARY INTERRUPTIONS TO BUILDING SYSTEMS.
  WORK THAT GENERATES EXCESSIVE NOISE.
  AREA WITHIN BUILDING FOR STORAGE OF ITEMS THAT WILL BE REUSED.
- BUILDING SHALL BE LEFT IN A CLEAN, BROOM-SWEPT CONDITION. REMOVE ALL DEBRIS UNLESS SPECIFICALLY NOTED BY OWNER.

DEMOLITION PLAN LEGEND

- # DEMOLITION KEY NOTE
- EXISTING DOOR & FRAME TO REMAIN & TO BE PROTECTED
- EXISTING WALL TO REMAIN & TO BE PROTECTED.
- EXISTING DOOR AND FRAME TO BE REMOVED
- EXISTING WALL TO BE REMOVED

LIMITS OF CONSTRUCTION

LIMITS OF CONSTRUCTION SHALL BE:

SELECTIVE DEMOLITION AS NOTED OF THE INTERIOR OF THE BUILDING.

GENERAL PROTECTION NOTE

1. PROTECT EXISTING EXTERIOR DOORS.
2. PROTECT EXISTING EXTERIOR WINDOWS.
3. PROTECT EXISTING ELECTRIC PANELS, PHONE SWITCH, & DATA RACK.
4. PROTECT EXISTING FLOORS.
5. PROTECT EXISTING EXPOSED MASONRY WALLS.
6. PROTECT EXISTING EXPOSED WOOD ROOF STRUCTURE & WOOD ROOF DECK.
7. PROTECT EXISTING WOOD STAIRCASE STRUCTURE & GUARDRAILS.

SALVAGE KEY NOTES

1. SALVAGE WOOD FLOORING
2. SALVAGE DOOR AND FRAME AND HARDWARE
3. SALVAGE MASONRY
4. SALVAGE LIGHT FIXTURES THAT ARE REQUIRED FOR TEMPORARY CONSTRUCTION LIGHTING SEE ELECTRICAL DRAWINGS
5. SALVAGE HVAC EQUIPMENT, DUCTWORK, AND DEVICES THAT ARE REQUIRED FOR TEMPORARY CONSTRUCTION VENTILATION SEE MECHANICAL DRAWINGS

DEMOLITION PLAN KEY NOTES

1. REMOVE THE EXISTING PLUMBING FIXTURES, PARTITIONS AND HARDWARE.
2. REMOVE THE EXISTING AHU CLOSET WALLS AND DOOR..
3. REMOVE THE EXISTING HVAC EQUIPMENT - SEE MECH.
4. REMOVE THE EXISTING CONCRETE / PAVERS.
5. REMOVE THE EXISTING WOOD HANGING RAILS.
6. REMOVE THE EXISTING FLOOR CARPET/TILE.
7. REMOVE THE EXISTING DOOR, FRAME AND HARDWARE.

PARKER MUDGETT SMITH
ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AAC000078

W.J.MUDGETT, AIA

PUNTA GORDA
CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number 26-110

Distribution

No.	Description	Date

Revisions

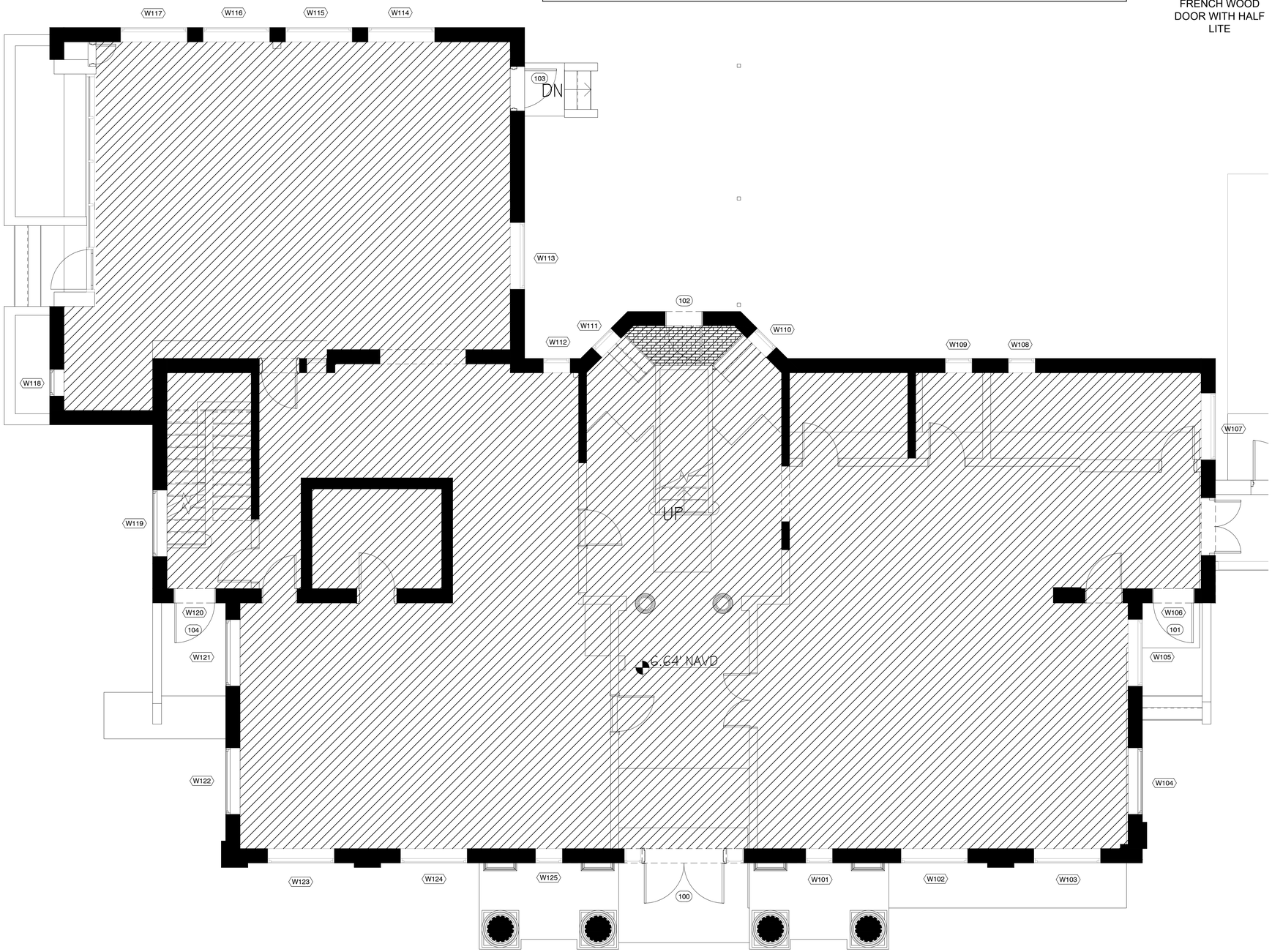
No.	Description	Date

D102

DOOR AND FRAME SCHEDULE

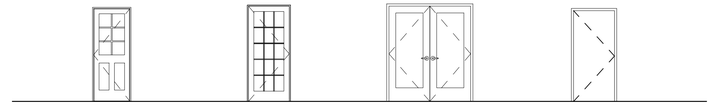
DOOR NO.	DOOR TYPE	DOOR WIDTH	DOOR HEIGHT	DOOR THICK	DOOR GLAZING	DOOR MATERIAL	DETAILS HEAD	DETAILS JAMB	DETAILS SILL	FRAME TYPE	FRAME MATERIAL	FRAME GLAZING	FRAME THRESHOLD	FRAME IMPACT TESTING DATA	FRAME EXIT DEVICE	FRAME CARD READER	087100 HARDWARE GROUP	REMARKS
100	C	3'-0"	7'-0"	1 3/4"	-	WD	EX	EX	-	C	WD	EX	EX	-	-	-		(2) SIDELITE 1'-4" X 7'-2" W/WOOD FRAME
101	B	3'-0"	7'-0"	1 3/4"	-	WD	EX	EX	-	A	WD	EX	EX	-	-	-		FULL GLASS FRENCH DOOR
102	A	3'-0"	6'-10"	1 3/4"	-	WD	EX	EX	-	A	WD	EX	EX	-	-	-		HALF GLASS FRENCH DOOR
103	D	3'-0"	6'-10"	1 3/4"	-	WD	EX	EX	-	B	GS	-	EX	-	-	-		SOLID PANEL (DOOR IN BAD CONDITION)
104	B	3'-0"	7'-0"	1 3/4"	-	WD	EX	EX	-	A	WD	-	EX	-	-	-		FULL GLASS FRENCH DOOR
														-	-	-		

EX = EXISTING, AL = ALUMINUM THRESHOLD, HM = HOLLOW METAL (081113), WD = WOOD (082120), M = MARBLE (093000),
CONC = 033000 CONCRETE 4" THICK BY WIDTH OF OPENING, CT = CLEAR TEMPERED
HARDWARE IS BY ALLOWANCE NO. 2 PER SPECIFICATION SECTION 012100



NORTH

FIRST FLOOR PLAN
1/4" = 1'-0"
0' 2' 4'

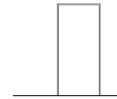


DOOR TYPE A: FRENCH WOOD DOOR WITH HALF LITE

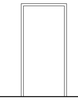
DOOR TYPE B: FRENCH WOOD DOOR WITH FULL LITE

DOOR TYPE C: DOUBLE WOOD DOOR WITH FULL LITE

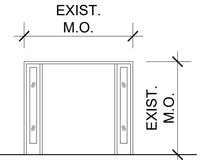
DOOR TYPE D: HOLLOW METAL DOOR



FRAME TYPE A: WOOD FRAME



FRAME TYPE B: HOLLOW METAL



FRAME TYPE C: WOOD FRAME WITH SIDELITE

FLOOR PLAN LEGEND

- EXISTING WALL TO REMAIN & TO BE PROTECTED.
- METAL FRAMED WALL.
- METAL FRAMED SOUND WALL.
- METAL FRAMED WALL W/ BULLET RESISTANCE PROTECTION.
- SMOKE PARTITION.
- FACP — FIRE ALARM CONTROL PANEL
- NO EXIT — NO EXIT
- EXISTING STEEL COLUMN
- D102 — DOOR NUMBER
- WINDOW NUMBER
- 033000 — PROJECT MANUAL SECTION NUMBER
- KEYNOTE
- ROOM NAME / 100 — ROOM NAME AND ROOM NUMBER
- FE — 104416 FIRE EXTINGUISHER IN SEMI-RECESSED CABINET
- -1/2" — FLOOR DRAIN (WITH ELEVATION NOTED)
- 1 / A501 — BUILDING SECTION SHT WHERE DRAWN
- 3 / A401 — WALL SECTION SHT WHERE DRAWN
- # / # — DETAIL SHT WHERE DRAWN
- # / # — INTERIOR ELEVATION SHT WHERE DRAWN
- CLEAR FLOOR SPACE REQUIRED FOR ACCESSIBILITY
- 05'-0" — 5' DIAMETER TURNING CLEAR FLOOR SPACE REQUIRED FOR ACCESSIBILITY
- 4'-2" — NOMINAL DIMENSION
- 4'-2" C — CLEAR DIMENSION FINISH TO FINISH

GENERAL NOTE
CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING AND VERIFYING ALL DIMENSIONS

PARKER MUDGETT SMITH ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AAC000079

W.J.MUDGETT, AIA

PUNTA GORDA CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number 26-110

Distribution

No.	Description	Date

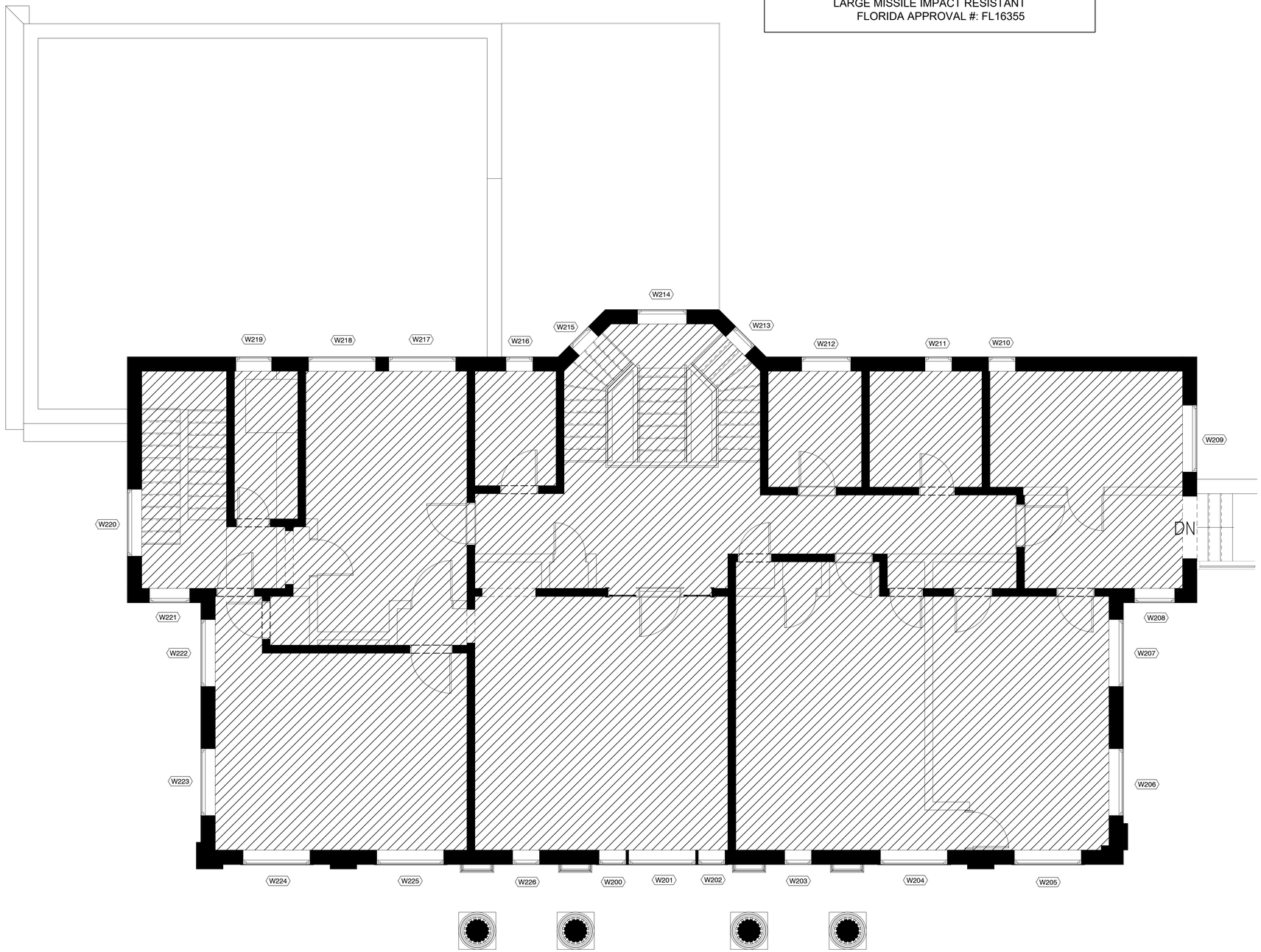
Revisions

No.	Description	Date

A101

IMPACT TESTING DATA

1. **IMPACT RATED HOLLOW METAL DOOR & FRAME**
   CECO / ASSA ABLOY
   SINGLE FLUSH OUTSWING COMMERCIAL STEEL DOOR
   LARGE MISSILE IMPACT RESISTANT
   FLORIDA APPROVAL #: FL16355



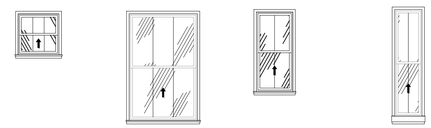
NORTH

SECOND FLOOR PLAN
1/4" = 1'-0"
0' 2' 4'

WINDOWS SCHEDULE

WINDOWS NO.	WINDOW WIDTH	WINDOW HEIGHT	WINDOW GLAZING	WINDOW CONDITION	SILL	STOOL	REMARKS
W101	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W102	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W103	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W104	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W105	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W106	3'-0"	3'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W107	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W108	2'-0"	6'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W109	2'-0"	6'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W110	2'-0"	4'-4"	EX	FAIR	WD	WD	EXISTING WINDOW
W111	2'-0"	4'-4"	EX	FAIR	WD	WD	EXISTING WINDOW
W112	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W113	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W114	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W115	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W116	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W117	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W118	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W119	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W120	3'-0"	3'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W121	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W122	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W123	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W124	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W125	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W200	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W201	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W202	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W203	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W204	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W205	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W206	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W207	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W208	3'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W209	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W210	2'-0"	6'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W211	2'-0"	6'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W212	3'-8"	7'-6"	EX	FAIR	WD	WD	EXISTING WINDOW
W213	2'-0"	7'-6"	EX	FAIR	WD	WD	EXISTING WINDOW
W214	3'-8"	7'-6"	EX	FAIR	WD	WD	EXISTING WINDOW
W215	2'-0"	7'-6"	EX	FAIR	WD	WD	EXISTING WINDOW
W216	2'-0"	6'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W217	5'-0"	5'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W218	5'-0"	5'-0"	EX	FAIR	WD	WD	EXISTING WINDOW
W219	2'-8"	5'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W220	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W221	3'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W222	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W223	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W224	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W225	5'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW
W226	2'-0"	7'-10"	EX	FAIR	WD	WD	EXISTING WINDOW

EX = EXISTING, AL = ALUMINUM THRESHOLD, HM = HOLLOW METAL (081113), WD = WOOD (082120), M = MARBLE (093000), CONC = 033000 CONCRETE 4" THICK BY WIDTH OF OPENING, CT = CLEAR TEMPERED GLASS



WINDOW:	**WINDOW:**	**WINDOW:**	**WINDOW:**
WOOD FRAME	WOOD FRAME	WOOD FRAME	WOOD FRAME
088000	088000	088000	088000

PARKER MUDGETT SMITH
ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AA0000078

W.J.MUDGETT, AIA

PUNTA GORDA
CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number 26-110

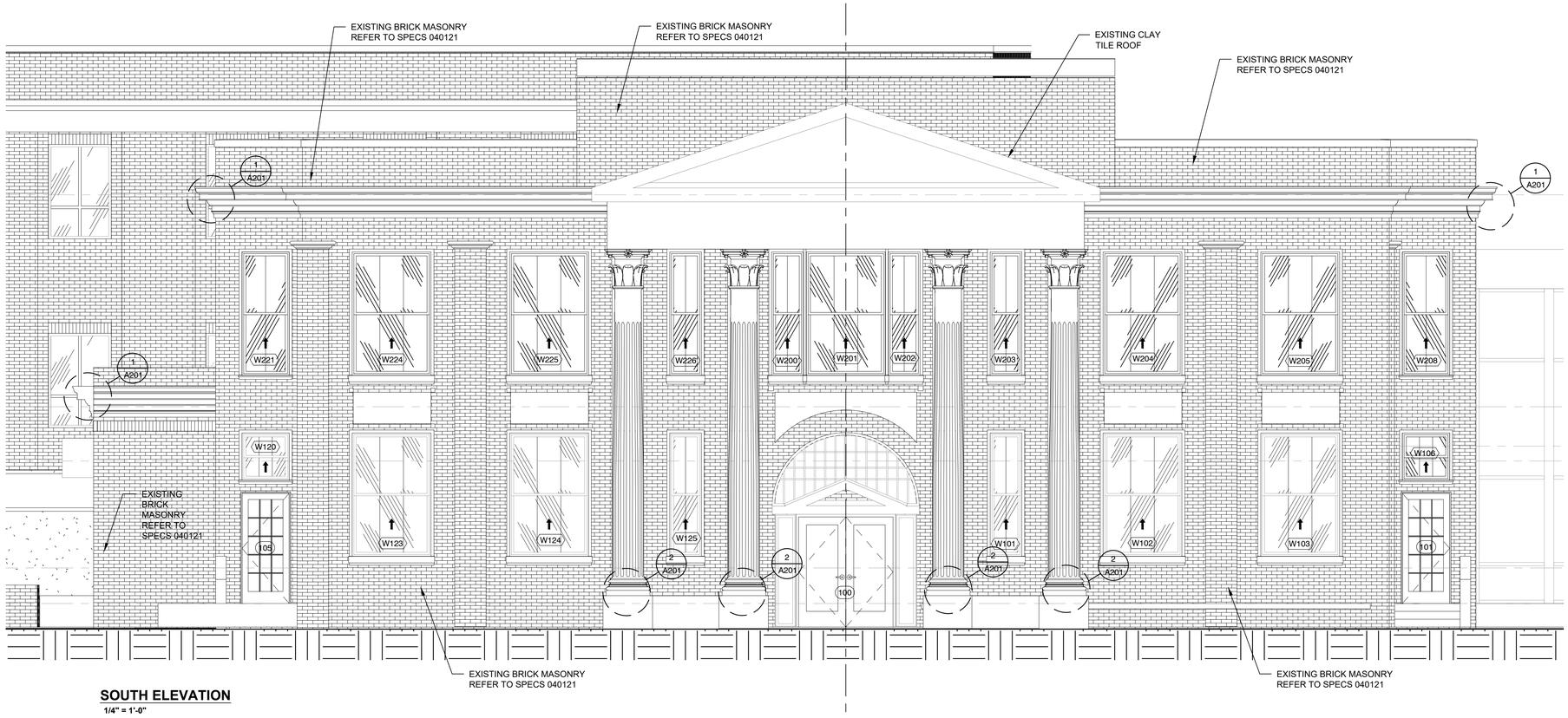
Distribution

No.	Description	Date

Revisions

No.	Description	Date

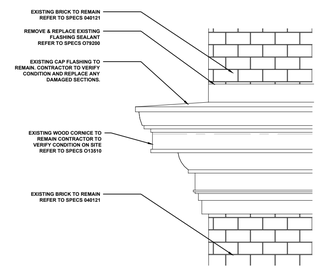
A102



SOUTH ELEVATION

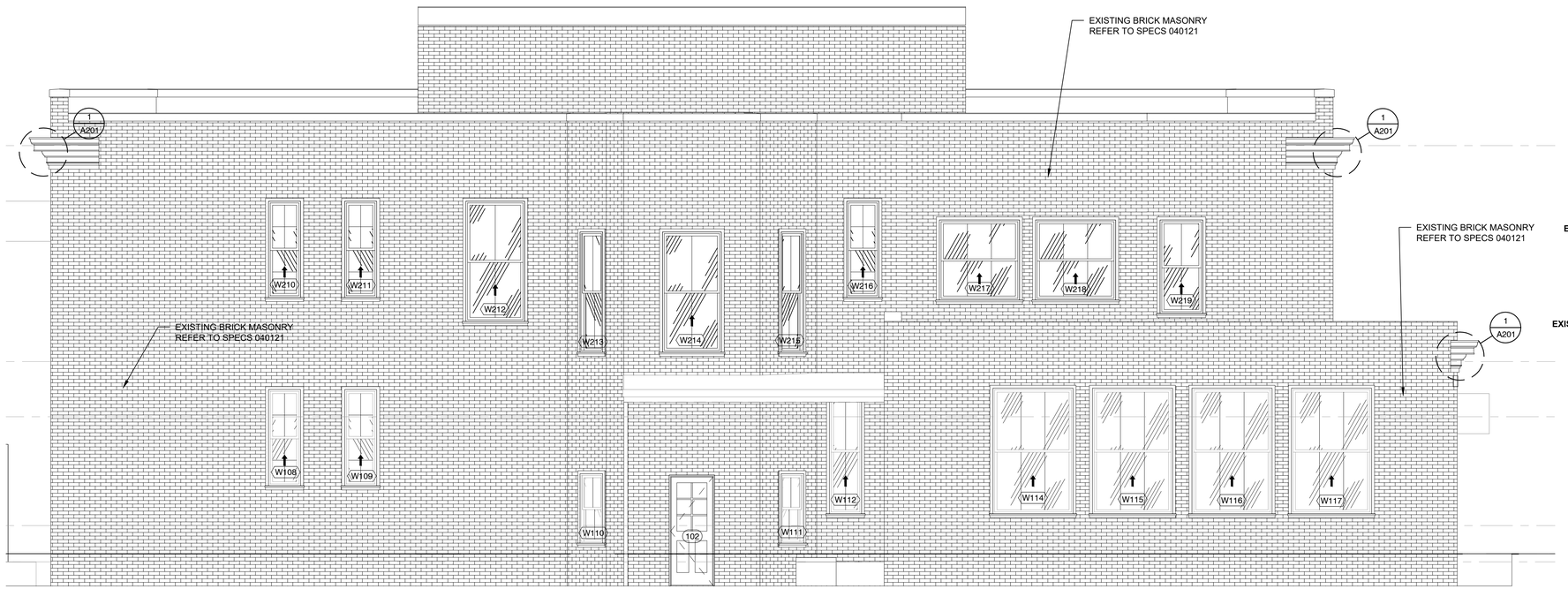
1/4" = 1'-0"

0' 2' 4'



1 / A201 TYPICAL CORNICE DETAIL

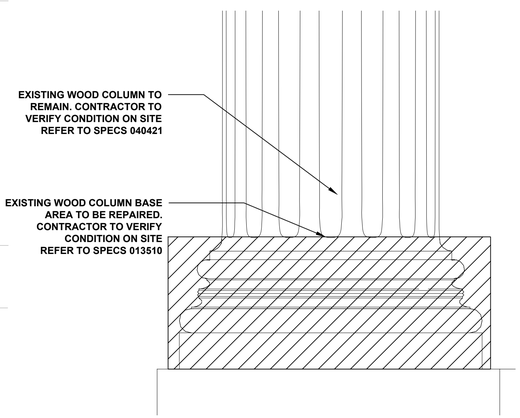
1 1/2" = 1'-0"



NORTH ELEVATION

1/4" = 1'-0"

0' 2' 4'



2 / A201 FRONT COLUMN BASE DETAIL

1 1/2" = 1'-0"

PARKER
MUDGETT
SMITH
ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AA0000078

W.J.MUDGETT, AIA

PUNTA GORDA
CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number	26-110

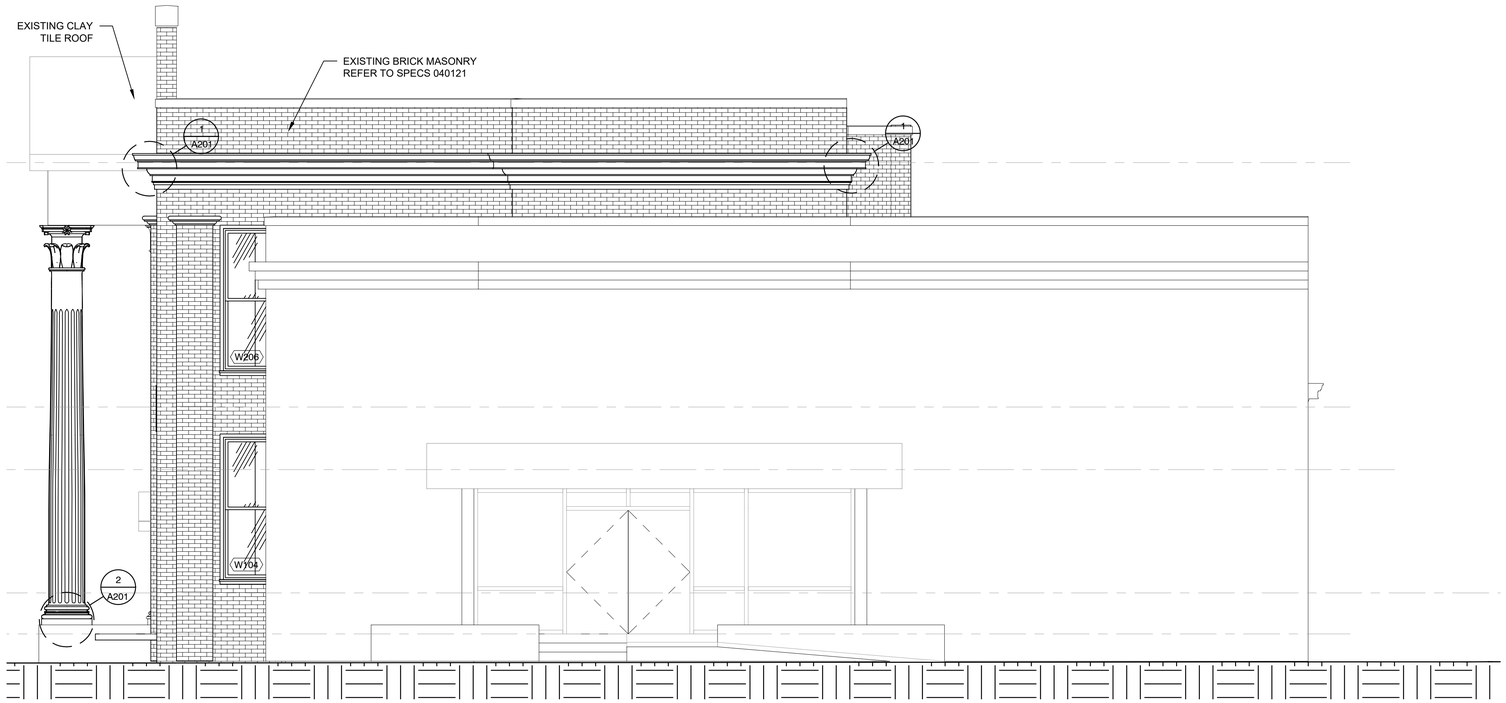
Distribution

No.	Description	Date

Revisions

No.	Description	Date

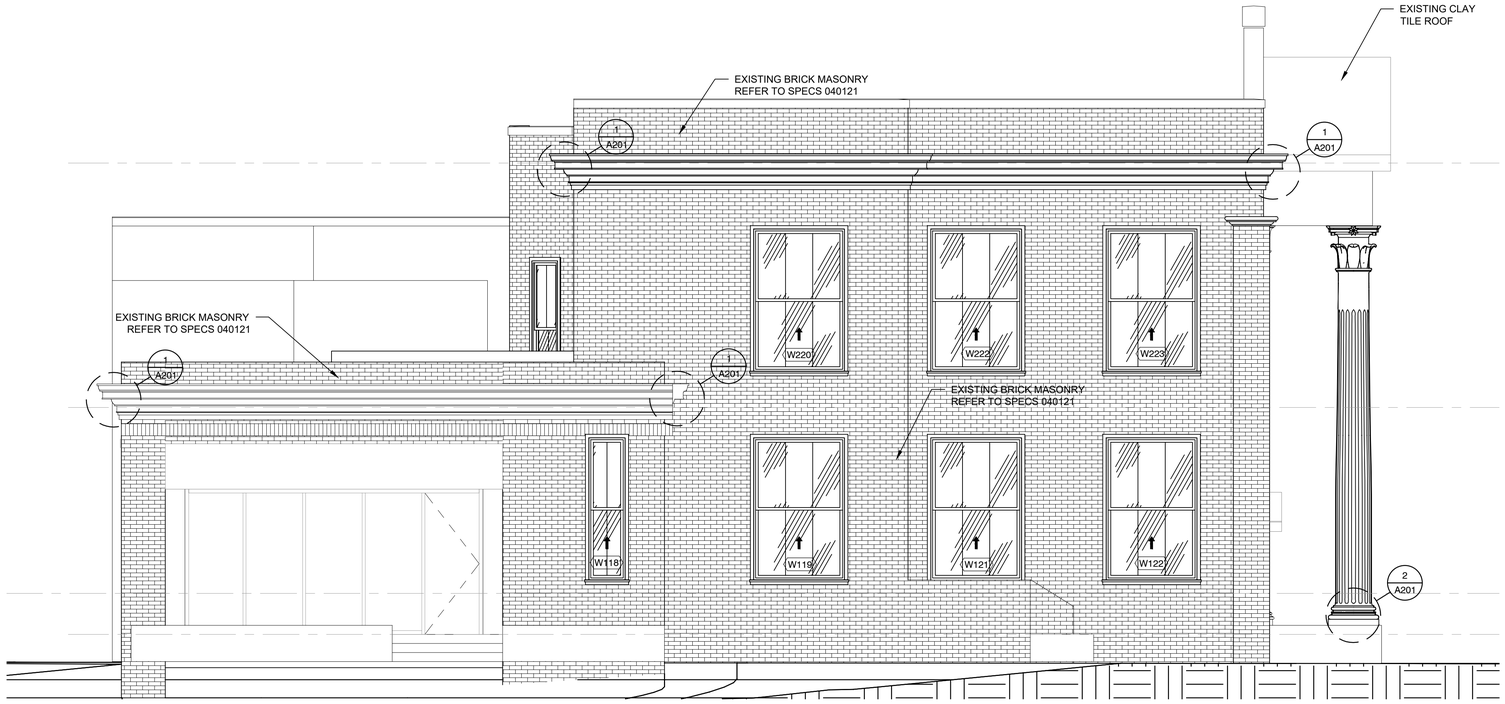
A201



EAST ELEVATION

1/4" = 1'-0"

0' 2' 4'



WEST ELEVATION

1/4" = 1'-0"

0' 2' 4'

PARKER
MUDGETT
SMITH
ARCHITECTS
2136 McGREGOR BOULEVARD
FORT MYERS, FLORIDA 33901
239-332-1171 ph. www.pmsarch.com
LICENSE # AA0000078

W.J.MUDGETT, AIA

PUNTA GORDA
CITY HALL

REMODEL

326 W Marion Ave.
Punta Gorda, FL 33950

Project Number 26-110

Distribution

No.	Description	Date

Revisions

No.	Description	Date

A202

CITY COUNCIL
CITY OF PUNTA GORDA
10/27/2026

REGULAR AGENDA

Title: Certified Local Government

Funds:

Recommended Action: Discussion regarding Certified Local Government (CLG) and the effects of the recently adopted historic preservation ordinance, including provisions scheduled to take effect in October 2027.

Summary: Staff is evaluating participation in the Certified Local Government Program, which provides technical assistance, training, and potential grant opportunities for historic preservation. The City's historic preservation ordinance and Historic Preservation Board (HPB) structure must meet state and federal program requirements.

Department/Division: Urban Design

EXHIBITS:

1. Certified Local Government Ordinance Checklist
2. Certified Local Government Guidelines

Certified Local Government Ordinance Internal Checklist

APPLICATION FOR CERTIFICATION

B.1. Requirements of Ordinance

Requirements	Ordinance Citation
a) Purpose clearly stated	_____
b) Authority for appointment of suitable commission	_____
c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)	_____
d) Clearly defined process for designation of historic properties including the consequences of designation	_____
e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established	_____
f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties	_____
g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	_____
h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	_____
i) Provisions for enforcing decisions	_____
j) Penalties for non-compliance	_____
k) Specific time frames for reviews	_____
1) Right of appeal	_____
m) Specific time frames for consideration of development proposals	_____

B.2. Commission

Requirements	Ordinance Citation
a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000)	_____
b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction	_____
c) Appointments made by appropriate local official or appropriate governing body	_____
d) Commission members are residents of the jurisdiction which they serve	_____
e) Terms of office staggered	_____
f) Terms of office at least two (2) years, but not more than five (5) years	_____
g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days	_____
h) Provisions for at least four (4) meetings per year at regular intervals	_____
i) Provisions for recording minutes of each meeting	_____
j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences	_____
k) Provisions for Commission review of proposed National Register nominations within its jurisdiction	_____
l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission	_____
m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities	_____
n) Rules of Procedure adopted by Commission	_____
o) Commission responsibilities complementary to those of the State Historic Preservation Office	_____

B.3. Survey and inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commission (inventory materials shall be compatible with the Florida Site File)	_____
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	_____
c) Inventory material open to the public	_____
d) Provisions to update inventory materials periodically	_____
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Office	_____
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	_____

B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced	_____
b) Provisions that Commission meetings will be open to the public	_____
c) Provisions that Commission meetings will have a previous advertised agenda	_____
d) Provisions to make meeting records available to the public	_____
e) Provisions that all Commission decisions will be given in a public forum	_____
f) Rules of Procedure adopted by the Commission must be available for public inspection	_____
g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75) calendar days' prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	_____

h) Objections by property owners must be notarized to prevent nomination to the National Register _____

i) Provisions for public and owner notification for designation _____

j) Provisions for public and owner notification for project reviews _____

k) Provisions for public hearings for designations and project reviews _____

B.5. Satisfactory Performance

Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings	_____
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days	_____
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting	_____
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting	_____
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action	_____
f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations	_____
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption	_____
h) Submit an annual report by November I covering activities of previous October I through September 30	_____
i) Information to be included in annual report (at a minimum)	_____

1) A copy of the Rules of Procedure
2) A copy of historic preservation ordinance
3) Resume of Commission members
4) Changes to the Commission
5) New Local designations
6) New National Register listings
7) Review of survey and inventory activity with a description of the system used
8) Program report on each grant-assisted activity
9) Number of projects reviewed

FLORIDA CERTIFIED LOCAL GOVERNMENT GUIDELINES

INTRODUCTION

Since its initial enactment by Congress in 1966, and through its subsequent amendment, the National Historic Preservation Act, as amended (16 U.S.C. 470, et. seq.) has established a program of identification, evaluation, and protection of historic and prehistoric properties based on the National Register of Historic Places. The act also has formalized roles for a decentralized historic preservation partnership that includes federal, state, tribal, and local governments. Part of the national program is carried out by the states, under the direction of the National Park Service of the Department of Interior. Participating states receive funding assistance in the form of annual grants from the federal Historic Preservation Fund to support their efforts. Funds are normally used to support the programs of the State Historic Preservation Office. A portion of these funds may be regranted in the form of subgrants for survey and planning and community education activities.

The National Historic Preservation Act, as amended (16 U.S.C. 470 et. seq.), also contains the legal basis for the federal-state-local preservation partnership commonly referred to as the Certified Local Government program. The Act directs the State Historic Preservation Officer and the Secretary of the Interior to establish procedures for the certification of local governments to participate in this partnership. This document contains Florida's procedures.

Under the Certified Local Government program, the State: 1) delegates certain limited responsibilities to those local governments that meet specific qualifications for certification, and 2) provides, from its annual Historic Preservation Fund apportionment, on a competitive basis, limited grant-in-aid funding to assist certified local governments in carrying out the responsibilities so delegated.

The purpose of these guidelines is to set forth: 1) the requirements and responsibilities of participation in the Certified Local Government program, and 2) the procedures for certification of local governments and for transfer of federal grant funds to participating Certified Local Governments.

FLORIDA CERTIFIED LOCAL GOVERNMENT GUIDELINES

TABLE OF CONTENTS

Introduction i

A. Definitions 1

B. Requirements 3

1. Local Historic Preservation Legislation 3

2. Historic Preservation Review Commission 3

3. System for Survey and Inventory 5

4. Public Participation 5

5. Satisfactory Performance of Responsibilities 6

C. Procedures 6

1. Certification of Local Governments in Florida 6

2. Monitoring Certified Local Governments/Process for Decertification/Local Government Appeal 6

3. Transfer of Funds 8

4. Certified Local Government Participation in the Florida National Register of Historic Places Process 10

Appendix A - Professional Qualifications Standards

Appendix B - Chapter 1A-35, Florida Administrative Code, Rules of the Department of State, Historic Preservation Grants-in-Aid

Appendix C - Application/Internal Checklist

Appendix D – Certified Local Government Agreement

FLORIDA CERTIFIED LOCAL GOVERNMENT GUIDELINES

A. Definitions

1. **Appropriate Chief Elected Local Official**: the mayor, county executive, or otherwise titled administrative official who is the head of the local political jurisdiction, which is the Certified Local Government.
2. **Commission**: a board, council, commission, or other similar collegial body which is established in accordance with Section B.2. of these guidelines.
3. **Designation**: the identification and registration of properties for protection that meet criteria established by the State or the locality for significant historic and prehistoric resources within the jurisdiction of a local government. Designation includes the identification and registration of resources according to the State or local criteria which must be consistent with the Secretary of the Interior's Standards for Identification and Registration. Adoption of the National Register criteria is encouraged.
4. **Florida Master Site File**: the state's clearinghouse for information on archaeological sites and historic structures, and field surveys of such sites and structures. It is a system of several paper and computer files maintained by the Division of Historical Resources, Florida Department of State.
5. **Historic Preservation Fund**: the source from which monies are appropriated to fund the program of matching grants-in-aid to the states for historic preservation programs and projects, as authorized by Section 101(d)(1) of the National Historic Preservation Act, as amended.
6. **Local Government**: the city, county, township, municipality, or any other general purpose political subdivision in the state.
7. **National Register of Historic Places**: the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.
8. **Protection:** the local review process under State or local law for proposed demolition or, changes to, or other action that may affect historic properties designated pursuant to a local government becoming a Certified Local Government. The CLG's local protection review process of the Act applies only to properties designated pursuant to State or local laws and procedures. This would not include properties listed on or determined eligible for the National Register of Historic Places unless such properties also were designated under the appropriate State or local process.
9. **State Historic Preservation Officer**: the official designated pursuant to s.267.031(7), Florida Statutes, to administer the state historic preservation program established for the purpose of carrying out the provisions of the National Historic Preservation Act of 1966, as amended.

B. Requirements

The following requirements are contained in 36 CFR Part 61, the implementing regulations for the National Historic Preservation Act, as amended (16 U.S.C. 470). Local governments desiring to become and remain Certified Local Governments must meet all of the following requirements:

FLORIDA CERTIFIED LOCAL GOVERNMENT GUIDELINES

1. **Enforce appropriate state or local legislation for designation and protection of historic properties.** In the absence of state legislation, this requirement shall be met by the enactment of local legislation containing the following provisions:

   a) The purpose of the legislation shall be clearly stated and shall include authority for appointment of a Commission to be responsible for the designation and protection of historic properties.
   b) The legislation must clearly define criteria and a process the same as or substantially the same as that identified in the National Historic Preservation Act of 1966, (U.S.C. 470 et. seq.), as amended, for the designation of historic properties. The legislation shall state that boundaries for any historic districts or individual properties identified in or by the mechanisms contained in the legislation must be clearly established.
   c) The legislation shall provide for the authority for and the establishment of a process for the review and rendering of a decision upon all proposed alterations, relocations, demolitions or new construction within the boundaries of historic districts established under the legislation or which may directly affect historic properties designated under the legislation. This authority shall include provisions for delay of demolition but not for the indefinite stay of a demolition.
   d) The criteria for the review of proposals for alterations, relocations, demolitions and new construction shall be clearly set forth in the legislation and, in the case of alterations, shall achieve the purposes of the *Secretary of the Interior Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.*
   e) The legislation shall include provisions for enforcing decisions, including penalties for non-compliance. A right of and mechanism for appeal must exist in the legislation.
   f) Specific time frames for reviews and for consideration of alternatives should be identified.
   g) Provisions for public and owner notification and public hearings for designation and project reviews shall be established, per B.4., below.

2. **The local government shall establish a historic preservation review commission (Commission) composed of professional and lay members** in accordance with paragraph B.2.c., below.

   a) Each Certified Local Government shall have a Commission with a minimum of five (5) members, whose area of geographic responsibility is coterminous with the boundaries of its local jurisdiction. For communities with a population less than 10,000, the minimum number of members may be reduced but shall not be less than three (3) members. All commission members must have a demonstrated interest in historic preservation.
   b) Appointments shall be made by the appropriate local official of the jurisdiction concerned.
   c) To the extent available in the community, the local government shall appoint professional members from the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines to the extent such professionals are available in the community concerned (see Appendix A, Professional Qualifications Standards). The Professional Qualifications Standards in Appendix A are no more stringent than the standards for membership on the National Register Review Board. Lay persons who have demonstrated special interest, experience, or knowledge in

history, architecture, or related disciplines shall make up the balance of Commission membership as provided for in Section B.2.e. in the event that there are not enough professionals in the community.

d) Commission members should be residents of the jurisdiction for which they serve.
e) Local governments shall be certified without the minimum number or types of disciplines represented on the Commission if they can demonstrate to the State Historic Preservation Officer that they have made a reasonable effort to fill those positions. Reasonable effort means that the local government has documented that (a) professionals in the required disciplines do not reside nor are property or business owners in the jurisdiction, or (b) local professionals are not willing to serve on the Commission, and (c) in the case of a Commission with fewer than the minimum numbers of members established in B.2.a., that no other lay persons meeting the requirements of B.2.c. are available to serve.
f) The terms of office of Commission members shall be uniform and staggered, and of at least two but not more than five years' duration (except as provided on the initiation of a Commission). There is not necessarily a limit on the number of consecutive terms which may be served.
g) Vacancies, including expired terms, shall be filled within 60 calendar days by the appropriate local official. An extension of up to an additional 60 calendar days shall be granted by the State Historic Preservation Officer upon receipt of a written request from the appropriate local official for such extension.
h) Commission meetings shall be held as often as is necessary to complete commission work in a timely fashion, but no less than four meetings shall be held each year and minutes of each meeting shall be kept.
i) Each Commission member should make a reasonable effort to attend State Historic Preservation Office training programs.
j) The Commission shall review alterations, relocations, demolitions and new construction or other activities that may affect locally designated properties. The Commission shall review proposed National Register nominations within its jurisdiction. When a discipline is not represented in the Commission membership, the Commission shall seek expertise in this area when considering National Register nomination proposals and other actions that may impact properties which are normally evaluated by a professional in such discipline before rendering a decision. This can be accomplished through consulting (e.g., universities, private preservation organizations, or regional planning commissions) or by other means that the State Historic Preservation Officer determines appropriate.
k) The legislation shall contain specific time limits within which the Commission shall act.
l) The Commission shall have staff sufficient to undertake the requirements for certification and carry out the duties and responsibilities delegated to the Certified Local Government.
m) The Commission shall adopt Rules of Procedure for use in all transactions involving the public.
n) All Commission responsibilities must be complimentary to and carried out in accordance with the responsibilities of the State Historic Preservation Officer as described in 36 CFR 61.6, incorporated by reference.

3. The local government shall maintain a system for survey and inventory of historic properties. The term "historic property" or "historic resource" means any prehistoric or historic district,

site, building, structure, or object included in, or eligible for inclusion on the National Register, including artifacts, records, and material remains related to such a property or resource.

a) The Certified Local Government shall initiate and continue an approved process to identify historic properties within the jurisdiction.
b) A detailed inventory of the designated districts, sites, and structures within the jurisdiction of local government must be maintained. The local inventory system shall be developed in consultation with the Florida Master Site File to ensure that the data produced can be integrated into the statewide comprehensive historic preservation planning process, and should include at a minimum a completed Florida Master Site File form with an assigned Florida Master Site File number. This documentation also applies to the CLG Inventory. The address for the Florida Master Site File is: Florida Master Site File, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
c) All inventory material shall be kept: 1) safe, secure, and in an accessible location, 2) current, and 3) regularly provided to the State Historic Preservation Officer for incorporation into the Florida Master Site File.
d) All inventory material shall be considered as public records and shall be available for public inspection per s.119.07, Florida Statutes, except as provided for in Section 304 of the National Historic Preservation Act of 1966, as amended (16 USC 470).
e) Commission members shall be encouraged to participate in the survey process and in preservation planning carried out by the Certified Local Government.

4. Local governments shall provide for public participation in local historic preservation programs, including the process of recommending properties for nomination to the National Register.

a) All Commission meetings shall be publicly announced, open to the public and have a previously advertised agenda. Commission meetings shall be held as often as is necessary to complete commission work in a timely fashion, but not less than four meetings shall be held each year.
b) Minutes of all actions of the Commission including reasons for making decisions, must be kept on file and available for public inspection, per s.286.011 Florida Statutes.
c) All decisions by the Commission shall be made in a public forum, and applicants shall be given written notification of decisions of the Commission.
d) Rules of Procedure adopted by the Commission shall be available for public inspection, per s.119.07, Florida Statutes.
e) Appropriate local officials, owners of record, and applicants shall be notified of proposed Commission actions concerning a proposed nomination to the National Register of Historic Places according to requirements found in 36 CFR Part 60, incorporated by reference. Objections by owners of properties proposed for nomination must be notarized.

5. Local governments shall satisfactorily perform the responsibilities listed in B.1. through B.4., above, and those specifically delegated to them by the State Historic Preservation Officer.

C. Procedures

1. Certification of Local Governments in Florida

a) The appropriate local official shall request certification from the State Historic Preservation Officer. The request for certification shall include:
   1. A written assurance by the appropriate official that the local government will fulfill all the requirements for certification. Requirements for certification include: enforcement of appropriate state or local legislation for designation and protection of historic properties, per B.1., above; establishment of a historic preservation review commission (Commission) composed of professional and lay members, per B.2., above; maintenance of a system for survey and inventory of historic properties, per B.3., above; provision for public participation in local historic preservation programs, including the process of recommending properties for nomination to the National Register, per B.4. above; and satisfactory performance of any additional responsibilities delegated to all Certified Local Governments in the state, and any other delegated responsibilities.
   2. A copy of the local legislation, per B.1., above.
   3. A map of the local government jurisdiction with any and all existing designated historic districts and individual historic properties clearly identified. Inclusion of these properties within the jurisdiction of the Certified Local Government shall be clearly demonstrated. This map shall be updated regularly through the incorporation of additions and deletions of districts and individual properties, and alterations of historic district boundaries.
   4. A copy of the Commission's Rules of Procedure.
   5. Resumes for each member of the Commission including, where appropriate, credentials or member expertise in fields related to historic preservation, per B.2.c., above, and Appendix A, below.
   6. Resumes for staff members, if there is professional staff.

b) The State Historic Preservation Officer shall respond to the appropriate local official within 45 calendar days after receipt of an adequately documented written request for certification. The State Historic Preservation Officer will review the request and certify by letter of certification if the government fulfills the requirements. The State Historic Preservation Officer will prepare a written certification agreement which lists the specific responsibilities of the local government when certified. The written request, letter of certification and signed certification agreement by the State Historic Preservation Officer and the chief elected local official as well as a signed review checklist by the state shall be forwarded to the Secretary of the Interior by the State Historic Preservation Officer. If the Secretary of the Interior does not object within 15 working days after receipt, the State Historic Preservation Officer's certification of the local government to participate in the national historic preservation program shall be effective the date signed by the National Park Service.

c) The State Historic Preservation Officer shall respond to the appropriate local official within 45 working days after receipt of a documented written request which is inadequate. The State Historic Preservation Officer shall indicate how inadequacies can be corrected in this notification.

d) Amendments to the delegation of responsibilities provided in the certification agreement shall be initiated by mutual agreement of the State Historic Preservation Officer and the local government. The amendment shall be prepared by the State Historic Preservation Officer and submitted to the Secretary of the Interior. If the Secretary of the Interior does not object within 15 working days after receipt, the amendment to the certification agreement shall be effective.
e) The local government may appeal a denial of certification by the State Historic Preservation Officer to the Secretary of Interior.

2. Monitoring Certified Local Governments/Process for Decertification/Local Government Appeal.

a) Once a local government is certified, it remains certified without further action unless officially decertified.
b) The State Historic Preservation Office shall conduct periodic reviews and monitoring of Certified Local Governments to assure that each government is meeting the requirements for certification. Reviews shall be conducted at least once every four years, but may be conducted more frequently at the discretion of the State Historic Preservation Officer if deemed appropriate. Reviews shall be preceded by notice of at least 30 days.
c) The Certified Local Government will supply at least 30 calendar days' advance notice of Commission meetings to the State Historic Preservation, Officer.
d) A Certified Local Government is responsible for providing the State Historic Preservation Officer with particular information at frequent intervals. In addition to advance notice of meetings, Certified Local Governments shall submit the minutes of each Commission meeting, attendance at Commission meetings, and appointments to the Commission within 30 days after such actions. The Certified Local Government shall also inform the State Historic Preservation Officer about any new historic designations or alterations of existing designations immediately. Proposed amendments of the local historic preservation ordinance shall be submitted to the State Historic Preservation Officer for review and comment at least 30 days prior to the date scheduled for adoption.
e) The Certified Local Government shall submit an annual report and other documents as necessary to the State Historic Preservation Officer. The annual report shall include any amendments to the local historic preservation ordinance, changes in Rules of Procedure, a summary of Commission activities including but not limited to the number of proposals reviewed, new designations, revised resumes, appointments to the Commission, a review of survey and inventory activity with a description of the system used, as well as a progress report on grant-assisted activities. The annual report is due by November 1 and shall cover the previous October 1 - September 30 year. It will be reviewed by the State Historic Preservation Officer within 30 calendar days after receipt.
f) The State Historic Preservation Officer shall review expenditures of funds allocated as historic preservation grants-in-aid pursuant to C.3., Transfer of Funds, below.
g) Review of the historic preservation grants-in-aid expenditures, as well as review of the annual report, shall form the basis of the State Historic Preservation Officer's evaluation of the Certified Local Government.

h) If the State Historic Preservation Officer's evaluation of a Certified Local Government indicates inadequate performance, that assessment will be documented, and ways to improve performance to acceptable levels shall be delineated by the State Historic Preservation Officer. The Certified Local Government shall have a sufficient period of usually not less than 30 nor more than 180 days to implement the improvements. If, at the end of this period, the State Historic Preservation Officer determines that sufficient improvement has not occurred, the State Historic Preservation Officer will recommend decertification of the local government to the Secretary of the Interior, citing specific reasons for the recommendation.

i) Local governments may petition the State Historic Preservation Officer to be decertified voluntarily and without prejudice

j) Grounds for investigations of decertification shall include revocation of the local ordinance, failure to comply with provisions incorporated into the local ordinance, failure to maintain a Commission, failure to maintain a survey and identification program, failure to provide for adequate public participation in the local historic preservation program, and failure to keep the State Historic Preservation Officer informed about Certified Local Government activities and actions.

k) The local government may appeal a decertification decision of the State Historic Preservation Officer to the Secretary of the Interior. Upon decertification, the State Historic Preservation Officer shall conduct financial assistance closeout procedures as specified in The Historic Preservation Fund Grants Manual.

3. Transfer of Funds.

a) Each Certified Local Government is eligible to request a portion of funds reserved from Florida's annual Historic Preservation Fund grant apportionment on a competitive basis. Selection criteria for such competition will be announced at least two months prior to the grant selection meeting.
    1. At least ten percent of Florida's annual Historic Preservation Fund Grant will be reserved for certified local governments.
    2. Any year in which the annual Historic Preservation Fund state grant appropriation for all states exceeds $65,000,000, one half of the excess shall also be transferred to Certified Local Governments according to procedures to be provided by the Secretary of the Interior.
    3. There is no guarantee that Certified Local Governments will receive Historic Preservation Funds if they apply for such funds. Further, receipt of historic preservation regrant funding from the Florida State Historic Preservation Office is not assurance that funds will be available the following year or that a Certified Local Government will receive grant funding the following year.

b) Each Certified Local Government which makes application for funds from Florida's annual Historic Preservation Fund apportionment is required by the Secretary of the Interior to:
    1. Maintain adequate financial management systems. Local financial management systems shall be in accordance with the standards specified in OMB Circular A-87, "Cost Principles Applicable to Grants and Contracts with State and Local Governments." Local financial management systems shall be

auditable in accordance with OMB Circular A-133. Local financial management systems will be periodically evaluated by the State Historic Preservation Officer.

2. Adhere to all requirements of the Historic Preservation Fund Grants Manual.
3. Adhere to any requirements mandated by Congress regarding the use of such funds. The State Historic Preservation Officer will advise Certified Local Governments of such requirements and will include a summary of such information in the materials made available to Certified Local Governments making application for funds, per C.3.c., below.

c) The requirements listed in C.3.b., above, shall be used by the State as minimum requirements for local governments receiving Historic Preservation Funds; they also shall be included in the State's required written grant agreement with the local government.

d) Certified Local Governments shall make applications for funds described in Federal Requirements and in C.3.a., above, on the time schedule and using the procedures identified in Chapter 1A-35, Florida Administrative Code, Rules of the Department of State, Historic Preservation Grants-in-Aid (See Appendix B). As applicants for shares of the reserved portion of Florida's Historic Preservation Fund annual apportionment, Certified Local Governments will follow procedures for applying for federal funds identified in Federal Requirements and in Subsection 1A-35.007, Florida Administrative Code. Certified Local Governments which are awarded funds under these rules and during other special application periods allowed for under the rules will be considered subgrantees of the Florida State Historic Preservation Office.

e) Funds made available to Certified Local Governments from the reserved portion of Florida's annual Historic Preservation Fund apportionment shall be awarded on a competitive basis, per C.3.d., above, for historic preservation survey and planning, and community education activities. When evaluating Certified Local Government grant applications, the State shall:

1. Provide that the amount awarded any applicant must be sufficient to produce a specific impact.
2. Ensure that the funds awarded will be sufficient to generate effects directly as a result of the funds transfer.
3. Note that requirements for tangible results may not be waived even if there are many otherwise eligible applicants for the amount set aside for the Certified Local Governments share.
4. Ensure that no Certified Local Government will receive a disproportionate share of the allocation.

f) Submission of an application for a portion of Florida's annual Historic Preservation Fund apportionment, whether successful or not, shall not preclude or in any manner disqualify the Certified Local Government making such application from consideration for other state grant or federal regrant funds available under the terms of Chapter 1A-35, Florida Administrative Code, referenced in C.3.d., above.

g) Historic Preservation regrant funding cannot be matched by other Federal Program grants, with the exception of Community Development Block Grant funds, as specified in Section 105(a)(9) of the Housing and Community Development Act of 1974, P.L. 93-388. Historic Preservation Fund regrants to Certified Local Governments

must be used for activities which further the goals of identification, evaluation, protection, and preservation of cultural resources.

h) Use of Historic Preservation regrant funding will be subject to all existing restrictions imposed by the Historic Preservation Fund Grants Manual. In accordance with the requirements of the manual, indirect costs may be charged as part of the Certified Local Government grant only if the Certified Local Government subgrantee meets the requirements of the Manual and has a current indirect cost rate approved by the cognizant Federal agency. Otherwise, only direct costs may be charged.

4. Certified Local Government Participation in the Florida National Register of Historic Places Nomination Process.

a) The Commission complements the Florida National Register Review Board in the review of proposed nominations to the National Register. Sponsors of National Register nomination proposals located in areas served by a Certified Local Government shall have their proposals reviewed at the local level. Proposals for properties in areas not served by a Certified Local Government shall be reviewed by the Florida National Register Review Board. Nomination proposals submitted to the State Historic Preservation Officer for consideration by the Florida National Register Review Board will be reviewed to ascertain if they are located in an area served by a Certified Local Government. If a Certified Local Government serves the area, the State Historic Preservation Officer shall forward the nomination proposal to the local Commission.

b) The local Commission will develop or receive the documentation necessary to nominate properties to the National Register. The Commission shall evaluate nomination proposals received for completeness in a timely manner. Should the nomination proposal not be technically complete, the Commission shall notify the proposal's sponsor in writing, identifying the technical deficiencies, within 30 days after receipt of the nomination proposal. If the nomination proposal is technically complete, the Commission shall place the item on its agenda for the next meeting or, should notification provisions outlined in C.4.c., below, make this impossible, for the earliest possible regular meeting.

c) The Commission shall notify the following of its intention to consider a nomination proposal. In all cases, such notification shall occur at least 30 days but not more than 75 days prior to the Commission meeting at which the nomination proposal will be considered.

1. Owner(s) of record of the property. The list of owners shall be obtained from official tax records. Where there is more than one owner on the list, each separate owner shall be notified.
2. Appropriate local official(s). In the case of a Commission whose area of jurisdiction is a county, these will be the Chairman of the Board of County Commissioners and such other contact persons as may be designated, and the appropriate local official of a municipality if the property to be considered is located within municipal boundaries. In the case of a Commission whose area of jurisdiction is a municipality, this will include the appropriate municipal official(s) and the Chairman of the Board of County Commissioners. Within 30 days after receipt of the nomination proposal, the appropriate local official(s) shall submit in writing to

the Commission a recommendation as to whether or not the property shall be nominated to the National Register.

3. State Historic Preservation Officer.

d) Nomination proposals shall be considered by the Commission at a public meeting, and all votes on nomination proposals shall be recorded and made a part of the permanent record of the Commission meeting. All nomination proposals shall be forwarded, with a record of official action taken by the Commission and the recommendation of the appropriate local official(s), to the State Historic Preservation Officer within 30 days after the Commission meeting at which they were considered. If either the Commission or appropriate local official(s) or both support the nomination, the State Historic Preservation Officer shall schedule the nomination proposal for consideration by the Florida National Register Review Board as part of the normal course of business at the next regular meeting. The consideration of the nomination will be handled pursuant to Section 101(a) of the National Historic Preservation Act (and 36 CFR 60).

e) If both the Certified Local Government Commission and appropriate local official(s) recommend that a property not be nominated to the National Register, the State Historic Preservation Officer shall take no farther action on the nomination proposal unless an appeal is filed within 30 calendar days with the State Historic Preservation Officer. Any reports and recommendations that result from such a situation shall be included with any nomination proposal submitted by the State Historic Preservation Officer to the Secretary of the Interior.

f) Any person or organization which supports or opposes the nomination of a property to the National Register shall be afforded the opportunity to make its views known in writing. All such correspondence regarding a nomination proposal shall become part of the permanent record concerning that proposal and shall be forwarded with approved proposals to the State Historic Preservation Officer. In the case of disapproved nomination proposals, letters of support or comment shall be made a part of the permanent record concerning that proposal, and a list of such letters shall accompany the official copy of the disapproved nomination proposal when it is forwarded to the State Historic Preservation Officer, per C.4. above

g) Nomination proposals to be considered by the Commission shall be on file at Commission headquarters for at least 30 days but not more than 75 days prior to the Commission meeting at which they will be considered. A copy shall be made available by mail when requested by the public and shall be made available at a location of reasonable local public access, such as a local library, courthouse, or other public place so that written comments regarding a nomination proposal can be prepared.

h) Appeals. Any person may appeal the decisions of a local Commission. Appeals shall be directed to the State Historic Preservation Officer in writing within 30 calendar days of the State Historic Preservation Officer's receipt of the written decision of the Commission. Nominations or proposals which have been appealed shall be considered by the Florida National Register Review Board as part of the normal course of business at its next regular meeting. If the opinion of the Florida National Register Review Board is that the property or properties is or are significant and merit nomination to the National Register, the State Historic Preservation Officer shall notify the Commission, within 30 days after the National Register Review Board meeting, of

its intent to forward the nomination to the National Register with a recommendation that the property or properties be listed. The State Historic Preservation Officer reserves the right, as in the case of any nomination proposal from a source other than a Certified Local Government, to edit or revise the nomination proposal or request that the sponsor make necessary revision prior to forwarding the proposal to the National Register. Other appeal procedures promulgated by the National Park Service, Department of the Interior, pertaining to local or state actions shall be followed by Certified Local Governments and by the State Historic Preservation Officer. Decisions of the State Historic Preservation Officer may be appealed to the National Park Service in accordance with the procedures in 36 CFR 60.12.

i) Certified Local Government review and notification procedures do not apply when a Federal agency nominates a property under its ownership or control. Certified Local Governments are encouraged to coordinate with Federal agencies to the extent practical, however, in the consideration of such nominations. [36 CFR (c) (d) provide regulatory guidance regarding Federal reviews and comment periods.]

CITY COUNCIL
CITY OF PUNTA GORDA
10/27/2026

REGULAR AGENDA

Title: Gilchrist Park on the National Register

Funds:

Recommended Action: Discussion regarding the status of Gilchrist Park's application to the National Register of Historic Places.

Summary: Provide City Council and the Historic Preservation Board (HPB) with an update on the application to list Gilchrist Park to the National Register of Historic Places, including the outcome of the application review and potential next steps for historic preservation efforts.

Department/Division: Urban Design

EXHIBITS:

1. Response Letter

FLORIDA DEPARTMENT of STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

October 12, 2026

City of Punta Gorda
326 West Marion Avenue
Punta Gorda, Florida 33950

RE: PSIQ response for Gilchrist Park et al, 400 West Retta Esplanade, Punta Gorda Florida, 33950 Charlotte County

Dear City of Punta Gorda:

Thank you for submitting a Preliminary Site Information Questionnaire (PSIQ) for the above referenced property. After reviewing the materials provided, our office feels that this property **does not meet the standard for individual listing in the National Register of Historic Places (NR)**. When we evaluate properties for individual listing in the NR, we are evaluating three things: age, significance, and the seven aspects of integrity (location, setting, design, materials, workmanship, feeling, and association). While this park has historic significance to the local community, there has been enough integrity lost to render it ineligible for listing in the National Register. However, because of the park's local significance within the community, **we strongly encourage local designation to ensure the protection of the park.**

Please keep in mind this assessment is not a statement on the importance of the resource. It is merely a statement of the limitations of the program we work within. The information you submitted will be given over to the Florida Master Site File.

If you have any questions, please do not hesitate to contact me at (850) 245-6188 or via email at Hope.Evans@dos.fl.gov.

Sincerely,

Hope Evans
Historic Preservationist
Bureau of Historic Preservation
Department of State

Cc: Teresa Desguin

CITY COUNCIL
CITY OF PUNTA GORDA
10/27/2026

REGULAR AGENDA

Title: A.C. Freeman House

Funds:

Recommended Action: Discussion regarding potential future uses of the A.C. Freeman House following completion of its restoration.

Summary: City Council and the Historic Preservation Board will discuss potential uses for the A.C. Freeman House and provide direction to staff on the preferred use, operational needs, and next steps for making the property available for its intended purpose.

Department/Division: Urban Design

EXHIBITS:

1. AC Freeman House - Potential Uses

A.C. FREEMAN HOUSE

Potential Public or Civic Uses | Discussion

COMMUNITY & CIVIC ENGAGEMENT

City Council office and meeting space

Small public workshops or listening sessions

HISTORY & CULTURE

Local history exhibits, heritage interpretation or rotating art displays

Visitor or Welcome Center

CITY & COMMUNITY PARTNERSHIPS

Occasional civic or nonprofit special receptions or events

Scheduled use by community or private groups, subject to availability



KEY DISCUSSION QUESTIONS

Which uses best serve the community?

What operating, staffing and access needs must be considered?

Punta Gorda